



**CITY OF BEVERLY
446 BROAD STREET
BEVERLY, NJ 08010**

The application, with supporting documentation, must be filed with the Secretary of the Land Use Board and must be delivered to the professional staff (whose name and addresses are supplied at the end of the application) for review at least fifteen (15) business days prior to the meeting at which the application is to be considered.

TO BE COMPLETED BY CITY STAFF ONLY

Date Application Filed: _____ Board Action Required by: _____

Filing Fee Paid: Amount: _____ Date: _____

Professional Escrow Deposited: Amount: _____ Date: _____

The undersigned certifies that the enclosed application is complete.

Signature of Certifying Agent

Date

Signature of Chairman

Date

TO BE COMPLETED BY APPLICANT

1. SUBJECT PROPERTY

Location: _____

Tax Map _____ Page _____ Block _____ Lot(s) _____

Dimensions _____ Frontage _____ Depth _____ Area _____

Zoning District _____

2. APPLICANT

Name _____

Address _____

Telephone Number _____

Applicant is a Corporation Partnership Individual

3. DISCLOSURE STATEMENT

Pursuant to NJS 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 NJSA 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed (Attach additional pages as necessary).

Name_____	Address_____	Interest_____
Name_____	Address_____	Interest_____
Name_____	Address_____	Interest_____
Name_____	Address_____	Interest_____
Name_____	Address_____	Interest_____

4. PROPERTY OWNER

If owner is other than the Applicant, provide the following information:

Owner's Name _____
Address _____
Telephone Number _____

5. PROPERTY INFORMATION

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

Yes [attach copies] _____ No _____ Proposed _____

Note: All deed restrictions, 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 PROFESSIONALS

Applicant's Attorney _____
Address _____
Telephone Number _____
Fax Number _____
Applicant's Engineer _____

Address _____

Telephone Number _____

Fax Number _____

Applicant's Planning Consultant _____

Address _____

Telephone Number _____

Fax Number _____

Applicant's Traffic Engineer _____

Address _____

Telephone Number _____

Fax Number _____

List any other Expert who will submit a report or who will testify for the Applicant: [Attach additional pages as may be necessary]

Name: _____

Field of Expertise _____

Address _____

Telephone Number _____

Fax Number _____

7. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

_____ Minor Subdivision Approval

_____ Subdivision Approval (Preliminary)

_____ Subdivision Approval (Final)

Number of lots to be created _____ Number of proposed dwelling units _____
(including remaining lot) (if applicable)

SITE PLAN:

- _____ Minor Site Plant Approval
- _____ Preliminary Site Plan Approval [Phases (if applicable)_____]
- _____ Final Site Plan Approval [Phases (if applicable)_____]
- _____ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet)_____

Total number of proposed dwelling units_____

Reason for request:_____

MISCELLANEOUS

- _____ Informal Review
- _____ Appeal Decision of an Administrative Officer [NJSA 40:55D-70(a)]
- _____ Map or Ordinance Interpretation of Special Question [NJSA 40:55D-70(b)]
- _____ Variance Relief (hardship) [NJSA 40:55D-70(c) (1)]
- _____ Variance Relief (substantial benefit) [NJSA 40:55D-70(c) (2)]
- _____ Variance Relief (use) [NJSA 40:55D-70(d)]
- _____ Conditional Use Approval [NJSA 40:55D-67]
- _____ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [NJSA 40:55D-34]
- _____ Direct issuance of a permit for lot lacking street frontage [NJSA 40:55D-35]

8. APPLICATIONS FOR VARIANCE RELIEF

Sections(s) of Ordinance from which a variance is requested:_____

What are the exceptional conditions of property preventing Applicant from complying with Zoning Ordinance? [Attach additional pages as necessary.]_____

Supply a statement of facts showing why relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the Zone Plan and

Zoning Ordinance. [Attach additional pages as necessary.]_____

9. WAIVERS REQUESTED

Set forth all requests for waivers from development standards and/or submission requirements, which the Applicant may make: [Attach additional pages as necessary.]_____

10. PUBLISHED NOTICE

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 show 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 identify the property involved by both street and lot/block number.

