

WASHINGTON TOWNSHIP
PLANNING and ZONING BOARD VARIANCE APPLICATION

VARIANCE: Use _____; Hardship _____

APPLICATION # _____ FILING DATE _____ APPLICATION COMPLETE _____

SCHEDULED HEARING DATE _____ TIME _____

BLOCK _____ LOT _____ AREA _____ Acres/Sq.Ft. ZONING DISTRICT _____

STREET ADDRESS _____

OWNER _____

MAILING ADDRESS _____

TELEPHONE _____

CONSENT TO FILING _____ DATE _____

APPLICANT _____

ADDRESS _____

TELEPHONE _____

INTEREST/INTENT IN PROPERTY FOR OWNERSHIP, DEVELOPMENT, LEASE OR SALES:

FLOOD-HAZARD ZONE _____ WETLANDS _____ FIRE-HAZARD ZONE _____

EXISTING USE _____

PROPOSED DEVELOPMENT _____

LOT # & AREAS _____

ACCESS/OFF-STREET PARKING _____ BUSINESS/SIGNS _____

ARCHITECT/ENGINEER/SURVEYOR _____

ADDRESS _____

TELEPHONE _____ FAX _____

ATTORNEY/AGENT _____

ADDRESS _____

TELEPHONE _____ FAX _____

INSTRUCTIONS to APPLICANT

1. Application Form, Attached Documents, Other Required Materials/Information and Fees shall be provided in complete form and in the required quantity to the Board Secretary/Administrative Officer at least 2 weeks prior to the scheduled hearing date.
Applicants are advised to obtain a determination of application completeness before giving hearing notice to the public and neighboring property owners.
2. Notice to Neighboring Property Owners within 200-Feet of the Property shall be given at least 10 (ten) days prior to the Hearing Date by Certified Mail with Return Receipt; or by Personal Service to the Neighboring Owner or by Personal Delivery to their Residential Abode,
In cases of Non-Resident Neighboring Owners, and Governmental and Business Owners, notice shall be given by Certified Mail with Return Receipt.
A List of Neighbors and Addresses shall be procured from and certified by the Tax Assessor.
Prior to the time of the hearing, Proofs of Certified Mail Service shall be provided to the Board in the form of US Postal Service certified mail/payment receipts and return-receipt cards.
3. Prior to the time of the hearing, Proofs of Publication in both official newspapers shall be provided to the Board.
4. Application Affidavits as required shall be prepared by and signed before a Notary Public by the Applicant or their Attorney or Agent with Power-of-Attorney.
5. The Plot Plan information shall include the following minimum information:
 - A. Block and Lot Numbers, and 9-1-1 Locatable Address.
 - B. Dimensions of Property and Lots.
 - C. Dimensions of Present and Proposed Structures,
 - D. Location of All Structures in relation to all other structures and property lines.
 - E. Ownership Names of adjacent neighboring properties.
 - F. If the Plot Plan is prepared by other than a Licensed Surveyor, Engineer or Architect, the applicant must submit the required Application Affidavit stating that all the information shown thereon is correct.
6. The Applicant or their Attorney must be present in person at the hearing. A Corporate Applicant must be represented by a New Jersey Attorney.

FORM of APPLICATION for VARIANCE/PERMIT

APPLICATION # _____

HEARING DATE _____

In the matter of the application of (insert full name/s of individual or corporate owners):

To the Planning and Zoning Board of the Township of Washington, Burlington County NJ:

An appeal is hereby made for a variance/permit from the terms of and sections _____

of Land Development Ordinance 1983 – 3, and such other zoning statutes and regulations as may be found to apply, to permit the following development or use:

The Land Use Law of the State of New Jersey requires that conditions set forth in one or more of the following sections b, c or d of R.S. 40: 55D-7-d MUST be established before a variance or permit CAN BE GRANTED.

(b) Hear and decide requests for interpretations of the Zoning Map for decisions upon other special questions upon which the Board is authorized by ordinance to pass.

(c) Where by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or by reasons of other extraordinary or exceptional situations or condition of such piece of property, the strict application of any regulation enacted under the act would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon the owner of such property, a variance from such strict application so as to relieve such difficulties or hardship; provided, however, that no variance shall be granted under this paragraph to allow a structure or use to a zoning district restricted against such structures or use; and to a zoning district restricted against such structures or use; and provided further that the proposed development does not require approval by the Planning Board of a subdivision, site plan or conditional use.

