



Eastampton Township Land Use Planning Board Application Checklist

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PLEASE SUBMIT **3 COMPLETE APPLICATIONS** FOR THE INITIAL REVIEW,
ALONG WITH **ONE (1) CD COPY OR USB.**

YOU WILL BE NOTIFIED ONCE THE APPLICATION HAS BEEN DEEMED
COMPLETE. AT THAT TIME PLEASE SUBMIT AN ADDITIONAL **15 COPIES**, ALONG
WITH **ONE (1) CD COPY OR USB.**

Please contact Kim-Marie White at 609-267-5723 ext.209 or kwhite@eastampton.com
with any questions.

INSTRUCTIONS FOR APPLICANTS

EASTAMPTON TOWNSHIP LAND USE PLANNING BOARD

These instructions are intended as general guidance for property owners and other applicants coming before the Land Use Planning Board of Eastampton Township for a variance from the Zoning Ordinance, an interpretation of the Ordinance, an appeal from a decision of the Zoning Officer, approval of a conditional use, approval of a site plan for development, approval of a subdivision of a parcel or, a conceptual/informal application or any other matter within the Land Use Planning Boards' jurisdiction. Applicants that are corporations (profit or non-profit), limited partnerships, limited liability companies or limited liability partnerships must be represented by an attorney licensed to practice in the State of New Jersey. It is recommended, but not required, that individuals, couples, estates, trusts and general partnerships be represented by counsel. All surveys, site plan\ and subdivision plans must be prepared, signed and sealed by surveyors and engineers licensed in New Jersey.

PRELIMINARY REQUIREMENTS

Tax Certification.

Every application requires the applicants to obtain Certification from the Tax Collector of Eastampton Township that all real estate taxes on all parcels of land involved in an application to the Land Use Board are paid current through the date of the hearing. There is a fee of \$10.00 per lot for this Certification. Certification that taxes are paid current must be submitted to the land Use Administrator 10 days prior to the hearing date.

List of Property Owners Within 200 Feet.

Every application to the Land Use Planning Board requires that a Notice of Public Hearing be sent to the owners of every parcel of land within 200 feet of the boundaries of each lot involved in the application and certain utilities, adjoining municipalities and state and county agencies. This list is obtained from the Tax Assessor, and there is a fee of \$10.00 or \$.25 per name (whichever is greater) for preparation of the list. Please note, that if a parcel that is part of an application is within 200 feet of the Township boundary, the property owners in the adjacent municipality must be notified as well. The list of property owners to be notified in adjacent municipalities must be obtained from the Tax Assessor of that municipality, who will also charge a fee for his or her services.

Application Form. Every applicant must complete the Application and present to the Land Use Planning Board Administrator AT LEAST 21 DAYS before the next regularly scheduled meeting. If the application is for a Commercial Site Plan and/or Subdivision 3 hard copies and 1 copy on (CD) of the application must be submitted for Completeness Review. Once the application is deemed complete, 15 hard copies and 1 copy (on CD) shall be submitted. The Land Use Planning Board Completeness Administrator then has 45 days to deem the application complete or incomplete. After completeness has been determined you will be notified by the Land Use Planning Board Administrator of your hearing date.

Checklists. Applications for subdivision or site plan approval must be accompanied by the appropriate checklist for that type of application. Each item on the checklist must be submitted, unless the applicant is seeking a waiver or particular requirement which explains why it is not applicable to the application. This shall be in writing and shall be submitted with any required back-up material.

Notice of Public Hearing. Every applicant must prepare a Notice of Public Hearing and send it via Certified US Mail, return receipt requested, to every property owner, utility and agency on the list for property owners within 200 feet provided by the Tax Assessor. The Notices must be mailed at least ten (10) days prior to the date of the hearing. An affidavit stating the Notice has been sent must be submitted at or before the hearing, along with a copy of the notice, a copy of the list from the Tax Assessor and copies of the mailing receipts.

Publication of Notice of Public Hearing. The Notice of Public Hearing for application must be published in the Burlington County Times at least ten (10) prior to the date of the hearing. An affidavit from the newspaper stating the date that the Notice was published must be submitted at or before the hearing, with a copy of the notice attached.

