



TOWNSHIP OF HOPEWELL
201 Washington Crossing-Pennington Road
Titusville, New Jersey 08560-1410
Phone 609.737.0605 Ext. 6640

GENERAL INSTRUCTIONS

FOR SUBMISSION OF: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENT APPLICATIONS

I. GENERAL

- A. A Corporation or Partnership is required to be represented by an attorney.
- B. The following types of applications shall be referred to the Zoning Board of Adjustment:
 - 1. Appeals from a Decision of the Zoning Officer and Land Use and Development Ordinance Interpretations;
 - 2. Hardship or Bulk Zoning ("c") Variances related to a single- or two-family dwelling;
 - 3. Use Variances and other "d" 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 after the variance is decided.
- C. The following types of applications shall be referred to the Planning Board:
 - 1. Conceptual Reviews of proposed Subdivisions and/or Site Plans not requiring "d" variances;
 - 2. Conditional Use Permit Applications;
 - 3. Minor and Major Subdivision and Site Plan applications, unless the applicant is also seeking a Use or "d" Variance;
 - 4. Hardship or bulk ("C") Variances when submitted in connection with Subdivision or Site Plan application.
- D. Submission #1: ONE (1) HARD COPY SET AND ONE (1) PDF SET of the following forms must be completed and submitted to the Planning and Zoning Office, together with the required fees, plans and supplemental documents in order to be considered for Completeness and placement on a Board agenda:
 - 1. Planning Board and Zoning Board Application
 - 2. Completed Submission Checklist and Design Waivers Request Form
 - 3. W-9 Form to set up escrow account for professional review fees
 - 4. Escrow Agreement to set up escrow account
 - 5. Proof of Payment of Taxes (from Township Tax Collector's Office – request using attached form)
 - 6. Signed Consent to Entry
 - 7. Certified List of Property Owners within 200' of the Site (from Township Tax Assessor's Office – request using attached form)

8. Completed Application Fee and Escrow Fee Calculation Form and payment of required fees in separate checks for Application Fees and Escrow Fees
9. Copy of Notice of Hearing given to property owners within 200' (see sample notice)

The foregoing items will be reviewed for completeness by the Planning and Zoning Office. If the application is found Incomplete, additional submissions will be required until the application is deemed complete. You will be contacted when the application has been deemed complete (within 45 days of submission of the items) and a hearing date assigned.

- E. Submission #2: After the application has been deemed Complete and a Hearing Date assigned, Applicant shall provide the required number of copies of documents as indicated in the applicable Checklist at least 10 days prior to the hearing. If revisions were made, please submit a new pdf as well to the following to the Planning and Zoning Office.
- F. Submission #3: at least three (3) days prior to the meeting:
 1. Submit a copy of Notice of Hearing and white certified mail receipts stamped by the post office indicating date mailed OR notarized proof of personal service (signatures) if notice was served in person (see more on Notices below) to the Planning and Zoning Office; and
 2. Proof of Publication in Newspaper (obtain affidavit from newspaper company).
- G. Submission #4: Compliance Items.
 1. If your application is approved by the Board, there will likely be either additional or revised items which will need to be submitted to the Planning and Zoning Office. These items will be listed in the Resolution of Approval which the Board will adopt at the next regularly scheduled hearing (you do not have to be present for this adoption).
 2. You will be sent the Resolution of Approval and other applicable items which will itemize any required supplemental submission items. These items must be submitted and found satisfactory before any required Zoning or Building permits will be issued.
 3. Submit one (1) copy of required items to the Planning and Zoning Office, as well as a pdf of all submitted documents, for review.

II. BOARD MEETING DATES

(Held in Auditorium of Municipal Building or via ZOOM) *See attached meeting schedule.*

Hearing dates will be assigned when the application has been deemed Complete.

(Completeness determinations are made within 45 calendar days of submission of applications)

III. NOTICE OF HEARING

The applicant is responsible for giving official written notice of the hearing. Notice must be given (both to neighbors and by newspaper advertisement to the general public) at least 10 days before the scheduled Board hearing date.

Notice should not be given until the application is deemed complete and a hearing date officially assigned.

