

**TOWNSHIP OF HOPEWELL
MERCER COUNTY, NEW JERSEY**

GENERAL INSTRUCTIONS
for all Applications to the Zoning Board of Adjustment

A Zoning Application Form must be submitted to the Zoning Office, for all applications together with the required fees and specific forms and other materials that are required.

The following types of applications will be referred to the Zoning Board of Adjustment:

- a) All Appeals from a Decision of the Zoning Officer, or other administrative officer of Hopewell Township, based on or made in the enforcement of the Zoning Ordinance;
- b) All Requests for Interpretation of the Zoning Ordinance or official map of Hopewell Township;
- c) Hardship Zoning Variances which are not involved in a Subdivision or Site Plan application;
- d) All Use Variances whether or not a Subdivision or Site Plan is also involved;

When a Site Plan or subdivision is involved, the applicant may bifurcate the application, i.e. submit it with the Use Variance Application, or subsequently. The Zoning Board generally refers Subdivision and Site Plan Applications, which are submitted to it in connection with the Use Variances, to the Application Review Committee for its recommendations, but the Zoning board retains jurisdiction for granting final approval.

The following types of applications will be referred to the Planning Board:

- a) All Conditional Use Permit Applications;
- b) All Major and Minor Subdivision Applications and all Site Plan Applications, unless the applicant is also seeking a Use Variance; any Hardship Variance involved in a Subdivision or Site Plan Application must be granted by the Planning Board.

All applications that are referred to the Planning board will be heard at a meeting of the Application Review Committee.

Board Meeting Dates (Meetings in the Auditorium of the Municipal Building)

The Zoning Board of Adjustment has its regular meetings on the first Wednesday of each month at 7:30 p.m. The Planning Board has its regular meetings on the third Wednesday of each month at 7:30 p.m. The Application Review Committee meets the third Monday of each month at 9:00 a.m.

Application Deadlines

* **See last page for submission dates.**

The Zoning Board of Adjustment will consider a matter only if a complete application and all required documents and the appropriate fees are submitted to the Zoning Office at least 14 days before a Board meeting, (by the second Wednesday preceding a regular meeting) and only if the required official notices have been given at least 10 days before the meeting day.

The Planning Board will consider a matter only if a complete application and all required documents and the appropriate fees are submitted to the Planning Board Office per window for submission before a meeting of the Application Review Committee. Arrangements for subsequent Planning Board meetings will be made after the application is considered by the Application Review Committee.

Fees: Consult the fee schedule

Copies of Applications:

1. Submission or resubmission:

The Zoning Board requires one (1) original of pages 5-17 of the application form, survey and plans plus an additional fifteen (15) copies of application pages 5-9 with a copy of survey and plans attached to each for distribution.

Planning Board applications shall be accompanied by the number of copies specified on the checklist for the specific type of application submitted. The Application Review Committee shall advise the applicant of additional submittals, which may be required for Planning Board meetings.

All documents for Planning/Zoning board review shall be submitted directly to the Planning/Zoning Board office for distribution to the various township consultants for review. There shall be no exceptions to this policy. There will be no review of documents submitted directly to township consultants.

Revised documents shall be accompanied by a letter of transmittal identifying, in detail, all revisions made to the documents submitted, including revisions made which were not requested by Township representatives. This transmittal document shall also identify what the revised documents are to be reviewed for: Zoning Board, Planning Board, Application Review Committee resubmission of revised documents declared incomplete or resubmission of revised documents.

Complete sets of all revised documents shall be submitted. When only portions of documents have been revised, the entire set of documents shall be redated for resubmission and the entire set of documents resubmitted. When documents are related (e.g. drainage calculations and grading, drainage and soil erosion plans) all accompanying documents shall be redated to bear a common date of revision and complete sets resubmitted.

2. Approval for Signature

One (1) copy of all revised documentation, meeting all conditions of the resolution of approval, shall be submitted directly to the appropriate consultants or officials of the Township prior to submitting documents for signature. All documents shall be accompanied by a letter of transmittal identifying, in detail, all revisions made to the documents submitted, including revisions made which were not requested by Township representatives.

