

# WOOLWICH TOWNSHIP JOINT LAND USE BOARD

120 VILLAGE GREEN DRIVE  
WOOLWICH TOWNSHIP, NJ 08085

PHONE # 856-467-2666 x 3107

FAX #856-467-9775

Dear Applicant,

RE: Woolwich Township Joint Land Use Board Completeness Subcommittee

Pursuant to 40:55D-10.3, an application for development shall be complete for purposes of commencing the applicable time period for action by the Woolwich Township Joint Land Use Board, when certified by the Woolwich Township Joint Land Use Board Completeness Subcommittee consisting of Joe Maugeri, John Juliano and Bob Rushton.

The application shall be deemed complete upon the expiration of the forty-five (45) day period unless:

- (a) The application lacks information indicated on the Checklist adopted by Ordinance #2008-23, by the Woolwich Township Committee on October 20, 2008; and
- (b) The Woolwich Township Joint Land Use Board Completeness Subcommittee has notified the applicant, in writing, of the deficiencies in the application within forty-five (45) days of submission of the application.

The applicant may request that one or more of the subdivision requirements be waived, in which even the Woolwich Township Joint Land Use Board Completeness Subcommittee shall grant or deny the request, in writing, within forty-five (45) days. Nothing herein shall be construed as diminishing the applicant's obligation to prove in the application process that the applicant is entitled to approval of the application. The Woolwich Township Joint Land Use Board may subsequently require correction of any information found to be in error and submission of additional information not specified in Ordinance #2008-23 or any revisions in the accompanying documents, as are reasonably necessary to make an informed decision as to whether the requirements necessary for the approval of the application for development have been met. The application shall not be deemed incomplete for lack of any such additional information or any revisions in the accompanying documents so required by the Woolwich Township Joint Land Use Board.

An application for development shall only be submitted during normal business hours of Monday through Friday, 8:30 am – 4:30 pm. Once the application is submitted, no further

submissions will be accepted by the Joint Land Use Board until the Joint Land Use Board Completeness Subcommittee has certified the application to be Complete or notified the applicant, in writing, of the deficiencies in the application. The Joint Land Use Board Completeness Subcommittee may authorize the Joint Land Use Board Planner to notify the applicant, in writing, of the deficiencies in the application.

In the event a waiver is requested but denied by the Joint Land Use Board Completeness Subcommittee, applicant may request a hearing before the Woolwich Township Joint Land Use Board to consider the granting of a waiver. Such a hearing is subject to the notice provisions of N.J.S.A. 40:55D-12. If the waiver is denied by the Joint Land Use Board Completeness Subcommittee, the application will be deemed incomplete unless and until the waiver is granted by the Woolwich Township Joint Land Use Board, provided that all other Checklist criteria have been submitted.

I thank you for your attention to this matter.

Very truly yours,

Julie Iacovelli  
Joint Land Use Board Secretary

Enclosure

I \_\_\_\_\_, have read, understand and agree to the application submission guidelines detailed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*PLEASE SUBMIT THIS SIGNED AGREEMENT WITH APPLICATION\*\***

# **JOINT LAND USE BOARD**

## **“Fee and Review Escrow Schedule”**

**Updated 4/17/2018**

### **Section 12 ~ Ordinance #2017-18 of the Township of Woolwich**

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The following fee schedule shall apply with respect to the filing of all applications for development or appeals before the Joint Land Use Board and/or the Woolwich Township Committee:

(a) **Minor Subdivision** = a nonrefundable application fee of \$275 for a lot line adjustment or the creation of one lot in addition to the retained lot plus an additional nonrefundable fee of \$125 for each additional lot created or recreated; a review escrow deposit in the amount of \$2,000 shall be posted for each additional lot that is created (\$4,000 for 2 lots and \$6,000 for 3 lots); the review escrow deposit shall be \$1,500 for a lot line adjustment when no additional lots are created.

(b) **Preliminary Major Subdivision** = a nonrefundable application fee of \$500 for up to 25 lots, a nonrefundable application fee of \$1000 for lots 26-100, a nonrefundable application fee of \$1500 for lots 100-500, a nonrefundable application fee of \$2,000 for excess of 500 lots; a review escrow deposit in the amount of \$2,000 shall be posted plus \$500 per lots (1-10), plus \$200 per lots (11-60), plus \$150 per lots (61-110), and plus \$100 for each lot in excess of 110.

(c) **Final Major Subdivision** = a nonrefundable application fee of \$450 for up to 25 lots, a nonrefundable application fee of \$800 for lots 26-100, a nonrefundable application fee of \$1200 for lots 100-500, a nonrefundable application fee of \$1,750 for excess of 500 lots; a review escrow deposit in the amount of \$2,000 shall be posted plus \$500 per lots (1-10), plus \$200 per lots (11-60), plus \$150 per lots (61-110), and plus \$100 for each lot in excess of 110.

