

**RIVERSIDE TOWNSHIP
PLANNING BOARD
APPLICATION INFORMATION**

1. Receive a packet from Board Secretary
2. Fill out our form to obtain list of property owners with 200' and return to Board Secretary. Tax Assessor has 7 days from receipt to furnish list.
3. Complete application entirely and have notarized in the places indicated. If you are the applicant and owner fill out both portions at the end of the application.
4. Attached to application proof that taxes are current along with any supporting documentation. Application plus 14 copies must be received by the Board Secretary no later than 15 business days prior to meeting, but not more than twenty-one (21) business day. Also as indicated in the application the Board Solicitor and Board Engineer must receive a copy no later that 15 business days prior to meeting, but not more than twenty-one (21) business days.

Board Solicitor: Joseph F. Polino, Esq.
Polino & Pinto, P.C.
720 E. Main Street
Suite 1-C
Moorestown, NJ 08057
856-727-1777

Board Engineer: William T. Birdsall, PE, PP, CME
Birdsall Engineering, Inc.
611 Industrial Way West
Eatontown, NJ 07724
732-380-1700

5. It is the applicant's responsibility for notification to the newspaper and receiving an affidavit from them. The notice must be in the newspaper at least 10 days prior to the meeting.
6. It is the applicant's responsibility to notify by letter to the property owners within 200' surrounding the property. Again, this must be completed at least 10 days prior to the meeting. Letters should be sent certified mail or proof of delivery to the exact person on the list (Sending to "renters" is not considered notification).
7. Proof of Service – Should be completed when notification to newspaper and property owners is complete (must be notarized).
8. Attend the meeting along with any representatives you may have. You will be called up by the chairman to explain the nature of your application. Board Members, our attorney and engineer will ask questions at that time. The meeting will then be opened to the public for any comment. The public portion is then closed and the Board may ask additional questions. The Board will then vote.
9. If your application is approved, the following month a written resolution is adopted by the Board and you will receive a copy.

**(PLANNING BOARD and ZONING BOARD OF ADJUSTMENT
Henceforth referred to as the Planning Board)**

Township of Riverside
Riverside, NJ 08075
In the County of Burlington
New Jersey

Phone (856) 461-8552

**REQUEST FOR THE NAMES AND ADDRESSES OF OWNERS
REQUIRED TO BE NOTICED**

DATE _____

TO: SECRETARY OF THE PLANNING BOARD:

Pursuant to NJAC 40:550-12c ., I request a list of the names and addresses of the owners of real property within two hundred (200') feet of BLOCK _____ LOT _____ located at _____ . I agree to pay Riverside Township a sum not to exceed of \$0.25 per name or (\$10.00) dollars, whichever is greater for furnishing the list.

APPLICANT _____

I certify that the following list contains the names and addresses, taken from the current tax duplicate of all property owners within (200') feet of BLOCK _____ LOT _____

BLOCK	LOT	NAME	ADDRESS
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**FORM OF NOTICE TO BE
THE PROPERTY OWNERS WITHIN 200'
OF THE PROPOSED APPLICATION**

Take Notice on the _____ day of _____, 2_____, a hearing
will be held beginning at 7:00pm before the Riverside Township Planning Board on the
application of the undersigned for _____
so as to permit _____

on the tract of land identified as Block _____ Lot _____ located at
_____, Riverside NJ which is in the _____ zone.

The application and its supporting documents are on file in the Riverside Township
Municipal Building and may be inspected between the hours of 9:00am and 4:00pm Monday
through Friday.

Any interested party may appear at the hearing and participate in accordance with the
rules of the Planning Board.

(PRINT NAME)

Please publish one time on or before

Township of Riverside
Riverside, NJ 08075 In the County of Burlington
New Jersey

Phone: (856) 461-8552

FORM OF NOTICE TO BE PUBLISHED IN THE NEWSPAPER

TAKE NOTICE that on the _____ day of _____, 2_____, a hearing will be held beginning at 7:00PM before the Riverside Township Planning Board on the application of the undersigned for

so as to permit _____

on the tract of land identified as **BLOCK** _____ **LOT** _____ located at

_____, Riverside NJ which is in the

_____ **ZONE.**

The application and its supporting documents are on file in the Riverside Township Municipal Building and may be inspected between the hours of 9:00am and 4:00pm Monday through Friday.

Any interested party may appear at the hearing and participate in accordance with the rules of the Planning Board.

APPLICANT'S NAME (print)

**PLEASE PUBLISH ONE TIME
AFFIDAVIT REQUESTED**

PROOF OF SERVICE

STATE OF NEW JERSEY,

ss.