(d) Grant a variance to allow a structure or use in a zoning district restricted against such structure or uses in particular a case and for a special reason.

No relief may be granted or action taken under the terms of this section unless such relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the master plan and zoning ordinance.

ANSWERS to THESE SECTIONS MUST BE COMPLETED in FULL.

Explain in detail wherein the applicant's case conforms to the following requirements.

1. THAT THE STRICT APPLICATION of the PROVISIONS of the LAND DEVELOPMENT and ZONING ORDINANCE WOULD RESULT IN PRACTICAL DIFFICULTIES or UNNECESSARY HARDSHIPS INCONSISTENT with its GENERAL PURPOSE and INTENT.

2. THAT THERE ARE EXCEPTIONAL CIRCUMSTANCES or CONDITIONS APPLICABLE to the PROPERTY INVOLVED or to the INTENDED USE or DEVELOPMENT of the PROPERTY THAT DO NOT APPLY GENERALLY to OTHER PROPERTY IN THE SAME ZONE or NEIGHBORHOOD.

3. THAT THE GRANTING of a VARIANCE or PERMIT WILL NOT BE MATERIALLY DETRIMENTAL to the PUBLIC WELFARE or INJURIOUS to the PROPERTY or INJURIOUS to the PROPERTY or IMPROVEMENTS IN SUCH ZONE OR NEIGHBORHOOD IN WHICH THE PROPERTY IS LOCATED.

4. IF THE APPLICATION IS SUBMITTED PURSUANT TO R.S. 40: 55D – 7 – d, SPECIFY and ENUMERATE "SPECIAL REASONS" for GRANTING the REQUESTED ACTION.

DESCRIPTION of PROPOSED STRUCTURE or USE

AFFECTED PROPERTY ADDRESS and/or KNOWN AS:

APPLICANT NAME _____

ADDRESS _____

OWNER NAME _____

ADDRESS _____

LEASSEE NAME _____

ADDRESS _____

ZONING DISTRICT(s) _____ BLOCK _____ LOT(s) _____

PROPERTY AREA _____ Acres/Sq.Ft.

BUILDING SIZE (Street Level) _____ Sq. Ft. HEIGHT _____ Stories _____ Height (Feet)

STRUCTURE FOOTPRINT: WIDTH _____ Ft; DEPTH _____ Ft.

LOT COVERAGE by ALL STRUCTURES _____ %; by ALL IMPROVEMENTS _____ %

SETBACK DISTANCES (Ft.): Front _____; Rear _____; Right Side _____; Left Side _____

HAS THERE BEEN ANY PREVIOUS APPEAL INVOLVING THIS PROPERTY: Yes / No

IF YES, INDICATE THE CHARACTER OF THE APPEAL, ITS DEPOSITION AND DATE:

NAME

SIGNATURE

DATE

AFFIDAVIT of PLOT PLAN and DESCRIPTION

WASHINGTON TOWNSHIP PLANNING and ZONING BOARD

STATE of NEW JERSEY:

COUNTY of _____:

_____ (Name), of full age, being duly sworn according to law, upon his oath deposes and says:

- (1) THAT THE PLOT PLAN INFORMATION SHOWN THEREON IS CORRECT, and
- (2) THAT THE DESCRIPTION OF PROPOSED STRUCTURE OR USE IS CORRECT.

Signature

SWORN and SUBSCRIBED TO
BEFORE ME THIS DATE _____

(Notary)

NOTICE of PUBLIC HEARING to NEIGHBORS

TO: _____

OWNER of PROPERTY: _____

PLEASE TAKE NOTICE:

THAT THE UNDERSIGNED has Appealed to the Planning and Zoning Board of the Township of Washington, Burlington County, New Jersey, for a Variance from the terms of Chapters and Sections _____ of the Land Development Ordinance 1983-3 and such other zoning statutes and regulations as may be found to apply, to permit the following development or use:

at the following Property Address _____

on Tax Block/Lot(s) _____

which Property is within 200 (two-hundred) Feet of Property Owned by You.

