

WOOLWICH TOWNSHIP
JOINT LAND USE BOARD
120 VILLAGE GREEN DRIVE
WOOLWICH TOWNSHIP, NJ 08085

PHONE # 856-467-2666 EXT. 4

FAX #856-467-9775

Dear Applicant,

RE: Woolwich Township JLUB Completeness Subcommittee Guidelines

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,

Shannon Kilpatrick
Joint Land Use Board Secretary

Enclosure

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

Signature

Date

****SUBMIT ONE COPY OF THIS SIGNED AGREEMENT WITH APPLICATION**

2024 Woolwich Township
Joint Land Use Board Application
Submission Requirements

Please fill out the attached application completely and submit to the Land Use Board Secretary at the address below.

Submit 4 total copies of the Application & Submission Checklist. Other completed pages are noted.

Land Use Board Secretary

Shannon Kilpatrick
120 Village Green Drive
Woolwich Township, NJ 08085
(856) 467-2666 x 4
SKILPATRICK@WOOLWICHTWP.ORG

Joint Land Use Board Professionals

Engineer:

Ed Farrell
Bryson & Yates Consulting
307 Greentree
Sewell, NJ
856-589-1400

Planner:

Ashton Jones
Remington & Vernick Eng.
232 Kings Hwy East
Haddonfield, NJ 08033
(856) 216-1980

Solicitor:

Michael Aimino Esq.
Aimino & Dennen
40 Newton Ave
Woodbury, NJ 08096
(856) 686-9100

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

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 # _____

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 # _____

JOINT LAND USE BOARD
“Fee and Review Escrow Schedule”
Updated 4/17/2018
Section 12 ~ Ordinance #2017-18 of the Township of Woolwich

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 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:

_____	Concept Plan	_____	Final Major Subdivision
_____	Minor Site Plan	_____	Prelim. Major Site Plan
_____	Minor Subdivision	_____	Final Major Site Plan
_____	GDP	_____	Use Variance
_____	Prelim. Major Subdivision	_____	Bulk Variance
		_____	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: _____

Email Address: _____

Telephone Number: _____ **Mobile 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/Phone: _____

**WOOLWICH TOWNSHIP
JOINT LAND USE APPLICATION**

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___

**WOOLWICH TOWNSHIP
JOINT LAND USE APPLICATION**

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: Firm Name _____

Name _____ Phone _____

Address _____ Email: _____

Applicant's Engineer: Firm Name _____

Name _____ Phone _____

Address _____ Email: _____

Applicant's Architect: Firm Name _____

Name _____ Phone _____

Address _____ Email: _____

Applicant's Planner: Firm Name _____

Name _____ Phone _____

Address _____ Email: _____

Applicant's Landscape Engineer: Firm Name _____

Name _____ Phone _____

Address _____ Email: _____

Applicant's Surveyor: Firm Name _____

Name _____ Phone _____

Address _____ Email: _____

Other Experts: Firm Name _____

Name _____ Phone _____

Address _____ Email: _____

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

WOOLWICH TOWNSHIP
JOINT LAND USE APPLICATION

Notice Requirements Section

Pages 1-6

NOTE:

Applicants are solely responsible to insure that proper notice of the public hearing has been given in accordance with the Municipal Land Use Law (“MLUL”), specifically including but not limited to, complying with the provisions of N.J.S.A. 40:55D-12.

Applicants are strongly advised to review the notice requirements contained in the MLUL and/or to consult an attorney.

Each numbered item has a check box for the applicant to confirm all 8 requirements have been completed. Keep these pages for your records. Only page 3, *Affidavit of Proof of Service*, is sent to the JLUB.

- 1. Notice must be given to all property owners within 200 feet as contained in the Municipal Tax Assessor’s Certified List, at least ten (10) days prior to the hearing. A list of property owners may be obtained by writing or calling the contact below. **A copy of the list must be provided to the JLUB.**

Kim Jaworski
120 Village Green Drive
Woolwich Township, NJ 08085
(856) 467-2666 Ext. 2

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

****Please note that according to Township Ordinance #2019-15, the List of Property Owners must be obtained within “75” days from the date upon which such notices are to be sent.**

