

**Hardyston Township
Office of Land Use
149 Wheatsworth Road
Hardyston, New Jersey 07419
Tel: 973-823-7020 ext. 9408
Fax: 973-823-7024
amwilhelm@hardyston.com**

LAND USE APPLICATION INSTRUCTIONS

Initial filing requirements: For possible placement on the next agenda, the following documents must be submitted to the Land Use Department 30 days prior to the meeting:

1. A check made payable to the Township of Hardyston for fees;
2. A check made payable to the Township of Hardyston for escrow;
3. A written explanation of the calculation used to arrive at the above-noted sums; and
4. A transmittal letter noting the enclosures should accompany one original application packet and 17 copies of collated application packets. The packets should be individually banded, clipped, or filed in separate jackets. Each packet shall contain documents as stated on the checklist excluding the drainage report. Four copies of the drainage report are required. The entire filing should be boxed or bagged and addressed to the Land Use Department.

Subsequent filings:

1. To allow Board members adequate time to review amendments discussed or proposed at a prior hearing, amended plans must be submitted 14 days prior to the next meeting. Late submissions may result in delays.
2. Initial deeds and plat revisions: One original and 3 copies of deeds and/or 4 copies of plat revisions are required for the initial review process. If amendments or additional revisions are deemed necessary, the Applicant will be notified as soon as possible.
 - Deeds: Once finalized - two sets of deeds are required for signature by Township officials. One copy of the recorded deed must be filed with the Land Use Administrator.
 - Minor Subdivision maps: Once finalized – six copies are required.
 - Mylars - Once the final plat is approved and recorded, 6 copies as well as the mylars are required.
 - Other agency approvals: Copies of all required approvals must be submitted to the Land Use Administrator. An incomplete file may impede the ability to proceed and obtain permits.



GENERAL NOTES – BOARD POLICY

Public Notice: The Board respectfully requests that Applicants publish notice once they are assigned a hearing date by the Land Use Administrator. The Township's official newspapers are the New Jersey Herald and the Sunday New Jersey Herald. Please file the completed notice with the Land Use Administrator at least three (3) days prior to the scheduled hearing.

Adjournments: The Board acknowledges that events beyond an Applicant's control may occur resulting in the need to request an adjournment; however, it is the Board's preference that Applicant's make every effort to avoid such requests. It is a general policy that a request to carry without further notice, especially in the event where a hearing has commenced, will not be granted on more than one occasion.

Special Meeting Requests: The Board requires special meeting requests to be made in writing. Said requests will be reviewed at the next Board meeting. Filings for special meetings are subject to the 30-day deadline and must be accompanied by escrow and application fees.

Requests for Documents: Please allow ten business days for processing of requests for copies of prior approvals and other case related documents.

Requests for Zoning Information: Requests for specific zoning information are referred to Jeffrey R. Stabile, Zoning Officer. Mr. Stabile may be contacted at 973-823-7020 ext 9455 and/or via email at zoning @hardyston.com.

For further information, please contact Anne-Marie Wilhelm, Land Use Administrator.

