

# MINOR AND MAJOR SITE PLAN APPLICATION FORMS

## Borough of Allentown

BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501

### APPEARANCE BEFORE THE BOROUGH OF ALLENTOWN PLANNING BOARD

The Allentown Planning Board advises applicants of its requirements for land use approval in regard to appearance and representation at Board hearings for application approval. The Planning Board requests that applicants adhere to the following rules in order to assure the prompt processing of application.

- 1. Individuals and Partnerships** - If an applicant is an individual or a partner in a partnership, he/she may appear before the Planning Board and represent yourself and may present applicable testimony and the testimony of a consultants in support of your application. **Please Note: An applicant cannot have a consultant make an application for an owner in his/her absence.** Engineers, surveyors, planners, contractors, real estate agents, friends and family are not authorized to present an application unless the actual applicant(s) are present to offer them as witnesses. If an applicant does not intend to appear personally then an attorney at law of the State of New Jersey must represent the applicant at all hearings.
- 2. Corporations and Limited Liability Companies** – All corporations and limited liability companies must, under all circumstances, have an attorney at law of the State of New Jersey appear before the Board at all hearings.



**Borough of Allentown**  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 08501

**MINOR AND MAJOR SITE PLAN APPLICATION FORMS**

**FOR MINOR SITE PLAN APPLICATIONS**

MINOR SITE PLAN APPLICATION

**FOR MAJOR SITE PLAN APPLICATIONS**

MAJOR SITE PLAN APPLICATION – PRELIMINARY AND FINAL

**FOR BOTH MINOR AND MAJOR SITE PLAN APPLICATIONS**

- MINOR SITE / MAJOR SITE PLAN CHECKLISTS (As Applicable)
- AFFIDAVIT OF COMPLETENESS
- CONSENT OF OWNER FORM
- CONSENT TO INSPECT PREMISES
- DISCLOSURE STATEMENT
- WAIVER OF STATUTORY TIME LIMITATION
- TAX STATEMENT
- MINOR SITE PLAN & ESCROW FEE COMPUTATION WORKSHEET
- ESCROW MAINTENANCE
- W-9 TAXPAYER IDENTIFICATION
- CERTIFICATION INSTRUCTIONS FOR SERVICE NOTICE
- REQUEST FOR LIST OF CERTIFIED PROPERTY OWNERS
- NOTICE OF PUBLIC HEARING – SAMPLE FORM
- AFFIDAVIT OF SERVICE
- AFFIDAVIT OF PUBLICATION
- APPLICATION FOR ENVIRONMENTAL COMMISSION REVIEW
- APPLICATION FOR HISTORIC PRESERVATION COMMISSION REVIEW

## MINOR SITE PLAN APPLICATION (Page 1 of 2)

Borough of Allentown Planning Board  
8 North Main Street, PO Box 487  
Allentown, New Jersey 08501-9414

Telephone: (609) 259-3151 Fax: (609) 259-7530

E-Mail: \_\_\_\_\_

Pursuant to Section 28-5 of the Borough of Allentown Land Development Regulations, application is hereby made to the Planning Board for approval of a minor site plan hereinafter more particularly described:

Owner's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Location of Premises (Neighborhood/Section): \_\_\_\_\_

Street/Cross Street: \_\_\_\_\_

Tax Map: Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Latest Date on Tax Map: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Owner: \_\_\_\_\_

Person Preparing Preliminary Site Plan: \_\_\_\_\_

Profession: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Attorney's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Proposed Use and 2017 NAICS category: \_\_\_\_\_

Area of Entire Tract: \_\_\_\_\_ Zone District: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Applicant's Name (Typed or Printed) \_\_\_\_\_

Date: \_\_\_\_\_

## MINOR SITE PLAN APPLICATION (Page 2 of 2)

*For Official Use Only:*

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Fee: \_\_\_\_\_

Administrative Completeness Review Checklist: (Check if Provided. Note if Not Applicable)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Application Form   | <input type="checkbox"/> W-9 Form             | <input type="checkbox"/> Owner Letter Authorizing Application                                    |
| <input type="checkbox"/> Application Fee  | <input type="checkbox"/> Escrow Fee           | <input type="checkbox"/> Corporate Resolution (auth. officers to act)                            |
| <input type="checkbox"/> Zoning Officer's Denial  | <input type="checkbox"/> Submission Checklist | <input type="checkbox"/> Environmental Commission Review Form                                    |
| <input type="checkbox"/> Submission Checklist   | <input type="checkbox"/> Brief Narrative      | <input type="checkbox"/> Historical Preservation Commission Review Form <input type="checkbox"/> |
| <input type="checkbox"/> Architectural Floor Plans & Elevations                                   |   | <input type="checkbox"/> Site Plan(s)  |
| <input type="checkbox"/> Disclosure Statement of Names of Persons with 10% or More Interest/Stock |   |  |