Required and suggested steps in the noticing process:

1. Obtain a Certified List of property owners and interested agencies who require notice of the application's hearing date from the Township Tax Assessor. Complete and submit the attached "Request for Certified List" form to the Township Tax Assessor, together with a \$10 processing fee. The list will be sent to you when complete.
2. Prepare a notice for the hearing, using the attached "Sample Notice."
3. No less than 10 calendar days before the scheduled Board hearing, send the prepared notice to the parties on the Certified List. Send the notice via U.S. Postal Service Certified Mail. You must write the recipient's address on the white receipts before they are stamped by the Post Office. The Post Office will not write addresses for you. The Post Office will stamp the white receipts with the mailing date, which must be at least 10 days prior to the hearing.



Certified Mail Receipt

4. Bring the stamped white receipts to the Planning and Zoning Office no less than 3 days prior to the hearing.
5. If you do not want to mail the notices, the law permits that they may be served in person upon the surrounding property owners on the Certified List, however some parties on the Certified List, such as utilities, will have to be noticed via mail.
6. If you serve the notice in-person on surrounding property owners, you must obtain a signature from the property owner indicating that the notice was received. The signatures must be notarized by a Notary Public using the "Proof of Service" form (see attached). The notarized Proof of Service must be delivered to the Planning and Zoning Office no less than 3 days prior to the scheduled Board Hearing date.
7. It is also the applicant's responsibility to publish a notice of the hearing in one of the official newspaper of the Board: the Hopewell Valley News, The Times of Trenton or The Trentonian, at least 10 days before the meeting and provide an affidavit of publication (provided to you by the newspaper) to the Planning and Zoning Office 3 days prior to the hearing date. The Trenton Times and Trentonian have a 3-day lead time to publication, and the Hopewell Valley News has a longer lead time, please be sure to plan ahead for proper publication in the newspaper:

Hopewell Valley News (weekly paper) -- lead time: newspaper published on Fridays -- deadline is the prior Tuesday, no later than 10 a.m.
legalnotices@centraljersey.com

Trenton Times (daily paper) – lead time: 3 business days before desired publication date
legalads@njtimes.com

Trentonian (daily paper) – lead time: 3 business days before desired publication date
publicnotices@trentonian.com

8. At least three days prior to the hearing, the applicant must present to the Planning and Zoning Office a copy of the notice of the hearing, a copy of the certified list and certified mail receipts, an affidavit of newspaper publication (provided by the newspaper) and if applicable, an affidavit of service (notarized Proof of Service) of the notice to adjacent property owners. This will be required particularly if the notices were served in person.
9. If during the Board's proceedings a hearing is carried to a future date, the Board may request that all property owners within 200 feet be noticed of the new hearing date by regular mail.

IV. SUBMISSION OF DOCUMENTS

A. Submissions

- All documents for Board review shall be submitted directly to the Planning and Zoning Office for distribution to the various Board consultants and Departments for review. There will be no review of documents submitted directly to the Board consultants or Departments.
- 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.
- Complete sets of all revised documents shall be submitted. Piecemeal submission of revised items will delay review of the application. Even when only portions of documents have been revised, the entire set of documents shall be re-dated 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 re-dated to bear a common date of revision and complete sets resubmitted.
- When an application is in the process of being heard by the Board and revisions or additional documentation is requested by the Board, all revised documents must be submitted at least 10 calendar 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 AND a PDF shall be provided. All exhibits entered into evidence during the Board hearing will be retained by the Board Secretary.**

B. Resolution Compliance Review

If the application is approved, and revisions or supplemental documents are required, one (1) copy of all revised documentation, meeting all conditions of the resolution of approval, may be submitted to the Planning and Zoning Office for further distribution and review. 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.

C. Submission of Plans for Signature

After plans have been approved by the Planning and Zoning Office for Board signature, one (1) complete hard copy set of plans, signed and sealed by the plan preparer, **plus one (1) PDF set** shall be submitted to the Planning and Zoning Office. In addition, one (1) hard copy **and a PDF** of all other documentation (e.g., hydraulic calculations, environmental impact reports, traffic study), which have been revised and approved shall be submitted to the Planning and Zoning Office. If the applicant requires a set of signed plans, then two (2) sets shall be submitted for signature.

