



TOWNSHIP OF WESTAMPTON

SITE PLAN REVIEW APPLICATION_____

DATE FILED_____

SUBDIVISION APPLICATION_____

(for office use only)

MINOR_____ MAJOR_____

PRELIMINARY_____ FINAL_____ CONSOLIDATED_____

BLOCK_____ **LOT**_____

1. GENERAL INFORMATION

A. Applicant Name_____

Address_____

Telephone Number_____ Email: _____

B. The Applicant is a:

Corporation* _____

Partnership* _____

Individual _____

Other (specify) _____

*If the applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership.

C. The relationship of the applicant to the property in question is:

Purchaser under contract _____

Owner _____

Lessee _____

Other (specify) _____

Attorney: _____
Address _____
Telephone Number _____ Email _____

D. Engineer/Surveyor: _____
Address _____
Telephone Number _____ Email _____

2. INFORMATION REGARDING THE PROPERTY

- A. Street address of the property _____
- B. The location of the property is approximately ____ feet from the intersection
of _____ and _____
- C. Existing use of the property _____
Proposed use of property _____
- D. Zone in which property is located _____
- E. Acreage of property _____
- F. Is the property located on a County road? Yes ____ No ____; State road?
Yes ____ No ____; or within 200 feet of a municipal boundary? Yes ____ No ____

SITE PLAN APPLICATIONS ONLY (ANSWER ITEMS G, H & I):

- G. The type of proposal is: New Structure ____ Expanded area ____ Improved
Parking Area ____ Alteration to Structure ____ Expansion to Structure ____
Change of Use ____ Sign ____
- H. Name of business or activity (if any) _____
- I. Are there deed restrictions that apply or are contemplated? _____
(if yes, please attach a copy to application)

SUBDIVISION APPLICATIONS ONLY (ANSWER ITEMS J, K, L & M)

- J. Number of lots proposed _____
- K. Was the property subject to a prior subdivision? Yes ____ No ____
(If so, list dates of prior subdivisions and attach resolutions)

L. Number of lots created on tract prior to this application ____

M. Are there any existing or proposed deed restrictions, easements, rights-of way or other dedication? Yes____ No____ (if yes, attach a copy)

N. List all proposed on-site utility and off-tract improvements:

O. List maps and other exhibits accompanying this application:

3. INFORMATION REGARDING THE APPLICATION

A. Describe any proposed "C" or bulk variances requested, their location (Block & Lot) and the sections of the Zoning Ordinance from which relief is requested. Attach 1 copy of variance notification documents.

4. CHECK LIST AND WAIVER REQUESTS

- A. Please refer to the Ordinance for the specific submission requirements, which are listed in Chapters 196, 215 and 250 (Site Plan Review, Subdivision of Land and Zoning) from the Code of the Township of Westampton.*
- B. Please list which sections of the Ordinance applicant requests a waiver from and the reasons therefore.

5. AUTHORIZATION AND VERIFICATION

I certify the statements and information contained in this application are true.

Signature of Applicant

Date

Signature of Owner

Date

*The entire ordinance is available on the internet at the Township website:
<http://www.westamptonnj.gov>

ITEMS TO BE SUBMITTED WITH COMPLETED APPLICATION:

1. 1 paper copy of plan/other exhibits; PDF of plan and accompanying exhibits
2. 2 copies of application (original and 1 copy) – pages 1-4; PDF of application
3. 1 copy of County Planning Board application
4. 1 copy of Evidence of Paid Property Taxes (can be obtained from Tax Collector's Office)
5. Proof that there are no outstanding, uncollected fees and escrows resulting from past applications or prior submissions by this applicant and/or involving the property in question or any part thereof, including the base tract by an applicant (can be obtained from the Chief Financial Officer)
6. 1 copy of signed Escrow Agreement
7. Application and escrow fees (must be separate checks, payable to Westampton Township)
8. Variance Notification Documents (if necessary)
9. Please make sure that the Board Engineer, Planner and Fire Official receive complete packages of items you are submitting.

APPLICANT'S NOTICE RESPONSIBILITIES

As an applicant for **major subdivision** or **variance** approval, you have the responsibility, under State law, to notify the public and surrounding property owners of the date of the public hearing and the nature of the application. This includes:

1. Provide notice of the public hearing by personal service or certified mail to all property owners within 200 feet of the subject property as listed on the certified list provided by the tax assessor **no later than ten (10) days prior to the public hearing.** An affidavit of service, together with the certified mail receipts, shall be provided to the Board Secretary **prior** to the public hearing. These forms are available in the Variance Notification Document package.

