

TOWNSHIP OF UPPER DEERFIELD
PLANNING BOARD APPLICATION FORM

Municipal Building
1325 Highway 77, P.O. Box 5098
Seabrook, New Jersey 08302

The application, with supporting documentation, must be filed with the Planning Board Secretary and must be delivered to the professionals for review at least fifteen (15) business days prior to the meeting at which the application is to be considered.

A. This section to be completed by Township staff only.

Date Filed _____ Application No. _____
Application Fees _____
Escrow Deposit _____
Scheduled for: Completeness _____ Hearing _____

Approvals: _____

B. This section to be completed by the applicant or his/her representative

1. APPLICANT

Name _____

Address _____

Telephone Number _____

Email Address _____

Applicant is a Corporation Partnership Individual

2. SUBJECT PROPERTY

Location (street address): _____

Tax Map: Page _____ Block(s) _____ Lot(s) _____

Page _____ Block(s) _____ Lot(s) _____

Dimensions: Frontage _____ Depth _____ Total Area _____

Zoning District: _____

3. DISCLOSURE STATEMENT

Pursuant to NJS 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with NJS 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. [Attach pages as necessary to fully comply.]

Name _____ Address _____ Interest _____

4. If Owner is other than applicant, provide the following information on Owner's

Name _____

Address _____

Telephone _____ Fax _____ Email _____

5. PROPERTY INFORMATION:

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes [attach copies] _____ No _____ Proposed _____

Note: All deed restrictions, covenants, easements, association bylaws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the premises: _____

6. Applicant's Attorney _____

Address _____

Telephone Number _____

Fax Number _____ Email Address _____

7. Applicant's Engineer _____

Address _____

Telephone Number _____

Fax Number _____ Email Address _____

8. Applicant's Planning Consultant _____

Address _____

Telephone Number _____

Fax Number _____ Email Address _____

9. Applicant's Traffic Engineer _____

Address _____

Telephone Number _____

Fax Number _____ Email Address _____

10. List any other Expert who will submit a report or who will testify for the Applicant: [Attach additional sheets as may be necessary]

Name _____

Field of Expertise _____

Address _____

Telephone Number _____

Fax Number _____ Email Address _____

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION (check all that are applicable):

_____ Minor Subdivision Approval

_____ Major Subdivision Approval [Preliminary]

_____ Major Subdivision Approval [Final]

_____ Amendment or Revision to an Approved Subdivision Plan

Number of lots to be created (including remainder lot) _____

Number of proposed dwelling units (if applicable) _____

SITE PLAN (check all that are applicable):

_____ Minor Site Plan Approval

_____ Preliminary Major Site Plan Approval [Phases (if applicable)]

_____ Final Major Site Plan Approval [Phases (if applicable)]

_____ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet) _____

Total number of proposed dwelling units _____

Total square footage of all proposed new buildings _____

Total number of new parking spaces _____

_____ Request for Waiver from Site Plan Review and Approval

Reason for request: _____

OTHER APPLICATION TYPES (check all that are applicable):

_____ Informal Review

_____ Appeal decision of an Administrative Officer [N.J.S. 40:55D-70a]

_____ Map or Ordinance Interpretation, Special Question [N.J.S. 40:55D-70b]

_____ Variance Relief (hardship) [N.J.S. 40:55D-70c(1)]

_____ Variance Relief (substantial benefit) [N.J.S. 40:55D-70c(2)]

_____ Variance Relief (use, height, etc.) [N.J.S. 40:55D-70d]

_____ Conditional Use Approval [N.J.S. 40:55D-67]

_____ Extension of Approval

_____ Direct issuance of a permit for a structure in the bed of a mapped street, public drainage way, or flood control basin [N.J.S. 40:55D-34]

_____ Direct issuance of a permit for a lot lacking street frontage [N.J.S. 40:55D-35]

12. Section(s) of Ordinance from which a variance is requested: _____

13. Waivers Requested of Development Standards and/or Submission

Requirements: [attach additional pages as needed] _____

14. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

Applicant shall request 200' list from the Planning Board Secretary

The publication and the service on the affected owners must be accomplished at least ten (10) days prior to the date scheduled by the Planning Board Secretary for the hearing.

An affidavit of service on all property owners and a proof of publication must be filed with the Upper Deerfield Township Planning Board Secretary before the application will be complete and the hearing can proceed.