Planning Board Administrative Completeness Determination

Complete     Incomplete    Date: \_\_\_\_\_

By: \_\_\_\_\_

Forwarded to Board Engineer: \_\_\_\_\_

Board Engineer Completeness Review:  Complete     Incomplete

Date: \_\_\_\_\_

Board Decision:

Approved

Denied

Date: \_\_\_\_\_

Extension of Time Limit for Final Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Chair's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PRELIMINARY MAJOR SITE PLAN APPLICATION**  
**(Page 1 of 2)**

Borough of Allentown Planning Board  
8 North Main Street, PO Box 487  
Allentown, New Jersey 08501-9414

Telephone: (609) 259-3151 Fax: (609) 259-7530  
E-Mail: \_\_\_\_\_

Pursuant to Section 28-5 of the Borough of Allentown Land Development Regulations, application is hereby made to the Planning Board for preliminary approval of a site plan hereinafter more particularly described:

Owner's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Location of Premises (Neighborhood/Section): \_\_\_\_\_

Street/Cross Street: \_\_\_\_\_

Tax Map: Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Latest Date on Tax Map: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Owner: \_\_\_\_\_

Person Preparing Preliminary Site Plan: \_\_\_\_\_

Profession: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Attorney's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Proposed Use and 2017 NAICS category: \_\_\_\_\_

Area of Entire Tract: \_\_\_\_\_ Zone District: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Applicant's Name (Typed or Printed) \_\_\_\_\_

Date: \_\_\_\_\_

**PRELIMINARY MAJOR SITE PLAN APPROVAL**  
**(Page 2 of 2)**

*For Official Use Only:*

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Fee: \_\_\_\_\_

**Administrative Completeness Review Checklist: (Check if Provided or Not Applicable)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Application Form   | <input type="checkbox"/> W-9 Form             | <input type="checkbox"/> Owner Letter Authorizing Application                                    |
| <input type="checkbox"/> Application Fee  | <input type="checkbox"/> Escrow Fee           | <input type="checkbox"/> Corporate Resolution (auth. officers to act)                            |
| <input type="checkbox"/> Zoning Officer's Denial  | <input type="checkbox"/> Submission Checklist | <input type="checkbox"/> Environmental Commission Review Form                                    |
| <input type="checkbox"/> Submission Checklist   | <input type="checkbox"/> Brief Narrative      | <input type="checkbox"/> Historical Preservation Commission Review Form <input type="checkbox"/> |
| <input type="checkbox"/> Architectural Floor Plans & Elevations                                   |   | <input type="checkbox"/> Site Plan(s)  |
| <input type="checkbox"/> Disclosure Statement of Names of Persons with 10% or More Interest/Stock |   |  |

**Administrative Completeness Determination**

Complete     Incomplete    Date: \_\_\_\_\_

By: \_\_\_\_\_

Forwarded to Board Engineer: \_\_\_\_\_

Board Engineer Completeness Review:  Complete     Incomplete

Date: \_\_\_\_\_

Board Decision:

Approved

Denied

Date: \_\_\_\_\_

Extension of Time Limit for Final Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Chair's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FINAL MAJOR SITE PLAN APPLICATION**  
**(Page 1 of 2)**

Borough of Allentown Planning Board  
8 North Main Street, PO Box 487  
Allentown, New Jersey 08501-9414

Telephone: (609) 259-3151 Fax: (609) 259-7530

E-Mail: \_\_\_\_\_

Pursuant to Section 28-5 of the Borough of Allentown Land Development Regulations, application is hereby made to the Planning Board for final approval of a site plan hereinafter more particularly described:

Owner's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

Address: \_\_\_\_\_

Location of Premises (Neighborhood/Section): \_\_\_\_\_

Street/Cross Street: \_\_\_\_\_

Tax Map: Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Latest Date on Tax Map: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Owner: \_\_\_\_\_

Person Preparing Final Site Plan: \_\_\_\_\_

Profession: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Attorney's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Does the final site plan follow exactly the preliminary site plan in regard to all details?  Yes  No

If no, indicate all material changes:

\_\_\_\_\_

Area of Entire Tract: \_\_\_\_\_

Zone District: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Applicant's Name (Typed or Spelled): \_\_\_\_\_

