



Township of Randolph
 Division of Planning/Zoning Administration/GIS
 502 Millbrook Avenue
 Randolph, NJ 07869-3799
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www.randolphnj.org

Instructions for Applications

Applications

Applications for development shall be filed with the Planning Board/Board of Adjustment Secretary. Applications shall be made on the forms supplied by the Board Secretary in the Planning Office. Please answer all questions. Incomplete applications may delay decisions or affect the outcome.

Application packets shall be submitted collated. Packets not collated will not be accepted.

Rolled plans will not be accepted. All plans must be flat and folded.

Certified List of Property Owners

A certified list of names and addresses of owners to whom the applicant is required to give notice may be obtained by submitting a request to the Planning Office. Requests should include a self-addressed stamped envelope.

Hearing

All corporate applicants must be represented by an attorney admitted to practice law in the State of New Jersey, and file an Ownership Disclosure Statement provided by the Board Secretary. Non-corporate applicants may proceed either with or without an attorney. However, persons without an attorney must be physically present at the hearing.

Applicant should retain a copy of the application for the hearing. Exhibits such as photographs, etc. may be presented at the time of the hearing.

Residential C Variance

Twelve (12) collated copies of the application and of a plot plan or survey to should be submitted.

Examples of information that should be provided:

1. North Point
2. Lot line, with dimensions
3. Lot area in total square feet or acreage to the nearest hundredth
4. Name of the road or roads on which lot fronts
5. Location of all existing buildings, if any
6. Location of the proposed structure or change
7. Dimensions to property lines of the proposed structures

If you would like the Planning Office to review your proposed application with you prior to making copies please call and schedule an appointment.

If notice of hearing is incomplete or defective the application will not be heard. Applicants are strongly encouraged to provide notice as soon as advised of a hearing date. A determination of incomplete or defective notice cannot be made until proof of service and a copy of the legal ad are submitted to the Planning Office.

Please see detailed notice instructions on page 2.

Application Fees and Escrow

Applications will not be processed until the proper application and escrow fees are received. The Planning Office will provide the required fee amounts to applicants upon review of a copy of the application. The application and escrow fees are required to be submitted separately. A Federal W-9 taxpayer identification form must also be submitted with the escrow fee.

Notice

Applicant will be provided a hearing date after application is submitted (and when deemed complete in the case of subdivisions, site plans, D Variances, etc.)

Notice for all applications for development that require public notice of the hearing under the Municipal Land Use Law or township ordinance must be made at least ten (10) days prior to the date of the hearing.

1. Notice must be given to the property owners within 200' by Personal Service (by handing the notice to the persons designated) or by Certified Mail. The applicant will be required, at the time of the hearing, to produce proof that required notices have been given, by producing a statement signed by the recipient at the time of delivery in the case of Personal Service, or the return receipts in the case of Certified Mail.
2. The applicant must notify the following at least ten (10) days prior to the date of the hearing:
 - a. All property owners within two hundred (200) feet of the property in question.
 - b. Clerk of adjacent municipality when property in question is within 200 feet of municipal boundary.
 - c. All property owners of adjacent municipality within 200 feet of property in question. List may be obtained from the clerk of that municipality.
 - d. County Planning Board when property in question is within 200 feet of municipal boundary.
 - e. County Planning Board when property in question is on an existing or proposed County road or adjacent to other County land.
 - f. NJ Commissioner of Transportation when property in question is adjacent to State Highway.
 - g. Director of NJ Division of State and Regional Planning when property in question exceeds 150 acres or 500 dwelling units. This notice is to include a copy of maps and documents on file.
3. Upon written request of an applicant, the administrative officer shall make and certify a list of those who must be noticed. A fee of \$10.00 is charged for this list.
4. Public Notice - (Publication) Applicant is required to give public notice of the hearing on any application for development and include any variances or possible variances. This notice must appear in print in the legal notices of the Township's officially designated newspaper at least (10) ten days prior to the date of the hearing. At the time of the hearing, the applicant is required to produce a copy of this notice with date of publication certified by the newspaper.
5. Within seven (7) working days of the hearing, the affidavit shall be submitted to the Planning Department. The applicant shall furnish a list of property owners within 200 feet of the parcel in question, who have been notified of the hearing, in accordance with the Municipal Land Use Law.
6. APPLICATIONS FOR MAJOR SUBDIVISION OR MAJOR SITE PLAN APPROVAL, ONLY:

In addition, notice to the corporate secretary of all public utilities and the General Manager of all cable television companies that own land or any facility, or that possess a right-of-way or easement within 200 feet in all directions of the property which is the subject of this hearing, shall be given notice in accordance with Section 40:55D-12.