Plans and Studies. All subdivision or site plans, drainage calculations, traffic studies, letters of wetland interpretation and other technical documents required by the checklist or that the application wishes to be considered by the Land Use Planning Board must be submitted to the Land Use Planning Board Administrator as part of the application.

HEARING PROCEDURES

Agenda. The Land Use Planning Board Administrator will inform the applicant of the date of the public hearing of the Land Use Planning Board at which the applicant's matter will be heard. An agenda of the meeting is available from the Land Use Planning Board Administrator several days before the hearing. The Land Use Planning Board may hear matters in a different order than they are listed on the agenda, and matters on the agenda are often adjourned.

Hearings. The Land Use Planning Board meets the 3rd Wednesday of the month, except for the months of November and December. Those meetings are combined to the 2nd Wednesday of December. All meetings start promptly at 7:00 pm in the Council Chambers at 12 Manor House Court, Eastampton, New Jersey 08060. The Land Use Planning Board may also schedule special meetings on other days, and the regular monthly meeting may occasionally be canceled due to inclement weather, lack of a quorum, or lack of any pending matters. Applicants should check with the Land Use Planning Board Administrator to confirm that the hearing on their matter will proceed as scheduled. Hearings on complicated matters may continue over several hearings. Applicants unable to attend a scheduled hearing for any reason must notify the Land Use Planning Board Administrator or the Land Use Planning Board Solicitor in writing (faxes and emails are acceptable) before the hearing that an adjournment of their matter is requested; such adjournments are routinely granted. If no written request is submitted, the applicant or applicants' attorney must appear at the hearing to request the adjournment.

Testimony and Evidence. All witnesses must swear or affirm the truth of their testimony, under penalty of perjury. Applicants and those objecting to an application may submit plans, photographs, studies and other documentary evidence at the hearing. The public is always invited to question witnesses for the applicant and offer its opinion to the application. While strict rules of evidence do not apply to the Land Use Planning Board, procedures are similar to those in a courtroom, albeit with less formality. All hearings are tape recorded and the tapes are the formal record of the hearing. Any applicant or objector may bring a court stenographer to produce a transcript of the hearing at his or her own cost.

DECISIONS AND RESOLUTIONS. At the conclusion of a hearing on an application, the Land Use Planning Board discusses the merits of the application and renders a decision. Thereafter, a Resolution summarizing the decision of the Land Use Planning Board is prepared by the Solicitor and adopted at its next monthly meeting.

Appeals. Once a Resolution has been adopted and notice of the adoption of the Resolution is published in the newspaper several days later, the applicant and any other affected person may appeal the decision to the Superior Court within 45 days of publication of the decision. Objectors may appeal preliminary approval of major subdivisions and variances to the Township Council with ten (10) days of publication of the notice. Notice of Appeal to Township Council must be hand delivered or sent Certified Mail to the Municipal Clerk of the Township. The procedures are set forth in 17-36 of the Township Ordinances.

NOTE TO APPLICANTS

APPLICATIONS MUST BE DEEMED COMPLETE BY THE LAND USE ADMINISTRATOR AND/OR HIS OR HER REPRESENTATIVE AT LEAST 10 DAYS PRIOR TO THE HEARING. IF SUCH APPLICATION IS DEEMED INCOMPLETE SAID APPLICATION WILL NOT BE PLACED ON THE AGENDA.

ADMINISTRATIVELY COMPLETE MEANS THE FOLLOWING HAS BEEN RECEIVED: PROOF OF PAYMENT OF ALL TAXES TO DATE, ESCROW ACCOUNT IS UP-TO-DATE AND AFFIDAVIT OF SERVICES OF NOTICE OF PUBLIC HEARING.

THE AFFIDAVIT OF PUBLICATION IS TO BE PROVIDED ANYTIME PRIOR TO THE ACTUAL HEARING.

