

DEVELOPMENT APPLICATION PROCEDURES

Township of Montclair

Planning Board and Zoning Board of Adjustment

1. FILING THE APPLICATION

An Application for Development is an application certified as complete by the Secretary of the Board. An application will not be considered complete until all required forms, fees and plans have been submitted.

Different types of applications require different submissions. The submission requirements are indicated on the Application for Development form.

A written waiver request is required if an applicant does not provide all of the submission requirements for their application.

2. SCHEDULE OF MEETINGS

The Board Secretary will notify the applicant of the date that the application is scheduled to be heard by the appropriate Board.

The Development Review Committee, which holds public hearings for minor site plan applications not requiring variance relief, generally meets on the **first Thursday of every month at 7:00 P.M.** in the Second Floor Conference Room, 2nd floor of the Municipal building, 205 Claremont Avenue, Montclair.

The Planning Board generally meets on the **second Monday of every month at 7:30 P.M.** in the Council Chamber, 1st floor of the Municipal building, 205 Claremont Avenue, Montclair. Special meetings are held at the call of the chairman, as provided by law.

The Board of Adjustment generally meets on the **third Wednesday of every month at 7:30 P.M.** in the Council chamber, 1st floor of the Municipal building, 205 Claremont Avenue, Montclair. Special meetings are held at the call of the chairman, as provided by law.

3. PUBLICATION OF NOTICE OF HEARING

The applicant is responsible for publication of the notice of hearing in either the Montclair Times or the Star Ledger. The Montclair Times publishes weekly on Thursdays and the Star Ledger publishes public notices on weekdays.

In cases that are not represented by an attorney, the hearing notice will be prepared by the Department of Planning & Community Development and provided to the applicant by e-mail. The applicant will then e-mail the hearing notice to the Montclair Times or the Star Ledger for publication.

Development Application Procedures

Montclair Township Planning Board & Zoning Board of Adjustment

The notice must be published **at least ten (10) calendar days before the hearing date**. If the notice is not published at least ten days in advance of the hearing, the application will not be heard on the scheduled date.

The deadline for sending the notice to the Montclair Times is noon on Friday prior to Thursday's publication. The deadline for sending notice to the Star Ledger is least three business days prior to the requested date of publication which in only on weekdays.

Both newspapers require prepayment before the notice can be published. After the applicant provides the notice to newspaper by e-mail, the applicant must contact the paper to set up an account, discuss the procedure for publication and request a Proof of Publication. **The Proof of Publication must be submitted to the Department of Planning & Community Development at least five (5) days before the scheduled hearing date.**

The contact information for the Montclair Times is as follows:

Phone: 888-516-9220
Email: berlegals@gannett.com
Mailing Address: 1 Garret Mountain Plaza
PO Box 471
Woodland Park, NJ 07424-0471

The contact information for the Star Ledger is as follows:

Phone: 800-718-2971
Email: legalads@njadvancemedia.com

4. NOTICE TO PROPERTY OWNERS

The responsibility for proper processing of notices and the preparation of an affidavit of proof of service lies with the applicant and **NOT** the Planning Board nor the Board of Adjustment. The staff, however, makes every effort to assist applicants with any problems they may have.

Notice of the hearing shall be given to the owners of all real property, as shown on the current tax duplicate, located within 200 feet of the property which is the subject of such hearing. Notice shall be given by: 1) serving a copy of said notice on the affected property owner, or the agent in charge of the property, of 2) mailing a copy of said notice **by certified mail** to the affected property owner. The staff will provide the applicant with a certified list of names and addresses of owners to be notified by the applicant.

NOTICE BY THE APPLICANT TO AFFECTED PROPERTY OWNERS MUST BE GIVEN AT LEAST 10 DAYS PRIOR TO THE DATE OF THE HEARING. FAILURE TO GIVE TIMELY NOTICE WILL RESULT IN A POSTPONEMENT OF THE HEARING.

Notice to a partnership owner shall be made by service upon any partner. Notice to a corporate owner shall be made by service upon its president, vice president, secretary

Development Application Procedures

Montclair Township Planning Board & Zoning Board of Adjustment

or other person authorized by appointment or by law to accept service on behalf of the corporation.

When the subject property is located within 200 feet of an adjoining municipality, notice shall be given by personal service or by certified mail to the clerk of such municipality. The applicant is required to obtain a certified list of property owners **FROM THE ADJOINING TOWN**. Those property owners must receive the same notice sent to the property owners on the certified list for Montclair no later than 10 days prior to the hearing.