All plans submitted for signature shall be signed by all other agencies such as the County Planning Board prior to signature by the Township Planning or Zoning Board. **Two (2) hard copies and a PDF of the recorded Filed Map** shall be provided to the Planning and Zoning Office.

V. 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 Board may require, as a condition of approval, the applicant to secure approvals from various agencies. Mercer County Planning Board approval is required of all applications for Site Plan or Subdivision approval



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PLANNING BOARD & ZONING BOARD APPLICATION

Date:			
Block:	Lot:	Zoning District:	Tax Map Sheet:
Work Site Location / Address:			
Project Name:			
Property Owner Name:			
Property Owner's Address:			
Property Owner's Phone Number:			
<i>I have reviewed this application and accompanying documentation and consent to the filing of the same with the Hopewell Township Planning/Zoning Board.</i> Property Owner's Signature: _____			
Applicant's Name:			
Applicant's Address:			
Applicant's Phone Number:			
Applicant's Email: (correspondence will be emailed unless otherwise requested)			
Contact or Agent's Name (this is the primary point of contact for the application):			
Contact or Agent's Address:			
Contact or Agent's Phone Number:			
Contact or Agent's Email: (correspondence will be emailed unless otherwise requested)			
<i>I do hereby consent to the filing of this application and appoint _____ to perform all duties as may be required to prosecute this application before the Hopewell Township Planning/Zoning Board. I do further acknowledge my agent will be the sole recipient of all documentation (reports, agendas, etc.) produced by Hopewell Township with regard to this matter.</i> Applicant's Signature: _____			
<i>I do hereby accept the responsibilities as agent for this application.</i> Contact or Agent's Signature: _____			
Name of Preparer of Plans:			
Preparer of Plans Address:			
Preparer of Plans Phone Number:			
Preparer of Plans Email:			

Architect's Name:
Architect's Address:
Architect's Phone Number:
Architect's Email:

Attorney's Name:
Address:
Phone Number:
Email:

Application Type (check all that apply):

- ☐ Appeal of decision of Zoning Officer (Zoning Board only)
- ☐ Concept Review with Board (Planning Board only)
- ☐ Conditional Use Permit (Planning Board only)
- ☐ Extension of time (specify)
- ☐ Final Major Subdivision (total lots = _____)
- ☐ Final Site Plan (_____ SF of proposed improvements & number of dwelling units _____)
- ☐ General Development Plan (Planning Board only)
- ☐ Minor Subdivision (total lots = _____)
- ☐ Plan resubmittal due to incompleteness determination
- ☐ Preliminary Major Subdivision – 10 or fewer lots (total lots = _____)
- ☐ Preliminary Major Subdivision – more than 10 lots (total lots = _____)
- ☐ Preliminary Site Plan – >10ac. and/or >10 dwelling units (_____ SF of proposed improvements & number of dwelling units _____)
- ☐ Preliminary Site Plan – 10 ac. or less and 10 du or less (_____ SF of proposed improvements & number of dwelling units _____)
- ☐ Request for Interpretation of Zoning Ordinance (Zoning Board only)
- ☐ Site Plan Amendment
- ☐ Site Plan Waiver
- ☐ Technical Review with Professionals
- ☐ Variance – bulk or “c”
- ☐ Variance – use or other “d” (specify which) (Zoning Board only)
- ☐ Other (specify)

Provide a description of the project, or reason for appeal. Attach additional sheets as needed:

Provide a description of any requested variances. Attach additional sheets as needed:

<i>Ordinance Section Citation</i>	<i>Description of variance requested and reason / justification for the request.</i>

Building / Project Information:

	Existing	Proposed	Total
Building Height			
Building Stories			
Acc. Building Height			
Acc. Building Stories			
Building Coverage			
Floor Area			
Floor Area Ratio			--
Residential sq. ft.			--
Retail sq. ft.			--
Office sq. ft.			--
Industrial sq. ft.			--
Parking sq. ft.			--
Other (specify) sq. ft.			--
Dwelling units			
Affordable Units			
Bedroom Count			
Studio			--
1 Bedroom			--
2 Bedroom			--
3 Bedroom			--
4+ Bedroom			--
Parking Spaces			
Bike Storage			
Tree Count			
Shade Tree Count			
Employee Count			



