

Township of Lawrence
Mercer County NJ
Department of Community Development

Instructions

This package is to be utilized for all applications to either the Planning Board or Zoning Board, with the exception of homeowner's applications (separate package). At the time of the filing of the application, the applicant shall provide one (1) complete set of the following documents for completeness review to the Division of Planning and Redevelopment:

- a) Appropriate documents from the master checklist (application must have an original signature).
- b) Complete set of the Site plans.
- c) Complete set of Architectural plans.
- d) Property Owner's List Request Form. There is a \$10.00 fee for this list, which must be paid at the time of the filing of the application. If there are over forty names, an additional \$0.25 per name will be charged (request form PO-1 attached).
- e) Appropriate fee and escrow (to be determined by the Finance Department at the time of filing of the application). An original W-9 is required with payment.

No application will be accepted without all completed necessary information. The Administrative Officer shall determine the completeness of all applications as specified by the Municipal Land Use Law. A letter of completeness review will be mailed directly to the applicant's attorney advising of any additional information required.

Any questions should be directed to the Administrative Officer at 609.844.7087.

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Land Use Application Master Checklist

Name of Applicant: _____

Block No. _____ **Lot No(s)** _____

- | Required for all applications: | Complete form: |
|---|-----------------------|
| <input type="checkbox"/> General Information | Form G-1 |
| <input type="checkbox"/> Certifications | Form C-1 |
| <input type="checkbox"/> Taxpayer Identification number & certification | IRS form W-9 |
| Type of approval sought (check all as appropriate): | |
| <input type="checkbox"/> Appeal from decision of Administrative Officer | Form A-1 |
| <input type="checkbox"/> Bulk Variance (parcel) | Form B-1 |
| <input type="checkbox"/> Bulk Variance (signage) | Form B-2 |
| <input type="checkbox"/> Bulk Variance (homeowner) | Form B-3 |
| <input type="checkbox"/> Contribution Disclosure Statement | Form DS-1 |
| <input type="checkbox"/> Conditional Use | N/A |
| <input type="checkbox"/> Informal | N/A |
| <input type="checkbox"/> Interpretation | N/A |
| <input type="checkbox"/> Lot Consolidation | N/A |
| <input type="checkbox"/> Site Plan, Informal | N/A |
| <input type="checkbox"/> Site Plan, Waiver | N/A |
| <input type="checkbox"/> Site Plan, Minor | N/A |
| <input type="checkbox"/> Site Plan, Preliminary Major | N/A |
| <input type="checkbox"/> Site Plan, Final Major | N/A |
| <input type="checkbox"/> Subdivision, Minor | N/A |
| <input type="checkbox"/> Subdivision, Preliminary Major | N/A |
| <input type="checkbox"/> Subdivision, Final Major | N/A |
| <input type="checkbox"/> Use Variance | Form U-1 |
| <input type="checkbox"/> Other (specify) | N/A |

List all accompanying material:

<u>Description</u>	<u>Number Submitted</u>
_____	_____
_____	_____
_____	_____
_____	_____

List name & address of all expert witnesses expected to testify:

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General Information

1. Applicant:

Name _____ Phone _____
Address _____ Fax _____
_____ Email _____

2. Owner of land (as shown on current tax records):

Name _____ Phone _____
Address _____ Fax _____
_____ Email _____

3. Attorney (where applicable):

Name _____ Phone _____
Address _____ Fax _____
_____ Email _____

4. Engineer (where applicable):

Name _____ Phone _____
Address _____ Fax _____
_____ Email _____

5. If the applicant is a corporation or partnership, list the names and addresses of all stock holders or partners owning a 10% or greater interest in said corporation or partnership in accordance with P.L.1977 Ch.336.

6. Location of Land:

Lot No(s) _____ Block(s) _____ Tax Map Pg(s) _____
Street(s) _____

7. Zoning designation of parcel (see Zoning Map): _____

8. Name of proposed development: _____

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Certifications

Certification of applicant:

I/we do hereby certify that all statements made herein and in any documents submitted herewith are true and accurate.

Applicant's signature _____ Date _____

(Print or type name)

Owner's consent to filing of application:

If the applicant is not the owner of the property, have owner sign below or file with the application a letter signed by the owner consenting to the application.

I am the current owner of the subject property and am aware of and consent to the filing of this application.

Owner's signature _____ Date _____

(Print or type name)

Acceptance of reasonable review & inspection costs:

I/we do hereby agree to pay all reasonable costs for professional review of the plan(s) and material submitted herewith and for subsequent township inspection of any improvements to be constructed in connection therewith or future bond releases, where such inspection is required.

