# Land Development Application Form

The application must be filed with the board **at least 20-days prior** to the hearing date.
Application Fee is Nonrefundable.

Application Fee (94-10): _____ Date received: _____
Escrow (initial deposit): _____ PB or ZBA #: _____
HPC App #: _____

If you are not familiar with the Township Zoning Code (Ch. 160), please see the Township Administrative Officer for assistance or visit the Community Development webpage: http://www.evesham-nj.org/index.php/forms-comm-dev or
Application Checklists: Attachments to Chapter 94 Land Use Regulations

**1. SITE INFORMATION** **ZONE DISTRICT:** _____
Property Address: _____
Block/s: _____ Lot/s: _____
Development Name: _____ Home Owners Association: **YES** ☐ **NO** ☐
Is the property within the Pinelands. **YES** ☐ **NO** ☐

**Present Use:** _____ **Proposed Use:** _____

**Proposed Development Name:** _____

**Proposed Number of Phases of Construction:** _____

**2. APPLICANT & OWNER INFORMATION**
Applicant Name: _____
Mailing Address: _____
Phone #: _____ Email: _____

Form of Ownership: ☐ Individual ☐ Partnership ☐ Corporate
☐ Government ☐ Nonprofit ☐ Utility

If applicant is not the owner, state applicant's authority to bring this application and specific interest in application (i.e. agent for owner, equitable interest, agreement of sale): _____
_____

Property Owner Name: _____
Property Owner Address: _____
Phone #: _____ Email: _____

Form of Ownership: ☐ Individual ☐ Partnership ☐ Corporate
☐ Government ☐ Nonprofit ☐ Utility

**3. APPLICATION TYPE:** Check as many items as applicable.

[ ] Bulk Variance/s [ ] Use Variance [ ] Conditional Use [ ] Informal/Concept Review
[ ] Appeal of Decision [ ] Site Plan Waiver [ ] Interpretation of Zoning Map or Ordinance
[ ] Waiver of Development Standard [ ] Submission Waiver [ ] Other _____

**Subdivision Application:**

[ ] Minor Subdivision [ ] Major Sub. Preliminary [ ] Major Sub. Final
_____ Total Number of lots to be created _____Total Proposed Dwellings

[ ] Amend Prior Subdivision Approval/s: Please provide copies of the prior resolutions of approval and any supplemental information. _____

_____

**Site Plan Application:**

[ ] Minor Site Plan [ ] Preliminary Major Site Plan [ ] Final Major Site Plan

[ ] Amend Prior Site Plan Approval/s: Please provide copies of the prior resolutions of approval and any supplemental information. _____

_____

_____

**4. ROADWAY JURISIDCTION:** [ ] NJ State [ ] County Route [ ] Municipal Road

**5. PROPERY DIMENSIONS:**

a. Total Area in square feet or acres: _____ b. Frontage in feet: _____
c. Corner property: Yes [ ] or No [ ]

**6.A. SUBDIVISION INFORMATION:**

1. Number of proposed lots: _____

2. Average lot size in square feet or acres: _____
   Proposed: _____ Required: _____

3. Average Street Frontage: _____
   Proposed: _____ Required: _____

4. Will any new streets be created? Yes [ ] No [ ]

5. Purpose of Subdivision:
   Residential [ ] Industrial [ ] Mixed Use [ ] Commercial [ ]
   Office [ ] Agriculture [ ] Other (Describe): _____

_____

**7. UTILITIES:** (Complete if subdivision and/or site plan are requested)

a. What is the present source of potable water? Well ☐ Municipal ☐

b. Is the present water source adequate to service the proposed development? Yes ☐ No ☐

c. If the present water source is not adequate, how will the development receive potable water? _____

d. Is municipal water service capacity presently available? Yes ☐ No ☐

e. Has application been made for municipal water connection permits? Yes ☐ No ☐

If yes, how many_____and when_____

f. Will an existing well be used? Yes ☐ No ☐

g. Are any new wells to be used? Yes ☐ No ☐

h. Has the potability of the well water been certified? Yes ☐ No ☐

i. Is the property serviced by municipal sewer? Yes ☐ No ☐

j. Will the development require additional sewer lines? Yes ☐ No ☐

k. Can the existing connection service the development? Yes ☐ No ☐

l. Is sewer capacity presently available? Yes ☐ No ☐

m. Has application been made for municipal sewer connection permit(s)? Yes ☐ No ☐

If yes, how many_____and when_____

n. Have any municipal water connection permits been obtained? Yes ☐ No ☐

If yes, how many_____and when _____

o. Have any municipal sewer connection permits been obtained? Yes ☐ No ☐

p. Is there any existing septic system? Yes ☐ No ☐

q. Can the existing septic system service the development? Yes ☐ No ☐

r. Is a new septic system proposed? Yes ☐ No ☐

If yes, state the type:

☐ Conventional ☐ Waterless toilet w/ gray water

☐ Alternative ☐ Other (describe) _____

s. Has application been made for an on-site septic system(s)? Yes ☐ No ☐

If yes, how many_____and when_____

t. Has the application been approved? Yes ☐ No ☐

If yes, and when _____

u. **Gas:** (check)

Natural ☐ Proposed ☐ Existing ☐

Propane ☐ Proposed ☐ Existing ☐

**Electric:** (check)

Above ground ☐ Proposed ☐ Existing ☐

Below ground ☐ Proposed ☐ Existing ☐

**8. SITE PLAN INFORMATION**: (complete if site plan requested)

| | Existing | Proposed | Required |
|---|---|---|---|
| a. Minimum Lot Area (sf) or acres | | | |
| b. Building coverage limit (%) | | | |
| c. Front Yard Setback (ft) | | | |
| d. Side Yard Setback (ft) | | | |
| e. Rear Yard Setback (ft) | | | |
| f. Frontage (ft) | | | |
| g. Impervious coverage limit (%) | | | |
| f. Clearing Limits (%) | | | |
| h. Vegetated Area (Sq.ft or Acres) | | | |
| i. Number of Curb Cuts | | | |
| j. Parking Spaces | | | |
| k. Building Height (ft) | | | |
| f. Gross Floor Area (sf) | | | |

Type of Building Construction: ☐ Brick ☐ Frame ☐ Other (describe) _____

Architectural Style: _____

**Briefly describe what the site plan/project proposes:** _____

**9. VARIANCES:** Complete for variance applications. **Public Notice (15-16) must be completed by the applicant in compliance with the requirements of the New Jersey Municipal Land Use Law. A copy of the public notice and proof of service are required.**

**A.** Briefly describe each variance requested and provide Zoning Code Section from which relief is being sought: _____

_____

_____

**B.** If a "d" variance is requested, what are the special reason(s) which support your application: (This type of variance can only be heard by the Zoning Board of Adjustment)_____

_____

_____

_____

**C.** If a "c" variance is requested, what are the exceptional property conditions which prevent you from complying with the zoning ordinance? _____

_____

_____

_____

**D.** If a "c" variance is requested and you contend there are no exceptional property conditions, how will the Municipal Land Use Act be advanced if the variance were to be granted and how would the benefits of a variance outweigh any detriment? _____

_____

_____

_____

**E.** Supply a brief statement of facts showing why the requested variance can be granted without substantial detriment to the public good and without substantial impairment to the intent and purpose of the Township's zoning plan and zoning ordinance: _____

_____

_____

_____

_____

**10. WAIVERS:** (Complete if waiver/s requested) Attach additional pages if necessary.

A. Subdivision or Site Plan Filing: Briefly describe each filing requirement (submission) waiver you are seeking: _____

_____

_____

_____

B. Subdivision or Site Plan Filing: Briefly describe each Design Standard Waiver you are seeking:

_____

_____

_____

**11. INTERPRETATION - APPLICATION:** For Zoning Board of Adjustment only.
Attach a statement of contentions and provide Code Section(s) in question.

**12. APPEAL DECISION OF ZONING OFFICER OR BUILDING INSPECTOR - APPLICATION:**
Attach a statement which includes the following: (1) Description of the order, determination or decision being appealed (hereinafter called "adverse ruling"), (2) Name and Title of enforcing officer, (3) Date adverse ruling was issued, (4) Date applicant received adverse ruling, (5) Why you allege the adverse ruling is in error, (6) The relief you are seeking, and (7) If the adverse ruling is upheld, do you request that a variance be considered?

