

**TOWNSHIP OF HOPEWELL
MERCER COUNTY, NEW JERSEY**

GENERAL INSTRUCTIONS

ALL PLANNING BOARD APPLICATIONS

I. GENERAL

The appropriate Planning application forms must be submitted to the Planning Office, together with the required fees and the specific forms, checklists (see separate instruction sheet) and/or other materials that are required for each particular type of application. A Corporation or partnership is required to be represented by an attorney.

The following types of applications shall be referred to the Zoning Board of Adjustment:

- a) Appeals from a Decision of the Zoning Officer;
- b) Land Use and Development Ordinance Interpretations;
- c) Hardship Zoning ("C") Variances not involving a Subdivision or Site Plan application;
- d) Use Variances whether or not a Subdivision or Site Plan is also involved;

When a Subdivision or Site Plan is involved, the applicant may submit it simultaneously with the Use Variance Application, or wait until the variance is granted; the Zoning Board generally refers Subdivision and Site Plan Applications, which are submitted to it in connection with use Variances, to the Application Review Committee for its recommendations, but the Zoning Board must grant final approval.

The following types of applications shall be referred to the Planning Board;

- a) Conceptual Reviews of proposed Subdivisions and/or Site Plans;
- b) Conditional Use Permit Applications;
- c) Major and Minor Subdivision and Site Plan applications, unless the applicant is also seeking a Use Variance;
- d) Hardship ("C") Variances when submitted in connection with Subdivision or Site Plan application.

II. **BOARD MEETING DATES** (Held in Auditorium of Municipal Building)

See attached meeting schedule.

III. **APPLICATION DEADLINES**

The Planning Board will consider applications only if a completed application, all support documents and the appropriate fees are submitted to the Administrative Officer, Land Use within the published "Window for Submission" (copy attached).

The Application Review Committee shall review all Planning Board applications for completeness. The Application Review Committee shall review all Zoning Board applications or completeness, planning issues and compliance with the Design Standards of the Land Use and Development Ordinance, when requested by the Zoning Board of Adjustment. The Application Review Committee will make a written report, which shall include but not be limited to engineering, planning, legal, public health, environmental and administrative detail and such report shall identify its finding and recommendations concerning the proposed application. Such report shall be distributed to the respective Board where the formal application is to be presented and to the applicant or its designated representative.

Conceptual Review applications have the option of requesting a review by the Application Review Committee or the Planning Board.

IV. **SUBMISSION OF DOCUMENTS**

1. Submission

All documents for Planning Board review shall be submitted directly to the Planning Office for distribution to the various Township consultants for review. There shall be no exceptions to this policy. There will be no review of documents submitted directly to the Township consultants.

Revised documents shall be accompanied by a letter of transmittal identifying, in detail, all revisions made to the documents submitted, including revisions made which were not requested by Township representatives. This transmittal document shall also identify what the revised documents are to be reviewed for Planning Board and Application Review Committee resubmission of revised documents declared incomplete or resubmission of revised documents.

Complete sets of all revised documents shall be submitted. When only portions of documents have been revised, the entire set of documents shall be redated for resubmission and the entire set of documents resubmitted. When documents are related (e.g., drainage calculations and grading, drainage and soil erosion plans), all accompanying documents shall be redated to bear a common date of revision and complete sets resubmitted.

All revised documents must be submitted within the "Window for Submission." When an application is in the process of being heard by the Planning Board and revisions or additional documentation is requested by the Board, all revised documents must be submitted at least 10 days prior to the next scheduled hearing date for that application in order for the revisions to be considered by the Board.

Any exhibit that is to be entered into evidence and marked as an exhibit must be free mounted so that it can be folded after the hearing, or if it is permanently mounted, a duplicate copy of the exhibit must be provided to the Board Secretary at the hearing. All exhibits entered into evidence during the Planning Board hearing will be retained by the Board Secretary.

2. Approval for Signature

One (1) copy of all revised documentation, meeting all conditions of the resolution of approval, shall be submitted directly to the appropriate consultants or officials of the Township prior to submitting documents for signature. All documents shall be accompanied by a letter of transmittal identifying, in detail, all revisions made to the documents submitted, including revisions made which were not requested by Township representatives.

V. **COPIES OF APPLICATIONS**

1. Submission/Resubmission

Planning Board applications shall be accompanied by the number of copies specified on the checklist for the specific type of application submitted. The Application Review Committee shall advise the applicant of additional submittals, which may be required for Planning Board meetings.