This appeal is now on the Board's calendar and agenda, and a Public Hearing has been scheduled for the Date of

_____ at 7:30 PM on Wednesday at the Municipal Building, 2436 Route 563, Green Bank NJ;

at Which Time You May Appear Either in Person, or by Agent or by Attorney, and Present Any Objections Which You May Have to the Granting of This Appeal.

A copy of the Application may be inspected at the Office of the Municipal Clerk in the Municipal Building, or by Scheduling an Appointment with the Board Secretary.

This Notice is Sent to You by the Applicant by Order of the Planning and Zoning Board.

Applicant _____ (Name) _____ (Date)

AFFIDAVIT of SERVICE to NEIGHBORS

WASHINGTON TOWNSHIP PLANNING and ZONING BOARD

NEIGHBORING OWNER: Certified Mail with Return Receipt; or by Personal Service to the Neighboring Owner or by Personal Delivery to their Residential Abode,
NON-RESIDENT NEIGHBORING OWNER, and GOVERNMENTAL and BUSINESS OWNERS:
Certified Mail with Return Receipt.

APPLICATION # _____

HEARING DATE _____

PROOF OF SERVICE OF NOTICES UPON NEIGHBORS MUST BE FILED AND VERIFIED WITH THE BOARD PRIOR TO THE TIME OF THE HEARING.

STATE of NEW JERSEY:

COUNTY of _____:

_____ (Name), of full age, being duly sworn according to law, upon his oath deposes and says:

That he Resides at _____ in the Municipality of _____

County of _____ and State of _____

That _____ (Name of Applicant) is the Appellant in a Proceeding before the Planning and Zoning Board, Township of Washington, Burlington County, New Jersey; being an Appeal under the Land Development and Zoning Ordinance, and which relates to the property at:

Address _____ and Block/Lot(s) _____

That on the Date of _____ He Gave Written Notice of the Hearing on This Appeal to Each and All of the Owners of Property Affected by Such Appeal, in the Form Required by the Board and Captioned "NOTICE of PUBLIC HEARING to NEIGHBORS", and According to the Attached List Captioned "PERSONS SERVED and MANNER", and in the Manner Indicated Thereon.

Signature

SWORN and SUBSCRIBED TO
BEFORE ME THIS DATE _____

(Notary)

PERSONS SERVED and MANNER
NOTICE of SERVICE to NEIGHBORS

| <u>NAME</u> | <u>ADDRESS</u> | <u>BLOCK/LOT</u> | <u>METHOD</u> | <u>DATE</u> |
|-------------|----------------|------------------|---------------|-------------|
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AFFIDAVIT of APPLICANT

WASHINGTON TOWNSHIP PLANNING and ZONING BOARD

STATE of NEW JERSEY:

COUNTY of _____:

_____ (Name), of full age, being duly sworn according to law, upon his oath deposes and says:

THAT ALL OF THE ABOVE STATEMENTS AND THE STATEMENTS CONTAINED IN THE PAPERS AND MATERIALS SUBMITTED HEREWITH ARE TRUE.

Signature

SWORN and SUBSCRIBED TO
BEFORE ME THIS DATE _____

(Notary)

AFFIDAVIT of OWNERSHIP

WASHINGTON TOWNSHIP PLANNING and ZONING BOARD

STATE of NEW JERSEY:

COUNTY of _____:

_____ (Name), of full age, being duly sworn according to law, upon his oath deposes and says:

THAT THE DEPONENT RESIDES AT _____

IN THE MUNICIPALITY OF _____ IN THE COUNTY OF _____

AND STATE OF _____

THAT HE IS THE OWNER IN FEE OF ALL THAT CERTAIN PROPERTY, LOT, PIECE OR PARCEL OF LAND SITUATED, LYING AND BEING IN THE TOWNSHIP OF WASHINGTON AND KNOWN AND DESIGNATED AS:

ADDRESS _____ BLOCK/LOT(S) _____

Signature of Owner

SWORN and SUBSCRIBED TO
BEFORE ME THIS DATE _____

(Notary)

REVISED 9/5/13

WASHINGTON TOWNSHIP PLANNING and ZONING BOARD

APPLICATION CHECKLIST

APPLICATION # _____ DATE RECEIVED _____

OWNER/APPLICANT _____

Note: mark space provided if incomplete

1. Applicant's name, address and interest in the subject property.
2. Owner's name, address and signed consent to the filing of the application.
3. Street address and block and lot description of the subject property.
4. Zoning classification.
5. Present use of the subject property.
6. Proposed use of the subject property.
7. Statement of the applicant's intent regarding the ownership, sale or leasing of the proposed development.
8. Certification from the Municipal Tax Collector that all taxes are paid to date.
9. Twelve (12) copies of an application for review containing the minimum information outlined in items #1 through # 8.

