

**LAND USE/ZONING/REDEVELOPMENT AND  
MANDATORY CONCEPTUAL REVIEW “MCR” APPLICATION FORM**

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**Applicant’s Information**

**If a Host Municipality:**

Municipal Name: Borough of \_\_\_\_\_

**If other than Host Municipality:**

- (a) Applicant’s name(s) \_\_\_\_\_
- (b) Applicant’s Street Address \_\_\_\_\_
- (c) Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- (d) Phone number \_\_\_\_\_ Fax number \_\_\_\_\_
- (e) Location of Subject Property – Street \_\_\_\_\_  
Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Municipality \_\_\_\_\_
- (f) FMERA’s Parcel Designation \_\_\_\_\_
- (g) Property owner’s name (if different than applicant) \_\_\_\_\_
- (h) Property owner’s mailing address \_\_\_\_\_
- (i) Phone number ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_
- (j) Email \_\_\_\_\_

*Please check below what approval or review the applicant seeks:*

- Site Plan Mandatory Conceptual Review – Major or Minor (Circle One)
- Subdivision Mandatory Conceptual Review - Major or Minor (Circle One)
- Use-Type Variance(s) Requested (if not included in a Site Plan or Subdivision Application)
- Request for Consent to Redevelopment Area Designation by Host Municipality pursuant to the *Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq.*
- Request for Consent to adoption by Host Municipality of *Local Redevelopment and Housing Law* Redevelopment Plan
- Other (describe) \_\_\_\_\_

**1. Site Plan or Subdivision Mandatory Conceptual Review (“MCR”)**

**Print Name of Subject Municipality Reviewing Application:** Borough of \_\_\_\_\_.

**In Conformance with N.J.A.C. 19:31C-3.20, prior to or simultaneous with submitting an application for subdivision or site plan approval to the planning board (or to the County planning board, if such submission is made prior to submission to the planning board), the application shall be submitted to the Authority for MCR.**

(a) Submit completed Host Municipality subdivision approval or site plan approval application submitted or to be submitted to the Host Municipality (or to the County, as the case may be), together with any application submission requirement waiver requests submitted or to be submitted to the planning board and including the architectural elevations of the proposed project, if not already included in the application pursuant to the Host Municipality's regulations. Include also any forms completed pursuant to N.J.S.A. 40:55D-48.1 and 48.2.

(b) Describe the proposed development, including applicable Reuse Plan proposed use for the location, *Local Redevelopment and Housing Law* redevelopment plan, and *Fort Monmouth Land Use Regulations and Design Guidelines* development district, the number of proposed market-rate and affordable residential units (if any), and the use and area of proposed nonresidential development (if any). For residential **developments**, the project description shall include a statement of how the project meets the affordable housing requirements set forth in N.J.A.C. 19:31C-3.23. If the proposed residential development does not satisfy the affordable housing requirements set forth in N.J.A.C. 19:31C-3.23, the description shall include a detailed explanation of the applicant's position as to economic feasibility and documentation in support thereof (including, but not limited to, a project pro forma and market studies:

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(c) List all Design Exceptions:

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(d) List and describe all bulk and area-type variances requested:

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(e) List and describe all use-type variances requested:

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(f) List all buildings required for preservation or select historic properties as defined in the Programmatic Agreement, if any, included within or impacted by the project, and as to each whether any required NJSHPO referral has been made. Where NJSHPO referral is required, an application for MCR may be deemed incomplete in the absence of such referral:

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(g) List of all open space to be preserved or other sensitive environmental features, if any, identified in the natural resources inventory which are included within or impacted by the Project. If any, submit a completed Environmental Features Checklist.:

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(h) The names and contact information of all professionals representing the applicant:

Name \_\_\_\_\_  
Professional Service \_\_\_\_\_  
Address \_\_\_\_\_  
Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Name \_\_\_\_\_  
Professional Service \_\_\_\_\_  
Address \_\_\_\_\_  
Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Name \_\_\_\_\_  
Professional Service \_\_\_\_\_  
Address \_\_\_\_\_  
Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

**If seeking subdivision approval, please complete (i) and (j):**

(i) Area and description of parent parcel(s):

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(j) Number and size(s) of proposed lots:

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(k) A chronological list of all prior Authority actions taken or approvals granted, and land use approvals granted by the Host Municipality, if any, for the subject property:

