

# TOWNSHIP OF BORDENTOWN

MUNICIPAL DRIVE  
BORDENTOWN, NEW JERSEY 08505

## PLANNING BOARD & ZONING BOARD APPLICATION FORM

The application, with supporting documentation, must be filed with the Township and must be delivered to the professionals for review at least fifteen (15), but not more than twenty (20) business days prior to the meeting at which the application is to be considered.

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To be completed by Township staff only.

Date Filed: \_\_\_\_\_ Application No.: \_\_\_\_\_

Planning Board: \_\_\_\_\_

Zoning Board of Adjustment: \_\_\_\_\_ Application Fees: \_\_\_\_\_

Escrow Deposit: \_\_\_\_\_

Scheduled for: Review for Completeness: \_\_\_\_\_ Hearing: \_\_\_\_\_

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### 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 No. \_\_\_\_\_ E-Mail \_\_\_\_\_

Applicant is a: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

VISIT OUR WEBSITE AT [WWW.BORDENTOWNTOWNSHIP.COM](http://WWW.BORDENTOWNTOWNSHIP.COM)

3. DISCLOSURE STATEMENT

Pursuant to N.J.S.A. 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.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 addresses of the non-corporate stockholders and partners exceeding the 105 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 No. \_\_\_\_\_ E-Mail \_\_\_\_\_

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 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 No. \_\_\_\_\_ E-Mail \_\_\_\_\_  
FAX No. \_\_\_\_\_

7. Applicant's Engineer \_\_\_\_\_  
Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-Mail \_\_\_\_\_  
FAX No. \_\_\_\_\_

8. Applicant's Planning Consultant \_\_\_\_\_  
Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-Mail \_\_\_\_\_  
FAX No. \_\_\_\_\_

9. Applicant's Traffic Engineer \_\_\_\_\_  
Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-Mail \_\_\_\_\_  
FAX No. \_\_\_\_\_

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 No. \_\_\_\_\_ E-Mail \_\_\_\_\_  
FAX No. \_\_\_\_\_

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 or acreage) \_\_\_\_\_

Number of proposed dwelling units (if applicable) \_\_\_\_\_

\_\_\_\_\_ Request for Waiver From Site Plan Review and Approval

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Informal Review

\_\_\_\_\_ Request for Rezoning and/or Amendment to Master Plan

\_\_\_\_\_ Appeal decision of an Administrative Officer [N.J.S.A. 40:55D-70a]

\_\_\_\_\_ Map or Ordinance Interpretation or Special Question [N.J.S.A. 40:55D-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 bed of a mapped street, public drainage way,  
or flood control basin [N.J.S.A. 40:55D-34]

\_\_\_\_\_ Direct issuance of a permit for a lot lacking street frontage [N.J.S.A. 40:55D-35]

\_\_\_\_\_ Other Relief (specify): \_\_\_\_\_

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

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

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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]

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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
City of Bordentown Water Company	_____	_____	_____
Bordentown Sewerage Authority	_____	_____	_____
Bordentown Township Board of Health	_____	_____	_____
Burlington County Health Department	_____	_____	_____
Burlington County Planning Board	_____	_____	_____
Burlington County Soil Conservation District	_____	_____	_____
NJ Council on Affordable Housing	_____	_____	_____
DJ 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	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



**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 OWNER

29. I understand that the sum of \$ \_\_\_\_\_ has been paid to the Township of Bordentown as a **Non-Refundable** Application Fee.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
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 the Township of Bordentown, 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 applications for development, review and preparation of documents, inspection of improvements, the publication of the decision by the Board or other purposes under the provisions of the Municipal Land Use Law. Sums not utilized 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

**BORDENTOWN TOWNSHIP PROFESSIONAL STAFF**

**ENGINEER (TOWNSHIP):**

James A. Ruddiman, PE, PP CME  
Alaimo Group  
200 High Street  
Mount Holly, NJ 08060

E-Mail: jruddiman@alaimogroup.com  
609-267-8310  
FAX: 609-267-7452

**ENGINEER:**

**Planning Board**

Frederick J. Turek II, PE, PP,CME, CPWM  
270 North Coles Avenue  
Maple Shade, NJ 08052

