



## Department of Planning and Zoning

### For "A, B or C" Variances

## ZONING BOARD APPLICATION PACKET

The enclosed packet contains forms and instructions required in order to be make an application to the Winslow Township Zoning Board of Adjustment. Please read through the instructions carefully, including the types of variance application and the standards for variances, as they are a guide to the application and hearing process. The items listed below are included with this application package:

#### Information & Instructions

Zoning Board Application Packet (THIS FORM)

pages 1-5

#### Application Submission

Land Use Development Application,

Affidavit of Ownership,

Corporate Disclosure form,

Tax & Collections payment verification form, *approved by Tax Collector,*

Fee Schedule

Property List Request Form, submit to Tax Assessor

Consent to assume liability, in cases of appeals

Appeal of Zoning Officers decision, for A Variances

pages 1-5

page 6

page 7

page 13

pages 50-51

page 52

page 56

page 57

#### Application/Plan Submission to outside offices

Tax & Collections payment verification form, submitted to Tax Collector

#### Notification

Sample Notice of Hearing/ Certified property owners within 200ft

Affidavit of Service of Notice

page 53 & 54

page 55

## I N F O R M A T I O N   A B O U T   V A R I A N C E S

### TYPES OF VARIANCES

#### (a) Appeal of an Administrative Decision

An Appeal of an Administrative Decision is a request for the review of a decision made by the Zoning Officer to determine if the decision was in error under the provisions of the Zoning Ordinance or relevant statutes. Only the Zoning Board of Adjustment may hear such a request.

#### (b) Interpretation or Special Question

An Interpretation is a request for the interpretation of the Zoning Ordinance or Map, or for a decision on "special questions" which may arise in connection with the administration of the Zoning Ordinance. Only the Zoning Board may hear such a request.

#### (c) Bulk Variance

A bulk (c) variance (sometimes referred to as a "hardship" variance) is the relief of requirements from the Zoning Ordinance, which generally relates to physical features, such as lot and yard requirements. Either the Planning Board or Zoning Board has authority to hear bulk (c) variance requests.

#### (d) Use Variance

A use (d) variance is a request to permit the following:

1. use or principal structure in a zone that restricts such a use or principal structure,
2. expansion of a non-conforming use,
3. deviation from a specification or standard pursuant to a conditional use,
4. an increase in the permitted density (permitted number of dwelling units/gross area),
5. an increase of more than ten (10') feet or 10% of the permitted height of a principal structure.

A use (d) variance may be heard only by the Zoning Board of Adjustment, approved only on the affirmative vote of five (5) members. All other requests may be decided by a simple majority of the Board members present and voting.

### BULK (C) VARIANCES

A bulk (c) variance (sometimes referred to as a "hardship" variance) is the relief of requirements from the Zoning Ordinance, which generally relates to physical features, such as lot and yard requirements. Either the Planning Board or Zoning Board has authority to hear bulk (c) variance requests. C Variances not connected to Site Plan or Subdivision applications are in the jurisdiction of the Zoning Board

### STANDARDS FOR VARIANCES

The requirements of the Zoning Ordinance and other relevant laws and ordinances are presumed to further the purposes of zoning embodied in the Municipal Land Use Law (M.L.U.L.). Therefore, every variance must, at least presumptively and to some limited extent, create some detriment to the public interest. The burden of proof is on the applicant to show that the application meets certain tests.

#### Bulk (c) Variance

1. The strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property
  - a. By reason of exceptional narrowness, shallowness or shape of a specific piece of property, or
  - b. By reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or
  - c. By reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon; or
2. In an application or appeal relating to a specific piece of property the purposes of the M.L.U.L. would be advanced by a deviation from the Zoning Ordinance requirements; that the variance can be granted without substantial detriment to the public good; that the benefits of this deviation would substantially outweigh any detriment; and that the variance will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

## Z O N I N G   B O A R D   A P P L I C A T I O N   P R O C E D U R E S

### STEP I: APPLICATION SUBMISSION

- A. Completed Land Use Development Application.
- B. All required Fee & Escrow payments as set forth in the Fee Schedule. Application fees are non-refundable. All checks should be made payable to the "Township of Winslow". Separate checks should be submitted for fees and escrow.
- C. Property Owners List Request & associated fee to the Tax Assessor's Office.

### STEP II: COMPLETENESS REVIEW

The application will be confirmed by the Board Secretary that all required forms, fees, plans are received.

- A. Once all necessary items are submitted, the application will be deemed complete and formally scheduled for a hearing date.

### STEP III: PUBLIC NOTIFICATION (a minimum of 10 days prior to hearing)

Notice must be provided (pursuant to N.J.S.A. 40:55D-12) in the official newspaper (The Courier Post or The Hammonton Gazette) and to property owners within 200 feet of the subject parcel (utilize list provided by the Assessor's Office). Please review the following instructions regarding proper notice procedures:

- A. Do not provide notice until you have been formally confirmed by the Board Secretary for a Zoning Board hearing.
- B. Notice must be provided a minimum of ten (10) days prior to the hearing (not including the date of the meeting) or the application will be rescheduled to a later date, which will require new notice.
- C. Complete the Sample Notice of Hearing/Certified Property owners within 200ft
  1. The description of the relief sought must be provided on the form.
  2. Copies of the form must be distributed to all persons/entities listed on the Property Owners List either by Certified Mail or Hand Delivery in accordance with N.J.S.A. 40:55D-12.
  3. A copy of the Notice of Hearing must also be provided to all utility companies listed on the supplemental sheet attached to the Property Owners List, including the Commissioner of Transportation when a property is adjacent to a State Highway. Notice shall be given by personal service or certified mail to the New Jersey Department of Community Affairs of a hearing on an application for development of property that exceeds one hundred and fifty (150) acres or five hundred (500) dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk, pursuant to §6b of c.291 Laws of NJ 1975.
- D. Complete the AFFIDAVIT OF SERVICE OF NOTICE. Sign, notarize, and attach original certified mail receipts.
- E. Complete PUBLIC NOTICE of Zoning Board hearing and submit it to the newspaper.