15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises:

[attach pages as needed] _____

16. Is a public water line available? _____

17. Is public sanitary sewer available? _____

18. Does the application propose a well and septic system? _____

19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? _____

20. Are any off-tract improvements required or proposed? _____

21. Is the subdivision to be filed by Deed or Plat? _____

22. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____

23. Have there been any previous development applications for the subject premises? _____ If Yes, provide explanation of outcome and a copy of the resolution from Planning Board or Zoning Board. _____

24. Other approvals which may be required and date plans submitted:

	Yes	No	Date
Upper Deerfield Water Department	_____	_____	_____
County Health Department	_____	_____	_____
County Planning Board	_____	_____	_____
County Utilities Authority	_____	_____	_____
Soil Conservation District	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____

Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Public Service Electric & Gas Company	_____	_____	_____
Other _____	_____	_____	_____

25. Certification from the Tax Collector that all taxes due on the subject property have been paid.

26. List of maps, reports and other materials accompanying the application (attach additional pages as required for complete listing). **It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff [Engineer, Planner, Attorney for the Board to which the application is submitted] for their review.** The documentation must be received by the professional staff at least twenty (20) business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

<u>Quantity</u>	<u>Description of Item</u>
_____	_____
_____	_____
_____	_____

27. The Applicant hereby requests that copies of the reports produced by professional staff reviewing the application be provided to applicant's professionals as noted below. Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

Applicant's Professional

Reports Requested

_____ Attorney

_____ Engineer

_____ Planner

Applicant requests copies of Professional reports. (Check Box)

CERTIFICATIONS

28. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

[If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this

_____ day of _____, 20 _____

Notary Public

Signature of Applicant

29. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

[If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this

_____ day of _____, 20 _____

Notary Public

Signature of Applicant

30. I understand that the sum of \$_____ shall be deposited in an escrow account when the application is submitted to the Township. In accordance with the Ordinances of the Township of Upper Deerfield, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Date

SIGNATURE OF OWNER

UPPER DEERFIELD PLANNING BOARD PROFESSIONAL STAFF

Attorney (Solicitors) - Theodore H. Ritter, Esquire and Matthew Ritter, Esquire

Theodore H. Ritter, Esquire
Ritter Law Office
P.O. Box 320
Bridgeton, New Jersey 08302
Phone: 856-451-3030
Fax: 856-453-0911
Email: tritter@upperdeerfield.com

Planner

Randall E. Scheule, PP, AICP
Scheule Planning Solutions, LLC
33 Buckingham Drive
Egg Harbor Township, NJ 08234
Phone: 609-365-2642
Email: rscheule@upperdeerfield.com

Engineer

J. Michael Fralinger, Jr., PE, CME
Fralinger Engineering PA
629 Shiloh Pike
Bridgeton, NJ 08302
Email: mike@fralinger.com

UPPER DEERFIELD TOWNSHIP PLANNING & ZONING BOARDS

SCHEDULE "A" —

GENERAL REQUIREMENT FOR ALL APPLICATIONS

- () 1. *Twenty*, copies of the appropriate application form and checklist(s) completely filled in. If any item is not applicable (N/A) to the Applicant, it should so be indicated on the application form(s).
- () 2. Certificate that taxes are paid.
- () 3. Receipt indicating that fees are paid.
- () 4. *Twenty* copies of any required plot plan, site plan, or subdivision plan.
- () 5. Affidavit of ownership. If Applicant is not the owner, Applicant's interest in land; e.g., tenant, contract/purchaser, lien holder, etc.
- () 6. One of the following:
 - (a) A letter of interpretation (LOI), or letter of absence, from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying delineation of the boundaries of freshwater wetlands; or
 - (b) a copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands; or
 - (c) a statement signed by a qualified professional detailing the results of an on-site wetlands study.The Planning Board may waive the above requirements where it can be established by applicant and verified by the board and its professionals that no wetlands exist on site or on contiguous property owned by the applicant.
- () 7. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S. 40:55D-48.1, et seq.
- () 8. Names of witnesses and their expertise, if any.
- () 9. Statement as to any application requirements for which a waiver is sought, together with a statement of reasons why waivers should be granted.
- () 10. A list of all other requirements or standards of the Township Land Use Ordinance that are not met by the application and for which waivers or variances are requested.

