

The Township of Moorestown

111 West Second Street • Moorestown • New Jersey 08057-4223

(856)235-0912 • FAX (856)914-3081



LAND DEVELOPMENT APPLICATION PROCEDURE FOR PLANNING BOARD PUBLIC HEARING

The Planning Board typically holds public meetings once a month at 7:00pm in Council Chambers in Town Hall, 111 West Second St., Moorestown NJ 08057. Please refer to the Planning Board's Annual Notice for specific meeting dates, which can be found on the Planning Board page of the Township's website under "Meeting Notices".

General Summary of Application Process

Applications are to be submitted to the Department of Community Development at the above address in hard copy form as well as electronically via CD. An application will not be accepted unless it includes a CD.

A determination of administrative completeness (ie: all necessary documents submitted, checklist, application and escrow fees paid) will be done.

The application will be reviewed by the Planning Board Professionals, Township Departments, and Township Committees. Revised and/or additional plans, documents may be required to be submitted during the review process. Once the review process has been determined to be complete, the application can be scheduled for public hearing.

The Planning Board Secretary will schedule the application for public hearing. You are required to comply with the legal notification and publication requirements in order for the application to be heard.

The Planning Board will approve/not approve the application at the public hearing. A Resolution of Decision will be generated, and memorialized at a subsequent Planning Board meeting. Once the resolution has been memorialized, an original will be forwarded to the applicant, and the decision is to be published. If the application is approved, the applicant is responsible for the publication of decision. The date of publication starts the appeal period. Proof of publication is to be submitted to the Planning Board Secretary. If an application is denied, the Township shall publish the Notice of Decision.

Land Development Application

There are checklists for each type of application (Preliminary & Final Major Subdivision, Minor Subdivision A, Minor Subdivision B, Site Plan & Conditional Use). Please refer to these checklists, which are not included in this packet, for submission requirements specific to each type of development. These checklists are available on the Planning Board page of the Township's website in the Forms Section, or in the Township Code, or you can request them from the Department of Community Development.

Land Development Application Fee and Escrow Fees

Please refer to the enclosed fee schedule or the Township of Moorestown code, which can be found on the Township's website.

A completed Escrow Agreement and W9 form must be submitted at the time of application.

The following are the number of copies of documents to be submitted at the time of application. **Please note, that additional copies may be requested for the public hearing.**

All

Escrow Agreement	1
W9	1
Land Development Application (with checklists if applicable)	8

Subdivision/Site Plan

Full Size Plans	8
Reduced Size Plan	3
Reports/Other Documents	3

Minor Subdivision No New Lots/Minor Site Plan/Conditional Use/Other

Full Size Plans	8
Reduced Size Plans	3
Reports/Other Documents	3

*****All Application Packet Submissions must be submitted electronically via CD-NO THUMB DRIVES ACCEPTED. Each submission item must be listed separately (eg. Application, Environmental Report, Stormwater report, plan set, etc.).**

MOORESTOWN PLANNING BOARD

HEARING PROCEDURES

- 1) Applicant presents their case. Each witness for the applicant is sworn in the order in which they will testify. After each witness testifies, they are questioned by Planning Board Members and/or the Board's attorney.
- 2) After all of the applicant's witnesses have testified, the public may present its case:
 - a. The public may present its case in the same fashion as the applicant, having either an attorney or a spokesperson acting as the leader and presenting sworn witnesses in an organized fashion **OR**
 - b. In the absence of any organization by the public, each member of the public is welcome to make sworn statements (give testimony) or ask questions regarding the case at hand.
- 3) In either event, witnesses from the public are sworn in and make statements (give testimony) or ask questions. After each witness testifies, they may be questioned by the applicant or their attorney, and by members of the Board and/or the Board's attorney.
- 4) Following the conclusion of the hearing, and any deliberation deemed necessary by the Board, the Board may immediately vote on the matter, or reserve decision until the following meeting. All votes are taken in public as required by law.
- 5) The Board's decision must be reduced to writing and must contain the Board's findings of fact and conclusions of law. Generally, a resolution is adopted by the Board containing findings of fact and conclusions of law in support of its decision at the next regular monthly meeting and a copy is mailed to the applicant within 10 days thereafter.