Courier Post News Room  
P.O. Box 5300  
Cherry Hill, NJ 08034  
888-516-9220  
cplegals@gannett.com

OR

The Hammonton Gazette  
P.O. Box 1228  
Hammonton NJ 08037  
609-704-1939  
jwuillermin@lnnusa.com

- Hammonton Gazette runs once a week; verify publication date before sending

1. Legal notices must be submitted to either of the above at least two (2) working days prior to the date to be published. Notice must be published at least 10 days prior to the hearing.
2. The description of the relief desired should reflect that of the NOTICE OF HEARING.
3. The newspaper will send you an affidavit of proof of publication, which must be submitted to the Department of Planning and Zoning(see Step IV).

### STEP IV: SUBMIT PROOF OF NOTICE

The following items must be submitted to the Board Secretary no later than five (5) days prior to the hearing date.

- A. One copy of the NOTICE OF HEARING and



- B. The AFFIDAVIT OF SERVICE OF NOTICE and
- C. Original certified mail receipts, and
- D. The affidavit of proof of publication from the Courier-Post and/or Hammonton Gazette.

#### STEP V: PREPARE THE PRESENTATION

The presentation to the Zoning Board should be brief and concise, but present all relevant facts and address the requested variances. You may present photographs, sketches, witnesses, and/or any other pertinent information. The burden of proof is on the applicant since she or he is asking for an exception of the ordinance. **The Zoning Board is required to consider certain tests in evaluating your application, as specified in the Municipal Land Use Law (M.L.U.L.) and outlined in the Information about Variances in this package.** The presentation should specifically address these points that are referenced in the Information about Variances section of these instructions for further information.

#### STEP VI: ATTEND THE HEARING (within 120 days of being deemed complete)

- A. The Zoning Board of Adjustment must hear the application within 120 days of the application being deemed complete.
- B. The Zoning Board meets in the Courtroom of the Municipal Building at 125 S. Route 73, Braddock, NJ 08037. The hearing begins at 6:30 p.m. and is preceded by a caucus at 6:00 p.m. A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney. The procedure for the hearing is as follows:
  - 1. Pledge of Allegiance & Roll call
  - 2. The Chair determines which applicants are present and announces the order of hearing.
  - 3. Generally, residential bulk (c) variances are first on the agenda.
  - 4. When the application is called, the applicant or representative proceeds to the podium.
  - 5. The Board Attorney swears in anyone giving testimony. The applicant then presents their testimony regarding the proposal and variance request.
  - 6. The Board members ask questions after the case is presented.
  - 7. The public is then allowed to ask questions or make a sworn statement.
  - 8. The Applicant has the opportunity to summarize their application and testimony.
  - 9. The Chair closes the hearing and asks for discussions by the Board. No further comments can be made by the applicant or designated representative or the public.
  - 10. A Board member makes a motion on the application and, if seconded, a vote is taken.
- C. Board agendas are posted on the Township website at <https://www.winslowtownship.com/> before the hearing

#### STEP VII: AFTER THE HEARING

- A. Memorialization of Resolution within 45 days of decision:
  - 1. After the hearing the Zoning Board Solicitor (attorney) will prepare a legal document called a Resolution which will include all of the facts that were presented to the Board and the Board's reasoning for the approval/denial of the variance request.
  - 2. The Board must vote on the Resolution at a hearing within forty-five (45) days of the decision. They are basically voting to agree that the facts presented in the Resolution are the facts upon which their decision was based and that all conditions of approval (if applicable) are addressed appropriately in the Resolution. *The applicant is not required to attend the hearing at which the resolution is memorialized.*
  - 3. A copy of the Resolution will be emailed to the applicant, applicant's attorney and professionals (as listed on the application).
- B. Notice of Decision. A Notice of Decision will be submitted by Board Secretary to the Courier Post for publication by the Zoning Board Secretary within ten (10) days of the memorialization of the Resolution.
- C. Time Period for Appeal. Any party interested in appealing a decision of the Zoning Board, must do so within forty-five (45) days of the publication of the Notice of Decision.



1. **For Residential C (Bulk) Variances, after the Resolution is memorialized, you may proceed with Zoning & Construction permits. A Zoning Permit Consent to assume liability may be required, in case of appeals.**
- D. Items to Submit After the Hearing; for C Variances related to new structures
1. Zoning Permit. A Zoning Permit application may be submitted once the Resolution is memorialized. A processing fee of \$30.00 for residential projects or a \$50.00 for commercial projects is required. A grading inspection fee may apply.
  2. A DCA Development fee may apply for new construction, and/or additions of residential uses in qualifying Zones and larger development, per Township Ordinance. Similarly, a Non-Residential Development Fee is required for applicable commercial developments, per Township Ordinance, see Chapter 295-A of the Winslow Codebook.

## GENERAL APPLICATION INFORMATION:

### Site Plan applications- Minor or Major (including Waiver of Site Plan and Change of Use)

**Minor Site Plan-** A Site Plan of one (1) or more lots which:

- a.) Does not propose the new construction or addition of any building or structure greater than 5,000 gross sq. ft.
- b.) Does not disturb more than 10,000 gross sq. ft. of land area
- c.) Requires 15 or fewer off-street parking spaces
- d.) Is not a planned development, as defined by N.J.S.A. 40:55D-1 et seq.
- e.) Does not involve the extension of any new street or off-tract improvement; and
- f.) Contains information sufficient to make an informed judgement as to whether the requirements established by this chapter for the approval of a Minor Site Plan have been met.

**Major Site Plan-** Any Site Plan not meeting the definition of a Minor Site Plan.

1. The applicant shall submit the following plans/reports at the time of filing:
  - a.) Five (5) **Full Sets of Plans** to the Planning & Zoning Office
  - b.) Sixteen (16) copies (11" x 17") of the overall development plan (just one sheet).
  - c.) Four (4) copies of any and all reports
  - d.) A digital download version of the submittal via drop box, one drive, or on a flash drive.

### Variance applications:

1. The applicant shall submit twelve (12) copies of a survey or plot plan showing location of variance requested at 11 x 17 size, dated within 5 years of the proposed application and showing current conditions of the property.
2. A digital download version of the submittal via drop box, one drive, or on a flash drive.
3. **Variance approvals expire in one year, if not acted on.**

### Subdivision applications:

**Minor Subdivision-** In the Non-Pinelands Areas of the Township of Winslow, a minor subdivision is any subdivision containing not more than three (3) lots fronting on an existing minor street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance or this chapter; in the Pinelands Areas of the Township of Winslow, a minor subdivision is any subdivision containing not more than four (4) lots fronting on an existing minor street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance, or this chapter.