Date: \_\_\_\_\_





**BOROUGH OF ALLENTOWN  
DEVELOPMENT REGULATIONS – CHECKLIST  
(Documents Required To Be Submitted)**

Item No.	Description	Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One)
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
6.	North arrow and scale	X	X	X	X	X	X	X	X	(P) (W) (N/R)
7.	Schedule of required zone district requirements, including lot area, width, depth, yard setbacks, building coverage, open space, parking, etc.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
8.	Signature blocks for Chair, secretary, and municipal engineer			X	X	X	X	X	X	(P) (W) (N/R)
9.	Proof that taxes are current	X		X	X	X	X	X	X	(P) (W) (N/R)
10.	Certification blocks required by Map Filing Law			X			X			(P) (W) (N/R)
11.	Monumentation as specified by Map Filing Law			X			X			(P) (W) (N/R)
12.	Date of current property survey			X	X	X	X	X	X	(P) (W) (N/R)
13.	Plans to a scale of not less than 1in. = 100ft. on one of four of the following standard sheet sizes:  8½"x 13" 15"x 21" 24"x 36" 30"x 42"			X	X	X	X	X	X	(P) (W) (N/R)
14.	Metes and bounds description showing dimension, bearings of original and proposed lots			X			X			(P) (W) (N/R)
15.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way and centerline curves on street			X		X	X		X	(P) (W) (N/R)
16.	Acreage of tract to the nearest tenth of an acre			X	X	X	X	X	X	(P) (W) (N/R)
17.	Date of original preparation and of each subsequent revision, including a brief narrative of each revision	X		X	X	X	X	X	X	(P) (W) (N/R)
18.	Size and location of any existing and proposed structures with all setbacks dimensioned	X	X	X	X	X	X	X	X	(P) (W) (N/R)
19.	Size and location of all existing structure within 200 feet of the site boundaries			X	X	X	X	X	X	(P) (W) (N/R)
20.	Tax lot and block numbers of existing and proposed lots			X		X	X			(P) (W) (N/R)
21.	Area of proposed lots in square feet		X	X		X	X			(P) (W) (N/R)

**BOROUGH OF ALLENTOWN DEVELOPMENT  
REGULATIONS - CHECKLIST  
(Documents Required To Be Submitted)**

Item No.	Description	Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One)
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
22.	Any existing or proposed easement or land reserved for or dedicated to public use	X	X	X	X	X	X	X	X	(P) (W) (N/R)
23.	Name and address and lot and block numbers of property owners within 200 feet of subject property			X	X	X	X	X	X	(P) (W) (N/R)
24.	Location of streams, floodplains, wetlands or other environmentally sensitive areas on or within 200 feet of the project site (Note: variance applications need only show these features on-site)	X		X	X	X	X	X	X	(P) (W) (N/R)
25.	List of variances required or requested	X		X	X	X	X	X	X	(P) (W) (N/R)
26.	List of requested design waivers or exceptions			X	X	X	X	X	X	(P) (W) (N/R)
27.	Phasing plan as applicable to include: i.) Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site. ii.) Timetable and phasing sequence					X	X	X	X	(P) (W) (N/R)
28.	Preliminary architectural plans and elevations	X	X		X			X	X	(P) (W) (N/R)
29.	Site identification signs, traffic control signs, and identification signs				X	X	X	X	X	(P) (W) (N/R)
30.	Sight triangles			X	X		X	X	X	(P) (W) (N/R)
31.	Proposed street names when new road is proposed					X	X	X	X	(P) (W) (N/R)
32.	Parking plan showing spaces, sizes, and types, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions, the number of spaces required by Land Development Regulations and the number of spaces provided				X			X	X	(P) (W) (N/R)
33.	Soil Waste Management and Recycling Plan showing holding location and provisions for waste and recyclables				X	X	X	X	X	(P) (W) (N/R)
34.	Traffic Study					X		X		(P) (W) (N/R)

**BOROUGH OF ALLENTOWN  
DEVELOPMENT REGULATIONS - CHECKLIST  
(Documents Required To Be Submitted)**

Item No.	Description	Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One) To be Completed by Applicant
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	
<b>C.</b>	<b>CONSTRUCTION PLANS</b>									
1.	Site layout showing all roadways, circulation patterns, curbs, sidewalk, buffers, structures, open space, recreation, etc., as applicable				X	X	X	X	X	(P) (W) (N/R)
2.	Circulation Plan to include: Truck turning template Emergency vehicle turning template				X	X	X	X	X	(P) (W) (N/R)
3.	Grading and Utility Plan to include as applicable: i.) Existing and proposed contours at 2 foot intervals ii.) Elevations of existing and proposed structures iii.) Location and invert elevation of existing and proposed drainage structures iv.) Locations of all streams, ponds, lakes, wetlands areas v.) Locations of existing and proposed and existing utilities including depth of structures, locations of manholes, valves, services, etc.				X	X	X	X	X	(P) (W) (N/R)
4.	Profiles of existing and proposed roadways, including all utilities and stormwater facilities. Roadway cross-sections at 50 foot intervals. Horizontal and vertical scales to be the same.					X	X	X	X	(P) (W) (N/R)
5.	Landscaping Plan to include: i.) Locations of existing vegetation and clearing limits. Tree Save Plan for major applications must show the locations, sizes and species of all existing trees 4 inches in caliper or greater. ii.) Proposed buffer areas and method of protection during construction iii.) Proposed landscaped areas iv.) Number, types & locations of proposed plantings including street trees v.) Details for method of planting, including optimum planting season				X	X	X	X	X	(P) (W) (N/R)

