



**SITE PLAN EXEMPTION APPLICATION**

30 Water Street, P.O. Box 507, Milford, NJ 08848

(908) 995-4323 milfordzoning2@gmail.com

Sara Knies, Zoning Officer

An application with original signatures, 1 copy of a site plan or survey of the property, and 1 copy of an interior floor plan must be filed for application to be complete.

**A \$100.00 application fee (non-refundable) shall be submitted with this completed application.** Check should be made payable to: Borough of Milford.

The Zoning Officer shall review each request for exemption and either Approve a Zoning Permit, or Deny the request and require the applicant to file a formal Site Plan Application.

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To Be Completed Internally:

Application No. \_\_\_\_\_ Date Received \_\_\_\_\_

Fee Check # \_\_\_\_\_

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To Be Completed by Applicant:

Address of Tract: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Nearest Intersection: \_\_\_\_\_ Zone \_\_\_\_\_

Applicant: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**1. Owner - If other than Applicant**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Interest of Applicant if other than owner:

\_\_\_\_\_  
\_\_\_\_\_

2. Owner's Consent: I (we) hereby authorize \_\_\_\_\_ to file this application and state that I (we) own the property and that it is recorded in the Hunterdon County Clerk's Office in Book \_\_\_\_\_ Page \_\_\_\_\_.

\_\_\_\_\_  
(Owner's Name Printed)                      (Owner's Signature)

3. Use proposed for exemption:  
\_\_\_\_\_  
\_\_\_\_\_

4. The following information must be provided:

- a. Type of Business \_\_\_\_\_
- b. Business Hours \_\_\_\_\_
- c. Number of Employees (Each shift) \_\_\_\_\_
- d. Use of each Building \_\_\_\_\_
- e. Height of Buildings \_\_\_\_\_ Stories \_\_\_\_\_
- f. Floor Area \_\_\_\_\_
- g. Number of on-site Parking Spaces allocated to this use: \_\_\_\_\_
- h. Proposed Signage (Separate Approval Required) \_\_\_\_\_
- i. Exterior Lighting \_\_\_\_\_
- j. Products Manufactured \_\_\_\_\_
- k. Presence of any Noise or Odors \_\_\_\_\_
- l. No. of Dwelling Units (if any) \_\_\_\_\_
- m.

5. The Applicant is required to obtain Certification that Municipal Taxes are Current by submitting the attached form and appropriate fee to the Clerk's office. Allow a minimum of 10 business days for processing. Fee of \$10.00 should be paid by check made payable to The Borough of Milford with submission.

6. List any other maps, sketches or other documentation accompanying this application.  
\_\_\_\_\_  
\_\_\_\_\_

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ACTION OF ZONING OFFICER Application Review Date \_\_\_\_\_

Application was Approved (conditions, if any) or Denied (reasons for denial)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICE OF TAX COLLECTOR BOROUGH OF MILFORD  
P.O. Box 484, Milford, NJ 08848-0484  
Phone: (908) 995-2760 or Borough Hall: (908) 995-4323

To Who It May Concern:

re: Block \_\_\_\_\_ Lot \_\_\_\_\_

Owner of Record \_\_\_\_\_

Street Address \_\_\_\_\_

This certifies that taxes have been paid thru \_\_\_\_\_ on the above referenced property,  
which is in Milford Borough, NJ.

Sincerely,

Milford Borough Tax Collector

Please to return this form to: \_\_\_\_\_

Dated \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fee Submission (Circle One)

\$10.00 Fee Collected either Cash or Check (Check # \_\_\_\_\_ )

WATER AND SEWER DEPARTMENT BOROUGH OF MILFORD

P.O. Box 484, Milford, NJ 08848-0484

Phone: (908) 995-2760 or Borough Hall: (908) 995-4323

To Who It May Concern: re: Block

\_\_\_\_\_ Lot \_\_\_\_\_

Owner of Record \_\_\_\_\_

Street Address \_\_\_\_\_

This certifies that all water and sewer charges are current and have been paid thru  
\_\_\_\_\_ on the above referenced property, which is located in Milford  
Borough, NJ.

Sincerely,

Borough Official

Please to return this form to: \_\_\_\_\_

Dated \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_