(d) **Conceptual Review** = a nonrefundable application fee of \$100; a review escrow deposit in the amount of \$1500 shall be posted; any and all funds from the review escrow deposit remaining after conceptual review will be transferred into the escrow account for any subsequent application.

(e) **Use Variance or Variance sought under N.J.S.A. 40:55D-70d** = a nonrefundable application fee of \$400; a review escrow deposit in the amount of \$2,000 shall be posted.

(f) **Bulk and/or Other Variances** = a nonrefundable application fee of \$200; a review escrow deposit in the amount of \$1,500 for residential and \$2,000 for commercial shall be posted.

(g) **Conditional Use (Special Exception)** = a nonrefundable application fee of \$300; a review escrow deposit in the amount of \$1,250 shall be posted.

(h) **Minor Site Plan** = a nonrefundable application fee of \$250; a review escrow deposit in the amount of \$1,000 shall be posted.

(i) **Preliminary Site Plan** = a nonrefundable application fee of \$500 for all preliminary site plan applications; for a residential development site plan with structures, a review escrow deposit in the amount of \$2,500 for (0-5) units, \$6,000 for (6-20) units, \$8,500 for (21-49) units, \$11,500 for (50-100) units, and \$19,000 for (101-1000) units shall be posted; for a commercial/industrial development site plan without structures, a review escrow deposit in the amount of \$5,000 for (0-3) acres, or \$7,500 for in excess of 3 acres shall be posted; for commercial/industrial site plan with structures, a review escrow deposit in the amount of \$2,000 for (1250 –2500) square feet, or \$5,500 for (2501-20000) square feet, or \$8,000 for in excess of 20,000 square feet shall be posted.

(j) **Final Site Plan** = a nonrefundable application fee of \$750 for all final site plan applications; for a residential development site plan with structures, a review escrow deposit in the amount of \$2,500 for (0-5) units, \$6,000 for (6-20) units, \$8,500 for (21-49) units, \$11,500 for (50-100) units, and \$19,000 for (101-1000) units shall be posted; for a commercial/industrial development site plan without structures, a review escrow deposit in the amount of \$5,000 for (0-3) acres, or \$7,500 for in excess of 3 acres shall be posted; for commercial/industrial site plan with structures, a review escrow deposit in the amount of \$2,000 for (1250 –2500) square feet, or \$5,500 for (2501-20000) square feet, or \$8,000 for in excess of 20,000 square feet shall be posted.

(k) **Zoning Board Component Of Joint Land Use Board Interpretation** = a nonrefundable application fee of \$150; a review escrow deposit in the amount of \$750 shall be posted.

(m) **General Development Plan** = a nonrefundable application fee of \$1,000; a review escrow deposit in the amount of \$5,000 per each component plan plus \$500 per each report/schedule.

(n) **Zoning Officer Permits and Appeals** = a nonrefundable fee of \$40 for the Zoning Officer's review of a project presented for a zoning permit; if there is an appeal of the Zoning Officer's determination with respect to the zoning permit, a nonrefundable application fee of \$50 is required to process the Appeal to the Zoning Board Component of the Joint Land Use Board, and a review escrow fee in the amount of \$750 shall be posted for the Joint Land Use Board's professionals' review of the Appeal.

(o) In the event that there are multiple separate components involved in one application (i.e., a use variance, bulk variance, minor subdivision and/or site plan at the same time of submission of application), then the maximum non-refundable fee to be paid to the Township shall be the amount of the highest individual component fee, as delineated above, plus an additional one-time fee of \$150.00 total to cover all of the other separate components of the application. Escrow shall be posted according to each and every separate component submission of the application as delineated above.

(p) **TDR Transactions** = a nonrefundable application fee of \$200 and review escrow deposit in the amount of \$1,000 submitted on forms authorized by the Joint Land Use Board; for all TDR transactions, per transaction, landowner, or existing Sending and Receiving Area lot, whichever is greater; includes an Application for TDR Credit Appeal, Enrollment, Assignment or Reassignment, Use and Extinguishment or Disenrollment.

(q) **TDR Review** = a nonrefundable application fee of \$200 and review escrow deposit in the amount of \$1,000 submitted on forms authorized by the Joint Land Use Board; for administrative and/or Joint Land Use Board Solicitor review of deed restrictions, easements, survey, title, TDR Credit Appeal, and requests for credit adjustments affected by variances and/or subdivision of an existing or proposed single-family detached house, farmstead or lot.

(r) **Waiver of Site Plan** = a nonrefundable application fee of \$250; a review escrow deposit in the amount of \$1,000 shall be posted.