**BOROUGH OF ALLENTOWN  
DEVELOPMENT REGULATIONS - CHECKLIST  
(Documents Required To Be Submitted)**

Item No.	Description	Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One)
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
6.	Soil Erosion and Sediment Control Plan prepared in accordance with the standards for soil erosion and sediment control standards in New Jersey				X	X	X	X	X	(P) (W) (N/R)
7.	Lighting Plan to include: i.) Locations and height of proposed fixtures ii.) Proposed lighting levels iii.) Detail for construction of fixture				X	X	X	X	X	(P) (W) (N/R)
8.	Construction details for all improvements: i.) Roadways ii.) Curb iii.) Sidewalk iv.) Driveway Aprons v.) Drainage Inlets vi.) Pipe Bedding vii.) Outfalls viii.) Manholes ix.) Gutters x.) Plantings xi.) Parking Lots xii.) Soil Erosion and Sediment Control Structures				X	X	X	X	X	(P) (W) (N/R)
<b>D.</b>	<b>SUPPLEMENTARY DOCUMENTS</b>									
1.	List of all federal, state, regional and/or municipal approvals or permits required			X	X	X	X	X	X	(P) (W) (N/R)
2.	Copies of any existing or proposed deed restrictions or covenants			X	X	X	X	X	X	(P) (W) (N/R)
3.	Freshwater wetlands Letter of Interpretation for the project area			X	X	X	X	X	X	(P) (W) (N/R)
4.	Performance guarantees			X	X		X		X	(P) (W) (N/R)
5.	Executed developer's agreement						X		X	(P) (W) (N/R)
6.	Signed Affidavit of Owners Consent	X	X	X	X	X	X	X	X	(P) (W) (N/R)
7.	Disclosure statement (see NJSA 40:55D-48. let seq.)				X	X	X	X	X	(P) (W) (N/R)
8.	Statement from utility companies as to serviceability of site			X	X	X	X	X	X	(P) (W) (N/R)
9.	Stormwater management calculations					X	X	X	X	(P) (W) (N/R)
10.	Payment of all applicable fees		X	X	X	X	X	X	X	(P) (W) (N/R)
11.	Environmental Impact Report					X		X		(P) (W) (N/R)
12.	Application for Environmental Commission Site Plan Review	X	X	X	X	X	X	X	X	(P) (W) (N/R)
13.	Building Elevation and floor plans of any proposed structure( s)	X			X			X		(P) (W) (N/R)



**SIGNATURE BLOCKS**

**1. Signature Block (shown on each sheet of Preliminary Plans and only on the Final Plat or Minor Subdivision Plat):**

Approved by the Planning Board of the Borough of Allentown on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Engineer

\_\_\_\_\_  
Date

**2. Certifications of Consent (shown on the first sheet of all plans and on all subdivision plats):**

I hereby certify that I am the owner of record and that I concur with the plans as shown.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**3. Date of Filing Block (shown on all subdivision plats):**

This is to certify that the Allentown Planning Board is the proper authority to approve and has approved this map. This map shall be filed in the Monmouth County Clerk's Office on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ which is one hundred and ninety (190) days from the date of approval for a Minor or ninety-five (95) days from signature of this map for a Final.

\_\_\_\_\_  
Planning Board Secretary

\_\_\_\_\_  
Date

**4. If interior monuments will be set at a later date:**

The interior monuments shown on this map shall be set within an approval time limit as provided for in the Municipal Land Use Law, N.J.S.A. 40:55 I1 et seq., or Allentown Borough Land Development Regulations. I hereby certify that a bond has been given to the Borough guaranteeing the future setting of monuments as shown on this map and so designated.