**13. OTHER AGENCIES OR PRIOR APPROVALS REQUIRED:**

| | Agency | Yes or No | Date Submitted |
|---|---|---|---|
| A. | Burlington County Planning Board | | |
| B. | Burlington County Soil Conservation | | |
| C. | Pinelands Commission | | |
| D. | NJ Department of Transportation | | |
| E. | NJ Department of Environmental Protection | | |
| F. | Other: (Describe) | | |

**14. SUBMISSION ITEMS:** Plans, surveys, reports, & other items included with application.

| Item/Exhibit | Date/Last Revision | Prepared By |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**15. SUPPLEMENTAL INFORMATION:**
**A.** Have there been any previous applications for this property filed with the Planning Board or Zoning Board?
Planning Board: Yes ☐ No ☐ Zoning Board: Yes ☐ No ☐

If yes, state the nature, date and disposition of each prior application: _____

_____

_____

_____

**B.** Describe any deed restrictions affecting the property: _____

_____

_____

**C.** Describe any proposed deed restrictions: _____

_____

_____

**D.** Describe any easements or rights of way affecting the property: _____

_____

_____

**E.** Describe any easements or rights of way proposed by the applicant: _____

_____

_____

**16. CORRESPONDENCE:** In addition to the applicant, to whom should Township and/or the Board Professional/s correspondence be sent?

Name: _____ Address: _____
Name: _____ Address: _____
Name: _____ Address: _____

**17. APPLICANT PROFESSIONAL & EXPERT WITNESS LIST:**

A. Name & Profession (Attorney, Engineer, Planner etc): _____

_____

Mailing Address: _____
Phone #: _____ Email: _____

B. Name & Profession (Attorney, Engineer, Planner etc): _____

_____

Mailing Address: _____
Phone #: _____ Email: _____

C. Name & Profession (Attorney, Engineer, Planner etc): _____

_____

Mailing Address: _____
Phone #: _____ Email: _____

D. Name & Profession (Attorney, Engineer, Planner etc): _____

_____

Mailing Address: _____
Phone #: _____ Email: _____

**18. CERTIFICATIONS:**

**A. TAX COLLECTOR CERTIFICATION** (Proof of Payment)
It is hereby certified that all taxes, municipal liens, and utility charges for the address and block and lot below are paid and current as of _____.

Address: _____
Block/s: _____
Lot/s: _____
Property Owner: _____

_____
**Evesham Township Tax Collector Signature and Date**

**B. APPLICANT CERTIFICATION:**
The undersigned certify they are the applicant(s) named in the foregoing application or the undersigned certify they are legally authorized to submit the foregoing application and may sign this Certification on behalf of the applicant. The undersigned certify the information stated in the foregoing application and submissions made therewith are true and correct. If any of the foregoing statements are willfully false, the undersigned understand they are subject to punishment.

_____ _____
Applicant Signature Date Applicant Signature Date

Print Name: _____ Print Name: _____
Print Title: _____ Print Title: _____

**C. OWNER CERTIFICATION:**
The undersigned hereby certify that he/she/it/they is/are the owner(s) of the property which is the subject of the foregoing application and that the applicant named therein has been authorized to submit said application to the Planning Board or Zoning Board of Evesham Township. The undersigned certify he/she/it/they is/are said owner(s) or is/are legally authorized to sign this certification on behalf of the owner. The undersigned realize that if any of the foregoing statements are willfully false, he/she/it/they is/are subject to punishment

_____ _____
Owner Signature Date Owner Signature Date

Print Name: _____ Print Name: _____
Print Title: _____ Print Title: _____

**CERTIFICATION OF CORPORATE/PARTNERSHIP**

To be completed if the applicant is a corporation/partnership and if the application seeks permission to subdivide a parcel of land into six (6) or more lots, or seeks a variance to construct a multiple dwelling of twenty-five (25) or more family units, or seeks site plan approval of a site to be used for commercial purposes in accordance with N.J.S.A. 40:55D-4B.1.

The undersigned hereby certifies that he/she is an authorized representative of the applicant named in the foregoing application and that the applicant is a corporation [ ] partnership [ ]. The undersigned hereby certifies that the name and address of all shareholders or individual partners owning at least 10% of the stock of the corporation or at least 10% of the interest in the partnership is:

| Print Name: | Print Address: |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

The undersigned realizes that if any of the foregoing statements are willfully false, he/she is subject to punishment.

_____
Signature

Print Name: _____
Print Title: _____
Date: _____

If any of the above owners is a corporation or partnership, the applicant is required to disclose the name and address of each individual holding a 10% interest, or greater, in the named corporation or partnership which shall be divulged in the same format as the above pursuant to N.J.S.A. 40:50D- 48.2). (Attach separate sheet if needed).

This application was prepared by: _____
Print Name

**D. AGREEMENT TO PAY FEES:** This agreement, made and entered on ____ 20__, by and between the Township of Evesham, a Municipal Corporation of the State of New Jersey (hereinafter TOWNSHIP) and _____ _____(hereinafter DEVELOPER), is made upon the following terms and conditions.

**INFORMATION AND CONTACT/S** Entity responsible for escrow-Property Owner or Developer

**Project Name:** _____

**Applicant Name:** _____Escrow Contact Name:_____

Applicant/entity name responsible for the escrow must match the name submitted on the W9

Phone #: _____ Email: _____

Applicant Mailing Address: _____

**Notice:** DEVELOPER agrees that all notices or refunds shall be mailed to the following address (note if different to above): _____

**1. Agreement to Pay Fees**: DEVELOPER hereby covenants and agrees to pay all charges and fees imposed by the TOWNSHIP in connection with the application for development filed contemporaneously herewith. Such fees include, but are not limited to, application fees, attorney review fees, engineer review fees planner review fees, copy costs and postage applicable to this application.

**2. Escrow Deposit:** TOWNSHIP hereby acknowledges receipt of $_____, said sum being a cash deposit to be placed in a TOWNSHIP trust account to cover the cost of the aforementioned review and inspection fees. Such sum shall be charged periodically as fees and charges accrue and the balance of the escrow sum, if any, after all charges and fees have been paid shall be returned to DEVELOPER.

**3. Additional Payments:** The DEVELOPER agrees to pay any additional sum required to pay charges and fees not covered by the escrow deposit within fifteen (15) days after the date of receipt of a notice of deficiency by the appropriate Township Office. The DEVELOPER understand and agrees to pay such sum notwithstanding any dispute as to the reasonableness of the fees and charges.

**4. Contest of Reasonableness:** DEVELOPER agrees that the reasonableness and/or accuracy of any fee or charge may be challenged within seven (7) days of receipt of the professional's billing advice copy and in accordance with the Code of the Township of Evesham. DEVELOPER understands and agrees that the aforesaid procedures shall be the sole and exclusive method of challenging the reasonableness and/or accuracy of charges and fees and hereby waives any longer statue or limitations.

**5. Notice: See Developer information and contact/s above**

**6. Transferability:** DEVELOPER understands and agrees that this contract agreement is not transferable, in whole or in part, nor can the DEVELOPER relieve himself/herself from obligation as stated in this contract agreement until such time as said DEVELOPER provides an acceptable dated replacement contract agreement to relieve said DEVELOPER of any further obligation as stated in this contract agreement. This transfer of obligation shall commence on the later of the date of the acceptance by the TOWNSHIP of this replacement contract agreement.

**7. Collection:** Should the DEVELOPER fail to pay any amount required to be paid hereunder when due, TOWHSHIP shall be entitled to pursue all remedies at law or equity. Interest shall accrue at rate of 18% per annum simple interest on all sums unpaid after the due date. The TOWNSHIP may collect a reasonableness attorney fee which shall not be less than $300.00 should litigation for the purpose of collecting any sum be commenced.