10. Applicable fee or fees as listed in Section 15.10:

- A. Application fee
- B. Professional review fee -
 - I. Estimated fee as indicated in section 15.10.2.
 - II. Reestablishment of depleted escrow account
- C. Variance fee
- D. Appeal or interpretation fee
- E. Special meeting fee

11. Twelve (12) copies of a plat signed and sealed by an appropriate professional, containing the minimum information outlined either in Sections 10.2.4, 10.3.4 and 10.4.4 for Subdivisions, or 11.3.4 and 11.4.4 for Site Plans, as appropriate to either Minor, Preliminary Major or Final Major development, respectively; and the required endorsements as indicated in Section 10.2.5 or 10.4.5 as appropriate.

Minor Development:

- A. Plat size 15" x 21", 24" x 36" or 30" x 42"
- B. Scale not less than 1" = 50'
- C. Scaled key map showing the entire development in relation to the surrounding area and roadway system.
- D. Tax map sheet, block and lot numbers
- E. Names and addresses of the owner, subdivider or developed, and person preparing the plat.
- F. Names of all adjoining property owners within three hundred (300) feet as disclosed by the most recent Municipal tax records.
- G. All existing structures and their corresponding uses within the parcel and within three hundred (300) feet.
- H. North arrow, scale at which the plat is drawn, and date of preparation and all revisions.
- I. Acreage, to the nearest tenth of an acre, of the entire tract and of all newly proposed parcels.
- J. Number of new lots being created.
- K. Dimensions of all proposed lot lines of all new lots being created and of parcels being retained, and of all existing lot lines to be eliminated by the proposed subdivision.
- L. All existing and proposed streets and easements, including utility easements, within or adjoining the proposed subdivision.
- M. Location, size and direction of flow of all streams, brooks, lakes, water courses, drainage structures and drainage ditches in the area to be subdivided or developed, and within two hundred (200) feet.
- N. Boundaries of all flood plains, CAFRA areas, wetlands, wild and scenic river zones and all other environmental districts.
- O. Classification of the zoning district or districts in which the proposed subdivision or development is located.

- P. Copy of a USGS quadrangle map on which the boundaries of the subject property and all proposed subdivisions or development are shown.
- Q. Existing and proposed facilities to provide water for the use and consumption of occupants of all buildings which will serve the proposed subdivision or development.
- R. Existing and proposed wastewater facilities for the use of occupants of all buildings which will serve the proposed subdivision or development, including the following information:
- (1) Onsite treatment and holding facilities- location, size, type and capacity.
- (2) Soil borings and percolation tests - in accordance with NJSA 58:11-23 et seq and indicating boring locations, soil logs, soil boring elevations, groundwater elevation, estimated seasonal high water. The onsite wastewater system must demonstrate that it can meet the water quality standards of the Section 13.15, Wastewater Management Standards.
- S. A soils map including a copy of the Burlington County Soils Survey showing the location of the proposed subdivision or development.
- T. A vegetation map showing existing vegetation, identifying predominant vegetation types in the area, identifying all trees with trunk diameters in excess of twelve (12) inches which are proposed to be removed, and showing proposed landscaping of the subject property including the tree line location before and after development.
- U. Required endorsements pursuant to section 10.2.5 as amended.
- V. Certified survey required at the option of the Planning and Zoning Board.