COUNTY OF BURLINGTON,

_____ of full age, being

Duly sworn according to law, deposes and says, that he/she resides at _____

in the Township of _____ in the County of _____

and the State of _____; that he is the applicant in a

proceeding before and State of _____ the Planning Board,

Township of Riverside, being an applicant under the Zoning Ordinance, and which has the

Calendar Number _____ and relates to premises _____

that he gave notice of this proceeding to each and all of the owners of property affected by

this application, in the manner provided by law on _____, 2_____, a true

copy of the notice and the names and addresses of those so notified are attached to this

Affidavit.

Sworn to before me, this _____

Day of _____, 2_____.

STATUTORY REQUIREMENTS CONCERNING NOTICE

The Planning Board shall fix reasonable time for the hearing of the appeal, giving due notice thereof to the appellant. Said appellant shall thereupon at least ten days prior to the time appointed for said hearing, give personal notice to all property owners within two hundred feet (200') of the property to be affected by said appeal. Such notice shall be given either by handing a copy thereof to the said property owners or by leaving a copy thereof at the usual place of abode of said property owners, if said owners are the occupants of the property affected by such appeal or are residents of the municipality in which said property is located.

Whenever said owners are non-residents of said municipality, such notice may be given by sending written notice thereof by registered mail to the last known address of the property owner or owners, as shown by the most recent tax list of said municipality.

Where the owners are partners, service upon any partner, as outlined above, shall be sufficient, and where the owners are corporations, service upon any officer, as above set forth, shall be sufficient. Said appellants shall by affidavit present satisfactory proof to the said Planning Board at the time of the hearing that said notices have been duly served as aforesaid. Upon the hearing any party may appear in person or by duly authorized representative.

**Township of Riverside
Riverside, NJ 08075
In the County of Burlington
New Jersey
Phone: (856) 461-8552**

APPLICATION FOR APPROVAL BEFORE THE PLANNING BOARD

*****THIS APPLICATION ALONG WITH ALL SUPPORTING DOCUMENTATION MUST BE FILED, PLUS 14 COPIES WITH THE PLANNING BOARD NO LATER THAN AT FIFTEEN BUSINESS DAYS PRIOR TO THE MEETING, BUT NOT MORE THAN TWENTY-ONE (21) BUSINESS DAYS PRIOR TO THE MEETING AT WHICH THE APPLICATION IS TO BE CONSIDERED *****

****** NO APPLICATION WILL BE CONSIDERED UNLESS ALL MUNICIPAL TAXES, ASSESSMENTS, APPLICATION AND REVIEW FEES ARE CURRENT******

Date Filed _____ Application Number _____
Application Fees _____ Escrow Fees _____
Scheduled For _____

TO BE COMPLETED BY APPLICANT

1. DESCRIPTION OF PROPERTY

Address _____ Block _____ Lot _____
Dimensions: Width _____ Depth _____ Area _____

Zoning District (Designation and Description) _____

2. APPLICANT

Name _____

Address _____

City, State, Zip Code _____

Telephone _____ Fax _____

Applicant is a: Corporation _____ Partnership _____ Individual _____

3. DISCLOSURE STATEMENT

Pursuant to the NJSA 40:55D-48.1 the names and addresses of all persons owning ten (10) percent or more of the stock in a corporate applicant or a ten (10) percent or greater 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 a ten (10) percent or greater interest in the applicant followed up in the chain of ownership until the names and addresses of the individual owners equaling or exceeding this limit are disclosed (Attached additional pages as necessary)

Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____

4. OWNER

If the Owner is other than the Applicant, the following information must be provided:

Owner's Name _____

Address _____

City, State, Zip Code _____

Telephone _____ Fax _____

5. PROPERTY AND DEVELOPMENT INFORMATION

A. Restrictions, covenants, easements, association by-laws, existing or proposed on the subject property: YES (attach copies) ___ NO _____ PROPOSED _____ NOTE: All deed restrictions, covenants, easements, association by-laws and the like must be submitted for review and written in easily understood English in order to be approved.

B. Present Use of the premises: _____

C. Detail description of the nature of application including all proposed uses (attach additional sheets as necessary):

D. Is public water line available? _____

E. Is public sanitary sewer available? _____

F. Is well proposed?

G. Is septic system proposed?

H. Are any off-tract improvements required or proposed?

6. APPLICANT'S PROFESSIONALS

A. Attorney _____ Firm _____
Address _____
Phone _____ Fax _____

B. Engineer _____ Firm _____
Address _____
Phone _____ Fax _____

C. Planner _____ Firm _____
Address _____
Phone _____ Fax _____

D. Traffic Engineer _____ Firm _____
Address _____
Phone _____ Fax _____

E. Other Expert (list any other expert who will submit a report or testify on behalf of the applicant). Attach additional sheets as necessary

Field of Expertise _____ Firm _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____

7. SUBDIVISION APPROVAL

_____ Minor Subdivision Approval
_____ Major Subdivision Approval (Preliminary)
_____ Major Subdivision Approval (Final)

Number of lots to be created (including remainder lot) _____
Number of proposed dwelling units (if applicable) _____
Is the subdivision to be filed by Deed _____ or Plat _____
Have any proposed new lots been reviewed with the Tax Assessor for Appropriate Block and Lot numbers? _____

What form of security do you propose to offer if a performance and maintenance guarantee are required? _____
It is the responsibility of the applicant to provide all the information Required by Sections 18:2-5.4 (FOR PRELIMINARY APPROVAL) AND 18:2-6 (FOR FINAL APPROVAL) of the Riverside Township Development Regulations.