THESE INSTRUCTIONS ARE INTENDED ONLY AS A SUMMARY OF THE PROCEDURES FOR MATTERS THAT ARE HEARD BY THE LAND USE PLANNING BOARD. THEY ARE NOT MEANT AS A SUBSTITUTION FOR THE ADVICE OF AN ATTORNEY AND ARE NOT TO BE RELIED UPON BY APPLICANTS, OBJECTORS OR ANY OTHER PARTY AS A COMPLETE DEPICTION OF THE PROCEDURES TO FOLLOW FOR ANY APPLICATION OR DESCRIPTION OF ANY PARTYS' RIGHTS AND OBLIGATIONS. THESE INSTRUCTIONS ARE NOT PART OF THE ZONING ORDINANCE OR LAND DEVELOPMENT ORDINANCE OF EASTAMPTON TOWNSHIP, AND MAY BE REVISED AT ANY TIME.

**EASTAMPTON TOWNSHIP
LAND USE PLANNING BOARD APPLICATION**

BLOCK: _____ **LOT:** _____

Application for:

Amendment to
Approved Plan _____

Appeal from
Zoning Official _____

Conditional Use _____

General
Development Plan _____

Interpretation of
Ordinance or Map _____

Site Plan Approval _____

Subdivision _____

Variance _____

Other _____

For Office Use
Date Received: _____
Application No: _____
Meeting Date: _____
Date Filed: _____

**THE FOLLOWING MUST BE COMPLETED FOR APPLICATIONS FOR VARIANCE,
OR THE APPLICATION WILL NOT BE ACCEPTED.**

TYPE OF VARIANCE SOUGHT: _____

TYPE OF RELIEF SOUGHT: _____

SECTION OF THE TOWNSHIP CODE THE RELIEF IS SOUGHT:

Certification

I/We hereby certify that all of the following statements and the information contained in the application submitted herewith are true to the best of my/our knowledge.

Applicant/Representative

Applicant/Representative

Date

PLANNING APPLICATION GENERAL INFORMATION

Applicant Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Address of Property: _____

Zoning District and Lot Size: _____

Existing Use of Property: _____

Proposed Use of Property: _____

The Applicant is a:

*Corporation _____ *Partnership _____ *LLC _____ Individual _____

Other: (please specify) _____

*If the applicant is a corporation, LLC or partnership please attach a list of the names and addresses of persons having a 10% or more interest in the property.

The Applicant is the:

Owner _____ Contract Purchaser _____ Tenant _____

Other: (please specify) _____

Name of Owner (if different than Applicant) _____

Address: _____

Telephone Number: _____

Email Address: _____

Attorney: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Engineer or Surveyor:

Address: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Professional Planner: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Has there been any prior appeal or approval involving the premises? Yes _____ No _____

If yes, state the date, Resolution number, character of appeal and disposition:

L. List plans and other materials accompanying this application:

**EASTAMPTON TOWNSHIP LAND USE PLANNING BOARD
RESIDENTIAL APPLICATION SUPPLEMENTAL INFORMATION PACKAGE**

Date: _____

Block: _____ **Lot:** _____

Property Address: _____

Size of Lot: _____ sq. ft./acres

Property Zoning District: _____

Homeowners Association Approval (if applicable): _____

SEPTIC/PUBLIC SEWER (please circle one) WELL/PUBLIC WATER (please circle one)

Property Owner(s): _____

Telephone Number: _____

Email Address: _____

Contractors Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

PROJECT DESCRIPTION (Type of work desired- add additional pages as necessary)

Signature of Owner

Date

Name of individual to be notified: _____

Email Address and Phone Number: _____

EASTAMPTON TOWNSHIP

The following is to be submitted as part of the application:

DECKS, PATIOS, SHEDS (less than 200 square feet), GAZEBOS, AND DRIVEWAYS

- Application
- Application fee
- Survey showing existing conditions on-site and proposed improvements, including structures, sheds, patios, driveways, walkways, pools, water and sewer services or well/septic locations, etc. The dimensions and square footage for the improvements; the setbacks from the property and right-of-way lines; any easements; and the locations of downspouts and flow arrows for direction of runoff should be provided on the survey. **(Survey must show spot elevations of existing and proposed conditions, unless built on-grade. On-grade patios must specify pitch away from structure.)**
- A rendering or spec sheet of the proposed improvement.
- Photographs

