

MANSFIELD TOWNSHIP  
Municipal Complex  
Post Office Box 249  
Columbus, New Jersey 08022

PLANNING BOARD & ZONING BOARD APPLICATION FORM

To be completed by Township staff only.

Date Filed \_\_\_\_\_ Application No. \_\_\_\_\_  
Planning Board \_\_\_\_\_  
Zoning Board of Adjustment \_\_\_\_\_ Application Fees \_\_\_\_\_  
Escrow Deposit \_\_\_\_\_  
Scheduled for: Review for Completeness \_\_\_\_\_ Hearing \_\_\_\_\_

1. SUBJECT PROPERTY

Location: \_\_\_\_\_  
Tax Map Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Dimensions Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_  
Zoning District \_\_\_\_\_

2. APPLICANT

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Applicant is a Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

3. DISCLOSURE STATEMENT

Pursuant to N.J.S.A. 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 N.J.S.A. 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 pages as necessary to fully comply.]

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

4. If Owner is other than the applicant, provide the following information on the Owner(s):

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 \_\_\_\_\_

<b>Note:</b> All deed restrictions, covenants, 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.
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Present use of the premises: \_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

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6. Applicant's Attorney \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

7. Applicant's Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

8. Applicant's Planning Consultant \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

9. Applicant's Traffic Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

10. List any other Expert who will submit a report or who will testify for the Applicant:  
[Attach additional sheets as may be necessary]  
Name \_\_\_\_\_  
Field of Expertise \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

11. 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 remainder 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 proposed dwelling units \_\_\_\_\_

\_\_\_\_\_ Request for Waiver From Site Plan Review and Approval

Reason for request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

12. Section(s) of Ordinance from which a variance is requested:

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13. Waivers Requested of Development Standards and/or Submission Requirements:  
[attach additional pages as needed]

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14. 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 shown 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 specify the sections of the Ordinance from which relief is sought, if applicable. **The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.** An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

15. 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 pages as needed]

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16. Is a public water line available? \_\_\_\_\_
17. Is public sanitary sewer available? \_\_\_\_\_
18. Does the application propose a well and septic system? \_\_\_\_\_
19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? \_\_\_\_\_
20. Are any off-tract improvements required or proposed? \_\_\_\_\_
21. Is the subdivision to be filed by Deed or Plat? \_\_\_\_\_
22. What form of security does the applicant propose to provide as performance and maintenance guarantees? \_\_\_\_\_
23. Other approvals which may be required and date plans submitted:

	Yes	No	Date Plans Submitted
Mansfield Township Board of Health	_____	_____	_____
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 & Gas Company	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



CERTIFICATIONS

27. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.  
[If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF APPLICANT

28. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.  
[If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF OWNER

29. I understand that the sum of \$\_\_\_\_\_ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Land Development Ordinance of Mansfield Township, I further understand that the escrow account is established to cover the cost 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, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Date \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER

Township of Mansfield

ESCROW AGREEMENT

This Agreement, made and entered on this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_

by and between the Township of Mansfield, a Municipal Corporation of the

State of New Jersey (hereinafter TOWNSHIP) and \_\_\_\_\_

\_\_\_\_ (hereinafter DEVELOPER), is made upon the following terms and conditions.

1. AGREEMENT TO PAY FEES: DEVELOPER hereby covenants and agrees to pay all charges and fees imposed by TOWNSHIP in connection with the Application for Development filed contemporaneously herewith. Such fees include but are not limited to application fees, attorneys review fees, engineers review fees, planners review fees, court stenographer fees, copy costs, and postage.

2. ESCROW DEPOSIT: TOWNSHIP hereby acknowledges receipt of \$ \_\_\_\_\_ said sum being a cash deposit to be placed in a township escrow account to cover the cost of the aforementioned review fees. Such sum shall be charged periodically as fees and charges accrue and the balance of the escrow sum, if any, after all charges and fees have been paid shall be returned to DEVELOPER.