**Woolwich Township**  
**Joint Land Use Board Application**  
**Submission Requirements**

- ▶ **For All Applications:** Please fill out the attached application completely and submit to the **Land Use Board Secretary** at the address below, **4 Copies** of the Application, Submission Checklist, and all other required documents plus **8 Copies** of Plans.

**Land Use Board Secretary**

Julie Iacovelli  
120 Village Green Drive  
Woolwich Township, NJ 08085  
(856) 467-2666 x 3107

**Joint Land Use Board Professionals**

**Planner:**

J. Timothy Kernan, P.E., P.P., C.M.E.  
Maser Consulting P.A.  
156 Stagecoach Road  
Marmora, NJ 08223  
(609)-910-4068

**Engineer:**

Paul Breier, P.E.  
Federici & Akin  
307 Greentree Road  
Sewell, NJ 08080  
(856)-589-1400

**Solicitor:**

Michael A. Aimino, Esq.  
Aimino & Dennen, LLC  
40 Newtown Avenue  
Woodbury, New Jersey 08096  
(856) 686-9100

**\*\*If there are any questions, please contact the Land Use Secretary at the number above.**

**SUBMIT 4 COPIES**

WOOLWICH TOWNSHIP

JOINT LAND USE APPLICATION

BLOCK (S) \_\_\_\_\_ LOT (S) \_\_\_\_\_

APPLICANT \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

Please Submit 2 CHECKS made Payable to WOOLWICH TOWNSHIP:

Application Fee ~ Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_

Escrow Fee ~ Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_

AGREEMENT OF ESCROW BETWEEN APPLICANT AND  
WOOLWICH TOWNSHIP

**“APPLICATION FEE IS NON-REFUNDABLE”**

In the event the Escrow amount required to be posted by the Township of Woolwich is not sufficient to cover Professional charges incurred by the Township of Woolwich for such application, then the applicant shall pay the amount required which is over and above funds previously collected and shall not receive any approvals or permits from the Township until such fees are paid in full. No zoning permits, building permits, certificates of occupancy or other types of permits may be issued with respect to any approved application for development until all bills for reimbursement services have been paid by the applicant/developer.

I have read the above paragraph and agree with the conditions therein.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Escrow Contact Person:** \_\_\_\_\_

**Contact Person Email Address:** \_\_\_\_\_

**Contact Person Phone #** \_\_\_\_\_

# Woolwich Township Joint Land Use Application

Application to Woolwich Township Joint Land Use Board is hereby made in accordance with all Woolwich Township Ordinances.

Complete application, drawings and fees must be received in order to be placed on a meeting agenda for a hearing.

No application will be heard after 10pm on the scheduled meeting night. All corporations must be represented at the Land Use Hearing by a New Jersey Attorney.

**A. TYPE OF APPLICATION:**

_____	Minor Subdivision	_____	Site Plan (Final)
_____	Major Subdivision (Prelim)	_____	Conditional Use
_____	Major Subdivision (Final)	_____	Variance
_____	Site Plan (Preliminary)	_____	Other - _____

**B. NAME of PROJECT:** \_\_\_\_\_

**C. NATURE of APPLICATION:** \_\_\_\_\_

(Same as Public Notice) \_\_\_\_\_

**D. INFORMATION REGARDING the APPLICANT:**

Applicant's Full Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal Identification Number or Social Security Number: \_\_\_\_\_  
(This is required for establishing an escrow account)

Is the Applicant a CORPORATION? \_\_\_\_\_

An INDIVIDUAL? If yes, list name(s) \_\_\_\_\_

OTHER? \_\_\_\_\_

If the applicant is a corporation, partnership, or company, please give the name and addresses of persons having a 10% interest or more in the corporation or partnership. If more space is needed, please attach a list on a separate piece of paper.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The relationship between the APPLICANT and the PROPERTY in question is:

OWNER \_\_\_\_\_ TENANT \_\_\_\_\_ LEASEE \_\_\_\_\_  
PURCHASER \_\_\_\_\_ UNDER CONTRACT \_\_\_\_\_ OTHER \_\_\_\_\_

If OTHER, please specify: \_\_\_\_\_

\*If the APPLICANT is not the owner of the property in question, the APPLICANT must obtain and submit a copy of this application signed by the OWNER in the space provided in SECTION J.\*

**E. INFORMATION REGARDING THE PROPERTY:**

The street address of the property is: \_\_\_\_\_

The location of the property is: BLOCK(S) \_\_\_\_\_ LOT(S) \_\_\_\_\_  
\*See tax bill or deed or call Tax Office for this information\*

Zone in which the property is located: \_\_\_\_\_  
\*The Land Use Department or Zoning Office can help determine this information\*

Dimensions of Property: \_\_\_\_\_

Acre(s): \_\_\_\_\_ Size of Property in Square Feet: \_\_\_\_\_

Number of Lots in Proposed Subdivision: \_\_\_\_\_

Size of Lots after Subdivision: \_\_\_\_\_  
\*Attach separate sheet if necessary\*

Are the Following Utilities Existing?

