

SPRINGFIELD TOWNSHIP ZONING BOARD OF ADJUSTMENT

INSTRUCTIONS FOR APPLICATION

ALL COMPLETED APPLICATIONS, CHECKLISTS AND PLANS MUST BE RECEIVED BY THE LAND USE ADMINISTRATOR NO LATER THAN THE 15TH DAY OF THE MONTH PRIOR TO THE MONTH OF THE NEXT MEETING.

CHECKS MUST BE MADE PAYABLE TO "SPRINGFIELD TOWNSHIP". APPLICATION FEE AND ESCROW DEPOSIT MUST BE SUBMITTED IN SEPARATE CHECKS.

Application Fee \$ _____

Escrow deposit \$ _____

The applicant is required to make public notice which must indicate date, time and location of meeting as well as the variance and/or relief sought from the Board. This notice must also state that the documents are filed for public inspection. (A sample notice is enclosed). **DO NOT ADVERTISE OR GIVE PUBLIC NOTICE UNTIL YOU HAVE BEEN GIVEN A HEARING DATE BY THE LAND USE ADMINISTRATOR.** This written notice must be given at least 10 days prior to the hearing date to the following:

- All property owners located within 200 feet of the subject property indicated on a certified list of property owners obtained from the Tax Assessor. This may be done by certified mail or person service.
- Advertisement in the Burlington County Times.
- Clerk of the adjoining municipality if property is located within 200 feet of that adjoining municipality.
- Burlington County Planning Board if land is adjacent to a County Road or within 200 feet of a municipal boundary.
- NJ Commissioner of Transportation if land is adjacent to a State Highway.

The applicant must provide proof of all public notices required. It is recommended the proofs be submitted prior to the hearing date. Failure to comply with any notice requirement will delay the hearing of the application.

Upon submission, the application shall be accompanied by 15 copies of a certified survey of the property to be considered. The survey shall set forth the location of existing buildings and include front, side and rear yard dimensions.

If a new building or buildings are proposed in the application, 15 copies of a plot plan clearly indicating such buildings thereon as well as front, side and rear yard setbacks.

SPRINGFIELD TOWNSHIP
ZONING BOARD OF ADJUSTMENT
APPLICATION

Application No. _____

Application Fee _____

Date Filed _____

Escrow Fee _____

Block _____ Lot _____

CHECK AS MANY AS APPLY:

___ Bulk Variance ___ Use Variance ___ Expansion of Non Conforming Use
___ Interpretation ___ Conditional Use ___ Appeal
___ Other _____

APPLICANT:

Name: _____ Phone # _____

Address: _____

Applicant is a Corporation Partnership Individual

Corporation or Partnership must be represented by an attorney.

DISCLOSURE STATEMENT

Pursuant to N.J.S.A. 40:55D-48-1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% in any partnership applicant must be disclosed. In accordance with N.J.S.A. 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 _____ Name _____

Address _____ Address _____

Interest _____ Interest _____

IF OWNER IS **OTHER** THAN THE APPLICANT, PROVIDE THE FOLLOWING INFORMATION ON THE OWNER(S):

Owner's Name _____ Phone # _____

Address _____

SUBJECT PROPERTY:

Location: _____ Acreage of entire site _____

Block _____ Lot _____ Frontage _____ Depth _____

Zoning District _____ Proposed Building: Height _____ Lot coverage _____%

Existing Building(s) _____% of lot coverage

Restrictions, covenants, easements, association by-laws, existing or proposed on the property: YES [attach copies] NO PROPOSED

Present use: _____

Proposed use: _____

Applicant's Attorney _____

Address _____

Phone Number _____ Fax Number _____

Applicant's Engineer: _____

Address _____

Phone Number _____ Fax Number _____

List any other expert who will submit a report or who will testify for the Applicant: [attach additional sheets if necessary]

Name: _____ Field of Expertise _____

Address _____

Phone Number _____ Fax Number _____

Explain in detail the exact nature of the application: [Attach additional pages as needed] _____

Briefly describe any prior or currently pending proceedings before any federal, state or local board or agency involving the property which is the subject of this application. _____

List Maps, Reports, and any other material accompanying this application. [Attach additional pages as required for complete listing]

INSTRUCTIONS FOR CERTIFICATIONS

Both the applicant and owner MUST complete and sign these certifications. If the applicant and the owner are the same both certifications must still be completed and signed. If the applicant or owner is not an individual, then the authority of the person signing should be indicated. If there is more than one owner, each owner must complete an owner's certification. The Planning Board Secretary can supply additional certification pages.

