

LAND USE REGULATIONS

94 Attachment 2

Township of Evesham

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

APPLICANT PSE&G BLOCK 15 LOTS 2 DATE 5/13/2025

X 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"

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

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

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

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

- X Development Name of Subdivision/Site Plan
- X Name, address, telephone number and email address of applicant
- X Name, address, telephone number and email address of owner
- X Name, address, telephone number, email address, signature and license number of applicant's professional preparing the plan

N/A New block and lot numbers and street identification numbers as approved by the Tax Assessor

N/A Proposed street names when new road(s) are proposed as approved by the Tax Assessor

- X Title block showing the type of application, date of preparation of plan, revisions dates, Tax lot block and lot number and street address
- X List of all property owners within 200 feet of property
- X Scale, written and graphic
- X North arrow
- X Key Map at not more than 1"-2,000', showing tract boundaries, zone district lines, soils, tax lot
- X Schedule of zoning district regulations
- X Acreage of tract to the nearest tenth of an acre

- X 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
 - X Existing and proposed contours, extending 200 feet beyond the property boundary
 - X 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
 - X Gross floor area and floor area ratio
 - X Square footage allocation of uses per building
 - N/A Distance between buildings
 - N/A Multiple buildings identifiers with letters or numbers
 - X Construction Details
 - X Cross sections of all drainage systems
 - X Road and paving cross sections and profiles
 - X Details for all roads, sidewalks, stormwater management, water supply and sanitary sewer
 - X Finished spot elevations for all building corners and property corners
 - X Finish floor elevations for all buildings
 - X 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
 - W Location and details of enclosures for solid waste and recyclable containment
- X 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.
- X 7. Tree Protection Management Plan as required by section 62-56.E
- X 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.
- X 9. Environmental Assessment Report as required by section 94-24 through 29 – two copies plus one electronic copy
- X 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.
- N/A 11. For a Subdivision, if the plat is to be filed, a plan prepared in accordance with the Map Filing Law
- N/A 12. For a Subdivision, proposed lot lines, area of lots in square feet and setback lines.
- X 13. Utility plan showing sanitary sewer, water, stormwater management and waste disposal.
- X 14. Vehicular and Pedestrian circulation patterns and Parking plan showing the following information:
- N/A Parking Spaces (size and type)
 - X Aisle widths, islands, curb cuts (all dimensions)
 - X Drives, driveways, and all ingress and egress areas and dimensions
 - N/A Distance between parking areas and driveways to nearest property lines
 - N/A Number of parking spaces per row
 - N/A Schedule of number of parking stalls per use required by ordinance and the number of parking stalls proposed
 - X Radii for all turning areas and drive aisles/access ways for designated design vehicles (including but not limited to trash truck and fire vehicles)
 - N/A Location and dimension of adjacent and opposite driveway and street intersections
 - N/A Location of traffic control devices including signs, pavement markings, parking prohibitions and fire lanes
 - N/A Location and dimension of loading and unloading zones
 - N/A Traffic control signs and details
- X 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. **Construction proposed in 1 phase**
- 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

SAMPLE PUBLIC NOTICE PACKET

Notice Requirements for Hearings Township Code 15-16

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 complete Public Notice of the application by (A) Newspaper and (B) to the 200' List. The notice must be completed in accordance with the Municipal Land Use Law. Please see Township Code [15-16](#) for additional guidance and/or consult with your land use attorney.

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

<u>Official Newspaper/s</u>	<u>Phone #</u>	<u>Email</u>
Burlington County Times:	(215) 949-4112	legals@thebct.com
Courier Post:	(732) 897-4406	cplegals@gannet.com
Central Record:	(215) 648-1066	sjlegals@ingnews.com

B. 200' LIST NOTICE/LETTER: Notice shall also be given to the owners of all real property as shown on the current tax assessor records within 200 feet in all directions of the property which is the subject of such hearing and whether located within or without the Township in which the applicant's land is located **at least 10 days prior to the date of the hearing.**

AFTER the Board renders a final decision, the applicant must complete the Publication of the decision, see Township Code [15-19](#). A brief notice of every final decision shall be published in the official newspaper of the Township. Such publication shall be arranged by the applicant who shall bear the expense of same. The aforementioned notice shall be sent to the official newspaper for publication within 10 days of the date of adoption of a memorializing resolution.