RESIDENTIAL DWELLINGS, GARAGES, SHEDS (200 square feet or greater) AND/OR ADDITIONS

- Application
- Application fee
- Survey showing existing conditions on-site and proposed improvements, including structures, sheds, patios, driveways, walkways, pools, water and sewer services or well/septic locations, etc. The dimensions and square footage for the improvements; the setbacks from the property and right-of-way lines; and any easements should be provided on the survey.
- Grading Plan showing basement and finished floor elevations of the proposed and existing buildings. The plan should also indicate existing and proposed grades on the adjacent property, downspout locations, flow arrows and grading tie in to the adjacent properties.
- A rendering/floor plan of the proposed improvements.
- Photographs

Complete areas below as appropriate

- A. Area of lot: _____ Sq. Ft.
- B. Area of existing Primary Residence: _____ Sq. Ft.
- C. Area of existing Accessory Structures: _____ Sq. Ft.
(i.e. sheds, garages, etc.)
- D. Area to be constructed or improved: _____ Sq. Ft.
- E. Area of existing paved surfaces on lot: _____ Sq. Ft.
(i.e. area of paved driveway, walkway to home- excluding public sidewalk)
- F. Area of proposed paved surface: _____ Sq. Ft.
(e.g. new driveway, walkways, patios, etc.)

OFFICIAL USE ONLY

Principal Building Coverage: _____%
Accessory Building Coverage: _____%
Impervious Area Coverage: _____%
Floor Area Ratio: _____%

Zoning Approval/Denial Date: _____

Application Reason for Denial: _____

Comments: _____

Zoning Official

Date

ESCROW AGREEMENT

THIS AGREEMENT entered into this ____ day of _____, 20__ by and between

_____,
having its principal offices at _____,

(hereinafter referred to as the "Applicant") and the Township of Eastampton, with its principal offices located within the Manor House at 12 Manor House Court, Eastampton, NJ 08060 (hereinafter referred to as the "Township").

WITNESSETH

WHEREAS, the Applicant has filed an application for development including plans and other documents seeking review approval of its proposal with respect to Block _____ Lot _____; and

WHEREAS, the Township, pursuant to the Municipal Land Use Act, has a certain number of days to review said plans to determine whether said plans are complete and whether the application should be approved or denied; and

WHEREAS, the Municipal Land Use Act authorizes the Township to charge reasonable fees to provide for the cost of professional review of plans, applications and documents and to require that an estimate of said fees be deposited in escrow; and

WHEREAS, the Township Code establishes the amount of the initial escrow deposit and the way said funds are to be deposited and expended.

NOW THEREFORE, in consideration of mutual covenants, agreements and considerations contained herein, the Township and Applicant hereby agree as follows:

1. Escrow Deposit. The applicant shall deposit in cash in accordance with § 460-58 of the Eastampton Township Code, as it may from time to time be supplemented and amended, an amount equal to the fee(s) which the Board anticipates may be paid to Professionals engaged to review the Development Application, plans and other documents submitted with respect to an application for development, and agrees to pay an initial deposit and such other additional deposits as may be required to offset these review costs by the Board.

Professional review includes, but is not limited to, engineer, planner, attorney, traffic consultant, administrative officer and any other consultants appointed by the Board in question. The amount of interest, if any, on monies so deposited shall be distributed between the applicant and the municipality as required by N.J.S.A. 40:55D-53.1 with the municipality receiving the highest percentage permitted by law.

In the event that an application is denied, certified incomplete, or withdrawn by the applicant, and the application is subsequently resubmitted or a second application is submitted by the same applicant for the same use and on the same site as the original application within sixty (60) days

of the denial, incomplete certification or withdrawal, then a new escrow amount must be submitted with such application in accordance with the above schedules.

Should an application be refilled after the application has been denied without prejudice, no new application fee need be submitted. Upon receipt of a formal, written request, the Board may recommend to the Township Council that the unencumbered balance of the original escrow be refunded to the applicant or credited toward the escrow amount required for any subsequent application or resubmitted application.

2. Increase or Decrease. Sums not utilized in the review of process or other costs of administration shall be returned to the applicant. If additional sums should be deemed necessary, the applicant shall be notified of the required additional amount and shall add said sum to the escrow within fourteen (14) days of the date of said notices hereinafter stipulated.