Preliminary Major Subdivision:

- A. All those standards listed under Minor Development, except item V.
- B. Name of the proposed development.
- C. Certified survey with topographic contours at one (1) foot intervals and based upon NGVD 1929 MSL datum.
- D. Results of all soil borings and percolation tests taken at the rate of one (1) per five (5) acres and complying with NJSA 58: 11 - 23 et seq.
- E. Soil classifications and expected seasonal high water table levels as reported in the Soils Survey of Burlington County, New Jersey.
- F. Grading plan including proposed first floor elevations.
- G. Plans and profiles of all existing and proposed streets located in or within two hundred (200) feet of the subject property. Stationing and elevations shall be included. Driveways within two hundred (200) shall also be shown.
- H. Typical street cross-sections showing roadway construction, shoulder improvements, drainage swales and any other proposed improvements.
- I. Sight triangles at street intersections.
- J. Existing and proposed street rights-of-way and drainage rights-of-way including those indicated on the Official Map.

- K. Plans and profiles of all existing or proposed drainage improvements located in or within two hundred (200) feet of the subject property including type, grades, pipe diameters and inverts, swale dimensions, drainage bed materials and dimensions, elevations and pertinent construction details. Stream bed elevations and cross-sections may be required to ascertain right-of-way widths, stream capacity or flood elevations.
- L. Soil erosion and sedimentation control measures to protect onsite soils during the course of construction and stabilization, and measures taken to safeguard adjoining properties and water courses from sedimentation.
 Note: If a soil erosion control plan is required by the Burlington County Soils Conservation District, a copy of the required plans, details and reports shall be filed with Municipality.
- M. Drainage calculations and design sheets signed and sealed by an appropriately licensed professional and including the runoff formula, design storm, estimated runoff, capacity analysis, design data for detention and retention devices, inverts and related design information, all in accordance with Section 13.13, Stormwater Management Standards.
- N. A brief quantitative report of the evaluation of runoff on downstream property owners including pre-development runoff, developed runoff, water course flow and capacity. If onsite detention or retention is proposed, storage calculations and at-depth percolation test results shall also be submitted in accordance with Section 13.13, Stormwater Management Standards.
- O. Proposed lighting plan including locations, types, intensities and details of standards and fixtures.
- P. Landscaping, landscaping schedule, cross-sections of proposed buffer areas and limitations placed upon landscaping within sight triangles.
- Q. Existing and proposed signs.
- R. Locations of all existing and proposed utility services.
- S. Designation of all off-tract improvements required for subdivision or development of the site.
- T. A corporation or partnership applying for permission to subdivide a parcel of land into six (6) or more lots, a variance to construct a multiple dwelling unit with twenty-five (25) or more dwelling units or approval for a commercial property shall disclose a listing of all stockholder or partners owning at least ten percent (10%) interest in the corporation or partnership. If the owner is itself a corporation or partnership, it shall also list all stockholders or partners owning at least ten percent (10%) interest in the corporation or partnership.

Final Major Subdivision:

- A. Plat size 15" x 21", 24" x 36" or 30" x 42"
- B. Scale not less than 1" = 50'

- C. Tax map sheet, block and lot numbers
- D. Names and addresses of the owner, subdivider and person preparing the plat.
- E. North arrow, scale at which the plat is drawn, and date of preparation and all revisions.
- F. Acreage, to the nearest tenth of an acre, of the entire tract and of all newly proposed parcels.
- G. All existing and proposed streets and easements, including utility easements, within or adjoining the proposed subdivision.
- H. Tract boundary lines, right-of-way lines of streets, easements, other rights-of-way of lands to be reserved or dedicated to public use, street names. All lot lines and other site lines shall have accurate dimensions and bearings or deflection angles. All curves shall have accurate radii, arcs and central angles.
- I. Purpose of any easement or land reserved or dedicated to public use; proposed use of sites other than residential.
- J. Each block and lot shall be assigned numbers by the Municipal Tax Assessor, and these numbers shall be shown on the plat.
- K. Minimum building setback lines on all lots; locations of all sight triangles.
- L. Location and description of all monuments.
- M. Licensed land surveyor's certification of the accuracy of the plat.
- N. Required endorsements pursuant to sections 10.2.5 and 10.4.5 as amended.

Preliminary Major Site Plan:

- A. All those standards listed under Minor Development except items J and K.
- B. Items B through T inclusive listed under Preliminary Major Subdivision.
- C. Location, design and ingress/egress of all proposed parking and loading areas including bay size and dimensions of internal driveways and aisles.
- D. Proposed pedestrian walkways.
- E. Location, type and height of all existing and proposed walls and fences.
- F. Architectural elevations and renderings for proposed buildings.
- G. Solid waste disposal areas and buffering.
- H. Proposed storage areas including buffering plans.
- I. Roofscaping plans.

