

**BYRAM TOWNSHIP**  
**SITE PLAN AND CONDITIONAL USE CHECK LIST**

THE FOLLOWING ITEMS ARE REQUIRED TO PROVIDE A COMPLETE APPLICATION FOR A SITE PLAN OR CONDITIONAL USE

Application Name \_\_\_\_\_

Application # \_\_\_\_\_

1. \_\_\_\_\_ North arrow and plan scale not less than 1" = 50'
2. \_\_\_\_\_ Title block including:
3. \_\_\_\_\_ Name of development  
Names, addresses, and certifications of:
4. \_\_\_\_\_ Licensed preparers
5. \_\_\_\_\_ Owner
6. \_\_\_\_\_ Applicant
7. \_\_\_\_\_ Site block and lot numbers and tax sheet number
8. \_\_\_\_\_ Date of preparation and of each subsequent revision

Key map including:

9. \_\_\_\_\_ North arrow and map scale not less than 1"=200'
10. \_\_\_\_\_ Entire site and its relationship to surrounding areas
11. \_\_\_\_\_ Zone districts and boundaries within 500'
12. \_\_\_\_\_ Adjoining properties
13. \_\_\_\_\_ Area of entire site
14. \_\_\_\_\_ Mete(s) and bound(s) of lot (s)
15. \_\_\_\_\_ Area and frontage of lot (s)
16. \_\_\_\_\_ Existing and proposed contours at 5' intervals for slopes 10% or greater, 2' intervals for lesser slopes
17. \_\_\_\_\_ Property lines to the nearest hundredth
18. \_\_\_\_\_ Lot acreage to the nearest tenth
19. \_\_\_\_\_ Plan and profile, road locations, type, size, width of R.O.W., paving materials, curbs, sidewalks, catch basins, numbered parking spaces and loading areas, buildings, structures, all utilities, drainage, R.O.W.'s, and easements. Profile shall be to a scale 1"= 5' vertical and 1"= 50' horizontal.
20. \_\_\_\_\_ Natural features including existing vegetation, water bodies, etc.
21. \_\_\_\_\_ Open space, buffer zones, recreation areas, municipal and public areas, and lands to be conveyed to the Township

22. \_\_\_\_\_ Building floor plan, elevation views, and first floor elevation
23. \_\_\_\_\_ Cut and fill limits
24. \_\_\_\_\_ Earthwork summary
25. \_\_\_\_\_ Existing and proposed contours, curb returns and spot elevations, location of proposed drainage structures, curbs, swales, berms, guide rails, edge of pavement, sidewalks, parking and loading areas, and handicap accommodations
26. \_\_\_\_\_ Construction details for drainage structures, curbs, guide rails, lighting, pavement design, sidewalks, and septic systems
27. \_\_\_\_\_ Soil erosion and sediment control plan
28. \_\_\_\_\_ Fire protection details including building occupancy, total structure size by volume, height of structure from basement to attic, available water supply, watermain size, flow, hydrant location, distance, proposed fire protection plan, fire lanes, type of occupancy and process
29. \_\_\_\_\_ Environmental impact statement
30. \_\_\_\_\_ Landscape and lighting plan
31. \_\_\_\_\_ Drainage plan including: runoff calculations and a map showing drainage areas
32. \_\_\_\_\_ Copies of stream encroachment permit applications, if applicable
33. \_\_\_\_\_ One (1) soil log and one (1) perc test for each lot
34. \_\_\_\_\_ Copies of protective covenants, deed restrictions, or homeowner association documents
35. \_\_\_\_\_ Disclosure statement
36. \_\_\_\_\_ List of variances if required
37. \_\_\_\_\_ Highlands Council Consistency Determination unless project is exempt, excluded, or eligible for a waiver, each as provided pursuant to §240-11.1 of the Township Code.

**SITE PLAN AND CONDITIONAL USE CHECKLIST**

BYRAM TOWNSHIP  
LAND DEVELOPMENT APPLICATION

PLEASE SUBMIT APPLICATION FEE AND REVIEW/INSPECTION ESCROW BY SEPARATE CHECKS, EACH PAYABLE TO THE TOWNSHIP OF BYRAM.

