

78-24-2237

LINDABURY

McCORMICK, ESTABROOK & COOPER, P.C.
Attorneys at Law

ROGER MEHNER, ESQ.
(908) 273-1212, Ext. 3505
(Fax) 908 273-8922
rmehner@lindabury.com

March 8, 2024

(Via Hand Delivery)
Zoning Board of Adjustment
City of Summit
512 Springfield Avenue
Summit, NJ 07901



**Re: Application of Beacon Unitarian Universalist Congregation in Summit
695 Springfield Avenue, Summit, NJ
Block 1702, Lot 47**

Ladies and Gentlemen:

I enclose for filing in this matter the following:

1. Zoning Board Application (original and 12);
2. Site Plan Application (original and 14);
3. Worksheet (original and 14);
4. Zoning Board Checklist (2);
5. Preliminary and Final Site Plan Checklist (2 each);
6. Statement of Facts and Law in Support of Application (original and 14 attached to Zoning Board Application);
7. Tax collector letter (2);
8. Architectural plans prepared by Louis Cherry Architecture (original and 14);
9. Site Plans and Survey prepared by Langan Engineering and Environmental Services, Inc. (original and 14);
10. Landscaping Plans prepared by Viridian Landscape Studio (original and 14);
11. Proposed form of Notice for Publication (2);
12. Proposed form of Notice for Mailing (2);
13. Affidavit of Ownership (2);
14. List of Property Owners (original and 14);
15. List of Required Approvals (15);
16. Stormwater Management Report (2);
17. Stormwater Manual (2); and
18. Digital copy of all plans.

3789406v1

ccc

www.lindabury.com

53 CARDINAL DRIVE | P.O. BOX 2369 | WESTFIELD, NJ 07091-2369 | (908) 233-6800 | FAX (908) 233-5078
NEW JERSEY | NEW YORK | PENNSYLVANIA

I have also enclosed checks for the application and escrow fees calculated as follows:

- a. Preliminary Site Plan: application fee \$650.00 (base fee \$250.00; \$200.00 for 1.74 acre lot; \$200.00 for 11,849 square feet of new building area); escrow fee \$1,300.00 (200% of application fee).
- b. Final Site Plan: application fee \$487.50 (75% of preliminary fee); escrow fee \$1,300.00 (100% of preliminary fee).
- c. "c" variance: application fee \$500.00; escrow fee \$1,000.00.
- d. "d" variance: application fee \$1,000.00; escrow fee \$2,000.00.
- e. Conditional Use: application fee \$250.00; escrow fee \$750.00.

Total application fees	-	\$2,887.50
Total escrow fees	-	\$6,350.00

Please contact me should you require any further information in connection with your completeness review.

RM /lnm
Enclosures

Very truly yours,
Roger Mehner



APPENDIX E-2
ZONING BOARD APPLICATION CHECKLIST
City of Summit, Union County, NJ



Name of applicant Beacon Unitarian Universalist Congregation in Summit Date March, 2024
Address of property 695 Springfield Avenue, Summit, NJ 07901 Block 1702 Lot 47

Approval requested: Appeal zoning officer decision Interpret Ordinance or Map
 Bulk variance Use variance - Conditional

NOTE: This checklist is not a substitute for the specific requirements of the Development Regulations (zoning) Ordinance. See the Ordinance for detailed requirements.

NOTE: You must collate many of the items on this checklist into separate packages – please refer to the *Procedure for Filing Applications to the Zoning Board of Adjustment* for instructions.

	Applicant	City
1. Original and 12 copies of application form	✓	✓
2. Original and 12 copies of narrative description of project	✓	✓
3. Original and 12 copies of plat/property survey, showing the existing and proposed building setbacks	✓	✓
4. Original and 12 copies of proposed structure, including interiors	✓	✓
5. Grading plan	✓	✓
6. Thirteen copies of the zoning officer's decision (If applicable)	✓	✓
7. Thirteen copies of the area map of properties within 200 feet, showing each of the following items: a. <u>street numbers</u> c. <u>north arrow</u> b. <u>date and graphic scale</u> d. <u>Zone district</u>	N/A	✓
8. Original and 12 copies of the certified list of owners of property within 200 feet.	✓	✓
9. Original copy of evidence of paid property taxes	✓	✓
10. Original copy of the proposed notice to owners within 200'	✓	✓
11. Original copy of the proposed advertisement	✓	✓
12. Subdivision submittal (If applicable)	✓	✓
13. Site plan submittal (If applicable)	N/A	✓
14. Original copy of this completed checklist	✓	✓
15. Application fee and escrow deposit	✓	✓
16. Electronic copies of all submissions shall be submitted by CD, USB drive or other means acceptable to the Summit Department of Community Services staff.	✓	✓

On _____, this submittal was deemed complete _____ incomplete _____.



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ZONING BOARD APPLICATION CHECKLIST
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 - d. Zone district
 - e. uses of each property within 200 ft.
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Applicant	City
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✓	✓
✓	✓
✓	✓
✓	✓
N/A	N/A
✓	✓
✓	✓
✓	✓
✓	✓
N/A	N/A
✓	✓
✓	✓
✓	✓
✓	✓
✓	✓
✓	✓
✓	✓
✓	✓

Applicant - Please do not write below this line

On _____, this submittal was deemed complete _____ incomplete _____.



CITY OF SUMMIT - Department of Community Services (DCS)
Application for Development - Worksheet

ORIGINAL FILING
 RESUBMITTAL OF "INCOMPLETE"

MODIFICATION OF PRIOR APPROVAL
 AMENDED PLAN(S)

Address: 695 Springfield Avenue, Summit, NJ 07901

Block(s) 1702

Lot(s) 47

Zone(s) R-15

How the property is used (one-family, offices, etc.), Church and related facilities.

Property Owner Beacon Unitarian Universalist Congregation in Summit Phone [REDACTED]

Email: [REDACTED]

Owner Address: 4 Waldron Avenue, Summit, NJ 07901

Applicant: Owner

Phone: [REDACTED]

Email: [REDACTED]

FILL IN ITEMS 1 THROUGH 5 - MARK EACH BOX OR CIRCLE AS APPROPRIATE FOR YOUR APPLICATION.

① TYPE PROPERTY: RESIDENTIAL OTHER

② Type application:

<input type="checkbox"/> Appeal	<input type="checkbox"/> Interpretation	<input checked="" type="checkbox"/> C - Bulk variance
<input checked="" type="checkbox"/> D - Use variance	<input checked="" type="checkbox"/> Conditional use	<input type="checkbox"/> D - Floor area ratio (FAR)
<input type="checkbox"/> Minor subdivision	<input type="checkbox"/> Major subdivision	<input checked="" type="checkbox"/> Site plan
<input type="checkbox"/> Other		

CONCEPT PLAN

PRELIMINARY

FINAL

③ Number of lots: 1 Existing PRELIMINARY FINAL
1 Proposed

④ Number of dwelling units 0 Existing

0 Proposed

⑤ Building area 3,038 sq. ft. Existing (to be removed)
11,849 sq. ft. Proposed new *
11,849 sq. ft. Total site building area

* - NEW INCLUDES ADDITIONS AND EXPANDED AREAS AS WELL AS NEW STRUCTURES, BUT DOES
NOT INCLUDE AREAS ALTERED WITHIN THE EXISTING BUILDING FOOTPRINT

⑥ Comments:

Beacon Unitarian Universalist
Congregation in Summit

⑦ Signature By:

Marcy Beitle
President, Board of Trustees

Date March 6, 2024

Application to Zoning Board of Adjustment of Summit, New Jersey

Summit, N. J. March

6

.2024

In the matter of the petition of Beacon Unitarian Universalist Congregation in Summit ("Beacon") for relief from the strict application of the provisions of the Development Regulations Ordinance of the City of Summit.