_____

**Signed Developer** **Date**

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

Print or type
See **Specific Instructions** on page 2.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

☐ Other (see instructions) ▶

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Social security number**

| | | | – | | – | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

**or**

**Employer identification number**

| | | – | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

| **Sign Here** | **Signature of U.S. person** ▶ | **Date** ▶ |
|---|---|---|

# General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments**. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding.* See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

| **For Staff Use:** | |
|---|---|
| **Application No.** | _____ |
| **Block/Lot** | _____ |
| **Date Submitted** | _____ |

**Township of Evesham**
**Land Development Checklist**

| **For Staff Use:** | | | |
|---|---|---|---|
| **Applicant:** | _____ | Zoning Board | _____ |
| | | Planning Board | _____ |
| **Plan Name** | _____ | Application fee | $_____ |
| | | Collected by | _____ |
| | | Escrow fee | $_____ |
| | | Collected by | _____ |

**General Submission Requirements for All Plans**

A. Nineteen copies of application reports and plans for development required to be submitted:
   Zoning Board of Adjustment _____
   Planning Board _____

B. All applicable entries on the application form are completed _____

C. Application form is signed by applicant and owner _____

D. Escrow agreement is signed and submitted _____

E. Certification from Tax Collector that taxes are paid _____

F. Completed checklist submitted _____

G. Plans are folded to 12" x 15" size and collated for each set _____

**Submission Requirements Checklist**

| Submission Requirements | | | | | | | | | | Item Description | Status | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Minor | | | Major | | | | | | | | | | |
| | | | | | Prelim-inary | | Final | | | | | | | | |
| Item Number | Concept Plan | Subdivision | Site Plan | General Development | Subdivision | Site Plan | Subdivision | Site Plan | Zoning | | | Complete | Not | Exemption | Incomplete |
| 1. | | • | • | • | • | • | • | • | • | A Site Plan prepared by a registered New Jersey Architect, Planner, Engineer and /or surveyor, in accordance with the requirements of N.J.A.C. 13:40-7.1, et seq. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 2. | | • | • | • | • | • | • | • | | An environmental assessment report pursuant to Ordinance 3-2-97 conforming with the current ASTM Standards. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 3. | | • | • | • | • | • | • | • | | An environmental impact report and a cultural resources survey. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 4. | | • | • | • | • | • | • | • | • | A traffic impact study prepared, signed and sealed by a registered professional engineer of New Jersey. Zoning may require a traffic impact study depending on size and type of application as required by the Traffic Consultant or the Board. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 5. | | • | • | • | • | • | • | • | | If the site is located on a county road or development will affect county drainage, a certification that an application and all the required supporting documentation has been filed with the Burlington County Planning Board. A copy of the approval by the Burlington County Planning Board shall be submitted with the final application. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 6. | | • | | | • | | • | | | For map, use one of four standardized sheets:<br>24" x 36" 8.5" x 13"<br>30" x 42" 15" x 21" | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| **THE PLAN(S) SHALL CONTAIN:** | | | | | | | | | | | | | | | |
| 7. | • | • | • | • | • | • | • | • | • | Name, address, telephone, and fax numbers of owner and applicant. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 8. | | • | • | • | • | • | • | • | • | Source and date of current property survey prepared and sealed by a registered New Jersey land surveyor. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 9. | | • | • | • | • | • | • | • | • | Name, signature, license number, seal and address of engineer, land surveyor, architect, professional planner and /or landscape architect, as applicable, involved in preparation of plat. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 10. | • | • | • | • | • | • | • | • | • | Title block denoting date of preparation, date(s) of revision(s), type of application, tax map sheet, county, name of municipality, block and lot, and street location. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 11. | | • | • | • | • | • | • | • | • | Revision box with dates of preparation and revision. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |

| Submission Requirements | | | | | | | | | | Item Description | Status | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Minor | | | Major | | | | | | | | | | |
| | | | | | Prelim-inary | | Final | | | | | | | | |
| Item Number | Concept Plan | Subdivision | Site Plan | General Development | Subdivision | Site Plan | Subdivision | Site Plan | Zoning | | | Complete | Not | Exemption | Incomplete |
| 12. | • | • | • | • | | | | | | A key map at a specified scale with a North arrow, showing location of tract with reference to surrounding properties, zone lines, abutting zones, and municipal boundaries within 1,000 feet. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 13. | | | | | • | • | • | • | • | A key map at a specified scale with a North arrow, showing location of tract with reference to surrounding properties, zone lines, abutting zones, and municipal boundaries within 500 feet. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 14. | • | • | • | • | • | • | • | • | • | A schedule of mandated and provided zone district(s) requirements, including lot area, width, depth, yard setbacks, building coverage, open space, and parking. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 15. | | | | | | | | | | Schedule of proposed and required percentage of lot clearing, percentage of impervious coverage, and percentage of vegetated area remaining after development. | Applicant | | | | |
| | | | • | | | • | | • | | | Official Use | | | | |
| 16. | | | | • | | | | | | A general land use plan at a scale specified by ordinance, indicating the tract area and general location of the land uses to be included. (Residential density and a nonresidential floor area ratio shall be provided. Extent to which municipal housing obligation under the Fair Housing Act, P.L. 1985, c. 222, will be fulfilled shall be included.) | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 17. | | • | • | • | • | • | • | • | | Signature blocks for Chairperson, Secretary, Municipal Clerk (if posting of a bond is required for monument or municipal improvements), and Municipal Engineer. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 18. | | • | | | | | • | | | If applicant intends to file map, appropriate certification blocks as required by the Map Filing Law. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 19. | | • | | | • | | • | | | Where applicable, proposed monumentation as specified by the Map Filing Law. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 20. | | • | | | | | | | | Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all centerlines and rights-of-way, utility easements, and sight-triangle easements. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 21. | | | | | | | • | | | Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all center lines and rights-of-way, utility easements, sight triangle easements and center line curves on streets. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |

| Submission Requirements | | | | | | | | | | Item Description | Status | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Minor | | | Major | | | | | | | | | | |
| | | | | | Prelim-inary | | Final | | | | | | | | |
| Item Number | Concept Plan | Subdivision | Site Plan | General Development | Subdivision | Site Plan | Subdivision | Site Plan | Zoning | | | Complete | Not | Exemption | Incomplete |
| 22. | • | • | • | • | • | • | • | • | • | Acreage of tract to nearest tenth of an acre. Include equivalent square feet for major subdivisions and major site plans, preliminary or final. Tax Map data is sufficient for concept plan. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 23. | • | • | • | • | • | • | • | • | | All existing streets, adjoining uses, structures, wells, septic systems, driveways, watercourses, floodplains, wetlands or other environmentally sensitive areas on and within 200 feet of site to the extent known (survey of adjacent property). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 24. | • | • | • | • | • | • | • | • | • | Existing rights-of-way and/or easements on and within 200 feet of tract (for concept plan only, Tax Map data sufficient). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 25. | • | | | • | | | | | | Topographical features of subject property from best, readily available published (public) source. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 26. | | • | • | | • | • | • | • | | Existing and proposed contour intervals based on USC and GS data. Contours to extend at least 200 feet beyond subject property as follows: Up to 3% grade = 1 foot; Between 3% and 10%=2 feet; 10%+ grade = 5 feet. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 27. | • | | | • | | | | | • | Boundary, limits, nature and extent of wooded areas, and other significant physical features. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 28. | | • | • | | • | • | • | • | | Boundary, limits, nature and general extent of wooded areas, specimen trees of eight inches or more in diameter measured four feet above grade, and other significant physical features (map all and indicated those to be disturbed). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 29. | • | • | • | | • | | • | | • | All proposed lot lines, area of lots in square feet (approximate for concept plan), and setback lines. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 30. | • | • | • | • | • | • | • | • | • | Size and location of any existing or proposed uses or structures (including wells and septics) with all setbacks dimensioned, including any buildings or structures to be removed (for concept plan and general development plan, general location only). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 31. | | | • | • | | • | | • | | Gross floor area per building and floor area ratio (FAR). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 32. | | | • | • | | • | | • | | Square footage allocation of uses per building. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 33. | | | • | • | | • | | • | | Distance between buildings. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 34. | | | • | • | | • | | • | | Multiple buildings identified with letters or numbers. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |

| Submission Requirements | | | | | | | | | | Item Description | Status | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Minor | | | Major | | | | | | | | | | |
| | | | | | Prelim-inary | | Final | | | | | | | | |
| Item Number | Concept Plan | Subdivision | Site Plan | General Development | Subdivision | Site Plan | Subdivision | Site Plan | Zoning | | | Complete | Not | Exemption | Incomplete |
| 35. | • | | | • | | | | | | Location and dimensions of any existing or proposed streets (general location only). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 36. | | • | • | | • | • | • | • | | Location and dimensions of any existing or proposed streets, rights-of-way, and pavement widths. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 37. | • | | • | | • | • | • | • | | Parking plan, where applicable, showing spaces (size and type), aisle width, islands, curb cuts, drives, driveways, and all ingress and egress areas and dimensions (for concept plan, general information only). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 38. | | | • | | | • | | • | | Distances between parking areas and driveway(s) to nearest property line. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 39. | | | • | | | • | | • | | Number of parking stalls per row. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 40. | | | • | • | | • | | • | | Schedule of number of parking stalls per use required by ordinance. The number of parking stalls proposed. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 41. | | | • | | | • | | • | | Radii for all turning areas and designated design vehicle. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 42. | | | • | | | • | | • | | Location and dimensions of adjacent and opposite driveway and street intersections. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 43. | | | • | | | • | | • | | Location of traffic control devices including signs, pavement markings, parking prohibitions and fire lanes. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 44. | | | • | | | • | | • | | Location and dimensions of loading/unloading areas. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 45. | | | • | | | • | | • | | Architectural elevations for all sides of building indicating height from grade, roof pitch, roof-mounted utilities, signs and materials in color. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 46. | | • | • | • | • | • | • | • | | Copy and/or delineation of any existing or proposed deed restrictions or covenants. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 47. | • | • | • | • | • | • | • | • | | Any existing easement or land reserved for or dedicated to public, utility, or conservation use, or restricted by reason of wetlands or wetland buffers, and any organizations for the ownership and maintenance of open space required by the MLUL (N.J.S.A. 40:55D-43) (for concept plans, general location suffices). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |

| Submission Requirements | | | | | | | | | | Item Description | Status | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Minor | | | Major | | | | | | | | | | |
| | | | | | Prelim-inary | | Final | | | | | | | | |
| Item Number | Concept Plan | Subdivision | Site Plan | General Development | Subdivision | Site Plan | Subdivision | Site Plan | Zoning | | | Complete | Not | Exemption | Incomplete |
| 48. | | • | • | | • | • | • | • | | Any proposed easement or land reserved for or dedicated to public, utility, or conservation use, or restricted by reason of wetlands or wetland buffers, and any organizations for the ownership and maintenance of open space required by the MLUL (N.J.S.A. 40:55D-43). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 49. | | • | • | | • | • | • | • | | Sight triangles. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 50. | | | | • | • | • | | • | | Development stages or staging plans. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 51. | | | • | | | • | | • | | A soil erosion and sediment control plan which indicates: the location of the proposed development, the total area of development, and the total amount of earthwork in cubic yards. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 52. | | | | | • | • | | | | Existing system of drainage of subject site and preliminary design of proposed system of drainage (including preliminary drainage calculations). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 53. | | | | | | | • | • | | Detailed engineering design of proposed system of drainage of subject site. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 54. | | | | | • | • | • | • | | Drainage area map for existing and developed site condition. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 55. | | | | | | | • | • | | Final drainage calculations. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 56. | | | | • | | | | | | An environmental inventory including a general description of natural and cultural resources, and the probable impact of the development on the environmental attributes of the site. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 57. | | | | • | | | | | | An open space plan showing the proposed land area of parks and conservation set-asides, improvements proposed, and plans for their operation and maintenance. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 58. | | | | | • | • | • | • | | Recreation facilities plan and details, where applicable. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 59. | | • | • | • | • | • | | | | General soil information from best, readily available, published source. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 60. | | | | | | | | | | Location of soil borings. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 61. | | | | | • | • | • | • | | Will topsoil be removed from the site and/or transported outside municipal boundaries? If yes, explain. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |

| Submission Requirements | | | | | | | | | | Item Description | Status | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Minor | | | Major | | | | | | | | | | |
| | | | | | Prelim-inary | | Final | | | | | | | | |
| Item Number | Concept Plan | Subdivision | Site Plan | General Development | Subdivision | Site Plan | Subdivision | Site Plan | Zoning | | | Complete | Not | Exemption | Incomplete |
| 62. | | | | • | | | | | | A community facility plan including, but not limited to, educational or cultural facilities, historic sites, libraries, hospitals, firehouses, and police stations. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 63. | • | • | • | | • | • | • | • | | Plan includes barrier-free subcode requirements, if applicable. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 64. | | • | • | | • | • | • | • | | Construction details as required by the residential site improvement standards, including cross-section details of all drainage systems and details for roads, sidewalks, stormwater management systems, water supply, and sanitary sewers. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 65. | | • | | | | | • | | | New block, lot and street identification numbers confirmed with local Assessor or municipal designee. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 66. | | | | | • | • | • | • | | Proposed street names when new road(s) proposed. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 67. | • | | | | | | | | | Vehicular and pedestrian circulation patterns (general). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 68. | | • | • | • | • | • | • | • | | Proposed vehicular and pedestrian circulation and utility infrastructure plans, including disposal of sanitary sewage, water, stormwater management. All other utilities may be shown by footnote. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 69. | | • | • | | | | • | • | | Where residential construction is contemplated, subsurface disposal testing where using septic systems. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 70. | | | | • | • | • | • | • | | Air quality study pursuant to § 160-15B for any residential development of 100 or more units and any other development with more than 100 parking spaces. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 71. | | • | • | | • | | • | | | Finished spot elevations at all property corners. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 72. | | | | | | • | | • | | Finished spot elevations at all building corners and finished first floor elevations of proposed buildings. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 73. | | | | | • | • | • | • | | Road and paving cross-sections (at fifty-foot intervals) and profiles. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 74. | | | • | | • | • | • | • | | Landscape plan and details, including proposed grading; location of proposed landscape areas; underground utilities; corner sight distance triangles for all intersections; location, size and species of existing trees having a 5" dbh or greater; trees to be removed; location and species of trees in adjoining public right-of-way. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |

| Submission Requirements | | | | | | | | | | Item Description | Status | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Minor | | | Major | | | | | | | | | | |
| | | | | | Prelim-inary | | Final | | | | | | | | |
| Item Number | Concept Plan | Subdivision | Site Plan | General Development | Subdivision | Site Plan | Subdivision | Site Plan | Zoning | | | Complete | Not | Exemption | Incomplete |
| 75. | | | • | | • | • | • | • | | Tree protection management plan, when tree removal is proposed. | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| 76. | | | • | | • | • | • | • | | List of all plant material to be used, including both botanical and common name; quantity and size at the time of planting; root condition or container for each plant; planting details for deciduous trees, coniferous trees and shrubs. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 77. | | | • | | • | • | • | • | | Lighting plan and details, including location, height, light distribution and a catalogue cut for each light fixture, either building mounted or freestanding. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 78. | | | • | | • | • | • | • | | Site identification signs, traffic control signs, and directional signs. Sign details, including for each sign location, elevation materials, color, copy and style of lettering, lighting and square footage per sign. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 79. | | | • | | | • | | • | | Location of containers for solid waste, including recyclables, and design/details of containers. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 80. | | | • | | | • | | • | | Preliminary architectural plan and elevations (required where new building or alterations to existing building are proposed). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 81. | | | • | | • | • | • | • | | Location of nearest existing and proposed fire hydrant within 500 feet of the property. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 82. | | | • | | | • | | • | | Location of all other existing and proposed utilities including, but not limited to, electric, gas, telephone, cable television. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 83. | | • | • | • | • | • | • | • | • | List of required regulatory approvals or permits. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 84. | • | • | • | • | • | • | • | • | • | List of variances requested or obtained (for a concept plan, only in general terms). | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 85. | | • | • | | • | • | • | • | • | Requested or obtained design waivers or exceptions. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 86. | | | | | | | • | | | A letter containing a list of all items not installed or completed and to be covered by a performance guarantee, with quantities/cost of each item and the total cost of all items. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| Additional Requirements for a Gasoline Service Station or Public Garage: | | | | | | | | | | | | | | | |
| 87. | | | | | | | | | | Distance to nearest lot line of any church, school or library. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |

| Submission Requirements | | | | | | | | | | Item Description | Status | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Minor | | | Major | | | | | | | | | | |
| | | | | | Prelim-inary | | Final | | | | | | | | |
| Item Number | Concept Plan | Subdivision | Site Plan | General Development | Subdivision | Site Plan | Subdivision | Site Plan | Zoning | | | Complete | Not | Exemption | Incomplete |
| 88. | | | | | | | | | | Distance to nearest property line of any other garage, service station, gas stations, motor vehicle repair shop or yard, and motor vehicle storage yard within 1,500 feet or less | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| Additional Requirements for a Fast-Food Restaurant: | | | | | | | | | | | | | | | |
| 89. | | | | | | | | | | Specifics regarding noise impact on adjoining properties and uses; lighting, glare and reflection on adjoining properties and uses; and odors on adjoining properties and uses. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| 90. | | | | | | | | | | Distance to nearest property line of any existing fast-food restaurants. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| Additional Requirements for an Adult Bookstore and/or Retail: | | | | | | | | | | | | | | | |
| 91. | | | | | | | | | | Distance to nearest property line of any residential district or dwelling; religious, charitable or nonprofit institution, park, community center, playground, recreation center, or similar; premises licensed for the sale or distribution of alcoholic beverages. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |
| Additional Requirements for an Arcade | | | | | | | | | | | | | | | |
| 92. | | | | | | | | | | Distance to nearest property line of any existing primary or secondary school. | Applicant | | | | |
| | | | | | | | | | | | Official Use | | | | |

**LAND USE REGULATIONS**

*94 Attachment 2*

**Township of Evesham**

**Land Use Board Application Checklist**
**[Added 2-8-2023 by Ord 3-2-2023]**

APPLICANT_____BLOCK_____LOTS_____DATE_____

__ 1. Application Form(s) and Checklist

a. Originals: Application Form, Checklists, Reports (Environmental, Traffic, Stormwater, etc), Plans, W9, Agreement to pay fees/escrow agreement and all other initial submittals with signatures.

b. Application Packet Copies (do not include the W9): Major Site Plans and Subdivisions twenty (20) copies, for all other applications seventeen (17) copies. Reports; two (2) copies of stormwater management reports, two (2) copies of Environmental reports (ESA, Phase 1 etc), and one (1) copy of traffic report. One (1) digital copy of the application packet on a USB drive or equivalent.