1. Name of Project: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

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

\_\_\_\_\_ Telephone: \_\_\_\_\_

3. Name of Representative: \_\_\_\_\_

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

\_\_\_\_\_ Telephone: \_\_\_\_\_

4. Plans Prepared by:

Engineer Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ License #: \_\_\_\_\_

Surveyor Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ License #: \_\_\_\_\_

Architect Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ License #: \_\_\_\_\_

Planner Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ License #: \_\_\_\_\_

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5. Property Description:

Street Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Tax Map Sheet: \_\_\_\_\_ Zone: \_\_\_\_\_ Size: \_\_\_\_\_

6. Has there ever been an application on this property? \_\_\_\_\_

Applicant: \_\_\_\_\_ Application #: \_\_\_\_\_

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

7. Have property taxes been paid up to date:

( ) Yes (Attach certification from Tax Collector)

( ) No (Explain) \_\_\_\_\_

8. Description of Proposal:

A. Subdivision: Number of New Lots (including remainder): \_\_\_\_\_

Sizes: \_\_\_\_\_

B. Site Plan: Proposed Use: \_\_\_\_\_

( ) New Construction ( ) Addition ( ) Parking Area ( ) Other

Description: \_\_\_\_\_

C. Proposed Improvements: ( ) Onsite ( ) Offsite

( ) Ontract ( ) Offtract ( ) Roads ( ) Drainage ( ) Other \_\_\_\_\_

C. Please identify any variances being requested: \_\_\_\_\_

\_\_\_\_\_

9. Method of Sewage Disposal: \_\_\_\_\_

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10. Source of Water Supply: Domestic \_\_\_\_\_

Fire Protection \_\_\_\_\_

11. Additional Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant or Agent

As required, indicate if appropriate applications have been made to any of the following:

- ( ) Sussex County Planning Board
- ( ) Sussex County Soil Conservation District
- ( ) New Jersey Department of Transportation
- ( ) New Jersey Department of Environmental Protection
- ( ) Adjoining Municipalities \_\_\_\_\_
- ( ) Other \_\_\_\_\_

**TOWNSHIP OF BYRAM  
LAND USE BOARD**

**SITE INSPECTION AUTHORIZATION FORM**

I hereby give permission for Byram Township Municipal Agencies and their agents to come upon and inspect these premises with respect to this application for

\_\_\_\_\_ on Block \_\_\_\_\_, Lot \_\_\_\_\_

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

**APPLICATION FEE STATEMENT**

I understand that my application fees will not be refundable, under any circumstances, including withdrawal of this application prior to hearing. Any unused escrow fees will be refunded.

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



**Certification of Taxes for Property & (Sewer if applicable)**

**This form is to be signed by the Tax Collectors Office.**

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

**Name:** \_\_\_\_\_

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

\_\_\_\_\_

**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Taxes are Paid in full through the** \_\_\_\_\_ **quarter for the year** \_\_\_\_\_.

**Sewer are Paid in full through the** \_\_\_\_\_ **quarter for the year** \_\_\_\_\_.

\_\_\_\_\_  
**(Collector's Office)**

**AFFIDAVIT OF OWNERSHIP**

**STATE OF NEW JERSEY  
COUNTY OF SUSSEX**

\_\_\_\_\_ of full age, being duly sworn according to law on  
oath deposes and says, that the deponent resides at \_\_\_\_\_ in the  
municipality of Byram, in the County of Sussex and the State of New Jersey; that  
\_\_\_\_\_ is the owner in fee of all that certain lot, piece or  
parcel of land situated, lying and being in the municipality aforesaid, and know and  
designated as Number \_\_\_\_\_

\_\_\_\_\_  
(Owner to sign here)

Sworn to and subscribed, before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
A Notary Public of New Jersey

**AUTHORIZATION**

(If anyone other than above owner is making this application, the following authorization  
must be executed.)

**TO THE LAND USE BOARD:**

\_\_\_\_\_ is hereby authorized to make the within application.

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

\_\_\_\_\_  
(Owner to sign here)

**TOWNSHIP OF BYRAM  
LAND USE BOARD**

DATE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

BLOCK(S) \_\_\_\_\_ LOT(S) \_\_\_\_\_

Please furnish the list of property owners in the vicinity of the above parcel needed to meet requirements for an appearance before the Land Use Board.

Check one box below to indicate disposition of the completed list of property owners:

Shall be mailed to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will be picked up at Municipal Building from Board Secretary

Phone Number: \_\_\_\_\_

**A FEE OF \$10.00 IS REQUIRED BEFORE PREPARATION OF LIST**



**BYRAM TOWNSHIP PLANNING BOARD  
LEGAL NOTICE**

(To be published in the New Jersey Herald at least 10 days prior to scheduled hearing date. Submit Affidavit of Publication to the Planning Board.)