- 2. Public notice must be published in the South Jersey Times, the official newspaper of the Township of Woolwich, at least ten (10) days prior to the hearing. **An Affidavit of Publication of Notice must be provided to the JLUB** (this will come from the paper).
- 3. Notice shall be given by personal service or certified mail to the Gloucester County Planning Board of a hearing involving property adjacent to the existing County Road or proposed County Road and/or pursuant to law. **A copy of the notice must be provided to the JLUB.**
- 4. Notice of hearings involving property located within 200 feet of an adjoining municipality shall be given by personal service or certified mail to the Clerk of the adjoining municipality. If the property is located within 200 feet of an adjoining municipality, a list of all property owns must be obtained from the Tax Assessor of the adjoining municipality. **A copy of all notices must be provided to the JLUB.**

WOOLWICH TOWNSHIP
JOINT LAND USE APPLICATION

Notice Requirements Section-continued

- 5. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of the State of New Jersey of a hearing involving property adjacent to a state highway. **A copy of all notices must be provided to the JLUB.**

- 6. Notice shall be given by personal service or certified mail to the New Jersey State Planning Commission of a hearing involving property which exceeds 150 acres or 500 dwelling units. The notice shall include a copy of any maps or documents required to be on file pertaining to the application. **A copy of all notices must be provided to the JLUB.**

- 7. Notice shall be given to all utilities or other public entities as set forth or attached to the Certified Property Owner's list. **A copy of all notices must be provided to the JLUB.**

- 8. At least one (1) week prior to the hearing, the Applicant must provide an **Affidavit of Proof of Service**, with all required attachments, evidencing that statutory notice has been given. NOTE: If the Affidavit is not submitted within the specified time period, the application may be deemed incomplete and removed from the agenda. (See Next Page for **Affidavit of Proof of Service**)

**WOOLWICH TOWNSHIP
JOINT LAND USE APPLICATION**

(Sample Form – Example of Notice to Property Owners):

NOTICE OF HEARING

PLEASE TAKE NOTICE that a public hearing will be held before the Joint Land Use Board of Woolwich Township on _____, 20__ at 7:00pm in the Woolwich Township Municipal Building, 120 Village Green Drive, Woolwich Township, New Jersey 08085.

To: _____

Applicant: _____

Property Effected: _____

A/K/A: Block _____ Lot (s) _____ on the Tax Map of Woolwich Twp.

Nature of Application: _____

Applicant will further seek any and all other waivers, variances, exceptions and/or other approvals required to develop the property as set forth in the application.

This notice is sent to you as an owner of property within 200 feet and are required to be notified according to law. When the case is called, you may appear, whether in person or by attorney, and present any objections which you may have to the granting of the relief sought in the petition.

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

A copy of the application and all supporting documents are on file with the Land Use Secretary at the Woolwich Township Municipal Building, 120 Village Green Drive, Woolwich Township, NJ 08085 and may be reviewed during regular business hours. Please call (856) 467-2666 x 4 to arrange a time.

This notice is sent to you by the Applicant, by the order of the Joint Land Use Board.

Respectfully,

(Applicant signature)

WOOLWICH TOWNSHIP
JOINT LAND USE APPLICATION

(Form – Example of Newspaper Notice):

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that a public hearing will be held before the Joint Land Use Board of Woolwich Township on _____, 20__ at 7:00pm in the Woolwich Township Municipal Building, 120 Village Green Drive, Woolwich Township, New Jersey 08085.

Property Effected: _____

A/K/A: Block _____ Lot (s) _____ on the tax map of Woolwich Twp.

The object of the hearing will be to consider _____

Applicant will further seek any and all other waivers, variances, exceptions and/or other approvals required to develop the property as set forth in the application.

Any person interested in the application may appear, whether in person or by attorney, and present any objections which you may have to the granting of the relief sought in the petition.

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

A copy of the application and all supporting documents are on file with the Land Use Secretary at the Woolwich Township Municipal Building, 120 Village Green Drive, Woolwich Township, NJ 08085 and may be reviewed during regular business hours. Please call (856) 467-2666 x 4 to arrange a time.

Applicant

Applicant's Address:

WOOLWICH TOWNSHIP
JOINT LAND USE APPLICATION

(Form – Example of Notice to County):

Notice of Hearing to County Planning Board

PLEASE TAKE NOTICE: That _____,
the undersigned, has applied to the Joint Land Use Board of the Township of Woolwich for the following relief:

At (Address): _____

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.