The publication and the service on the affected owners must be accomplished at least ten (10) days prior to the date scheduled by the board secretary for the hearing.

An affidavit on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

11. DEVELOPMENT INFORMATION

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 additional pages as necessary.]_____

Type of construction (frame, stone, brick, cement, etc.) existing and proposed: [Attach additional pages as necessary.]_____

Is a public water line available?_____

Is public sanitary sewer available?_____

Does the application propose a well and septic system?_____

Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers?_____

Are any off-tract improvements required or proposed?_____

Is the subdivision to be filed by Deed or Plat? _____

What form of security does the applicant propose to provide as performance and maintenance guarantees? _____

12. OTHER APPROVALS (which may be required and date plans submitted)

	Yes	No	Date Plans Submitted
Beverly City Municipal Utilities Authority			
Burlington County Health Department			
Burlington County Planning Board			
Burlington County Soil Conservation District			
NJ Department of Environmental Protection			
Sewer Extension Permit			
Sanitary Sewer Connection Permit			
Stream Encroachment Permit			
Waterfront Development Permit			
Wetlands Permit			
Tidal Wetlands Permit			
Potable Water Construction Permit			
Other			
NJ Department of Transportation			
Public Service Electric and Gas Company			

13. TAX CERTIFICATION

Please provide herewith certification from the Tax Collector that all taxes due on the subject property have been paid.

14. ADDITIONAL MATERIAL SUPPLIED BY APPLICANT

Please identify below all Plats, Maps, Diagrams, Reports, and other materials accompanying this application: [Attach additional pages as may be necessary.]

Quantity	Description of Item
_____	_____
_____	_____
_____	_____

15. APPLICANT'S REQUEST FOR INFORMATION

The applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals:

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

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

CERTIFICATIONS

A. The undersigned hereby certifies that the foregoing statements and submitted materials are true. The undersigned further certifies that he is the individual applicant, or that he is an officer of the corporate applicant and that he is authorized to sign the application for the corporation, or that he is a general partner of the partnership applicant.

(If the applicant is a corporation, this certification must be signed by an authorized corporate officer. If the applicant is a partnership, this application must be signed by a general partner.)

Sworn to and subscribed before me this _____ day of _____, 20____

Signature of Applicant

B. The undersigned hereby certifies that s/he is the owner of the property which is the subject of this application, that s/he has authorized the applicant to make this application, and that s/he agrees to be bound by the application, the representations made, and the decision rendered in the same manner as if s/he were the applicant.

(If the applicant is a corporation, this certification must be signed by an authorized corporate officer. If the applicant is a partnership, this application must be signed by a general partner.)

Sworn to and subscribed before me this _____ day of _____, 20____

Signature of Applicant

C. The undersigned certifies understanding that the sum of \$ _____ has been deposited in an escrow account. In accordance with the Ordinances for the City of Beverly, the undersigned further certifies understanding that such escrow account is established to cover the costs of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, the undersigned understands that s/he will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

(If the applicant is a corporation, this certification must be signed by an authorized corporate officer. If the applicant is a partnership, this application must be signed by a general partner.)