Petitioner Beacon

residing at 4 Waldron Avenue, Summit, NJ 07901

says:

I Petitioner is the Owner of property
located at 695 Springfield Avenue, Summit, NJ 07901

Block 1702, Lot(s) 47 on the Tax Map located in the R-15 Zone.

2a.) With respect to said property petitioner desires a variance, special exception, or other relief from the bulk requirements of the Zoning Ordinance of the City of Summit to permit the use of the property in the following manner: See Statement of Facts and Law attached hereto.

2b.) The proposed use described above requires the following variance(s): See Statement of Facts and Law attached hereto.

3. The premises affected are more particularly described as follows:

Area of Plot 75,958 square feet

Area of existing structures which will remain 0 square feet

Total area of plot to be occupied by structures 11,849 square feet

Percentage of lot to be occupied by structures 11,849 percent

Proposed set-back, front line 42.7 feet;

Proposed sidelines (specify if corner 28; 57.3) feet;

Proposed rear yard 89.8 feet.

Year house built N/A.

Other pertinent characteristics Existing buildings to be removed.

4. There has been no previous petition for relief involving these premises except: None.

5. The reasons which support petitioner's claim of the right to relief are as follows: See Statement of Facts and Law attached hereto.

6. Attached hereto and made a part hereof are the following:

(a) Complete set of plans of any proposed building alteration or extension including schematic floor plans and elevations with sufficient notations to clearly establish the extent and character of the proposed structure;

(b) Plot plan showing size of plot bounding streets: compass point, size, type and location of all existing buildings and improvements on the plot: size and location of proposed building and improvements: distance of all property lines from buildings and improvements including the proposed building or buildings.

By signing this section, the petitioner hereby gives consent for City Officers and Board Members to enter upon this property for the purpose of reasonable inspections to investigate representations made herein.

Petitioner's Phone Number [REDACTED]

Beacon Unitarian Universalist Congregation in Summit Petitioner

Petitioner's Email [REDACTED]

By: Marcy Beitle
Marcy Beitle
President, Board of Trustees

Attorney's name, address, phone, email and fax numbers.

Roger Mehner, Esq.

Lindabury, McCormick, Estabrook & Cooper, P.C.

53 Cardinal Drive, Westfield, NJ 07090

(908) 233-6800 Ext. 3505

rmehner@lindabury.com

State of New Jersey
County of Union

Marcy Beitle

being duly sworn, says that she is the President, Board of Trustees, of the Petitioner in the above action; that permission of the owner has been obtained if the petition is filed by a party other than the owner; and that all of the matters and things set forth herein are true.

Marcy Beitle

Petitioner's printed name

Marcy Beitle
Petitioner's signature

Sworn and subscribed before me this

6 day of March, 2024

Roger Mehner
Attorney at Law of New Jersey

Check here if additional pages are attached

**APPLICATION
OF
BEACON UNITARIAN UNIVERSALIST
CONGREGATION IN SUMMIT**

STATEMENT OF FACTS AND LAW

I. Factual Background

The applicant, Beacon Unitarian Universalist Congregation in Summit (the "Church" or "Beacon"), is the owner of property located at 695 Springfield Avenue, Block 1702, Lot 47, in Summit's R-15 Zone. The property is located on the northern side of Springfield Avenue. It is bordered on all sides by lands owned by the City or the Summit Board of Education.

The property was acquired by Beacon in June, 2021. The Church currently uses the main structure for Church offices, Church meetings and other Church-related functions. For many years the main building on the property was used as the Summit Red Cross. The property also contains a large garage/barn structure.

In this Application, the Church proposes to demolish both of the existing structures the property, replacing those improvements with a new structure which will include a 300 seat sanctuary, Church offices, classrooms for religious study and other spaces dedicated to Church use. The Church's proposal also includes a 42 space parking area, solar panels in the parking area and extensive landscaping.

The Church has operated in Summit since 1907. Its sanctuary on Springfield Avenue was improved with an attached structure housing offices and classrooms as approved by the Board in 1999, after which all Church operations were consolidated at its present location. In 2012 the Church purchased the adjoining property previously housing the Dangler Funeral Home, with a view toward constructing a new sanctuary on that site. An application for that construction was filed with the Board, but subsequently withdrawn by Beacon when it purchased the Red Cross property.

The proposal before the Board is driven by the desire of the Church to have a facility which permits it to have only one service on Sunday which can be attended by all Church members, and to continue to have all of its functions consolidated on one site. The present Church sanctuary is too small to accommodate Church membership in a single service, particularly since many of its seats have obstructed views. The proposed site will also enable Beacon to provide substantial onsite parking, which it currently lacks.

In connection with this Application, the Church has requested preliminary and final site plan approval, conditional use approval, and variances pursuant to N.J.S.A. 40:55D-70(c) and (d). The Church also requests that the approvals, if granted, give the Church a period of two (2) years from the date of approval in which to obtain a building permit.

II. The "(d)" Variances

The Church is a conditional use in the R-10 Zone. The Church has requested variances pursuant to N.J.S.A. 40:55D-70(d)(3), deviations from standards pertaining to a conditional use, as follow:

- a. Lot size less than two (2) acres.
- b. Front yard less than fifty (50) feet.
- c. Side yard setback/buffer less than fifty (50) feet/twenty percent (20%) of lot depth.
- d. Lot coverage exceeds forty percent (40%).
- e. Building coverage exceeds fifteen percent (15%)
- f. Parking setback less than twenty (20) feet.
- g. Rear yard buffer less than twenty percent (20%) of lot depth.

The statute requires that the applicant demonstrate special reasons justifying grant of a variance, the so-called "positive criteria." The statute further requires the applicant satisfy the "negative criteria" by demonstrating that the variances can be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the zone plan and zoning ordinance. The burden of proving special reasons under the statute is normally quite high. However, that burden changes dramatically for uses considered "inherently beneficial" used under the law. It is well settled that churches are inherently beneficial uses. See Kali Bari Temple v. Board of Adjustment of Township of Readington, 271 N.J. Super. 241, 248 (App. Div. 1994). Once the Board finds that the applicant proposes a use which is inherently beneficial, the positive criteria, i.e., special reasons, are deemed satisfied. This is also true for variances with respect to deviations from conditional use standards as well as for traditional use variances. See House of Fire Christian Church v. Zoning Board of Clifton, 379 N.J. Super. 526 (App. Div. 2005).