PROCEDURES FOR FILING AN APPLICATION

The Planning Board meets on the first Thursday of each month at 7:00 p.m. in the Council Chambers at Town Hall, 111 West Second Street, Moorestown NJ 08057. **The applicant must be present at the meeting that their application will be heard.** Please note that if the applicant is a corporation, a NJ licensed attorney must represent them.

A determination of completeness must be made before the application can be scheduled for public hearing. This packet will outline all of the necessary items and/or steps required to file an application with the Planning Board. Please be sure to read through this carefully and direct any questions or concerns to our Planning Department. Extra forms, agendas and minutes are available online at http://www.moorestown.nj.us/boards&committees/planning_board

The following items must be submitted:

1. Land Development Application with applicable checklist(s) – 8 copies
2. Full Set of Site Plans, Survey, Elevations and/or Drawings-8 copies
3. Reports (ie:Traffic, Drainage) – 3
4. Reduced Site Plans (11x17) – 3 Sets (**Additional sets may be requested*)
4. Application Fee and Escrow fee-(must be on separate checks).
5. Request for List of Property Owners within 200' with \$10.00 fee
6. Proof of Municipal Taxes Paid (must have Tax Assessor sign and date included form)
7. Escrow Agreement – 1 copy
8. W-9 Form – 1 copy
9. Owner's Consent (*if applicable*) - on the Land Development Application
10. Application Packet Submission submitted electronically via CD- **NO THUMB DRIVES ACCEPTED.**
Each submission item must be listed separately (eg. Application, Environmental Report, Stormwater Report, plan set, etc.)

After the items above are received, the submittals will be reviewed for completeness. Upon a complete application, the applicant or attorney will receive the notification of a hearing date. Once a hearing date is received, the applicant or attorney shall serve the required notices as required by N.J.S.A. 40:55D-12.

Once the notification is served, please submit the following items prior to the hearing:

9. Affidavit of Publication
10. Proof of Service (C.M. receipts and/or original signatures)
11. Copy of the letter sent to property owner's within 200'
12. Affidavit of Service

<p style="text-align: center;">NOTIFICATION & PUBLICATON INSTRUCTIONS PLANNING BOARD PUBLIC HEARING</p>

A. NOTIFICATION

All owners of property within 200' must be notified by certified mail or personal delivery of the public hearing. A certified list of property owners will be provided for a fee of \$10.00. The certified mailing or personal delivery must be accomplished **at least ten (10) days prior to the public hearing date** to meet the legal requirements.

Obtain a receipt for personal delivery; make sure they date the receipt when they sign it.

Maintain the certified mail receipts. Proof of the completion of this step (Post Office receipts or signatures) must be delivered to this office the Friday before the hearing.

B. PUBLICATION

Publish a legal notice in the Official Newspaper, The Burlington County Times, announcing the public hearing. It must appear in the newspaper **at least ten (10) days prior to the public hearing date** to meet the legal requirements.

The Burlington County Times
One Oxford Valley
2300 East Lincoln Highway, Suite 500D
Langhorne, PA 19047
215-949-4112

Please send all legal notices to: legals@thebct.com

Proof of publication (supplied by the Burlington County Times) must be delivered to this office the Friday before the hearing.

C. AFFIDAVIT OF SERVICE

Submit completed Affidavit of Service form with proof(s) of notification and publication.

D. SAMPLE NOTICE

A **sample** notice is as follows. You must create your own original.

NOTICE OF PUBLIC HEARING
MOORESTOWN TOWNSHIP PLANNING BOARD

PLEASE TAKE NOTICE that in accordance with the requirements of the Moorestown Township Ordinances and New Jersey Municipal Land Use Law N.J.S.A. 40:55D-12, you are hereby notified that the undersigned _____, has applied to the Moorestown Township Planning Board for _____ at the property located at _____, Block _____ Lot _____ on the tax maps of the Township of Moorestown.

