



## TOWNSHIP OF HOPEWELL

201 Washington Crossing-Pennington Road  
Titusville, New Jersey 08560-1410  
Phone 609.737.0605 Ext. 6280

# GENERAL INSTRUCTIONS

## ZONING BOARD APPLICATION FORM EZ

**DO NOT USE THIS FORM IF THE APPLICATION INVOLVES A SITE PLAN OR SUBDIVISION;  
INSTEAD USE THE FULL “PLANNING AND ZONING BOARD APPLICATION PACKAGE”**

### I. GENERAL

A. The following items must be completed and submitted to the Planning and Zoning Office in order for an application to be considered for placement on a Board agenda:

1. Submission #1: For Completeness Determination submit **ONE HARD COPY SET AND ONE PDF SET** of the following:
  - a. Completed Form EZ or full Planning Board and Zoning Board Application.
    - i. Zoning Information and the Tax Map set containing information needed to complete the application can be found on the home page of the Township website at <http://www.hopewelltp.org/281/Zoning>.
    - ii. When calculating Lot Coverage on the application, please complete and submit the attached **Lot Coverage Calculation Worksheet**.
  - b. Copy of required property survey showing the location of all existing and proposed structures.
    - i. The survey does not have to be signed and sealed, however must be to-scale and legible. Well and septic locations should be shown and may be hand-drawn.
    - ii. Applications for pools and new structures greater than 200 square feet must include existing and proposed grading contours on a plan at a minimum of 2' intervals.
  - c. W-9 Form to set up an escrow account for professional review of the application.
  - d. Escrow Agreement to set up an escrow account.
  - e. Proof of Payment of Taxes (from Township Tax Collector's Office – request using attached form).
  - f. Signed Consent to Entry so professionals and Board members may review the project location prior to the hearing.
  - g. Certified List of Property Owners within 200' of the Site (from Township Tax Assessor's Office – request using attached form).
  - h. Completed Application Fee and Escrow Fee Calculation Form and payment of required fees in separate checks. Payment of all fees is required upon submission of the application.
  - i. Completed Notice of Hearing to be sent to parties on Certified List and newspaper (see attached sample notice).

The foregoing items will be reviewed for completeness by the Planning and Zoning Office. If the application is found Incomplete, additional submissions will be required until the application is deemed complete. You will be contacted when the application has been

deemed complete (within 45 days of submission of the items) and a hearing date assigned.

2. Submission #2: For the Hearing submit the following at least 10 days prior to the hearing:
    - a. Ten (10) additional copies of the completed Form EZ or full Planning Board and Zoning Board Application. If revisions were made, please submit a pdf as well.
    - b. Ten (10) additional copies of the property survey and other maps that were part of Submission #1. If revisions were made, please submit a pdf as well.
    - c. Once your hearing date is known, you are also required to mail hearing notices to parties on the Certified List via Certified US Mail and publish the hearing notice in a newspaper recognized by the Board no less than 10 days prior to the hearing. See more on Notice of Hearing, below.
  3. Submission #3: At least 3 days prior to the Board hearing submit the following to the Planning and Zoning Office:
    - a. One (1) copy of Notice of Hearing sent to parties on the Certified List and white Certified Mail receipts stamped by the post office indicating date mailed OR notarized proof of personal service (signatures) if notice was served in person (see more on Notices below);
    - b. One (1) copy of Proof of Publication in Newspaper (obtain affidavit from newspaper company).
  4. Submission #4: Compliance Items.
    - a. If your application is approved by the Board, there will likely be either additional or revised items which will need to be submitted to the Planning and Zoning Office. These items will be listed in the Resolution of Approval which the Board will adopt at the next regularly scheduled hearing (you do not have to be present for this adoption).
    - b. You will be sent the Resolution of Approval and other applicable items which will itemize any required supplemental submission items. These items must be submitted and found satisfactory before any required Zoning or Building permits will be issued.
    - c. Submit one (1) copy of required items to the Planning and Zoning Office, as well as a pdf of all submitted documents, for review.
- B. NOTE: Creation of new bedrooms as defined in Township Code §16-12 requires approval by the Township Health Department.
- C. NOTE: A Corporation or Partnership is required to be represented by an attorney at Board hearings.
- D. NOTE: The approval of this application by the Board does not relieve the applicant of the responsibility for obtaining any other required local, state and federal approvals including, but not limited to: construction, health, local Stream Corridor, NJDEP Wetlands or Flood Hazard Area, D&R Canal Commission, Mercer County Planning Board, etc.