2. Submission for Signature

Three (3) complete sets of blackline copies plus four (4) blackline copies of the Subdivision Plan or Site Plan shall be submitted to the Planning Office for all plans approved for signature by the Planning Board. In addition, one (1) copy of all other documentation (e.g., hydraulic calculations, environmental impact reports, traffic study), which have been revised and approved shall be submitted. All plans submitted for signature shall be signed by all other agencies prior to signature by the Board. (See Submission of Revised Documents for obtaining "approved" status.)

Submission of two (2) four mil mylar tracings bearing original signatures shall be submitted for all maps, plans or plats which are to be filed with the Mercer County Clerk's Office. All documents submitted shall be

clearly and legibly drawn and where required, endorsed with signatures in ink, or its equivalent, as required by the "Map Filing Law." Seven (7) prints of all maps, plans or plats shall be submitted to the Planning Office after they are recorded with the Mercer County Clerk's Office.

VI. NOTICE OF HEARING

The applicant must give official written notice of the hearing on all applications to the Zoning Board of Adjustment and on all Conditional Use Permits, all Minor Subdivisions, all Major Subdivision Preliminary Approvals and all Hardship ("C") Variances being considered by the Planning Board. A sample notice form is attached to the application package. Notice must be given (both to neighbors and by newspaper advertisement) at least 10 days before the day the Board considers the application.

Notice should not be given for Planning Board until the Application Review Committee schedules the application for a particular Planning Board meeting.

A copy of the official hearing notice must be served on the owners of all property located within 200 feet of the property involved in the application, either serving them personally or by Certified Mail, Return Receipt. Notices should be served on or sent to the persons who are shown as the property owners on the current tax records at the addresses shown thereon. The Zoning Officer will prepare a list of the property owners to whom notice must be sent when requested and for an additional fee. If the property is located within 200 feet of another municipality, notice must also be given to the Clerk of that municipality and to the County Planning Board in which the adjacent municipality is located. If the property adjoins a county road or a proposed county road, or adjoins county property, notice must also be given to the County Planning Board. If the property is adjacent to a State Highway, notice must be given to the State Commissioner of Transportation. If the application covers more than 150 acres or involves more than 500 dwelling units, notice must also be given to the Director of the Division of State and Regional Planning in the State Department of Community Affairs.

It is the applicant's responsibility to publish notice of the hearing in the Hopewell Valley News, The Times of Trenton or The Trentonian at least 10 days before the meeting.

The applicant must present to the Board Secretary, with a copy sent to the Planning Board Attorney, three days prior to the hearing, an affidavit of service of the notice to the property owners, a copy of the notice of hearing, a copy of the certified list and certified mail receipts and an affidavit by an official of the newspaper confirming its publication of the notice. A sample affidavit form is attached.

In addition, the Planning Board requests that all property owners within 200 ft. be noticed by regular mail for applications that were required to serve notice that are carried to a subsequent Planning Board meeting.

VII. APPROVALS BY OTHER AGENCIES

The applicant shall be solely responsible for securing all approvals from any and all other Federal, State or County agencies. When known, the Planning Board may require, as a condition of approval or prerequisite for approval, the applicant to secure approvals from various agencies. Approval of all applications for Site Plan or Subdivision approval will be required from the Mercer County Planning Board.



TOWNSHIP OF HOPEWELL

MERCER COUNTY

PLANNING BOARD

201 Washington Crossing Pennington Road
 Titusville, New Jersey 08560-1410
 Phone: 609.737.0612 Ext. 643
 Fax: 609.737.2770

Block _____
Lot _____

LAND USE APPLICATION

1. <u>Application Type*</u>	<u>Fee</u>	<u>Escrow</u>
_____ Appeal	\$ _____	\$ _____
_____ Request for Zoning Interpretation	_____	_____
_____ Hardship/Bulk Variance	_____	_____
_____ Use Variance	_____	_____
_____ Conditional Use Permit	_____	_____
_____ Conceptual Review	_____	_____
_____ Minor Subdivision (Total Number of Lots _____)	_____	_____
_____ Preliminary Site Plan (_____ S.F. Improvements)	_____	_____
_____ Preliminary Major Subdivision (Total Number of Lots _____)	_____	_____
_____ Final Site Plan (_____ S.F. Improvements)	_____	_____
_____ Final Major Subdivision (Total Number of Lots _____)	_____	_____
_____ General Development Plan	_____	_____
_____ Resubmittal	_____	_____
_____ Other _____	_____	_____
Total Amount Paid	\$ _____	\$ _____

*** Submit Appropriate Forms For Each Application Type**

2. Name of Applicant: _____

Address: _____

Telephone: () _____ **E-Mail:** _____

I have reviewed this application and accompanying documentation and consent to filing of the same with the Hopewell Township Planning Board/Zoning Board.