Paved Streets	yes___ no___	Storm Sewers	yes___ no___
Curb	yes___ no___	Water	yes___ no___
Sidewalks	yes___ no___	Gas	yes___ no___
Sanitary Sewer	yes___ no___	Electric	yes___ no___

Present Use of Property: \_\_\_\_\_

Description of Present Structure(s): \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_  
\*Attach a statement entitled "Proposal"\*

Size of New Structure(s): \_\_\_\_\_

Have there been any previous Zoning Board of Adjustment and/or Planning Board hearings involving this property? Yes\_\_\_ No\_\_\_

\*If YES, Attach a Copy of the Written Decision(s) Adopted by the Appropriate Board.\*

Is the Property Located within 200 Feet of Another Municipality? Yes\_\_\_ No\_\_\_

Is the Property Located Adjacent to an Existing/Proposed County Road? Yes\_\_\_ No\_\_\_

Is the Property Located Adjacent to County Land? Yes\_\_\_ No\_\_\_

Is the Property Located Adjacent to a State Highway? Yes\_\_\_ No\_\_\_

**F. INFORMATION ABOUT REQUESTED RELIEF:** Reason for Relief: Attach a Statement Entitled, "REASONS FOR RELIEF" Setting Forth the Facts Relied Upon to Support the Applicant's Claim of Right to Relief.

**G. INFORMATION ABOUT EXPERTS:** The Following Information, Although Not Required, is Respectfully Requested to Enable the Board to Facilitate the Processing of This Application.

Applicant's Attorney:  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Address \_\_\_\_\_

Firm Name \_\_\_\_\_

Applicant's Engineer:  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Address \_\_\_\_\_

Firm Name \_\_\_\_\_

Applicant's Architect:  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Address \_\_\_\_\_

Firm Name \_\_\_\_\_

Applicant's Planner:  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Address \_\_\_\_\_

Firm Name \_\_\_\_\_

Applicant's Landscape Engineer:  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Address \_\_\_\_\_

Firm Name \_\_\_\_\_

Applicant's Surveyor:  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Address \_\_\_\_\_

Firm Name \_\_\_\_\_

Other Experts:  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Address \_\_\_\_\_

**H. NOTICE:** APPLICANT IS RESPONSIBLE TO PUBLISH AND SERVE NOTICE OF THIS APPLICATION, HOWEVER NOTICE MAY NOT BE EFFECTIVE UNTIL THE APPLICATION IS CERTIFIED BY THE LAND USE SECRETARY FOR COMPLETENESS.

I. **VERIFICATION AND AUTHORIZATION:**

**APPLICANT'S VERIFICATION**

I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are true. I also certify that there are no protective covenants or deed restrictions applying to the land to be developed/subdivided. If such restrictions are to be made a part of this application, all plans for development are to be submitted for review and action by the Planning Board and MUST be prepared by a professional Engineer, Architect or Land Surveyor licensed by the State of New Jersey.

\*NOTE: Failure to Answer Any of the Above Questions Shall Void This Application.\*

I swear (promise) that the above application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

J. **OWNER'S AUTHORIZATION:**

I hereby certify that I reside at \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_ and that I am Owner of all of the certain lot, piece or parcel of land know as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ on the Tax Map of Woolwich Township which property is the subject of the above Application and that said Application is hereby authorized by me.

\_\_\_\_\_  
Property Owner's Signature

**PROOF OF PAYMENT OF PROPERTY TAXES**

**WOOLWICH TOWNSHIP PLANNING BOARD  
GLOUCESTER COUNTY, NEW JERSEY**

**(1 COPY REQUIRED)**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BLOCK (S): \_\_\_\_\_ LOT (S): \_\_\_\_\_

TO WHOM IT MAY CONERN:

TAXES ON THE ABOVE CAPTIONED PROPERTY ARE PAID \_\_\_\_\_

OPEN \_\_\_\_\_ THROUGH THE \_\_\_\_\_ QUARTER OF \_\_\_\_\_

\_\_\_\_\_  
Kim M. Jaworski  
Tax Collector

**LIST OF PROPERTY OWNERS TO BE SERVED NOTICE**

Please contact the Tax Collector's Office for the  
**\*\*List of Property Owners who should be Served with Notice by**

Calling: (856) 467-2666 x 3105

A List of Property Owners may also be obtained by writing:

Kim Jaworski  
120 Village Green Drive  
Woolwich Township, NJ 08085

**\*\*A \$10.00 FEE IS REQUIRED\*\***

**\*\*Please note that according to Township Ordinance #2005-27, the List of Property Owners must be obtained within "30" days from the date upon which such notices are to be sent.**