3. Submission for Signature

Three(3) complete sets of blackline copies plus four(4) blackline copies of the Subdivision Plan or Site Plan shall be submitted for all plans approved for signature by the Planning/Zoning Board. In addition, one (1) copy of all other documentation (e.g. hydraulic calculations, environmental impact reports, traffic study) which have been revised and approved shall be submitted. All plans submitted for signature shall be signed by all other agencies prior to signature by either board.

Notice of Hearing

The applicant must give official written notice of the hearing on all applications to the Zoning Board of Adjustment, and on all Conditional Use Permits, all Major Subdivision Preliminary Approvals, Minor Subdivisions and Hardship Variances being considered by the Planning board. A sample notice form is included in the application package. Notice must be given (both neighbors and newspaper advertisement) at least 10 days before the day the Board considers the application.

For Zoning Board of Adjustment matters, the notice may be given when the Zoning Officer advises the applicant that the matter is being scheduled for consideration at a particular meeting of the Board. For Planning Board matters, the notice should not be given until the Application Review Committee schedules the application for a particular Planning Board meeting.

A copy of the official hearing notice must be served on the owners of all property located within 200 feet of the property involved in the application either by serving them personally or by Certified Mail. The notices should be served on or sent to the persons who are shown as the property owners on the current tax records, at the addresses shown.

A Certified List of the property owners to whom notice must be sent may be obtained from the zoning office for an additional fee. A form is included in this package. If the property is located within 200 feet of another municipality, notice must also be given to the clerk of that municipality and to the Mercer County Planning Division. If the property adjoins a county road or a proposed road, or adjoins county property, notice must also be given to the County Planning Board. If the properties are adjacent to a State Highway, notice must be given to the State Commissioner of Transportation. If the application covers more than 150 acres or involves more than 500 dwelling units, notice must also be given to the Director of the Division of State and Regional Planning in the State Department of Community Affairs.

The applicant must also arrange to have the hearing notice printed in the Hopewell Valley News or the Trenton Times at least 10 days before the meeting.

The applicant must present to the appropriate Board, at or before the hearing, and affidavit of service of the notice upon the other property owners, and an affidavit by an official of the newspaper concerning its publication of the notice. A sample form of the affidavit is included in this package.

Application Review Committee

The Application Review Committee (ARC) shall review all applications before the Planning Board and those applications referred to ARC by the Board of Adjustment, to determine the completeness of all applications. The ARC will make a written report which shall include but not be limited to engineering, planning, legal, public health, environmental and administrative detail and these reports shall delineate findings concerning the proposed application. The reports shall be distributed to the respective board where the formal application is to be presented and to the applicant.

Approvals by Other Agencies

The applicant shall be solely responsible for securing all approvals from any and all other Federal, State or County agencies.

When known, the Planning/Zoning Board may require, as a condition of approved or prerequisite for approval, the applicant to secure approvals from various agencies.



TOWNSHIP OF HOPEWELL

MERCER COUNTY

ZONING BOARD

201 Washington Crossing Pennington Road
 Titusville, New Jersey 08560-1410
 Phone: 609.737.0612 Ext. 643
 Fax: 609.737.2770

Block _____
Lot _____

LAND USE APPLICATION

1. <u>Application Type*</u>	<u>Fee</u>	<u>Escrow</u>
_____ Appeal	\$ _____	\$ _____
_____ Request for Zoning Interpretation	_____	_____
_____ Hardship/Bulk Variance	_____	_____
_____ Use Variance	_____	_____
_____ Conditional Use Permit	_____	_____
_____ Conceptual Review	_____	_____
_____ Minor Subdivision (Total Number of Lots _____)	_____	_____
_____ Preliminary Site Plan (_____ S.F. Improvements)	_____	_____
_____ Preliminary Major Subdivision (Total Number of Lots _____)	_____	_____
_____ Final Site Plan (_____ S.F. Improvements)	_____	_____
_____ Final Major Subdivision (Total Number of Lots _____)	_____	_____
_____ General Development Plan	_____	_____
_____ Resubmittal	_____	_____
_____ Other _____	_____	_____
Total Amount Paid	\$ _____	\$ _____

*** Submit Appropriate Forms For Each Application Type**

2. Name of Applicant: _____

Address: _____

Telephone: () _____ E-Mail: _____

I have reviewed this application and accompanying documentation and consent to filing of the same with the Hopewell Township Planning Board/Zoning Board.