**Major Subdivision-** All subdivisions that are not classified as minor subdivisions.

1. The applicant shall submit the following plans/reports at the time of filing:
  - a.) Five (5) **Full Sets of Plans** to the Planning & Zoning Office
  - b.) Sixteen (16) copies (11" x 17") of the overall development plan (just one sheet).
  - c.) Four (4) copies of any and all reports
  - d.) A digital download version of the submittal via drop box, one drive, or on a flash drive.

### **PRIOR APPROVAL REQUIRED, related to properties within Pinelands**

Properties within the Pinelands areas require a Pinelands Certificate of Filing, prior to applying for Winslow Township approvals for Site Plan (including waiver of site plan & change of use) and Subdivision applications.

**The applicant shall file with the Secretary of the Planning and Zoning Board, at least (30) days prior to the monthly scheduled meeting of the Board.**

**WINSLOW TOWNSHIP PLANNING BOARD MEETS THE THIRD THURSDAY OF EVERY MONTH**

**WINSLOW TOWNSHIP ZONING BOARD OF ADJUSTMENT MEETS THE SECOND WEDNESDAY OF EVERY MONTH**

**EXCEPTIONS APPLY, PLEASE CONFIRM YOUR DATE WITH THE BOARD SECRETARY**





## Department of Planning and Zoning

125 South Route 73, Braddock, NJ 08037

Phone: 609-567-0700, ext. 6

Email: [zoning@winslowtownship.com](mailto:zoning@winslowtownship.com)

Website: [www.winslowtownship.com](http://www.winslowtownship.com)

### LAND USE DEVELOPMENT APPLICATION

#### FOR OFFICE USE ONLY

Submission Date: \_\_\_\_\_ Escrow # \_\_\_\_\_

☐ PLANNING BOARD

☐ ZONING BOARD OF ADJUSTMENT

#### FOR OFFICE USE ONLY

TAXES/UTILITIES PAID YES/NO \_\_\_\_\_

APP FEES \$ \_\_\_\_\_

ESCROW \$ \_\_\_\_\_

#### 1. APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Interest in Property: \_\_\_\_\_

#### 2. OWNER

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

#### 3. TYPE OF APPLICATION (check all that apply)

- ☐ Minor Subdivision
- ☐ Preliminary Major Subdivision
- ☐ Final Major Subdivision
- ☐ Minor Site Plan
- ☐ Preliminary Major Site Plan
- ☐ Final Major Site Plan
- ☐ Amended Plan (subdivision or Site Plan)
- ☐ Site Plan Waiver
- ☐ Change of Use

- ☐ A Variance- Appeal of Administrative Officer's Decision
- ☐ B Variance- Interpretation of Zoning Ordinance
- ☐ C Variance- Bulk or Hardship Variance
- ☐ D Variance- Use Variance
- ☐ Conditional Use
- ☐ Extension of prior approval
- ☐ PUD
- ☐ Amended PUD
- ☐ Other: \_\_\_\_\_

#### 5. ATTORNEY (A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

## 6. APPLICANT'S PROFESSIONALS (Engineer, Surveyor, Planner, etc.)

Name: _____	Name: _____
Profession: _____	Profession: _____
Address: _____	Address: _____
_____	_____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____	Phone: (____) _____ Fax: (____) _____
Email: _____	Email: _____

## 7. JURISDICTION

☐ IS LOCATED ON A COUNTY ROAD

☐ IS LOCATED ON A STATE HIGHWAY

☐ IS LOCATED WITHIN PINELANDS (certificate of filing required)

☐ IS WITHIN 200FT OF MUNICIPAL BOUNDARY

## 8. LAND USE

Existing Land Use: \_\_\_\_\_

Proposed Land Use (be specific): \_\_\_\_\_

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

## 9. PROPERTY

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

Proposed type of ownership:

Number of Existing Lots: \_\_\_\_\_

☐ Fee Simple ☐ Condominium

Number of Proposed Lots: \_\_\_\_\_

☐ Rental ☐ Cooperative

Are there Existing Deed Restrictions or Easements?

☐ No ☐ Yes (please attach copies)

Are there Proposed Deed Restrictions or Easements?

☐ No ☐ Yes (please attach copies)

## 10. UTILITIES (check all that apply)

☐ Public water

☐ Public sewer

☐ Private well

☐ Private septic system

## 11. APPLICATION SUBMISSION MATERIALS

List all plans, reports, photos, etc. (use additional sheets if necessary): \_\_\_\_\_

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



## 12. PREVIOUS OR PENDING APPLICATIONS

List all previous or pending applications for this parcel (use additional sheets if necessary): \_\_\_\_\_

## 13. ZONING SCHEDULE (complete all that apply)

Required	Proposed
Property Frontage: _____ Lot size: _____	Property Frontage: _____ Lot size: _____
Principle structure Front yard: _____ Side yard, each: _____ Rear yard: _____ Other (describe): _____	Principle structure Front yard: _____ Side yard, each: _____ Rear yard: _____ Other (describe): _____
Accessory structure Side Yard: _____ Rear Yard: _____ Other (describe): _____	Accessory structure Side Yard: _____ Rear Yard: _____ Other (describe): _____
Signage Sign area: _____ Height: _____ Distance from ROW: _____	Signage Sign area: _____ Height: _____ Distance from ROW: _____

## 14. PARKING & LOADING REQUIREMENTS

Number of Parking Spaces REQUIRED: \_\_\_\_\_ Number of Loading Spaces REQUIRED: \_\_\_\_\_  
Number of Parking Spaces PROVIDED: \_\_\_\_\_ Number of Loading Spaces PROVIDED: \_\_\_\_\_

## 15. RELIEF REQUESTED (check all that apply)

- ☐ Zoning Variances are requested.
- ☐ Exceptions from Municipal Requirements are requested (*N.J.S.A. 40:55D-51*).
- ☐ Exceptions from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested (*N.J.A.C. 5:21-3.1*).
- ☐ Waivers from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested (*N.J.A.C. 5:21-3.2*).  
Requires application to and approval of the New Jersey Site Improvement Advisory Board.

