

**MULLICA TOWNSHIP
PLANNING BOARD
APPLICATION INSTRUCTIONS**

Planning Board meetings are normally held on the **FIRST WEDNESDAY (check with Secretary in case of Holiday)** of each month at 7:30 PM in the Mullica Township Municipal Building, 4528 White Horse Pike, Elwood. **ONE application** must be submitted to the Board Secretary at least **30 days prior** to the meeting date to deem the application complete and to be placed on the agenda. Once deemed complete, **fifteen collated (15) copies** must be submitted in full sets with any and all supporting documentation along with the appropriate filing and escrow fees. If not submitted in sets, documentation will be returned to the applicant. **For a Variance a current signed, sealed, survey showing proposed addition with setback dimensions must be submitted.**

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APPLICATIONS REQUIRING NOTICE: If you need to notice for your application, you must contact the Tax Assessor to receive a Certified List of Property Owners (cost \$10.00). Notices are to be sent by certified mail ten days prior to the meeting date. Also a notice must be placed in the Atlantic City Press or Hammonton Gazette at least 10 days prior to the meeting. Certified list, green cards, copy of notice and proof of publication must be submitted to the Secretary prior to the night of the meeting.

Tax Assessor, Gerry Mead

Hours: Mon. & Wed. 5pm – 8pm

1st & 3rd Saturdays 9am – 3pm

Phone: 561-3177 ext. 119

Hammonton Gazette: 704-1940

Atlantic City Press: 1-866-568-724 Ext. 6627

Sample Notice

You are hereby notified that (name of applicant) has applied to the Mullica Township Planning Board for (type of application) and any and all variances, which will permit me to (list type of activity) at my property located at (physical address), Block _____, Lot(s) _____, Mullica Township, New Jersey.

A public hearing on my application will be by the Mullica Township Planning Board at 7:30 PM on (date) in the Mullica Township Municipal Building, 4528 White Horse Pike, Elwood, NJ. If you have any objection to the granting of this application, attend the meeting and you will be heard. Application documents are available for review in the Municipal Clerks Office, 4528 White Horse Pike, Elwood from 9am – 4pm.

(Name), Applicant

If you are noticing for a specific variance, you must list the variance.

Any questions please contact: Kimberly Johnson, Planning Board Secretary 609 561-0064.

If you are not familiar with the Mullica Township Developmental Ordinance requirements, please make an appointment with the Zoning Officer, 561-0064, ext. 133, prior to filling out the application. For further information visit our website at mullicatownship.org.

TOWNSHIP OF MULLICA PLANNING BOARD APPLICATION

To be completed by applicant.

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 Number _____

Applicant is a Corporation Partnership Individual

3. DISCLOSURE STATEMENT

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 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 addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.

[Attach pages as 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 Owner(s):

Owner's Name _____
Address _____
Telephone Number _____

5. PROPERTY INFORMATION:

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

Yes [attach copies] _____ No _____ Proposed _____

Note: All deed restrictions, covenants, easements, association bylaws, 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 _____

FAX Number _____

7. Applicant's Engineer _____

Address _____

Telephone Number _____

FAX Number _____

8. Applicant's Planning Consultant _____

Address _____

Telephone Number _____

FAX Number _____

9. Applicant's Traffic Engineer _____

Address _____

Telephone Number _____

FAX Number _____

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 _____

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 _____ Number of proposed dwelling units _____
(including remainder lot) (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 number of 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. 40:55D-70a]

_____ Map or Ordinance Interpretation of Special Question [N.J.S. 40:55D-70b]

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

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

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

- _____ Conditional Use Approval [N.J.S. 40:55D-67]
- _____ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S. 40:55D-34]
- _____ Direct issuance of a permit for a lot lacking street frontage [N.J.S. 40:55D-35]
- _____ Density Transfer

12. Section(s) of 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 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 pages as needed]

16. Is a public water line available? _____

17. Is public sanitary sewer available? _____

18. Does the application 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
Atlantic County Health Department	_____	_____	_____
Atlantic County Planning Board	_____	_____	_____

Cape/Atlantic 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	_____	_____	_____
Atlantic City Electric & South Jersey 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 any and all information required by Schedule A, B and C for the type of application(s) involved. (Attach additional pages as required for complete listing.

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.