_____ _____

Applicant's Signature Date

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"/> 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									
-				-					
or									
Employer identification number									
-									

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.

TOWNSHIP OF HOPEWELL
PLANNING BOARD / ZONING BOARD
ESCROW AGREEMENT

THIS AGREEMENT made this _____ day of _____ 20__ between:

NAME: _____

ADDRESS: _____

TYPE OF APPLICATION: _____

BLOCK _____ LOT _____

Hereinafter called "Applicant"
and

The Township of Hopewell, in the County of Mercer, a municipal corporation of the State of New Jersey, hereinafter called "Township"

WITNESSETH

That the Applicant has submitted a development application to the Township's Planning Board/Zoning Board for consideration in accordance with the New Jersey Municipal Land Use Law and the Hopewell Township Land Use and Development Ordinance and Applicant hereby covenants and agrees as follows:

1. Applicant agrees to pay all costs related to the Township's review and administration of the proposed application with said costs including but not limited to:
 - A. Conceptual review by the Application Review Committee (ARC), which entails professional consultant costs for: Planner, Engineering, Legal and other extraordinary consultant services as may be required by the Township;

- B. Full application professional review by the Township's ARC and Planning Board/Zoning Board, which entails professional consultant costs for: Planner, Engineering, Legal and other extraordinary consultant services as may be required by the Township;
2. Applicant understands and agrees to pay all costs as set forth above from the date of initial application submission through the Township's signature of approved plans which shall include any costs for extensions and revalidations.
 3. Applicant understands and agrees to deposit with the Township's Planning Office/Zoning Office an initial application filing fee in accordance with Chapter X, section 10-7 of the Township's Fees and Permits Ordinance upon submission of the application.
 4. Applicant understands and agrees that the Township will withdraw from said deposit to cover costs as set forth in section 1 above.
 5. Applicant understands and agrees to pay WITHIN TEN BUSINESS DAYS of receipt of the Township's statement/billing all additional costs as may be incurred and billed to the applicant by the Township relative to the review and administration of the application even if the costs of said review and administration exceed the initial filing fee deposit.
 6. Applicant understands and agrees that in the event Applicant fails to pay a billed amount the Township may discontinue Planning Board/ Zoning Board review and consideration on said application or if Planning Board/ Zoning Board approval has been previously given Township may deny issuance of a construction permit and/or certificate of occupancy or if permit has been previously issued Township may initiate a Stop Work Order.

7. Township agrees to refund to Applicant any sum deposited with Township for review and administration of the application and neither spent nor needed by Township. A refund will be issued by the Township following completion of the Township's review and administration of the application.

8. APPLICANT AGREES AND UNDERSTANDS THAT IT IS INCUMBENT ON APPLICANT TO PERIODICALLY MONITOR THE STATUS OF SAID ESCROW ACCOUNT, APPLICANT AGREES AND UNDERSTANDS THAT RESPONSIBILITY TO PAY ALL ESCROW CHARGES IS THE APPLICANT'S EVEN IF APPLICANT SELLS OR CONVEYS SAID PROPERTY CITED ABOVE TO ANOTHER PARTY.

