



## **FRANKFORD LAND USE BOARD**

### **INSTRUCTIONS (CONCEPT APPLICATION)**

**NOTICE:** These instructions are for informational purposes only. If you are unsure of how to proceed, you should consult with a Land Use Professional.

1. Frankford Township has combined the Zoning Board of Adjustment and the Planning Board into a single board known as the FRANKFORD LAND USE BOARD. Additionally, the secretarial and administrative duties of the former Board secretaries are now carried out by a single person, the Land Use Administrator. All correspondence, applications and inquires shall be directed to:

**Sharon M. Yarosz**  
**Land Use Administrator**  
**Frankford Municipal Building**  
**151 US Highway Route 206**  
**Augusta, NJ 07822**  
**973-948-7592**  
**973-948-0943 (FAX)**  
[landuse@frankfordtwp-nj.com](mailto:landuse@frankfordtwp-nj.com)

2. **All applications for development, fees and supporting documentation shall be filed with the Land Use Administrator at least 21 days in advance of the target hearing date.** Applications shall be on the forms provided by the Land Use Administrator. All information, unless requested to be waived in writing, shall be supplied.
3. An **original and 16 copies** of all applications and **17** sets of maps and plats shall be filed. All maps and plats must be folded.
4. Proof that all **real estate taxes** have been paid to date shall be supplied by the applicant before a hearing will be scheduled. This certification can be obtained from the Tax Collector during normal business hours at **973-948-4621**. (see Addendum "A").
5. Once the applications, supporting documentation, maps and plats are received and proof of taxes paid to date, provided the application is deemed **complete**, the applicant will be notified by the Land Use Administrator of the **date of the hearing**.
6. **Once an application is deemed complete**, if applicable, **NOTICE** (see Addendum "C") **must** be served at least **ten (10)** days prior to the hearing to all entitled to notice. The notice must also appear in the New Jersey Herald, Daily or Sunday edition, at least **ten (10)** days prior to the hearing. The list of those entitled to service (property owners within 200 feet) can be obtained, for **ten (\$10) dollars**, from the Tax Assessor during normal business hours at **973-948-7335**. (see Addendum "B").

The **applications that require notice** are:

1. Any variance
2. Any Preliminary Major Subdivision
3. Any Site Plan
4. Conditional Use Approval
5. Any appeal of the Zoning Officer's determination or Interpretation
6. Any Request for Certification of a Pre-Existing, Non-conforming use to the Land Use Board

**IMPORTANT:** In certain situations, another municipality, the Sussex County Planning Department, Utilities, Corporations or other entities may be entitled to notice. Applicants are directed to refer to the provisions in the Municipal Land Use Law, N.J.S.A. 40:55D-12, if unsure.

7. The **Affidavit of Service and proof of publication** (see Addendum "E") must be filed with the Land Use Administrator at least **three (3)** business days prior to the hearing. If the affidavit of publication is not received from the newspaper in time to submit, the applicant may substitute a photocopy copy of the newspaper notice as it appeared in the newspaper. Failure to file these documents shall delay the hearing on the application.
8. All **corporations** must be represented by an **Attorney** licensed to practice law in New Jersey.
9. All **corporations or partnerships** applying to the Land Use Board for a variance to construct a multiple dwelling of 25 or more family, for approval to subdivide a parcel into 6 or more lots, or for approval for a site to be used for commercial purposes, shall supply the names and addresses of all stockholders or individual partners owning at least 10% of stock of any class or at least 10% of the interest of the partnership. Applicants shall use the form supplied by the Land Use Administrator. Failure to comply will delay the hearing of the application.
10. Any dedications or easements, either envisioned as part of the original application, or deemed necessary by any reviewing agency, must be accompanied by either an **attorney opinion letter** or **title report** indicating the dedicated or easement areas are free and clear of all easements, encumbrances, mortgages or liens.
11. All **deeds** required after any approval must be submitted to the **Board Engineer and Attorney** for review and approval.
12. All application fees and escrows are to be in separate checks, payable o "**Frankford Township.**"
13. Please refer to the appropriate **checklist** for each respective application's requirements. All **requests for waivers** from the checklist requirements must be in writing.

14. If the subject property has previously been before either the former Planning or Zoning Boards or the Land Use Board, all previous **Resolutions** must be **attached**.
15. **Four (4) photographs** of current on-site conditions are **required** for all applications.
16. All appropriate **spaces** on application form are to be **filled** in. If the information is “not applicable” then fill in “N/A”.
17. The **FORM OF NOTICE** and other **FORMS** attached to the application are the **suggested** forms for Applicants to use.
18. Certain matters may qualify as **minor site plans** which may be approved with limited plans. See §30-201 Minor Site Plan.
19. **Conceptual plans**. These are informal, non-binding and require some maps, an explanation and a filing fee to be listed on the agenda. See §30-401(b).

**FRANKFORD LAND USE BOARD  
TYPICAL CONDITIONS OF APPROVAL**

1. The development of this parcel shall be implemented in accordance with the plans submitted and approved.
2. This approval is granted strictly in accordance with the plat prepared by \_\_\_\_\_ (Preparers Name) dated \_\_\_\_\_ (Date of plans).
3. This variance expires one year from the date of memorialization of the decision, or the expiration of a site plan or subdivision which was part of the application, unless a building permit has been obtained, or as otherwise permitted by law.
4. Payment of all fees, costs and escrows due or to become due. Any monies are to be paid within twenty (20) days of any request by the Land Use Administrator.
5. Certificate that taxes are paid to date of approval.
6. Any condition without a specific time limit shall be complied with within six months of the date of this resolution’s memorialization.
7. Subject to all other applicable rules, regulations, ordinances and statutes of the Township of Frankford, County of Sussex, State of New Jersey, or any other jurisdiction.