\_\_\_\_\_  
Borough Clerk

\_\_\_\_\_  
Date

**5. Engineer's Certification (to be shown on all subdivision plats):**

I have examined this map and, to the best of my knowledge and belief, find it conforms with the provisions of the Map Filing Law, Resolution of Approval and Allen Borough Municipal Land Development Regulations and requirements applicable thereto:

\_\_\_\_\_  
Borough Engineer

\_\_\_\_\_  
Date

**6. Land Surveyor's Certification if the map and survey were prepared by the same individual (to be shown on all subdivision plats):**

I hereby certify that, to the best of my knowledge and belief, this map and land survey dated \_\_\_\_\_, 20\_\_ meets the minimum survey detail requirements as promulgated by the State Board Professional Engineers and Land Surveyors and has been made under my supervision and complies with the provision of the Map Filing Law and that the outbound monuments have been found or set.

*(Include the following, if applicable)*

I do further certify that the monuments, as designated and shown hereon, have been set.

\_\_\_\_\_  
\_\_\_\_\_

Licensed Professional Land Surveyor and No. \_\_\_\_\_ Date \_\_\_\_\_

**7. Land Surveyor's Certification if the Land Surveyor who prepared the map differs from the Land Surveyor who prepared the outbound survey (to be shown on all subdivision plats):**

I hereby certify that, to the best of my knowledge and belief, this land survey dated \_\_\_\_\_, 20\_\_ has been made under my supervision and meets the minimum survey detail requirements as promulgated by the State Board Professional Engineers and Land Surveyors and that the outbound monuments have been found or set.

\_\_\_\_\_  
Licensed Professional Land Surveyor and No. \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that this map has been made under my supervision and complies with the provisions of the Map Filing Law.

*(Include the following, if applicable)*

I do further certify that the monuments, as designated and shown hereon, have been set.

\_\_\_\_\_  
Licensed Professional Land Surveyor and No. \_\_\_\_\_ Date \_\_\_\_\_

**8. If the map shows streets, avenues, lanes or alleys (to be shown on the subdivision plats):**

I hereby certify that the municipal body has approved such streets, avenues, roads, lanes or alleys.

\_\_\_\_\_  
Borough Clerk \_\_\_\_\_ Date \_\_\_\_\_



**AFFIDAVIT OF COMPLETENESS**  
BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501

The completeness/submission checklist is provided to applicants in order to assist the Planning Board in determining whether the application is complete, as required by N.J.S.A. 40:55D-10.3, the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application. A determination of completeness does not relieve the applicant of the obligation to prove in the application process that the applicant is entitled to approval.

APPLICATION # \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

BLOCK/LOT: \_\_\_\_\_

I, the undersigned affirm this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A., 40:55D-1, et seq. and amendments thereto; the current Borough of Allentown Ordinances; and the Borough of Allentown Checklist. I further affirm all information contained herein is complete and accurate.

\_\_\_\_\_  
NAME (Print or Type)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE /SEAL AND LICENSE#

**CONSENT OF OWNER**  
BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501

\_\_\_\_\_ does hereby consent to the  
(Name of Owner)

filing and processing of an application for: (Select all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Site Plan         | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Major Subdivision        |
| <input type="checkbox"/> Variance          | <input type="checkbox"/> Conditional Use   | <input type="checkbox"/> General Development Plan |
| <input type="checkbox"/> Soil Removal/Fill | <input type="checkbox"/> _____             |   |

approval to be made by \_\_\_\_\_ who is the  
(Name of Applicant)

developer within the meaning of N.J. Rev. Stat. 40:55D-4. This consent applies to premises located on \_\_\_\_\_ and described as  
(Street Address)

Lot (s) \_\_\_\_\_ in Block \_\_\_\_\_ as shown on the Tax Map of the Borough of Allentown. I hereby authorize said developer to execute all documents and perform all acts necessary in conjunction with said application as though same were applied for and processed by us.

By signing as the owner, I also certify that I am an authorized signatory and have full authority this execute this consent.

\_\_\_\_\_  
(Signature of Owner) (Date)

\_\_\_\_\_  
(Name and Title of Owner)

\_\_\_\_\_  
(Address of Owner)

**CONSENT TO INSPECT PREMISES**

BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501

APPLICATION NAME: APPLICATION NO.:

I, as owner of (Address): \_\_\_\_\_

also known as: Lot(s) \_\_\_\_\_ in Block (s) \_\_\_\_\_

as shown on the Tax Map of the Borough of Allentown, which is the subject of an application for development to the Borough of Allentown Planning Board under the above number, do hereby consent to have said premises inspected by members of the Planning Board, consultants to the Planning Board and other officials of the Borough pertaining to this application. This shall include the privilege of entering into, upon and over said premises.

By signing this consent, I affirm that I have full authority to execute this consent.