Applicant's Name (Printed)

Applicant's Signature

Date

Robert J. Miller
Administrative Officer

Date

**HOPEWELL TOWNSHIP TAX COLLECTOR
201 WASHINGTON CROSSING-PENNINGTON ROAD
TITUSVILLE, NJ 08560
609-737-0605 ext 645
609-737-1022 fax**

PROOF OF PAYMENT OF TAXES

DATE: _____

Applicant's name: _____

Block: _____ Lot: _____ Qual: _____

Location: _____

~~~~~  
DO NOT WRITE BELOW THIS LINE. FOR TAX COLLECTOR USE ONLY

The taxes are **paid** through and including: 1Q 2Q 3Q 4Q Year \_\_\_\_\_

There are no property tax liens on this property at this time.

\_\_\_\_\_  
Mary Kennedy-Nadzak, CTC Tax Collector

The following taxes are **unpaid and delinquent**: \$ \_\_\_\_\_ with  
interest calculated to \_\_\_\_\_.

**Tax Lien #** \_\_\_\_\_ is open and due on this property.

\_\_\_\_\_  
Mary Kennedy-Nadzak, CTC Tax Collector

**FEE: \$ 1.00**  
Collector Stamp:

**TOWNSHIP OF HOPEWELL  
CONSENT TO ENTRY**

The undersigned property owner hereby gives consent to entry onto the property known as \_\_\_\_\_ and also known as Block(s) \_\_\_\_\_, Lot (s) \_\_\_\_\_, on the Tax Map of the Township of Hopewell by members of the Township Zoning Board of Adjustment, the Township Planning Board, the Environmental Commission, the Historic Sites Commission, the Township Committee, or any Township employees, appointed agents or appointed consultants to perform inspections / observations of the property, at reasonable times, in connection with the development application submitted.

This consent permits entry onto the property only by the above-mentioned Township Representatives for the purpose of conducting visual inspections / observations while the application is active with the Township. This right of entry onto the subject property is limited only to those persons listed above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner (Please Print)

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

Important: Attach this form to the front of checklist when filing application and initial here: \_\_\_\_\_

## TOWNSHIP OF HOPEWELL

### INSTRUCTIONS FOR COMPLETION OF CHECKLISTS

1. The checklist shall be completed by the applicant or its authorized representative and submitted with the application. This checklist shall be used in determining completeness or incompleteness of the application pursuant Hopewell Township's Land Use and Development Ordinance. The applicant is advised that failure to provide all data required on this checklist or failure to apply for the appropriate submission waivers will render the application incomplete.
2. Incomplete applications will not be agendized. Applications with submission waivers requested will be agendized for additional review by the Application Review Committee. Completeness will be determined by the Application Review Committee when submission waivers are requested. All items within the Administrative, Health, Engineering and Planning sections of this checklist must either be provided or waiver-requested in order to achieve a "complete" recommendation.
3. Applicant to complete column on left side of checklist only. "X" shall represent provided. "W" shall represented waiver requested. Right column for Township Use Only.
4. All checklist items are considered applicable by the Planning Board. Where the Applicant considers an item not applicable (N/A), the applicant shall request a waiver "W" for the item and complete the Township Application Checklist Submission Waiver and Design Waiver Request Form with a detailed explanation for the waiver request. Any item designated as "Not Applicable" (N/A) shall not be recognized by the Board and the item(s) shall be considered incomplete, if not provided.
5. The applicant shall submit a minimum of three collated, bound and sealed copies of the documents not listed in the administrative section and/or required in the Health, Engineering or Planning Sections. The applicant shall submit fifteen copies of variance requests or conditional use permit forms.
6. All references to chapters, sections, subsections, etc. refer to the Revised General Ordinances of the Township of Hopewell, latest revision, unless otherwise noted. For submission purposes, where a conflict in references occurs, the most restrictive shall apply.
7. All design waivers are to be requested in writing and listed on the Application Checklist Submission Waiver and Design Waiver Request Form. Design waivers will be acted upon by the Planning Board.

**TOWNSHIP OF HOPEWELL**  
**APPLICATION CHECKLIST SUBMISSION WAIVER**  
**AND**  
**DESIGN WAIVER REQUEST FORM**

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

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

Development Name \_\_\_\_\_

Hopewell Township Tax Block(s) \_\_\_\_\_

Hopewell Township Tax Lot(s) \_\_\_\_\_

This form is an integral part of any development checklist submitted to the Township of Hopewell wherein waivers from design standards or submission waivers from application checklist items are requested. This form must be completed for all requested waivers and submitted with the application in order for the application to be considered complete. It is the applicant or its professionals' responsibility to complete this form in order for proper consideration to be given to the request. Adequate documentation and support data shall be provided with the request in order for the Township to determine the appropriateness of the request. Where technical references or support data are given, the request form shall be signed and sealed by the appropriate professional.

July 13, 1988, Rev. 08/04

APPLICATION CHECKLIST & DESIGN WAIVER REQUEST FORM (Continued)

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Checklist Item or  
Design Standard  
Reference

Explanation and  
Support Data for  
Waiver Request

Township Use Only  
Approved (A)  
Denied (D)

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# TOWNSHIP OF HOPEWELL

## MERCER COUNTY

Assessor's Office  