CHECK LIST FOR SUBMISSIONS

SCHEDULE "B"

Minor Site Plan	Minor Sub Division	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
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PLAT SPECIFICATIONS

- | | | | | | |
|--|---|---|---|---|---|
| 1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equal 100 feet. | X | X | X | X | X |
| 2. Sheet size either 15 x 21, 24 x 36, or 30 x 42. | X | X | X | X | X |
| 3. Plan shall be prepared by an architect or engineer if application involves only the location of proposed buildings and their relationship to the site and the immediate environs. | X | X | X | X | X |
| 4. Plan shall be prepared by an architect, planner or engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress. | X | X | X | X | X |
| 5. Plans shall be prepared by an engineer if application involves only drainage facilities for site plans of ten acres or more; or involving stormwater detention facilities, or traversed by a watercourse. | X | X | X | X | X |
| 6. Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency. (Concept discussion only) | X | X | X | X | X |

GENERAL INFORMATION

- | | | | | | |
|---|---|---|---|---|---|
| 7. Metes and bounds description of parcel in question based upon current land survey information. | X | X | X | X | X |
| 8. Property line shown, length in feet and hundredths, bearings in degree, minutes and seconds. | X | X | X | X | X |
| 9. Key map showing location of tract to be considered in relation to surrounding area, within 10000 feet. | X | X | X | X | X |

CHECK LIST FOR SUBMISSIONS

	Minor Site Plan	Minor Sub Division	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
10. Title block containing name of applicant, prepared, lot and block numbers, date prepared, date of last amendment and zoning district.	X	X	X	X	X	X
11. Each block and lot number in conformity with the municipal tax map as determined by the municipal tax assessor.	X	X	X	X	X	X
12. Scale of map, both written and graphic.	X	X	X	X	X	X
13. North arrow giving reference meridian.	X	X	X	X	X	X
14. Space for signatures of Chairman and Secretary of the Municipal Agency.	X	X	X	X	X	X
15. Names of all property owners within 200 feet of subject property.	X	X	X	X	X	X
16. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	X	X	X	X	X	X
17. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically.	X	X	X	X	X	X
18. Acreage of affected parcel to the nearest hundredth of an acre.	X	X	X	X	X	X
19. Number of lots following subdivision including areas in acres if one acre or over or in square feet if under one acre.		X		X		X
20. Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street.	X	X	X	X	X	X
21. Constraints provision calculations.		X		X		

NATURAL FEATURE

(Topography)

Topography of the site and within 200 feet thereof.

22. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade-2 feet; over 10% grade-5 feet.	X	X	X	X		
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CHECK LIST FOR SUBMISSION

	Minor Site Plan	Minor Sub Division	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
23. Cliffs and rock outcroppings.	X	X	X	X		
24. Flood plains.	X	X	X	X	X	X
25. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.	X	X	X	X	X	X
26. Aquifer recharge areas, including safe sustained ground water yield.	X	X	X	X		
27. Wooded areas indicating predominant species and size.	X	X	X	X		
28. Location of trees 6 inches or more in diameter, as measured four feet above ground level, outside of wooded area, designating species of each.			X	X		
29. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	X	X	X	X		
30. All areas to be disturbed by grading or construction.	X	X	X	X		
MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF						
31. Location of existing structures and their setbacks from existing and proposed property lines.	X	X	X	X	X	X
32. Location of existing easement or rights of way including power lines.	X	X	X	X	X	X
33. Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.	X	X	X	X	X	X
34. Location of existing wells and septic systems.	X	X	X	X		
35. When Applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.	X	X	X	X		
36. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas, communications and electric, showing feasible connections to existing or proposed utility systems.			X	X	X	X

CHECK LIST FOR SUBMISSIONS

	Minor Site Plan	Minor Sub Division	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
37. Location and description of monuments whether set or to be set.	X	X			X	X
38. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.	X	X	X	X	X	X
39. Required road dedication.	X	X	X	X	X	X
40. Road orientation (as it relates to energy conservation).	X	X	X	X	X	X
41. Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.			X	X		
MISCELLANEOUS						
42. Proposed sight easements where required.	X	X	X	X	X	X
43. Proposed drainage easements where required.	X	X	X	X	X	X
44. Environmental Impact Report including:						
a. Soil types as shown by the current Soil Conservation Survey Maps.			X	X		
b. Soil depth to restrictive layers of soil.			X	X		
c. Soil depth to bedrock.			X	X		
d. Premeability of the soil by layers.			X	X		
e. Height of soil water table and type of water table.			X	X		
f. Flood plain soil (status).			X	X		
g. Limitation for foundation.			X	X		
h. Limitation for septic tank absorption field (only where septic tank is proposed to be used).			X	X		
i. Limitation for local road and streets.			X	X		
j. Agricultural capacity classifications.			X	X		
k. Erosion hazard.			X	X		
45. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.			X	X		
46. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.	X	X	X	X		

