



**SITE PLAN EXEMPTION APPLICATION**

Milford Borough Joint Planning Board & Board of Adjustment  
30 Water Street, P.O. Box 507, Milford, NJ 08848  
(908) 995-4323

[milfordplanningboard@gmail.com](mailto:milfordplanningboard@gmail.com)  
Sara Knies, Planning Board Clerk

An application with original signatures must be filed with the Clerk of the Planning Board along with 16 (sixteen) copies of a site plan or survey of the property and 16 (sixteen) copies of an interior floor plan. If the plans can be reproduced on a standard copy machine or are being submitted electronically, only 1 (one) copy is required and should be submitted in a PDF format, if possible.

Please contact the Clerk for information on upcoming meeting dates and agenda deadlines. **A \$100.00 application fee (non-refundable) and \$500 Escrow Deposit (unused portion refundable) are required and should be submitted with this completed application.** Kindly pay in two separate checks made payable to: Borough of Milford.

The Applicant is responsible for fees incurred from the Board’s professionals in connection with this Application. If those fees total over the original Escrow Deposit, an additional deposit to cover the charges will be required of the Applicant.

The Board shall review each request for exemption, or reject the request and require the applicant to file a formal Site Plan Application.

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**TO BE COMPLETED BY CLERK:**

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

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

\*\*\*\*\*

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

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

**APPLICATION IS HEREBY MADE TO THE PLANNING BOARD BY:**

1. Applicant: Name \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

2. Owner - If other than Applicant

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Interest of Applicant if other than owner

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

3. 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)

4. Use proposed for exemption:

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

5. 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) \_\_\_\_\_

6. Please attach the following two items:
- a. Written justification for request of exemption from site plan review; and
  - b. Copy of the Zoning Officer's comments with regards to the need for this application.  
(See Section 190-123 A(2) of the Borough Code)

7. 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.

8. List any other maps, sketches or other documentation accompanying this application.

\_\_\_\_\_

\_\_\_\_\_

By signature on this Application, the Applicant agrees that, in the event any fees are incurred from the Board's professionals in connection with this Exemption Application over and above the original Escrow Deposit, those fees shall be paid by the Applicant, prior to the issuance of any Planning Board action and prior to any zoning clearances.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Business

\*\*\*\*\*

ACTION OF PLANNING BOARD Application Review Date \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Resolution # \_\_\_\_\_ Date of Vote \_\_\_\_\_

Approvals and Denials must be publicized in a local paper:

Publication Date/Newspaper: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the Planning Board

\_\_\_\_\_  
Date

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