Prior to the Board taking action on an application, the professionals responsible for reviewing the application shall inform the Township within ten (10) days of a request of the estimated amount of potential remaining plan review charges. The applicant, if necessary, shall deposit said additional funds within the aforementioned fourteen (14) day period.

3. Effect of Insufficient Funds. The Board shall not be required to process the application or take further action on the application until all required additional deposits are made by the applicant. The failure to deposit the initial or additional funds shall be grounds for denial of the application. In the event the Board approves an application, the obligation to pay for professional plan review fees by depositing the funds in escrow shall be a condition of the approval granted by the Board.

If the escrow funds are depleted after the application, the applicant shall pay additional funds upon demand within the aforementioned fourteen (14) day period. In the event that additional deposits requested by the Board remain unpaid for a period of sixty (60) days, this development application shall be deemed to be withdrawn and shall be dismissed without prejudice by the Board.

4. Municipal Liability. The parties agree that the Township assumes no liability for the administration of the escrow fund and the applicant hereby releases the Township from any and all claims with respect to the administration of the fund. The Township liability is expressly limited to accounting for the disbursement of the funds.

5. Owner/Applicant Liability. In the event the owner is not the applicant, the owner, by execution of this Agreement, consents to all the provisions contained herein and agrees to be liable for the payment of any fee or fund upon demand of the Township in accordance with the terms and conditions of this Agreement.

6. Entire Agreement. The parties agree that this Agreement constitutes the entire Agreement.

7. Municipal Regulations. The parties agree that all municipal regulations set forth in the Township are incorporated by reference hereto. In the event that any regulation of the Municipality is in conflict with the terms and conditions of this Agreement, the particulars of the regulations shall control.

IN WITNESS WHEREOF, the Township has caused this Agreement to be signed on its behalf and its seal to be fixed the day and year first above written and the applicant has executed this Agreement the day and year first above written in the appropriate manner.

Applicant/Date

Municipal Clerk/Date

**TOWNSHIP OF EASTAMPTON BURLINGTON COUNTY, NEW JERSEY
LAND DEVELOPMENT APPLICATION FEES**

I. Variances. [Amended 4-22-2021 by Ord. No. 2021-06]

- (1) C-Bulk variance, Residential Zone. [Amended 04-22-2021 by Ord. No. 2021-06]
 - (a) Application fee: \$100.
 - (b) Escrow fee: \$750.
- (2) C-Bulk variance, (Non-Residential) Industrial, Business, Commercial Zone.
 - (a) Application fee: \$100.
 - (b) Escrow fee: \$1000.
- (3) Use variance, D Residential Zone.
 - (a) Application fee: \$150.
 - (b) Escrow fee: \$500.
- (4) Use variance, D (Non-Residential) Industrial, Business, Commercial Zone.
 - (a) Application fee: \$100.
 - (b) Escrow fee: \$1,500.
- (5) Conditional use, any zone.
 - (a) Application fee: \$200.
 - (b) Escrow fee: \$500 per acre, with a \$1,000 minimum.

II. Minor subdivisions. [Amended 4-13-1998 by Ord. No. 1998-04]

- (1) Minor/ consolidated.
 - (a) Application fee: \$100 per lot.
 - (b) Escrow fee: \$2,500.
- (2) Minor preliminary.
 - (a) Application fee: \$100 per lot.
 - (b) Escrow fee: \$1,500.
- (3) Minor final.
 - (a) Application fee: \$100 per lot.
 - (b) Escrow fee: \$1,500.
- (4) For purposes of this section, a submission that is able to be approved in one step without the need of preliminary and final approval shall be considered a consolidated application.

III. Major subdivisions. [Amended 4-22-2021 by Ord. No. 2021-06]

- (1) Major preliminary.
 - (a) Application fee: \$175 per lot.
 - (b) Escrow fees: \$3,750, plus \$125 per lot.
- (2) Final major.
 - (a) Application fee: \$250.
 - (b) Escrow fee: \$2,500, plus \$325 per lot.
- (3) Consolidated.
 - (a) Application fee: \$150 per lot.
 - (b) Escrow fee: \$5,000, plus \$225 per lot.
- (4) For purposes of this section, a submission that is able to be approved in one step without the need of preliminary and final approval shall be considered a consolidated application.