The applicant still must demonstrate compliance with the negative criteria. However, our courts have also reduced the required burden of proof as to the negative criteria for inherently beneficial uses. The New Jersey Supreme Court requires that the Board engage in a balancing test. The Board must:

1. Identify the public interest at stake with respect to the inherently beneficial use;
2. Identify any negative impact or detrimental effect if the variance is granted;

3. Impose reasonable conditions if required to lessen that detrimental effect; and
4. Weigh the positive and negative effects and determine whether on balance grant or the variance would cause substantial detriment to the public good.

See Sica v. Board of Adjustment of Township of Wall, 127 N.J. 152, 165-166 (1992). The inherently beneficial use may be excluded only when the negative impact is significant and cannot be addressed by reasonable conditions. See Kingwood Township Volunteer Fire Company v. Board of Adjustment of Township of Kingwood, 272 N.J. Super. 498 (Law Div. 1993).

In this Application the positive criteria have been satisfied because the Church is a clearly established inherently beneficial use. The negative criteria will be fully addressed at the hearing. The Church will demonstrate that there is no substantial detriment to the public interest, zone plan or zoning ordinance arising out of the grant of relief requested. The new sanctuary will serve to enable the Church to hold a single Sunday service, replacing the two (2) services currently held. In addition, relocation to the proposed new site will enable the Church to provide substantial onsite parking, which is lacking at its current location.

Beacon has also requested a variance pursuant to N.J.S.A. 40:55D-70(d)(1) to permit installation of freestanding solar panels in the parking area, which is prohibited in the R-15 Zone. Beacon believes that this sustainable element of its plan is inherently beneficial, in which case the analysis discussed above with respect to the (d)(3) variances would apply. However, even if the Board does not consider the solar panels to be inherently beneficial, approval would still be warranted under the (d)(1) variance standards set forth in the leading case of Medici v. BPR Co., 107 N.J. (1987). The solar panels would serve the general welfare by providing a renewable, sustainable and environmentally advantageous source of electricity for the Church. The panels will also shade a portion of the paved parking area from solar heating. The solar panels also satisfy the site suitability test under the statute. The proposed site is entirely surrounded by public lands, and is located on a major arterial road. It is essentially a unique site in the R-15 Zone. The panels will not impact any surrounding residential properties, and are appropriate for the proposed religious use. As stated above with respect to the (d)(3) variances, the negative criteria will be fully addressed at the hearing through expert testimony.

III. The “(c)” Variances

The Church has also requested variances under N.J.S.A. 40:55D-70(c), all of which arise from the size and location of the lot proposed to be occupied by the Church. Those variances relate to the number of onsite parking spaces, front and side yard setbacks and buffers, rear yard buffers and size of a monument sign identifying the Church including

size of proposed lettering, curb cut width and parking lot landscaping. Under the statute, the Applicant must again demonstrate satisfaction of the specified positive criteria (either hardship or a showing that the benefits of allowing the variance would outweigh its detriments) as well as the same negative criteria applicable to the "(d)" variances. Again, the positive criteria needed to establish those variances are satisfied by the fact that the Church is an inherently beneficial use. See New Brunswick Cellular Telephone Co. v. Old Bridge Township Planning Board, 270 N.J. Super. 122 (Law Div. 1993). The testimony which will be presented at the hearing will demonstrate compliance with the negative criteria under the Sica balancing test described above. The site will also be aesthetically enhanced both architecturally and by new landscaping. The size and location of the proposed monument sign and the size of its lettering are necessary to properly identify the new sanctuary along Springfield Avenue, a major arterial street, and it will be an aesthetic enhancement to the site. The requested curb cut width is necessary to provide site access and egress to and from the site.

Similarly, the Church will demonstrate through its parking study and testimony of its parking expert that no adverse impact will result from the variance requested with respect to the number onsite parking spaces. Street parking is adequate to satisfy parking needs at the peak period of Church demand on Sunday morning. In addition, the ability of the Church to hold a single Sunday service, rather than two (2), will significantly shorten the time period in which Church parking will take place on Sundays.

THE CITY OF SUMMIT

N E W J E R S E Y

City Hall 312 Springfield Avenue Summit, NJ 07901

Patricia R. Dougherty
Collector of Taxes

Telephone (908) 274-4033
Fax (908) 688-1214

ADDRESS: 695 Springfield Avenue, Summit, NJ 07901 **DATE:** March 6, 2024

OWNER(S): Beacon Unitarian Universalist

Congregation in Summit

BLOCK: 1702 **LOT(S):** 47

PURSUANT TO THE PROVISIONS OF THE MUNICIPAL LAND USE LAW, N.J.S.A. 40:55D-1 ET. SEQ. PERTAINING TO THE ZONING BOARD OF ADJUSTMENT AND/OR PLANNING BOARD APPLICATIONS. I, HEREBY CERTIFY THAT THE TAXES OR ASSESSMENTS FOR PUBLIC IMPROVEMENTS, OR BOTH, ARE NOT DUE OR DELINQUENT ON THE ABOVE PARCEL(S), AND HAVE BEEN PAID TO DATE ACCORDING TO LAW.


Patricia R. Dougherty
Collector of Taxes

For Office Use Only:

Department of Community Services

Date filed: _____

File ZB/PB# _____

Received by: _____

THE CITY OF SUMMIT

N E W J E R S E Y

Planning Department
Summit, New Jersey

P.O. Box 100
Summit, NJ 07901

Planning Department
Summit, NJ 07901

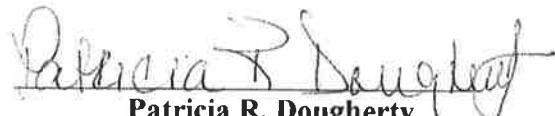
ADDRESS: 695 Springfield Avenue, Summit, NJ 07901 **DATE:** March 16, 2024

OWNER(S): Beacon Unitarian Universalist

Congregation in Summit

BLOCK: 1702 **LOT(S):** 47

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Collector of Taxes

For Office Use Only:

Department of Community Services

Date filed: _____

File ZB/PB# _____

Received by: _____

NOTICE OF HEARING FOR PUBLICATION

THE UNION COUNTY LOCAL SOURCE
Worrall Community Newspapers, Inc.
P.O. Box 1596
Union, NJ 07083

YOU ARE HEREBY NOTIFIED, as provided in the Municipal Land Use Law, that the Zoning Board of Adjustment of the City of Summit, New Jersey, will hold a hearing on _____, 2024 at 7:30 p.m. in the City Hall, Council Chambers, 512 Springfield Avenue, Summit, New Jersey, to consider an application affecting the property whose street address is known as 695 Springfield Avenue, Block 1702, Lot 47, Summit, New Jersey 07901, located in the R-15 Zone.

The conditions affecting this property and the reason for the application being heard are as follows:

The Applicant has applied to the Zoning Board of Adjustment for conditional use approval, and for preliminary and final major site plan approval for construction of a new Church sanctuary and related facilities, including Church offices, classrooms and meeting space. In connection with the application, the Applicant has also requested variances with respect to the following:

1. Lot size less than two acres.
2. Side yard less than required.
3. Lot coverage exceeds permitted maximum.
4. Front yard less than required.
5. Building coverage exceeds permitted maximum.
6. Side yard buffer less than required.
7. Rear yard buffer less than required.
8. Fewer onsite parking spaces provided than required.
9. Size of proposed monument sign larger than permitted.
10. Letter size of proposed monument sign greater than permitted.
11. Parking buffer less than required.
12. Curb cut wider than permitted maximum.
13. Landscaping in parking lot not provided as required.
14. Solar panels not permitted in R-15 Zone.

