

TOWNSHIP OF LIVINGSTON

APPLICATION FOR LOT MERGER

DATE OF SUBMISSION	APPLICATION NUMBER
FOR OFFICE USE	

BLOCK LOT(S) ZONE(S)

APPLICANT PHONE

ADDRESS

OWNER

ADDRESS

PROFESSIONAL(S) REPRESENTING APPLICANT

ADDRESS PHONE

EMAIL

DESCRIPTION OF PREVIOUS DECISIONS BY THE ZONING BOARD (or attach copies of decisions):

I hereby affirm that all of the above statement and statements contained in the papers submitted herewith are true.	I hereby affirm that I am the owner of the premises involved in this application and that I consent to the filing of the application.
<i>Signature of Applicant</i> <i>Date</i>	<i>Signature of Owner</i> <i>Date</i>
<i>Address</i>	<i>Address</i>

TOWNSHIP OF LIVINGSTON

MANDATORY SUBMISSION ITEMS & APPLICATION CHECK LIST

- Two (2) copies with original signatures of the application.
- Two (2) copies of current **original** surveys.
- Two (2) copies of the **proposed** plat/merger in accordance with Section §170-71B of the Land Use Ordinance with all dimensions for set backs from new property lines (front, rear and side yard set backs).
- Photographs of subject properties.
- Completed *Application for Development*, which will provide certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent.
- Completed *Request for Certified List of Property Owners*, in order to obtain list of all property owners within 200 feet of the property, with cash or check in the amount of \$10.00. Please make checks payable to the Township of Livingston.
- Completed *Permission to Inspect* form in order for the members of the Planning Board, Zoning Board or any Township officials of the Township of Livingston to visit the property in question.

Once all of the above have been submitted to the Planning Department and the application has been deemed complete, the applicant will be notified by phone and scheduled for the next available hearing date. The applicant will also be scheduled for a meeting with the Planning Administrator to review the application as well as final submission items (listed below) that must be returned to the Planning office TEN (10) DAYS prior to the hearing date.

ITEMS REQUIRED ONCE HEARING DATE IS SET

- Ten (10) additional copies of the application, surveys and plans. All copies must be **collated and organized** to be distributed to the Board members.
- Notice of Hearing must be placed in the West Essex Tribune **ten (10) days** prior to hearing date. Return notarized Affidavit of Publication (issued by the West Essex Tribune with copy of Public Notice article) to the Planning office for the file.
- Provide all property owners within 200 feet of property with the *Zoning Board of Adjustment Notice of Hearing* letter via hand delivery or via Certified US Mail. Complete and notarize *Affidavit of Service of Notice* including signatures of all property owners that received the letter via hand delivery and/or provide original receipts of all Certified US Mail recipients. Form can be notarized at Town Hall.
- List of names and addresses of persons having 10% interest or more in the applicant, corporation or partnership (if applicable).
- Fees as required by Ordinance 23-2010 – \$300.00 (Please make checks payable to the Township of Livingston.)
All fees collected are non-refundable.

TOWNSHIP OF LIVINGSTON

APPLICATION FOR DEVELOPMENT

APPLICANT _____

ADDRESS _____

BLOCK(S) _____

LOT(S) _____

This will certify that all taxes on the above referenced property have been paid to date and that there are no outstanding assessments for local improvements, except as noted below.

Vibha Desai, Tax Collector

TOWNSHIP OF LIVINGSTON

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS

PROPERTY LOCATION _____

BLOCK(S) _____

LOT(S) _____

REQUESTED BY _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

I hereby request one (1) copy of a certified list of all property owners within 200' of the property described above. Please mail the list to the above address.

The ten-dollar (\$10.00) fee for the preparation of this list is attached.

Signature

Date

TOWNSHIP OF LIVINGSTON

PERMISSION TO INSPECT

PROPERTY LOCATION _____

BLOCK(S) _____

LOT(S) _____

NOTICE TO ALL APPLICANTS:

As a part of the review process for variance applications, it is often necessary and advisable that various members of the Boards and Township officials visit the property in question. We are hereby requesting your permission to authorize such inspections by the appropriate township representatives whenever necessary.

Your cooperation will be appreciated. Should you have any questions, please contact the Planning Department.

Signature

Date