2. Arrange for publication of a notice of the public hearing in the **Burlington County Times no later than ten (10) days prior to the public hearing.** Proof of publication must be provided to the Board Secretary prior to the hearing date.
3. **Additional parties must receive notice,** by personal service or certified mail, in the following situations, if the property you are developing is:
 - a. Within 200 feet of an adjoining municipality, you must notify the Clerk of that municipality and the Burlington County Planning Board.
 - b. Adjacent to an existing or proposed County road or to property owned by Burlington County, you must notify the Burlington County Planning Board.
 - c. Adjacent to a State highway, you must notify the New Jersey Commissioner of Transportation.
 - d. Larger than 150 acres, or more than 500 dwelling units, you must notify the State Planning Commission

VARIANCE NOTIFICATION DOCUMENTS

CONTAINS:

1. Notice of Hearing for Publication
2. Schedule of Proof of Notice
3. Notice to be served within 200 feet
4. Affidavit of Proof of Service

NOTICE OF HEARING FOR PUBLICATION

PLEASE TAKE NOTICE THAT _____ has applied
for a variance from Section _____ of the Westampton
Township Zoning Ordinance to permit _____

with respect to land and premises designated on the Westampton Township Tax Map
as Block _____, Lot _____, and further designated as _____.

Although no other variances, waivers or other approvals are requested at this time,
further review of the application by applicant and Westampton Township may reveal the
need for additional variances, waivers or other approvals. This notice, therefore, shall
serve as notice that applicant will also seek any other variances, approvals or other
waivers deemed necessary.

This application shall be heard at the regular meeting of the Westampton Township
Land Development Board on _____, 20____, at 7:30 P.M. in the Westampton
Township Municipal Building, 710 Rancocas Road, Westampton, New Jersey.

All documents relating to this application may be inspected by the public during
normal business hours in the Westampton Township Municipal Building, 710 Rancocas
Road, Westampton, NJ.

Applicant

***Applicant Information Only:**

This form is for Public Notice to be filed and paid for by the applicant in the official newspaper of
Westampton Township (the Burlington County Times) for publication at least ten (10) days prior to the
hearing date.

WESTAMPTON TOWNSHIP LAND DEVELOPMENT BOARD

NOTICE OF HEARING TO PROPERTY OWNERS

TO WHOM IT MAY CONCERN:

In compliance with the Subdivision/Site Plan/Zoning Ordinance of the Township of Westampton, New Jersey, notice is hereby given to you that (I) (we) _____

_____ propose to _____

_____ (provide detailed information including type of application)

at _____ Block _____ Lot _____.
(address)

Anyone affected by this application may have an opportunity to be heard at a meeting to be held on _____, 20____, at 7:30 P.M. in the Westampton Township Municipal Building on Rancocas Road.

All documents relating to this application may be inspected by the public between the hours of 8:00 A.M. and 4:00 P.M. in the office of the Township Clerk in the Municipal Building on Rancocas Road.

Applicant Signature: _____

***This notice must be personally served or sent by certified or registered mail at least 10 days before the day of the hearing, and proof of service filed with the Board Secretary at least 2 days before the day of the hearing.**

WESTAMPTON TOWNSHIP LAND DEVELOPMENT BOARD

AFFIDAVIT OF PROOF OF SERVICE

Proof of service of notices required by statute must be filed and verified with the Board Secretary at least 2 days prior to the hearing or the case will not be heard.

STATE OF NEW JERSEY)
) ss.
COUNTY OF BURLINGTON)

_____, of full age, being duly sworn according to law,
states that: he/she resides at _____, County of _____
_____; State of _____; that he/she is
the applicant in a proceeding before the Land Development Board of the Township of
Westampton, New Jersey, having submitted an application under the Subdivision/Site
Plan/Zoning Ordinance, which relates to premises _____
_____; that on _____, 20____, he/she gave written
notice of the hearing on this application to all persons on the attached form owning
property affected by the application in the required form according to law.

Applicant's Signature

Sworn to and Subscribed before me this _____ day of _____, 20____.

Signature of Notary

***Note to Applicant: Attach a copy of certified 200 foot list.**

ESCROW AGREEMENT

I understand that the sum of \$_____ has been deposited in an escrow account (Township Escrow Trust Fund). In accordance with the Ordinances of the Township of Westampton, 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.

Signature of Owner

Date

Please provide the name, address and telephone number of a contact person who will be notified if additional escrow is necessary:

Name

Address

Phone

Email address