Applicant's Professional	Reports Requested
Engineer _____	_____
Attorney _____	_____

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 Ordinances of the Township of Mullica, 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 OWNER

Mullica Township Professional Staff

Engineering & Planning

Jason T. Sciallo, PE, PP
Sciullo Engineering Services, LLC
9615 Ventnor Avenue, Suite 3
Margate, NJ 08402

Planning Board Attorney

Timothy Maguire, Solicitor 609-641-1166
200 Jackson Avenue
Northfield, NJ 08225
magmaglaw@aol.com

Planning Board Secretary

Kimberly Johnson, 609-561-7070
Post Office Box 317
Elwood, NJ 08217
kjohnson@mullicatownship.org

Category

Application Fees

**Escrow
Fees**

Category	Application Fees	Escrow Fees
A. Subdivisions		
1. Minor	\$50 per lot	\$600
2. Major preliminary	\$175 per lot	\$750, plus \$100 per lot
3. Major final	\$125 per lot	100% of original escrow
4. Administrative review	\$75	\$250
5. Map update		\$100
B. Site plans (nonresidential)		
1. Minor Under 5,000 square feet retail/commercial and under 15 parking spaces	\$400	\$1,500
2. Under 10,000 square feet warehouse and under 25 parking spaces	\$400	\$1,500
3. Preliminary major	\$500	\$2,500
Under 5,000 square feet GFA	\$600	\$2,500
From 5,001 to 10,000 GFA	\$700	\$2,500
From 10,001 to 50,000 GFA	\$800	\$2,500
From 100,001 to GFA or greater	\$900	\$2,500
4. Final major	\$400	\$2,500
5. Administrative review	\$175	\$500
C. Site plans (residential)		
1. Preliminary major	\$400	\$2,500
2. Up to 30 units	\$500	\$2,500
3. 31 to 100 units	\$600	\$3,000
4. 101 to 200 units	\$700	\$3,500
5. 201 units or greater	\$800	\$4,000
6. Final	100% preliminary fees and escrows	
7. Administrative review	\$175	\$500
D. Informal/conceptual meeting	\$150	\$500
E. Special meeting	\$500	\$500
F. Variances		
1. Appeal and interpretation	\$95	\$200
2. Conditional use	\$200	\$200
3. Hardship	\$150	\$200
4. Use and density (residential)		
a. Single- or two-family uses	\$150	\$200
b. Multiple-family	\$200	\$200
c. Use (nonresidential)	\$250	\$200

Category	Application Fees	Escrow Fees
G. Waiver request (checklist and/or design waiver)	\$50/\$25 per each additional waiver	
H. Minor or major amendments Site plans or subdivisions	\$200	50% of original escrow
I. Request for reapproval Site plan or subdivision	\$100	\$100
J. Request for extension	\$100	\$100
K. Zoning permit	New home	\$150
	Additions over 600 square feet	\$75
	Additions under 600 square feet	\$25
	Letter of certification	\$35
L. Use permit (required for all nonresidential uses when established, sold or leased - excluding those uses requiring a municipal license)		\$25
M. Resource extraction permit	\$400	\$2,000
N. Forestry permit	\$250	\$250
O. Road opening permit	\$25	\$100
	additional escrow to be determined by Engineer	
P. Request to vacate street	\$100	\$200
1. Map update		\$100 per street
Q. Density transfer program	\$50/lot	\$250
R. Certificate of nonconformity	\$50	
S. Certified property list	\$10, plus \$0.25 per name or \$10, whichever is greater	
T. Transcription	100% of actual cost	
U. Copy of meeting tapes/discs	\$10 per tape/disc	
V. Copies of minutes, decisions and resolutions	\$0.25 for first 10 pages, \$0.10 thereafter	

B.

Application and escrow fees.

(1)

The application fees and escrow fees recited hereinabove are "minimums" which must accompany the application. An application shall not proceed until the application fee and escrow fee required have been paid. The Secretary for the appropriate Board 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 hereinabove, or the project is of a nature that is not expressly included in on the aforementioned categories.

(2)

Application fees and escrow must be submitted in separate checks payable to Mullica Township. The Secretary shall forward the escrow fee to the Finance Officer for deposit into an applicant's escrow account. The application fees shall be deposited into the general account of Mullica Township.

(3)

Funds shall be applied to professional costs charged to the Township by professional consultants (planner, engineer, attorney, and 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 appropriate Board Secretary shall determine the amount of additional funds needed.

(4)

All escrow amounts not actually used shall be refunded pursuant to those requirements listed within N.J.S.A. 40:55D-53.2d.

(5)

In accordance with N.J.S.A. 52:27D-126e, no person shall be charged a construction permit surcharge fee or enforcing agency fee for any construction, reconstruction, alteration or improvement designed and undertaken solely to promote accessibility by disabled persons to an existing public or private structure or any of the facilities therein. Additionally, a disabled person, or a parent or sibling of a disabled person, shall not be required to pay any municipal fee or charge in order to secure a construction permit for any construction, reconstruction, alteration or improvement which promotes accessibility to his/her own living unit.