201 Washington Crossing Pennington Road  
Titusville, New Jersey 08560-1410  
Phone 609-737-0607 ext. 624  
Fax 609-737-2813

### REQUEST FOR CERTIFIED LIST

**ATTN: Tax Assessor**

Please issue a certified list of property owners within a 200' radius of:

Block \_\_\_\_\_ Lot \_\_\_\_\_ Street \_\_\_\_\_

I understand that there is a \$10.00 fee for this service. **Checks to be made payable to the Township of Hopewell.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Township Use Only

Fee Paid \_\_\_\_\_

Receipt # \_\_\_\_\_

Date Received \_\_\_\_\_

# SAMPLE NOTICE

## NOTICE OF HEARING

Please Take Notice:

The undersigned has filed an application with the Hopewell Township Planning Board for:

*(Give a brief description of the application) and the variances requested (if any\*\*).*

The premises involved in this application is located at \_\_\_\_\_ *(address)*,  
designated as Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Hopewell Township  
Tax Map.

Any persons affected by said application will be given an opportunity to be heard at a public hearing to be held at the Township Municipal Building, 201 Washington Crossing-Pennington Road, Titusville, New Jersey 08560-1410 at 7:00 p.m. on \_\_\_\_\_ *(date)*.

When the case is heard, you may appear either in person or by agent or attorney and present any statements in support of or in objection to the granting of this application.

*\*\* (If requesting a variance) -* In addition to the variance(s) referred to above, Applicant will also seek any and all other variances, waivers or relief that the Board may deem to be necessary or appropriate in connection with this application.

The application, plans and other documents and materials relating to this application are available for public inspection at the Planning Office in the Municipal Building during regular business hours.

\_\_\_\_\_  
Applicant

PROOF OF SERVICE

STATE OF NEW JERSEY

SS.

COUNTY OF MERCER

\_\_\_\_\_ of full age, being  
duly sworn according to law, deposes and says, that he/she resides at  
\_\_\_\_\_ in the County of \_\_\_\_\_ and  
State of \_\_\_\_\_; that he/she gave notice of a hearing on an  
Application for \_\_\_\_\_ before the Hopewell Township  
Zoning Board of Adjustment / Planning Board involving the Application of  
\_\_\_\_\_ relating to premises located at  
\_\_\_\_\_ to each and all of the owners of  
property affected by said application, in the manner provided by law on  
\_\_\_\_\_, 20\_\_\_. A true copy of the notice and the names and addresses  
of those so notified are attached to this affidavit.

Sworn to before me,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

**HOPEWELL TOWNSHIP**

**2016**

**WINDOW OF SUBMISSION FOR APPLICATION REVIEW COMMITTEE**

**AND**

**PLANNING BOARD APPLICATIONS**

\*\*\*\*\*

**APPLICATION REVIEW COMMITTEE**

**2<sup>nd</sup> TUESDAY**

**MEETING TIME: 9:00 a.m.**

**Application Accepted**  
**From 8:30 a.m. on:**

**Application Submission**  
**Deadline 12 noon on:**

**Meeting Date:**

|                   |    |                    |     |                    |
|-------------------|----|--------------------|-----|--------------------|
| January 7, 2016   | to | January 14, 2016   | for | February 9, 2016   |
| February 4, 2016  | to | February 11, 2016  | for | March 8, 2016      |
| March 3, 2016     | to | March 10, 2016     | for | April 12, 2016     |
| April 7, 2016     | to | April 14, 2016     | for | May 10, 2016       |
| May 5, 2016       | to | May 12, 2016       | for | June 14, 2016      |
| June 9, 2016      | to | June 16, 2016      | for | July 12, 2016      |
| July 7, 2016      | to | July 14, 2016      | for | August 9, 2016     |
| August 4, 2016    | to | August 11, 2016    | for | September 13, 2016 |
| September 8, 2016 | to | September 15, 2016 | for | October 11, 2016   |
| October 6, 2016   | to | October 13, 2016   | for | November 8, 2016   |
| November 3, 2016  | to | November 10, 2016  | for | December 13, 2016  |

**PLANNING BOARD**

**4<sup>th</sup> THURSDAY**

**MEETING TIME: 7:00 p.m.**

**Application Accepted**  
**From 8:30 a.m. on:**

**Application Submission**  
**Deadline 12 noon on:**

**Meeting Date:**

|                    |    |                    |     |                                            |
|--------------------|----|--------------------|-----|--------------------------------------------|
| December 24, 2015  | to | December 31, 2015  | for | January 28, 2016                           |
| January 21, 2016   | to | January 28, 2016   | for | February 25, 2016                          |
| February 18, 2016  | to | February 25, 2016  | for | March 24, 2016                             |
| March 17, 2016     | to | March 24, 2016     | for | April 21, 2016 (3 <sup>rd</sup> Thurs.)    |
| April 21, 2016     | to | April 28, 2016     | for | May 26, 2016                               |
| May 19, 2016       | to | May 26, 2016       | for | June 23, 2016                              |
| June 23, 2016      | to | June 30, 2016      | for | July 28, 2016                              |
| July 21, 2016      | to | July 28, 2016      | for | August 25, 2016                            |
| August 18, 2016    | to | August 25, 2016    | for | September 22, 2016                         |
| September 22, 2016 | to | September 29, 2016 | for | October 27, 2016                           |
| October 13, 2016   | to | October 20, 2016   | for | November 17, 2016 (3 <sup>rd</sup> Thurs.) |
| November 3, 2016   | to | November 10, 2016  | for | December 8, 2016 (2 <sup>nd</sup> Thurs.)  |
| December 22, 2016  | to | December 29, 2016  | for | January 26, 2017 (Tentative)               |