PLEASE TAKE FURTHER NOTICE that the Applicant is requesting the following Variances: _____.

The Applicant is also requesting any other variances, waivers, additional exceptions, sign variances, design waivers, de minimis exceptions, modifications of conditions of prior approvals, continuation of any preexisting non-conforming conditions, other approvals reflected on the plans (as same may be further amended or revised from time to time without further notice) as may be determined to be necessary during the review and processing of the Application by the Board and its professional staff, and permits requested or required by the Planning Board at the public hearing.

PLEASE TAKE FURTHER NOTICE that a public hearing on the Application has been scheduled to be heard before the Planning Board on _____ at 7:00 p.m. in the Council Chambers in Town Hall, 111 West Second Street Moorestown, NJ 08057.

The meeting will also be broadcast via live stream on the Township’s website. Please note that the livestream is not interactive, and you will not be able to participate in the meeting in this format. The live stream may be accessed by going to www.moorestown.nj.us and clicking on “Live Meetings” in the upper right hand corner of the homepage. This will bring you to the “Agendas, Minutes, Meetings & Recordings” page. Once there, click on the “Township Planning Board Meeting” link of the meeting you wish to watch.

Copies of all Applications, plans and supporting documents are on file and will be available for public inspection at least (10) days prior to the public hearing on the Township of Moorestown’s website at <https://www.moorestown.nj.us/129/Agendas-Minutes>. Any member of the public who wishes to inspect the Applications, plans and supporting documents, but does not have access, or cannot access, the Township of Moorestown’s website may contact the Board Secretary, Nancy Jamanow to make an appointment to review the Application at the Department of Community Development, Township of Moorestown, 111 West Second Street, Moorestown, NJ between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday.

Any questions regarding the Application or the public hearing on the Application, including, without limitation, questions pertaining to participation in the public hearing, need for special accommodations, or registering objections ahead of the public hearing, may contact the Board Secretary, Nancy Jamanow by phone at (856)914-3021 or by email to njamanow@moorestown.nj.us.

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY :

:SS

COUNTY OF BURLINGTON:

I, _____, of full age, being duly sworn according to law, depose and say, that I reside at _____ in the Township of _____ County of _____, and State of New Jersey and that I did on _____, 20____, at least ten (10) days prior to hearing date, give written notice of the hearing of this application to all property owners within 200 feet of the property, which is located at _____, Moorestown New Jersey, and/or those public agencies required by Law, affected by docket number _____.

Said notice was given either by hand delivery, or by certified mail to the property owner. Copies of the registered receipts and/or original signatures with dates are attached hereto.

Respectfully,

(signature)

Sworn and subscribed to before me on this _____ day of _____, 20_____

A Notary Public of New Jersey

FOLLOWING THE HEARING

NOTICE OF DECISION (AFFIDAVIT OF PUBLICATION):

Once the resolution is adopted, we will send a copy of the resolution to the applicant. The applicant is then required to notice the newspaper as to the Board's decision. A sample of the Notice of Decision is listed below. The notice of decision must be published in the Burlington County Times. An appeal of the decision shall expire forty-five (45) days following the date of the publication of decision. Therefore, if the decision is not published, the time for appeals can go indefinitely. The Burlington County Times will then send an Affidavit of Publication to you. Please provide this to our office to complete the variance file.

The Burlington County Times

Please send all legal notices to: legals@thebct.com

One Oxford Valley
2300 East Lincoln Highway, Suite 500D
Langhorne, PA 19047
215-949-4112

Below is a sample notice, which will be needed for the publication of the resolution.

NOTICE OF DECISION

PUBLIC NOTICE is hereby given to all persons that on the _____ day of _____, 20____, the Moorestown Township Planning Board, in the Burlington County Times, (approved/denied) a (type of application) for (Nature of the matter for which variance relief was requested). The property is located (address), Block_____ Lot_____. This file is known in the records of the Planning Board as PB#_____. This application is on file and available for public inspection during normal business hours in the Municipal Building, The Township of Moorestown, 111 West Second Street, Moorestown, New Jersey 08057.