Woolwich Township Joint Land Use Board

Notice served on Owners Within 200-Foot  
Notice of Hearing on Appeal or Application

To: \_\_\_\_\_

Owner of Premises: \_\_\_\_\_

PLEASE TAKE NOTICE: That the undersigned has filed an appeal or application for development with the Land Use Board of the Township of Woolwich for a \_\_\_\_\_ so as to permit \_\_\_\_\_ on the premises at \_\_\_\_\_ and designated as Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_ on the Township Tax Map. This notice is sent to you as an owner of property in the immediate vicinity. A public hearing has been set for 20\_\_\_\_, at 7:00 pm in the Woolwich Township Municipal Building, 120 Village Green Drive, Woolwich Township, NJ 08085.

YOU ARE NOT REQUIRED TO APPEAR AT THIS HEARING UNLESS YOU  
WISH TO OBJECT TO THE ACTION DESIRED BY THE APPLICANT

When the case is called, you may appear, whether in person or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition. The following described map and papers are on file with the Land Use Secretary, Julie Iacovelli, at the Woolwich Township Municipal Building, 120 Village Green Drive, Woolwich Township, NJ 08085. Please call (856) 467-2666 x 3107 to arrange a time.

(Please insert description of documents here)

This notice is sent to you by the applicant, by the order of the Planning Board.

Respectfully,

\_\_\_\_\_  
(Applicant)

Woolwich Township Joint Land Use Board

Notice of Hearing to County Planning Board

PLEASE TAKE NOTICE: That \_\_\_\_\_,  
The undersigned, has applied to the Land Use Board of the Township of  
Woolwich for a \_\_\_\_\_  
\_\_\_\_\_ to permit \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_  
Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_, Township  
of Woolwich, which property fronts upon a County Road or adjoins County owned  
property or is within 200 feet of a municipal boundary. A hearing in this matter  
will be held on \_\_\_\_\_, 20\_\_\_\_ in the Woolwich Township  
Municipal Building 120 Village Green Drive, Woolwich Township, NJ 08085.

Applicant is seeking a Bulk Variance \_\_\_\_\_, Use Variance \_\_\_\_\_,  
Subdivision \_\_\_\_\_, Site Plan \_\_\_\_\_, Conditional Use \_\_\_\_\_  
Approval. This notice is given pursuant to the provisions of N.J.S.A. 40:55D-12.

\_\_\_\_\_  
(Applicant's Signature)

NOTE: This notice must be served or sent by Certified or Registered Mail  
at least **10 days** before the day of the hearing and Proof of Service given to the  
Secretary of the Planning Board at least **2 days** before the day of the hearing.

If service required on any of the following governmental agencies, I SERVED A COPY of the "Notice of Hearing" on the dates and in the manner indicated:

	Date Served	Delivered or Mailed (D or M)
Clerk of _____	_____	_____

**\*\*Attach List of Residents of Neighboring Municipality\*\***

Gloucester County Planning Board \_\_\_\_\_

N.J. Commissioner of Transportation \_\_\_\_\_

Director, Division of State and Regional Planning, N.J. Department of Community Affairs \_\_\_\_\_

West Jersey Railroad, 1831 N. Sanefae Chillicothe, IL 61523

\_\_\_\_\_  
(Signature of Person Making Service)

Sworn to and subscribed  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

## Woolwich Township Land Use Board Submission Checklist

The following completed checklist must be submitted with each application to the Woolwich Township Joint Land Use Board. A check mark should be placed next to each item in the Status column on the line marked Applicant as to whether the item is Complete, Not Applicable, requires a Waiver Request or is Incomplete. Each application will be reviewed by the Woolwich Township Completeness Subcommittee. Any Waiver Requests will be reviewed at that time. Once the application is deemed to be Complete, the application will be scheduled for a public hearing. **DO NOT PUBLISH NOTICE** to the property owners within 200 feet, other interested parties, or in the newspaper, **until you receive formal written notification from the Land Use Office of Woolwich Township that your application is complete.**

*“As per Township ordinance (2005-27) a list of property owners  
must be current within 30 days of public hearing”*