Final Major Site Plan:

- A. The Final Major Site Plan shall take the form of a Revised Preliminary Major Site Plan incorporating all changes or modifications required by the Planning and Zoning Board during the course of preliminary approval.
- B. Required endorsements pursuant to sections 10.2.5 and 10.4.5 as amended.

12. Submittal of items # 9 through 11, 13, 14, 18 and 19 as applicable, to the Administrative Officer two (2) weeks prior to a regularly scheduled meeting of the Planning and Zoning Board.

13. In addition, applications for Preliminary Major Subdivisions and Preliminary Major Site Plans, shall include the following minimum information:

- A. Statement of all legal, beneficial, tenancy and contractual interests held in or affecting the subject property including a recently certified abstract of title or commitment for title insurance.
- B. If phased development is proposed, a schedule for development including starting and completion dates for each phase and any open space areas apportioned to each stage of development.
- C. Traffic circulation plan.

14. In addition, applications for Final Major Subdivisions and Final Major Site Plans, shall be accompanied by:

- A. As appropriate, twelve (12) copies of a Revised Preliminary Major Subdivision Plat or Final Major Site Plan incorporating all the changes or modifications required by the Planning and Zoning Board during the course of preliminary approval.
- B. A letter from the applicant stating that no changes other than those noted on the plat have occurred.
- C. A letter from the Municipal Engineer indicating that the Applicant has completed the installation of all improvements in accordance with the requirements of this Ordinance and posted with the Municipal Clerk a performance surety in an amount sufficient to cover the cost of all improvements required as estimated by the Applicant's engineer and approved by the Municipal engineer.
- D. A certification from the Municipal Tax Collector that all taxers have been paid to date.
- E. A certification from the Municipal Clerk that the amount, form and content of the performance or maintenance surety is acceptable to the Governing Body and that fees required for the costs of construction inspection, other than those related to building permits, have been paid as calculated in Section 15.10.

15. Proofs of concurrent submissions:

- A. Burlington County Planning Board
- B. Pinelands Commission, Certificate of Filing pursuant to section 15.3

16. Applications for Preliminary Major developments and Variances shall be subject to a public hearing, and the application shall be accompanied by:

- A. Proofs of public notice and notice to property owners pursuant to Section 6, Article III of the Land Use Procedures Ordinance No. 2-1977. **
- B. Proof of notice of any such hearing to the Pinelands Commission pursuant to section 10.3.6 at least five (5) days prior to such hearing.

** Notice shall be given/published at least ten (10) days prior to the hearing date.

** Publication shall be in both the Atlantic City Press as the official newspaper of the Planning & Zoning Board – unless otherwise indicated..

17. Submittal of proofs as required in items # 15 and 16 as appropriate, to the Administrative Officer prior to the scheduled time of the meeting of the Planning and Zoning Board during which the application will be reviewed for completeness, or during which any required public hearing is conducted.

18. In addition, applications involving Conditional Uses set forth within the appropriate zoning district, shall indicate conformance with the respective conditions and controls of sections 5.2.3, 6.2.3, 7.2.3, 8.2.3, and 9.2.3 as appropriate for the respective development as follows:

section # _____ - conditional use _____

19. In addition, applications involving Neighborhood Business Uses or Industrial Uses as set forth within the appropriate sections of Articles 6 or 7, shall indicate conformance with the following standards and controls:

- A. Landscaping pursuant to section 6.6 or 7.6.
- B. Parking and loading pursuant to section 6.7 or 7.7.
- C. Signs pursuant to section 6.8 or 7.8.
- D. Lighting pursuant to section 6.9 or 7.9.
- E. Optional requirements pursuant to section 6.10 or 7.10.

20. Applications for local development review and zoning certification in Special Flood Hazard Areas, shall include the following for review and certification by the Township Engineer/Floodplain Administrator pursuant to chapter 236 – Flood Damage Prevention of the code of Washington Township:

Special Note: application for zoning certification is not considered to be complete and may not take affect until reviewed by the Floodplain Administrator; and a letter is issued acknowledging compliance with the Flood Damage Prevention ordinance.