### 10-7.1 Application Fees and Escrow for Review.

**Editor's Note:** Prior ordinance history for former subsections 10-7.1 through 10-7.9 include portions of Ordinance Nos. 7/15/74, 509, 571-80, 605-82, 660-84, 686-85, 735-87, 748-87 and 820-89.

Applicant shall be responsible for payment of an application fee as set forth below together with deposit of an escrow amount to cover the cost of all reasonableness and necessary professional fees related to review of applications for development. For any and all applications, the minimum escrow amount shall be five hundred (\$500.00) dollars.

a. *Minor Subdivision.*

| Type                                                                    | Application Fee | Escrow Amount    |
|-------------------------------------------------------------------------|-----------------|------------------|
| 1. Up to three lots (with inclusion of original lot)                    | \$250.00        | \$950.00 per lot |
| 2. Resubmittal of application due to being incomplete                   | \$150.00        | \$1,000.00       |
| 3. One hundred sixty (160) day extension request for signature of plans | \$35.00         | ---              |
| 4. Amendment or extension of minor subdivision approval                 | \$150.00        | \$850.00         |
| 5. Conceptual review                                                    | \$150.00        | \$1,500.00       |

b. *Site Plan Review.*

| Type                               | Application Fee | Escrow Amount                                                            |
|------------------------------------|-----------------|--------------------------------------------------------------------------|
| 1. Preliminary plan—nonresidential | \$400.00        | \$1,200.00 plus \$3.00 per 100 s.f. of improvements up to 1,000,000 s.f. |
| If more than 1,000,000 s.f.        | \$700.00        | \$850.00 plus \$2.00 per 100 s.f. of improvements thereafter             |
| 2. Final plan—nonresidential       | \$300.00        | \$850.00 plus \$3.00 per 100 s.f. of improvements up to 1,000,000 s.f.   |
| Final plan—nonresidential-Con.     |                 |                                                                          |
| If more than 1,000,000 s.f.        | \$600.00        | \$600.00 plus \$1.00 per 100 s.f. of improvements thereafter             |
| 3. Preliminary plan—residential    | \$300.00        | \$600.00 plus \$50.00 per unit                                           |
| 4. Final plan—residential          | \$250.00        | \$600.00 plus \$50.00 per unit                                           |

|     |                                                                                            |          |                                                                                        |
|-----|--------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------|
| 5.  | Resubmittal of preliminary or final application due to being incomplete—nonresidential     | \$200.00 | \$600.00 plus \$2.50 per 100 s.f. of improvements up to 1,000,000 s.f. of improvements |
|     | If more than 1,000,000 s.f.                                                                | \$350.00 | \$600.00 plus \$0.50 per 100 s.f. of improvements thereafter                           |
| 6.  | Resubmittal of preliminary or final application due to being incomplete—residential        | \$200.00 | \$600.00 plus \$10.00 per unit                                                         |
| 7.  | Conceptual review                                                                          | \$250.00 | \$2,000.00 up to 100,000 s.f. of improvements                                          |
|     | If more than 100,000 s.f.                                                                  | \$350.00 | \$7,500.00 up to 1,000,000 s.f. of improvements                                        |
|     | If more than 1,000,000 s.f.                                                                | \$600.00 | \$10,000.00 over 1,000,000 s.f. of improvements                                        |
| 8.  | Amendment or revalidation of preliminary or final site plan—nonresidential                 | \$250.00 | \$850.00 plus \$3.00 per 100 s.f. of improvements up to 1,000,000 s.f.                 |
|     | If more than 1,000,000 s.f.                                                                | \$300.00 | \$600.00 plus \$1.00 per 100 s.f. of improvements thereafter                           |
| 9.  | Amendment or revalidation of preliminary or final site—residential                         | \$250.00 | \$600.00 plus \$10.00 per unit                                                         |
| 10. | Waiver of site plan approval                                                               | \$200.00 | \$1,500.00                                                                             |
| 11. | One hundred eighty (180) day extension for signature of plans                              | \$35.00  | None                                                                                   |
| 12. | Extension request for signature of plans following expiration of initial 180 day extension | \$150.00 | \$400.00                                                                               |
| 13. | Extension of vesting period approvals                                                      | \$200.00 | \$850.00                                                                               |

c. *Major Subdivision.*

|    | <b>Type</b>                                       | <b>Application Fee</b>        | <b>Escrow Amount</b>             |
|----|---------------------------------------------------|-------------------------------|----------------------------------|
| 1. | Preliminary plan (with inclusion of original lot) | \$450.00 plus \$10.00 per lot | \$1,500.00 plus \$100.00 per lot |

|       |                                                                                                                                                                                                                                                                                                                                                                                                             |                                  |                                    |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------|