_____ Date

Applicant's Signature

**TOWNSHIP OF HOPEWELL
MERCER COUNTY, NEW JERSEY**

This is an application for a variance to allow a use or structure which is not permitted, by the Land Use Ordinance, in the zoning district.

A sketch or drawing of the property involved, showing all data relevant to this variance application must be attached to this form.

1. Description of the proposed use or structure:

2. Present use of property: _____

3. Property dimensions, etc.:

	Minimum for Zone	Actual Now	Proposed
Lot Area	_____	_____	_____
Lot Width at Street	_____	_____	_____
Lot Width a Setback Line	_____	_____	_____
Lot Depth	_____	_____	_____
Front Setback	_____	_____	_____
Left Side Setback	_____	_____	_____
Right Side Setback	_____	_____	_____
Rear Yard Setback	_____	_____	_____
Maximum Building Height	_____	_____	_____
Structures, Blacktop & Other	_____	_____	_____
Coverage (sq. ft.)	_____	_____	_____
Lot Coverage %	_____	_____	_____

Is the property a corner lot? _____

Present Use of property: _____; Proposed Use: _____

Zoning District: _____ Ordinance: _____

(If the Applicant is requesting variances for more than one lot, the above information must be furnished for each lot.)

3. Specific provisions of Hopewell Township Ordinance which the proposed action would violate:

4. Date this Applicant acquired the property, or an interest in the property:

Zoning district at that time: _____

5. What peculiar and exceptional practical difficulties to the owner, or exceptional and undue hardship upon the owner, would result if this variance is not granted?

6. Does the parcel have an unusual shape or size or other feature(s) which make this variance necessary? _____.

If so, please explain.

7. Why is it not possible or practical to relieve the difficulties or hardships in some other way, or by obtaining a lesser variance?

8. Why wouldn't the granting of this variance be a substantial detriment to the public good or substantially impair the intent and purpose of the zoning plan and Land Use Ordinance?

9. Have you or any previous owner or anyone else applied for a Building Permit or made any other application to the Construction Official, the Zoning board of Adjustment or the Planning Board involving the property?

If yes, state the date, nature and disposition of each application:

Date Filed: _____

Name of Applicant: _____

Signature of Applicant: _____

TOWNSHIP OF HOPEWELL
PLANNING BOARD / ZONING BOARD
ESCROW AGREEMENT

THIS AGREEMENT made this _____ day of _____ 20__ between:

NAME: _____

ADDRESS: _____

TYPE OF APPLICATION: _____

BLOCK _____ LOT _____

Hereinafter called "Applicant"

and

The Township of Hopewell, in the County of Mercer, a municipal corporation of the State of New Jersey, hereinafter called "Township"

WITNESSETH

That the Applicant has submitted a development application to the Township's Planning Board/Zoning Board for consideration in accordance with the New Jersey Municipal Land Use Law and the Hopewell Township Land Use and Development Ordinance and Applicant hereby covenants and agrees as follows:

1. Applicant agrees to pay all costs related to the Township's review and administration of the proposed application with said costs including but not limited to:
 - A. Conceptual review by the Application Review Committee (ARC), which entails professional consultant costs for: Planner, Engineering, Legal and other extraordinary consultant services as may be required by the Township;

- B. Full application professional review by the Township's ARC and Planning Board/Zoning Board, which entails professional consultant costs for: Planner, Engineering, Legal and other extraordinary consultant services as may be required by the Township;
2. Applicant understands and agrees to pay all costs as set forth above from the date of initial application submission through the Township's signature of approved plans which shall include any costs for extensions and revalidations.
 3. Applicant understands and agrees to deposit with the Township's Planning Office/Zoning Office an initial application filing fee in accordance with Chapter X, section 10-7 of the Township's Fees and Permits Ordinance upon submission of the application.
 4. Applicant understands and agrees that the Township will withdraw from said deposit to cover costs as set forth in section 1 above.
 5. Applicant understands and agrees to pay WITHIN TEN BUSINESS DAYS of receipt of the Township's statement/billing all additional costs as may be incurred and billed to the applicant by the Township relative to the review and administration of the application even if the costs of said review and administration exceed the initial filing fee deposit.
 6. Applicant understands and agrees that in the event Applicant fails to pay a billed amount the Township may discontinue Planning Board/ Zoning Board review and consideration on said application or if Planning Board/ Zoning Board approval has been previously given Township may deny issuance of a construction permit and/or certificate of occupancy or if permit has been previously issued Township may initiate a Stop Work Order.