IV. Site plans. [Amended 4-22-2021 by Ord. No. 2021-06]

- (1) Minor/consolidated.
 - (a) Application fee: \$250.
 - (b) Escrow fee: \$450 per acre, with a \$1,250 minimum.
- (2) Preliminary site plan.
 - (a) Application fee: \$250.
 - (b) Escrow fee: \$350 per acre, with a \$1,500 minimum.
- (3) Final site plan.
 - (a) Application fee: \$250.
 - (b) Escrow fee: \$350 per acre, with a \$1,500 minimum.

NOTICE OF PUBLIC HEARING

NOTICE is hereby given that on Wednesday, the _____ day of _____, 20____, at 7:00 p.m., at the Eastampton Manor House, 12 Manor House Court, Eastampton, New Jersey 08060, the Land Use Planning Board of the Township of Eastampton will hold a hearing on the appeal or application of the undersigned, at which time and place all interested parties will be given an opportunity to be heard. When the case is heard, you may appear either in person or by agent or attorney and present any statements in support of or objecting to the granting of this application.

LOCATION OF PREMISES: _____

Eastampton, New Jersey 08060
Block _____, Lot(s) _____

APPLICANT: _____

OWNER OF PREMISES: _____
(If Different Than Applicant)

ZONING DISTRICT: _____ (_____)

NATURE OF APPEAL OR APPLICATION:

The Applicant may seek such additional relief as the Land Use Planning Board deems necessary and appropriate, including variances, at the Public Hearing.

Copies of the application and plan are available for inspection at the Eastampton Manor House, 12 Manor House Court, Eastampton, New Jersey 08060 on weekdays (except holidays) between the hours of 8:30 a.m. and 4:30 p.m.

APPLICANT:
By: _____

Dated: _____, 20_____

PROOF OF SERVICE

STATE OF NEW JERSEY :
: SS

COUNTY OF BURLINGTON :

_____, of full age, being duly sworn according to law, deposes and says that he/she is the:

- Applicant
 - Authorized Officer of the Applicant
 - Attorney for the Applicant
 - Authorized Representative of the Applicant
- [please check appropriate box]**

And that he/she gave notice of a public hearing on an Application for:

Before the Land Use Planning Board of the Township of Eastampton involving the Application of _____ (the Applicant), relating to the premises located at: _____, Eastampton, New Jersey 08060, to each and all of the owners of property affected by said Application, in the manner provided by law, on _____, 20____. A true copy of the notice and the names and addresses of those so notified are attached to this affidavit.

Signature of Applicant/Representative

Sworn to before me this
_____ day of _____, 20_____

Notary Public
State of New Jersey
My Commission Expires _____

REQUEST FOR CERTIFIED LIST

Date of Request: _____

I, _____, hereby request a certified list of property owners within 200 feet of the following block(s) and lot(s):

Block(s): _____

Lot(s): _____

Enclosed is a check in the amount of \$10.00, made payable to Eastampton Township for the certified list.

Signed: _____

Print Name: _____

Address: _____

Telephone Number: _____

Mail completed form and check to:

Tax Assessor's Office
Eastampton Township
12 Manor House Court
Eastampton, NJ 08060

You may also pay online at www.eastampton.com
Go to Departments, Tax Assessor, Tax Assessor Online Payments

REQUEST FOR TAX CERTIFICATION

Date of Request: _____

I, _____, hereby request a tax certification for the following block(s) and lot(s):

Block(s): _____

Lot(s): _____

Enclosed is a check in the amount of \$10.00, made payable to Eastampton Township for the tax certification.

Signed: _____

Print Name: _____

Address: _____

Telephone Number: _____

Mail completed form and check to:

Tax Collector's Office
Eastampton Township
12 Manor House Court
Eastampton, NJ 08060

You may also pay online at www.eastampton.com
Go to Departments, Tax Collector, Tax Collector Online Payments