

**MOUNT LAUREL TOWNSHIP**  
Planning Division  
100 Mount Laurel Road  
Mount Laurel, NJ 08054  
PHONE 856-234-0001 x 318  
FAX: 856-273-0106

**MEMORANDUM**

To: Applicant  
From: Gerry Bucci, Planning Board Secretary  
Date: July 28, 2011  
Re: Minor Site Plan Alteration Application

Attached is a Minor Site Plan Alteration application, consisting of one application, escrow agreement, affidavit, tax certification, and a fee schedule.

Please complete all forms and submit this application to this office along with one (1) copy of the previously approved site plan and six (6) copies of your amended plan showing the proposed alterations. All plans must contain the signature and raised seal of the Engineer. A letter of explanation for the proposed changes should accompany your plans and application. The \$250 filing fee and the \$750 escrow fee shall be two (2) separate checks made payable to the Township of Mount Laurel. Filing fees are non-refundable.

This committee meets every other Tuesday morning and is for the Township's Professional Staff only. You will be notified in writing of the results of your application and two (2) sets of signed plans will be forwarded to you if there is an approval.

Should you have any questions or need further information regarding the application process, please do not hesitate to contact my office at 856-234-0001 ext. 318.

FEE SCHEDULE  
 Planning/Zoning Boards  
 ORDINANCE 1999-2, As Amended ORDINANCES-2010-3, 2010-4, 2010-5 & 2010- 6

	<u>SEPARATE CHECKS</u>	
	<u>FILING</u>	<u>ESCROW</u>
<b>SITE PLANS (124-11)</b>		
Informal Concept	100.00	500.00
Formal Concept	500.00	1000.00
Minor Site Plan (Board or Alteration Committee Approval)	250.00	750.00
Preliminary (Amended)	275.00	2000.00&50.00 per Residential unit 4000.00&100.00 per Non-Resid lot
Final (Amended)	275.00	2000.00&50.00 per Residential unit 3000.00&100.00 per Non-Resid. lot
Preliminary & Final (Amended of Combined)	375.00	3000.00&50.00 per Residential unit 4000.00&100.00 per Non-Resid. lot
Minor Site Plan Alteration	250.00	750.00
Site Plan Waiver	100.00	200.00 if required
Conditional Use	200.00	500.00&SD or SP Fee
Escrows (for Inspections)	5% of Bond or 500.00 minimum (whichever greater)	
Extensions of Approval	150.00	250.00
<b>SUBDIVISIONS (138-46)</b>		
Informal Concepts	100.00	500.00
Sketch Plat/Minor SD/Lot Line Change	275.00	1000.00
Major Preliminary (Amended))	275.00	2000.00&50.00 per Residential unit 3000.00&100.00 per Non-Resid. lot
Major Final (Amended)	275.00	2000.00&50.00 per Residential unit 3000.00&100.00 per Non-Resid. lot
Extensions of Approval	150.00	250.00
Certificate of Subdivision (40:55D-56, 54:5-14, 54:5-15)	per Statute	
<b>VARIANCES (154-103)</b>		
A (Appeals)	250.00	250.00
B (Interpretation)	250.00	250.00
C (Bulk) (fence)	250.00	200.00 w/SD or SP 500.00 w/o SD or SP
C (sign)	250.00	500.00
D (Use)	250.00	1000 Residential 1500 Non-Residential
<b>Other Fees</b>		
Compliance Plans Submission		1000.00
Request for Special Meetings	100.00	250.00
Publication of Decision	40.00	
200' List for Notice	10.00	
Variance Application	5.00	
Checklist and Application for Board Hearing	7.00	
Copies (per state statute or applicable laws)	\$.75 ea. 1-10 pages,.50 ea. 11-20 pages, .25 ea. over 20	
Master Plan	40.00	
Disc copy of meeting	3.00	

**These fees are cumulative for all applications.**

**Escrow monies are to be replenished with each revision of plans, upon receipt of compliance or final plans, the week of public hearings, or a meeting to memorialize a Resolution by the Boards. See Ordinances in application.**  
 10/26/2010

**MOUNT LAUREL TOWNSHIP LAND DEVELOPMENT APPLICATION**  
**Application must be typed**

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**CHECK ALL THAT APPLY:**

- Concept Plan (Optional)
- Minor Subdivision
- Minor Site Plan
- General Development Plan
- Major Subdivision/Preliminary
- Major Subdivision/Final
- Major Site Plan/Preliminary
- Major Site Plan/Final
- New Application
- Amendment
- Site Design Waiver (Exception)

- Conditional Use
- Preliminary PURD
- Final PURD
- Extension of Time
- Minor Site Plan Alteration
- \_\_\_\_\_

**Variance Action Request (NJSA 40:55D-70):**

- (a) Appeal of Admin. Officer Action
- (b) Interpretation
- (c) Bulk Variance
- (d) Use Variance

Application No. \_\_\_\_\_

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

1. Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant is a:  Corporation  Partnership  Individual  Other (Specify): \_\_\_\_\_

*If Applicant is required to list names & addresses of stockholders or partners by N.J.S.A. 40:55D-48.1 & 48.2, attach the list on a separate sheet.*

2. Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

3. *If Applicant is required to be represented by a New Jersey attorney, list N.J. attorney's name & address here:*

N.J. Attorney's Name: \_\_\_\_\_

N.J. Attorney's Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

4. Location of Property: Tax Map Block \_\_\_\_\_ Lot Nos. \_\_\_\_\_ Total Tract Area \_\_\_\_\_  
Street Address: \_\_\_\_\_

5. Number of Proposed Lots \_\_\_\_\_ Zone \_\_\_\_\_ Number of Dwelling Units \_\_\_\_\_  
Brief description of project and present use: \_\_\_\_\_

6. (a) Check here  if zoning variances are required.

