



CITY OF BEVERLY  
446 BROAD STREET  
BEVERLY, NJ 08010

# Land Use Board Application

*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 completeness review.*

### 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 NJSA 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 Plan Approval
- \_\_\_\_\_ Preliminary Site Plan Approval [Phases (if applicable)\_\_\_\_\_]
- \_\_\_\_\_ Final Site Plan Approval [Phases (if applicable)\_\_\_\_\_]
- \_\_\_\_\_ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet)\_\_\_\_\_

Total number of proposed dwelling units\_\_\_\_\_

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  
Caitlin A. Midgette  
City of Beverly  
446 Broad Street  
Beverly, NJ 08010

Phone: 609-747-4084  
Fax: 609-387-3558  
Email: cmidgette@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**

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

<b>Certified List of Property Owners Within 200 Feet</b>	\$ 10.00
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**Plan Resubmission**

Application Fee	\$ 100.00
Escrow	\$ 500.00