



SITE PLAN WAIVER WITH SIGN VARIANCE

Application # _____

BOROUGH OF FLORHAM PARK PLANNING BOARD

Application Fee: \$350.00 (site plan waiver), plus \$300.00 for each sign variance requested

Initial Escrow Deposit: \$1,600.00 • 2 separate checks payable to: Borough of Florham Park

Contact the Board Secretary for the number of copies of the complete application package to be submitted.

GENERAL INFORMATION

APPLICATION:
Date of submittal:
APPLICANT:
Name:
Address:
Phone #:
PROPERTY OWNER (If other than Applicant):
Name:
Address:
Phone #:
APPLICANT'S ATTORNEY:
Name:
Address:
Phone #:
Email:
PROPERTY INFORMATION:
Street Address:
Block & Lot:
Zone:

AUTHORIZATION:

The applicant, by filing this application, agrees that he or she will comply with the decision of the Board and conform to all conditions of approval.

Signature: _____ Date: _____

Note: If the property owner is other than the applicant, a letter of authorization must accompany this application.

REQUIRED SUBMITTALS

The following items are required to be submitted to the Board Secretary at the time the application is filed in order for the application to be deemed complete and scheduled for a Public Hearing

- ✓ **# of copies to be determined:**
 1. Completed Sign Variance application including Refusal of a Sign Permit
 2. Site plan with proposed conditions including sign(s) location and setbacks
 3. Detailed Sign Plan depicting dimensions, lettering style, material composition, and colors (include details of illumination, if applicable)

- ✓ **1 original of each of the following:**
 1. Certification that Taxes are paid on the subject property
 2. Official Tax Map of subject property
 3. List of Property Owners within 200 feet (from Tax Assessor)
 4. Certified Proof of Publication and Proof of Service
 5. Property owner Letter of Consent (if applicable)
 6. W-9 taxpayer ID number form

SITE DATA (*from Chapter 199)

MAXIMUM AREA, FREE STANDING GROUND SIGNS:

Maximum square feet allowed by code* _____ Sq.Ft.
 Square feet of existing free standing sign _____ Sq.Ft.
 Square feet of proposed free standing sign _____ Sq.Ft.

MAXIMUM AREA, WALL SIGNS:

Maximum square feet allowed by code* _____ Sq.Ft.
 Square feet of existing wall sign _____ Sq.Ft.
 Square feet of proposed wall sign _____ Sq.Ft.

MAXIMUM HEIGHT:

Maximum height allowed by code* _____ Ft.
 Height of proposed sign (measured from ground) _____ Ft.

NUMBER OF SIGNS:

Maximum number of free standing ground signs allowed by code* _____
 Total number of existing free standing ground signs _____
 Total number of proposed free standing ground signs _____

Maximum number of wall signs allowed by code* _____

Total number of existing wall signs _____
 Total number of proposed wall signs _____

LIGHTING:

Will the sign be illuminated?	Yes	No
If yes, will the sign be lit internally or externally?	Internally	Externally
Is the sign one sided or two sided?	One sided	Two sided

Planning testimony on the positive and negative criteria in connection with this sign variance request will be required.

Borough of Florham Park

Planning Board

REFUSAL OF A SIGN PERMIT

To: _____ Date: _____

From: Florham Park Zoning Officer

Your application for a permit to construct _____

On the property located at _____

Known as Block _____ Lot _____ on the Tax Map of the Borough of Florham Park is hereby denied for non-compliance with the provisions of Section(s) _____ of the Municipal Zoning Ordinance for the following reason(s):

Signed: _____

Zoning Officer

BOROUGH OF FLORHAM PARK

111 Ridgedale Avenue
Florham Park, NJ 07932
973-410-5300

TAX CERTIFICATION

BLOCK(S) _____

LOT(S) _____

ADDRESS _____

PROPERTY OWNER _____

The Tax Collector of the Borough of Florham Park hereby certifies that all taxes and assessments have been paid and that no taxes are due or delinquent as to the premises which are the subject of this application as of the date indicated below.

Tax Collector or Authorized Signature

Certification Date

PROPERTY OWNERS NOTIFICATION /LEGAL NOTICE SAMPLE

- ✓ When filing for a Variance you are legally required to publish a legal notice in the approved newspaper of the Borough of Florham Park. It MUST be published in the Morris County Daily Record or the Florham Park Eagle at least 10 calendar days prior to the meeting date in order for your application to be heard, although it can be published further in advance of the hearing date if the applicant so desires.
 - ✓ When filing for a Variance you are legally required to notify property owners within 200 feet of the applicant property. All property owners and utility companies must receive a description summary of the proposed construction being considered. This notice must include the time, date and place of the meeting at and be received at least 10 calendar days prior to the meeting date in order for your application to be heard. The property owner's notification must be done either by certified mail or via personal service (hand delivered with a signature of receipt required and the date received). A copy of the description summary and the certified mail receipts or required signatures **must** be returned to the Board secretary at least 5 days prior to the hearing. If these items are not received, the matter will not be heard.
 - ✓ The following is an *example* that you may use for notification. **It must be re-typed.**
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EXAMPLE:

Notice is hereby given that _____ has applied to the Florham Park Planning Board for a sign variance for their property located at _____, Florham Park, New Jersey, Block _____ Lot _____. The variance is sought from Section(s) 199 of the Sign Ordinance to grant relief for the construction of (state relief requested)

_____ plus any other variances deemed necessary by the Planning Board. The hearing on this application will be held on _____ at 6:30 p.m. at the Borough Hall, 111 Ridgedale Avenue, Florham Park, New Jersey.

Copies of the application and plans will be on file in the office of the Planning Board Secretary and available for public inspection at least ten (10) days prior to the date of the public hearing on this application.
