

MANSFIELD TOWNSHIP
MUNICIPAL COMPLEX
3135 ROUTE 206 S, SUITE 1
COLUMBUS, NJ 08022

JOINT LAND USE BOARD APPLICATION FORM

To be completed by Township Staff Only.

Date Filed	_____	Application No.	_____
Application for	_____		
Use Variance:	_____		
	_____	Application Fees	_____
		Escrow Deposit	_____
Scheduled for:	Review for Completeness _____	Hearing	_____

1. SUBJECT PROPERTY

Location: _____

Tax Map	Page _____	Block _____	Lot (s) _____
	Page _____	Block _____	Lot (s) _____
Dimensions	Frontage _____	Depth _____	Total Area _____
Zoning District	_____		

2. APPLICANT

NAME _____

ADDRESS _____

Telephone # _____

Email Address _____

Applicant is : Corporation _____ Partnership _____ Individual _____

3. DISCLOSURE STATEMENT

Pursuant to N.J.S.A 40:55D --48.1, the names and addresses of all persons woning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S.A 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addressed of the non-corporate stockholders and partners exceeding the 10% owners criterion have been disclosed.

[Attach pages necessary to fully comply.]

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

4. If Owner is other than the applicant, provide the following information on the Owners(s):

Owner's Name _____

Address _____

Telephone
Number _____

5. PROPERTY INFORMATION

Restrictions, covenants, easements, associations, by-laws, existing or proposed on the property:

Yes [attach copies] _____ No _____ Proposed _____

Note: All deed restrictions, covenants, easements, association, by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the premises: _____

6. Applicant's Attorney _____
 Address _____

 Telephone Number _____
 Email Address _____

7. Applicant's Engineer _____
 Address _____

 Telephone Number _____
 Email Address _____

8. Applicant's Planning Consultant _____
 Address _____

 Telephone Number _____
 Email Address _____

9. Applicant's Traffic Engineer _____
 Address _____

 Telephone Number _____
 Email Address _____

10. List any other Expert who will submit a report or who will testify for the Applicant:
 [Attach additional sheets as may be necessary]
 Name _____
 Field of Expertise _____
 Address _____
 Email Address _____
 Telephone Number _____

FAX Number _____

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

_____ Minor Subdivision Approval

_____ Subdivision Approval [Preliminary]

_____ Subdivision Approval [Final]

Number of lots to be created _____
(including remainder lot)

Number of proposed dwelling units _____
(if applicable)

SITE PLAN:

_____ Minor Site Plan Approval

_____ Preliminary Site Plan Approval [Phases (if applicable) _____]

_____ Final Site Plan Approval [Phases (if applicable) _____]

_____ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet) _____

Total Proposed dwelling units _____

_____ Request for Waiver from Site Plan Review and Approval

Reason for Request:

_____ Informal Review

_____ Appeal Decision of an Administrative Officer [N.J.S.A. 40:55D-70a]

_____ Map or Ordinance Interpretation or Special Question [N.J.S.A. 40:505D-70b]

_____ Variance Relief (hardship) [N.J.S.A. 40:55D-70c(1)]

_____ Variance Relief (substantial benefit) [N.J.S.A. 40:55D-70c(2)]

_____ Variance Relief (use) [N.J.S.A. 40:55D-70d]

_____ Conditional Use Approval [N.J.S.A. 40:55D-67]

_____ Direct issuance of a permit for a structure in be of a mapped street, public drainage way, or flood control basin [N.J.S.A. 40:55D-34]

12. Section(s) of the Ordinance from which a variance is requested:

13. Waivers Requested of Development Standards and/or Submission Requirements:
[attach additional pages as needed]

14. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable. **The publication and the service on the affected owners must be accomplished at least 10 days prior to the date of scheduled by the Administrative Officer for the hearing.** An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [attach page as needed]

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- 16. Is a public water line available? _____
 - 17. Is public sanitary sewer available? _____
 - 18. Does the applicant propose a well and septic system? _____
 - 19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? _____
 - 20. Are any off-tract improvements required or proposed? _____
 - 21. Is the subdivision to be filed by Deed or Plat? _____
 - 22. What form of security does the applicant propose to provide _____
 - as performance and maintenance guarantees? _____
 - 23. Other approvals which may be required and date plans submitted: _____

Yes No Date Plans Submitted

Mansfield Township Board of Health	_____	_____	_____
Burlington County Health Department	_____	_____	_____
Burlington County Planning Board	_____	_____	_____
Burlington County Soil Conservation District	_____	_____	_____
NJ Department of Environmental Protection			
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other _____	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Public Service Electric & Gas Company	_____	_____	_____

- 24. Certification from the Tax Collector that all taxes due on the subject property have been paid.
- 25. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing). Application **must** include all items required by the Checklist in §27-30.7 of the *Land Use Legislation of the Township of Mansfield*.

