

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

GENERAL INSTRUCTIONS

ALL ZONING BOARD OF ADJUSTMENT APPLICATIONS

A Zoning Application Form must be submitted to the Zoning Office for all applications, together with the required fees and specific forms and other materials that are required.

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

- a) All Appeals from a Decision of the Zoning Officer, or other administrative officer of Hopewell Township, based on or made in the enforcement of the Zoning Ordinance;
- b) All Requests for Interpretation of the Zoning Ordinance or official map of Hopewell Township;
- c) Hardship Zoning Variances which are not involved in a Subdivision or Site Plan application;
- d) All Use Variances whether or not a Subdivision or Site Plan is also involved;

When a Site Plan or Subdivision is involved, the applicant may bifurcate the application, i.e., submit it with the Use Variance Application, or subsequently. The Zoning Board generally refers Subdivision and Site Plan Applications, which are submitted to it in connection with the Use Variance, to the Application Review Committee for its recommendations, but the Zoning Board retains jurisdiction for granting final approval.

The following types of applications will be referred to the Planning Board:

- a) All Conditional Use Permit Applications;
- b) All Major and Minor Subdivision Applications and all Site Plan Applications, unless the applicant is also seeking a Use Variance; any Hardship Variance involved in a Subdivision or Site Plan Application must be granted by the Planning Board.

All applications that are referred to the Planning Board will be heard at a meeting of the Application Review Committee.

Board Meeting Dates (Meetings are held in the Auditorium of the Municipal Building)

The Zoning Board of Adjustment has its regular meetings on the first Wednesday of each month at 7:30 p.m. The Planning Board has its regular meetings on the fourth Thursday of each month at 7:00 p.m. The Application Review Committee meets the second Tuesday of each month at 9:00 a.m.

Application Deadlines

* **See last page for submission dates**

The Zoning Board of Adjustment will consider a matter only if a complete application and all required documents and the appropriate fees are submitted to the Zoning Office at least 14 days before a Board meeting (by the second Wednesday preceding a regular meeting) and only if the required official notices have been given at least 10 days before the meeting day.

The Planning Board will consider a matter only if a complete application and all required documents and the appropriate fees are submitted to the Planning Office per the Window for Submission before a meeting of the Application Review Committee. Arrangements for subsequent Planning Board meetings will be made after the application is considered by the Application Review Committee.

Fees: Consult the fee schedule

Copies of Applications:

1. **Submission or resubmission:**

The Zoning Board requires one (1) original of pages 5-17 of the application form, survey and plans, plus an additional fifteen (15) copies of application pages 5-9 with a copy of survey and plans attached to each for distribution.

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.

All documents for Planning/Zoning Board review shall be submitted directly to the Planning/Zoning Office for distribution to the various Township consultants for review; all documents will also be distributed to the Environmental Commission and the Historic Preservation Commission for review. There shall be no exceptions to this policy. There will be no review of documents submitted directly to Township consultants by an applicant.

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:

Zoning Board, Planning Board, 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.

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.

3. **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 for all plans approved for signature by the Planning/Zoning 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 either Board.

Notice of Hearing

The applicant must give official written notice of the hearing on all applications to the Zoning Board of Adjustment, and for the following applications submitted to the Planning Board: Conditional Use Permits, Preliminary Major Subdivision applications, Preliminary Site Plan applications involving a Hardship Variance, and Minor Subdivision applications involving a Hardship Variance. A sample notice form is included in the application package. Notice must be given (both neighbors and newspaper advertisement) at least 10 days before the day the Board considers the application.

For Zoning Board of Adjustment matters, the notice may be given when the Zoning Officer advises the applicant that the matter is being scheduled for consideration at a particular meeting of the Board. For Planning Board matters, the notice should not be given 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 by serving them personally or by Certified Mail. The 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.

A Certified List of the property owners to whom notice must be sent may be obtained from the Assessor's Office for an additional fee. A form is included in this package. 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 Mercer County Planning Division. If the property adjoins a County road or a proposed road, or adjoins County property, notice must also be given to the County Planning Board. If the properties are 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.

The applicant must also arrange to have the hearing notice printed 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 appropriate Board, at or before the hearing, an Affidavit of Service of the notice upon the other property owners, and an affidavit by an official of the newspaper concerning its publication of the notice. A sample form of the affidavit is included in this package.

Application Review Committee

The Application Review Committee (ARC) shall review all applications before the Planning Board and those applications referred to ARC by the Board of Adjustment, to determine the completeness of all applications. The ARC will make a written report, which shall include but not be limited to engineering, planning, legal, public health, environmental and administrative detail and these reports shall delineate findings concerning the proposed application. The reports shall be distributed to the respective board where the formal application is to be presented and to the applicant.

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/Zoning Board may require, as a condition of approval or prerequisite for approval, the applicant to secure approvals from various agencies.



TOWNSHIP OF HOPEWELL

MERCER COUNTY

ZONING 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 _____

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

This is an application for a variance to allow a use or structure which is not permitted, by the Land Use Ordinance, in the zoning district.

A sketch or drawing of the property involved, showing all data relevant to this variance application must be attached to this form.