PLEASE BE SURE TO FILL IN THE BLANKS WITH THE PROPER INFORMATION***

*****Please be sure to submit the Application Fee & Escrow Fee on separate checks.***

Land Development Application Fee Schedule

Chapter 158, Article II, Section 158-14 and Chapter 180, Article XXVI, Section 180-105

<u>APPLICATION TYPE</u>	<u>APPLICATION FEES</u>	<u>ESCROW FEES</u>
Site Plan Preliminary	\$300 plus \$25 per acre or fraction thereof	\$3000 plus \$50 per residential unit; \$5000 minimum; and \$3000 plus \$.25 per gross square foot of building area for non-residential buildings; \$5000 minimum.
Site Plan Final	\$300 plus \$25 per acre or fraction thereof	\$3000 plus \$50 per residential unit; \$5000 minimum; and \$3000 plus \$.25 per gross square foot of building area for non-residential buildings; \$5000 minimum.
Minor Subdivision	\$250	\$1,700 per lot; \$5000 minimum
Major Subdivision Preliminary	\$450	\$5,000 plus \$100 per lot
Major Subdivision Final	\$450	\$5000 plus \$50 per lot
Minor Site Plan	\$250	\$5,000
Conditional Use	\$200	\$1,200 when not involved with a Site Plan or Subdivision
Site Plan Waiver	\$110	\$1,000
'A' Variance (Appeal of Zoning Officer)	\$350	\$600

'B' Variance(Interpretation of Zoning Map or Ordinance)	\$350	\$600
'C' Variance (Residential)	\$150	\$600
'C' Variance (Non-Residential)	\$150	\$600 (for each variance requested)
'D' Variance	\$350	\$2,500
Informal Conceptual Review	N/A	\$1500
Sewer Connection	\$110	\$1000
Septic Standards	\$250	
Fire Prevention (paid by check directly to: Bureau of Fire Prevention)	\$75	
Grading Plan Review	\$550	
<p>Certified Property Owner List: There is a \$10.00 fee for the production of a certified list of property owners within 200' of a property.</p> <p>Escrow monies must be separate payment from application fees.</p>		

Chapter 180, Article XXVI, Section 180-105, Paragraph C states the following:

...The amounts specified for escrow are estimates.....all costs incurred shall be reimbursed by the applicant whether the application is approved or denied.

Township of Moorestown

Department of Community Development

111 West Second St., Moorestown, New Jersey 08057

Phone: 856-235-0912 Fax: 856-914-3081 www.moorestown.nj.us

PLANNING BOARD NO.: _____ DATE RECD.: _____

ESCROW ACCOUNT NO.: _____

APPLICATION FOR LAND DEVELOPMENT

SITE ADDRESS: _____

BLOCK/LOT: _____ ZONE(S): _____

PLEASE CHECK ALL THAT ARE REQUESTED:

- | | |
|---|--|
| <input type="checkbox"/> Minor Site Plan* | <input type="checkbox"/> (A) Appeal of Zoning Officer |
| <input type="checkbox"/> Preliminary Site Plan* | <input type="checkbox"/> (B) Interpretation |
| <input type="checkbox"/> Final Site Plan* | <input type="checkbox"/> (C) Bulk Variance |
| <input type="checkbox"/> Minor Subdivision* | <input type="checkbox"/> (D) Use Variance |
| <input type="checkbox"/> Preliminary Major Subdivision* | <input type="checkbox"/> Design Exception |
| <input type="checkbox"/> Final Major Subdivision* | <input type="checkbox"/> Submission Waiver |
| <input type="checkbox"/> Conditional Use* | <input type="checkbox"/> Extension of Approval |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Amendment/Revision to Approval: |

re 1 _____

1. Applicant's Name: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Status of Applicant: Individual Partnership* Corporation*

****Must be represented by an Attorney.***

Names and Addresses of all stockholders or individual partners owning at least 10% of stock or interest per N.J.S.A. 40:55D-48.1 through 48.4. (Attach a separate sheet if necessary.)