Sworn to and subscribed before me this
_____ day of _____, 20____

Signature of Applicant

IDENTIFICATION OF THE LAND USE BOARD PROFESSIONAL STAFF

Land Use Board Solicitor
Charles D. Petrone
325 New Albany Road
Moorestown, NJ 08057

Phone: 856-816-8135
Fax: 856-222-0411
Email: cdpnjesq@aol.com

Land Use Board Engineer
William Kirchner
Environmental Resolutions, Inc.
815 East Gate Drive, Suite 103
Mt. Laurel, NJ 08054

Phone: 856-235-7170
Fax: 856-273-9239
Email: wkirchner@erinj.com

Land Use Board Secretary
Leigh-Ann Esaia
City of Beverly
446 Broad Street
Beverly, NJ 08010

Phone: 609-747-4078
Fax: 609-387-3558
Email: lesaia@thecityofbeverly.com

City of Beverly
Office of the Tax Assessor
446 Broad Street
Beverly, NJ 08010

RE: List of property owners within 200 feet

Please supply me with a list of property owners within 200 feet of:

Block _____ Lot _____

Address _____.

Signed: _____ Date: _____

NOTICE OF HEARING TO OTHER PROPERTY OWNERS

To: _____

Owner of Premises: _____

PLEASE TAKE NOTICE:

The undersigned has made application to the Land Use Board of the City of Beverly for a variance from the terms of Articles and Sections of the Zoning Ordinance so as to permit:

On the premises _____

Block _____ Lot(s) _____ which is within 200 feet of the property owned by you.

A public hearing has been ordered for _____ at 7:00 p.m. in the Municipal Building, 446 Broad Street, Beverly, NJ 08010, at which time you may appear either in person or by attorney, and register your approval or objection.

This notice is sent to you by the applicant pursuant to New Jersey Statute and City of Beverly Ordinance.

Respectfully,

Applicant

**LIST OF UTILITIES FOR THE CITY OF BEVERLY
LAND USE BOARD NOTIFICATIONS**

Public Service Electric and Gas Company
Attn: Construction Inquiry
410 Route 130 South
Bordentown, NJ 08505
1-800-832-0076

New Jersey American Water Company
Corporate Headquarters
1025 Laurel Oak Road
Voorhees, NJ 08043
1-856-346-8200

Beverly City Sewerage Authority
PO Box 374
Beverly, NJ 08010

Comcast
1250 Haddonfield- Berlin Road
PO Box 5025
Cherry Hill, NJ 07091

Verizon
789 Wayside Road
Neptune, NJ 07753

SCHEDULE OF FEES

<u>Application</u>	<u>Fee</u>
Minor Subdivision, Preliminary Approval	
Application Fee	\$ 250.00
Escrow Deposit	\$2,000.00
Major Subdivision, Preliminary Approval	
Application Fee	\$ 750.00
Escrow Deposit	\$3,000.00
Final Subdivision Approval	
Application Fee	\$ 500.00
Escrow Deposit	\$3,000.00
Minor Site Plan	
Application Fee	\$ 500.00
Escrow Deposit	\$2,500.00
Major Site Plan, Preliminary Approval	
Application Fee	\$ 750.00
Escrow Deposit	
- 1 – 10,000 sf structure	\$3,000.00
- 10,000+ sf structure	\$3,500.00
Major Site Plan, Final Approval	
Application Fee	\$ 500.00
Escrow Deposit	\$3,000.00
Bulk Variance	
Application Fee	\$ 500.00
Escrow Deposit	\$2,000.00
Conditional Use	
Application Fee	\$ 500.00
Escrow Deposit	\$2,000.00
Use Variance or Certificate Pursuant to NJSA 40:55D-68	
Application Fee	\$ 500.00
Escrow Deposit	\$2,000.00
Informal Presentation	
Application Fee	\$ 100.00
Escrow Deposit	\$ 500.00

Inspection Fees

Estimated Cost of Improvement Under \$100,000	
Deposit	\$1,000.00 or 7% of estimated cost, whichever is greater.
Estimated Cost of Improvements Over \$100,000	
Deposit	\$1,750.00 or 7% of estimated cost, whichever is greater.

Appeal or Request For Interpretation

Application Fee	\$ 250.00
Escrow Deposit	\$ 750.00

Certified List of Property Owners Within 200 Feet \$ 10.00

Plan Resubmission

Application Fee	\$ 100.00
Escrow	\$ 500.00