*For any type of the above relief requested, a separate exhibit should be attached stating the factual basis, legal theory, and/or previously granted relief.*

## 16. SIGNATURE OF APPLICANT

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 authorized to sign the application for the Corporation, or a General Partner of the partnership application.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE (applicant)

\_\_\_\_\_  
DATE

## 17. CONSENT OF OWNER

I certify that I am the Owner of the property which is the subject of this application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency (if owned by a Corporation, a resolution must be attached authorizing the application and officer signature).

SWORN & SUBSCRIBED to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_ (year)

\_\_\_\_\_ (notary)

\_\_\_\_\_  
SIGNATURE (owner)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

## 18. DISCLOSURE STATEMENT (circle all that apply)

Pursuant to N.J.S.A. 40:55D-48.1 & 48.2, please answer the following questions:

Is this application to subdivide a parcel of land into six (6) or more lots?	Yes	No
Is this application for a variance to construct a multiple dwelling of twenty-five (25) or more units	Yes	No
Is this application for approval of a site (or sites) for non-residential purposes?	Yes	No
Is the applicant a corporation?	Yes	No
Is the applicant a limited liability corporation?	Yes	No
Is the applicant a partnership?	Yes	No

If you responded YES to any of the above, please answer the following (use additional sheets if necessary):

List the names and addresses of all stockholders or individual partners owning at least 10% in stock of any class or at least 10% of the interest in partnership (whichever is applicable).

Does a corporation or partnership own 10% or more of the stock in this corporation or partnership? If yes, list the names and addresses of stockholders of that corporation holding 10% or more of the stock or 10% or greater interest in that partnership (whichever is applicable). This requirement is to be followed by every corporate stockholder or partnership, until the names and addresses of the non-corporate stockholders and individual partners with 10% or more ownership have been listed.

\_\_\_\_\_  
SIGNATURE (applicant)

\_\_\_\_\_  
DATE

## 19. SURVEY WAIVER CERTIFICATION

As of the date of this application, I hereby certify that the survey submitted with this application, under the date of \_\_\_\_\_, 20\_\_\_\_\_ shows and discloses the premises in its entirety, described as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_; and I further certify that no buildings, fences, or other facilities have been constructed, installed, or otherwise located on the premises after the date of the survey with the exception of the structures shown.

SWORN & SUBSCRIBED to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ (year)

\_\_\_\_\_ (notary)

\_\_\_\_\_  
SIGNATURE (owner)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

### FOR OFFICE USE ONLY

The application was reviewed in accordance with the rules of the applicable Board and Ordinances of the Township of Winslow and determined that all the checklist items are in order and this application has been deemed complete. The time within which the applicable Board must act on this application pursuant to N.J.S.A. 40:55d-1 et seq., has commenced from this date.

\_\_\_\_\_  
SIGNATURE (administrative officer)

\_\_\_\_\_  
DATE



# Winslow Township Planning and Zoning Board Corporate Disclosure

Name of  
Company/Organization: \_\_\_\_\_  
\_\_\_\_\_

Is the Company a Corporation? \_\_\_\_ Yes \_\_\_\_ No

If yes, what State is the Corporation Incorporated in? \_\_\_\_\_

Is the Company a Partnership? \_\_\_\_ Yes \_\_\_\_ No

Is the Company an Individual Owner? \_\_\_\_ Yes \_\_\_\_ No  
\_\_\_\_\_ Please list any/all  
individuals who are owners or if a non-profit all board members.

Name	Address	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above information is true and correct to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
ADMINISTRATIVE INFORMATION										
1	Original, Completed Application, one sided copy	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
2	Fees & Escrow with original, completed Escrow Agmt & W-9.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
3	Affidavit of Ownership	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
4	Corporate Disclosure form	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
5	Block/lot Assignment form	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
6	Tax & Collections payment form, signed off by Tax Collector	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
7	Developers Agreement notice	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
8	Submittal of certified list, dated within 6 months of hearing	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
9	Submittal of current Title Report, less than one year old at time of application	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
10	Proof of delivery to Fire Official	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
11	Proof of delivery to Police Department	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
12	Proof of delivery to Construction Official	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
13	Proof of delivery to Board of Education	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
14	Proof of delivery to Public Works Director	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
15	Proof of delivery to Municipal Utilities Authority, if applicable	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
16	List of requested checklist waivers (include justification for the request)	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
17	List of requested bulk zoning variances from Township Ordinance (include justification for the request)	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
18	List of requested design waivers from Township Ordinance (include justification for the request)									
19	List of requested variances, waivers, de minimum exceptions from NJRSIS (residential projects only)	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
20	List of all agencies having jurisdiction over the project and a status of the approvals/permits	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
PINELANDS REQUIREMENTS										
21	Submittal of Certificate of Filing	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
22	Submittal of a Cultural Resource Survey(per 296-75.E)	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
23	Submittal of Air Quality Analysis ( per 296-70.B)	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
24	Proof of purchase of Pinelands Development Credits	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>



#	Submission Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site plan	Sub-division	Site plan	Sub-division	Site Plan	Sub-division			
PLAN INFORMATION										
25	Plan sheet size conforming to those permitted by NJ Map Filing Law	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
26	Cover Sheet with certification blocks for Board Chairman, Board Secretary, Board Engineer & Municipal Clerk	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
27	Certification blocks as required by the NJ Map Filing Law	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
28	Title block denoting type of application, municipality and county, tax map sheet, block & lot numbers, and street address(es)	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
29	Name of professional preparing the plan (including signature, license number and seal, business address, phone number)	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
30	Denote the Certificate of Authorization (COA) number for the firm preparing the plan	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
31	Written and Graphic scales, original date of plans, revision date block, and north arrow with reference meridian	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
32	Key Map (at 1"=2000' scale) showing the location of the entire site and all streets and land uses within 500 feet of the site	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
33	Location of site on a Camden County Soil Survey (at a scale no less than 1"=1000')	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
34	Zoning map depicting the property limits and zoning district for the site in question and adjoining property within 200 feet of the site based on the Townships current zoning map	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
35	Name and address of the applicant and property owner	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
36	Names of owners of all contiguous lands and adjacent properties within 200 feet of the site	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
37	Written description for each proposed non-residential building (including number of employees/members; number of shifts to be worked; maximum employees per shift; expected truck and trailer traffic; hours of operations; sources for emission of noise, glare, air pollution, or water pollution)	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
38	Submission of a current outbound survey plan, signed, sealed and certified by an NJ Licensed Land Surveyor	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
39	Plan delineation of any existing or proposed deed restrictions, protective covenants, recorded easements, and rights-of-way	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>