If owner is different than the applicant, a notarized signature of the owner shall be provided on page 6.

2. Owner's Name: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Contact Information (if owner is not an individual):

Contact/Title: _____

Phone: _____ Fax: _____ E-Mail: _____

3. Attorney's Name: _____

7. Non-Residential Only Existing Conditions *(fill in all that apply)*:
Main Building/Dwelling: _____ total square feet
Accessory Building(s): _____ total square feet

Patio, Deck, Pool
and Other Impervious: _____ total square feet

8. Non-Residential Only Dimensions of Proposed *(fill in all that apply)*:
Main Building/Dwelling: _____ X _____ for a total of _____ square feet
Addition to Main: _____ X _____ for a total of _____ square feet
Accessory Building(s): _____ X _____ for a total of _____ square feet
Patio, Deck, Pool
and Other Impervious: _____ X _____ for a total of _____ square feet
Fence Information: Type: _____ Height: _____
Sign Information: Height: _____ Width: _____ Sign Area: _____ square feet

9. Variance, Design Exception, Submission Waiver

EXAMPLE:

Article IX, Section 180-25, Paragraph D

(a) Article, Section and Paragraph of Zoning Chapter 180 from which a **variance** is requested. *Cite each necessary.*

Article _____, Section _____, Paragraph _____

Article _____, Section _____, Paragraph _____

Article _____, Section _____, Paragraph _____

(b) Article, Section and Paragraph of other chapters of the code from which a **design exception** is requested. *Cite each necessary.*

Article _____, Section _____, Paragraph _____

Article _____, Section _____, Paragraph _____

Article _____, Section _____, Paragraph _____

(c) Checklist item(s) from which a **submission waiver** is requested. *Cite each separately.*

(d) Other.

10. Administrative Summary of Variances, Waivers, and Design Exceptions

As part of the Application for Land Development, you are required to complete the information below for each variance, waiver, and design exception. **Use separate sheets if necessary.**

1. The variance, waiver or design exception being applied for:

2. The specific amount that you are requesting and the current requirements of the Township Code: (For example: if the proposed side yard setback is 10 feet and the Code requires a minimum of 15 feet, then you are requesting a variance for a side yard setback of 10 feet instead of the required 15 feet.)

3. The reason(s) why you are applying for a variance, waiver or design exception as part of your application:

4. Additional sheets attached for Administrative Summary of Variances, Waivers, and Design Exceptions. YES NO

11. Site Plan Information

Please fill out as completely as possible. Include any items being removed in the PROPOSED column so that the total square footage accurately reflects the work being done.

Lot Size (1 acre = 43,560 square feet): _____ sq. ft.

ITEM DESCRIPTION	EXISTING AREA (SQUARE FEET)	TOTAL AREA PROPOSED (SQUARE FEET)	REMARKS (DIMENSIONS, COMMENTS)
1. MINIMUM LOT AREA:			
2. BUILDING COVERAGE LIMIT:			
3. FRONT YARD:			
4. SIDE YARD:			
5. REAR YARD			
6. FRONTAGE:			
7. IMPERVIOUS COVERAGE LIMIT:			
8. CLEARING LIMITS:			
9. VEGETATED AREA:			
10. PARKING SPACES:			
11. BUILDING HEIGHT:			
12. GROSS FLOOR AREA:			

12. List any materials accompanying this application (*Attach a separate sheet if necessary*):

13. I hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief. I also understand that an amount equal to the actual expenditure by the Township for legal, engineering or other outside work will be billed to me. (See Escrow Agreement).

Applicant's Name (*please print*)

Applicant's Signature

Date

14. I hereby consent to the filing of this application, plans and documents as well as other materials submitted herewith.

I further consent to the inspection of this property in connection with this application by relevant municipal officials.

