



INSTRUCTIONS TO APPLICANTS APPLYING TO THE HAMMONTON JOINT LAND USE BOARD

An applicant shall submit to the Planning/ Zoning Board office application documents for verification of completeness. Upon receipt of an application, the Planning/Zoning Board Secretary will determine that the proper forms are completed and the appropriate numbers of copies are received.

The submitted application will be distributed for completeness review to the Board's professional staff and reports will be rendered within the time limits as prescribed by law.

The Board Secretary will notify you or your representative regarding the hearing date for the application. You must attend the meeting, or the matter will not be considered. Meetings are generally held on the First and Third Wednesday of the month starting at 7 p.m. at Town Hall, 100 Central Avenue.

NOTE: Applicants seeking Use Variances that may involve Site Plan review are advised to obtain an attorney. These applications may also require the services of other professionals, such as Planners or Engineers at the applicants' expense.

NOTE: AN ATTORNEY MUST REPRESENT APPLICATIONS FOR ALL CORPORATIONS

ALL APPLICANTS MUST SUBMIT AS PART OF THE APPLICATION THE FOLLOWING ITEMS AT LEAST TWENTY-ONE (21) DAYS PRIOR TO THE SCHEDULED MEETING DATE OF THE JOINT LAND USE BOARD:

1. **LAND USE BOARD APPLICATIONS:** Completed original plus **eighteen (18) copies** signed and sealed. Nineteen (19) copies of a current survey of the site. Four (4) original pictures plus eighteen (18) copies of four (4) angles of the property in question must be submitted with the application.
2. Completed original plus **eighteen (18) copies** of the checklist for each application.
3. Pinelands Certificate of Filing or No Interest Letter. Original plus eighteen (18) copies.
4. Proof of Payment of Taxes indicating that all property taxes are current.
5. Current "Certified List of Property Owners" within 200 feet of project, obtained from the Tax Assessor. Must be provided as part of the original application package.
6. Application Fee and Escrow as required by Hammonton §175-47.
7. Complete and sign escrow account (see attached typical).
8. Major Subdivision or Major Site Plan require an Environmental Impact Study and review by the Environmental Commission in conformity with the requirements of Hammonton §175-99 or waivers of these requirements.

APPLICATIONS WITHIN PINELANDS: Certificate of Filing or a No Interest Letter is required from the Pinelands Commission as part of your application package for any application that includes land located in the Pinelands Management Areas it must be submitted with your application. **No application will be accepted unless accompanied with a Pinelands Certificate of Filing or a No Interest Letter. No exceptions.**

The applicant must be the owner of the property, a representative of the owner of the property, or the prospective purchaser of the property. In the event that the applicant is the purchaser of the property then copies of an executed agreement of sale must be attached to the application.

The above-mentioned items must be completed and returned with the proper application fee(s) and escrow fee(s) to the Planning/Zoning Board Office. (Please make checks payable to the Town of Hammonton)



9. **Notice Requirements:**

- (a) A current “Certified List of Property Owners” from the Tax Assessor office. This is a list of adjacent property owners within 200 feet of your property to request the list from the Tax Assessors office that will be made available within seven (7) business days or less. Please note that this certified list of property owners must be less than six (6) months old to be considered current.
- (b) The Planning/Zoning Board Secretary will provide the applicant with the date of the scheduled meeting. You must notify the property owners within 200 feet of your property lines by certified mail or hand delivery at least ten (10) days prior to the date of the hearing. **NOTE:** the hearing date cannot be counted in the ten (10) days. For hand delivered notices: Applicant must provide a copy of the notice that has been signed and dated by the adjacent property owner as listed on the certified list of property owners.
- (c) A legal notice must also be advertised in “The Hammonton Gazette” or other paper of record designated by the Town of Hammonton **no later than ten (10) days prior to the date of the meeting.** **NOTE: The hearing date cannot be counted within these ten (10) days.**

10. **The Proof of Service form and the completed Zoning attachments must be delivered to the Planning/Zoning Board no later than five (5) days prior to meeting date. In addition, the following items must be submitted:**

- (a) A copy of the legal notice sent to adjacent property owners.
- (b) The certified list of property owners as issued by the Tax Assessor.
- (c) Original copy of the legal notice as published in the paper also known as the proof of publication.
- (d) The Proof of Service form notarized, signed and dated.
- (e) The original “white certified mail receipts” stamped by the post office with the date of mailing.

Note: Failure to meet all of the notice requirements will prevent your application from being heard on the scheduled night.

11. **Additional Information:**

You will receive an official “Decision & Resolution” within 45 days of your approval signed by the Chairman and the Planning/Zoning Board Secretary.