CERTIFICATIONS

I CERTIFY that I am the applicant on the foregoing application and that the statements contained in this application and the materials submitted along with the application are true. I agree that I will be bound by the decisions of the Planning Board with respect to this application. I further certify that I am either (1) the individual applicant or (2) the authorized managing member, general partner, officer or other authorized representative of the entity making this application. I understand that pursuant to the Municipal Land Use Law and local ordinance, I am responsible for payment of the professional review fees incurred by the Township with respect to this application. The name, address, telephone number and e-mail address of the applicant are: _____

_____ I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Witness / Attest:

Name of Applicant:

Print name below signature

Print name below signature

Date: _____

I CERTIFY that I am the record Owner of the property which is the subject of this application and, if I am not the applicant, that I have authorized the applicant to make this application. I agree that I will be bound by the decisions of the Planning Board with respect to this application whether or not I am the applicant and that, pursuant to the Municipal Land Use Law and local ordinance, I am responsible for payment of the professional review fees incurred by the Township with respect to this application. I further understand and agree that if final charges are not paid, they may be assessed as municipal liens against the property forming the subject of this application. The name, address, telephone number and e-mail address of the owner are: _____

_____ I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Witness / Attest:

Name of Owner:

Print name below signature

Print name below signature

Date: _____

ZONING BOARD OF ADJUSTMENT

VARIANCE/APPEAL CHECKLIST

Please complete ALL items on the checklist. Indicate "X" if submitted, N/A if it does not apply to your application and "W" if you will be requesting a waiver from submittal. A request of waiver must be submitted in writing with justification as to the reason a waiver should be granted. Failure to complete all items will result in an incomplete application.

Applicant _____ Block _____ Lot _____

Application No. _____ Date Submitted _____

Items required for submittal of application to the Zoning Board of Adjustment	Submitted (check)	Staff Use Only
1. Completed Application form (15 copies)		
2. Application fee paid		
3. Escrow Deposit paid		
4. Escrow Agreement signed		
5. Certification from Tax Collector that taxes are paid current.		
6. Completed Checklist		
7. Survey/Plot Plan folded (15 copies)		
8. Statement describing request and reasons why it should be granted, identification of ordinance section involved. (15 copies)		
9. Statement as to any request for a waiver from the filing or submission requirements, along with a statement of reasons why said waiver should be granted. (15 copies)		

Items required for submittal of application to the Zoning Board of Adjustment	Submitted (check)	Staff Use Only
10. Proof that there are no outstanding, uncollected fees or escrow resulting from past applications or prior submissions by this applicant and/or involving this property or any part thereof, including the base tract, by any applicant		
11. Copy of Deed		
12. Notice of Appeal, if applicable (15 copies)		
13. Certified list of adjoining property owners within 200 feet of the subject property.		
14. Affidavit of service of notice of hearing on all property owners within 200 feet of the subject property as well as on all public entities entitled to notice. The date and manner of service must be indicated.		
15. Copy of notice to adjoining property owners.		
16. Affidavit of publication of notice of hearing in the official newspaper of the Township.		
17. Sketch map of proposal, if applicable		
18. Setbacks of existing building and proposed construction, if applicable		
19. 15 copies of plan, application and attachments/statements collated		
20. Subdivision or Site Plan Submission, if applicable.		

ESCROW AGREEMENT

THIS AGREEMENT for payment of professional review fees is made on this ____ day of _____, 20__ between the Township of Springfield and its Zoning Board (hereafter the "Township") and _____ as Applicant and _____ as Owner (hereafter, collectively, the "Developer"). The Township and the Developer agree as follows:

1. AGREEMENT TO PAY FEES: Developer hereby agrees to pay all costs and fees incurred by the Township for professional review of the Application for Development filed contemporaneously herewith. Such fees include, but are not limited to, application fees and professional review fees charged by Township professionals for the review and preparation of plans and documents.

2. ESCROW DEPOSIT: The Township hereby acknowledges receipt of \$_____, which sum is a deposit which will be place in a Township escrow account to cover the estimated amount of the aforementioned fees, costs and charges. The Developer account will be charged monthly in line with bills submitted by the Township professional staff and, when necessary outside consultants. The Developer will receive copies of the bills for information purposes. All charges for and payments of the Township's professional review fees and costs shall be in accordance with the provisions of N.J.S.A. 40:55D-53.2 through 53.4.