Applicant also requests such further variances, waivers, approvals or other relief as may be required by the Board, by City staff or professionals, or otherwise.

The application forms and supporting documents are on file in the Department of Community Services, 512 Springfield Avenue, Summit, New Jersey and may be inspected any workday between the hours of 8:30 a.m. and 4:00 p.m. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

This notice is being given pursuant to N.J.S.A. 40:55D-12 and Article 35-4.3 of the Development Regulations Ordinance of the City of Summit.

Beacon Unitarian Universalist
Congregation in Summit

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Beacon Unitarian Universalist
Congregation in Summit

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY)
COUNTY OF UNION) SS.:)

The undersigned, Marcy Beitle, deposes and says:

1. I am the President of the Board of Trustees of Beacon Unitarian Universalist Congregation in Summit (the “Church”) and am authorized to make this Affidavit on behalf of the Church.
2. The Church is a New Jersey nonprofit corporation. Accordingly, the Church has no shareholders and no person or entity owns a ten percent (10%) or more interest in the Church.
3. This Affidavit is made in connection with the Church’s application to the Zoning Board of the City of Summit for Preliminary and Final Site Plan Approval and variances with respect to 695 Springfield Avenue, Summit, New Jersey 07901.

MS
Marcy Beitle

Subscribed and sworn to before
me on March 6, 2024.

me on March 6 2024.

Roger Mehner
Attorney at Law of New Jersey

AFFIDAVIT OF OWNERSHIP

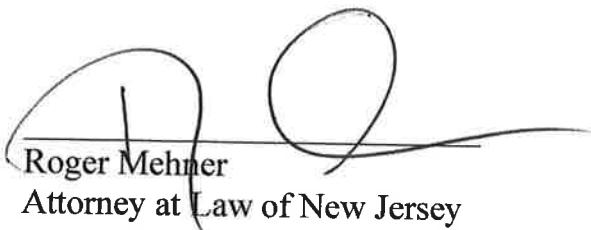
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COUNTY OF UNION)
) SS.:
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Marcy Beitle

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Roger Mehner
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12. Curb cut wider than permitted maximum.
13. Landscaping in parking lot not provided as required.
14. Solar panels not permitted in R-15 Zone.

Applicant also requests such further variances, waivers, approvals or other relief as may be required by the Board, by City staff or professionals, or otherwise.

The application forms and supporting documents are on file in the Department of Community Services, 512 Springfield Avenue, Summit, New Jersey and may be inspected any workday between the hours of 8:30 a.m. and 4:00 p.m. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

This notice is being given pursuant to N.J.S.A. 40:55D-12 and Article 35-4.3 of the Development Regulations Ordinance of the City of Summit.

Beacon Unitarian Universalist
Congregation in Summit

NOTICE OF HEARING

Date: _____, 2024

YOU ARE HEREBY NOTIFIED, as provided in the Municipal Land Use Law, that the Zoning Board of Adjustment of the City of Summit, New Jersey, will hold a hearing on _____, 2024 at 7:30 p.m. in the City Hall, Council Chambers, 512 Springfield Avenue, Summit, New Jersey, to consider an application affecting the property whose street address is known as 695 Springfield Avenue, Block 1702, Lot 47, Summit, New Jersey 07901, located in the R-15 Zone.

The conditions affecting this property and the reason for the application being heard are as follows:

The Applicant has applied to the Zoning Board of Adjustment for conditional use approval, and for preliminary and final major site plan approval for construction of a new Church sanctuary and related facilities, including Church offices, classrooms and meeting space. In connection with the application, the Applicant has also requested variances with respect to the following:

1. Lot size less than two acres.
2. Side yard less than required.
3. Lot coverage exceeds permitted maximum.
4. Front yard less than required.
5. Building coverage exceeds permitted maximum.
6. Side yard buffer less than required.
7. Rear yard buffer less than required.
8. Fewer onsite parking spaces provided than required.
9. Size of proposed monument sign larger than permitted.
10. Letter size of proposed monument sign greater than permitted.
11. Parking buffer less than required.
12. Curb cut wider than permitted maximum.
13. Landscaping in parking lot not provided as required.
14. Solar panels not permitted in R-15 Zone.

Applicant also requests such further variances, waivers, approvals or other relief as may be required by the Board, by City staff or professionals, or otherwise.

The application forms and supporting documents are on file in the Department of Community Services, 512 Springfield Avenue, Summit, New Jersey and may be inspected any workday between the hours of 8:30 a.m. and 4:00 p.m. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

This notice is being given pursuant to N.J.S.A. 40:55D-12 and Article 35-4.3 of the Development Regulations Ordinance of the City of Summit.

Beacon Unitarian Universalist
Congregation in Summit

**SUMMIT ZONING BOARD
APPLICATION OF BEACON UNITARIAN
UNIVERSALIST CONGREGATION IN SUMMIT
BLOCK 1702, LOT 47**

LIST OF REQUIRED APPROVALS

Summit Zoning Board Approvals

- Preliminary and Final Site Plan
- Conditional Use
- (c) and (d) variances

Union County Planning Board Approvals

- Site Plan

Somerset-Union Soil Conservation District

- Approval of Soil Erosion and Sediment Control Plan

MAJOR / MINOR SITE PLAN APPLICATION
CIRCLE ONE

FOR OFFICIAL USE ONLY: Application No. _____

Date filed : _____; Zone _____; Fee paid : \$ _____

Application accepted by : _____; Register # _____

Date application complete : _____ By: _____
NAME

SECTION 1. INFORMATION REGARDING THE PROPERTY

1.1 Street address : 695 Springfield Avenue

1.2 Nearest intersection : Oakley Avenue

1.3 Tax map sheet # 17; Block(s) 1702; Lot(s) 47

SECTION 2. APPLICANT INFORMATION

2.1 Full name : Beacon Unitarian Universalist Congregation in Summit

2.2 Address : 4 Waldron Avenue, Summit, NJ 07901

_____ Telephone : [REDACTED]

2.3 The applicant is : _____ individual(s); corporation;
_____ partnership; _____ other (specify) _____

ALL CORPORATE APPLICANTS MUST BE REPRESENTED BY AN ATTORNEY

2.4 Relationship of the applicant to the property in question is:

Owner; _____ Tenant/Lessee; _____ Purchaser under contract;
_____ Other (specify) _____

THE OWNER MUST SIGN THIS APPLICATION FORM, OR THE APPLICANT MUST
SUBMIT AN AFFIDAVIT FROM THE OWNER AUTHORIZING THIS APPLICATION.

SECTION 3. GENERAL INFORMATION

3.1 Describe (in detailed narrative form) the proposed development and use of this property. Include all physical improvements, such as but not limited to number and dimensions of all structures or additions; parking spaces; access roads; landscaping; other site considerations. Attach additional pages if necessary.