TAKE NOTICE that on \_\_\_\_\_ 20\_\_\_\_, at 8:00 p.m. in the Municipal Building, 10 Mansfield Drive, Byram, NJ, the Byram Township Planning Board will conduct a public hearing in connection with an application for \_\_\_\_\_

\_\_\_\_\_ By the undersigned,

Application No. \_\_\_\_\_ proposes to \_\_\_\_\_

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

concerns property located at (street address) \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_. A copy of said application is available for public inspection at the Municipal Building, Monday – Friday, 9:00 – 4:00.

\_\_\_\_\_  
(Applicant's Name)

**AFFIDAVIT OF PROOF OF SERVICE  
LAND USE BOARD  
TOWNSHIP OF BYRAM**

**STATE OF NEW JERSEY  
COUNTY OF SUSSEX**

I, \_\_\_\_\_ of full age, being duly sworn according to law, deposes  
and says, that he/she resides at \_\_\_\_\_ in the municipality of  
\_\_\_\_\_, County of \_\_\_\_\_, and State of \_\_\_\_\_

That I am an applicant in a proceeding before the Land Use Board of Byram Township,  
New Jersey being an application for \_\_\_\_\_ which relates to  
premises known as \_\_\_\_\_ as shown on the tax maps of the  
Township of Byram; that on \_\_\_\_\_ he/she gave written notice of the hearing  
of this application to each and all of the persons upon whom service must be had on the  
required form and according to the attached lists, and in the manner indicated hereon.

\_\_\_\_\_  
(Signature)

Sworn to and Subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**TOWNSHIP OF BYRAM**  
**LAND USE BOARD**

\_\_\_\_\_ Being of full age and duly sworn on his oath says that:  
I am the applicant named in, and who signed the annexed application for variance to the  
Township of Byram, in the County of Sussex, State of New Jersey.

I have completely familiarized myself with the requirements of this application  
and the Zoning Ordinance of the Township of Byram.

The foregoing application and each statement made in its work, or by marginal  
checkmark, and all the information supplied in supporting data furnished in the sheets  
thereto, is true except as to data compiled for the applicant by licensed engineers, land  
surveyors, architects and attorneys, which applicant believes to be true.

\_\_\_\_\_  
(Applicant's Signature)

Sworn and subscribed before me:

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
(Notary Public)

**CORPORATE INFORMATION:**

If the applicant is a corporation or partnership, list names and addresses of all corporate shareholders and / or partnership interests of 10% or more:

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

**APPLICANT'S SIGNATURE:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**OWNER'S CONSENT:**

The following consent or a letter signed by the owner, should be filled consenting to the application being made.

I, \_\_\_\_\_ certify that I am the owner of the property  
(Name of owner)  
described in the within application and that \_\_\_\_\_  
(Name of Applicant)  
is hereby authorized to make this application.

I further certify that I have reviewed the application and I consent the same.

The Owner hereby authorizes representatives of the Township to enter the premises in order to inspect same, prior to discussion or public hearing on the application.

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

\_\_\_\_\_  
(Owner of Property)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

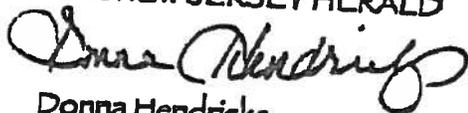
# The New Jersey Herald

July 1, 2013

Please be advised, effective immediately, The New Jersey Herald Requirements to publish a Legal Notice are as follows:

1. Legals cannot be taken over the phone. The form that your Township or Borough gives you can be either faxed, emailed or you may come into our office.  
(All information is provided below)
2. There is a 2 day deadline for legal publishing.  
Monday 12 noon for Wednesday  
Tuesday 12 noon for Thursday  
Wednesday 12 noon for Friday  
Thursday 12 noon for Sunday  
Friday 12 noon for Monday & Tuesday.
3. The applicant's name, mailing address and telephone number must be on the form so the proof of publication can be mailed back.
4. Please be sure everything on form is legible.
5. A \$30.00 deposit is required on All legal advertising if paying by cash or check. Credit Cards are accepted and will be charged the full amount of the legal ad once it is set in the computer for publication.

Yours truly,  
THE NEW JERSEY HERALD



Donna Hendricks  
Legal Advertising  
2 Spring Street, Newton, NJ 07860  
Fax: 973-383-4828  
Email: [legals@njherald.com](mailto:legals@njherald.com)