

CHESTERFIELD TOWNSHIP PLANNING BOARD

295 Bordentown-Chesterfield Road
Chesterfield, New Jersey 08515
Phone: (609) 298-2311 Fax: (609) 298-0469

INSTRUCTIONS FOR APPLICATION

Please submit the following, along with the items indicated on the checklist, to the Planning Board Secretary or Township Clerk. Planning Board meetings are held the third Tuesday of each month.

DO NOT ASSUME YOU WILL BE PLACED ON THE AGENDA FOR THE NEXT SCHEDULED MEETING. YOU WILL BE NOTIFIED BY THE PLANNING BOARD SECRETARY OF THE MEETING DATE FOR YOUR APPLICATION.

Non-refundable application fee of \$_____

Escrow deposit in the amount of \$_____

____ Proof of submission of the application to the Burlington County Planning Board.

____ Proof of advertisement in the Burlington County Times indicating the date, time and location of the meeting, variances and/or relief sought from the Board. Please note that publication of this advertisement must be done at least 10 days prior to the hearing date.

____ Proof of notice to all property owners within two hundred (200) feet by certified mail or personal service. Please note that this must be done at least 10 days prior to the hearing date.

**CHECKS MUST BE MADE PAYABLE TO "TOWNSHIP OF CHESTERFIELD".
APPLICATION FEES AND ESCROW FEES MUST BE SUBMITTED IN SEPARATE
CHECKS**

FEE TABLE

Type of submission	Application fee	Escrow
Informal/Concept	\$50.00	\$500
Minor Subdivision	\$150.00	\$1,000/lot
Minor Site Plan	\$150.00	\$1,000 + \$400/acre
Prelim Major Subdivision	\$300.00	\$500/lot
Prelim Major Site Plan	\$300.00	\$1,000 + \$500/acre
Final Major Subdivision	\$200.00	\$300 + 100/lot
Final Major Site Plan	\$200.00	\$500/acre
Revised Site Plan or Subdivision	-0-	$\frac{1}{4}$ of original
Reapproval - Site Plan/Subdivision	50% of original	50% of original
Extension of Preliminary or Final Site plan or Subdivision Approvals	\$100.00	\$500
Use Variance (Residential)	\$75.00	\$1,500/unit
Use Variance (Business)	\$350.00	\$2,500 1 st acre \$200/add'l
Bulk Variance (Residential)	\$70.00	\$750
Bulk Variance (Business)	\$200.00	\$1,500
Conditional Use	\$150.00	\$1,000 min. or \$300/acre
Appeals	\$150.00	\$500

CHESTERFIELD TOWNSHIP PLANNING BOARD APPLICATION

CHECK AS MANY AS APPLY:

<input type="checkbox"/> Pre-application/Concept Plan	<input type="checkbox"/> Use Variance	Application No. _____
<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Conditional Use	Date Received _____
<input type="checkbox"/> Minor Site Plan	<input type="checkbox"/> Appeal	Application Fee \$ _____
<input type="checkbox"/> Preliminary Major Subdivision	<input type="checkbox"/> Interpretation	Escrow Fee \$ _____
<input type="checkbox"/> Final Major Subdivision	<input type="checkbox"/> Other	Collected By _____
<input type="checkbox"/> Preliminary Major Site Plan	<input type="checkbox"/> Request for Extension of Site Plan or Subdivision	
<input type="checkbox"/> Final Major Site Plan	<input type="checkbox"/> Request for Re-approval of Site Plan or Subdivision	
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Revised Site Plan or Subdivision	
<input type="checkbox"/> Bulk Variance	<input type="checkbox"/> Waivers	

Applicant's Name _____ Phone _____ Fax _____

Applicant's Email _____

Address _____

Applicant is a Corporation Partnership Individual

If applicant is a corporation or partnership, set forth the names and addresses of all stockholders or partners having a 10% interest or more.

Name _____ Name _____

Address _____ Address _____

Attach sheet if necessary

Owner's Name _____ Phone _____

Address _____

Attorney's Name _____ Phone _____

Firm & Address _____ Email _____

NOTE: Corporation must be represented by a NJ attorney.

Names(s) and address of person(s) preparing plans:

Name _____ Profession _____

Address _____ Phone _____

Name _____ Profession _____

Address _____ Phone _____

Attach sheet if necessary

Location of Property: Tax Map Block _____ Lot Nos. _____ Total Tract Area _____

Street Address _____

Number of Proposed Lots _____ Zone _____ Number of Dwelling Units _____

List any zoning variances. If none, state "NONE". If any are required, attach hereto a Zoning Application.