3. ADDITIONAL PAYMENTS: The Developer agrees to pay additional fees, costs and charges not covered by the initial escrow deposit. When Developer's escrow account is about to be depleted and additional charges are expected to be incurred, the Administrative Officer will request that the Developer replenish the escrow account. This request, which will be in writing and sent by regular mail to the address given on the Developer's application form, will not exceed the amount believed by the Administrative Officer to be sufficient to cover future costs of review of the application for development. Payment of the amount requested by the Administrative Officer must be made within 10 days. If payment is not made as and when required, the Board will take no further testimony on the application for development until such time as the required payment is made. If the enforcement of this provision would effect an approval of the application pursuant to N.J.S.A. 40:55D-10.4, the Board will deny the application without prejudice.

4. DISPUTING CHARGES: To contest the reasonableness of fees and charges made by the Township for the review of an application for development, a Developer must comply with the appeal procedures set out in the Municipal Land Use Law.

A Developer who contests the reasonableness of fees and charges as provided herein must pay the full amounts requested by Administrative Officer or the Board will discontinue the hearings on the application for development as hereinbefore provided.

5. CLOSE OUT PROCEDURE: Upon completion of the application or the improvements, as the case may be, the Administrative Officer shall render a final accounting of the Developer's escrow account and remit the balance due as provided by the Municipal Land Use Law.

6. COLLECTION: Should the Developer fail to pay any sum required to be paid hereunder when due, the Township shall be entitled to pursue all remedies at law or equity. Interest shall accrue at a rate of 18% per annum simple interest on all sums unpaid after the due date. The Township may collect a reasonable attorney's fee which shall not be less than Three Hundred Dollars (\$300.00), should litigation for the purpose of collecting any sum be commenced.

7. APPLICANT AND OWNER RESPONSIBLE. The Applicant and Owner shall be individually, jointly and severally responsible for payment of the Township's professional review fees and costs. Collection procedures, interest and costs shall be the responsibility of both as outlined

in Paragraph 6, above. The Owner acknowledges and agrees that unpaid final charges may be assessed against the subject property as liens pursuant to law in the sole discretion of the Township. The Owner and Applicant are advised to make appropriate arrangements among themselves to assure proper accounting and responsibility for these costs.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their hands the date first above written.

SPRINGFIELD TOWNSHIP
_____ BOARD

DEVELOPER

BY: _____

BY: _____

PROPERTY OWNER OF RECORD

BY: _____



SPRINGFIELD TOWNSHIP

2159 Jacksonville-Jobstown Road
Jobstown, New Jersey 08041
(609) 723-2464
Fax (609) 723-6591

Clerk / Land Use ext. 10
Police ext. 20
Tax Collector ext. 14
Tax Assessor ext. 19
Construction / Zoning ext. 21
Manager ext. 22
Finance ext. 11

MEMORANDUM

To: Land Use Administrator
From: Tax Office
Date: _____
Re: Certification of Taxes

Property Location _____

Block _____ Lot _____ QFarm YES NO

Assessed to _____

The property taxes on the above property are current not current.

MELISSA CHESLA
TAX COLLECTOR



SPRINGFIELD TOWNSHIP

2159 Jacksonville-Jobstown Road
Jobstown, New Jersey 08041-0119
(609) 723-2464
Fax (609) 723-6591

Clerk / Land Use	ext. 10
Police	ext. 20
Tax Collector	ext. 14
Tax Assessor	ext. 19
Construction / Zoning	ext. 21
Manager	ext. 22
Finance	ext. 11

TAX COLLECTOR
Melissa J. Chesla, CTC

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS

TO: TAX COLLECTOR

FROM: _____
Applicant

Mailing Address

Phone Number

Email address

DATE: _____

RE: **BLOCK** _____ **LOT** _____
(FROM THE OFFICIAL TAX LIST)

PROPERTY LOCATION

MUNICIPALITY: _____ **

Please provide a certified list of the property owners within two hundred feet (200') of the above referenced Block(s) and Lot(s).

I have attached a check in the amount of _____ (\$10.00 for each Block and Lot required).

I would appreciate receiving the list by _____ (date).

A minimum of seven (7) days is needed.

**If the subject Block and Lot is NOT in the Township of Springfield, the applicant must submit a copy of the applicable tax map page from the subject municipality.

SAMPLE PUBLIC NOTICE

**TOWNSHIP OF SPRINGFIELD
ZONING BOARD OF ADJUSTMENT**

TAKE NOTICE that on Monday the ____ day of _____, 2010 at 7:30 p.m., a hearing will be held before the Springfield Township Zoning Board of Adjustment at the Municipal Building, 2159 Jacksonville-Jobstown Road, Jobstown, New Jersey on the appeal or application of the undersigned for a (bulk, use, expansion of nonconforming use, etc.) variance and any other variances and/or design standard waivers as the board may determine are required to construct a (deck, addition, shed, garage, etc.) on the premises located at _____ and designated as Block _____ Lot _____, on the Springfield Township Tax Map.