The Planning/Zoning Board office will publish a short legal notice of the Board’s decision that will appear in the official Town newspaper following the hearing. It will include the applicant’s name, block and lot, a brief description of the application and board’s decision.

Applicants are responsible for notifying the Pinelands Commissions of any approvals obtained by the Town of Hammonton and provide them with all of the necessary documents that they should require processing the application.



DATE SUBMITTED _____
APPLICATION # _____
ESCROW # _____
ESCROW AMOUNT _____
HEARING DATE _____

**TOWN OF HAMMONTON LAND USE BOARD
100 CENTRAL AVENUE HAMMONTON, NJ 08037**

APPLICATION FOR JOINT LAND USE BOARD

1. INFORMATION REGARDING THE APPLICANT:

(A) APPLICANTS NAME: _____
STREET ADDRESS: _____
TELEPHONE: _____ EMAIL: _____

2. APPLICANT IS THE (CHECK ONE)

- (A) OWNER
(B) PURCHASER UNDER CONTRACT
(C) OTHER

3. APPLICANT IS (CHECK ONE)

- (A) AN INDIVIDUAL
(B) A PARTNERSHIP (ATTACH NAMES AND ADDRESSES OF ALL PERSONS HAVING A 10% INTEREST OR MORE IN THE PARTNERSHIP)
(C) A CORPORATION (ATTACH NAMES AND ADDRESSES OF PERSONS HAVING A 10% INTEREST OR MORE IN THE CORPORATION)



4. **INFORMATION REGARDING APPLICANTS PROFESSIONALS:**

(A) ATTORNEYS NAME: _____
ATTORNEY TELEPHONE: _____
ATTORNEY ADDRESS: _____
ATTORNEY EMAIL: _____

(B) ENGINEERS NAME: _____
ENGINEERS TELEPHONE: _____
ENGINEERS ADDRESS: _____
ENGINEERS EMAIL: _____

(C) PLANNERS NAME: _____
PLANNERS TELEPHONE: _____
PLANNERS ADDRESS: _____
PLANNERS EMAIL: _____

(D) OTHER APPLICABLE DESIGN CONSULTANTS, SUCH AS ENVIRONMENT, TRAFFIC,
ETC. ON SEPARATE SHEET

II. **INFORMATION REGARDING PROPERTY:**

1. STREET ADDRESS: _____
2. BLOCK # _____ LOT# _____ TOTAL PARCEL ACREAGE _____
3. ZONE DISTRICT: _____
4. CERTIFICATE OF FILING NUMBER? _____
5. HAVE THERE BEEN ANY PREVIOUS BOARD OF ADJUSTMENT OR PLANNING BOARD
HEARINGS INVOLVNG THIS MATTER? YES NO _____ IF YES, ATTACH A COPY OF
THE WRITTEN DECISION ADOPTED BY THE APPLICABLE BOARD.
6. IS THIS APPLICATION SUBMISSION A RESULT OF ANY ZONING VIOLATIONS?
YES NO IF YES, WHAT WAS THE VIOLATION? _____



7. NATURE OF APPLICATION, CHECK APPROPRIATE ITEMS.

- (1.) INTERPRETATION OF DEVELOPMENT ORDINANCE OR MAP _____
- (2.) APPEAL OF ACTION OF ZONING OFFICER _____
- (3.) VARIANCE: "C" VARIANCE(S) _____
 "D" USE VARIANCE _____
 "D" NON-USE VARIANCE _____
- (4.) SUBDIVISION (MAJOR OR MINOR) _____ (HOW MANY LOTS) _____
- (5.) SITE PLAN (MAJOR OR MINOR) _____
- (6.) WAIVER OF LOT TO ABUT STREET REQUIREMENT _____
- (7.) OTHER _____

8. DESCRIBE THE PRESENT STATUS OF THE PROPERTY: (VACANT LOT, SINGLE- FAMILY RESIDENCE, COMMERCIAL, ETC.)

9. SET FORTH ALL OF THE VARIANCES REQUESTED, AND ALL OF THE FACTS THE APPLICANT RELIES UPON TO SUPPORT EACH REQUEST FOR VARIANCE. USE ADDITIONAL SHEETS IF NECESSARY.

