

## Hopewell Township Zoning and Planning Boards Application Resolution Compliance Flow Chart

**Congratulations, your Board application was approved!**

**Here is your road map to submitting your zoning and construction permit applications so you can build your project:**

Question: Was the approval conditioned by the Board (or in the professional review letters) on the post-approval submission of items such as:

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Payment of outstanding and accrued fees and review escrow</li> <li><input type="checkbox"/> Revised layout, architectural or plot plan</li> <li><input type="checkbox"/> Stormwater management and/or landscaping plan</li> <li><input type="checkbox"/> Deed restriction, easement or maintenance agreement</li> <li><input type="checkbox"/> Subdivision recorded by deed or filed by plat with Mercer County</li> <li><input type="checkbox"/> Other specified information</li> </ul> | <p>Outside Agency approvals such as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hopewell Health Department</li> <li><input type="checkbox"/> Hopewell Fire Commissioners</li> <li><input type="checkbox"/> Delaware &amp; Raritan Canal Commission</li> <li><input type="checkbox"/> Mercer County Soil Conservation District</li> <li><input type="checkbox"/> Mercer County Planning Board</li> <li><input type="checkbox"/> NJ Dept. of Environmental Protection</li> <li><input type="checkbox"/> NJ Dept. of Transportation</li> </ul> |
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**YES, there are conditions of approval**



**ALL conditions of approval must be met before your zoning and construction permit applications will be accepted.**

**NO, there are no conditions of approval (this is not typical)**

If your project requires a Tree Removal Permit, that application and plan can be submitted at any time after the Board approval.



**Submit all required information (such as revised plans, draft deeds or easements, proof of outside agency approvals, etc.) in ONE re-submission package to the Planning & Zoning Office in hardcopy and pdf. Partial submissions will not be accepted.**

If deeds, easements or agreements are required, ask the Planning & Zoning Office for model language/documents. If you hired professionals to assist you with the application, consult with them regarding the resubmission step, it is likely they will need to be involved. Based on the quality of the re-submission, additional submissions may be required. Wait for Township review of the items and response (typically 2 business weeks).

**DETOUR**

If deeds or easements were required as part of your approval, and the draft deed or easement documents have been approved by the Township (the Planning & Zoning Office will have already routed the draft documents to the Board Attorney for review), the deeds and easements may now be recorded with the County Clerk. Submit proof of recording to the Planning & Zoning Office.

If performance or maintenance guarantees were required as part of your approval, submit an Engineer's estimate for approval, then after approval and verification of the dollar amount, submit the guarantees to the Township Finance Office. If a Developer's Agreement was required for public improvements, obtain from Township Committee.

Submit your zoning permit and construction permit applications AFTER the Board's Resolution of Approval is adopted (typically at the next Board meeting), AND AFTER the 45-day window for objectors to file an appeal of the Board's decision with the Superior Court of New Jersey.

The 45-day appeal period begins after the Board publishes a notice of the decision in the newspaper, which takes no longer than 10 calendar days.

This may seem complicated, however it is State law.

**You may, AT YOUR OWN RISK, submit zoning permit and construction permit applications AFTER the Board adopts the Resolution of Approval (typically at the next Board meeting), AND BEFORE the 45-day window for objectors to file an appeal has elapsed, IF all of your conditions of approval have been satisfied.**

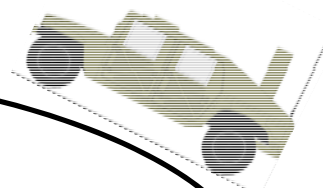
Keep in mind, if your approval is overturned by the Court, you will likely have to remove the improvements at your own expense.



The Township will issue official correspondence stating the application has completed the Resolution Compliance process.

**DETOUR**

If you received Site Plan approval, submit 4 complete sets of the approved plans for signature by the Board. If you are filing a subdivision by plat, submit the plat to the County for signature per their requirements. Then submit the signed plat to the Planning & Zoning Office for signature.



**If you have questions, contact the Planning & Zoning Office at (609)737-0605 x6280.**