SCHEDULE "C"

CHECK LIST FOR SUBMISSIONS

	"A" Appeal	"B" Interpretations or Special Questions	"C" Variance	"D" Variance	"Condi- tional Use"	Planning Variance
PLAT SPECIFICATIONS						
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet.			X	X	X	X
2. Sheet size either 15 X 21, 24 x 36, or 30 x 42.			X	X	X	X
3. Plans shall be prepared by an architect, planner, engineer, land surveyor, or the Applicant, where appropriate.			X	X	X	X
4. Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the Municipal Agency.			X	X	X	
GENERAL INFORMATION						
5. Metes and bounds description of parcel in question based upon current land survey information.				X	X	X
6. Property line shown in degree, minutes and seconds.				X	X	X
7. Key map showing location of tract to be considered in relation to surrounding area.			X	X	X	X
8. Title block containing name of applicant, prepared, date of last amendment and zoning district.			X	X	X	X
9. Each block and lot numbered in conformity with the municipal tax map assessor.			X	X	X	X
10. Scale of map, both written and graphic.			X	X	X	X
11. North arrow giving reference meridian.			X	X	X	X
12. Space for signatures of Chairman and Secretary of the Municipal Agency.					X	X
13. Names of all property owners within 200 feet of subject property.	X	X	X	X	X	X
14. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.				X	X	X

CHECK LIST FOR SUBMISSIONS

	"A" Appeal	"B" Interpretations or Special Questions	"C" Variance	"D" Variance	"Condi onal Use"	Planning Variance
15. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ration, and density, both as to required and proposed. Indicate the above written and graphically.				X	X	X
16. Zone requirements per Ordinance and per application.				X	X	X
17. Acreage of affected parcel to the nearest hundredth of an acre.			X	X	X	X
18. Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street.				X	X	X

NATURAL FEATURES

(Topography)

Topography of the site and within 200 feet thereof.						
19. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade-2 feet; over 10% grade-5 feet.					X	X
20. Cliffs and rock outcroppings.					X	X
21. Flood Plains.					X	X
22. Natural and artificial water courses, streams, shorelines and water boundaries and encroachment lines.					X	X
23. Aquifer recharge areas, including safe sustained ground water yield.					X	X
24. Wooded areas indicating predominant species and size.					X	X
25. Location of trees 6 inches or more in diameter, as measured one foot above ground level; outside of wooded area, designating species of each.					X	X
26. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.					X	X

CHECK LIST FOR SUBMISSIONS

	"A" Appeal	"B" Interpretations or Special Questions	"C" Variance	"D" Variance	"Condi tional Use"	Planning Variance
27. All areas to be disturbed by grading or construction.					X	X
MAN MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF						
28. Location of existing structures and their setbacks from existing and proposed property lines.			X		X	X
29. Location and type of existing easements or rights of way including power lines.			X		X	X
30. Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.			X		X	X
31. Location of existing wells and septic systems.			X		X	X
32. When Applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.			X	X	X	X
33. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.			X		X	X
34. Location and description of monuments whether set or to be set.			X		X	X
STREETS						
35. Locations, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.					X	X
36. Required road dedication.			X		X	X
37. Road orientation (as it relates to energy conservation).					X	X
38. Plans, profiles and cross-sections of all proposed new streets and/or access to proposed streets.			X		X	X

CHECK LIST FOR SUBMISSIONS

	"A" Appeal	"B" Interpretations or Special Questions	"C" Variance	"D" Variance	"Condi- tional Use"	Planning Variance
MISCELLANEOUS						
39. Proposed sight easements where required					X	X
40. Proposed drainage easements where required.					X	X
41. Environmental Impact Report						
a. Soil types as shown by the current Soil Conservation Survey Maps.						
b. Soil depth to restrictive layers of soil.						
c. Soil depth to bedrock.						
d. Permeability of the soil by layers.						
e. Height of soil water table and type of water table.						
f. Flood plain soil (status).				X	X	X
g. Limitation for foundation.				X	X	X
h. Limitation for septic tank absorption field (only where septic tank is proposed to be used).				X	X	X
i. Limitation for local road and streets.				X	X	X
j. Agricultural capacity classifications.				X	X	X
k. Erosion hazard.				X	X	X
42. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.					X	X
43. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.						
44. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.				X	X	X
45. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	X	X		X	X	X
46. Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.	X	X	X	X	X	X