#	Submission Description	Minor			Preliminary			Final			Variance	Waiver Requested	Submitted
		Site plan	Sub-division	Site plan	Site plan	Sub-division	Site plan	Sub-division	Site plan	Sub-division			
40	Depict and tabulate all bulk zoning requirements and buffer limits	X	X	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
41	Dimensions for all existing and proposed lot lines, existing lot lines, existing lot lines to be eliminated, rights-of-way lines, and outbounds. Areas for all existing lots shall be provided in square feet and also in acres when areas exceed 0.5 acre	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
42	Outside dimensions of all existing and/or proposed principal building(s) and all accessory buildings. Dimensions to the nearest existing or proposed property lines shall be provided for all existing structures that are to remain.	X	X	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
43	Size, height, and arrangement of all existing and proposed structures	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
44	Submittal of architectural plans and elevations (including typical floor plans) for each side of the proposed structure(s)	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
45	Denote on the plan the purpose of any easement of land reserved or dedicated for public use	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
46	Superimpose the location and extents of soil types (per the Camden County Soil Survey) on both the soil erosion and drainage area plans. The soil names shall be keyed to the plans and the hydrologic soil group letter shall be provided for each soil type	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
47	Provide location, size, and nature of any contiguous lot owned by either the Applicant, or in which the Applicant has a direct or indirect interest (even if only a portion of the entire property is involved in the current application)	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
48	Delineate all phased portions of the project (or provide a note on the plan indicating no phasing is proposed)	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
49	Submission of current existing conditions plan (including topographic features.)	X	X	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
50	Proposed and existing contours at one-foot intervals (for slopes averaging 10% or greater) or at two-foot intervals (for lands with greater slopes)	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
51	Indicate any existing improvements to be demolished	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
52	Locate all significant existing physical features (i.e. streams, water courses with direction flow, 100 year floodplain lines, rock outcrops, swampy soil, wetlands, culverts, bridges, impervious surfaces, fences, walls, etc) that are onsite or within 300 feet	X	X	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>

#	Submission Description	Minor			Preliminary			Final			Variance	Waiver Requested	Submitted
		Site plan	Sub-division	Site Plan	Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
53	The location and extent of drainage and conservation easements and stream encroachment lines	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
54	Surveyed location of existing trees with caliper of 10" or greater in areas of disturbance. The submission of a tree removal application, in accordance with Section 270, should be made, if necessary.	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
55	Graphically depict all areas of open space and indicate the corresponding acreages and open space percentages within a table (for residential projects only)	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
56	Locate and provide names, widths, cross sections, and profiles for all existing and proposed streets abutting the property in question	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
57	Provide water elevations for all existing and proposed surface water features on the site	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
58	Location and details for all proposed site improvements	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
59	Plan of existing and proposed storm sewer, sanitary sewer, and water mains	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
60	Location of all existing and proposed septic systems and potable wells within 100 feet of the site (applicable to application with proposed septic/wells)	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
61	Fire protection information (i.e. fire hydrants, fire zones, dry/wet fire lines, special traffic constraints, construction details, etc.)	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
62	Locate all driveways, streets, and right-of-way widths within 200ft of the site	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
63	Locations and dimensions for all off-street parking stalls (10x20), loading areas, aisles, traffic patterns, and driveways for ingress/egress.	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
64	Proposed vehicular and pedestrian circulation plans (including access streets, easement, fire lanes, and a typical section of all proposed cartways)	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
65	Method of solid waste/recycling disposal and storage	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
66	Plans and details for all exterior lighting (including type of standard, luminaire, wattages, type of light, accessory features, and isolux patterns with maintained horizontal foot-candles)	X	X	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>



#	Submission Description	Minor		Preliminary		Sub-division	Site Plan	Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division					
67	Locations, dimensions, and details of all proposed signs (including site identification signs, temporary construction signs, traffic control signs, directional signs, etc.)	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
68	Site triangle easements based on the applicable AASHTO, County & Township standards	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
69	Provide general vegetation analysis indicating general caliper and species of canopy and understory trees for the overall site	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
70	Landscape and buffer plans (including limits of existing vegetation, clearing limits, proposed plantings and planting details)	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
71	Landscape schedule indicating both botanical and common plant names, height or spread of plants at time of planting, root type, caliper (where applicable), and seasonal planting restrictions	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
72	Soil boring logs and locations for each proposed stormwater management feature	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
73	Soil erosion and sediment control plan and details	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
74	Submission of plan prepared in accordance with Map Filling Law	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
75	Provide vertical elevation benchmark and note its reference datum	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
76	Planned community requirements, as required per Article IX	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<b>TECHNICAL REPORTS AND CALCULATIONS</b>										
77	Submission of a stormwater management checklist and supporting documentation per Section 297-8 OR 298-8 for all proposed stormwater management facilities	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
78	Submission of a NJDEP Low Impact Development Checklist (in accordance with the NJ Stormwater BMP Manual)	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
79	Submission of 3 copies of a Phase 1 Environmental Site Assessment report	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
80	Submission of 3 copies of a Traffic Impact Study	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
81	Submission of 3 copies of a Fiscal Impact Study for 25 units or greater (the study should be based on population projection for the school age children, costs of providing local government services, and revenues to be generated from the development)	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
82	Submission of lot closure calculations	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>

**TAX AND COLLECTIONS PAYMENT REPORT**  
**WINSLOW TOWNSHIP PLANNING AND ZONING BOARD**

\*\*\*\*\*

**Section I (To be completed by applicant)**

I \_\_\_\_\_

of \_\_\_\_\_

am making application to the Planning and Zoning Board for the development of

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

in the \_\_\_\_\_ Zone, located at \_\_\_\_\_

The owner of record is \_\_\_\_\_

This tract was formerly subdivided on \_\_\_\_\_

Original Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

I acquired interest in the property on \_\_\_\_\_

I requested the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

**Section II (To be completed by Tax Collector)**

\_\_\_\_\_ All taxes due have been paid.

\_\_\_\_\_ All assessments due have been paid.