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PLANNING BOARD AND ZONING BOARD OF ADJUSTMENT APPLICATIONS

10-7 LAND DEVELOPMENT APPLICATION FEES AND ESCROWS

- a. At the time of the filing of an application for development, appeal, or other matter with the Planning Board or Zoning Board of Adjustment (hereinafter referred to collectively as "the Board") pursuant to Chapter 17 of the Municipal Code, each applicant shall pay the Township of Hopewell the required fee and initial escrow deposit to reimburse the Township for the administrative costs and professional fees related to the review of development applications and inspection of improvements. Each applicant shall agree in writing to pay for all costs for professional review fees incurred in excess of the original escrow amount and in the event of failure to replenish the escrow account in accordance with the terms of the agreement, the Township shall have the right to withhold a Zoning Permit or the issuance of a Certificate of Occupancy until the deficiency is paid. The fee denoted as the "application fee" shall be nonrefundable and shall be used solely to cover the administrative and overhead costs associated with the processing of the application. The fee denoted as the "escrow amount" shall be used exclusively to cover the cost of professional services conducted by the engineers, planners, attorneys and other professionals retained by the respective reviewing Board and other reviewing agencies for the Township. Any unused portion of the escrow fee or escrow amount shall be returned to the applicant.
- b. No development application shall be deemed complete until all applicable nonrefundable application fees and escrow deposits have been paid. In the case of an application requiring a combination of approvals, the applicant shall pay the amounts equal to the sum of the fees and escrow amounts required for each approval.
- c. Affordable Housing Development Fees. In all developments other than those involving the actual construction of low and moderate-income housing units, a fee shall be deposited to the Township's interest-bearing Affordable Housing Trust Fund pursuant to Section 10-17 "Affordable Housing Development Fees" of this chapter.

Exemptions from Application Fees (Ordinance Chapter 10-7.1, f.)

1. Variance applications for ADA improvements shall be exempt from the payment of application fees as required by this section, provided that the application relates to the disabled person's own living unit.
2. All charitable, philanthropic, fraternal and religious nonprofit organizations shall be exempt from the payment of application fees as required by this section, provided that:
 - a. The non-profit 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 shall preserve open space or farmland as part of the application, and shall not create any new buildable lots.
3. The Board of Education, volunteer fire or first aid squads with tax-exempt status under the Federal Internal Revenue Code of 1954 (26 U.S.C. Sections 501(c) or (d), any municipal agency, Mercer County, State of New Jersey, and the federal government or any of their agencies are hereby exempt from the payment of application fees as required by this section.



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Important:

Attach this form to the front of checklist when filing application and initial here: _____

**INSTRUCTIONS FOR COMPLETION OF SUBMISSION
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 deemed complete or scheduled for a hearing date.
3. Applicant to complete columns labeled Submitted and Waiver Requested only. Right column for Township Use Only.
4. All checklist items are considered applicable by the Board. Where the Applicant considers an item not applicable (N/A), the applicant shall request a waiver "W" for the item and complete the 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. 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.
6. All design waivers are to be requested in writing and listed on the Checklist Submission Waiver and Design Waiver Request Form. Design waivers will be acted upon by the Board.



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TOWNSHIP OF HOPEWELL
CHECKLIST SUBMISSION AND DESIGN WAIVER REQUEST FORM

Date:	
Block:	Lot:
Property Address:	
Name of Project:	
Name of Applicant:	

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's 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. Attach additional sheets as necessary.

Checklist Item or Design Standard Reference	Explanation and Support Data for Waiver Request	Township Use Only Approved (A) Denied (D)



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PLANNING BOARD/ZONING BOARD ESCROW AGREEMENT

THIS AGREEMENT MADE THIS _____ day of _____ 20__ between:

NAME: _____

ADDRESS: _____

BLOCK: _____ LOT: _____

TYPE OF APPLICATION: _____

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 covenant and agrees as follows:

1. Applicant agrees to pay all costs related to the Township's review and administration of proposed application with said costs including but not limited to:
 - a. Conceptual review by the Technical Review Committee (TRC), which entails professional consultant cost 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 TRC and Planning/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 understand 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)

Date

Applicant's Signature

Date

Administrative Officer

Date

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

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 of the person whose name is entered on line 1. 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: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions.	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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 for Part II, later.