E-Mail: fturek2@verizon.net  
856-770-4755  
FAX: 856-663-2245

**Zoning Board**

Robert E. Korkuch, P.E.  
ACT Engineers, Inc.  
1 Washington Boulevard, Suite 3  
Robbinsville, NJ 08691

E-Mail: rkorkuch@actengineers.com  
609-918-0200  
FAX: 609-918-1411

**PLANNING CONSULTANT:**

**Planning Board**

Barbara Allen Woolley-Dillon, P.P.  
Township of Bordentown  
1 Municipal Drive  
Bordentown, NJ 08505

E-Mail: b.allenwoolley-dillon@bordentowntownship.com  
609-298-2800 ext. 2113  
FAX: 609-298-0667

**Zoning Board**

Barbara Allen Woolley-Dillon, P.P.  
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Bordentown, NJ 08505

E-Mail: b.allenwoolley-dillon@bordentowntownship.com  
609-298-2800 ext. 2113  
FAX: 609-298-0667

**ATTORNEY:**

**Planning Board**

Peter Emmons, Esq.  
Emmons & Richards, LLC  
141 High Street  
Mount Holly, NJ 08060

E-Mail: peteemmons@yahoo.com  
609-267-5297  
FAX: 609-267-5295

**Zoning Board**

Peter Emmons, Esq.  
Emmons & Richards, LLC  
141 High Street  
Mount Holly, NJ 08060

E-Mail: peteemmons@yahoo.com  
609-267-5297  
FAX: 609-267

**- FOR INFORMATION ONLY -**

**Applications should NOT be sent to the Township Solicitor unless specifically instructed.**

**TOWNSHIP SOLICITOR:**

Anthony T. Drollas, Jr., Esq.  
Capehart Scatchard  
142 West State Street  
Trenton, NJ 08608

E-Mail: adrollas@capehart.com  
609-394-2400  
FAX: 609-394-3470

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# **BORDENTOWN TOWNSHIP**

## REQUEST FOR CERTIFICATION OF PAID TAXES

NAME OF OWNER: \_\_\_\_\_

ADDRESS OF OWNER: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT (S): \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

TAXES DUE:	\$ _____
ASSESSMENTS DUE:	\$ _____
TOTAL:	\$ _____

I hereby certify that the information stated above pertaining to the taxes and assessments on the property for which the application is made is true and correct.

\_\_\_\_\_  
COLLECTOR OF TAXES

\_\_\_\_\_  
DATE

VISIT OUR WEBSITE AT [WWW.BORDENTOWNTOWNSHIP.COM](http://WWW.BORDENTOWNTOWNSHIP.COM)

NOTE: This form must be filled out completely and delivered by personal service or mailed, Certified Mail, Return Receipt Requested, to every owner of property within 200' of the property described in the application at least ten (10) days prior to the hearing.

**TOWNSHIP OF BORDENTOWN, NJ**

NOTICE TO PROPERTY OWNERS

\_\_\_\_\_ has submitted an application to the

\_\_\_\_\_ of the Township of Bordentown.  
(Board)

The premises are owned by: \_\_\_\_\_

Address of premises: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Present Zone Classification: \_\_\_\_\_

The applicant will seek:

*(Describe in detail the exact nature of the application use or changes contemplated in these premises.)*

Such other relief as the Board may deem appropriate.

A copy of the plans and the application are on file in the Municipal Building, Township of Bordentown, New Jersey, during normal business hours.

Date of Public Hearing on this application has been set for \_\_\_\_\_ at  
(Date)  
\_\_\_\_\_ at Township Hall, Municipal Drive, Bordentown Township, NJ.  
(Time)

You may appear either in person or by agent or attorney and present any objections which you may have to granting this application.

Very truly yours,

\_\_\_\_\_

**NOTICE OF PUBLIC HEARING**

**TOWNSHIP OF BORDENTOWN**

(TO BE PUBLISHED IN OFFICIAL NEWSPAPER)  
BURLINGTON COUNTY TIMES – (Daily)  
THE REGISTER NEWS – (Weekly)

PUBLIC NOTICE is hereby given that an application submitted by:

\_\_\_\_\_

Concerning parcel known as: \_\_\_\_\_

Address

On Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ will be considered at a public hearing on \_\_\_\_\_ 20\_\_\_\_, at  
\_\_\_\_\_ p.m. at the Township of Bordentown Municipal Building, Municipal Drive.