VARIANCE REQUESTED: RELIEF FROM THIS SECTION _____

OF ZONING ORDINANCE WHICH REQUIRES _____

REASON FOR VARIANCE(S):



		CODE REQUIRED	EXISTING CONDITIONS	PROPOSED IMPROVEMENTS	CONFORMITY STATUS ****
USE					
LOT AREA					
LOT WIDTH					
LOT DEPTH					
S E T B A C K S	FRONT YARD				
	RIGHT SIDE				
	LEFT SIDE				
	REAR YARD				
BUILDING HEIGHT					
BUILDING COVERAGE					
TOTAL SITE COVERAGE					
PARKING SPACES					
TOWN, COUNTY OR STATE ROAD CLASSIFICATION OR NUMBER					
ACCESSORY STRUCTURE					
ACCESSORY BUILDING HEIGHT & DIMENSION					

**** **Enter C, ENC or DNC in the above box that applies to the application.**

C = Conforms to Land Management Ordinance of the Town of Hammonton

DNC = Does not conform to Land Management Ordinance of the Town of Hammonton

ENC = Exists currently and does not conform

1. Is the subject property serviced by individual septic & well system? Yes No
(please check applicable answer)

2. Is the subject property serviced by public water and sewer? Yes No
(please check applicable answer)



III. AFFIDAVIT OF APPLICANT

STATE OF NEW JERSEY:

SS:

AFFIDAVIT

COUNTY OF ATLANTIC:

I do dispose upon my oath and state:

1. I am the applicant subject to this application.
2. The statements made by me and the statements and information contained in the papers submitted in connection with this application are true.
3. I am aware that if any of the foregoing statements are willfully false, I am subject to punishments.

(APPLICANT'S SIGNATURE)

Sworn to and subscribed before

me this ____ day of _____, 20 ____.

NOTARY PUBLIC

IV. AFFIDAVIT OF OWNER

STATE OF NEW JERSEY:

SS:

AFFIDAVIT

COUNTY OF ATLANTIC:

I do dispose upon my oath and state:

4. I am the legal or equitable owner of the property subject to this application.
5. The statements made by me and the statements and information contained in the papers submitted in connection with this application are true.
6. I am aware that if any of the foregoing statements are willfully false, I am subject to punishments.

(OWNER'S SIGNATURE)

Sworn to and subscribed before

me this ____ day of _____, 20 ____.

NOTARY PUBLIC



PROOF OF PAYMENT OF TAXES

Date: _____

Applicant's name: _____

Owner's name: _____

Block _____ Lot _____ Qualifier _____

Location _____



DO NOT WRITE BELOW THESE LINES: **FOR TAX COLLECTOR ONLY**

The taxes are paid through and including:

(Circle One) 1Q 2Q 3Q 4Q Year _____

The following taxes are unpaid and delinquent: \$ _____ with

Interest calculated until _____.

Rosemarie Jacobs, Tax Collector

This form must be complete and submitted with no taxes due, for an application to be deemed complete.



INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To: The Town of Hammonton

Re: Block _____ Lot _____

Property Address _____

I, the undersigned hereby agree to indemnify and hold harmless the Town of Hammonton for any accident, injury, or other occurrence(s) or liability which may occur as a result of the issuance of a Resolution of Final Approval for the above stated property to myself, _____ owner(s) of said property. This Indemnification and Hold Harmless Agreement is given for the purpose of inducing the Town of Hammonton to issue the said Resolution of Final Approval.

DATE

APPLICANT

State of New Jersey:

SS:

County of Atlantic:

I certify that on _____ 20_____, _____ personally came before me and acknowledged under oath, to my satisfaction, that this person (or if more than one, each person):

1. Is named in and personally signed the attached document; and
2. Signed, sealed, and delivered this document as his or her act and deed.

NOTARY PUBLIC



AFFIDAVIT OF PROOF OF SERVICE

I, _____ of full age being duly sworn according to law, depose and say, I reside at _____ and I am the applicant, proceeding before the Planning & Zoning Board of the Town of Hammonton, County of Atlantic and that the proceeding is an appeal or application under the Planning & Zoning Ordinance of the municipality. This application relates to the property located at _____ and also known as Block _____ & Lot(s) _____. Written notice was given to each and all of the persons who service must be had, in the required form and in accordance with the attached list and in the manner indicated there on this _____ day of _____, 20_____.

Signature of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20_____.

NOTARY PUBLIC



PROOF OF SERVICE OF NOTICE REQUIRED BY STATUTE MUST BE FILED WITH THE SECRETARY OF THE PLANNING/ZONING BOARD THREE DAYS PRIOR TO THE MEETING.

Publication of this **sample** notice in the newspaper must be done at least 10 days prior to the scheduled meeting date. The meeting date does not count as part of the 10-days. The same notice **must** also be used for each individual listed on the 200 foot list.