Major Site Plans and Major Subdivisions: Of the required 20 sets of plans at least nine (9) should be full size, the remaining eleven (11) may be reduced size. For example, no smaller than: 11”x17”

Minor Site Plans, Minor Subdivisions, and other applications: Of the required 17 sets of plans at least 6 should be full size, the remaining 11 may be reduced size. For example, no smaller than: 11”x17”

__ 2. Application Fees as required; see code 94-10B. including the Fire District review fee as applicable 94-10B.(14)

__ 3. Escrow deposit as required; see code 94-10

__ 4. Certification signed by the Tax Collector (See application packet)

__ 5. Subdivision/Site Plan prepared by a licensed professional containing the following items:

__ Development Name of Subdivision/Site Plan
__ Name, address, telephone number and email address of applicant
__ Name, address, telephone number and email address of owner
__ Name, address, telephone number, email address, signature and license number of applicant's professional preparing the plan
__ New block and lot numbers and street identification numbers as approved by the Tax Assessor
__ Proposed street names when new road(s) are proposed as approved by the Tax Assessor
__ Title block showing the type of application, date of preparation of plan, revisions dates, Tax lot block and lot number and street address
__ List of all property owners within 200 feet of property
__ Scale, written and graphic
__ North arrow
__ Key Map at not more than 1"-2,000', showing tract boundaries, zone district lines, soils, tax lot
__ Schedule of zoning district regulations
__ Acreage of tract to the nearest tenth of an acre

_ Existing and proposed rights-of-way and/or easements on and within 200 feet of tract boundary, including dimensions of rights of ways and pavement widths
_ Existing and proposed contours, extending 200 feet beyond the property boundary
_ Size and location of any existing or proposed uses or structures (including wells and septic) with all setbacks dimensioned, including any buildings or structures to be removed
_ Gross floor area and floor area ratio
_ Square footage allocation of uses per building
_ Distance between buildings
_ Multiple buildings identifiers with letters or numbers
_ Construction Details
_ Cross sections of all drainage systems
_ Road and paving cross sections and profiles
_ Details for all roads, sidewalks, stormwater management, water supply and sanitary sewer
_ Finished spot elevations for all building corners and property corners
_ Finish floor elevations for all buildings
_ Sight identification sign(s) and directional signs including for each sign location, elevation, materials, color, copy and style of lettering, lighting and square footage of signs
_ Location and details of enclosures for solid waste and recyclable containment

_ 6. Current Property Survey prepared by a New Jersey licensed land surveyor showing all existing improvements to the property including wooded areas, specimen trees of eight inches or more in diameter measured four feet above ground and other significant physical features.

_ 7. Tree Protection Management Plan as required by section 62-56.E

_ 8. Traffic Impact Study prepared by a New Jersey licensed engineer for all site plans and major subdivisions as required by section 15-25 through 29 – two copies plus one electronic copy.

_ 9. Environmental Assessment Report as required by section 94-24 through 29 – two copies plus one electronic copy

_ 10. Environmental Impact Report including a Cultural Resource Survey for all site plans, major subdivisions, and planned development as required by sections 94-13 through 17 – two copies plus one electronic copy.

_ 11. For a Subdivision, if the plat is to be filed, a plan prepared in accordance with the Map Filing Law

_ 12. For a Subdivision, proposed lot lines, area of lots in square feet and setback lines.

_ 13. Utility plan showing sanitary sewer, water, stormwater management and waste disposal.

_ 14. Vehicular and Pedestrian circulation patterns and Parking plan showing the following information:
_____ Parking Spaces (size and type)
_____ Aisle widths, islands, curb cuts (all dimensions)
_____ Drives, driveways, and all ingress and egress areas and dimensions
_____ Distance between parking areas and driveways to nearest property lines
_____ Number of parking spaces per row
_____ Schedule of number of parking stalls per use required by ordinance and the number of parking stalls proposed
_____ Radii for all turning areas and drive aisles/access ways for designated design vehicles (including but not limited to trash truck and fire vehicles)
_____ Location and dimension of adjacent and opposite driveway and street intersections
_____ Location of traffic control devices including signs, pavement markings, parking prohibitions and fire lanes
_____ Location and dimension of loading and unloading zones
_____ Traffic control signs and details

_ 15. Architectural elevations for all sides of buildings indicating height from grade, roof pitch, roof mounted utilities, signs and materials in color.

__ 16. Floor Plans for commercial and multi-family developments.

__ 17. Copy and/or delineation of any existing or proposed deed restrictions and covenants.

__ 18. Any existing or proposed easement or land reserved for or dedicated to public, utility or conservation use or restricted by reason of wetlands or wetlands buffers and any organization for the ownership and maintenance of open space required by MLUL.

__ 19. Sight triangles.

__ 20. Development Stages or staging plans/phasing plan.

__ 21. Soil Erosion and Sediment Control Plan including general soil information and location of soil borings

__ 22. Drainage Plan and Calculations showing the existing and proposed systems of drainage, detailed engineering design of proposed system of drainage, drainage area map for existing and developed site conditions including the contributing area to each inlet or cross drain, with Attachment D - Major Development Stormwater Summary. See Article IV Design, Installation, Operational Performance Standards and Maintenance of Stormwater Facilities and Stormwater Management Systems for additional checklist required items (Site Development Stormwater Plans and reports for both Pinelands or Non-Pinelands areas should be included in the initial hard copy and e-copy submission).

__ 23. Open Space Plan showing the proposed land area of parks, conservation areas, improvements proposed and plans for the operation and maintenance of open space areas.

__ 24. Reserved

__ 25. Reserved

__ 26. Landscape Plan and Details indicating the proposed grading, location of landscape areas, underground utilities; sight triangles; location, size and species of existing trees having a 5"dbh or greater; trees to be removed; tree protection management; list of all plant material to be used including both botanical and common names, quantity and size at time of planting, root condition or container for each plant and planting details.

__ 27. Lighting Plan and Details including location, height, light distribution and catalogue cut for each light fixture

__ 28. List of required regulatory approvals or permits and copy of application to outside agencies

__ 29. List of requested design waivers

__ 30. If development is located in the Pinelands area of the Township, a Pinelands Certificate of Filing is required.

__ 31. If public water and sanitary sewer are not available, details for well and septic are required

__ 32. Completed Green Development Checklist (Chapter 94, Attachment 5)

__ 33. Evidence of submission of application to the Evesham Municipal Utilities Authority (or indicate if not applicable)

Please indicate your compliance as follows:

_√_____indicates included with submission; NA indicates not applicable; W indicates waiver is requested

# Attachment D – Major Development Stormwater Summary

## General Information

1. Project Name:
2. Municipality: County: Block(s): Lot(s):
3. Site Location (State Plane Coordinates – NAD83): E: N:
4. Date of Final Approval for Construction by Municipality:
   Date of Certificate of Occupancy:
5. Project Type (circle all that apply):
   Residential Commercial Industrial Other (please specify) _____
6. Soil Conservation District Project Number:
7. Did project require NJDEP Land Use Permit? Yes ☐ No ☐ Land Use Permit #:
8. Did project require the use of any mitigation measures? Yes ☐ No ☐
   If yes, which standard was mitigated?