Enrolled in the TDR (Transfer of Development Rights) Program: Yes No

Deed Restrictions that exist. (If no restrictions, state "NONE", if "YES" attach copy.) _____

Proposed Deed Restrictions _____

Contemplated Form of Ownership

Fee Simple Condominium Cooperative Rental

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

List any other material accompanying this application, i.e. plans, drainage, calculations, etc. (Attach sheet if necessary) _____

Applicant's Signature

Date

Applicant's Signature

Date

CONSENT OF OWNER

I, the undersigned, being the owner of the lot or tract described in the foregoing application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency. (If owned by a corporation, attach copy of resolution authorizing application and officer signature.)

Date _____

Signature

Signature

Print Name(s)

Sworn and subscribed to before me this

_____ day of _____, 20

TOWNSHIP OF CHESTERFIELD

ESCROW AGREEMENT

THIS AGREEMENT entered into this ____ day of _____, _____, by and between _____, having its principal offices at _____, _____, (hereinafter referred to as the "Applicant") and the Township of Chesterfield, with its principal offices located at 295 Bordentown-Chesterfield Road, Chesterfield, New Jersey 08515 (hereinafter referred to as the "Township").

WITNESSETH

WHEREAS, the Applicant has filed a complete application with the Planning Board including appropriate plans and other documents seeking review approval of its proposal with respect to Block _____, Lot _____; and

WHEREAS, the Township, pursuant to the Municipal Land Use Law, has a certain amount of days to review said plans to determine whether said plans are complete and whether the application should be approved or denied; and

WHEREAS, the Municipal Land Use Law authorizes the Township to charge reasonable fees to provide for the cost of professional review of plans, applications and documents and to require that an estimate of said fees be deposited in escrow; and

WHEREAS, the Township regulations establish the amount of the initial escrow deposit and the parties' desire to set forth the terms and conditions of the establishment, disbursement, increase or decrease of said funds.

NOW, THEREFORE, in consideration of mutual covenants, agreements and considerations contained herein, the Township and Applicant hereby agree as follows:

1. **Escrow Deposit.** The applicant shall deposit in cash a certain sum with the Township for the purpose of paying for professional review of the application, plans and other documents submitted with respect to an application as hereinafter set forth. For purposes of this section, professional review includes, but is not limited to, review of applications, review and preparation of documents, time expended at meetings relating to or associated with the application, inspection of improvements, or other purposes under the provisions of the Municipal Land Use Law. This review relates to

services performed by the Township's professional staff, including but not necessarily limited to, engineer, planner, attorney (Planning Board and Township), traffic consultant, administrative officer and any other consultants appointed by the Board in question. The Township shall be entitled to charge against the escrow fund an administrative fee in the amount of one percent (1%) of the amount deposited to pay for the municipal cost of administering the fund.

In the event that an application is denied, certified incomplete, or withdrawn by the applicant, and the application is subsequently resubmitted or a second application is submitted by the same applicant for the same use and on the same site as the original application within sixty (60) days of the denial, incomplete certification or withdrawal, then a new escrow amount must be submitted with such application in accordance with the schedule of Fees and Escrow Sums. Should an application be refiled after the application has been denied without prejudice, no new application fee need be submitted. Upon receipt of a formal, written request, the Board reviewing the application may recommend to the Township Committee that the unencumbered balance of the original escrow be refunded to the applicant or credited toward the escrow amount required for any subsequent application or resubmitted application.

2. **Increase or Decrease.** Sums not utilized in the review process of other costs of administration shall be returned to the applicant. If additional sums should be deemed necessary, the applicant shall be notified of the required additional amount and shall add said sum to the escrow within fourteen (14) days of the date of said notices hereinafter stipulated.

Prior to the Board taking action on an application, the professionals responsible for reviewing the application shall inform the Township, within ten (10) days of a request, of the estimated amount of potential remaining plan review charges. The applicant, if necessary, shall deposit said additional funds within the aforementioned fourteen-(14) day period.

3. **Effect of Insufficient Funds.** The failure to deposit the additional funds shall be grounds for a denial of the application. In the event the Board approves an application, the obligation to pay for professional plan review fees by depositing the funds in escrow shall be a condition of the approval granted by the Board. If the escrow funds are depleted after the approval of the application, the applicant shall pay

additional funds upon demand within the aforementioned fourteen-(14) day period. The failure to pay the demanded funds may result in a voiding of the approval upon due notice by the Board.

4. **Municipal Liability.** The parties agree that the Township assumes no liability for the administration of the escrow fund and the applicant hereby releases the Township from any and all claims with respect to the administration of the fund.

5. **Owner/Applicant Liability.** In the event the owner is not the applicant, the owner, by execution of this Agreement, consent to all the provisions contained herein and agrees to be liable for the payment of any fee or fund upon demand of the Township in accordance with the terms and conditions of this Agreement.

I agree to be responsible for all bills against the escrow account. In the event that this project is sold or my interest is transferred to another party, my obligation can only be relieved if all outstanding escrow bills are paid and the new principal obligates himself to the responsibility of all future bills in an agreement with the Township.