A. Two (2) copies of plans drawn to scale showing the nature, location, dimensions and elevations of the areas in question, existing and proposed structures, lot coverage, areas of fill, storage of materials and drainage facilities.

Note: If the proposed construction or development is new construction, a substantial improvement or a manufactured home as defined in 236-6 of the Washington Township Ordinance, all construction must meet specific standards specified in 236-17 and 236-18 of the Washington Township Ordinance.

B. Any existing current Base Flood Elevation Certificate that is available for the property.

C. Elevation in relation to Mean Sea Level (NAVD 1988 Datum) of the lower floor (including basement) of all structures.

D. Elevation in relation to Mean Sea Level (NAVD 1988 Datum) to which any structure has been flood proofed and is proposed to be floodproofed.

E. Certification by a registered professional engineer or architect that the floodproofing methods for nonresidential structures meet the floodproofing criteria of Flood Damage Prevention ordinance.

F. Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development.

G. Any other information needed by the Floodplain Administrator to determine that the requirements of chapter 236 of the Washington Township Ordinance have been satisfied.

H. Fee and/or escrow payment pursuant to chapter 236

Note: The applicant shall be responsible for all engineering costs by the Floodplain Administrator and shall put in escrow the specified amount at the time of the application's submission. Any additional engineering fees and costs related to the application shall be paid within 30 days of the occurrence of billing to the applicant.

I. An elevation certificate prepared by a licensed New Jersey Professional Surveyor must be submitted to the Township Floodplain Administrator upon the completion of the construction and prior to the issuance of any Certificate of Occupancy for the structure.

§ 275-111. Hearings.

The Planning and Zoning Board or Zoning Board of Adjustment shall hold a hearing on each application for development, or adoption, revision or amendment of the Master Plan. The administrative procedures shall be in accordance with provisions of the Municipal Land Use Law, N.J.S.A.40:55D-10.

§ 275-112. Fee schedule. [Amended 9-2-1993 by Ord. No. 1993-8; 12-13-2005 by Ord. No. 2005-07; 12-13-2011 by Ord. No. 2011-02]

A. Fee schedule.

(1) Application and escrow fees.

| Type | Application fee | Escrow Fee |
|--|---------------------------------|---|
| Sketch plan, minor subdivision | \$115 per lot | \$1,500 |
| Preliminary plat, major subdivision | \$400 plus \$30 per lot | \$8,500 |
| Final plat, major subdivision | \$400 plus \$30 per lot | \$2,500 |
| Site plan, nonresidential | | |
| Minor | \$850 | \$3,500 |
| Under 5,000 square feet retail/commercial and under 25 parking spaces; or under 10,000 square feet warehouse and under 25 parking spaces | | |
| Preliminary major | | |
| 5,000 square feet GFA | \$600 | \$2,500 |
| 5,001 to 10,000 square feet GFA | \$700 | \$2,500 |
| 10,001 to 50,000 square feet GFA | \$900 | \$2,500 |
| 50,001 to 100,000 square feet GFA | \$1,000 | \$3,000 |
| 100,001 square feet GFA or greater | \$1,500 | \$4,000 |
| Final major | \$500 | \$1,500 |
| Site plan, residential | | |
| Preliminary major | \$500 plus \$25 per unit | \$4,000 |
| Final | 50% of original application fee | 50% of preliminary escrow fee but not less than \$1,000 |

