

**TOWNSHIP OF WESTAMPTON**



**NOTICE TO APPLICANTS**

**SITE PLAN/SUBDIVISION APPLICATION FEES**

The Township Land Use Ordinance requires application and professional service review fees be submitted with land development applications before applications are considered complete. Please submit a separate check for filing and escrow fees. The fees are as follows:

**SITE PLAN APPLICATIONS**

**FILING FEE:**

Site Plan Waiver	\$100.00
Informal Review	\$200.00
Minor Site Plan	\$200.00
Preliminary Major Site Plan	\$200.00
Final Major Site Plan	\$200.00
Consolidated Major (Prelim. & Final)	\$400.00

**ESCROW FEE (Professional Review Fee):**

Site Plan Waiver	\$300.00
Informal Review	\$500.00
Minor Site Plan	\$1,500.00
Preliminary Major Site Plan	\$3,000.00
Final Major Site Plan	\$3,000.00
Consolidated Major (Prelim. & Final)	\$6,000.00

**SUBDIVISION APPLICATIONS**

**FILING FEE:**

Informal Review	\$200.00
Minor Subdivision	\$200.00
Preliminary Major Subdivision	\$200.00
Final Major Subdivision	\$200.00
Consolidated Major (Prelim. & Final)	\$400.00

**ESCROW FEE (Professional Review Fee):**

Informal Review	\$500.00
Minor Subdivision	\$1,500.00
Preliminary Major Subdivision	\$3,000.00
Final Major Subdivision	\$3,000.00
Consolidated Major (Prelim. & Final)	\$6,000.00



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# Township Of Westampton

SITE PLAN REVIEW APPLICATION \_\_\_\_\_  
SUBDIVISION APPLICATION \_\_\_\_\_  
MINOR \_\_\_\_\_ MAJOR \_\_\_\_\_  
PRELIMINARY \_\_\_\_\_ FINAL \_\_\_\_\_ CONSOLIDATED \_\_\_\_\_

DATE FILED \_\_\_\_\_  
(for office use only)

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

## 1. GENERAL INFORMATION

A. Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

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

B. The Applicant is a:

Corporation\* \_\_\_\_\_

Partnership\* \_\_\_\_\_

Individual \_\_\_\_\_

Other (specify) \_\_\_\_\_

\*If the applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership.

C. The relationship of the applicant to the property in question is:

Purchaser under contract \_\_\_\_\_

Owner \_\_\_\_\_

Lessee \_\_\_\_\_

Other (specify) \_\_\_\_\_

Attorney \_\_\_\_\_

Address \_\_\_\_\_

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



D. Engineer/Surveyor: \_\_\_\_\_

Address \_\_\_\_\_

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

**2. INFORMATION REGARDING THE PROPERTY**

A. Street address of the property \_\_\_\_\_

B. The location of the property is approximately \_\_\_\_ feet from the intersection of \_\_\_\_\_ and \_\_\_\_\_

C. Existing use of the property \_\_\_\_\_

Proposed use of property \_\_\_\_\_

D. Zone in which property is located \_\_\_\_\_

E. Acreage of property \_\_\_\_\_

F. Is the property located on a County road? Yes \_\_\_ No \_\_\_; State road? Yes \_\_\_ No \_\_\_; or within 200 feet of a municipal boundary? Yes \_\_\_ No \_\_\_

**SITE PLAN APPLICATIONS ONLY (ANSWER ITEMS G, H & I):**

G. The type of proposal is: New Structure \_\_\_ Expanded area \_\_\_ Improved Parking Area \_\_\_ Alteration to Structure \_\_\_ Expansion to Structure \_\_\_ Change of Use \_\_\_ Sign \_\_\_

H. Name of business or activity (if any) \_\_\_\_\_

I. Are there deed restrictions that apply or are contemplated? \_\_\_\_\_ (if yes, please attach a copy to application)

**SUBDIVISION APPLICATIONS ONLY (ANSWER ITEMS J, K, L & M)**

J. Number of lots proposed \_\_\_\_\_

K. Was the property subject to a prior subdivision? Yes \_\_\_ No \_\_\_ (If so, list dates of prior subdivisions and attach resolutions)

L. Number of lots created on tract prior to this application \_\_\_\_\_

M

M. Are there any existing or proposed deed restrictions, easements, rights-of way or other dedication? Yes\_\_\_ No\_\_\_ (if yes, attach a copy)

N. List all proposed on-site utility and off-tract improvements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

O. List maps and other exhibits accompanying this application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. INFORMATION REGARDING THE APPLICATION**

A. Describe any proposed "C" or bulk variances requested, their location (Block & Lot) and the sections of the Zoning Ordinance from which relief is requested. Attach 1 copy of variance notification documents.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. CHECK LIST AND WAIVER REQUESTS**

A. Please refer to the Ordinance for the specific submission requirements, which are listed in Chapters 196, 215 and 250 (Site Plan Review, Subdivision of Land and Zoning) from the Code of the Township of Westampton.\*