Applicant's signature _____ Date _____

(Print or type name)

Authorization for township officials to enter upon property:

I/we do hereby grant authorization to township officials, including Planning or Zoning Board members, to enter upon the subject property for the purpose of inspection related to this application.

Owner's signature _____ Date _____

(Print or type name)

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Bulk Variance (Parcel)

Existing and proposed property dimensions as compared to the zoning ordinance requirements:

	Permitted for zone in which property is located	Permitted for zone where proposed use is allowed ⁽¹⁾	Existing	Proposed	Extent of variance requested
LOT DATA					
Lot Area	SF	SF	SF	SF	SF
Lot Frontage	FT	FT	FT	FT	FT
Lot Width	FT	FT	FT	FT	FT
Lot Depth	FT	FT	FT	FT	FT
Parking Spaces					
Floodplain Buffer (if applicable)	FT	FT	FT	FT	FT
Total Impervious Coverage	%	%	%	%	%
PRINCIPAL BUILDING					
Front Yard setback	FT	FT	FT	FT	FT
Left Side Yard setback	FT	FT	FT	FT	FT
Right Side Yard setback	FT	FT	FT	FT	FT
Rear Yard setback	FT	FT	FT	FT	FT
Floor Area Ratio					
Building Height	FT	FT	FT	FT	FT
ACCESSORY BUILDING					
Side Yard setback	FT	FT	FT	FT	FT
Rear Yard setback	FT	FT	FT	FT	FT
Dist. to Other Building	FT	FT	FT	FT	FT

(1) Complete this column with a Use Variance application only

Mark any pre-existing variance with an “ * ”.

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Bulk Variance (Signage)

Existing and proposed signage requirements as compared to the zoning ordinance requirements:

	Permitted for zone in which property is located	Existing	Proposed	Extent of variance requested
Freestanding Sign				
Number				
Area	SF	SF	SF	SF
Setback	FT	FT	FT	FT
Height	FT	FT	FT	FT
Façade Sign				
Number				
Area	SF	SF	SF	SF

Mark any pre-existing variance with an “ * ”.

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Use Variance

Request is hereby made for permission to use, erect, alter, or convert a _____
contrary to the requirements of § _____ of the Land Use Ordinance, or
for other relief as follows: _____

1. List the zoning districts in which the proposed use is allowed: _____

2. Describe the existing structure(s) located on the property and their current use:

3. Describe the type and use of the structures located on the properties surrounding the subject
property: _____

4. Has there been any previous appeal, request, or application to this or any other Township Boards
or the Building Inspector involving these premises?

_____ Yes _____ No

If Yes, state the nature, date, application no. and disposition of said matter. _____

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Appeal from decision of Administrative Officer

NOTICE OF APPEAL

TAKE NOTICE that the undersigned, owner of premises in the Township of Lawrence designated on township tax map page _____ as Block(s) _____ Lot(s) _____ ("*Premises*"), also known as _____, located in the _____ zoning district, owned by _____ or has interest in said premises and has permission of the owner and has sought relief from the administrative officer, hereby appeals to the Zoning Board of Adjustment from the order, determination, or decision of said administrative officer made on the ___ day of _____, granting / denying a _____ to _____ permit construction of a _____ on said premises. The administrative officer gave as the reason for that action (attach any correspondence):

TAKE FURTHER NOTICE that you are hereby required to immediately transmit to the Secretary of the Zoning Board of Adjustment and the statute in which such case made and provides.

Dated: _____
_____ Appellant

(NOTE: THIS NOTICE OF APPEAL MUST BE SERVED UPON THE ADMINISTRATIVE OFFICER FROM WHOM THE APPEAL IS TAKEN WITHIN 20 DAYS OF THE DATE OF THE ACTION WHICH IS APPEALED).

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Contribution Disclosure Statement

RECIPIENT	AMOUNT	DATE

Provide additional pages as necessary

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NOTICE TO ALL APPLICANTS

Lawrence Township would like to offer applicants an explanation of our escrow accounting system so that they may better understand our practices prior to filing an application with our Zoning or Planning Board.

There are two cost components to the application submission – the application fee and the escrow deposit. The application fee is a non-refundable charge to cover direct administrative expenses.