- (2) Fees for certified lists of property owners within 200 feet shall be \$0.25/name or \$10, whichever is greater. **[Added 4-7-2015 by Ord. No. 2015-04]**
- B. Professional review fees. Refer to escrow fees as listed in applicable schedules of § 275-112.
- (1) The application fees and escrow fees recited herein are minimums which must accompany the application for the application to be considered to be completely filed. An application shall not proceed until the application fee and escrow fee required have been paid. The Planning and Zoning Board Secretary or Administrator shall exercise his/her discretion in establishing the figure required for the escrow fund in the event the project will require more time for review than has been provided for by the figures recited herein or the project is of a nature that is not expressly included in one of the categories.
 - (2) Application fees and escrow payments must be submitted in separate checks payable to the Township of Washington. The escrow fee shall be forwarded by the Board Secretary or Administrator to the Chief Financial Officer of Washington Township for deposit into a developer's escrow account. The application fees shall be deposited into the general account of Washington Township.
 - (3) The initial escrow payment shall be accompanied by the submittal of an escrow information form as required by the Chief Financial Officer.
 - (4) Funds shall be applied to professional costs charged to the Township by professional consultants (attorney, engineer, planner or any other consultant or specialist retained by the Board) for services or review regarding the development application. Additional funds may be required when the original amount is depleted by 50% and the development application is still in progress. The amount of additional funds needed shall be determined by the Board Secretary or Administrator. The Board reserves the right to not proceed with further action or professional review of an application when the funds in the escrow account have been depleted.
 - (5) All escrow amounts not actually used shall be refunded pursuant to those requirements listed within N.J.S.A. 40:55D-53.2d.
 - (6) Professional consultants (attorney, engineer, planner or other specialist retained by the Board) shall submit, to the Board Secretary or Administrator, their expense billings for services or review on a Township voucher as provided by the Chief Financial Officer. Original signed vouchers shall be submitted to the Secretary or Administrator for review and certification on a monthly basis while the development application is still in progress and also at any time when a professional review report is formally submitted to the Board. Duplicate copies of all vouchers for professional expenses and all formal review reports shall be forwarded by the professional consultant to the applicant.
 - (7) Cost of Board publication of action-taken notice. Expenses of the Board for notice of action taken shall be applied to the applicant's escrow account for professional

review which shall be maintained before any final approval can become effective.
[Added 8-4-2015 by Ord. No. 2015-07]

- (8) Professional review by the Engineer/Floodplain Administrator for flood damage prevention: \$500. [Note: A separate escrow submittal to the Township Engineer/Floodplain Administrator shall be maintained and a separate account will need to be maintained to separate the funds and expenses for the Board's professional services and the Engineer when working as the Floodplain Administrator.³³ **[Added 8-4-2015 by Ord. No. 2015-07]**

C. Variances.

| Type | Variance fee | Escrow Fee |
|------------------------------|--|------------|
| Conditional use | \$350 | \$1,000 |
| Hardship | \$350 plus \$100 per each additional hardship variance | \$1,000 |
| Use and density, residential | | |
| Single- or two-family uses | \$400 | \$300 |
| Multiple-family | \$450 | \$400 |
| Use, nonresidential | \$450 plus \$50 per acre affected | \$1,500 |

D. Appeal or interpretation fees.

- (1) Application fee: \$350.
- (2) Escrow fee: \$1,000.

E. Meeting fees.

- (1) Special meeting requested by applicant: \$1,000; escrow fee: \$1,000.
- (2) Informal conceptual meeting: \$150; escrow fee: \$500.
- (3) Public hearing: \$300.

F. Copies, recordings and minutes fees: Refer to cost schedules in applicable Township ordinances, including Nos. 2004-2, 2010-9 and 2010-10.³⁴

G. Inspection fees: estimated inspection fee: 5% of performance guarantee.

H. Zoning permit fees.

33. Editor's Note: See Ch. 236, Flood Damage Prevention.

34. Editor's Note: For Ordinance Nos. 2004-02 and 2010-09, see Ch. 359, Records, Public; for Ordinance No. 2010-10, see Ch. 218, Fees.

- (1) Development review local zoning certification: \$25.
 - (2) Development review local zoning certification/campsite within licensed private campground: \$25.
 - (3) Preliminary zoning permit per Pinelands self-permitting: \$150.
- I. Waiver request (checklist and/or design waiver): \$100 plus \$75 per each additional waiver.
 - J. Minor or major amendments to site plan or subdivision: 50% of original application fee; 50% of original escrow fee.
 - K. Requests for reapproval of site plan or subdivision: 50% of original application fee; 50% of original escrow fee.
 - L. Request for extension: \$150; escrow fee \$250.
 - M. Certificate of nonconformity: \$100 per certificate; escrow fee \$500 per certificate.
 - N. Exemption from the payment of any fee charged in connection with any application for development which promotes accessibility by a disabled person to his or her own living unit. In accordance with N.J.S.A. 40:55D-8e, a disabled person, or a parent or sibling of a disabled person, shall be exempt from the payment of any fee charged in connection with any application for development which promotes accessibility to his/her own living unit.