NOTE: REMOTE MEETINGS: IF THE BOARD MEETING THE APPLICATION IS BEING PRESENTED AT IS BEING CONDUCTED REMOTELY, THE PUBLIC NOTICE (NEWSPAER AND 200' LIST) MUST INCLUDE THE FOLLOWING OR SIMILAR INFORMATION SO THE PUBLIC KNOWS HOW TO LOGINTO OR DIAL INTO THE BOARD MEETING. The Board Meeting will be Conducted Remotely (computer, tablet or phone) via ZOOM Meeting due to the COVID-19("Coronavirus") pandemic and in Accordance with Executive Order No. 107 signed by Governor Murphy on March 21, 2020.

Join Zoom Meeting: [INSERT WEBLINK AS PROVIDED BY THE TOWNSHIP](#)

Meeting ID: [TO BE PROVIDED BY THE TOWNSHIP](#)

Dial in by your location: [TO BE PROVIDED BY THE TOWNSHIP](#)

SAMPLE 1: Newspaper Public Notice

PLEASE TAKE NOTICE that the Evesham ___INSERT BOARD___ Planning or Zoning___ 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___ it is known as Block ___INSERT___ and Lot ___INSERT___ on the Evesham Township Tax Maps. The applicant is proposing ___Insert Project Description___.

The applicant is seeking the following variances or waivers: ***[The following is an example. Please edit as needed to match your what you are seeking in your application.]***

1. Side yard (30' required, 10' proposed) per Code Section 160-
2. Front yard (80' required, 60' proposed)
3. 6' fence where a 4' fence is required per 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' 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 ___INSERT BOARD___ Planning or Zoning___ Board will hold a public hearing on the application of ___INSERT NAME___ at the Evesham Municipal Building, 984 Tuckerton Road, Marlton, NJ, on _____ 20__ at 7:00 p.m. The subject property is located at ___INSERT ADDRESS___ it is known as Block _____ and Lot _____ on the Evesham Township Tax Maps. The applicant is proposing ___Insert Project Description___.

The applicant is seeking the following variances or waivers: ***[The following is an example. Please edit as needed to match your what you are seeking in your application.]***

1. Side yard (30' required, 10' proposed) per Code Section 160-
2. Front yard (80' required, 60' proposed)
3. 6' fence where a 4' fence is required per 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 discretions, 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 Administrative Officer concerning such adjournments, postponements or continuations.

SIGNATURE: _____ DATE _____

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: 15 LOT: 2

SUBJECT PROPERTY

STREET ADDRESS: 225 Sharp Road, Evesham Township

ENCLOSED FIND FEE OF **\$10.00**, PAYABLE TO **EVESHAM TOWNSHIP** AS REQUIRED FOR SAID CERTIFIED LIST.

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: Public Service Electric and Gas Company (PSE&G), c/o Katherine L. Hering
 Address: 4000 Hadley Road, South Plainfield, NJ 07080
 Phone: 732-804-5478 Fax: _____ E-mail: Katherine.Hering@pseg.com

Property Location

County: Burlington Municipality: Evesham Township
 Block: 15 Lot: 2 Qual.: _____
 Street Address: 225 Sharp Road

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.

- | | | |
|--|--|---|
| <input type="checkbox"/> Non-profit Educational Purposes | <input type="checkbox"/> Transit Hub | <input type="checkbox"/> Transit Village |
| <input type="checkbox"/> House of Worship | <input type="checkbox"/> Parking lots and structures | <input type="checkbox"/> Transit Hub-Light Rail |
| <input type="checkbox"/> Non-profit hospital or nursing home facility relocation or improvement | <input type="checkbox"/> Public amenity (recreational, community, senior centers) (Attach Planning Board approval) | |
| <input type="checkbox"/> State, County, and local government buildings | <input checked="" type="checkbox"/> Commercial Farm or Use Group U Buildings and Structures | |
| <input type="checkbox"/> 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: Katherine L. Hering, P.E., P.P., C.M.E.

Title: PSE&G Permitting Specialist 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 conceptualls 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 ($E1 \div E2$).

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 ($F1 \div F2$).

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.