| 2.    | Final plat (with inclusion of original lot)                                                                                                                                                                                                                                                                                                                                                                 | \$350.00 plus \$10.00<br>per lot | \$1,200.00 plus<br>\$75.00 per lot |
| 3.    | Resubmittal of application for preliminary or final due to being incomplete                                                                                                                                                                                                                                                                                                                                 | \$200.00                         | \$850.00 plus<br>\$50.00 per lot   |
| 4.    | Conceptual review                                                                                                                                                                                                                                                                                                                                                                                           | \$300.00                         | \$1,800.00 plus \$50.00<br>per lot |
| 5.    | Amendment or revalidation of preliminary or final subdivision                                                                                                                                                                                                                                                                                                                                               | \$250.00                         | \$1,000.00 plus \$50.00<br>per lot |
| 6.    | One hundred eighty (180) day extension for signature of plans                                                                                                                                                                                                                                                                                                                                               | \$35.00                          | None                               |
| 7.    | Extension request for signature of plans following expiration of initial 180 day extension                                                                                                                                                                                                                                                                                                                  | \$150.00                         | \$400.00                           |
| 8.    | Extension of vesting period approvals                                                                                                                                                                                                                                                                                                                                                                       | \$200.00                         | \$850.00                           |
| d.... | Conditional use permit                                                                                                                                                                                                                                                                                                                                                                                      | \$200.00                         | \$1,500.00                         |
| e.... | General development plan or amendment                                                                                                                                                                                                                                                                                                                                                                       | \$750.00                         | \$7,500.00                         |
| f.... | <i>Exemption from Application Fee and/or Escrow Amount.</i> Disabled persons, or a parent or sibling of a disabled person, shall be exempt from the payment of applications fees as required by this section, provided that the application relates to development which promotes accessibility to the disabled person's own living unit.                                                                   |                                  |                                    |
| g.... | Site plan application fees and escrows for communications and wireless telecommunications towers, antennas, facilities and equipment shall be as follows:                                                                                                                                                                                                                                                   |                                  |                                    |
| 1.    | If no new tower is proposed, an application fee of \$5,000.00 and an escrow fee of <b>\$10,000.00.</b>                                                                                                                                                                                                                                                                                                      |                                  |                                    |