See Statement of Facts and Law attached to the Zoning Board Application.

3.2 Coincident applications (enter X and describe briefly, or enter N/A if not applicable):

Subdivision

X Use Variance : See Statement of Facts and Law attached to the

X Conditional Use: Zoning Board Application.

CITY OF SUMMIT

SITE PLAN APPLICATION

3.3 Previous applications (enter X and describe briefly, including dates; enter "None" if appropriate)

Site plan : None

Subdivision : None

Use Variance : None

Conditional Use: None

[Attach additional pages if necessary]

3.4 Deed restrictions or covenants : Yes; X No.

If Yes, attach copy (copies).

3.5 Is property located on a County road? X Yes; No.

If YES, has an application been submitted to the County for their approval?

 Yes (date submitted : TBS); No.

If YES, has approval been granted ? Yes; No.

If YES, attach a copy of their comments/approval.

3.6 Will 5000 sq ft or more of land be disturbed? X Yes; No

If YES, has an application been filed with the Somerset-Union Soil Conservation District for their approval?

 Yes (date submitted : TBS); No.

If YES, has approval been granted ? Yes; No.

If YES, attach a copy of their comments/approval.

SECTION 4. PROPERTY DETAILS

- * See the city's Development Regulations Ordinance for definition of terms.
- * You must include detailed calculation worksheets with this application for each of the following items.

4.1 Building coverage

Area of plot	<u>75,958 sq. ft.</u>
Area covered by existing buildings	<u>3,038 sq. ft.</u>
Area covered by existing buildings to remain	<u>0</u>
Area of proposed new buildings	<u>11,849 sq. ft.</u>
Total area of plot to be covered by buildings	<u>11,849 sq. ft.</u>
Percent of lot covered buildings	<u>15.6%</u>

4.2 Lot coverage

Building coverage area	<u>11,849 sq. ft.</u>
Other coverage areas	
Type <u>Driveways, walkways and miscellaneous improvements.</u> Area	<u>23,547 sq. ft.</u>
Type _____ Area	_____
Type _____ Area	_____
Total lot coverage area	<u>35,396 sq. ft.</u>
Lot coverage percent	<u>46.6%</u>

4.3 Floor area ratio (F.A.R.)

a. Gross floor area	<u>18,024 sq. ft.</u>
b. Total lot area	<u>75,958 sq. ft.</u>
c. F.A.R. (a. divided by b. x 100%)	<u>23.7%</u>

4.4 Lot dimensions (See Table of Space Regulations in D.R.O.)

	Table	Existing	Proposed
Lot area	2.0 acre	1.74 acre	1.74 acre
Density	N/A
Lot width	50 ft.	246.1 ft.	246.1 ft.
Lot frontage (see note 1) ..	246.1 ft.	246.1 ft.	246.1 ft.
Front yard ²	50 ft.	91.8 ft.	42.7 ft.
Rear yard	50 ft.	181.8 ft.	89.8 ft.
Side yard ³	50 ft.	26.8 ft.	28.0 ft.
Other side yard	50 ft.	136.5 ft.	57.3 ft.
Total side yard % of lot width ⁴	N/A	66.4%	34.6%

NOTE 1 : same as minimum lot width, except that on curved alignments with an outside radius of less than 500 feet, the minimum lot frontage shall be not less than 75% of minimum width.

NOTE 2 : corner lots have two front yards, two side yards and no rear yard. Corner lots must be 20% larger than the minimum lot area for the zone.

NOTE 3 : Measured at the building line.

NOTE 4 : Sum of side yard widths at the building line, divided by the lot width, and expressed as a percent.

4.5 Parking area information

a. Type of building use(s) proposed, and formula for required spaces, as listed in Section 5.15-6 of the D.R.O. :

House of worship, one space per three seats in sanctuary.

b. Total number of employees proposed at site : Four full-time
Ten part-time

c. Total number of public/visitors expected : 133 adults
65 youth and children
(average Sunday attendance)

4.6 Parking area details (See Section 5.15 of the D.R.O.)

	Required NUMBER	Existing NUMB. SIZE	Proposed NUMB. SIZE
Garage spaces	0	0	0
Exterior spaces	100	27 9x8	42 9x18
Handicapped spaces	3	1 10x18	3 8x18 plus buffers
Loading spaces		0	0
Access drive width	23 ft.	1 23.3 ft.	1 24 ft.
Curbcut	15 ft. max	28.75 ft.	40 ft.
Setback	2 ft.	15 ft.	15 ft.
Buffer areas	20 ft.	15 ft.	15 ft.
Curbing type	Belgian Block	None	Belgian Block
Lighting	YES	YES	YES

SECTION 5. SANITARY AND STORM DRAINAGE

5.1 Sanitary sewers available to this site ? Yes; No.

If YES, attach detailed engineering drawings showing the proposed location of the sanitary lines and connection to the sewer system.

If NO, how will sanitary waste be disposed of ? _____

5.2 Storm water drainage system provided ? Yes; No.a. Type of system : detention; absorption;
_____ other (type : _____)

b. Attach a detailed description of the proposed system.

c. Attach detailed engineering calculations for the proposed drainage, verifying compliance with the 100 year storm provisions of the D.R.O.

SECTION 6. SIGNS (See Section 5.20)

6.1 Existing signs Number ... 1 Area .. 8 approx. s.f.
6.2 Proposed signs Number ... 1 Area .. 18 s.f.
6.3 Identify all sign locations, existing and proposed, on the plat. Include both plan and elevation views of each sign.
6.4 Attach a list of existing and proposed signs, indicating the type and area, with a location reference to the plat.

SECTION 7. OTHER INFORMATION

Include as appended pages any information which would assist the Board in reviewing the site plan and/or this application.

SECTION 8. CERTIFICATION AND AUTHORIZATION

8.1 Applicant's certification: I certify that the statements made and the information contained in the above application and in the documents submitted with the application are all true.

Beacon Unitarian Universalist
Congregation in Summit

PRINTED NAME

By:



SIGNATURE

Marcy Beitle
President, Board of Trustees

8.2 Owner's authorization: (to be completed when the applicant is not the owner of record.)

I, _____, hereby certify that I reside at _____ in the County of _____, State of _____, and that I am the (owner) (one of the owners) of the lot, piece or parcel of land known as Block(s) _____, Lot(s) _____ on the Tax Map of the City of Summit, which property is the subject of the above application, and that I authorize this application to be filed.