3. ADDITIONAL PAYMENTS: The DEVELOPER agrees to pay any additional sum required to pay charges and fees not covered by the escrow deposit within fifteen (15) days after receipt of a billing by the appropriate Township Office. The DEVELOPER understands and agrees to pay such sum notwithstanding any dispute as to the reasonableness of fees and charges. Payment shall not constitute a waiver of the right to challenge the reasonableness of charges and fees as set forth hereinbelow.

4. CONTEST OF REASONABLENESS: DEVELOPER agrees that the reasonableness of any fee or charge may be challenged by an appropriate legal action brought within forth-five (45) days from the date that the DEVELOPERS escrow deposit balance is returned or forth-five (45) days from the date that the developer receives notice that additional payments are requested to pay charges and fees not covered by the escrow deposit. DEVELOPER understands and agrees that the aforesaid procedure shall be the sole and exclusive method of challenging the reasonableness of charges and fees and hereby waives any longer statute of limitations.

5. NOTICE DEVELOPER agrees that all notices or refunds shall be mailed to the following address: \_\_\_\_\_

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6. COLLECTION: Should the DEVELOPER fail to pay any sum required to be paid hereunder when due, TOWNSHIP shall be entitled to pursue all remedies at law or equity. Interest shall accrue at the rate of 18% per annum simple interest on all sums unpaid after the due date. The TOWNSHIP may collect a reasonable attorneys fee which shall not be less than \$300 should litigation for the purpose of collecting any sum be commenced.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their hands the date first above written.

TOWNSHIP OF MANSFIELD

DEVELOPER

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Project Name \_\_\_\_\_

Project Location \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Applicant Federal I.D. Number or SSAN: \_\_\_\_\_

Bill to (name and address if different from above)

\_\_\_\_\_

Business Telephone Number \_\_\_\_\_



Founded 1688

*Township of Mansfield*

— County of Burlington —

**LAND USE OFFICE**

24548 E. Main Street

P.O. Box 249

Columbus, New Jersey 08022

Michelle L. Gable, Land Use Coordinator

Phone: (609) 298-0542 Ext. 29

FAX: (609) 298-3629

E-mail: landuse@mansfieldtwp-nj.com

**Certification of Tax Collector**

**REGARDING APPLICATION OF:** \_\_\_\_\_

**APPLICATION NUMBER:** \_\_\_\_\_

**BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_

**I HEREBY CERTIFY THAT:**

- ( ) **TAXES ARE PAID IN FULL**
- ( ) **THERE IS DUE TO THE TOWNSHIP OF MANSFIELD ON THE ACCOUNT OF THE ABOVE PROPERTY, THE FOLLOWING AMOUNTS:**

**TAXES:** \_\_\_\_\_

**INTEREST:** \_\_\_\_\_

**ELAINE P. FORTIN, TAX COLLECTOR**

\_\_\_\_\_

\_\_\_\_\_

Date

Enclose a fee of \$10.00 payable to **Mansfield Township** as required for said certification.



Founded 1688

# Township of Mansfield

— County of Burlington —

LAND USE OFFICE

24548 E. Main Street

P.O. Box 249

Columbus, New Jersey 08022

Michelle L. Gable, Land Use Coordinator

Phone: (609) 298-0542 Ext 29

FAX: (609) 298-3629

E-mail: landuse@mansfieldtwp-nj.com

## Request for Certified List of Property Owners

I HEREBY REQUEST A CERTIFIED LIST OF PROPERTY OWNERS WITHIN TWO HUNDRED (200) FEET OF:

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_  
\_\_\_\_\_

ENCLOSED PLEASE FIND A FEE OF \$10.00 PAYABLE TO MANSFIELD TOWNSHIP AS REQUIRED FOR SAID CERTIFIED LIST.

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**SUBMIT REQUEST TO:** Robin Bucchi, Assessing Clerk  
P.O. Box 250  
Columbus, New Jersey 08022

**THE COMPLETED CERTIFIED LIST WILL BE FORWARDED TO THE ABOVE NAMED APPLICANT WITHIN THE STATUTORY DEADLINE OF SEVEN (7) DAYS FROM DATE REQUEST IS RECEIVED IN THE TAX ASSESSOR'S OFFICE.**