PUBLIC NOTICE

Please be advised that on _____, _____ 20__ at 7:00 p.m. at the Town of Hammonton Municipal Building, 100 Central Avenue, Hammonton, County of Atlantic in the State of New Jersey, the Planning/Zoning Board will hold a public hearing on the application of _____ (name of applicant) at which time and place all interested persons will be given the opportunity to be heard.

The property is located on _____ (address of application) in the _____ zoning district and is known as Block(s) _____ Lot(s) _____.

The applicant is seeking a/an approval for (specify and explain each variance and/or planning approval request including what the zoning code permits):

and any and all other variances and waivers that may be required and granted by the Board.

A copy of said application and related documents, are on file in the Office of the Secretary of the Planning & Zoning Board and may be reviewed by all interested parties prior to the meeting.

Said office hours are Monday thru Friday from 9:00 a.m. to 4:00 p.m.

Name of Applicant

Please NOTE:
(If the applicant hand delivers the Public Notice to anyone listed on the 200 foot list, a proof of service must be completed for each hand delivery and the applicant must obtain the signature of each resident the notice is hand delivered to.)



APPLICATION
CERTIFIED LIST OF PROPERTY OWNERS

Date: _____

Mary Joan Wyatt
Town of Hammonton Tax Assessor
100 Central Avenue
Hammonton, New Jersey 08037

RE: Certified List

This is to request a certified list of property owners within 200 feet of Block _____,

Lot _____ as shown on the Town of Hammonton Tax Map.

Purpose of List: _____

Request Made By:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Fee of \$10.00 per each Block & Lot as prescribed by Law.

Cash: _____

Check: _____



**REQUEST FOR INFORMAL REVIEW BY THE PROFESSIONALS OF THE
HAMMONTON JOINT LAND USE BOARD**

The applicant may choose to meet with the Town Engineer, Planner and/or Attorney prior to submitting or appearing before the Board for the purpose of resolving any issues and/or appropriately addressing checklist completeness items. If the applicant/appellant wishes to meet they must complete this form and remit a check for \$800 to cover the cost of review of materials and the meeting time.

APPLICANTS NAME: _____
STREET ADDRESS: _____
TELEPHONE: _____ EMAIL: _____
STREET ADDRESS: _____
BLOCK # _____ LOT# _____
ZONE DISTRICT: _____

(A) ATTORNEYS NAME: _____
ATTORNEY TELEPHONE: _____
ATTORNEY ADDRESS: _____
ATTORNEY EMAIL: _____

(B) ENGINEERS NAME: _____
ENGINEERS TELEPHONE: _____
ENGINEERS ADDRESS: _____
ENGINEERS EMAIL: _____

(C) PLANNERS NAME: _____
PLANNERS TELEPHONE: _____
PLANNERS ADDRESS: _____
PLANNERS EMAIL: _____



- (D) OTHER APPLICABLE DESIGN CONSULTANTS, SUCH AS ENVIRONMENT, TRAFFIC, ETC. ON SEPARATE SHEET

Please provide exhibits, plans and other documentation you wish to have reviewed with this submission at least Twenty-one (21) days prior to the scheduled meeting date of the Joint Land Use Board.



Applicant: _____
Block: _____ Lot: _____

ESCROW AGREEMENT

This Escrow Agreement made between the applicant hereinafter referred to as "Developer", and the Town of Hammonton Joint Land Use Board, (hereinafter) called "Town".

The purpose of this Agreement is to set forth the procedure for Escrow Funds that shall be deposited with the Town at the inception of any application before the Town Joint Land Use 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 Town.

- 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 Joint Land Use 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 Town and/or Joint Land Use 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 Town. 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 Town.
- 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 of 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 Town 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 Town, that any meetings in or out of the professional's office, requested by the Developer, shall be



paid for by the Developer for the professional's 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 Town for any of the following:
 - a.) Attendance by the Professional Personnel at any regularly scheduled meeting of the Municipal Agency; provided however that the Town shall be entitled to be reimbursed for attendance of its Professional Personnel at special meetings of the Municipal Agency which were requested by the Developer for the Developer's convenience.
- 8.) The Town shall notify the Developer when said deposit into the Professional Escrow Account appears to be insufficient for any particular application of the Developer. At that time additional funds shall be deposited into the Professional Escrow Account based on an estimation submitted by the Town 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 Town 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 Town 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 Town 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 Town 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 Town with respect to any services or which the Town 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 Town agree that the initial deposit into the Professional Escrow Account shall be made in accordance with Ordinance Chapter 40, 43-46. 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 Town based on an estimation of amount of professional review time necessary to complete the application.

Town of Hammonton
Joint Land Use Board

DATE: _____

BY: _____

DATE: _____

BY: _____

Developer

Street Address

City, State Zip