**Please check all that are applicable:**

- |  |   |
|--|---|
| <p><input type="checkbox"/> Concept Plan</p> <p><input type="checkbox"/> Minor Subdivision</p> <p><input type="checkbox"/> Minor Site Plan</p> <p><input type="checkbox"/> Preliminary Major Subdivision</p> <p><input type="checkbox"/> Final Major Subdivision</p> <p><input type="checkbox"/> Preliminary Major Site Plan</p> <p><input type="checkbox"/> Final Major Site Plan</p> <p><input type="checkbox"/> General Development Plan (GDP)</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Appeal the decision of an Administrative Officer of the Township</p> <p><input type="checkbox"/> TDR<br/>Parcel(s) is located within a designated Transfer of Development Rights Area:<br/>Receiving Area _____<br/>Sending Area _____</p> | <p><input type="checkbox"/> Interpretation of the Zoning Map or Ordinance [NJSA 40:55D-70b]</p> <p><input type="checkbox"/> <b><u>C-1 Variance [NJSA 40:55D-70c (1)]</u></b><br/>“Hardship” Variance – Unique to Topography Conditions, Shape and Physical Features which affect a specific property.</p> <p><input type="checkbox"/> <b><u>C-2 Variance [NJSA 40:55D-70c (2)]</u></b><br/>Deviation from Township Ordinance – “Bulk” Variance – Flexible (Benefits vs. Detriments)</p> <p><input type="checkbox"/> <b><u>D Variance (Use Variance) [NJSA 40:55D-70d]</u></b><br/>(1) Variance for a non-permitted use or Principal Structure<br/>(2) Expansion of a Nonconforming Use<br/>(3) Deviation from Conditional Use Standards<br/>(4) Floor Area Ratio<br/>(5) Increase in Permitted Density<br/>(6) Height of Principal Structures</p> <p><input type="checkbox"/> Other</p> |
|--|---|

- (1) Requires a TDR credit adjustment resulting from variances and/or subdivision for an existing or proposed single-family detached house, farmstead or lot per 203-54 H & I of Ord. No. 2014-09
- (2) Submission of an Application for TDR Credit Appeal per 203-53 A-G of Ord. No. 2014-09
- (3) Submission of an Application for TDR Credit Enrollment per 203-54 C & G of Ord. No. 2014-09
- (4) Submission of an Application for Assignment or Reassignment of TDR Credits per 203-54 D-E of Ord. No. 2014-09
- (5) Submission of an Application for Credit Use and Extinguishment as defined in Section 203-54 F of Ord. No. 2014-09
- (6) Submission of an Application for Reassignment or Disenrollment as defined in Section 203-55 A-F of Ord. No. 2014-09

PROJECT NAME: \_\_\_\_\_ BLOCK # \_\_\_\_\_ LOT # \_\_\_\_\_

Certification:

The undersigned hereby certifies that he/she has read the Township's "Complete Streets Policy" and that the design of the project adheres to the goals and objectives of said policy. The undersigned further certifies that he/she has contacted the Township's Director of Community Development for assistance and has become familiar with the Townships Master Plans and Elements as relates to the project.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**Woolwich Township Joint Land Use Board  
SUBMISSION REQUIREMENTS CHECKLIST:**

Item Number	Requirements								Item Description		Status					
	Concept Plan	Minor Site Plan	Minor Subdivision	Gen. Dev. Plan	Major		Use Variance	Bulk Variance			Applicant	Official Use	Complete	Not Applicable	Waiver Request	Incomplete
					Prelim	Final										
1.		•	•	•	•	•	•	•	•	Development application. Including Name and address of the Owner, Applicant, Applicant's attorney, and Engineer/Planner/Surveyor.  4 COPIES	Applicant					
											Official Use					
2.	•	•	•	•	•	•	•	•	•	Application and escrow fees.  4 COPIES	Applicant					
											Official Use					
3		•	•	•	•	•	•	•	•	Tax payment certification.  4 COPIES.	Applicant					
											Official Use					
4		•	•	•	•	•	•	•	•	A written statement of the reasons for waiver requests, if any.  4 COPIES	Applicant					
											Official Use					
5	•	•	•	•	•	•	•	•	•	Copies of all variances or other resolutions of any land use board which affects this site. (If applicable)  15 COPIES	Applicant					
											Official Use					
6		•	•	•	•	•	•	•	•	Copy of the deed showing ownership of the site. If the applicant is a tenant, a copy of the lease or proposed lease agreement. If the applicant is under contract to purchase, a copy of the contract with the contract prices redacted.  4 COPIES	Applicant					
											Official Use					