\_\_\_\_\_ The following are delinquent and past due.

Tax Collector's Signature:

\_\_\_\_\_ Date \_\_\_\_\_

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## BLOCK AND LOT ASSIGNMENT FORM

TO BE COMPLETED AND SUBMITTED TO THE ASSESSOR'S OFFICE AT THE TIME OF FILING FOR BOARD APPROVAL FOR ALL SUBDIVISIONS, SITE PLANS, AND USE VARIANCE APPLICATIONS.

I/We, \_\_\_\_\_ have submitted the attached plans to the Planning and Zoning Board Office of the Township of Winslow for approvals for Block \_\_\_\_\_ Lot \_\_\_\_\_

Attached are three (3) single page overall subdivision/site plans. Please assign the new block and lot numbers, street names, and Development name and return one (1) copy to the mailing address listed below.

\_\_\_\_\_  
Date

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

E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Proposed Development Names

\_\_\_\_\_

### Proposed Block & Lots

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

### Proposed Street Names

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

I, \_\_\_\_\_ of the Winslow Township Assessor's Office, have reviewed the attached plans and assigned the correct addresses, street names, block/lots, and Development Name on the attached Assessor's review letter. Be advised that one (1) copy is being returned to the applicant, one (1) copy will be forwarded to the Planning & Zoning Office and one (1) will remain on file in this office until final approvals are granted.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# CONSTRUCTION OFFICIAL FORM HANDICAP ACCESSIBILITY COMPLIANCE

The applicant needs to send 1 copy of the Site Plan to the Winslow Township Construction Office via certified mail along with this form:

Winslow Township Construction Office  
125 South Route 73  
Braddock, NJ 08037

TO: WINSLOW TOWNSHIP CONSTRUCTION OFFICIAL

I/We, \_\_\_\_\_ have submitted the attached plans to the Planning and Zoning Board Office of the Township of Winslow for approvals for the applicant detailed below. Please review the Site Plan for **HANDICAP ACCESSIBILITY COMPLIANCE**.

Applicant \_\_\_\_\_  
Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

Engineer \_\_\_\_\_  
Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

Proposed Project Name \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

Date of plans submitted \_\_\_\_\_

\_\_\_\_\_  
Date

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

\*\*\*\*\*

I, \_\_\_\_\_ of the Winslow Township Construction Office, have reviewed the attached SITE PLAN for HANDICAP ACCESSIBILITY COMPLIANCE.

Be advised that I have found that the site plan **DOES** comply \_\_\_\_\_

**DOES NOT** comply and the following change is needed \_\_\_\_\_

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

This information will be forwarded to the Planning and Zoning office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Construction Official Signature

Applicant \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

### ESCROW AGREEMENT

This Escrow Agreement made between the applicant hereinafter referred to as "Developer", and the Winslow Township Planning Board or the Winslow Township Zoning Board of Adjustment, (hereinafter) called "Township".

The purpose of this Agreement is to set forth the procedure for Escrow Funds that shall be deposited with the Township at the inception of any application before the Township Zoning or Planning Board.

It is specifically understood between the parties to this Agreement, that the said Escrow referred to herein shall be payable before an application is deemed complete and shall be submitted by the Developer with the application to the Township.

- 1.) The deposit required of the Developer and deposited into the Professional Escrow Account shall cover the fees associated with the required review of the application by the Zoning Board of Adjustment of Planning Board Engineer, Planner or Attorney; and for applications submitted pursuant to N.J.S.A. 40:55 D-70 d, such other professionals as the Township and/or Zoning Board may reasonably require, which review shall include the written report on the application to be submitted to the Board. Prior to drawing monies out of the Professional Escrow Account, each professional engaged by the Board shall submit an Invoice to the Board Secretary for approval by the Township. Following conclusion of the Hearings and Meetings regarding the application, any unused funds deposited by an applicant into the Professional Escrow Account shall be refunded to the Developer upon application and approval by the Township.
- 2.) Deposits received from any Developer pursuant to this Agreement shall be deposited in a Banking Institution or Savings & Loan Association in this State insured by an agency of the Federal Government, or in any other fund or depository approved for such deposits by the State, in an account bearing interest at the minimum rate currently paid by the institution or depository on time or savings deposits. The Municipality shall be responsible to have the Escrow Accounts maintained in accordance with N.J.S.A. 40:55D-53.1.
- 3.) The term Professional Personnel or Professional Service as used herein shall include the service of a Duly Licensed Engineer, Surveyor, Planner, Attorney, Realtor, Appraiser, or other expert or employee of said professional who would provide Professional Service to ensure an application meets performance standards as set forth in the Township Ordinances and other experts whose Testimony is in an area in which the Developer has presented expert Testimony.
- 4.) A Developer may request that the Professional Personnel or Board Professional schedule additional time, in excess of that covered by the monies paid into the

Professional Escrow Account, for review of a specific application.

- 5.) It shall be specifically understood between the Developer and the Township, that any meetings in or out of the professionals office, requested by the Developer, shall be paid for by the Developer for the professionals time out of the Professional Escrow Account.
- 6.) A Developer shall be responsible to reimburse the Municipality out of the Professional Escrow Account for all activities including but not limited to the following:
  - a.) Preparation for and attendance at special meetings requested by the Developer.
  - b.) Review or preparation of Easements, Developers Agreement, Deeds or the like.
  - c.) Review of additional Documentation submitted by the Developer and issuance of any reports relating thereto.
  - d.) Charges for any telephone conference or meeting requested or initiated by Developer, his attorney or any of his experts.
  - e.) Issuance of reports by Professional Personnel to the Municipal Agencies setting forth recommendations resulting from review of any documents submitted by the applicant, site visits and inspections.
  - f.) Any and all other expenses of Professional Personnel incurred and paid by it necessary to process the application by the Developer for developments.
  - g.) Preparation of a Resolution or memorializing Resolutions setting forth findings and conclusions of the municipal agency with respect to an application.
- 7.) No applicant shall be responsible to reimburse the Township for any of the following:
  - a.) Attendance by the Professional Personnel at any regularly scheduled meeting of the Municipal Agency; provided however that the Township shall be entitled to be reimbursed for attendance of it's Professional Personnel at special meetings of the Municipal Agency which were requested by the Developer for the Developer's convenience.
- 8.) The Township shall notify the Developer when said deposit into the Professional Escrow Account appears to be insufficient for any application of the Developer. At that time additional funds shall be deposited into the Professional Escrow Account based on an estimation submitted by the Township to the Developer of the amount of money needed to complete the Developer's application. No site plan, or subdivision shall be signed, nor shall any Zoning Permits, Building Permits, Certificates of Occupancy or any other types of permits be issued with respect to any approved application for development until all bills for reimbursable services have been received by the Municipality from the professional rendering service in connection with such application and payment has been approved by the Municipal Body unless the applicant shall have deposited with the Township an amount agreed upon by the Developer and the Municipal Agency is likely to be sufficient to cover all reimbursable items; and upon posting said deposit with the Township the appropriate maps and permits may be signed and released or issued to the Developer. If the amount of the deposit exceeds the actual cost as approved for