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. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.



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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)

Witness

Property Owner Signature

Address

Phone Number

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.

\_\_\_\_\_  
Maggie L. Miller, CTC Tax Collector

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

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

\_\_\_\_\_  
Maggie L. Miller, CTC Tax Collector

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





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### 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)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number



## TOWNSHIP OF HOPEWELL

201 Washington Crossing-Pennington Road  
Titusville, New Jersey 08560-1410  
Phone 609.737.0605

### Request for Certified List

There is a \$10.00 fee for this service. Checks to be made payable to the Township of Hopewell.

**ATTN: Tax Assessor**

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

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

Street Address \_\_\_\_\_

Requestor's Contact Info:

Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

**Documents will be sent to this email address unless otherwise directed.**

Phone Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Township Use Only*

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

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

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



# TOWNSHIP OF HOPEWELL

201 Washington Crossing-Pennington Road  
Titusville, New Jersey 08560-1410  
Phone 609.737.0605 Ext. 6640

## ZONING BOARD OF ADJUSTMENT APPLICATION AND ESCROW FEE CALCULATION FORM

Circle all application fees that apply and total at the end of the form. Provide a calculation of escrow in the right column and total at the end of the form. Required fees are from the fee ordinances adopted at Chapter 10-13.1. 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.

Separate checks are required for the application fee and escrow fee.

| Application Type                                | Application Fee<br>(circle all that apply) | Escrow Fee | Escrow Calculation |
|-------------------------------------------------|--------------------------------------------|------------|--------------------|
| <b>Application to Zoning Board</b>              |                                            |            |                    |
| <b>Appeal of Decision of Zoning Officer</b>     | \$350.00                                   | \$1,500.00 |                    |
| <b>Interpretation of Zoning Ordinance</b>       | \$100.00                                   | \$600.00   |                    |
| <b>Bulk Variance/Hardship Variance</b>          |                                            |            |                    |
| Residential                                     | \$150.00                                   | \$1,250.00 |                    |
| <b>Use variance (or other "d" variance)</b>     |                                            |            |                    |
| Residential – applications in residential zones | \$500.00                                   | \$1,500.00 |                    |
| <b>TOTAL FEES :</b>                             |                                            |            |                    |

*Exemption from Application Fee and/or Escrow Amount. (§10-7.1.f)*

- Variance applications for ADA improvements shall be exempt from the payment of application fees as required by this section, provided the application relates to the disabled person's own living unit.
- 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:
  - The nonprofit organization holds a tax exempt status under the Federal Internal Revenue Code of 1954 (26 U.S.C. Sections (c) or (d)); and
  - 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.
- The board of education, volunteer fire or first aid squads with tax exempt status under Federal Internal Revenue Code of 1954 (26 U.S.C. Sections 501 (c) or (d)), any municipal agency, Mercer County, State of New Jersey, and the federal government or any of their agencies are hereby exempt from the payment of application fees as required by this section.

\*\*\*PLANNING BOARD ZOOM SAMPLE NOTICE\*\*\*

**NOTICE** is hereby given that on Thursday, \_\_\_\_\_, 20\_\_ at 7:00 p.m., the Hopewell Township Planning Board will hold a public hearing electronically on the application submitted by \_\_\_\_\_, at which time and place all interested persons will be given an opportunity to be heard. In accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975, and in consideration of Executive Order No. 292 issued by Governor Murphy on March 4, 2022, declaring a continued "State of Emergency in the State of New Jersey," in order to protect the health, safety and welfare of area citizens while ensuring the continued functioning of government, the meeting of the Hopewell Township Planning Board will be held electronically only.

Members of the public who wish to participate in the meeting by telephone may do so by calling \_\_\_\_\_, followed by meeting ID number: \_\_\_\_\_ and Passcode: \_\_\_\_\_.

Dial by your location:  
(Zoom Phone Numbers)

Find your local number: (Zoom Link)

Members of the public who wish to participate via the videoconferencing platform may Join Zoom Meeting by accessing the following link, followed by meeting ID number: \_\_\_\_\_ and Passcode: \_\_\_\_\_.