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name and Title of Owner)

\_\_\_\_\_  
(Address of Owner)

**DISCLOSURE STATEMENT**  
BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501

I am the:  Owner & Applicant       Applicant only (*owner must also complete a Disclosure Statement*)  
 Owner      Relationship to owner: \_\_\_\_\_

Pursuant to N.J. Rev. Stat. 40:55D-48.1, \_\_\_\_\_  
*(Applicant's Name)*

has applied to the Borough of Allentown Planning Board for permission to subdivide a parcel of land into six or more lots or has applied for a variance to construct a multiple dwelling of 25 or more family units or has applied for approval of a site to be used for commercial purposes under Planning Board Application No.\_\_\_\_ and, thereof, discloses the names and addresses of all stockholders or individual partners who own at least 10% of its corporate stock or 10% of the interest in the partnership as the case may be (list below or provide attachment):

NAME OF STOCKHOLDER OR PARTNER	PERCENTAGE OF INTEREST
_____	_____
_____	_____
_____	_____
_____	_____

Or, see attached  (must still sign this form)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME, TITLE

**WAIVER OF STATUTORY TIME LIMITATIONS**

BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501

Applicant/Developer: \_\_\_\_\_

does hereby consent to an indefinite extension of time within which the Borough of Allentown Borough Planning Board may consider applicant's application for:

\_\_\_\_\_ approval notwithstanding any statutory limitations applicable to said approval. Applicant reserves the right to withdraw this extension of time after expiration of the initial statutory period provided that applicant gives the Planning Board 30 days notice of applicant's intention to withdraw this waiver.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME, TITLE

**TAX STATEMENT**  
BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501

Taxes must be current and will be verified prior to appearing before the Board.

This is to certify that taxes have been paid and are current for property owned by

at \_\_\_\_\_  
*(Address)*

known as Block (s) \_\_\_\_\_, Lot (s) \_\_\_\_\_

---

**FOR OFFICE USE ONLY:**

Taxes are Current

Taxes are Delinquent

Taxes for the next quarter are due \_\_\_\_\_.  
*(Date)*

CERTIFIED BY:

---

Office of the Tax Collector

*(Date)*

# SITE PLAN FEE COMPUTATION WORKSHEET

BOROUGH OF ALLENTOWN  
 OFFICE OF THE PLANNING BOARD / LAND USE  
 8 North Main Street  
 PO Box 487  
 Allentown, N.J. 08501

Project Name: \_\_\_\_\_ Site Plan #: \_\_\_\_\_  
 Developer Name: \_\_\_\_\_ Computed by: \_\_\_\_\_  
 Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Street: \_\_\_\_\_

Schedule	Application Fee	Escrow Fee
Minor Site Plan	\$100.00	\$750.00
Preliminary Site Plan	\$250.00 per acre or \$10.00 per each 1,000 sq. ft. of gross floor area whichever is greater (\$250.00 minimum)	\$3,500.00
Final Site Plan	\$150.00 per acre or \$10.00 per each 1,000 sq. ft. of gross floor area whichever is greater (\$750.00 minimum)	\$50.00 per acre or \$50.00 per each 1,000 sq. ft. of gross floor area proposed, whichever is greater (\$2,000.00 minimum)
Informal Concept (with professional review)	1/2 of preliminary site plan	\$1,000.00
Informal Concept (without professional review)	\$500.00 (to be applied toward future formal application)	1/2 of escrow fee for preliminary plat / plan
200 ft. Property List	\$0.25 per name or \$10.00 (whichever is greater)	N/A

**\*\* PLEASE REMIT SEPARATE CHECKS FOR APPLICATION & ESCROW FEES \*\***

*For Official Use Only*

Received by: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 Application Fee \$ \_\_\_\_\_  
 Escrow Fee \$ \_\_\_\_\_

**ESCROW MAINTENANCE FORM**  
BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501

I understand that as owner and/or applicant that I am responsible to maintain an escrow account with the Borough of Allentown that will be used to pay for professional reviews of the project. The reviews are charged on an hourly basis and I will be billed monthly. If my account is not kept current, I will be in violation of Public Law 40:55D-52.2(c) and work will not continue on the processing of the Application.

Person/Firm Responsible for Receiving Financial Account Information:

---

Email address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Prefer to receive statements via: [ ] Regular Mail [ ] Electronic Mail

---

SIGNATURE

---

DATE

---

NAME and TITLE



# **GENERAL REQUIREMENTS FOR SERVING NOTICE OF PUBLIC HEARING**

**BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501**

All property owners within (200) two hundred feet of a property subject to a hearing before the Planning Board must be served notice as required under Section 28-4.10 of the Borough of Allentown Land Development Regulations. The list of names and addresses will be prepared by the Borough Tax Assessor from the most recent tax maps of the Borough of Allentown.