payment by the Municipal Body, the Developer shall be entitled to return of excess deposits together with such interest as allowed by N.J.S.A. 40:55D53.1. But if the charges submitted and approved by the Municipal Body exceed the amount of the deposit, the Developer shall be liable for payment of such deficiency.

- 9.) No Professional Personnel submitting charges to the Township for any services rendered in this Agreement shall charge for any of the services contemplated at a higher rate or in any different manner than would normally be charged to the Township for similar work as ascertained by the Professional's Contract of Employment with the Municipality. Payment of any bill rendered by a professional to the Township with respect to any services or which the Township is entitled to reimbursement under this Agreement shall in no way be contingent upon receipt of reimbursement by the Developer, nor shall any payment to a professional be delayed pending reimbursement from a Developer.
- 10.) The Developer and Township agree that the initial deposit into the Professional Escrow Account shall be made in accordance with Ordinance Chapter 40- 44. It is clearly understood between the parties that due to the complexity and/or the nature of the application, that if said deposit is exhausted before final approval or final hearing on any application is complete, that the Developer shall place additional funds into the Professional Escrow Account upon request to do so by the Township based on an estimation of amount of professional review time necessary to complete the application.

Winslow Township  
Zoning Board of Adjustment/  
Planning Board

Dated: \_\_\_\_\_

BY \_\_\_\_\_

Dated: \_\_\_\_\_

BY \_\_\_\_\_

Developer \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> Exempt from backup withholding	Requester's name and address (optional)
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2.

Social security number								

or

Employer identification number								

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature of U.S. person
--------------	-----------------------------

Date

### Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments after December 31, 2001 (29% after December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate Instructions for the Requester of Form W-9.

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.



## Specific Instructions

**Name.** If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Exempt from backup withholding.** If you are exempt, enter your name as described above, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the Instructions for the Requester of Form W-9.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**Note:** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

## Part I—Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see How to get a TIN below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

**Note:** See the chart on this page for further clarification of name and TIN combinations. How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. Get Form W-7,

Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II—Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt from backup withholding* above.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payors must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.



# FEESCHEDULE

APPLICATION TYPE	FILING FEE	REVIEW/ESCROW
<b>VARIANCES</b>		
A Variance (N.J.S.A. 40:55D-70a)	\$350.00	No escrow
B Variance (N.J.S.A. 40:55D-70b)	\$350.00	No escrow
C Variance (N.J.S.A. 40:55D-70c)	\$350.00	No escrow
D Variance (N.J.S.A. 40:55D-70d)	\$350.00	\$2,500.00
<b>SUBDIVISION PLANS</b>		
Minor Subdivision Plan	\$425.00	\$4,000.00
Preliminary Major Subdivision Plan		
Up to 9 lots	\$750.00	\$3,000.00 + (\$350.00/lot)
10 lots or more	\$1,000.00	\$3,000.00 + (\$350.00/lot)
Final Major Subdivision Plan		
Up to 9 lots	\$500.00	\$3,000 + (\$150.00/lot)
10 lots or more	\$750.00	\$3,000 + (\$150.00/lot)
Amended/resubmitted Minor Subdivision Plan	\$100.00	25% of preliminary escrow
Amended/resubmitted Major Subdivision Plan	\$250.00	A sum sufficient to bring escrow balance to original escrow required
<b>SITE PLANS</b>		
Site Plan Waiver	\$250.00	\$2,500.00
Minor Site Plan	\$425.00	\$5,000.00
Preliminary Major Site Plan	\$750.00	\$750.00 per acre of the subject site plan; minimum of \$7,000
Final Major Site Plan	\$750.00	\$500.00 per acre of the subject site plan; minimum of \$5,000.00
Amended/ resubmitted Minor Site Plan	\$100.00	25% of preliminary escrow
Amended/ resubmitted Major Site Plan	\$250.00	A sum sufficient to bring escrow balance to original escrow required
Planned Unit Development (preliminary or final)	\$1,500.00	\$750.00 per acre; or minimum of \$37,500.00
Amended Planned Unit Development	\$750.00	\$15,000.00

# FEESCHEDULE

APPLICATION TYPE	FILING FEE	REVIEW/ESCROW
<b>MISCELLANEOUS</b>		
Informal Concept Meeting	-	\$1,000.00
Amended resolution	\$250.00	-
Extension of prior approval	\$250.00	\$1,000.00
Change of Use	\$300.00	\$350.00 per acre, minimum of \$1500.00
Conditional Use	\$250.00	\$1500.00
Department of MUA review	-	\$5,000.00
Discussions on agenda	\$100.00	
Inspection Escrow	-	5% of cost estimate
Maintenance Inspection Escrow	-	\$500.00
Specialized Expert testimony	-	\$1,000.00
Tax Map revisions		
Minor Subdivisions (5 lots or less)	-	\$75.00 per lot
6-25 lots	-	\$65.00 per lot
26-75 lots	-	\$45.00 per lot
76-125 lots	-	\$40.00 per lot
126-175 lots	-	\$35.00 per lot
175+ lots	-	\$30.00 per lot
Tax Map revision due to discrepancy/lot line adjustments, other minor revisions	-	\$50.00 per lot
Site Plan changes		
Commercial site plan	-	\$800.00
Condominium site plan	-	\$1,000.00 + \$20.00 per unit for residential condominium projects
Printing/plotting final deliverables	-	\$1,000.00
<b>PERMITS</b>		
Zoning Verification Letter	\$50.00 per lot	
Zoning Permit		
Residential	\$30.00	
Commercial	\$50.00	
Forestry Permits	\$25.00	
Grading inspection fee- Residential Single Family	\$500.00	
Grading inspection fee- Residential Townhomes	\$250.00	