## II. **NOTICE OF HEARING**

The applicant is responsible for giving official written notice of the hearing. Notice must be given to parties on the Certified List as well as by newspaper advertisement to the general public at least 10 days before the scheduled Board hearing date. Notice should not be given until the application is deemed complete and a hearing date officially assigned.

### **Required and suggested steps in the noticing process:**

1. Obtain a Certified List of property owners and interested agencies who require notice of the application's hearing date from the Township Tax Assessor. Complete and submit the attached "Request for Certified List" form to the Township Tax Assessor, together with a \$10 processing fee. The list will be sent to you when complete.
2. Prepare a notice for the hearing, using the attached "Sample Notice."

- No less than 10 calendar days before the scheduled Board hearing, send the prepared notice to the parties on the Certified List. Send the notice via U.S. Postal Service Certified Mail. You must write the recipient's address on the white receipts before they are stamped by the Post Office. The Post Office will not write addresses for you. The Post Office will stamp the white receipts with the mailing date, which must be at least 10 days prior to the hearing.



*Certified Mail Receipt*

- If you do not want to mail the notices, the law permits that they may be served in person upon the surrounding property owners on the Certified List, however some parties on the Certified List, such as utilities, will have to be noticed via mail.
- If you serve the notice in-person on surrounding property owners, you must obtain a signature from the property owner indicating that the notice was received. The signatures must be notarized by a Notary Public using the “Proof of Service” form (see attached). The notarized Proof of Service must be delivered to the Planning and Zoning Office no less than 3 days prior to the scheduled Board Hearing date.
- It is also the applicant's responsibility to publish a notice of the hearing in one of the official newspaper of the Board: the Hopewell Valley News, The Times of Trenton or The Trentonian, at least 10 days before the meeting and provide an affidavit of publication (provided to you by the newspaper) to the Planning and Zoning Office 3 days prior to the hearing date. The Trenton Times and Trentonian have a 3-day lead time to publication, and the Hopewell Valley News has a longer lead time, please be sure to plan ahead for proper publication in the newspaper:  
Hopewell Valley News (weekly paper) lead time: newspaper published on Fridays – deadline is the prior Tuesday, no later than 10am  
[legalnotices@centraljersey.com](mailto:legalnotices@centraljersey.com)  
Trenton Times (daily paper) – lead time: 3 days before desired publication date  
[legalads@njtimes.com](mailto:legalads@njtimes.com)  
Trentonian (daily paper) – lead time: 3 days before desired publication date  
[publicnotices@trentonian.com](mailto:publicnotices@trentonian.com)
- At least three days prior to the hearing, the applicant must present to the Planning and Zoning Office a copy of the notice of the hearing, a copy of the certified list and white certified mail receipts, an affidavit of newspaper publication (provided by the newspaper) and if applicable, an affidavit of service (notarized Proof of Service) of the notice to adjacent property owners. This will be required particularly if the notices were served in person.
- If during the Board's proceedings a hearing is carried to a future date, the Board may request that all

property owners within 200 feet be noticed of the new hearing date by regular mail.

### III. **BOARD HEARING**

#### A. Purpose of Hearing

For variance applications, the purpose of the hearing is for the Board to determine whether the application can be granted within parameters established by State Statute. These parameters are technical in nature, and it is likely the Board members will ask questions of you that will allow them to determine whether the variance criteria have been met. For bulk or “c” variances, the criteria are as follows:

Bulk variances, reviewed by the Board of Adjustment pursuant to the Municipal Land Use Act at C. 40:55D-70(c), affect the physical characteristics of property. Bulk regulations establish the minimum lot size and maximum lot coverage and area within which a building can be located, including setbacks, height and yard requirements. Applicants may seek a variance from building requirements under either of two statutory provisions:

c(1) Variances – Property “Hardship” Variances. The Board of Adjustment has the power to grant a bulk variance if, due to the unusual and unique features of the property, denying the variance would impose an undue hardship.

The unique features affecting a specific piece of property include exceptional narrowness, shallowness, shape or exceptional topographical conditions or physical features. Properties must be different in some way from others in the neighborhood and/or zoning district.

c(2) Variances – “Flexible c” (“benefits v. detriments”). The Board of Adjustment may grant a bulk variance if the Board determines that the benefits of granting the variance outweigh the detriments of noncompliance with zone requirements. The Board must determine that the purposes of zoning and public purposes such as health, safety and welfare, or promotion of a desirable visual environment will be advanced by a deviation (variation) from zoning ordinance requirements and that the benefits of the deviation will substantially outweigh any detriment.