Notice shall be served upon property owners at least ten (10) days prior to the date of your public hearing. You may send the notices by certified mail or personally, which means that the homeowner must sign and date the notice next to their name.

Proof of Service (which is proof that adjacent property owners were served notice) must be submitted to the Planning Board Administrative Officer.

If the property subject to a development application is within two hundred feet of an adjoining municipality, a list of names of all properties within 200 feet of the subject property must be obtained from the Clerk of the adjoining municipality.

A legal notice of the application may be required to be published in the in the Asbury Park Press or Trenton Times newspaper. Please submit the notice to the Asbury Park Press or Trenton Times for publication. The notice **MUST** appear in the 'Legal Notice Section' of the newspaper at least ten days prior to the scheduled hearing.

If there is any uncertainty regarding the notice procedure, please call the Planning Board office at 609-259-3151(x115) for further information.

**REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS**

BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501

**To:** Borough of Allentown Tax Assessor

**Date:** \_\_\_\_\_

**Re:** I am requesting a certified list of property owners within 200 feet of the property located at:

\_\_\_\_\_  
*(Insert address)*

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

Please forward the list to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Please clearly print name and address)*

**SAMPLE FORM OF PUBLIC NOTICE**

**BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501**

**PLEASE TAKE NOTICE** that on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at 7:30 P.M. at the Allentown Borough Hall, 8 North Main Street, PO Box 487, Allentown, New Jersey, a Public Hearing will be held before the Allentown Borough Planning Board to consider the application of:

\_\_\_\_\_

*(Applicant's Name)*

for premises at \_\_\_\_\_

*(Street Location)*

and designated as Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ on the official Tax Map of the Borough of Allentown, in the \_\_\_\_\_ Zone, at which time and place all interested persons will be given an opportunity to be heard.

The applicant seeks the following: \_\_\_\_\_

\_\_\_\_\_

*(Insert what the applicant is seeking to do)*

The applicant also seeks any and all other variances or waivers as may be required in connection of this application.

The application and supporting documents are on file at the Office of the Allentown Borough Clerk, 8 North Main Street, PO Box 487, Allentown, New Jersey and available for inspection by the public during regular business hours (8:30 a.m. to 4:30 p.m.).

This notice is sent to you as an owner of property in the immediate vicinity of this application, and is also published, as required by law. Any interested parties may appear at said hearing and may participate therein in accordance with the rules of the Allentown Borough Planning Board.

Respectfully,

Applicant: \_\_\_\_\_

Dated: \_\_\_\_\_

**AFFIDAVIT OF SERVICE**  
BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501

STATE OF NEW JERSEY

:SS

COUNTY OF MONMOUTH

IN THE MATTER OF THE APPLICATION OF \_\_\_\_\_  
BOROUGH OF ALLENTOWN PLANNING BOARD  
BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_  
OF THE OFFICIAL TAX MAP OF THE BOROUGH OF ALLENTOWN

I, of full age, being duly sworn according to law, upon his/her oath, deposes and says:

**1. I am the applicant/applicant's representative in the captioned matter.**

**2. FOR THOSE INDIVIDUALS SERVED BY CERTIFIED MAIL:**

On \_\_\_\_\_, 20\_\_\_\_, I mailed by Certified Mail, Return Receipt Requested, a copy of the Notice attached hereto as **Exhibit A** to each of the persons, municipal agencies and utilities at the addresses listed upon the Certified List of Property Owners within two-hundred feet (200') of the premises in question provided by the Borough of Allentown, which said list is attached hereto as **Exhibit B**. Service of this Notice was hereby made at least ten (10) days in advance of the public hearing scheduled in this matter.

**3. FOR THOSE INDIVIDUALS SERVED PERSONALLY (IF ANY):**

On \_\_\_\_\_, 20\_\_\_\_, I personally served a copy of the Notice, attached hereto as **Exhibit A**, to the following persons on the attached list **Exhibit C**, at the address set forth upon the original List of Property Owners. Service of this Notice was hereby made at least ten (10) days in advance of the public hearing scheduled in this matter. Everyone not served personally was served by Certified Mail, Return Receipt Requested.

*If no one was served personally, please check None*

4. I state that all the referenced persons are the owners of the property within a radius of two hundred feet (200') of the property in question, as set forth in **Exhibit B**.

\_\_\_\_\_  
Applicant

Sworn to and subscribed

Before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary

**AFFIDAVIT OF PUBLICATION**  
BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501

IN THE MATTER OF THE APPLICATION OF THE  
BOROUGH OF ALLENTOWN PLANNING BOARD  
BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_  
OF THE OFFICIAL TAX MAP OF THE  
BOROUGH OF ALLENTOWN

STATE OF NEW JERSEY

:SS

COUNTY OF MONMOUTH

I, \_\_\_\_\_, the applicant in the captioned matter,  
who being duly sworn upon his/her oath, disposes and says that the Notice of Hearing  
in the matter, of which the annexed is a true copy, has been published in the following  
newspaper: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ on the \_\_\_\_\_ date of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Applicant

Sworn to and subscribed  
before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20.