PRINTED NAME

SIGNATURE

MAJOR SITE PLAN – FINAL APPROVAL

Submission Checklist

City of Summit, Union County, NJ

Name of applicant Beacon Unitarian Universalist Congregation in Summit Date March , 2024

Address of property 695 Springfield Avenue, Summit, NJ 07901 Block 1702 Lot 47

Submittal Items – Section 6.8-1

Plat Details – Section 6.10-3

	Applicant	City
1. 1 original and 13 copies of application form	✓	✓
2. 14 copies and one mylar of plat	*✓	✓
3. 1 original and 13 copies of property owners list and area map showing the uses of each property	✓	✓
4. 1 original and 1 copy of completed checklist	✓	✓
5. 1 original and 1 copy of the proposed public notice	✓	✓
6. 1 original and 1 copy of the proposed advertisement	✓	✓
7. 2 copies of the completed County planning board application	TBS	TBS
8. 2 copies of protective covenants, deed restrictions and easements	N/A	N/A
9. 1 original and 1 copy of drainage calculations	*	
10. 1 original and 1 copy of certification of paid property taxes	*	✓
11. Application fee and escrow deposit	*	✓
12. Soil Conservation District certification	TBS	TBS
13. Performance guarantee (previously approved by the city engineer)	TBS	TBS
14. Engineering inspection fees (previously approved by city engineer)	TBS	TBS
15. Letters from utility companies approving proposed utility service and stating who will construct the utility facility	TBS	TBS
16. Statement from design engineer with maps showing utilities and other improvements (on and off tract) in exact location and elevation; that the engineer has examined the drainage, erosion, storm water control and excavation plans and found the city and nearby property interests are protected; identifying portions of improvements already installed; and that the developer has installed all improvements or has posted a performance guarantee in an amount approved by the city engineer	TBS	
17. Signature blocks for the approving authority, City Engineer, and other endorsements required by law	✓	
18. Scale 1" = 50' or larger	✓	✓
19. Certified by New Jersey licensed architect or engineer	✓	✓
20. Tract acreage and lot areas to 1.0 square foot	✓	✓
21. Lot lines and exterior boundaries of the tract, to nearest 0.01 foot, certified by NJ licensed land surveyor	✓	✓
22. Sheet sizes 30" x 42", 24" x 36"; 17" x 22"; 11" x 17"; or 8.5" x 11"	✓	✓
23. Existing lot lines to be eliminated	N/A	N/A

W - waiver requested as to uses; see 2019 GPD

Final Major Site Plan Checklist

Page 1 of 4

(* Mylar TBS)

		Applicant	City
24.	Existing and proposed contours at 2 foot intervals throughout and within 100 ft. of any building or paved area under review	✓	✓
25.	Location of existing structures, buildings and uses, including all dimensions, coverages, parking spaces, setbacks, and yards	✓	✓
26.	Location of proposed structures, buildings and uses, including all dimensions, coverages, parking spaces, setbacks, and yards	✓	✓
27.	Easements, streets, driveways, sight triangles	✓	✓
28.	Key map showing general location of the parcel within the city	✓	✓
29.	Zoning District identification and boundary lines (if any)	✓	✓
30.	Variances needed from zoning setbacks or standards	✓	✓
31.	Title of the plan; tax sheet number; block and lot; adjoining lots; date (including all revision dates); graphic scale; north arrow	✓	✓
32.	Name, address, phone number and signature of owner and of the firm and person preparing the plat with license number and seal	✓	✓
<input type="checkbox"/>	Building and Use Plan Sheet(s) N/A		
1.	Size, height, location, arrangement and use of all buildings	✓	
2.	Sign locations	✓	✓
3.	Architect's scaled elevations of front, side and rear of buildings	✓	✓
4.	Architect's scaled elevations of signs	✓	
5.	Indication of existing buildings to remain or be removed	✓	✓
6.	Written description of proposed uses and operations	✓	✓
7.	Number of employees or members	✓	
8.	Number of shifts and maximum employees on each shift	N/A	N/A
9.	Expected truck and tractor-trailer traffic	N/A	N/A
10.	Emission of noise, glare, vibration, heat, odor, water	N/A	N/A
11.	Safety hazards	N/A	N/A
12.	Anticipated expansion plans incorporated in design	N/A	N/A
13.	Floor plans for apartment/townhouses with type & number of units	N/A	N/A
<input type="checkbox"/>	Circulation Plan Sheet(s) N/A		
1.	Access streets and street names	✓	N/A
2.	Acceleration/deceleration lanes	✓	
3.	Curbs, aisles, and lanes	✓	✓
4.	Access points to public streets	✓	✓
5.	Sight triangles; traffic channels, easements; fire lanes	✓	✓
6.	Driveways, number and locations of parking spaces	✓	✓
7.	Number and locations of loading spaces	N/A	N/A

(Continued on next page)

		Applicant	City
8.	Pedestrian walks, bikeways and related facilities	✓	✓
9.	Lights, lighting standards, signs and driveways within the tract and within 100 feet of the tract	✓	✓
10.	Sidewalks along all expected paths of pedestrian travel	✓	✓
11.	Cross sections of new streets, aisles, lanes, sidewalks, driveways, and bikeways	✓	✓

	Natural Resources Plan Sheet(s) N/A	Applicant	City
1.	Existing and proposed wooded areas, buffer areas and/or sodded areas	✓	✓
2.	Ground cover, retaining walls, fencing, signs	✓	✓
3.	Recreation areas, shrubbery, trees and other features	✓	✓
4.	Location and type of constructed improvements	✓	✓
5.	Location, number, species, caliper of plants and trees	✓	✓

	Utilities Plan Sheet(s) N/A	Applicant	City
1.	Existing and proposed storm drainage and run-off	✓	N/A
2.	Open space; common property	N/A	✓
3.	Fire, gas, electric, telephone, sewer and water line service proposed or existing, locations and connections	✓	✓
4.	Solid waste collection and disposal methods	✓	✓
5.	Proposed grades, sizes, capacities and materials	✓	✓
6.	Easements acquired or required on tract or off-tract	N/A	N/A
7.	Copies of legal documents supporting the easements	N/A	N/A
8.	Lighting, including type of fixture; direction; angle; height; and isolux drawings for each source	✓	✓

Required Changes from Preliminary Approval

All preliminary site plan requirements and all changes required as a condition of approval of the preliminary site plan are included

TBS

TBS

This checklist is not a substitute for the specific submission requirements of the Ordinance. See the Ordinance for detailed requirements.

On _____, this submittal was deemed complete _____ incomplete _____.

Administrative Officer

Staff comments on following page.

MAJOR SITE PLAN - FINAL
STAFF COMMENTS on CHECKLIST

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

COMMENTS: _____

Submitted by: _____

MAJOR SITE PLAN – FINAL APPROVAL

Submission Checklist

City of Summit, Union County, NJ

Name of applicant Beacon Unitarian Universalist Congregation in Summit Date March , 2024