7. Township agrees to refund to Applicant any sum deposited with Township for review and administration of the application and neither spent nor needed by Township. A refund will be issued by the Township following completion of the Township's review and administration of the application.
8. APPLICANT AGREES AND UNDERSTANDS THAT IT IS INCUMBENT ON APPLICANT TO PERIODICALLY MONITOR THE STATUS OF SAID ESCROW ACCOUNT, APPLICANT AGREES AND UNDERSTANDS THAT RESPONSIBILITY TO PAY ALL ESCROW CHARGES IS THE APPLICANT'S EVEN IF APPLICANT SELLS OR CONVEYS SAID PROPERTY CITED ABOVE TO ANOTHER PARTY.

Applicant's Name (Printed)

Applicant's Signature

Date

Robert J. Miller
Zoning Officer

Date

**Request for Taxpayer
 Identification Number and Certification**

Give form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ _____	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number

or

Employer identification number

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

*** PLEASE SUPPLY APPROPRIATE NUMBER AND SIGN.**

**TOWNSHIP OF HOPEWELL
TAX COLLECTOR'S OFFICE**

DATE _____ BLOCK _____ LOT _____

OWNER: _____

ADDRESS: _____

PROPERTY LOCATION: _____

REQUESTED BY: ZONING DEPARTMENT

WE HEREBY CERTIFY THE STATUS OF THIS PROPERTY AS INDICATED BELOW:

LIENS:	<u>PAID</u>	<u>UNPAID</u>	<u>NOT YET DUE</u>	<u>NOT APPLICABLE</u>
2007 Taxes	_____	_____	_____	_____
2008 Taxes	_____	_____	_____	_____
2009 Quarters:				
1 st	_____	_____	_____	_____
2 nd	_____	_____	_____	_____
3 rd	_____	_____	_____	_____
4 th	_____	_____	_____	_____
Added Assessments	_____	_____	_____	_____
Rollbacks	_____	_____	_____	_____
Water and Sewer	_____	_____	_____	_____

FEE: \$1.00

Tax Collector's Signature



TOWNSHIP OF HOPEWELL

MERCER COUNTY

Assessor's Office
201 Washington Crossing Pennington Road
Titusville, New Jersey 08560-1410
Phone 609-737-0607 ext. 624
Fax 609-737-2813

REQUEST FOR CERTIFIED LIST

ATTN: Tax Assessor

Please issue a certified list of property owners within a 200' radius of:

Block _____ Lot _____ Street _____

I understand that there is a \$10.00 fee for this service. **Checks to be made payable to the Township of Hopewell.**

Name _____

Address _____

Phone Number: Home _____ Work _____ Cell _____

Fax Number _____

Signature _____ Date _____

<u>Township Use Only</u>	
Fee Paid	_____
Receipt #	_____
Date Received	_____

**TOWNSHIP OF HOPEWELL
ZONING BOARD OF ADJUSTMENT**

NOTICE OF HEARING ON APPLICATION

PLEASE TAKE NOTICE that on _____, 20__, at 7:30 p.m., in the Main Meeting Room of the Hopewell Township Municipal Building, 201 Washington Crossing – Pennington Road, Titusville, New Jersey 08560, the Zoning Board of Adjustment of the Township of Hopewell ("Board") will hold a public hearing on the application submitted by the undersigned ("Applicant").

Applicant seeks a _____ variance from the requirements of the Township's Land Use and Development Ordinance so as to permit: _____

The premises involved in this application is located at _____, designated as Block _____, Lot _____ on the Hopewell Township Tax Map. The property is located in the Township's _____ Zoning District.

In addition to the variance(s) referred to above, Applicant will also seek any and all other variances, waivers or relief that the Board may deem to be necessary or appropriate in connection with this application.