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(l) A written statement by the applicant as to the application's relationship to each of the evaluation criteria set forth below, including, where variances or design exceptions are requested, a brief statement of the grounds on which the applicant believes the variances or exceptions may be granted, and a brief description of the consequences to the applicant and property owner if the variances or exceptions are denied:

(i) The need and justification for, and desirability of, any bulk and area-type variances requested:

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(ii) Adequacy of access to and egress from the subject property, the impact of the proposed project on the existing roadway system within the Fort Monmouth Project Area boundaries, the relationship of the proposed project to the existing municipal or County roadway system, and the need for roadway improvements, relocations or modifications:

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(iii) Availability and adequacy of water, sewer, gas, electric, and telecommunications utilities, potential impacts of the proposed project on existing utilities infrastructure within the Fort Monmouth Project Area, the relationship of the project to the existing municipal or other utilities systems, and the need for infrastructure improvements or modifications:

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(iv) The need for and existence or availability of easements in connection with access and utilities:

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(v) Description of how the project implements the development and design guidelines in N.J.A.C. 19:31C-3.14 through 3.18, including architectural and aesthetic guidelines:

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**3. Use-Type Variance(s) Request (if not included in a Site Plan or Subdivision Application)**

(a) Submit site plans, reports, or other data that demonstrate the extent of the relief being sought.

(b) Complete and submit any form pursuant to N.J.S.A. 40:55D-48.1 and 48.2 that the applicant shall have to complete for the Host Municipality in its later Site Plan or Subdivision Application.

(c) Identify the particular rule from which the variance is sought:

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(d) Provide a statement why the variance is sought and the special reasons that warrant the granting of the variance:

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(e) Describe the consequences to the applicant and project if the variance is denied:

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(f) A chronological list of all prior Authority actions taken or approvals granted, and land use approvals granted by the Host Municipality, if any, for the subject property:

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**4. Request for Consent to Redevelopment Area Designation by Host Municipality pursuant to *Local Redevelopment and Housing Law*:**

(a) Submit a map showing the boundaries of the area proposed to be investigated, an area investigation study, and a copy of the Host Municipality's resolution designating the area in need of redevelopment or rehabilitation.

(b) Identify the location of the property proposed for designation by municipal block and lot number if available, or by the Authority parcel designation:

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(c) Identify the Reuse Plan proposed use for the location and the applicable *Fort Monmouth Land Use Regulations and Design Guidelines* development district of the properties proposed for designation:

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(d) Describe the existing structures, if any, on the properties proposed for designation:

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(e) Describe why the area may be in need of redevelopment:

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**5. Request for Consent to adoption by Host Municipality of *Local Redevelopment and Housing Law* Redevelopment Plan:**

- (a) Submit the following:
  - (i) A complete copy of the LRHL redevelopment plan as adopted by the Host Municipality;
  - (ii) A copy of the Host Municipality's resolution designating the area in need of redevelopment or rehabilitation;
  - (iii) The area investigation study;
  - (iv) The Authority's resolution consenting to the designation of the area in need of redevelopment or rehabilitation;
  - (v) A copy of the planning board's review of the proposed LRHL redevelopment plan and report to the governing body pursuant to the requirement of the LRHL;
  - (vi) A copy of the record of all relevant proceedings conducted by the planning board;

- (vii) Copies of all notices sent or published in connection with the Host Municipality's consideration and adoption of the LRHL redevelopment plan; and
- (viii) A copy of the host municipality's adopted ordinance adopting the LRHL redevelopment plan and a copy of the record of all relevant proceedings conducted by the governing board.

(b) Identify the location of the property that is the subject of the proposed LRHL redevelopment plan, by municipal block and lot number if available, or by the Authority parcel designation:

(c) Brief description of the proposed LRHL redevelopment plan, including identification of departures from the requirements of the Reuse Plan (including any applicable amendments) and the *Fort Monmouth Land Use Rule Regulations and Design Guidelines*:

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\_\_\_\_\_

(d) Name(s) and contact information for professionals representing the applicant in connection with the preparation of the LRHL redevelopment plan:

Name \_\_\_\_\_

Professional Service \_\_\_\_\_

Address \_\_\_\_\_

Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Name \_\_\_\_\_

Professional Service \_\_\_\_\_

Address \_\_\_\_\_

Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Name \_\_\_\_\_

Professional Service \_\_\_\_\_

Address \_\_\_\_\_

Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

**6. Other (Describe nature of and statutory basis for request):**

Name \_\_\_\_\_

Professional Service \_\_\_\_\_

Address \_\_\_\_\_

Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

**7. Signature of applicant \_\_\_\_\_**

Print Name:

Date:

**8. For Site Plan or Subdivision Mandatory Conceptual Review and Use-Type Variance Requests, Property owner's authorization\*** (If applicant is other than the property owner listed above, and the property owner is other than the United States, the Authority, or the NJEDA, the property owner's authorization must be obtained)

I hereby authorize \_\_\_\_\_ as the applicant listed above, to act as my agent in matters pertaining to this application.

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

Print Name: \_\_\_\_\_ (Date) \_\_\_\_\_

Title: \_\_\_\_\_

\* The owner's authorization of this application is also consent to allow Authority staff to inspect the subject property. Not applicable to an application by a Host Municipality relating to a redevelopment area designation or a redevelopment plan adoption.

**FEE Paid:** \_\_\_\_\_

**Fee Check #:** \_\_\_\_\_

**Escrow Paid:** \_\_\_\_\_

**Escrow Check #:** \_\_\_\_\_

**MCR Informational Only-Once Application is Submitted Pursuant to:**  
**19:31C-3.20C.**

**3. Upon receipt of a complete application, the Authority staff shall conduct the MCR. Such conceptual review by the Authority staff shall be completed within 45 days of the Authority's receipt of the complete application, or within such later time period agreed to by the applicant, unless accompanied by a request for a use-type variance, in which case the time periods applicable to the determination of a request for a use-type variance set forth in N.J.A.C. 19:31C-3.21 shall apply.**

**4. The Authority staff shall review each application to determine whether one or more use-type variances or an amend-ment to the Reuse Plan may be required. If the Authority staff determines that a use-type variance or an amendment to the Reuse Plan is required, the planning board shall not have jurisdiction over the subdivision application or site plan application until the applicant obtains approval from the Authority for the required use-type variances or an amendment to the Reuse Plan.**

**5. In addition to determining whether use-type variances may be required, in conducting the MCR the Authority staff may evaluate the application for, and express the Authority's position as to, each of the following criteria, if and as applicable to the application under consideration:**

- i. The need and justification for, and desirability of, any bulk and area-type variances requested by the applicant or that the Authority identifies as being required;**



- ii. Adequacy of access to and egress from the subject property, the impact of the proposed project on the existing road-way system within the Fort Monmouth Project Area boundaries, the relationship of the proposed project to the existing municipal or County roadway system, and the need for roadway improvements, relocations or modifications;
- iii. Availability and adequacy of water, sewer, gas, electric, and telecommunications utilities, potential impacts of the proposed project on existing utilities infrastructure within the Fort Monmouth Project Area, the relationship of the project to the existing municipal or other utilities systems, and the need for infrastructure improvements or modifications;
- iv. The need for and existence or availability of easements in connection with access and utilities;
- v. Architectural and aesthetic review; and
- vi. Any other aspect of the project that, in the opinion of the Authority is relevant to the successful redevelopment of the Fort Monmouth Project Area, including, but not limited to, the potential impacts of the proposed project on future redevelopment within the Fort Monmouth Project Area.

6. Where an application involves buildings required for preservation or select historic properties as defined in the Programmatic Agreement, the Authority shall provide a copy of the application for MCR to the Historic Preservation Advisory Committee for its review pursuant to (d) below. The results of the Historic Preservation Advisory Committee's review shall be included or incorporated into the written report of the results of the Authority's MCR.

7. A copy of each application for MCR shall be provided to the Environmental Advisory Committee, for informational purposes. Where the application involves open space to be preserved or sensitive environmental features identified in the natural resources inventory, the Authority shall request that the Environmental Advisory Committee review the application pursuant to (e) below. The results of the Environmental Advisory Committee's review shall be included or incorporated into the written report of the results of the Authority's MCR.

8. The results of the Authority's MCR will be communicated to the applicant and the planning board in writing. Except to the extent the jurisdiction of the planning board is restricted as provided in (c)4 above with regard to use-type variances or a Reuse Plan amendment, the MCR does not in any way obviate or supersede site plan or subdivision approval by the planning board (or, where applicable, the County planning board).