The application is on file in the Land Use Office and is available for inspection at the Springfield Township Municipal Building located at 2159 Jacksonville-Jobstown Road, Jobstown, New Jersey between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Zoning Board of Adjustment.

(Name of Applicant)

NOTE: THIS NOTICE MUST BE PUBLISHED IN THE LEGAL SECTION OF THE BURLINGTON COUNTY TIMES AND SENT CERTIFIED MAIL TO ALL PROPERTY OWNERS WITHIN 200 FEET AS SHOWN ON A LIST PROVIDED BY THE TAX OFFICE AT LEAST **10 DAYS PRIOR** TO THE DATE OF THE HEARING.

**PROOF OF SERVICE
OF NOTICE OF HEARING**

_____ of full age, duly

certifies as follows:

1. I am the applicant in a proceeding before the _____ Board, of Springfield Township, New Jersey which relates to premises known and designated as _____.
2. On _____, 20____ I served written notice of the hearing on this proceeding, in the form attached hereto, to the entities and individuals whose names appear on the attached list, in the manner indicated.

The foregoing statements made by me are true. I am aware that if any statement contained herein is willfully false I am subject to punishment.

(Applicant)

TO THE APPLICANT:

Attach a sample of the notice that you served to this document. Also attach a list of the property owners and entities that you served, and mark up that list to show how you served them (personal service or certified mail).

**CODE OF THE TOWN OF SPRINGFIELD, NEW JERSEY, v6 Updated 07-01-2009 /
PART II, GENERAL LEGISLATION / Chapter 91, FEES / § 91-10 Land
development. [Amended 7-10-2002 by Ord. No. 2002-4; 6-14-2006 by Ord. No.
2006-9; 9-12-2007 by Ord. No.2007-06; 11-14-2007 by Ord. No. 2007-10]**

**§ 91-10 Land development. [Amended 7-10-2002 by Ord. No. 2002-4; 6-14-2006 by Ord.
No. 2006-9; 9-12-2007 by Ord. No.2007-06; 11-14-2007 by Ord. No. 2007-10]**

- A. General. Proposals involving more than one application type shall pay a cost equaling the sum of the costs of the component elements of the plat. Proposals requiring a combination of approvals, such as subdivision, site plan and/or a variance, shall pay a cost equal to the sum of the cost for each element.

	Application Fee (nonrefundable)	Escrow
Conditional uses	\$250	\$500
Change of zone request	\$250	\$500
Certification of subdivision	\$35	
Zoning or change of use permit	\$25	
Street vacation	\$625	\$500
Land Use Ordinances and map	\$60	
Master Plan	\$250	
Reexamination report	\$150	
Land development checklist, Planning and Zoning Board applications	\$5	

- B. Subdivision.

*Township of Springfield
PC/CodeBook for Windows*

	Application Fee (nonrefundable)	Escrow
Minor subdivision:		
Preliminary and final plans	\$150	\$1,000 for the 1st lot + \$40 per lot thereafter
Major subdivision:		
Sketch plat	\$350	\$2,000 for the 1st 5 lots + \$100 per lot thereafter
Preliminary plat	None	
Final plat	None	\$2,000 + \$100 per lot up to 30 lots
Extensions and amended plans: preliminary or final	\$125	\$2,000
Final approval	\$275	\$2,000

C. Site plans.

	Application Fee (nonrefundable)	Escrow
Minor site plan (less than 25% of the existing site)	\$150	\$2,000
Major site plan:		
Preliminary plat	\$350	\$5,000 for the 1st acre or portion thereof + \$35 per acre or portion thereof

*Township of Springfield
PC/CodeBook for Windows*

Final plat	None	\$5,000 for the 1st acre or portion thereof + \$70 per acre or portion thereof
Site plans for residential uses:		
Preliminary site plan	\$350	\$2,000 + \$100 per unit
Final site plan	None	\$2,000 + \$100 per unit
Extension and reapprovals: preliminary or final	\$300	\$500

D. Variances.

	Application Fee (nonrefundable)	Escrow
Hear and decide appeals	\$75	\$500
Interpretation of zoning regulations or map	\$85	\$500
Hardship or bulk variance	\$150	\$1,000
Use variance:		
Residential	\$150	\$1,000
Other	\$300	\$2,500
Building permit in conflict with official map, or building permit for lot not related to a street	\$125	\$500
Other, including signs and certification of nonconforming uses	\$75	\$500
Extensions	\$50	\$500

*Township of Springfield
PC/CodeBook for Windows*