6. **Entire Agreement.** The parties agree that this Agreement constitutes the entire Agreement.

7. **Municipal Regulations.** The parties agree that all municipal regulations set forth in the Township are incorporated by reference hereto. In the event that any regulation of the Municipality is in conflict with the terms and conditions of this Agreement, the particulars of the regulations shall control. The Township hereby specifically advises the applicant that pursuant to local ordinance, the Township of Chesterfield is allowed to assess as a lien against the property in question, any and all escrow fees, which remain unpaid. In addition, the applicant understands that should the Township be required to institute suit to collect these fees, and in the event that the Township is the prevailing party in said action, then the applicant shall be responsible for any and all reasonable costs and attorneys fees incurred by the Township in the course of said action.

IN WITNESS WHEREOF, the Township has caused this Agreement to be signed on its behalf and its seal to be fixed the day and year first above written and the applicant has executed this Agreement the day and year first above written in the appropriate manner.

Applicant:

Witness:

TOWNSHIP OF CHESTERFIELD

Witness:

OWNER'S CONSENT AND GUARANTEE

I, _____, the owner of Block _____ Lot _____, Chesterfield Township, Burlington County, State of New Jersey, hereby consent to the terms and conditions of this Agreement and, most particularly, agree to guarantee the payment of the aforementioned fees in the manner aforesaid.

Signature

date

THE TOWNSHIP OF CHESTERFIELD

IN THE COUNTY OF BURLINGTON

295 BORDENTOWN CHESTERFIELD ROAD

CHESTERFIELD, NEW JERSEY 08515

(609) 298-2311

FAX (609) 298-0469

TAX ASSESSOR

Glenn McMahon, C.T.A.

REQUEST FOR CERTIFIED LIST OF OWNERS

TO: Tax Assessor

FROM:

Applicant

Address

Phone Number

DATE:

RE:

Block _____, Lot _____
(From the Official Tax List)

Municipality _____*

Please provide a certified list of 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).

This information is required for my application is required for my application before the Planning Board. I would appreciate receiving the list by _____ (date).
(Do not use ASAP)

A minimum of seven (7) days is needed.

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

TOWNSHIP OF CHESTERFIELD

IN THE COUNTY OF BURLINGTON
295 BORDENTOWN-CHESTERFIELD RD
CHESTERFIELD, NEW JERSEY 08515

CARYN HOYER, C.T.C.
COLLECTOR OF TAXES

PHONE: (609) 298-2311
FAX: (609) 298-0469

TO: PLANNING BOARD
FROM: TAX COLLECTOR
REF: BLOCK: _____ LOT: _____
APPLICANT: _____

THIS WILL CERTIFY THAT THE TAXES ON THE ABOVE
MENTIONED BLOCK AND LOT ARE / ARE NOT CURRENT.

DATE

CARYN M. HOYER,
TAX COLLECTOR

Planning Board of the
Township of Chesterfield
NOTICE

NOTICE is hereby given that _____ (Applicant) has applied to
the Chesterfield Township Planning Board to _____

_____ for property
located at _____ and identified on the Township tax maps as Block ____, Lot
_____. The Board will hold a hearing on Tuesday, _____ at 7:00 P.M., or as soon
thereafter as the matter may be reached, at the Chesterfield Municipal Building located
at 295 Bordentown-Chesterfield Road in Chesterfield, New Jersey to consider the land
development application presented.

During the proceeding the Board may be asked to render interpretations of the
Ordinances of the Township of Chesterfield as they apply to this application. Other
waivers from a strict application of other ordinance standards may be sought. No other
relief is known to be required. However, the Applicant is seeking approval of the plans
which are on file with the Secretary of the Planning Board. To the extent that additional
approvals are needed to implement these plans, those approvals are being sought.

Applicant's application and plans are on file with the Secretary of the Board and at
the official's office maintained at the Municipal Complex at the location set forth above.
They are available for public inspection between the hours of 9:00 a.m. and 4:00 p.m.
Monday through Friday. The Applicant reserves the right to supplement its submission
either prior to or at the public hearing scheduled in this matter. At the hearing, or at any
adjourned hearing date or location, all interested in the application will be accorded a
right to speak or otherwise to exercise the rights granted to them under the Municipal
Land Use Law, N.J.S.A.40:55D-1, et seq.

Chesterfield Township Planning Board

By _____
Applicant

_____ being duly sworn according to law
Upon oath deposes and says:

I served notice, of which the attached is a true copy, upon each of the persons hereinafter listed (they being owners of property within 200 feet of the subject property) on the dates in the manner hereinafter indicated:

<u>Name & Address</u>	<u>Date Served</u>	<u>Personal Service</u>	<u>Registered Mail</u>
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Signature of Applicant

Sworn to and subscribed before me

this _____ day of _____, 20____