For areas of disturbance of 5000 or more square feet X

Development Application Fee Schedule

<u>Type of Application</u>	<u>Application Fee</u>	<u>Escrow Fee</u>
Minor Subdivision	\$250.00	\$350.00 per lot
Major Subdivision - Preliminary	\$350.00	\$500.00 plus \$75.00 per lot
Major Subdivision – Final	\$250.00	\$500.00 plus \$50.00 per lot
Minor Site Plan	\$250.00	\$1,000.00
Major Site Plan (Residential) – Preliminary	\$350.00	\$500.00 plus \$75.00 per dwelling unit
Major Site Plan (Residential) – Final	\$250.00	\$500.00 plus \$50.00 per dwelling unit
Major Site Plan (Commercial) – Preliminary	\$350.00	\$500.00 plus \$750.00 per acre
Major Site Plan (Commercial) – Final	\$250.00	\$500.00 plus \$500.00 per acre
Waiver of Site Plan Approval	\$200.00	\$750.00
Conditional Use	\$200.00	\$1,250.00
Appeal per <u>NJS 40:55D-70.a</u>	\$200.00*	\$500.00
Interpretation per <u>NJS 40:55D-70.b</u>	\$200.00	\$500.00
Variance per <u>NJS 40:55D-70.c</u>	\$200.00	\$500.00 ¹
Variance per <u>NJS 40:55D-70.d</u>	\$250.00	\$1,250.00
Variance per <u>NJS 40:55D-34</u>	\$200.00	\$500.00
Variance per <u>NJS 40:55D-36</u>	\$200.00	\$500.00
Conceptual (informal) Plan –		
Minor Subdivision or Site Plan	\$150.00	\$750.00
Major Subdivision or Site Plan	\$150.00	\$1,000.00
Extension of Approval	\$150.00	\$750.00
Certificate of Nonconformity –		
Issued by Administrative Officer	\$200.00	-----
Issued by Planning Board	\$200.00	\$750.00
Resubmission of Incomplete Application	\$250.00	-----
Tax Map Revisions from subdivision	\$250.00 per lot	-----
Redevelopment Plan Revision	\$250.00	\$1,500.00
Request for Rezoning	\$250.00	\$1,000.00

¹ This fee is not required for "C" variances related to structures that are accessory to single-family residences.

- b. All application fees and escrowed review fees pursuant to the Schedule listed above shall be submitted at the time of application. These monies are intended to cover all necessary and reasonable costs incurred by the technical and/or professional staff retained by the Planning Board to review and make recommendations on such applications. The technical and professional staff is intended to include but not be limited to the following: Board Attorney, Municipal Planner, Municipal Engineer, other professionals as may be required on particular applications. The fee for the services of the technical and professional staff shall be determined by resolution of the Planning Board.
- c. The amount specified for escrow deposits are estimates, and it is recognized additional escrow fees may be necessary in particular applications. In the event that more than the amount specified for escrow is required in order to pay the reasonable costs incurred, the applicant shall, prior to being permitted to move forward in the approval procedure, or prior to obtaining construction permits or Certificates of Occupancy for any portion of the application project, pay all additional required sums.
- d. Escrow fees shall be controlled by the Township Treasurer. In the event that the escrow deposit is more than required to pay necessary and reasonable costs of the technical and professional staff, the excess funds shall be returned to the applicant within one hundred eighty (180) days of publication of the resolution approving the application.
- e. Additionally, if the Planning Board creates as a condition of any approval, a requirement that ongoing inspections or approvals are necessary by the professional staff or Township Officials to insure compliance as a condition of approval by an applicant, then it shall be the obligation of the applicant to bear the cost of the additional fees by placing a sum designated by the Planning Board or the Township, as appropriate, in an escrow fund. When all approvals or inspections have been completed to the satisfaction of the Planning Board or Township, any excess escrow fund shall be returned to the applicant within sixty (60) days of the last approval or inspection.
- f. When applications for preliminary and final approval are made simultaneously the Planning Board shall have the right to waive the payment of additional deposits.
- g. Exemption from Application Fee and/or Escrow Amount.
1. All charitable, philanthropic, fraternal and religious nonprofit organizations shall be exempt from the payment of application fees and escrow amounts as required by this section, provided that:
 - (a) The nonprofit organization holds a tax exempt status under the Federal Internal Revenue Code of 1954 (26 U.S.C. Sections 501(c) or (d)); and

(b) The nonprofit organization is submitting a development application for a minor or major subdivision which shall preserve open space or farmland, and shall not create any new buildable lots.