Requirements										Item Description	Status															
Item Number	Concept Plan	Minor Site Plan	Minor Subdivision	Gen. Dev. Plan	Major				Use Variance	Bulk Variance			Complete	Not Applicable	Waiver Request	Incomplete										
					Prelim		Final																			
					Subdivision	Site Plan	Subdivision	Site Plan																		
7.	•	•	•	•	•	•	•	•	•	•	Location and list of restrictions and limitations associated with existing easements and restrictive covenants. Must provide text or recorded easements, restrictions and current title binder. Location of existing easements or rights-of-way. Location and details of existing and proposed water, storm and sanitary sewer piping. Provide a note on the plan stating that gas, electric, telephone and cable lines will be installed underground. If there are Easements or Restrictive Covenants, declaration, by-laws (i.e. homeowner's association documents resultant from development or not.  <b>4 COPIES</b>	<table border="1"> <tr> <td>Applicant</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Official Use</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Applicant					Official Use								
Applicant																										
Official Use																										
8.			•		•	•	•	•			Sewage Disposal Report and soil percolation test results where no sanitary sewer service when new dwelling units are created.  <b>4 COPIES</b>	Applicant Official Use														
9.	•	•	•	•	•	•	•	•	•	•	Aerial Photograph showing the tract and all structures and physical features on and within 500 feet of the tract. Photograph must be no more than one year old. Computer Satellite Images Acceptable.  <b>15 COPIES</b>	Applicant Official Use														
10.					•	•					Tree Protection Plan  <b>4 COPIES</b>	Applicant Official Use														
11.	•			•	•						Existing Resources and Site Analysis Plan.  <b>4 COPIES</b>	Applicant Official Use														
12.	•	•	•	•	•	•	•	•	•	•	Affordable Housing Plan if new units or jobs are created in accordance with Mount Laurel Doctrine.  <b>4 COPIES</b>	Applicant Official Use														
13.				•	•	•					Communities Facilities Report including fiscal impact.  <b>4 COPIES</b>	Applicant Official Use														
14.				•	•	•	•	•	•	•	Traffic Impact Report	Applicant														

Requirements										Item Description		Status						
Item Number	Concept Plan	Minor Site Plan	Minor Subdivision	Gen. Dev. Plan	Major				Use Variance	Bulk Variance			Complete	Not Applicable	Waiver Request	Incomplete		
					Subdivision	Site Plan	Subdivision	Site Plan									Prelim	Final
											4 COPIES							
												Official Use						
15.		•	•	•	•	•	•	•	•	•	If there are Structures or Buildings. Dimensioned Architectural Elevations of all four facades, materials list for primary exterior elements, all signs and typical "concept" building cross sections prepared by a Architect licensed in the State of New Jersey of all proposed buildings with the exception of single-family detached dwellings.	Applicant						
											15 COPIES	Official Use						
16.		•	•	•	•	•	•	•	•	•	Current property survey prepared and sealed by a registered New Jersey Land Surveyor. Survey should depict all structures on the site and all driveways, parking spaces, size of spaces and type	Applicant						
											4 SEALED COPIES 11 REDUCED SIZE, UNSEALED COPIES	Official Use						
17.										•	If applicable a copy of the report of action prepared by an administrative officer of the Township, from which the applicant appeals.	Applicant						
											4 COPIES	Official Use						
18.		•	•	•	•	•	•	•	•	•	Signed and sealed plan(s) by a New Jersey licensed professional authorized to perform such work.	Applicant						
											8 COPIES	Official Use						
19.	•	•	•	•	•	•	•	•	•	•	For a map, use one (1) of six (6) standardized sheets: 24" x 36      11" x 17"	Applicant						
												Official Use						

Requirements										Item Description			Status								
Item Number	Concept Plan	Minor Site Plan	Minor Subdivision	Gen. Dev. Plan	Major				Use Variance	Bulk Variance	30" x 42"	15" x 21"	18" x 24"	Complete	Not Applicable	Waiver Request	Incomplete				
					Prelim		Final														
					Subdivision	Site Plan	Subdivision	Site Plan													
<b>THE PLAN(S) SHALL CONTAIN:</b>																					
20.	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
																	Official Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
																	Official Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
																	Official Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
																	Official Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.				•	•	•	•	•	•	•	•	•	•	•	•	•	Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
																	Official Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.				•						•	•						Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
																	Official Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
																	Official Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
																	Official Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
																	Official Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Requirements											Item Description	Status							
Item Number	Concept Plan	Minor Site Plan	Minor Subdivision	Gen. Dev. Plan	Major				Use Variance	Bulk Variance				Complete	Not Applicable	Waiver Request	Incomplete		
					Subdivision	Prelim		Final										Subdivision	Site Plan
						Site Plan	Subdivision												
29.		•	•	•	•	•	•	•	•	•	•	Zoning Map extract showing classification of tract to be reviewed.	Applicant						
													Official Use						
30.	•	•	•	•	•	•	•	•	•	•	•	Bulk zoning requirements in tabular form showing required and proposed.	Applicant						
													Official Use						
31.			•					•				Block and lot numbers as determined by the Tax Assessor.	Applicant						
													Official Use						
32.				•	•	•	•	•	•			Existing drainage system and drainage divide map.	Applicant						
													Official Use						
33.	•	•	•	•	•	•	•	•	•	•	•	Existing watercourses, wetlands, soils, floodplains, steep slopes or other environmentally sensitive areas on and within 200 feet of tract.	Applicant						
													Official Use						
34.	•	•	•	•	•	•	•	•	•	•	•	Boundary limits, nature and extent of wooded areas, trees 6-inch dbh or greater within clearing limits, and other significant natural features.	Applicant						
													Official Use						
35.			•					•				Monumentation as required by Map Filing Law.	Applicant						
													Official Use						
36.				•				•	•			Delineation of proposed phasing. (If applicable)	Applicant						
													Official Use						
37.	•	•	•	•	•	•	•	•	•	•	•	Depiction of minimum zoning setback lines.	Applicant						
													Official Use						
38.		•		•	•	•	•	•	•	•	•	Location and depiction of structures on and within 200 feet of the tract with property line setbacks dimensioned. Description of the use of adjacent properties.	Applicant						
													Official Use						
39.	•	•	•	•	•	•	•	•	•	•	•	Existing improvements to be demolished.	Applicant						