Dated:

(Applicant's Signature)

PROOF OF PAYMENT OF PROPERTY TAXES

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

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

Woolwich Township Land Use Board

Submission Checklist

(4 copies)

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 (2019-75) a list of property owners must be current within 75 days of public hearing”

Please check all that are applicable:

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

Receiving Area _____

Sending Area _____

- (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				
					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	Complete Not Applicable Waiver Request Incomplete
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	
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. 4 COPIES	Applicant Official Use	

Item Number	Requirements								Use Variance	Bulk Variance	Item Description	Status						
	Concept Plan	Minor Site Plan	Minor Subdivision	Gen. Dev. Plan	Major		Site Plan	Site Plan				Use Variance	Bulk Variance		Complete	Not Applicable	Waiver Request	Incomplete
					Prelim	Final												
8.			•		•	•	•	•			Sewage Disposal Report and soil percolation test results where no sanitary sewer service when new dwelling units are created. 4 COPIES	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. 15 COPIES	Applicant						
												Official Use						
10.					•	•					Tree Protection Plan 4 COPIES	Applicant						
												Official Use						
11.	•			•	•						Existing Resources and Site Analysis Plan. 4 COPIES	Applicant						
												Official Use						
12.	•	•	•	•	•	•	•	•	•	•	Affordable Housing Plan if new units or jobs are created in accordance with Mount Laurel Doctrine. 4 COPIES	Applicant						
												Official Use						
13.				•	•	•					Communities Facilities Report including fiscal impact. 4 COPIES	Applicant						
												Official Use						
14.				•	•	•	•	•	•	•	Traffic Impact Report 4 COPIES	Applicant						
												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. 15 COPIES	Applicant						
												Official Use						
16.		•	•	•	•	•	•	•	•	•	Current property survey prepared and	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	
					Prelim	Final											
25.			•				•	•			Certifications as required by Map Filing Law.	Applicant					
												Official Use					
26.	•	•	•	•	•	•	•	•	•	•	Title block containing plan type, name of preparer, county, municipality, address, block, lot and tax sheet number.	Applicant					
												Official Use					
27.	•	•	•	•	•	•	•	•	•	•	Name and address of owner and applicant	Applicant					
												Official Use					
28.		•	•	•	•	•	•	•	•	•	Key Map showing location of tract to be reviewed in relationship to surrounding areas on and within 1,000 feet.	Applicant					
												Official Use					
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					

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									
35.			•												
									Monumentation as required by Map Filing Law.	Applicant					
36.				•											
									Delineation of proposed phasing. (If applicable)	Applicant					
37.	•	•	•	•	•	•	•	•	•						
									Depiction of minimum zoning setback lines.	Applicant					
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					
39.	•	•	•	•	•	•	•	•	•						
									Existing improvements to be demolished.	Applicant					
40.		•													
									Locations and details of identification signs, traffic control signs and directional signs.	Applicant					
41.					•	•	•	•							
									Location and details of blue reflective fire hydrant pavement markers in accordance with NJDOT standards.	Applicant					
42.		•		•	•	•	•	•	•						
									Locations of driveways, proposed and existing, on and within 200 feet of the tract.	Applicant					
43.		•			•	•	•	•							
									Site triangles per AASHTO standards at intersections and points of ingress/egress.	Applicant					
44.	•			•	•	•	•	•							
									Vehicular and traffic circulation patterns.	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
					Prelim	Final									
45.	•	•		•	•	•	•	•		Location and delineation of parking and loading areas.	Applicant				
											Official Use				
46.					•	•	•	•		Pavement details of proposed traffic circulation areas, parking and loading areas, and streets.	Applicant				
											Official Use				
47.				•	•	•	•	•		Name, location and width of proposed and existing streets and rights-of-way on and within 500 feet of tract.	Applicant				
											Official Use				
48.							•			Mets and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and control angles for all rights-of-way on streets.	Applicant				
											Official Use				
49.	•			•	•	•	•	•		Location of existing railroads, bridges, culverts and other man-made installations on and within 500 feet of the tract.	Applicant				
											Official Use				
50.		•	•		•	•	•	•	•	Location of existing and proposed septic systems and wells.	Applicant				
											Official Use				
51.					•	•	•	•		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				
52.					•	•	•	•		Corner and first floor elevations of proposed and existing structures, on and within 100 feet of limit of development.	Applicant				
											Official Use				
53.					•	•	•	•		Spot elevations and grades of proposed	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
					Prelim	Final									
					Subdivision	Site Plan									
									as necessary.	Official Use					
62.		•				•	•	•	•	•	•				
63.		•				•	•	•	•	•	•				
64.								•	•						
65.			•					•	•						
66.								•	•						

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									
67.	•	•	•	•	•	•	•	•	•	All applications and supporting documents submitted on portable electronic media and/or transmittal	Applicant				
											Official Use				