The escrow deposit is authorized by State law and is established to cover the costs of professional services including engineering, legal, planning and other expenses connected with the review of an application and the appearance before the Zoning or Planning Boards. Some professional services are provided by in-house staff and other services by outside consultants. The law provides that the costs of outside consultant services are recovered in full and in-house staff services are recovered at double the staff member's hourly compensation. The initial escrow deposit established by Lawrence Township is almost always less than the Township's cost to complete the application process. When an escrow account is depleted, the applicant must replenish the account.

The Township sends invoices quarterly on escrow accounts. Please be advised, however, that any charges in excess of the escrow deposit must be paid in full at each of the following stages – before plans are approved, before a building permit is issued, and before a Certificate of Occupancy is issued.

We hope that this assists you in understanding the costs associated with the application process. If you need further assistance, please contact the Finance Office at 609/844-7010.

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Property Owner's List Request Form

_____ Date

TO: Department of Engineering

Please prepare a list of property owners within 200' of:

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

Application No. _____

Applicant: Name: _____

Address: _____

Phone No.: _____

Contact: Name: _____

Address: _____

Phone No.: _____

The above list is requested to be provided by the Department of Engineering within seven (7) days as per Ordinance requirements.

Please Mail Request to: Township of Lawrence
Department of Engineering
2207 Lawrence Road
Lawrence Township NJ 08648

Please Note: There is a \$10.00 charge for the list. If the list is over forty (40) names, an additional \$0.25 per name will be charged. No list or recheck of same will be released until the required fee is paid.

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AFFIDAVIT OF SERVICE TO NOTICE

Township of Lawrence)
County of Mercer)
State of New Jersey)

IN RE: Application of _____
Application No. _____

I, _____, of full age, being duly sworn according to law, upon _____ oath, depose and say: That at least ten (10) days prior to the hearing of this application, I gave or caused to be given written notice thereof, IN THE FORM ATTACHED HERETO, and in the manner herein set forth, to all parties upon whom the New Jersey Revised Statutes require such notice to be served as follows:

1. To all property owners within 200' of the property to be affected by this application, by sending said notice by registered or certified mail to the last known address of the property owner or owners as shown by the most recent tax lists of the municipality, or by handing a copy of said notice to said property owner(s); and
2. If the property to be affected by this application is situated within 200' of an adjoining municipality, by sending a copy of said notice by registered or certified mail to the Municipal Clerk of such adjoining municipality and the County Planning Board of the County in which said adjoining municipality is located and the County Planning Board of Mercer County.
3. If the property to be affected by this application adjoins a County road or other County lands, by sending a copy of said notice by registered or certified mail to the County Planning Board of Mercer County.
4. If this application involves property abutting upon or adjacent to a State Highway, by sending a copy of said notice by registered or certified mail to the Commissioner of the New Jersey Department of Transportation.

A true list of names of said property owners, Clerks, boards and/or agencies served, with their addresses, and stating the date and manner of service upon each is as follows:

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Name/Address	Date Served	Personal Service	Certified or Registered Mail
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Signature Applicant

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

CAUTION: This affidavit must be filed with the Division of Planning and Redevelopment at least the Friday prior to the meeting at which this application is scheduled.

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NOTICE

File No. _____

NOTICE is hereby given that on the _____ day of _____, 20__, at 7:00 p.m. in the Lower Level Conference Room of the Municipal Building, 2207 Lawrenceville Road, Lawrence Township NJ 08648, the Lawrence Township ____ Planning Board ____ Zoning Board of Adjustment will hold a hearing on the appeal or application of the undersigned, at which time and place all interested parties will be given an opportunity to be heard:

LOCATION OF PREMISES – STREET ADDRESS AND BLOCK(s) / LOT(s):

NAME OF APPLICANT AND NATURE OF APPEAL OR APPLICATION:

and any other variances and/or waivers that are found to be required.

Copies of the application and plan are available for inspection at the office of the Lawrence Township Planning and Redevelopment, Municipal Building, weekdays (except holidays), between the hours of 8:30 a.m. and 4:30 p.m.

By: _____
Appellant or Applicant

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SAMPLE SIGNATURE BLOCKS- PLANNING BOARD

FOR MAJOR SUBDIVISION

Approved by the Mercer County Planning Board

_____ Planning Director	_____ Date
_____ Recording Secretary	_____ Date

Approved by the Lawrence Township Planning Board

_____ Chairperson	_____ Date
_____ Secretary	_____ Date
_____ Municipal Engineer	_____ Date

For Zoning Board of Adjustment, please substitute "Zoning Board of Adjustment" for "Planning Board."

SITE PLANS AND MINOR SUBDIVISIONS

For site plans or minor subdivisions, the signature blocks for the Mercer County Planning Board are **NOT** required.