(Join Zoom Meeting Link)

Individuals calling into the number or connecting via videoconferencing platform will be able to fully participate in the meeting and provide public comment.

The property involved in the application is located at \_\_\_\_\_ and is known and designated on the Hopewell Township Tax Map as Block \_\_\_\_\_ Lot \_\_\_\_\_ and is located in the \_\_\_\_\_ Zoning District.

The undersigned has applied for the following approval:

The applicant will seek any and all other variances, waivers or relief that the Board may deem to be necessary or appropriate in connection with this application.

A copy of the application, plans and related documents are on file with the Office of Community Development, Hopewell Township Municipal Building, 201 Washington Crossing Pennington Road, Titusville NJ, 08560 and are available for public inspection during regular business hours. **Interested parties may call the Community Development Office (609-737-0605 Ext. 6550) to make arrangements to view the documents in person; all are encouraged to access the documents via the website:**

<http://hopewelltp.org/291/Planning-Board>

Applicant

\*\*\*PLANNING BOARD 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.

The Applicant will seek any and all other variances, waivers or relief that the Board may deem to be necessary or appropriate in connection with this application.

A copy of the application, plans and related documents are on file with the Office of Community Development, Hopewell Township Municipal Building, 201 Washington Crossing Pennington Road, Titusville NJ, 08560, and are available for public inspection during regular business hours. Interested parties should call the Community Development Office (609-737-0605 Ext. 6550) to make arrangements to view the documents in person; **all are encouraged to access the documents via the website:**

<http://hopewelltp.org/291/Planning-Board>.

\_\_\_\_\_  
Applicant

\*\*\*ZONING BOARD ZOOM SAMPLE NOTICE\*\*\*

## NOTICE OF HEARING ON APPLICATION

NOTICE is hereby given that on Wednesday, \_\_\_\_\_, 20\_\_ at 7:00 p.m., the Hopewell Township Zoning Board will hold a public hearing electronically on the application submitted by \_\_\_\_\_, at which time and place all interested persons will be given an opportunity to be heard. In accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975, and in consideration of Executive Order No. 292 issued by Governor Murphy on March 4, 2022, declaring a continued "State of Emergency in the State of New Jersey," in order to protect the health, safety and welfare of area citizens while ensuring the continued functioning of government, the meeting of the Hopewell Township Zoning Board will be held electronically only.

Members of the public who wish to participate in the meeting by telephone may do so by calling \_\_\_\_\_, followed by meeting ID number: \_\_\_\_\_ and Passcode: \_\_\_\_\_.

Dial by your location:  
(Zoom Phone Numbers)

Find your local number: (Zoom Link)

Members of the public who wish to participate via the videoconferencing platform may  
Join Zoom Meeting by accessing the following link, followed by meeting ID number: \_\_\_\_\_ and Passcode: \_\_\_\_\_.

(Join Zoom Meeting Link)

Individuals calling into the number or connecting via videoconferencing platform will be able to fully participate in the meeting and provide public comment.

The property involved in the application is located at \_\_\_\_\_ and is known and designated on the Hopewell Township Tax Map as Block \_\_\_\_\_ Lot \_\_\_\_\_ and is located in the \_\_\_\_\_ Zoning District.

The undersigned has applied for the following approval:

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

A copy of the application, plans and related documents are on file with the Office of Community Development, Hopewell Township Municipal Building, 201 Washington Crossing Pennington Road, Titusville NJ, 08560, and are available for public inspection during regular business hours. Interested parties should call the Community Development Office (609-737-0605 Ext. 6640) to make arrangements to view the documents in person; **all are encouraged to access the documents via the website:**

<https://www.hopewelltpw.org/294/Zoning-Board-of-Adjustment>

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Applicant

\*\*\*ZONING BOARD SAMPLE NOTICE\*\*\*

**TOWNSHIP OF HOPEWELL  
ZONING BOARD OF ADJUSTMENT**

**NOTICE OF HEARING ON APPLICATION**

PLEASE TAKE NOTICE that on \_\_\_\_\_, 20\_\_, at 7:00 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 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.