Requirements										Item Description		Status						
Item Number	Concept Plan	Minor Site Plan	Minor Subdivision	Gen. Dev. Plan	Major				Use Variance	Bulk Variance			Complete	Not Applicable	Waiver Request	Incomplete		
					Subdivision	Site Plan	Subdivision	Site Plan									Prelim	Final
																	Official Use	
40.		•				•	•	•	•								Applicant	Official Use
41.		•		•	•	•	•	•	•	•	•						Applicant	Official Use
42.		•			•	•	•	•									Applicant	Official Use
43.	•			•	•	•	•	•	•								Applicant	Official Use
44.	•	•		•	•	•	•	•	•	•							Applicant	Official Use
45.					•	•	•	•									Applicant	Official Use
46.				•	•	•	•	•									Applicant	Official Use
47.							•										Applicant	Official Use
48.	•			•	•	•	•	•									Applicant	

Requirements										Item Description		Status						
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					Subdivision	Site Plan	Subdivision	Site Plan									Prelim	Final
											culverts and other man-made installations on and within 500 feet of the tract.	Official Use						
49.		•	•		•	•	•	•	•	•	Location of existing and proposed septic systems and wells.	Applicant						
												Official Use						
50.					•	•	•	•			Existing and proposed contours based on USGS datum at 1 foot intervals for grades up to 10%, with 2 foot intervals over 10%, on and within 100 feet of limit of development.	Applicant						
												Official Use						
51.					•	•	•	•			Corner and first floor elevations of proposed and existing structures, on and within 100 feet of limit of development.	Applicant						
												Official Use						
52.					•	•	•	•			Spot elevations and grades of proposed and existing grass areas, pedestrian and vehicular circulation areas on and within 100 feet of limit of development.	Applicant						
												Official Use						
53.	•	•			•	•	•	•			Locations of storm water management basins and structures with proposed access and drainage easements, where required.	Applicant						
												Official Use						
54.			•		•	•	•	•			Drainage calculations.	Applicant						
												Official Use						
55.					•	•	•	•	•		Lighting plan and details to include isolux patterns, illumination levels, and fixture type.	Applicant						
												Official Use						
56.	•	•	•	•	•	•	•	•			Extent of clearing limits.	Applicant						
												Official Use						

Requirements										Item Description	Status								
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					Prelim		Final												
					Subdivision	Site Plan	Subdivision	Site Plan											
57.						•	•	•	•			Landscaping plan including typical planting notes, types, quantity, size, location, common and botanical names of proposed plantings.	Applicant						
													Official Use						
58.	•			•		•	•	•	•			Locations of lands to be preserved or dedicated to public use and natural features including watercourses, wetlands and transition areas, aquifer recharge areas, wooded areas, steep slopes, cliff and rock outcroppings.	Applicant						
													Official Use						
59.	•					•	•	•	•			Locations, dimensions, and plant materials, proposed or existing, of buffer areas.	Applicant						
													Official Use						
60.						•	•	•	•			Soil Erosion and Sediment Control Plan, as necessary.	Applicant						
													Official Use						
61.		•				•	•	•	•			Location and details of proposed trash enclosures.	Applicant						
													Official Use						
62.		•				•	•	•	•			Location and details of proposed fencing and signage.	Applicant						
													Official Use						
63.								•	•			Timing of improvement installation including any proposal phasing plan for the project.	Applicant						
													Official Use						
64.			•					•	•			Parcel and roadway legal descriptions at time of Final Site Plan or Final Subdivision.	Applicant						
													Official Use						
65.								•	•			Plot plan showing all lots and number of lots contained therein. Street map of development including street names.	Applicant						
													Official Use						
66.	•	•	•	•	•	•	•	•	•	•	•	All applications and supporting documents submitted on portable electronic media and/or transmittal compatible with the Township.	Applicant						
													Official Use						