At said hearing, any and all interested parties may appear, either in person or through counsel, and present any questions, comments and/or objections they may have regarding this application.

The application, plans and other documents and materials relating to this application are available for public inspection in the Zoning Office at the Township Municipal Building during regular business hours.

Applicant

PROOF OF SERVICE

STATE OF NEW JERSEY

COUNTY OF MERCER, SS.

_____ of full age, being duly sworn according to law, deposes and says that he/she resides at _____ in the County of _____ and State of _____; that he/she gave notice of a hearing on an application for _____, before the Hopewell Township Board of Adjustment/Planning Board involving the application of _____ relating to premises located at _____, to each and all of the owners of property affected by said application, in the manner provided by law on _____, _____. A true copy of the notice and the names and addresses of those so notified are attached to this affidavit.

Applicant's Signature

Sworn and Subscribed to before me, this _____ day of _____

Notary

TOWNSHIP OF HOPEWELL CONSENT TO ENTRY

The undersigned property owner hereby gives consent to entry onto the property known as _____ and also known as Block(s) _____, Lot (s) _____, on the Tax Map of the Township of Hopewell by members of the Township Zoning Board of Adjustment, the Township Planning Board, the Environmental Commission, the Historic Sites Commission, the Township Committee, or any Township employees, appointed agents or appointed consultants to perform inspections / observations of the property, at reasonable times, in connection with the development application submitted.

This consent permits entry onto the property only by the above-mentioned Township Representatives for the purpose of conducting visual inspections / observations while the application is active with the Township. This right of entry onto the subject property is limited only to those persons listed above.

Date

Property Owner (Please Print)

Property Owner's Signature

Witness

Address

Phone number

**TOWNSHIP OF HOPEWELL
ZONING BOARD OF ADJUSTMENT
APPLICATION CHECK LIST**

At the time of filing an application for agenda:

_____ **One (1) complete original (pages 5 - 17) as follows: (include 1 survey and 1 plan)**

_____ Pages 5 - 9

_____ Agreement to pay costs. (Pages 10-12) W-9 Form (Page 12A)

_____ Taxes paid Certification (Page 13)

_____ True copy of Certified List (Page 14)

_____ Notice of Hearing (Page 15)

_____ Proof of Service (Page 16)

_____ Consent to Entry (Page 17)

Please attach:

_____ **Fifteen (15) copies of application pages 5 - 9 and fifteen (15) copies of surveys and plans.**

_____ **Fees: Note: Please submit two separate checks: 1 for fee and 1 for escrow, payable to Hopewell Township.**

Fee Schedule:	Fee	Escrow*
_____ Appeal, Other **	\$100.00	\$750.00
_____ Interpretation	\$100.00	\$600.00
_____ Hardship/Bulk		
Residential***	\$100.00	\$750.00
Non-Residential***	\$200.00	\$1,000.00
_____ Use		
Residential***	\$250.00	\$1,000.00
Non-Residential***	\$500.00	\$1,500.00
_____ Site Plan	as per ordinance	as per ordinance
_____ Fee Total \$ _____		

*In the event the escrow amount is depleted, no further action will be taken until such time as an additional escrow amount as determined by the Township is received.

**Where ZBOA reverses the decision of the Zoning Officer, \$750.00 of above-mentioned fees will be refunded to the applicant.

***Residential Fee/Escrow Application in residential zones. Non-Residential Fee/Escrow Application in other than residential zone or for other than residential use.

Applicant to provide the following to the Zoning Office prior to meeting:

****Notice must be given (both neighbors and newspaper) at least 10 days before the meeting date****

_____ a. True Copy of Notice of Hearing (Page 15)

_____ b. Affidavit of Proof of Service (Page 16)

_____ c. Proof of Publication in Newspaper

Certified complete for ZBOA Agenda of _____ by _____
Date _____

APPLICATION SUBMISSION DEADLINES

Residential Hardship Variances only

The time frame for accepting applications is 4:00 pm on the Wednesday 2 weeks before the meeting date; applications will be accepted during the 7 days before the 2 week deadline.

All other applications, including Use Variance. Site Plans, etc.

The time frame for accepting these applications is 4:00 pm on the Wednesday 3 weeks before the meeting date; applications will be accepted during the 7 days before the 3 week deadline.