B. Please list which sections of the Ordinance applicant requests a waiver from and the reasons therefore.

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**5. AUTHORIZATION AND VERIFICATION**

I certify the statements and information contained in this application are true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\*Copies of the Township Ordinance are available for purchase at the Westampton Township Municipal Building. The entire ordinance is also available on the Internet at the Township website: <http://www.westampton.com>



**ITEMS TO BE SUBMITTED WITH COMPLETED APPLICATION:**

1. 12 copies of plan
2. 12 copies of application (original and 11 copies) – pages 1-4
3. 1 copy of County Planning Board application
4. 1 copy of Evidence of Paid Property Taxes (can be obtained from Tax Collector's Office)
5. Proof that there are no outstanding, uncollected fees and escrows resulting from past applications or prior submissions by this applicant and/or involving the property in question or any part thereof, including the base tract by an applicant (can be obtained from the Chief Financial Officer)
6. 1 copy of signed Escrow Agreement
7. Application and escrow fees (must be separate checks)
8. Variance Notification Documents (if necessary)

**APPLICANT'S NOTICE RESPONSIBILITIES**

As an applicant for **major subdivision** or **variance** approval, you have the responsibility, under State law, to notify the public and surrounding property owners of the date of the public hearing and the nature of the application. This includes:

1. Provide notice of the public hearing by personal service or certified mail to all property owners within 200 feet of the subject property as listed on the certified list provided by the tax assessor **no later than ten (10) days prior to the public hearing.** An affidavit of service, together with the certified mail receipts, shall be provided to the Board Secretary **prior** to the public hearing. These forms are available in the Variance Notification Document package.
2. Arrange for publication of a notice of the public hearing in the **Burlington County Times no later than ten (10) days prior to the public hearing.** Proof of publication must be provided to the Board Secretary prior to the hearing date.
3. **Additional parties must receive notice,** by personal service or certified mail, in the following situations, if the property you are developing is:
  - a. Within 200 feet of an adjoining municipality, you must notify the Clerk of that municipality and the Burlington County Planning Board.



- b. Adjacent to an existing or proposed County road or to property owned by Burlington County, you must notify the Burlington County Planning Board.
- c. Adjacent to a State highway, you must notify the New Jersey Commissioner of Transportation.
- d. Larger than 150 acres, or more than 500 dwelling units, you must notify the State Planning Commission

**VARIANCE NOTIFICATION DOCUMENTS**

**CONTAINS:**

1. Notice of Hearing for Publication
2. Schedule of Proof of Notice
3. Notice to be served within 200 feet
4. Affidavit of Proof of Service

NOTICE OF HEARING FOR PUBLICATION

PLEASE TAKE NOTICE THAT \_\_\_\_\_ has applied for a variance from Section \_\_\_\_\_ of the Westampton Township Zoning Ordinance to permit \_\_\_\_\_

with respect to land and premises designated on the Westampton Township Tax Map as Block \_\_\_\_\_, Lot \_\_\_\_\_, and further designated as \_\_\_\_\_.

Although no other variances, waivers or other approvals are requested at this time, further review of the application by applicant and Westampton Township may reveal the need for additional variances, waivers or other approvals. This notice, therefore, shall serve as notice that applicant will also seek any other variances, approvals or other waivers deemed necessary.

This application shall be heard at the regular meeting of the Westampton Township Land Development Board on \_\_\_\_\_, 20\_\_\_\_, at 7:00 P.M. in the Westampton Township Municipal Building, 710 Rancocas Road, Westampton, New Jersey.

All documents relating to this application may be inspected by the public during normal business hours in the Westampton Township Municipal Building, 710 Rancocas Road, Westampton, NJ.

\_\_\_\_\_  
Applicant

\*Applicant Information Only:  
This form is for Public Notice to be filed and paid for by the applicant in the official newspaper of Westampton Township (the Burlington County Times) for publication at least ten (10) days prior to the hearing date.



WESTAMPTON TOWNSHIP LAND DEVELOPMENT BOARD

NOTICE OF HEARING TO PROPERTY OWNERS

TO WHOM IT MAY CONCERN:

In compliance with the Subdivision/Site Plan/Zoning Ordinance of the Township of Westampton, New Jersey, notice is hereby given to you that (I) (we) \_\_\_\_\_

\_\_\_\_\_ propose to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(provide detailed information including type of application)

at \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
(address)

Anyone affected by this application may have an opportunity to be heard at a meeting to be held on \_\_\_\_\_, 20\_\_\_\_, at 7:00 P.M. in the Westampton Township Municipal Building on Rancocas Road.

All documents relating to this application may be inspected by the public between the hours of 8:00 A.M. and 4:00 P.M. in the office of the Township Clerk in the Municipal Building on Rancocas Road.

Applicant Signature: \_\_\_\_\_

\*This notice must be personally served or sent by certified or registered mail at least 10 days before the day of the hearing, and proof of service filed with the Board Secretary at least 2 days before the day of the hearing.