2. The board of education shall be exempt from the payment of application fees as required by this section.

3. Disabled persons, or a parent or sibling of a disabled person, shall be exempt from the payment of application fees as required by this section, provided that the application relates to development which promotes accessibility to the disabled person's own living unit.

h. Where the Planning Board reverses the decision of the administrative officer, the \$200.00 appeal fee will be refunded to the applicant.

Section 2.

Section 405-104 Subdivision and site plan review is repealed in its entirety and replaced with the following:

Section 405-104 Reserved

Section 3.

Section 405-105 Planned development is repealed in its entirety and replaced with the following:

Section 405-105 Reserved

Section 4.

Section 405-106 Conditional uses is repealed in its entirety and replaced with the following:

Section 405-106 Reserved

BE IT FURTHER ORDAINED by the Township Committee of the Township of Upper Deerfield that the foregoing changes municipal fees pertaining to applications for development be incorporated into **Article XIII Fees** of the Code of the Township of Upper Deerfield; and

BE IT FURTHER ORDAINED by the Township Committee of the Township of Upper Deerfield that except as modified herein, the remaining provisions of **Article XIII Fees** of the Code of the Township of Upper Deerfield shall remain as heretofore and unaltered by the provisions hereof.

UPPER DEERFIELD TOWNSHIP



PLANNING BOARD

Phone: (856) 451-3811 • Fax: (856) 451-1379

P.O. Box 5098
1325 State Highway 77
Seabrook, NJ 08302

To Whom It May Concern:

Needed: W-9 Form for Escrow Account:

In order for Escrow accounts to be managed by the bank your escrow is deposited in, the enclosed W-9 form must be completed with your Business Tax ID and or Social Security Number. Please return promptly to Vicki Vagnarelli at the above address or if coming before the Planning or Zoning Board please return with your application.

Please read the following Municipal Land Use Law 40:55D-53.1 Disposition of required deposits.

40:55D-53.1. Disposition of required deposits. Whenever an amount of money in excess of \$5,000.00 shall be deposited by an applicant with a municipality for professional services employed by the municipality to review applications for development, for municipal inspection fees in accordance with subsection h. of section 41 of P.L. 1975, c. 291 (C. 40:55D-53) or to satisfy the guarantee requirements of subsection a. of section 41 of P.L. 1975, c. 291 (C. 40:55D-53), the money, until repaid or applied to the purposes for which it is deposited, including the applicant's portion of the interest earned thereon, except as otherwise provided in this section, shall continue to be the property of the applicant and shall be held in trust by the municipality. Money deposited shall be held in escrow. The municipality receiving the money shall deposit it in a banking institution or savings and loan association in this State insured by an agency of the federal government, or in any other fund or depository approved for such deposits by the State, in an account bearing interest at the minimum rate currently paid by the institution or depository on time or savings deposits. The municipality shall notify the applicant in writing of the name and address of the institution or depository in which the deposit is made and the amount of the deposit. The municipality shall not be required to refund an amount of interest paid on a deposit which does not exceed \$100.00 for the year. If the amount of interest exceeds \$100.00, that entire amount shall belong to the applicant and shall be refunded to him by the municipality annually or at the time the deposit is repaid or applied to the purposes for which it was deposited, as the case may be; except that the municipality may retain for administrative expenses a sum equivalent to no more than 33 1/3% of that entire amount, which shall be in lieu of all other administrative and custodial expenses.

The provisions of this act shall apply only to that interest earned and paid on a deposit after the effective date of this act.

Adopted, L. 1985, c. 315, §1. SEARCHABLE FULL TEXT AVAILABLE ONLINE AT www.gannlaw.com

Any questions you may have, please contact Ruth Moynihan, Certified Financial Officer or Amy Colaneri, Treasurer between the hours of 9:00am - 4:30pm.