8. SITE PLAN APPROVAL

_____ Minor Site Plan Approval
_____ Site Plan Approval Preliminary _____ Final _____
_____ Phases (if applicable)
_____ Amendment or Revision to Approved Site Plan

Area to be disturbed (in square feet or acreage) _____
Number of proposed dwelling units (if applicable) _____
What form of security do you propose to offer if a performance and maintenance guarantee are required? _____

9. ORDINANCE SECTIONS FROM WHICH RELIEF IS REQUESTED

Relief is requested from the following ordinance requirements (include section number (s)): _____

10. **WAIVERS FROM DEVELOPMENT STANDARDS OR SUBMISSION REQUIREMENTS**

Relief is requested from the following development standard or submission requirements:

11. **SUPPORTING DOCUMENTATION**

List below all maps, reports, and other documentation submitted in support of this application (attach additional pages as required.)

<u>QUANTITY</u>	<u>DESCRIPTION</u>
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It is the responsibility of the applicant to mail or deliver copies of this application and all supporting documents to the Planning Board Solicitor and Planning Board Engineer for their review. This information must be received at least 15 but not more than 21 business days prior to the meeting at which the application is to be considered. Failure to comply may result in the application being deemed incomplete and not being heard. Necessary addresses are attached at the end of this form.

12. **PUBLIC NOTICE AND CERTIFICATION AS TO TAXES PAID**

Attach a copy of the Public Notice to appear in the official newspaper of the municipality and to be delivered to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet of the outbound property line of the subject property. Notice to other agencies such as the County of Burlington and State Department of Transportation may also be required. The notice should specifically describe the parcel and relief sought. This notice is jurisdictional. Failure to give proper notice at least 10 days prior to the date scheduled for the hearing will result in your application not being heard. An affidavit of service on all person entitled to notice and a proof of publication must be filed before the applications is complete and ready for hearing.

In addition, the applicant must provide a current certification from the Municipal Tax Collector that all taxes and assessments due with respect to the subject property have been paid and are current.

13. OTHER REQUIRED APPROVALS

Please indicate other approvals required for this development and the date on which the application was made.

No	Date	Yes	
<u> </u> Riverside Water Reclamation Authority		—	—
<u> </u> New Jersey American Water		—	—
<u> </u> Riverside Fire Marshall		—	—
<u> </u> Burlington County Health Dept.		—	—
<u> </u> Burlington County Planning Board	—	—	—
<u> </u> Burlington County Conservation Dist.		—	—
<u> </u> NJ Council on Affordable Housing	—	—	—
<u> </u> NJ Dept. of Transportation		—	—
<u> </u> NJ Dept. of Environmental Protection		—	—
<u> </u> Sewer Extension Permit		—	—
<u> </u> Sewer Connection Permit		—	—
<u> </u> Stream Encroachment Permit		—	—
<u> </u> Waterfront Development Permit		—	—
<u> </u> Freshwater Wetlands Permit		—	—
<u> </u> Tidal Wetlands Construction Permit		—	—
<u> </u> Other (Specify) _____		—	—
<u> </u> PSE&G		—	—
<u> </u>			

CERTIFICATIONS

14. APPLICANT'S CERTIFICATION

I certify that the statements made in this application and the materials submitted are true. I further certify that I am (check appropriate description)

- _____ the individual applicant.
- _____ a general partner of the partnership applicant
- _____ a duly authorized officer of the corporate applicant.

Name: _____
Position: _____
Signature: _____

Sworn to and subscribed before
me this _____ day of _____ 2 _____

Notary Public

15. OWNER'S CERTIFICATION

I certify that I am the owner or authorized representative of the Owner of the property which is the subject of this application, I have authorized the applicant to make this application, and that I agree to be bound by their application, representations, and decisions of the Planning Board in the same manner as if I were the applicant. I further certify that I am (check appropriate description)

- _____ the individual applicant.
- _____ a general partner of the partnership applicant
- _____ a duly authorized officer of the corporate applicant.

Name: _____

Position: _____

Signature: _____

Sworn to and subscribed before
me this _____ day of _____ 2 _____

Notary Public

TRANSMISSION VERIFICATION REPORT

TIME : 11/25/2008 16:00

DATE, TIME	11/25 15:56
FAX NO. /NAME	19568739044
DURATION	00:03:31
PAGE(S)	12
RESULT	OK
MODE	STANDARD ECM