*\*Separate checks should be provided, one for escrow and another for fees, payable to the Township of Wins*



Office of the Tax Assessor

125 SOUTH ROUTE 73

BRADDOCK, NJ 08037

(609) 567-0700 option #9

assessor@winslowtownship.com

## REQUEST FOR CERTIFIED PROPERTY OWNER LIST

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

☐ Please mail original list to \_\_\_\_\_  
If different then above address

☐ Please call for pick up Phone Number \_\_\_\_\_

☐ Please e-mail list to e-mail address \_\_\_\_\_

☐ Please prepare list in an excel spreadsheet format applicant will prepare own labels (sent via email only)

☐ Please prepare mailing labels (an additional fee of .05 per label will be charged)

Please prepare the appropriate Certified List of Winslow Township Property Owners within \_\_\_\_\_  
feet of the below indicated property(ies):

Block(s) \_\_\_\_\_

Lot(s) \_\_\_\_\_

**\*\*if the subject property is within 200' of another municipality, a legible copy of that municipality's tax map indicating the subject property(ies) MUST be attached.**

### Pursuant to §29-1 Miscellaneous Fees

List of property owners within 200' for the first 40 names ....	\$10.00
Each name after 40 .....	\$ .25
Mailing labels (each).....	\$ .05



## Sample of Newspaper Advertisement

Please take notice that the undersigned has filed an application with the Winslow Township Planning/ Zoning Board for a \_\_\_\_\_

\_\_\_\_\_ and any other Variance and/or Waivers that may be required on

Block \_\_\_\_\_ Lot \_\_\_\_\_ known as \_\_\_\_\_.

The application is available for examination at the Mayor Dominic Maiese Municipal Complex, 125 South Route 73, Braddock, New Jersey, 08037, between the hours of 8:30 a.m. and 4:00 p.m.

A Public Hearing will be conducted before the Planning/Zoning Board in connection with this application at the Mayor Dominic Maiese Municipal Complex, 125 South Route 73, Braddock, New Jersey, 08037, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 7:00 PM (Planning) 6:30 PM (Zoning). Anyone interested in this application will be given an opportunity to be heard at the aforementioned meeting.

Name \_\_\_\_\_

Address \_\_\_\_\_

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

**SAMPLE NOTICE TO PROPERTY OWNERS**

In accordance with the requirements of the Township of Winslow, you are hereby notified that an application has been filed by the undersigned with the Secretary of the Planning Board OR Zoning Board of Adjustment and is available for examination at the Winslow Township Municipal Complex, 125 South Route 73, Winslow Township, New Jersey between the hours of 8:30 AM and 4:30 PM.

A Public Hearing will be conducted before the Planning Board OR Zoning Board of Adjustment in connection with this application in the Winslow Township Municipal Building, 125 South Route 73, Winslow Township, New Jersey on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 7:00 PM for the Planning Board/6:30PM for the Zoning Board of Adjustment.

**PROPERTY INVOLVED:**

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLATE: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

PROPOSED USE OR OCCUPANCY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AFFIDAVIT OF SERVICE OF NOTICE

Date: \_\_\_\_\_

To: Winslow Township Planning & Zoning Office

The undersigned declares that in accordance with the provisions of the Township of Winslow Zoning Ordinance, a Notice of the Variance application and of a public hearing thereon has been sent by certified mail to all property owners within two hundred (200) feet of the boundary lines of the property involved.

As of \_\_\_\_\_, 20\_\_\_\_\_, all notices, a copy of which is attached, were mailed by certified mail to the property owners listed on the attached form and which are hereby made part of this declaration.

\_\_\_\_\_

\_\_\_\_\_

## AFFIDAVIT

State of New Jersey, Camden County

\_\_\_\_\_ being of full age and duly sworn according to law upon his/her oath deposes and says that he/she is the person executing the foregoing statement and that the facts herein set forth are true and correct.

Signature \_\_\_\_\_

Sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

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## Zoning Permit Consent to Assume Liability

PROPERTY ADDRESS: \_\_\_\_\_ BLOCK(S): \_\_\_\_\_

ZONE: \_\_\_\_\_ LOT(S): \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

NATURE OF RELIEF OR VARAINCES REQUESTED: \_\_\_\_\_

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The undersigned Applicant, or attorney on behalf of the applicant, hereby acknowledges that the time frame for appeal of the decision of the Winslow Township Board of Adjustment, relative to the above mentioned application, has not expired pursuant to N.J.S.A 4-:55D-17. The Applicant agrees that he/she will not hold Winslow Township liable for any damages arising from the use of the property prior to the appeal period having expired.

\_\_\_\_\_  
APPLICANT SIGNATURE (or attorney)      DATE

\_\_\_\_\_  
PRINT NAME

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### APPLICANT CONTACT INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

**NOTICE OF APPEAL  
OF  
ZONING ENFORCEMENT OFFICER'S DECISION**

**To The Zoning Enforcement Officer:**

The petition of \_\_\_\_\_  
shows that on or about the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
an application to the Zoning Enforcement Officer for the purpose of  
(describe intended action) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the premises located at:

Street Address \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

as shown on the Municipal Tax Maps and owned, or optioned, by the  
applicant was made, that after due consideration the Zoning Enforcement  
Officer did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, decline to  
issue said permit for the reasons stated in the attached copy of the Zoning  
Enforcement Officer's Refusal of Permit Form.

Applicant, feeling aggrieved at the action of the Zoning Enforcement  
Officer, files this notice of appeal with the said Officer, together with the  
required fee of \$\_\_\_\_\_, and requests that action of the Zoning  
Enforcement Officer be reversed or modified as the facts may be  
determined, and applicant further requests that a day be fixed for hearing on  
this appeal and states that the proper notice will be given to all properties  
situated within Two Hundred (200) feet of the property specified above, and  
others required by statute. (File all copies with the Zoning Enforcement  
Officer, where appeal is sought.)

\_\_\_\_\_  
VARIANCE REQUIRED

\_\_\_\_\_  
ZONING OFFICER SIGNATURE