## Site Design Specifications

1. Area of Disturbance (acres): Area of Proposed Impervious (acres):
2. List all Hydrologic Soil Groups:
3. Please Identify the Amount of Each Best Management Practices (BMPs) Utilized in Design Below:
   Bioretention Systems ☐ Constructed Wetlands ☐ Dry Wells ☐ Extended Detention Basins ☐
   Infiltration Basins ☐ Combination Infiltration/Detention Basins ☐ Manufactured Treatment Devices ☐
   Pervious Paving Systems ☐ Sand Filters ☐ Vegetative Filter Strips ☐ Wet Ponds ☐
   Grass Swales ☐ Subsurface Gravel Wetlands ☐ Other _____

## Storm Event Information

Storm Event: Rainfall (inches and duration) 2 yr.: _____ 10 yr.: _____
100 yr.: _____ WQ DS: _____

Runoff Computation Method (circle one):
NRCS: Dimensionless Unit Hydrograph NRCS: Delmarva Unit Hydrograph Rational Modified Rational
Other: _____

## Basin Specifications (answer all that apply)

*If more than one basin, attach multiple sheets*

1. Type of Basin: Surface/Subsurface (circle one)
2. Owner (circle one):
   Public Private: If so, Name: Phone number:
3. Basin Construction Completion Date:
4. Drain Down Time (hr.):
5. Design Soil Permeability (in./hr.):
6. Seasonal High Water Table Depth from Bottom of Basin (ft.): Date Obtained:
7. Groundwater Recharge Methodology (circle one): 2 Year Difference NJGRS Other NA
8. Groundwater Mounding Analysis (circle one): Yes ☐ No ☐ If, Yes Methodology Used:
9. Maintenance Plan Submitted: Yes ☐ No ☐ Is the Basin Deed Restricted ☐ Yes No ☐

Comments: _____

_____

_____

Name of Person Filling Out This Form: _____ Signature: _____

Title: _____ Date: _____

| Basin Specifications (answer all that apply)<br>*If more than one basin, attach multiple sheets* | |
|---|---|
| 10. Type of Basin: | Surface/Subsurface (circle one) |
| 11. Owner (circle one):<br>Public | Private: If so, Name: Phone number: |
| 12. Basin Construction Completion Date: | |
| 13. Drain Down Time (hr.): | |
| 14. Design Soil Permeability (in./hr.): | |
| 15. Seasonal High Water Table Depth from Bottom of Basin (ft.): | Date Obtained: |
| 16. Groundwater Recharge Methodology (circle one): | 2 Year Difference NJGRS Other NA |
| 17. Groundwater Mounding Analysis (circle one): | Yes No If, Yes Methodology Used: |
| 18. Maintenance Plan Submitted: Yes No | Is the Basin Deed Restricted: Yes No |

| Basin Specifications (answer all that apply)<br>*If more than one basin, attach multiple sheets* | |
|---|---|
| 19. Type of Basin: | Surface/Subsurface (circle one) |
| 20. Owner (circle one):<br>Public | Private: If so, Name: Phone number: |
| 21. Basin Construction Completion Date: | |
| 22. Drain Down Time (hr.): | |
| 23. Design Soil Permeability (in./hr.): | |
| 24. Seasonal High Water Table Depth from Bottom of Basin (ft.): | Date Obtained: |
| 25. Groundwater Recharge Methodology (circle one): | 2 Year Difference NJGRS Other NA |
| 26. Groundwater Mounding Analysis (circle one): | Yes No If, Yes Methodology Used: |
| 27. Maintenance Plan Submitted: Yes No | Is the Basin Deed Restricted: Yes No |

| Basin Specifications (answer all that apply)<br>*If more than one basin, attach multiple sheets* | |
|---|---|
| 28. Type of Basin: | Surface/Subsurface (circle one) |
| 29. Owner (circle one):<br>Public | Private: If so, Name: Phone number: |
| 30. Basin Construction Completion Date: | |
| 31. Drain Down Time (hr.): | |
| 32. Design Soil Permeability (in./hr.): | |
| 33. Seasonal High Water Table Depth from Bottom of Basin (ft.): | Date Obtained: |
| 34. Groundwater Recharge Methodology (circle one): | 2 Year Difference NJGRS Other NA |
| 35. Groundwater Mounding Analysis (circle one): | Yes No If, Yes Methodology Used: |
| 36. Maintenance Plan Submitted: Yes No | Is the Basin Deed Restricted: Yes No |

Name of Person Filling Out This Form: _____ Signature: _____

Title: _____ Date: _____

**Green Development Checklist**
**Evesham Township, Burlington County**

Completion of the checklist by applicants for minor site plan*, major site plan, minor subdivision and major subdivision is mandatory; however compliance with the items on the checklist is voluntary. The intent of the green development checklist is to create an opportunity to discuss municipal green design objectives with the development community. Initially the checklist will facilitate communication about green design and development, and make these items part of the land development dialogue. The submission of the checklist by applicants will enable data collection and assessment by the Township. The data collection and dialogue may lead to incorporation of green design elements into the land development ordinances in the future.

* Applicants eligible for administrative review pursuant to section 127-2D are not required to submit the Green Development Checklist.

**The intent of the checklist questions is to demonstrate the development's potential to incorporate green design features that improve environmental and economic sustainability, improve energy efficiency, reduce the consumption of energy, reduce emissions, improve air and water quality, reduce solid waste, conserve natural resources, and increase the physical and mental health and comfort of residents and workers in the Township. Please elaborate in a narrative form on any items that merit additional description.**

| | |
|---|---|
| **Name of Applicant** | |
| **Address of Project** | |
| **Block and Lot** | |
| **Application Number** | |

| **Assessment Programs** | **YES** | **NO** | **Description** |
|---|---|---|---|
| Is the project aiming for Leadership in Energy and Environmental Design (LEED) certification? Indicate type and level of certifications | ☐ | ☐ | |
| Is the project aiming for any green accreditation such as Energy Star Label, National Green Building Standard? | ☐ | ☐ | |
| **Context** | **YES** | **NO** | **Description** |
| Does the proposal improve the relationship of the site to the surrounding neighborhood, streetscape, and civic/public spaces? | ☐ | ☐ | |
| Is the site a redevelopment, brownfield, greyfield, or infill location? | ☐ | ☐ | |
| Is the site served by or does it enhance pedestrian, bicycle, public transportation networks? | ☐ | ☐ | |
| Will the roads within the development be designed as "complete streets" or will site contribute to the provision of "complete streets" along the frontage? | ☐ | ☐ | |

| | | | |
|---|---|---|---|
| Does the development include historic preservation or adaptive reuse of existing buildings/facilities? | ☐ | ☐ | |
| Does the building's location, scale, or use support historic building conditions off site within the neighborhood? | ☐ | ☐ | |
| Does the development provide a mix of uses? | ☐ | ☐ | |
| Does the development diversify the housing stock by type and/or income? | ☐ | ☐ | |
| Does the development provide or enhance civic and public spaces? | ☐ | ☐ | |
| Does the project preserve natural features and landscapes and integrate or connect them to a broader ecological network? | ☐ | ☐ | |
| Does the site provide or enhance recreation facilities or parks? | ☐ | ☐ | |
| Does the project provide shared parking, priority parking for LEVs, provisions for bicycle storage? | ☐ | ☐ | |
| Does the project protect or enhance open space and natural features? | ☐ | ☐ | |
| **Site Development** | **YES** | **NO** | **Description** |
| Does the design minimize site disturbance during construction? | ☐ | ☐ | |
| Are there low impact design features?<br>Bio-swales<br>Rain gardens<br>Green roofs<br>Pervious pavement<br>Green walls<br>Indigenous plant species<br>Water efficient landscape practices | ☐ | ☐ | |
| Does the site improve water quality through stormwater management? | ☐ | ☐ | |
| Is there onsite management of vegetative waste? | ☐ | ☐ | |
| Are conservation management strategies in place for habitat, wetlands, water bodies? | ☐ | ☐ | |
| Does the site minimize heat island effects through reduced paving, improved landscaping, other methods? | ☐ | ☐ | |
| Does the site encourage alternatives to fossil fueled single occupancy vehicles (shared parking, priority parking for LEVs, vehicle charging stations, etc)? | ☐ | ☐ | |
| Does the site include public art or opportunities for civic events? | ☐ | ☐ | |
| Does the site include light pollution reduction and energy efficient site lighting and controls? | ☐ | ☐ | |

| Green Building | YES | NO | Description |
|---|---|---|---|
| Is the building oriented to maximize the benefits of day lighting and energy? | ☐ | ☐ | |
| Is the scale of the building appropriate to the neighborhood context? | ☐ | ☐ | |
| Does the building employ water conservation features (low flow fixtures, waterless urinals, sensor-controlled faucets)? | ☐ | ☐ | |
| Does the building incorporate rainwater, gray water, storm water capture and reuse? | ☐ | ☐ | |
| Does the building reduce energy usage through efficient heating and cooling, geothermal technology, enhanced day lighting, efficient lighting, occupant controls of HVAC? | ☐ | ☐ | |
| Does the building include onsite energy generation? Solar? Wind? Geothermal? | ☐ | ☐ | |
| Does the project incorporate Energy Star labeled products? | ☐ | ☐ | |
| Is natural ventilation and efficient use of outdoor air during heating and cooling periods utilized? | ☐ | ☐ | |
| Are there other measures to improve indoor air quality? | ☐ | ☐ | |
| Is an existing building being reused? What percent? | ☐ | ☐ | |
| Is there a waste management plan for recycling/reuse of construction waste? | ☐ | ☐ | |
| Are recycled materials or materials containing recycled content being used for the construction or renovation? | ☐ | ☐ | |
| Are building materials sourced within the region (a +/-150mile radius)? | ☐ | ☐ | |

# SAMPLE PUBLIC NOTICE PACKET

Notice Requirements for Hearings Township Code 15-16

NOTE: A copy of the draft proposed public notice of the application **must** be provided to the Board Secretary **prior to the notice being published online and mailed to the 200' Foot Radius List**. A sample public notice is on page 2.

