



APPLICATION FOR EXTENSION OF RESOLUTION

SUBMISSION ITEMS & APPLICATION

1. **Zoning Board of Adjustment** – TWELVE (12) COLLATED sets of the following:
Planning Board – SEVENTEEN (17) COLLATED sets of the following:
 - Completed Application for Extension of Resolution (one with original signature).
 - Copy of previously approved/memorialized Resolution
2. Fee as required by Ordinance 8-2016 – \$250.00
3. One (1) completed **Application for Development**, which will provide certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent.
4. One (1) 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.
5. For corporations, partnerships or limited liability companies one (1) completed **10% Owners List / Ownership Disclosure Statement** must be submitted. The Board Administrator will determine if an escrow deposit will be required.

Once all of the mandatory submission items have been given to the Planning Department and the application has been deemed complete, the applicant will be notified by email and scheduled for the next available hearing date. The applicant will also be scheduled for a meeting with the Planning Administrator (if required) 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

1. 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.
2. Provide all property owners within 200 feet of property with the **Planning Board or 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; provide Planning office a copy of notice for the file.

PUBLIC NOTICES ARE A JURISDICTIONAL REQUIREMENT. THE APPLICATION CANNOT BE HEARD UNTIL PUBLICATION AND PUBLIC NOTICE IS PROPERLY SERVED AND PROOF OF SAID NOTICE IS RECEIVED.

THIS APPLICATION DOES NOT RELIEVE THE APPLICANT FROM COMPLYING WITH OTHER TOWNSHIP ORDINANCES SUCH AS THE LOT SURFACE DRAINAGE, STORM WATER OR TREE REMOVAL ORDINANCES. OBTAINING THE NECESSARY APPROVALS AND PERMITS UNDER SUCH ORDINANCES WILL BE THE RESPONSIBILITY OF THE APPLICANT.