\_\_\_\_\_  
Notary

**APPLICATION FOR ENVIRONMENTAL COMMISSION  
SITE PLAN REVIEW**

BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501

**Purpose:** This application provides the Environmental Commission of the Borough of Allentown with information needed to help determine, in an orderly manner, whether a proposed project or action may be significant. The applicant has a legal responsibility to answer truthfully and completely and will be held accountable for information contained herein. A review of this application by the Environmental Commission and a resolution of all questions arising there from are required before the start of any site work.

**Instructions:** Answer each item in the space provided. The completed application must accompany project drawings submitted to the Planning Board, together with a copy for the Environmental Commission.

Applicant Company/Individual: \_\_\_\_\_

Applicant Company/Individual Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Present Property Owner's Name: \_\_\_\_\_

Present Property Owner's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Responsible Person's Title: \_\_\_\_\_

Responsible Person's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Site Location Street Address: \_\_\_\_\_

Nearest Existing Street Intersection: \_\_\_\_\_

Zone: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

a) Present Use: \_\_\_\_\_

b) Proposed Use and 2017 NAICS Category: \_\_\_\_\_

**APPLICATION FOR ENVIRONMENTAL COMMISSION  
SITE PLAN REVIEW (Page 2)**

c) Break down total acreage (or square feet) of project site as follows:

**PRESENT**

**PLANNED**

Wetlands _____	_____
Wooded _____	_____
Water Surface Area _____	_____
Un-vegetated (Rock, Earth, Fill) _____	_____
Buildings _____	_____
Paved Surfaces _____	_____
Areas to be Left in Their Natural State _____	_____
Other (Give Detail) _____	_____

d) Describe predominant flora and fauna: \_\_\_\_\_  
\_\_\_\_\_

e) Total number of trees on-site with a trunk diameter of six inches (6") or greater. \_\_\_\_\_

f) List the number of trees, by species, with a trunk diameter of six inches (6") or greater, as measured one foot (1') from grade, that are to be destroyed:  
\_\_\_\_\_

g) Will project cause or increase water pollution, air pollution or noise pollution?  Yes  No

If yes, please explain: \_\_\_\_\_

h) Will the project affect the water table in the area?  Yes  No

If yes, please explain: \_\_\_\_\_

i) Will the project result in an increase or decrease in the surface area of any body of water?  Yes  No

If yes, please explain: \_\_\_\_\_

j) Is the project located in the 100-year flood plan?  Yes  No

If yes, please explain: \_\_\_\_\_

k) Is there wetlands within one hundred feet (150') of the project?  Yes  No

If yes, please explain: \_\_\_\_\_

**APPLICATION FOR HISTORICAL PRESERVATION COMMISSION  
SITE PLAN REVIEW**

**BOROUGH OF ALLENTOWN  
OFFICE OF THE PLANNING BOARD / LAND USE  
8 North Main Street  
PO Box 487  
Allentown, N.J. 08501**

**Purpose:** This application provides the Historical Preservation Commission of the Borough of Allentown with information needed to help determine, in an orderly manner, whether a proposed project or action may be significant. The applicant has a legal responsibility to answer truthfully and completely and will be held accountable for information contained herein. A review of this application by the Historical Preservation Commission and a resolution of all questions arising therefrom are required before the start of any site work.

**Instructions:** Answer each item in the space provided. The completed application must accompany project drawings submitted to the Planning Board, together with a copy for the Historical Preservation Commission.

Applicant Company/Individual: \_\_\_\_\_

Applicant Company/Individual Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Present Property Owner's Name: \_\_\_\_\_

Present Property Owner's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Responsible Person's Title: \_\_\_\_\_

Responsible Person's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Site Location Street Address: \_\_\_\_\_

Nearest Existing Street Intersection: \_\_\_\_\_

Zone: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

a) Present Use: \_\_\_\_\_

b) Proposed Use and 2017 NAICS Category: \_\_\_\_\_



# **APPLICATION FOR HISTORICAL PRESERVATION COMMISSION SITE PLAN REVIEW (Page 2)**

*Note: Historical Preservation Commission review requirements such as photographs of the existing or proposed building and adjacent buildings or streetscape, existing and proposed façade treatment materials, colors, etc. to be prepared by the Historical Review Commission in conjunction with Michele Donato, Esq.*