It is the responsibility of the applicant to mail or deliver copies of the application from and all supporting documents to the members of the professional staff [Engineer, Planning, Consulting, Solicitor for the Board to which the application is submitted] for their review. The documentation must be received by the professional staff at least fifteen [15] days, but not more than twenty [20] business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

Quantity	Description of Item

- 26. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant’s professionals:

Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

	Professional	Reports Requested
_____	Attorney	_____
_____	Engineer	_____

CERTIFICATIONS

27. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.
[If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this

_____ day of _____, 20____.

NOTARY PUBLIC

SIGNATURE OF APPLICANT

28. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.
[If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this

_____ day of _____, 20____.

NOTARY PUBLIC

SIGNATURE OF APPLICANT

29. I understand that the sum of \$ _____ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Land Development Ordinance of Mansfield Township, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal, and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

DATE

SIGNATURE OF APPLICANT

Township of Mansfield

ESCROW AGREEMENT

This Agreement, made and entered on this ____ day of _____, 20____ by and between the Township of Mansfield, a Municipal Corporation of the State of New Jersey (hereinafter TOWNSHIP) and _____ (hereinafter DEVELOPER), is made upon the following terms and conditions.

1. AGREEMENT TO PAY FEES: DEVELOPER hereby covenants and agrees to pay all charges and fees imposed by TOWNSHIP in connection with the Application for Development filed contemporaneously herewith. Such fees include but are not limited to application fees, attorneys review fees, engineers review fees, planners review fees, court stenographer fees, copy costs, and postgate.

2. ESCROW DEPOSIT: TOWNSHIP hereby acknowledges receipt of \$ _____ said sum being a cash deposit to be placed in a township escrow account to cover the cost of the aforementioned review fees. Such sum shall be charged periodically as fees and charges accrue and the balance of the escrow sum, if any, after all charges and fees have been paid shall be returned to DEVELOPER.

3. ADDITIONAL PAYMENTS: The DEVELOPER agrees to pay any additional sum required to pay charges and fees not covered by the escrow deposit within fifteen (15) days after receipt of a billing by the appropriate Township Office. The DEVELOPER understands and agrees to pay such sum notwithstanding any dispute as to the reasonableness of fees and charges. Payment shall not constitute a waiver of the right to challenge the reasonableness of charges and fees set forth hereinbelow.

4. CONTEST OF REASONABLENESS: DEVELOPER agrees that the reasonableness of any fee or charge may be challenged by an appropriate legal action brought within forty-five (45) days from the date that the DEVELOPER'S escrow deposit balance is returned or forty-five (45) days from the date that the developer receives notice that additional payments are requested to pay charges and fees not covered by the escrow deposit. DEVELOPER understands and agrees that the aforesaid procedure shall be the sole and exclusive method of challenging the reasonableness of charges and fees and hereby waives any longer statute of limitations.

5. NOTICE: DEVELOPER agrees that all notices or refunds shall be mailed to the following address:

6. COLLECTION: Should the DEVELOPER fail to pay any sum required to be paid hereunder when due, TOWNSHIP shall be entitled to pursue all remedies at law or equity. Interest shall accrue at the rate of 18% per annum simple interest on all sums unpaid after the due date. The TOWNSHIP may collect a reasonable attorneys fee which shall not be less than \$300 should litigation for the purpose of collecting any sum be commenced.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their hands the date first above written.

TOWNSHIP OF MANSFIELD

DEVELOPER

BY: _____

BY: _____

Project Name _____

Project Location _____

Applicant Name _____

Applicant Address _____

Applicant Federal I.D. Number or SSAN: _____

Bill to (name and address if different from above)

Business Telephone Number _____