At least 10 days PRIOR to the date of the hearing for a variance or other application that requires public notice in accordance with the Code and Municipal Land Use Law, **the applicant must provide** Public Notice of the application by **(A) publishing a Legal notice in an online news publication and (B) mailing written notice to the Certified Lists of Owners within 200 feet of the property(ies) AKA 200 feet List including Owners of properties outside Evesham (if applicable).** Please see Township Code 15-16 for additional guidance and/or consult with your land use attorney.

**A. Online Newspaper**: Public notice shall be given by publication **in one (1) of the official *online* newspapers** of the Township **at least 10 days prior to the date of the hearing.**

| Official Newspaper/s | Phone # | Email |
|---|---|---|
| Burlington County Times: | (215) 949-4112 | legals@thebct.com |
| Cherry Hill Courier Post: | (844) 590-5995 | cplegals@gannett.com |

**B. 200 Feet List Notice/Letter to be mailed at least 10 days prior to the date of the hearing:** Written notice shall also be given to the owners of all real property via certified mail (*no return receipt required*) as shown on the current tax assessor records within 200 feet of the applicant property (in all directions of the applicant property, including adjacent municipalities if applicable).

i. Proof of mailing, including a copy of the letter that is being sent, must be provided to the Board Secretary. Individual certified mail receipts must list the name and address of the property owner to whom the letter was sent and must be stamped by the USPS. *A cash register receipt listing the certified mail numbers and cost of mailing cannot be accepted as proof of mailing.*

**C. AFTER the Board renders a final decision (resolution adoption),** the applicant **must publish notice of the decision**, per Township Code 15-19. A brief notice of every final decision shall be published in the official online newspaper of the Township. Such online publication shall be arranged by the applicant who shall bear the expense of same. The aforementioned notice shall be sent to the official online newspaper for publication within 10 days of the date of adoption of a memorializing resolution. Proof of publication must be provided to the Board Secretary.

## **SAMPLE 1:** Newspaper Online Public **Notice**

**PLEASE TAKE NOTICE** that the Evesham *Planning Board or Zoning Board (enter correct Board)* will hold a public hearing on the application of ___*INSERT NAME*___ at the Evesham Municipal Building, 984 Tuckerton Road, Marlton, NJ, on _____*INSERT MEETING DATE*_____ 20 __ at 7:00 p.m. The subject property is located at __*INSERT SITE ADDRESS*___ known as Block _*INSERT*_and Lot _*INSERT*_ on the Evesham Township Tax Maps. The applicant is proposing __*Insert Project Description/Type of Work Proposed*___.

The applicant is seeking the following variances or waivers: ***[The following is an example. Edit as needed to match your what you are seeking in your application. Be sure to include the Code sections]***

1. Rear, side, front yard (XX feet required, XX feet proposed) (Code Section 160-XX and/or Code Section 62-XX)
2. 6' fence where 4' permitted in front yard (Code Section 160- )
3. Impervious coverage limit XX%/Proposed XX% (Code Section 160- )
4. The applicant will also seek any other waivers or variances noted by the Board or its staff during the course of review.

Interested persons may attend this meeting and be heard. Copies of the application, plans and supporting documents are on file with the Planning/Zoning Board Secretary at the Evesham Municipal Building and may be inspected during regular business hours.

## **SAMPLE 2: 200 Foot List Notice/Letter of hearing to property owners**

"In accordance with the requirements of the Township of Evesham Ordinance and N.J.S.A. 40:55D-12 (Revised Statutes of NJ), you are hereby notified that the application for development has been filed by the undersigned with the Administrative Officer. Copies of the application, plans and supporting documents are on file with the Planning/Zoning Board Secretary at the Evesham Municipal Building and may be inspected during regular business hours.

**PLEASE TAKE NOTICE** that the Evesham *Planning Board or Zoning Board (enter correct Board)* will hold a public hearing on the application of ___*INSERT NAME*___ at the Evesham Municipal Building, 984 Tuckerton Road, Marlton, NJ, on _____*INSERT MEETING DATE*_____ 20 __ at 7:00 p.m. The subject property is located at __*INSERT SITE ADDRESS*___ known as Block _*INSERT*_and Lot _*INSERT*_ on the Evesham Township Tax Maps. The applicant is proposing __*Insert Project Description/Type of Work Proposed*___.

The applicant is seeking the following variances or waivers: ***[The following is an example. Edit as needed to match your what you are seeking in your application. Be sure to include the Code sections]***

1. Rear, side, front yard (XX feet required, XX feet proposed) (Code Section 160-XX and/or Code Section 62-XX)
2. 6' fence where 4' permitted in front yard (Code Section 160- )
3. Impervious coverage limit XX%/Proposed XX% (Code Section 160- )
4. The applicant will also seek any other waivers or variances noted by the Board or its staff during the course of review.

Further take notice that the Board may at its discretion, adjourn, postpone, or continue hearings from time to time and you are hereby notified that you should make diligent inquiry of the Planning Board/Zoning Board Secretary concerning such adjournments, postponements or continuations".

SIGNATURE: _____ DATE _____

## List of Property Owners Served via Hand Delivery

NOTICE: The list of required names and addresses shall be obtained from the most recent municipal tax list from the Tax Assessor. This form when executed shall show strict compliance with N.J.S.A 40:55D-12. This form shall be typewritten/handwritten and shall clearly indicate service made by hand delivery. **If hand delivered, addressee must sign** this sheet. **Each sheet must be certified by the applicant and witnessed by a notary.**

**NAME AND ADDRESS** **SERVICE TYPE/SIGNATURE**

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature of Applicant/Person who served the notices.

_____

Sworn to before me this _____ day of ___ 20 __
Notary Public of New Jersey

# REQUEST FOR CERTIFIED LIST OF OWNERS

**TO:** **Tax Assessor**, Evesham Township
984 Tuckerton Road
Marlton, NJ 08053

I HEREBY REQUEST A CERTIFIED LIST OF PROPERTY OWNERS WITHIN TWO HUNDRED (200') FEET OF:

**BLOCK:** _____ **LOT:** _____

**SUBJECT PROPERTY**
**STREET ADDRESS:** _____

ENCLOSED FIND FEE OF **$10.00**, PAYABLE TO **EVESHAM TOWNSHIP** AS REQUIRED FOR SAID CERTIFIED LIST.
*PURSUANT TO THE MUNICIPAL FEE SCHEDULE (**AMENDED MARCH 2, 2004, BY ORDINANCE NO. 6-3-2004**) THE COST FOR A CERTIFIED PROPERTY OWNERS LIST IS $0.25 PER NAME OR A MINUMUM OF $10, WHICHEVER IS GREATER.*

**SIGNED**: _____

**NAME:** _____
(PLEASE PRINT)

**ADDRESS:** _____

_____

**PHONE:** _____

☐ **EMAIL ADDRESS:** _____

**THE COMPLETED CERTIFIED LIST WILL BE FORWARDED TO THE ABOVE NAMED APPLICANT WITHIN THE STATUTORY DEADLINE OF SEVEN (7) WORKING DAYS FROM DATE REQUEST IS RECEIVED IN THE ASSESSOR'S OFFICE**

# STATE OF NEW JERSEY NON-RESIDENTIAL DEVELOPMENT FEE CERTIFICATION/EXEMPTION

P.L. 2008, c. 46 (N.J.S.A. 40:55D-8.1 et seq.)