#### B. Submissions During Hearing

When an application is in the process of being heard by the Board and revisions or additional documentation is requested by the Board, all revised documents must be submitted at least 10 calendar days prior to the next scheduled hearing date for that application in order for the revisions to be considered by the Board.

**Any exhibit that is to be entered into evidence and marked as an exhibit must be free-mounted so that it can be folded after the hearing, AND a pdf shall be provided. All exhibits entered into evidence during the Board hearing will be retained by the Board Secretary.**

#### C. Post Approval

If the application has been approved by the Board, a Resolution of Approval memorializing the action of the Board must be adopted by the Board. This typically occurs at the next month’s hearing. You do not have to attend this hearing. The Resolution must be adopted by the Board before the project can commence, and before a zoning permit or construction permit is issued by the Township.

If, during the course of the hearing, the Board required plan revisions to your plans, these must be provided to the Planning and Zoning Office prior to the issuance of your Zoning Permit or Construction Permits. Submit one (1) hard copy and one pdf of documents for review.



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## ZONING BOARD APPLICATION FORM EZ

**Do Not use this form if the application involves a site plan or subdivision; use the full "Planning and Zoning Board Application Package" instead**

Date:			
Block:	Lot:	Zoning District:	Tax Map Sheet:
Work Site Location / Address:			
Property Owner Name:			
Property Owner's Address:			
Property Owner's Phone No. and Email:			
<i>I have reviewed this application and accompanying documentation and consent to the filing of the same with the Hopewell Township Planning/Zoning Board.</i>			
Property Owner's Signature:			
Applicant's Name (if different from Owner):			
Applicant's Address:			
Applicant's Phone No. and Email (correspondence will be emailed unless otherwise requested):			
Name of Preparer of Plans:			
Address, Phone Number and Email of Plan Preparer:			

**Application Type (check all that apply):**

- Appeal of decision of Zoning Officer (Zoning Board only)
- Request for Interpretation of Zoning Ordinance (Zoning Board only)
- Variance – bulk or “c”
- Variance – use or other “d” (specify which) (Zoning Board only) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

Year Dwelling or Principal Structure Constructed \_\_\_\_\_

Lot is served by (check all that apply):    Septic    Sewer    Well    Municipal Water

Is any tree removal required to complete the work? Yes or No

Is the work located in a FEMA Flood Zone?    Yes or No

Is the work located within 150 ft. of the centerline of a stream or river?    Yes or No

Is the work located within 1,000 ft. of the Delaware & Raritan Canal?    Yes or No

→Please be aware that D&R Canal Commission approval may be required for your project. Please contact DRCC for guidance.

Are there any easements in the work area (conservation/drainage/utility)? Yes or No

Does the lot contain a designated historic structure, or is it located in a designated historic district? Yes or No

**Lot Information:**

	<u>Proposed</u>	<u>Existing</u>
Building Height (ft.)	_____	_____
Building Height (stories)	_____	_____
Lot Coverage (sq. ft.)	_____	_____
Lot Coverage (% of lot area)	_____	_____
<i>*****Please attach a completed Lot Coverage Calculation Worksheet</i>		
Lot Area (sq. ft. or acres)	_____	_____
Lot Width (ft.)	_____	_____
Lot Depth (ft.)	_____	_____
Setback of structure applied for to property lines:		
Front	_____	_____
Check if lot is a Corner Lot: <input type="checkbox"/> Yes		
Left Side	_____	_____
Rear	_____	_____
Right Side	_____	_____

Provide a description of the project, or reason for appeal. Attach additional sheets as needed:

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Provide a description of any requested variances. Attach additional sheets as needed:

<i>Ordinance Section Citation</i>	<i>Description of variance requested and reason / justification for the request.</i>



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### LOT COVERAGE CALCULATIONS ATTACHMENT

**This Attachment will help determine Total Lot Coverage (sq. ft. and %) to be entered into a Zoning Permit Application.**

Date: \_\_\_\_\_

Work Site Location / Street Address: \_\_\_\_\_

Total Lot Area (sq. ft.): \_\_\_\_\_ (convert from acres if necessary by multiplying by 43,560)

“*Lot Coverage*” includes any structure or material which prevents absorption of stormwater into the ground. (Buildings, structures, pools, asphalt and concrete patios and driveways, stone driveways, paver patios and walks are included. Uncovered decks and ground-mounted solar arrays are not included.)