Address of property 695 Springfield Avenue, Summit, NJ 07901 Block 1702 Lot 47

Submittal Items – Section 6.8-1

Plat Details – Section 6.10-3

	Applicant	City
1. 1 original and 13 copies of application form	✓	
2. 14 copies and one mylar of plat	*✓	
3. 1 original and 13 copies of property owners list and area map showing the uses of each property	✓	
4. 1 original and 1 copy of completed checklist	✓	
5. 1 original and 1 copy of the proposed public notice	✓	
6. 1 original and 1 copy of the proposed advertisement	✓	
7. 2 copies of the completed County planning board application	TBS	
8. 2 copies of protective covenants, deed restrictions and easements	N/A	
9. 1 original and 1 copy of drainage calculations	*	
10. 1 original and 1 copy of certification of paid property taxes	*	
11. Application fee and escrow deposit	*	
12. Soil Conservation District certification	TBS	
13. Performance guarantee (previously approved by the city engineer)	TBS	
14. Engineering inspection fees (previously approved by city engineer)	TBS	
15. Letters from utility companies approving proposed utility service and stating who will construct the utility facility	TBS	
16. Statement from design engineer with maps showing utilities and other improvements (on and off tract) in exact location and elevation; that the engineer has examined the drainage, erosion, storm water control and excavation plans and found the city and nearby property interests are protected; identifying portions of improvements already installed; and that the developer has installed all improvements or has posted a performance guarantee in an amount approved by the city engineer	TBS	
17. Signature blocks for the approving authority, City Engineer, and other endorsements required by law	✓	
18. Scale 1" = 50' or larger	✓	
19. Certified by New Jersey licensed architect or engineer	✓	
20. Tract acreage and lot areas to 1.0 square foot	✓	
21. Lot lines and exterior boundaries of the tract, to nearest 0.01 foot, certified by NJ licensed land surveyor	✓	
22. Sheet sizes 30" x 42"; 24" x 36"; 17" x 22"; 11" x 17"; or 8.5" x 11"	✓	
23. Existing lot lines to be eliminated	N/A	

W - waiver requested as to uses; see 2019 GPD

Final Major Site Plan Checklist

Page 1 of 4

(* Mylar TBS)

	Applicant	City
24. Existing and proposed contours at 2 foot intervals throughout and within 100 ft. of any building or paved area under review	✓	
25. Location of existing structures, buildings and uses, including all dimensions, coverages, parking spaces, setbacks, and yards	✓	
26. Location of proposed structures, buildings and uses, including all dimensions, coverages, parking spaces, setbacks, and yards	✓	
27. Easements, streets, driveways, sight triangles	✓	
28. Key map showing general location of the parcel within the city	✓	
29. Zoning District identification and boundary lines (if any)	✓	
30. Variances needed from zoning setbacks or standards	✓	
31. Title of the plan; tax sheet number; block and lot; adjoining lots; date (including all revision dates); graphic scale; north arrow	✓	
32. Name, address, phone number and signature of owner and of the firm and person preparing the plat with license number and seal	✓	
<input type="checkbox"/> Building and Use Plan Sheet(s) N/A	Applicant	City
1. Size, height, location, arrangement and use of all buildings	✓	
2. Sign locations	✓	
3. Architect's scaled elevations of front, side and rear of buildings	✓	
4. Architect's scaled elevations of signs	✓	
5. Indication of existing buildings to remain or be removed	✓	
6. Written description of proposed uses and operations	✓	
7. Number of employees or members	✓	
8. Number of shifts and maximum employees on each shift	N/A	
9. Expected truck and tractor-trailer traffic	N/A	
10. Emission of noise, glare, vibration, heat, odor, water	N/A	
11. Safety hazards	N/A	
12. Anticipated expansion plans incorporated in design	N/A	
13. Floor plans for apartment/townhouses with type & number of units	N/A	
<input type="checkbox"/> Circulation Plan Sheet(s) N/A	Applicant	City
1. Access streets and street names	✓	
2. Acceleration/deceleration lanes	✓	
3. Curbs, aisles, and lanes	✓	
4. Access points to public streets	✓	
5. Sight triangles; traffic channels, easements; fire lanes	✓	
6. Driveways, number and locations of parking spaces	✓	
7. Number and locations of loading spaces	N/A	

(Continued on next page)

		Applicant	City
8.	Pedestrian walks, bikeways and related facilities	✓	
9.	Lights, lighting standards, signs and driveways within the tract and within 100 feet of the tract	✓	
10.	Sidewalks along all expected paths of pedestrian travel	✓	
11.	Cross sections of new streets, aisles, lanes, sidewalks, driveways, and bikeways	✓	
<input type="checkbox"/>	Natural Resources Plan Sheet(s) N/A	Applicant	City
1.	Existing and proposed wooded areas, buffer areas and/or sodded areas	✓	
2.	Ground cover, retaining walls, fencing, signs	✓	
3.	Recreation areas, shrubbery, trees and other features	✓	
4.	Location and type of constructed improvements	✓	
5.	Location, number, species, caliper of plants and trees	✓	
<input type="checkbox"/>	Utilities Plan Sheet(s) N/A	✓	
1.	Existing and proposed storm drainage and run-off	N/A	
2.	Open space; common property	✓	
3.	Fire, gas, electric, telephone, sewer and water line service proposed or existing, locations and connections	✓	
4.	Solid waste collection and disposal methods	✓	
5.	Proposed grades, sizes, capacities and materials	✓	
6.	Easements acquired or required on tract or off-tract	N/A	
7.	Copies of legal documents supporting the easements	N/A	
8.	Lighting, including type of fixture; direction; angle; height; and isolux drawings for each source	✓	
<input type="checkbox"/>	Required Changes from Preliminary Approval		
All preliminary site plan requirements and all changes required as a condition of approval of the preliminary site plan are included			TBS

This checklist is not a substitute for the specific submission requirements of the Ordinance. See the Ordinance for detailed requirements.

On _____, this submittal was deemed complete _____ incomplete _____

Administrative Officer

Staff comments on following page.

MAJOR SITE PLAN - FINAL
STAFF COMMENTS on CHECKLIST

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

COMMENTS: _____

Submitted by: _____

MAJOR SITE PLAN – PRELIMINARY APPROVAL

Submission Checklist

City of Summit, Union County, NJ

Beacon Unitarian

Universalist Congregation in Summit

Name of applicant _____ Date March, 2024

Address of property 695 Springfield Avenue, Summit, NJ 07901 Block 1702 Lot 47

Submittal Items – Section 6.7-1

Plat Detail Requirements – Section 6.10-3

	Applicant	City
1. 1 original and 13 copies of application form	✓	✓
2. 14 copies of plat	✓	✓
3. 1 original and 13 copies of property owners list and area map showing the uses of each property	✓	✓
4. 1 original and 1 copy of completed checklist	✓	✓
5. 1 original and 1 copy of proposed public notice	✓	✓
6. 1 original and 1 copy of the proposed advertisement	✓	✓
7. 2 copies of the completed County planning board application	TBS	TBS
8. 2 copies of protective covenants, deed restrictions and easements	N/A	N/A
9. 2 copies of drainage calculations	✓	
10. 1 original and 1 copy of certification of paid property taxes	✓	✓
11. Application fee and escrow deposit	✓	✓
12. Soil Conservation District certification	TBS	TBS
13. Scale 1" = 50' or larger	✓	✓
14. Tract acreage and lot areas to 1.0 square foot	✓	✓
15. Lot lines and exterior boundaries of the tract, to nearest 0.01 foot, certified by NJ licensed land surveyor		✓
16. Sheet sizes 30" x 42"; 24" x 36"; 17" x 22"; 11" x 17"; or 8.5" x 11"	✓	✓
17. Existing lot lines to be eliminated	✓	N/A
18. Existing and proposed contours at 2 foot intervals throughout and within 100 ft. of any building or paved area under review	✓	✓
19. Location of existing and proposed structures, buildings and uses, including all dimensions, coverages, parking, setbacks, yards	✓	✓
20. Easements, streets, driveways, sight triangles	✓	✓
21. Key map showing general location within city	✓	✓
22. Zoning District identification and boundary lines (if any)	✓	✓
23. Zoning setbacks, coverage standards, and variances, if any	✓	✓
24. Title of the plan; tax sheet number; block and lot; adjoining lots; graphic scale; north arrow; date (including all revision dates)	✓	✓
25. Name, address, phone number and signature of owner and of the firm and person preparing the plat with license number and seal	✓	✓