Respectfully,

Vicki Vagnarelli
Planning Board Secretary

3/2009

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

Social security number																				
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Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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

By signing the filled-out form, you:

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

Sample Letter for Certified Mailing

NOTICE TO PROPERTY OWNERS WITHIN 200 FEET UPPER DEERFIELD TOWNSHIP PLANNING BOARD NOTICE OF HEARING

TO ALL PROPERTY OWNERS WITHIN 200 FEET

PLEASE TAKE NOTICE:

That (*Name of Applicant*) has filed an application with the Secretary of Upper Deerfield Township Planning Board seeking Approval of (*What applicant is seeking approval for*) and any other variances or waivers required.

The property is located at (*address of applicants property*) and also known as (*Block _____ Lot _____*) as shown on the Tax Map of the Township of Upper Deerfield.

This notice is being sent to you as an owner of property within 200 feet of the property affected by this application.

A public hearing has been scheduled for (*Month, Day and Year of Public Hearing*) at **7:00 pm** at the Upper Deerfield Township Municipal Building, 1325 State Highway 77, Seabrook, NJ. 08302.

When the case is called you may appear either in person or by agent or attorney and present any objections which you may have to the granting of the relief sought in the application.

All documents relating to this application are on file in the office of the Secretary of the Planning Board of Upper Deerfield Township and are available for inspection in the Planning Board Office, from Monday through Friday, 9:00am to 3:30pm.

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

Respectfully,

(*Applicants Signature*)

(*Applicants Name*)

Dated: (*Date of Letter/Notice*)

Sample Notice for Newspaper

NOTICE

PLEASE TAKE NOTICE THAT ON *(Month, Day & Year)*, 7:00 P.M. at the Municipal Building, State Highway 77, Seabrook, N.J., the Upper Deerfield Township Planning Board will hold a public hearing on the application of the undersigned, at which time and place all interested persons will be given an opportunity to be heard.

The location of the premise in question is known as (Lot ____ of Block ____) on the Tax Map. The applicant, *(Name of Applicant)* is seeking approval *(What applicant is seeking approval for)* and any other variances or waivers required.

A copy of said application and documents are on file in the Board Office at the Upper Deerfield Township Municipal Building, Seabrook, and may be inspected during business hours by all interested parties prior to said meeting.

(Name of Applicant)
(Address of Applicant)
(Date of Notice)

DISCLAIMER AS TO LEGAL ADVICE

By supplying any information to a Planning or Zoning Board applicant, the Township and its employees are not providing legal advice and do not intend to provide legal advice. The provided materials are intended to familiarize applicants with the planning and zoning process. Applicants are advised and urged to consult with and retain counsel to assist with planning and zoning applications. In no way is the Township attempting to provide legal advice for services and by supplying any information to an applicant such assistance or answering of questions should not be construed as providing any legal advice or guidance.

Township of Upper Deerfield Planning Board

Notice of Public Meeting Dates for 2015 & Reorganization 2016

NOTICE IS HEREBY GIVEN that the meetings of the Planning Board of the Township of Upper Deerfield will be held at 7:00 pm at the Municipal Building, State Highway 77, Seabrook, New Jersey as follows:

REGULAR MEETING DATES	APPLICANT APP/PLANS DUE ON OR BEFORE	WORK SESSION DATES	APPLICANT APP/PLANS DUE ON OR BEFORE
Mon., Jan 12, 2015 Reorganization Meet	Dec. 23	Wed, Jan 21, 2015	Jan 1
Mon. Feb 9, 2015	Jan 20	Wed, Feb 18, 2015	Jan 29
Mon. March 9, 2015	Feb 17	Mon. March 16, 2015	Feb 24
Mon. April 13, 2015	March 24	Mon. April 20, 2015	March 31
Mon. May 11, 2015	April 21	Mon. May 18, 2015	April 28
Mon. June 8, 2015	May 19	Mon. June 15, 2015	May 26
Mon. July 13, 2015	June 23	No Session	
Mon. August 10, 2015	July 21	No Session	
Mon. Sept. 14, 2015	August 25	Mon. Sept. 21, 2015	September 1
Wed. Oct. 14, 2015	September 24	Mon. Oct. 19, 2015	September 29
Mon. Nov. 9, 2015	October 20	Mon. Nov. 16, 2015	Oct 27
Mon. Dec. 14, 2015	November 24	No Session	
Mon. Jan.11,2016 Reorganization/Regular Meeting	December 22		