

**TOWNSHIP OF UPPER DEERFIELD**

**Municipal Building**

**1325 Highway 77**

**Seabrook, New Jersey 08302**

**PLANNING BOARD APPLICATION**

The application, with supporting documentation, must be filed with the Planning Board Secretary and delivered to the professionals for review at least twenty (20) days prior to the meeting at which the application is to be considered. Applicant is responsible for delivering any application as may be required to the Cumberland County Planning Board.

**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 \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Applicant is a Corporation  Partnership  Individual

If Applicant is a corporation, applicant shall be represented by a NJ Licensed Attorney.

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 \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

4. If Owner is other than the applicant, provide the following information on the Owner(s):

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

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

Email Address \_\_\_\_\_

5. PROPERTY INFORMATION:

Are there any 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 including a description of buildings and other improvements:

\_\_\_\_\_  
\_\_\_\_\_

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 Planner \_\_\_\_\_

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:

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. NOTICE AND 200' LIST

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 for a fee of \$10.00 per NJS 40:55D-12c.

**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 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 vehicular access, structures and use of the premises:

[attach pages as needed] \_\_\_\_\_  
\_\_\_\_\_

16. Is public water 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:

	<b>Date Plans</b>		
	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Submitted</u></b>
Upper Deerfield Utilities Department	_____	_____	_____
<u>Cumberland</u> County Health Department	_____	_____	_____

<u>Cumberland</u> County Planning Board	_____	_____	_____
<u>Cumberland</u> County Utilities Authority	_____	_____	_____
<u>Cumberland/Salem</u> Soil Conservation District	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
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 for their review. The documentation must be received by the professional staff at least twenty (20) days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. The Planning Board Secretary shall be copied on the transmittal of all materials delivered to the professional staff. A list of the professional staff is on Page 9 of this application form.

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

27. The Applicant hereby requests that copies of reports of the 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.

<u>Applicant's Professional</u>	<u>Reports Requested</u>
_____ 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, preparation of reports, meeting attendance by professional staff 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.

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Date

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Signature of Owner

UPPER DEERFIELD PLANNING BOARD PROFESSIONAL STAFF

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

Theodore Ritter

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