## SECTION A: To be completed by Developer

Name of Developer: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

**Property Location**

County: _____ Municipality: _____

Block: _____ Lot: _____ Qual.: _____

Street Address: _____

Date(s) on which Developer received preliminary and/or final site plan approval: _____

Construction/Demolition Permit Application Number: _____

Date on which Developer first sought construction or demolition permit (N.J.S.A. 40:55D-8.6): _____

Date on which Developer received construction/demolition permit: _____

Has the property been previously developed with a building, structure, or other improvement? _____

**Exempt From or Not Subject to Fee [N.J.S.A. 40:55D-8.4] Check one if appropriate.**

- ☐ Non-profit Educational Purposes
- ☐ House of Worship
- ☐ Non-profit hospital or nursing home facility relocation or improvement
- ☐ State, County, and local government buildings
- ☐ Transit Hub
- ☐ Parking lots and structures
- ☐ Public amenity (recreational, community, senior centers) (Attach Planning Board approval)
- ☐ Commercial Farm or Use Group U Buildings and Structures
- ☐ Transit Village
- ☐ Transit Hub-Light Rail
- ☐ Preliminary or final approval granted prior to July 1, 2013 and construction permit issued prior to January 1, 2015

**Non-exempt status [N.J.S.A. 40:55D-8.6] Check one if appropriate.**

- ☐ Prior payment or commitment for low and moderate income housing Amount paid: $ _____
- ☐ Non-residential planned development, subject to a development or redevelopment agreement entitled to a 1% fee
- ☐ Full Fee Due (2.5%)

***IF AN EXEMPTION OR REDUCED PAYMENT IS CLAIMED, DEVELOPER MUST ATTACH PROOF OF SUCH CLAIM.***

**I, the undersigned, understand that this declaration and its contents may be disclosed or provided to the State of New Jersey and that any false statement contained herein may be punished by fine, imprisonment, or both. I further declare that I have examined this declaration and, to the best of my knowledge and belief, it is true, correct and complete.**

Signature of Developer: _____

Name: _____

Title: _____ Date: _____

## SECTION B: To be completed by Assessor

| | Estimated | | Final | |
|---|---|---|---|---|
| Project's Assessed Value of Land & Improvements | $ | E1 | $ | F1 |
| Director's Ratio | % | E2 | % | F2 |
| Project's Equalized Assessed Value of Land & Improvements | $ | E3 (E1÷ E2) | $ | F3 (F1 ÷ F2) |
| If there are pre-existing improvements on the property, enter the equalized assessed value of land & improvements on this line; If new construction on vacant land, enter $0.00 or NA on this line | $ | E4 | $ | F4 |
| Amount on which fee is calculated (if new construction on vacant land, will be the value of land & improvements of the final development; if there are pre-existing improvements on the property, will be the value of new improvements only) | $ | E5 (E3-E4) | $ | F5 (F3-F4) |
| **Non-residential Development Fee** | $ | E6 (E5 x 2.5%) | $ | F6 (F5 x 2.5%) |

Signature of Assessor: _____ Date: _____

Name: _____ Exempt: ☐

## SECTION C: To be completed by municipality

Payment Amount (Amount should equal E6 or F6): $_____

Payment received by ( name): _____

Signature: _____

Name: _____

Title: _____ Date: _____

# GENERAL INSTRUCTIONS

## Terms Defined:

**"Non-profit educational purposes,"** means property which is tax exempt pursuant to N.J.S.A. 54:4-3.6.

**An exempt "amenity"** is an element "to be made available to the public, including, but not limited to, recreational facilities, community centers, and senior centers, which are developed in conjunction with or funded by a non-residential Developer." If claiming this exemption Planning Board approval must be attached to this form.

**"Urban transit hub"** means property located within a 1/2 mile radius surrounding the mid point of a New Jersey Transit Corporation, Port Authority Transit Corporation or Port Authority Trans-Hudson Corporation rail station platform area. A property that is partially included within the radius shall only be considered part of the hub if over 50 percent of its land area falls within the radius. "Rail station" shall not include any rail station located in an international airport. Maps of Urban Transit Hubs can be found at:

http://www.njeda.com/about/Public-Information/Inactive-EDA-Programs/Urban-Transit-Hub-Tax-Credit-Program/

**A "Transit Village"** is an area in a municipality that has been designated by the State inter-agency Transit Village Task Force. More information on Transit Villages can be found at: http://www.state.nj.us/transportation/community/village/.

**IMPORTANT:** N.J.S.A. 40:55D-8.4(a) establishes two different assessments of the Non-Residential Development Fee, one for new non-residential construction on vacant land and one for structural additions on sites with existing improvements. When the land being developed is vacant, the Non-Residential Development Fee is 2.5% of the value of land and improvements of the final development. When the land being developed already has existing improvements, the Non-Residential Development Fee is 2.5% of the value of the new improvements of the final development only; the land value and value of existing improvements are excluded from the calculation of the fee.

**For Developers:** The Developer is required to complete Section A (except Construction Permit Application number) and submit the form with the Construction Permit Application. Prior to claiming an exemption, credit, or 1% fee, the Developer should review the referenced statute and verify that it applies. If a reduced fee amount (1%) or credit is being claimed, substantiation of the claim (dated prior to the effective date of the Act, July 17, 2008) shall be provided and attached to the certificate, i.e., the redevelopment agreement, general plan approval, Developer's agreement, or proof of prior commitment of payment toward low and moderate income housing.

**For Construction Official:** The Construction Official is required to verify that Section A is fully completed, that the property and contact information provided are the same as those on the construction permit application. The Construction Official must verify that the form is signed by the Developer and fill in the Construction Permit Application Number. Once all information is accurate and complete, the Construction Official forwards the original form to the Assessor. If not accurate and complete, the Construction Official shall refuse to accept the form and must return it to the applicant.

**For Assessor:** The Assessor shall determine if a claimed exemption is justified. If the property is exempt, the Assessor shall check the "exempt" box at the bottom of Section B, sign and provide the original signed Form N-RDF to the Construction Official and a copy to the Developer. If not exempt, the Assessor, based on review of plans and conceptuals submitted with Construction Permit Application, shall prepare an estimated assessment of the property. The Assessor is responsible for completing the "Estimated" column of Section B (E1-E5) to determine the **estimated** Non-Residential Development Fee due (E6). E1 should be the **estimated** assessed value of land and improvements of the final development. E2 should be the Director's Ratio for the municipality. E3 should be the **estimated** equalized assessed value of the land and improvements of the final development on the site (E1 ÷ E2).

If the development is new construction on vacant land, the Non-Residential Development Fee is assessed on the value of the land and improvements of the final development, and E4 and F4 should equal $0.

If the development is situated on real property that was previously developed with a building, structure, or other improvement, the Non-Residential Development Fee is assessed on the value of the new improvements only, without including the value of the land or the existing improvements, and E4 and F4 should show the existing equalized assessed value of the land and improvements as of the date listed in section A when the construction or demolition permit was first sought.

The Assessor then provides a copy of the estimate to the Construction Official and the Developer, and retains original. The Construction Official's copy is to be filed in the Construction Permit Application File. Upon notification that the property is ready for a final assessment, the Assessor reviews the estimate, performs a final assessment and completes Section B, "Final" column (F1-F5) to determine final fee, F6. F1 should be the actual assessed value of the land and improvements at completion, F2 should be the Director's Ratio at the time of completion of the project, and F3 should be the equalized assessed value of land and improvements at completion (F1 ÷ F2).

**For Payment Recipient and Construction Official:** The Assessor is responsible for signing and providing the original N-RDF to the Construction Official, who files it in the Construction Permit Application file; the Assessor must also provide a copy to the Developer for use when making payment. If the municipality is participating in the Fair Housing Act process, payment is to be remitted to the town and Section C is to be completed as receipt of payment.

If the municipality is not participating in the Fair Housing Act process, payment is to be made to the Treasurer, State of NJ, and mailed to: Local Planning Services, Attn: Sean Thompson, 101 South Broad Street, PO Box 813, Trenton, NJ, 08625-0813. When preparing to issue Certificate of Occupancy (CO), the Construction Official is to compare the Developer's receipt to the copy in the Construction Permit File, and if they match, issue the CO.

If the fee imposed is being contested, the payment must equal the amount in E6; if it is not being contested, payment must equal the amount in F6. If payment does not match the final or the estimated fee, a CO will not be issued. (For a limited period after the enactment of the Act, the amount listed in E6 and F6 may differ from the fee paid, if the Developer is entitled to a credit pursuant to N.J.S.A. 40:55D-8.6(c) or payment of a 1% fee pursuant to N.J.S.A. 40:55D-8.6(a)). This credit or reduced fee will be indicated in Section A.

**Appeals:** A Developer may challenge Non-Residential Development Fees imposed pursuant to N.J.S.A. 40:55D-8.1 et seq. by filing a challenge with the Director of the Division of Taxation. Pending a review and determination by the Director, which shall be made within 45 days of receipt of the challenge, collected fees shall be placed in an interest bearing escrow account by the municipality or by the State, as the case may be. Appeals from a determination of the Director may be made to the Tax Court of New Jersey in accordance with the provisions of the State Uniform Tax Procedure Law, N.J.S.A. 54:48-1 et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

**Moratorium Lifted, Fee Re-Imposed:** A moratorium on Non-Residential Development Fees that was extended by P.L. 2011, c. 122, has **not** been renewed prior to the expiration of those provisions. Non-residential projects not meeting the criteria for exemption in N.J.S.A. 40:55D-8.4 or N.J.S.A. 40:55d-8.6 are subject to the Non-Residential Development Fee.