A copy of the application, plans and related documents are on file with the Office of Community Development, Hopewell Township Municipal Building, 201 Washington Crossing Pennington Road, Titusville NJ, 08560, and are available for public inspection during regular business hours. Interested parties should call the Community Development Office (609-737-0605 Ext. 6640) to make arrangements to view the documents in person; **all are encouraged to access the documents via the website:**

Zoning Board page: <https://www.hopewelltp.org/294/Zoning-Board-of-Adjustment>

\_\_\_\_\_  
Applicant



## TOWNSHIP OF HOPEWELL

201 Washington Crossing-Pennington Road

Titusville, New Jersey 08560-1410

Phone: 609.737.0605 Ext: 6640

### 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 reside 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 name and addresses of those  
so notified are attached to this affidavit.

Sworn to before me,

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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



## **TOWNSHIP OF HOPEWELL**

### **LIST OF MEETING DATES FOR 2026**

#### **PLANNING BOARD 4<sup>th</sup> THURSDAY OF THE MONTH**

##### **ZOOM MEETING TIME - 7:00 P.M.**

(AT SUCH TIME THAT THE TOWNSHIP RETURNS TO AUDITORIUM MEETINGS INSIDE THE MUNICIPAL BUILDING, MEETING TIME WILL BE 7:00 P.M.)

January 22  
February 26  
March 26  
April 23  
May 28  
June 25  
July 23  
August 27  
September 24  
October 22  
November 19 (3<sup>rd</sup> Thursday)  
December 17 (3<sup>rd</sup> Thursday)

#### **ZONING BOARD OF ADJUSTMENT 1<sup>ST</sup> WEDNESDAY OF THE MONTH**

##### **ZOOM MEETING TIME - 7:00 P.M.**

(AT SUCH TIME THAT THE TOWNSHIP RETURNS TO AUDITORIUM MEETINGS INSIDE THE MUNICIPAL BUILDING, MEETING TIME WILL BE 7:00 P.M.)

January 7  
February 4  
March 4  
April 1  
May 6  
June 10 (2<sup>nd</sup> Wednesday)  
July 1  
August 5  
September 2  
October 14 (2<sup>nd</sup> Wednesday)  
November 4  
December 2



**TOWNSHIP OF HOPEWELL**  
 201 Washington Crossing-Pennington Road  
 Titusville, New Jersey 08560-1410  
 Phone 609.737.0605 Ext. 6640

**PLANNING BOARD / ZONING BOARD OF ADJUSTMENT  
 APPLICATION TIMELINE AND ROUTING SHEET**

|                                                                                                                                                |                                         |                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------|
| <b>FOR TOWNSHIP USE ONLY:</b>                                                                                                                  |                                         |                                       |
| <b>Application Number:</b>                                                                                                                     | <b>Time Received:</b>                   | <b>Date Received:</b>                 |
| <b>Fee Receipt No.:</b>                                                                                                                        | <b>Initials:</b>                        |                                       |
| <b>Referred to:</b>                                                                                                                            | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Zoning Board |
| <b>Distribution:</b>                                                                                                                           | <b>Date Application Distributed:</b>    | <b>Date Comments Received:</b>        |
| Board Engineer                                                                                                                                 |                                         |                                       |
| Board Planner                                                                                                                                  |                                         |                                       |
| Other Board Professional                                                                                                                       |                                         |                                       |
| Fire Commissioners                                                                                                                             |                                         |                                       |
| Health Dept.                                                                                                                                   |                                         |                                       |
| Environmental Commission                                                                                                                       |                                         |                                       |
| Historic Preservation Commission                                                                                                               |                                         |                                       |
| <b>Completeness Determination Date:</b>                                                                                                        |                                         |                                       |
| <b>Hearing Date:</b>                                                                                                                           |                                         |                                       |
| <b>Date Approved or Denied:</b>                                                                                                                |                                         |                                       |
| <b><u>Conditions of Approval:</u></b>                                                                                                          |                                         |                                       |
| <input type="checkbox"/> None<br><input type="checkbox"/> Noted in Resolution<br><input type="checkbox"/> Attached<br><input type="checkbox"/> |                                         |                                       |