1. Description of the proposed use or structure:

2. Present use of property: _____

3. Property dimensions, etc:

	Minimum For Zone	Actual Now	Proposed
Lot Area	_____	_____	_____
Lot Width at Street	_____	_____	_____
Lot Width at Setback Line	_____	_____	_____
Lot Depth	_____	_____	_____
Front Setback	_____	_____	_____
Left Side Setback	_____	_____	_____
Right Side Setback	_____	_____	_____
Rear Yard Setback	_____	_____	_____
Maximum Building Height Structures, Blacktop & Other	_____	_____	_____
Coverage (sq. ft.)	_____	_____	_____
Lot Coverage %	_____	_____	_____

Is the property a corner lot? _____

Zoning District in which property is located: _____

Zoning District in which proposed use is allowed: _____

4. Date this Applicant acquired the property or an interest in the property: _____

Zoning District at that time: _____

5. Will the proposed structure comply with the requirements of the Uniform Construction Code for the proposed use? _____

6. What special reasons support the granting of the variance?

7. Why wouldn't the granting of this variance be a substantial detriment to the public good or substantially impair the intent and purpose of the zoning plan and Land Use Ordinance?

8. Have you or any previous owner or anyone else applied for a Building Permit or made any other application to the Construction Official, the Zoning Board of Adjustment or the Planning Board involving the property? _____

If yes, state the date, nature and disposition of each application:

Date Filed: _____

Name of Applicant: _____

Signature of Applicant: _____

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
Zoning 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

## 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 \_\_\_\_\_

**TOWNSHIP OF HOPEWELL  
ZONING BOARD OF ADJUSTMENT**

**NOTICE OF HEARING ON APPLICATION**

PLEASE TAKE NOTICE that on \_\_\_\_\_, 20\_\_, at 7:30 p.m., in the Main Meeting Room of the Hopewell Township Municipal Building, 201 Washington Crossing – Pennington Road, Titusville, New Jersey 08560, the Zoning Board of Adjustment of the Township of Hopewell ("Board") will hold a public hearing on the application submitted by the undersigned ("Applicant").

Applicant seeks a \_\_\_\_\_ variance from the requirements of the Township's Land Use and Development Ordinance so as to permit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The premises involved in this application is located at \_\_\_\_\_, designated as Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Hopewell Township Tax Map. The property is located in the Township's \_\_\_\_\_ Zoning District.

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.

At said hearing, any and all interested parties may appear, either in person or through counsel, and present any questions, comments and/or objections they may have regarding this application.

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

\_\_\_\_\_  
Applicant

**PROOF OF SERVICE**

STATE OF NEW JERSEY

COUNTY OF MERCER, SS.

\_\_\_\_\_ 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 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 \_\_\_\_\_, \_\_\_\_\_. A true copy of the notice and the names and addresses of those so notified are attached to this affidavit.

\_\_\_\_\_  
Applicant's Signature

Sworn and Subscribed to before me, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary

**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

**TOWNSHIP OF HOPEWELL  
ZONING BOARD OF ADJUSTMENT  
APPLICATION CHECK LIST**

At the time of filing an application for agenda:

- \_\_\_\_\_ One (1) complete original (pages 5 - 17) as follows: (include 1 survey and 1 plan)
- \_\_\_\_\_ Pages 5 - 9
- \_\_\_\_\_ Agreement to pay costs. (Pages 10-12) W-9 Form (Page 12A)
- \_\_\_\_\_ Taxes paid Certification (Page 13)
- \_\_\_\_\_ True copy of Certified List (Page 14)
- \_\_\_\_\_ Notice of Hearing (Page 15)
- \_\_\_\_\_ Proof of Service (Page 16)
- \_\_\_\_\_ Consent to Entry (Page 17)
- \_\_\_\_\_ Please attach:
- \_\_\_\_\_ Fifteen (15) copies of application pages 5 – 9 and fifteen (15) copies of surveys and plans.

\_\_\_\_\_ Fees: **Note:** Please submit two separate checks: 1 for fee and 1 for escrow, payable to Hopewell Township.

| Fee Schedule:          | Fee              | Escrow*          |
|------------------------|------------------|------------------|
| _____ Appeal, Other ** | \$100.00         | \$750.00         |
| _____ Interpretation   | \$100.00         | \$600.00         |
| _____ Hardship/Bulk    |                  |                  |
| Residential***         | \$100.00         | \$750.00         |
| Non-Residential***     | \$200.00         | \$1,000.00       |
| _____ Use              |                  |                  |
| Residential***         | \$250.00         | \$1,000.00       |
| Non-Residential***     | \$500.00         | \$1,500.00       |
| _____ Site Plan        | as per ordinance | as per ordinance |
| Fee Total \$ _____     |                  |                  |

\*In the event the escrow amount is depleted, no further action will be taken until such time as an additional escrow amount as determined by the Township is received.

\*\*Where ZBOA reverses the decision of the Zoning Officer, \$750.00 of above-mentioned fees will be refunded to the applicant.

\*\*\*Residential Fee/Escrow Application in residential zones. Non-Residential Fee/Escrow Application in other than residential zone or for other than residential use.

Applicant to provide the following to the Zoning Office prior to meeting:

**\*\*Notice must be given (both neighbors and newspaper) at least 10 days before the meeting date\*\***

- \_\_\_\_\_ a. True Copy of Notice of Hearing (Page 15)
- \_\_\_\_\_ b. Affidavit of Proof of Service (Page 16)
- \_\_\_\_\_ c. Proof of Publication in Newspaper

Certified complete for ZBOA Agenda of \_\_\_\_\_ by \_\_\_\_\_  
Date

## APPLICATION SUBMISSION DEADLINES

### All Non-Residential Use Variance Applications and/or Site Plan Applications:

**MUST be submitted no later than 4:00 p.m. on the Wednesday, 3 weeks prior to the Zoning Board Meeting when it will be heard.** Applications will also be accepted during the 7 days prior to the above noted deadline.

### Residential Hardship Variance Applications ONLY:

**MUST be submitted no later than 4:00 p.m. on the Wednesday, 2 weeks prior to the Zoning Board Meeting when it will be heard.** Applications will also be accepted during the 7 days prior to the above noted deadline.