Owner's Name (*please print*)

Owner's Signature*

Date

***Owner's signature to be notarized if the Owner is someone other than the Applicant.**

ESCROW AGREEMENT

Planning Board No.: _____

Block/Lot: _____

Address: _____

THIS AGREEMENT made this _____ day of _____, in the year of _____.

Name/Address

Phone Number/Email Address

is hereinafter referred to as "Applicant", the Planning Board or Zoning Board of Adjustment of the Township of Moorestown is hereinafter referred to as "Board", and the Township of Moorestown in the County of Burlington is hereinafter referred to as "Township".

WHEREAS, Applicant is proceeding under the Land Subdivision and Development Ordinance (hereinafter "Ordinance", for approval of: _____

_____; and

WHEREAS, the Ordinance requires the applicant to establish an escrow whereby work required to be performed by professionals employed by the Board will be paid for by the Applicant as required under the provisions of the ordinance cited above; now, therefore,

Section 1. PURPOSE

The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of its duties.

Section 2. ESCROW ESTABLISHED

Applicant hereby creates an escrow to be established with the Department of Finance of the Township.

Section 3. ESCROW FUNDED

Applicant, upon execution of this agreement, shall pay to the Township, to be deposited in the depository referred to in Section 2, such sums as are required by Ordinance.

Section 4. INCREASE IN ESCROW FUND

If during the existence of this escrow agreement the funds held by the escrow holder shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Director of the Department of Community Development or her/his designee (hereinafter "Director"), Applicant shall within fourteen (14) days from the date of receipt of written notice deposit additional sums with the escrow holder to cover the amount of the deficit referred to above and such additional amounts reasonably anticipated by the Director to be needed to complete the application process.

Unless otherwise shown, receipt shall be presumed to have occurred three (3) Days after mailing. The notice required under this paragraph shall be given by the Director or his designee.

The written notice referred to in this paragraph shall be sent to:

Name/Address

Phone Number/Email Address

Section 5. TIME OF PAYMENT

The professionals referred to in this agreement, upon the conclusion of their services or periodically during the performance of their services shall submit voucher conforming to the requirements established by the Township for vouchers of the type and kind referred to under this paragraph. Said vouchers shall include the amounts of all fees and costs incurred as a result of the services set forth under Section 1 of this agreement.

Section 6. PAYMENTS FROM ESCROW FUNDS

The Director or his designee shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this agreement. Upon making a determination that said services have been performed properly, the Director or her/his designee shall process said vouchers submitted for work performed on behalf of the Township. At the conclusion of this processing, the amounts specified in said vouchers shall be paid by the escrow holder from the escrow established pursuant to this agreement.

IN WITNESS WHEREOF the parties hereto have set their hands and seal the date first written above.

Authorized Agent Name/Title (please print)

Authorized Agent Signature*

*If the applicant is a company/corporation, this agreement must be attested to by an appropriate officer or authorized attorney of record representing the applicant.

*If the applicant is an individual, this agreement can be attested to by the applicant or authorized attorney of record representing the applicant.

MOORESTOWN TOWNSHIP

Department of Community Development

- Memorandum -

**TO: Jennifer DellaValle, CTC
Tax Collector**

**FROM: Planning Board Secretary
Department of Community Development**

DATE: _____

RE: PAYMENT VERIFICATION
PROPERTY LOCATION: _____
BLOCK: _____ LOT: _____
OWNER: _____

**Please fill out the above information prior to submission to the Tax Collector*

180-97 Payment of Municipal Taxes and Assessments

Amended 6-24-1991 by Ord. No. 1577-91

Neither the Planning Board nor the Board of Adjustment shall hold public hearing on any application until proof has been submitted that there are no municipal taxes or assessments for local improvements due or delinquent on the subject property.

This is to verify that all municipal taxes and assessments for local improvements on the subject property are paid thru:

TAXES:

SPECIAL ASSESSMENTS:

OTHER:

Jennifer DellaValle, CTC
Township of Moorestown
Tax Collector

Date