The applicant will seek: \_\_\_\_\_

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

Such other relief as the Board may deem appropriate.

Said application is on file and available for inspection in the Municipal Building, Township of Bordentown, New Jersey, during normal business hours.

\_\_\_\_\_  
DATE

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**CHAPTER 25, SECTION 900**

**FEEES, GUARANTEES, INSPECTIONS AND OFF-TRACT IMPROVEMENTS**

**25:901 FEES**

- A. Every application for development shall be accompanied by a check payable to the Township of Bordentown for the application charge and, if applicable, a check made payable to the Township of Bordentown Builder’s Trust Account for the Escrow Account, in the total amount required in accordance with the following schedule.

<b>No</b>	<b>Subject of Application</b>	<b>Fee</b>	<b>Escrow Account</b>
1	Subdivision – Minor Plat	\$250	\$300 plus \$200 per lot.
2	Subdivision – Preliminary Plat	\$500	\$150 per lot, but not less than \$1,000.
3	Subdivision – Final Plat	\$250	\$25 per lot, but not less than \$750.
4	Site Plan Waiver	\$75	\$250
5	Site Plan – Minor	\$250	\$400
6	Site Plan – Preliminary	\$500	\$1,000 plus \$100 per lot.
7	Site Plan – Final	\$250	\$500 plus \$50 per lot.
8	Conditional Use	\$125	\$500
9	Informal	\$50	\$500 minimum if professional review involved.
10	Staff Conference	\$50	\$750 if any of the professional consultants are to participate.
11	Appeals (40:55D-70a)	\$250	\$250
12	Ordinance or Map Interpretation (40:55D-70b)	\$250	\$250
13	Bulk Variances (40:55-70c)	\$50	\$200
14	Use Variances (40:55D-70d)	\$250	\$1,000
15	Permit (40:55D-34 & 35)	\$150	\$600
16	Appeals to Township Committee	\$100	\$1,000
17	Request for Re-Zoning	\$400	\$ 10 per acre, but no less than \$ 1,000
18	Any other matter under the provisions of this Chapter or the Municipal Land Use Law for which no specific fee or escrow deposit is established.	\$ 25	\$500
19	Certified List of Property Owners (40:55D-12)	\$ .25 per name or \$ 10, whichever is greater	
20	Copies of Minutes, Transcripts, Decisions or any other document or record to which the public is entitled and for which no specific fee has been established.	\$ .75 per page for pages 1-10, \$ .50 per page for pages 11-20, and \$ .25 for every page thereafter	
21	Fence Permit	\$25	
22	Sign Permit	\$25	
23	Construction Permit	See Chapter XIX of the Revised General Ordinances	
24	Certificate of Occupancy	See Chapter XIX of the Revised General Ordinances	
25	Special Satellite Use Permit	\$50	\$500
26	Zoning Permit (Local Clearance)	\$25	
27	Subdivision Approval Certificate	\$25	

No	Subject of Application	Fee	Escrow Account
28	Soil Removal Permit	\$100	\$500
29	Copy of Land Development Ordinance		\$35
30	Copy of Master Plan		\$35
31	Copy of Zoning Map		\$7.50
32	Copy of Street Map		\$5
33	Telecommunication Towers	\$100	\$1,500

B. Application Fees and Escrow Deposits

1. The application charge is a flat fee to cover administrative expenses.
2. 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.
3. All billings for professional services to be charged back to applicants shall be submitted on the same basis and at the same hourly rate as if the work was being performed directly for the Township.
4. Sums not utilized in the review process shall be returned to the applicant.
5. It shall be the obligation of the applicant to maintain the escrow deposit at the amount specified. The Administrative Officer shall notify the applicant whenever an additional deposit is required. Copies of all billings charged to the escrow account shall be provided to the applicant on request.
6. The Administrative officer may waive the requirement for the additional payment if the Administrative Officer determines that the amount in the escrow account will be sufficient to satisfy all additional billings that are reasonably anticipated.
7. If the applicant objects to any payments out of the escrow account, the Administrative Officer shall review the objections with the applicant and the professional in an effort to resolve any questions. If the matter is not resolved, the questions shall be reviewed by a committee consisting of the Administrative Officer, the Township Administrator and the Chairperson of the Board. The determination of the committee shall be final.
8. If the Administrative Officer determines that additional sums are necessary, the applicant shall be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

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