**Use your to-scale property survey to measure and calculate the areas of the following features:**

House and attached garage footprint	_____ sq. ft.
Detached garage	_____ sq. ft.
Sheds and outbuildings	_____ sq. ft.
All driveway areas	_____ sq. ft.
Patios and walkways	_____ sq. ft.
Pool	_____ sq. ft.
Other	_____ sq. ft.
Total Lot Coverage	_____ sq. ft.

**Please complete the following calculation:**

Total Lot Coverage (sq. ft.) \_\_\_\_\_ divided by

Total Lot Area (sq. feet) \_\_\_\_\_ = \_\_\_\_\_ % Lot Coverage

**TOWNSHIP OF HOPEWELL  
ZONING BOARD OF ADJUSTMENT  
APPLICATION AND ESCROW FEE CALCULATION FORM**

Circle all application fees that apply and total at the end of the form. Provide a calculation of escrow in the right column and total at the end of the form. Required fees are from the fee ordinances adopted at Chapter 10-13.1. In the event the escrow amount is depleted, no further action will be taken until such time as an additional amount is deposited as determined by the Township. **Separate checks are required for the application fee and escrow fee.**

<b>Application Type</b>	<b>Application Fee (circle all that apply)</b>	<b>Escrow Fee</b>	<b><i>Escrow Calculation</i></b>
10-13.1 Application to Zoning Board			
Appeal of Decision of Zoning Officer	\$100.00	\$750.00. Where the board of adjustment reverses the decision of the zoning officer, five hundred (\$500.00) dollars of the above cited escrow will be refunded to the applicant.	
Interpretation of Zoning Ordinance	\$100.00	\$600.00	
Bulk Variance/Hardship Variance			
Residential	\$100.00	\$750.00	
Use variance (or other "d" variance)			
Residential – applications in residential zones	\$250.00	\$1,000.00	
<b>TOTAL FEES :</b>			

*Exemption from Application Fee and/or Escrow Amount. (§10-13.1.e)*

1. All charitable, philanthropic, fraternal and religious nonprofit organizations shall be exempt from the payment of application fees and escrow amounts as required by this section, provided that:
  - (a) The nonprofit organization holds a tax exempt status under the Federal Internal Revenue Code of 1954 (26 U.S.C. Sections SOI(c) or (d)); and
  - (b) The nonprofit organization is submitting a development application for a minor or major subdivision which shall preserve open space or farmland, and shall not create any new buildable lots.
2. The board of education shall be exempt from the payment of application fees as required by this section.
3. Disabled persons, or a parent or sibling of a disabled person, shall be exempt from the payment of application fees as required by this section, provided that the application relates to development which promotes accessibility to the disabled person's own living unit.



**TOWNSHIP OF HOPEWELL**  
**LIST OF MEETING DATES**

ZONING BOARD OF ADJUSTMENT 1<sup>ST</sup> WEDNESDAY OF THE MONTH

MEETING TIME 7:00 p.m.

January 8, 2020

February 5, 2020

March 4, 2020

April 1, 2020

May 6, 2020

June 3, 2020

July 1, 2020

August 5, 2020

September 2, 2020

October 7, 2020

November 4, 2020

December 2, 2020

**TOWNSHIP OF HOPEWELL**

**PLANNING BOARD / ZONING BOARD OF ADJUSTMENT  
APPLICATION TIMELINE AND ROUTING SHEET**

<b><i>FOR TOWNSHIP USE ONLY:</i></b>		
<b>Application Number:</b>	<b>Time Received:</b>	<b>Date Received:</b>
<b>Fee Receipt No.:</b>	<b>Initials:</b>	
<b>Distribution:</b>	<b>Date Application Distributed:</b>	<b>Date Comments Received:</b>
Board Engineer		
Board Planner		
Other Board Professional		
Fire Commissioners		
Health Dept.		
Environmental Commission		
Historic Preservation Commission		
<b>Completeness Determination Date:</b>		
<b>Hearing Date:</b>		
<b>Date Approved or Denied:</b>		
<b>Conditions of Approval:</b>		
<input type="checkbox"/> None <input type="checkbox"/> Noted in Resolution <input type="checkbox"/> Attached <input type="checkbox"/> _____		