| 2.    | If a new tower is proposed, an application fee of \$10,000.00 and an escrow fee of <b>\$20,000.00.</b>                                                                                                                                                                                                                                                                                                      |                                  |                                    |
| h.    | 1. Hydrogeologic Report Review.                                                                                                                                                                                                                                                                                                                                                                             |                                  |                                    |
| (a)   | All residential subdivisions and site plans. \$2,000.00, collected in escrow, for the first lot or dwelling unit and \$200.00, collected in escrow, for each additional proposed lot or dwelling unit. These escrow fees do not apply to existing dwelling units.                                                                                                                                           |                                  |                                    |
| (b)   | Nonresidential site plans. \$2,000.00, collected in escrow, for the first 1,000 gallons of average daily demand and \$200.00, collected in escrow, for each additional 1,000 gallons of average daily demand.                                                                                                                                                                                               |                                  |                                    |
| i.... | Development application fees, escrows, stream corridor permit fees and appeal fees for development or disturbance in stream corridors shall be as follows:                                                                                                                                                                                                                                                  |                                  |                                    |
| 1.    | For all uses, a development application fee of \$150.00. For a stream corridor permit, a fee of \$150.00 for every 100 square feet of development or disturbance as defined in Chapter XVII, Article X, Section 17-181. In addition, for development applications, an escrow fee of \$150.00 for every 100 square feet of development or disturbance as defined in Chapter XVII, Article X, Section 17-181. |                                  |                                    |
| 2.    | The fee for an appeal to the Zoning Board of Adjustment from the decision of the administrative officer regarding a stream corridor permit shall be \$500.00. Where the Zoning Board reverses the decision of the administrative officer, the \$500.00 appeal fee will be refunded to the applicant.                                                                                                        |                                  |                                    |

(Ord. #95-1024, § 1; Ord. #96-1036, § 1; Ord. #96-1054, § 1; Ord. #00-1161, § 1; Ord. #00-1162, § 2; Ord. #01-1201, § 3; Ord. #02-1259; Ord. #03-1298, § 1; Ord. #04-1319, § 3; Ord. #04-1328, § 1; Ord. #06-1367, § 1; Ord. #14-1599)

**10-13 ZONING.**

The following fees apply to all applications to the zoning board of adjustment. Applications shall be accompanied by the fees set forth below. Each applicant shall agree in writing to pay all reasonable costs for professional review and administration by the township. The applicant shall be billed and shall pay all reasonable costs over and above the application fee prior to the township issuance of a building permit. Any unused portion of the application fee shall be returned to the applicant.

**10-13.1 Application to Zoning Board.***a..... Appeal of Decision of Zoning Officer.*

|                   |          |
|-------------------|----------|
| ..... Fee.....    | \$100.00 |
| ..... Escrow..... | \$750.00 |

Where the board of adjustment reverses the decision of the zoning officer, five hundred (\$500.00) dollars of the above cited escrow will be refunded to the applicant.

*b..... Interpretation of Zoning Ordinance.*

|                   |          |
|-------------------|----------|
| ..... Fee.....    | \$100.00 |
| ..... Escrow..... | \$600.00 |

*c..... Bulk Variance/Hardship Variance.*

|                               |            |
|-------------------------------|------------|
| ..... Residential fee.....    | \$100.00   |
| ..... Escrow.....             | \$750.00   |
| ..... Nonresidential fee..... | \$200.00   |
| ..... Escrow.....             | \$1,000.00 |

*d.... Use Variance.*

|                               |            |
|-------------------------------|------------|
| ..... Residential fee.....    | \$250.00   |
| ..... Escrow.....             | \$1,000.00 |
| ..... Nonresidential fee..... | \$500.00   |
| ..... Escrow.....             | \$1,500.00 |

Residential Fee/Escrow – applications in residential zones.

Nonresidential Fee/Escrow – application in other than residential zones or for other than residential uses.

In the event the escrow amount is depleted, no further action will be taken until such time as an additional amount is deposited as determined by the township.

*e. 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.

(Ord. #432; Ord. #605-82; Ord. #660-84, § 1; Ord. #702-86, § 1; Ord. #793-88, § 1; Ord. #90-866, § 1; Ord. #95-1012; Ord. #98-1094; Ord. #98-1111; Ord. #00-1161, § 2; Ord. #02-1259; Ord. #05-1367, § 2)