(Continued on next page)

<input type="checkbox"/> Building and Use Plan Sheet(s)	Applicant	City
1. Size, height, location, arrangement and use of all buildings	✓	
2. Sign locations	✓	✓
3. Architect's scaled elevations of front, side & rear of buildings	✓	✓
4. Architect's scaled elevations of signs	✓	
5. Indication of existing buildings to remain or be removed	✓	✓
6. Written description of proposed uses and operations	✓	✓
7. Number of employees or members	✓	✓
8. Number of shifts and maximum employees on each shift	N/A	N/A
9. Expected truck and tractor-trailer traffic	N/A	N/A
10. Emission of noise, glare, vibration, heat, odor, water	N/A	N/A
11. Safety hazards	N/A	N/A
12. Anticipated expansion plans incorporated in design	N/A	N/A
13. Floor plans for apartment/townhouses with type and number of units	N/A	N/A
<input type="checkbox"/> Circulation Plan Sheet(s)		
1. Access streets and street names	✓	✓
2. Acceleration/deceleration lanes	N/A	N/A
3. Curbs, aisles, and lanes	✓	✓
4. Access points to public streets	✓	✓
5. Sight triangles; traffic channels; easements; fire lanes	✓	✓
6. Driveways, number and locations of parking spaces	✓	✓
7. Number and locations of loading spaces	N/A	N/A
8. Pedestrian walks, bikeways and related facilities	✓	
9. Lights, lighting standards, signs and driveways within the tract and within 100 feet of the tract	✓	
10. Sidewalks along all expected paths of pedestrian travel	✓	
11. Cross sections of new streets, aisles, lanes, sidewalks, driveways, and bikeways	✓	
<input type="checkbox"/> Natural Resources Plan Sheet(s)		
1. Existing and proposed wooded areas, buffer areas and/or sodded areas	✓	
2. Ground cover, retaining walls, fencing, signs	✓	
3. Recreation areas, shrubbery, trees and other features	✓	
4. Location and type of constructed improvements	✓	
5. Location, number, species, caliper of plants and trees	✓	

<input type="checkbox"/> Utilities Plan Sheet(s)	Applicant	City
1. Existing and proposed storm drainage and run-off	✓	
2. Open space; common property	N/A	N/A
3. Fire, gas, electric, telephone, sewer and water line service proposed or existing locations and connections	✓	✓
4. Solid waste collection and disposal methods	✓	✓
5. Proposed grades, sizes, capacities and materials	✓	✓
6. Easements acquired or required on-tract or off-tract	N/A	N/A
7. Copies of legal documents supporting the easements	N/A	N/A
8. Lighting, including type of fixture; direction; angle; height; and isolux drawings for each source	✓	✓

This checklist is not a substitute for the specific submission requirements of the Ordinance. See the Ordinance for detailed requirements.

Applicant - Please do not write below this line

On _____, this submittal was deemed complete incomplete

Administrative Officer

Staff review comments: _____

Submitted by:

MAJOR SITE PLAN – PRELIMINARY APPROVAL

Submission Checklist

City of Summit, Union County, NJ

Beacon Unitarian

Universalist Congregation in Summit

Name of applicant _____ Date March, 2024

Address of property 695 Springfield Avenue, Summit, NJ 07901 Block 1702 Lot 47

Submittal Items – Section 6.7-1

Plat Detail Requirements – Section 6.10-3

	Applicant	City
1. 1 original and 13 copies of application form	✓	
2. 14 copies of plat	✓	
3. 1 original and 13 copies of property owners list and area map showing the uses of each property	✓	
4. 1 original and 1 copy of completed checklist	✓	
5. 1 original and 1 copy of proposed public notice	✓	
6. 1 original and 1 copy of the proposed advertisement	✓	
7. 2 copies of the completed County planning board application	TBS	
8. 2 copies of protective covenants, deed restrictions and easements	N/A	
9. 2 copies of drainage calculations	✓	
10. 1 original and 1 copy of certification of paid property taxes	✓	
11. Application fee and escrow deposit	✓	
12. Soil Conservation District certification	TBS	
13. Scale 1" = 50' or larger	✓	
14. Tract acreage and lot areas to 1.0 square foot	✓	
15. Lot lines and exterior boundaries of the tract, to nearest 0.01 foot, certified by NJ licensed land surveyor	✓	
16. Sheet sizes 30" x 42"; 24" x 36"; 17" x 22"; 11" x 17"; or 8.5" x 11"	✓	
17. Existing lot lines to be eliminated	✓	
18. Existing and proposed contours at 2 foot intervals throughout and within 100 ft. of any building or paved area under review	✓	
19. Location of existing and proposed structures, buildings and uses, including all dimensions, coverages, parking, setbacks, yards	✓	
20. Easements, streets, driveways, sight triangles	✓	
21. Key map showing general location within city	✓	
22. Zoning District identification and boundary lines (if any)	✓	
23. Zoning setbacks, coverage standards, and variances, if any	✓	
24. Title of the plan; tax sheet number; block and lot; adjoining lots; graphic scale; north arrow; date (including all revision dates)	✓	
25. Name, address, phone number and signature of owner and of the firm and person preparing the plat with license number and seal	✓	

(Continued on next page)

<input type="checkbox"/> Building and Use Plan Sheet(s)	Applicant	City
1. Size, height, location, arrangement and use of all buildings	✓	
2. Sign locations	✓	
3. Architect's scaled elevations of front, side & rear of buildings	✓	
4. Architect's scaled elevations of signs	✓	
5. Indication of existing buildings to remain or be removed	✓	
6. Written description of proposed uses and operations	✓	
7. Number of employees or members	✓	
8. Number of shifts and maximum employees on each shift	N/A	
9. Expected truck and tractor-trailer traffic	N/A	
10. Emission of noise, glare, vibration, heat, odor, water	N/A	
11. Safety hazards	N/A	
12. Anticipated expansion plans incorporated in design	N/A	
13. Floor plans for apartment/townhouses with type and number of units	N/A	
<input type="checkbox"/> Circulation Plan Sheet(s)		
1. Access streets and street names	✓	
2. Acceleration/deceleration lanes	N/A	
3. Curbs, aisles, and lanes	✓	
4. Access points to public streets	✓	
5. Sight triangles; traffic channels; easements; fire lanes	✓	
6. Driveways, number and locations of parking spaces	✓	
7. Number and locations of loading spaces	N/A	
8. Pedestrian walks, bikeways and related facilities	✓	
9. Lights, lighting standards, signs and driveways within the tract and within 100 feet of the tract	✓	
10. Sidewalks along all expected paths of pedestrian travel	✓	
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