Below is the listing of all adjoining towns, with links to the respective municipal websites:

Township of Bloomfield	http://www.bloomfieldtwpnj.com/main/
Township of Cedar Grove	http://www.cedargrovenj.org/site/
City of East Orange	https://www.eastorange-nj.gov/
Borough of Glen Ridge	http://www.glenridgenj.org/
City of Orange Township	https://www.ci.orange.nj.us/welcome.html
Township of Verona	https://www.veronanj.org/
Township of West Orange	http://www.westorange.org/

In addition, when the subject property is on a county road, notice shall be given by personal service or certified mail to the Essex County Planning Board.

5. AFFIDAVIT OF PROOF OF SERVICE

The applicant must prepare an affidavit to prove that notice of the hearing has been served on all owners of property within 200 feet of the subject property. The affidavit should follow the form of the sample affidavit, provided on the following page of this document. **THE SAMPLE AFFIDAVIT MUST BE RETYPED**. Copies of all certified slips with postal date stamp must be submitted with affidavit of service.

If more than one person serves notice to property owners, then separate affidavits must be prepared listing the property owners served by each person.

It is recommended that you complete distribution of the notices to all affected property owners, prepare the necessary affidavit, and present it for review by the Board staff prior to expiration of time for service (10 days prior to the hearing) so that you have sufficient time to correct any errors. However, affidavits **MUST** be presented to the Board staff for review no later than two days before the hearing.

Development Application Procedures
Montclair Township Planning Board & Zoning Board of Adjustment

SAMPLE
AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY

COUNTY OF ESSEX

_____, of full age, being duly sworn, on his/her oath deposes that he/she is the applicant before the Planning Board/Zoning Board of Adjustment of the Township of Montclair, and that on the _____ day of _____, 20____, he/she served notice, of which the attached is a true copy, on each of the property owners as shown on the attached certified list by certified mail/hand delivery. (YOUR AFFIDAVIT OF SERVICE MUST SPECIFY HOW NOTICE WAS SERVED, EITHER CERTIFIED MAIL OR HAND DELIVERY).

Applicants signature

Sworn and subscribed to before me
this _____ day of _____, 20_____.

Notary Public

Development Application Procedures

Montclair Township Planning Board & Zoning Board of Adjustment

6. PAYMENT OF TAXES

Every application to the Planning Board and Board of Adjustment must be accompanied by proof that no taxes or assessments for local improvements are due or delinquent of the property which is the subject of the application. The Planning Department staff will obtain a tax statement from the Tax Collector. If it is shown that taxes or assessments are delinquent, any approval or other relief granted by the board must be conditioned upon either the prompt payment of such taxes or assessments or the making of adequate provisions for the payment thereof.

7. SUBMISSION OF PLANS

Number of Copies

Concept Plans, Variance Applications and Subdivisions: Twenty (20) copies of all drawings and application materials must be submitted for all concept plans and variance applications to the Planning Board and Board of Adjustment. Digital copies of all drawings and application material must also be provided.

Site Plans: All site plan applications must first be reviewed by the [Development Review Committee](#) which requires **one original and four (4) copies** of all documents. One digital copy of all submitted documents must also be submitted. If the site plan is referred to the [Historic Preservation Commission](#), then **ten (10) copies** of the site plan must be submitted. It is recommended that these additional copies be provided after the Development Review Committee meeting as changes to the plan may be required. **Fifteen (15) copies** of drawings must be submitted showing in detail exactly what is proposed for applications to the Planning Board and Board of Adjustment.

Details

Drawings must be clear and precise. Rough sketches will not be accepted. All drawings and other documents considered part of the application must be on file in the office of the Planning Board and Board of Adjustment at least 25 days prior to the day of the hearing. In most cases, architectural or engineering drawings are required.

If the application involves site plan review, the plans must be in sufficient detail to indicate the nature of use, building design, refuse storage area, number, size and location of any nonresidential use, the arrangement of the use upon the lot, traffic flow and parking facilities, signs, landscaping, lighting and drainage of the lot. Be sure to review the Township's [Site Plan Ordinance](#) for all requirements. The Checklist attached to the [Application for Development](#) identifies the details required for site plans.

If the subject property is on a county road, a site plan application must be submitted to the [Essex County Planning Board](#).

In the case of a subdivision, the subdivision map must be prepared by a licensed professional engineer or licensed land surveyor. At a minimum, this subdivision map must show all dimensions and bearings, any buildings involved in the subdivision with the appropriate dimensions and bearings to demonstrate compliance with the [Zoning Ordinance](#), and all lands involved in the subdivision and any adjacent lands in common

Development Application Procedures

Montclair Township Planning Board & Zoning Board of Adjustment

ownership. Consult the Subdivision of Land Ordinance for a complete list of details required for submission.

All subdivisions must be submitted to the [Essex County Planning Board](#). Application forms may be obtained from the Board Staff.

8. ATTENDANCE AT HEARING

The applicant is required to appear before the Board in person or be represented by an attorney or agent to present his or her case before the Board. A corporation **MUST** be represented by an attorney. A partnership is not required to be represented by an attorney.

9. DECISIONS

In most cases, at the conclusion of the public hearing on an application and after discussion by the Board, an immediate voice vote of the members will be taken. A formal written resolution approving, approving and modifying or denying the application will then be drafted and formally adopted at the next regular Board meeting. A copy of the written decision will be provided to the applicant or their attorney if they are represented by one. In addition, the approved resolution will be posted to the Township's Online Code system, at the link below:

- [Board of Adjustment - Resolutions](#)
- [Development Review Committee - Resolutions](#)
- [Planning Board - Resolutions](#)

10. RECORDING OF SUBDIVISIONS

In the case of a minor subdivision, a plat or deed describing the approved subdivision must be signed by the chairman and Secretary of the Board and must then be filed by the applicant with the [Essex County Register of Deeds and Mortgages](#), the Montclair [Township Engineer](#) and the [Montclair Tax Assessor](#) within 190 days of the date of approval. The approval will expire unless the subdivision is recorded within the 190 day time period.

In the case of a major subdivision, a plat describing the approved subdivision must be signed by the Chairman and Secretary of the Board and must be filed by the applicant with the [Essex County Register of Deeds and Mortgages](#) within 95 days from the date of signing of the plat, otherwise the approval shall expire. The Board may for good cause shown extend the period for recording by an additional 95 day period.

11. BUILDING PERMITS

If construction work or change of use is involved, the applicant **MUST** apply for all building permits with the Township [Building Office](#) after Board approval is granted. All conditions attached to Board approval must be fulfilled before permits can be issued.

Development Application Procedures

Montclair Township Planning Board & Zoning Board of Adjustment

12. AFFORDABLE HOUSING FEES

The Township's "Development Fees Ordinance" ([Chapter 202, Article IV](#)) and "Inclusionary Zoning Ordinance" ([Chapter 347, Article XXVI](#)) may require a payment to the Montclair Affordable Housing Trust Fund and/or the development of affordable housing units. Payment of these fees, if required, must be completed before issuance of a building permit or a Certificate of Occupancy. Please review the full text of the ordinances in the Township Code. Below is a brief explanation of each ordinance. Please note that a development is only subject to the requirements of one ordinance or the other and not both.

13. REFUND OF FEES

Board of Adjustment and Planning Board fees are established by the Township Council pursuant to the Municipal Land Use Law. Applicants should take note of this refund policy in the event they decide to withdraw their application and seek a refund.

Minimum Charge

A minimum of \$50.00 will be charged by the Township as a non-refundable processing fee. This is to cover counter items and questions answering in reference to the application. The \$10.00 fee for a certified list of property owners is not refundable if prepared.

Refund Amount - Minimal Work

If the Planning staff determines that minimal work was done on the application, especially if the application is withdrawn shortly after submission and before the application is processed for inclusion as an agenda item, then the balance of the fee exclusive of the \$50.00 minimum charge can be refunded. In this case no further Township action is required other than retaining the \$50.00 fee.

Refund Amount - Major Preparatory Work

If the Planning staff has done significant work in processing the application, such as field research, office time, or written reports for the respective Board's attention, then all or a major portion of the application fee will be retained to reimburse the Township for expenses in connection with the application. In this case, the Planning staff will send a recommendation to the Council that a percentage of the fee, up to and including the entire amount, be retained. The Township Council will then decide by resolution what portion of the fee should be retained, and the applicant notified.

14. OTHER MATTERS

If you have any questions, please telephone the Department of Planning & Community Development office at (973) 509-4954.