(b) Check here  if exceptions to the application or municipal requirements are requested (N.J.S.A. 40:55D-51).

(c) Check here  if exceptions to the Residential Site Improvement Standards (RSIS, N.J.A.C. 5:21-3.1) are requested.

(d) Check here  if waivers from the RSIS (N.J.A.C. 5:21-3.2) are requested. [Such waivers require application to, and approval of, the N.J. Site Improvement Advisory Board.]

**NOTE: *If any of the above four ( 6a, b, c, d) are required, attach hereto separate exhibit(s) for each category of relief sought, stating the factual basis, legal theory, and whether they have been previously granted.***

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7. Name(s) and address(es) of person(s) preparing plans and reports *(Attach additional sheets if necessary)*:

Name:	Profession:	N.J. Licenses:
Address:	Phone:	Fax:
Email:		
Name:	Profession:	N.J. Licenses:
Address:	Phone:	Fax:
Email:		

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8. (a) Are there any existing Deed Restrictions? *(Check box that applies)*  NO  YES *(Attach copy of existing restrictions.)*

(b) Are any Deed Restrictions proposed? *(Check box that applies)*  NO  YES *(Attach copy of proposed restrictions.)*

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9. Contemplated form of ownership *(Check all that apply)*:

Fee Simple     Condominium     Cooperative     Rental

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10. Briefly describe and include dates for any prior or currently pending proceedings by the applicant, or others if known, before this Planning Board or Zoning Board or any other federal, state, or local board or agency involving the property which is the subject of this application. *(Attach sheet if necessary)*

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11. List exact section of Township Code where variance(s) or waiver(s) is requested *(Attach sheet if necessary)*

The Variance Sought is From Section \_\_\_\_\_ of the Zoning Ordinance to Enable the Applicant to \_\_\_\_\_

Hardship or Special Reasons why the Variance Should be Granted *(Attach sheet)* \_\_\_\_\_

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12. List any material accompanying this application. *(Attach sheet if necessary)*

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13. Applicant certifies that the plans and the attached (checklist if applicable) are accurate to the best of his/their knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (please print)



ESCROW AGREEMENT TO PAY FEES

THIS AGREEMENT, made and entered on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Township of Mount Laurel (hereinafter TOWNSHIP) and the Mount Laurel Township Zoning Board of Mount Laurel Township Zoning Board of Adjustment (hereinafter BOARD) and \_\_\_\_\_ (hereinafter APPLICANT), is made upon the following terms and conditions:

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

PROJECT LOCATION: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ APPLICATION # \_\_\_\_\_

APPLICANT FEDERAL I.D. NO. OR SSAN: \_\_\_\_\_

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

\_\_\_\_\_ PHONE # \_\_\_\_\_

1. PURPOSE: The Board authorizes its professional staff to review, inspect, report, and study all plans, documents, statements, improvements, and provisions made by the Applicant in conforming to the requirements of the Code of the Township of Mount Laurel, New Jersey. The Board directs its professional staff to make all oral and/or written reports to the Board of its conclusions and findings derived from the review, study, investigation and like like or similar duties performed as elsewhere authorized. The Applicant, by execution of this agreement, agrees to pay all reasonable professional fees incurred by the Board for the performance of the duties outlined above.
2. ESCROW DEPOSIT: The Township and Board hereby acknowledge initial receipt of \$ \_\_\_\_\_, said sum being a cash deposit to be placed in a township trust account to cover the cost of the aforementioned review, study and investigation 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 the Applicant.
3. INCREASE IN ESCROW FUND: The Applicant agrees to pay any additional sum required to pay charges and fees not covered by the escrow fund within fifteen (15) days after the date of receipt of a notice of deficiency by the appropriate township office. The Applicant understands and agrees to pay such sum notwithstanding any dispute to the reasonableness of fees and charges.

4. CONTEST OF REASONABLENESS: The Applicant agrees that the reasonableness and/or accuracy of any fee or charge may be challenged within seven (7) days of receipt of the professional's billing voucher and in accordance with the Code of the Township of Mount Laurel, New Jersey. Where the Applicant objects to the payment of any voucher from the escrow fund, he/she shall have the right to appeal, in accordance with the requirements of the Municipal Land Use Law, N.J.S.A. 40:55D-1 *et seq.*

5. NOTICE: The Applicant agrees that all notice or refunds shall be mailed to the following address:

Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

6. I agree to be responsible for all bills against this development's escrow account. In the event that this project is sold or my interest is transferred to another party, my obligation can only be relieved if all outstanding escrow bills are paid and the new principal obligates himself to the responsibility of all future bills in an agreement with the Township.

7. COLLECTION: Should the Applicant fail to pay any amount required to be paid hereunder when due, the 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 attorney's fee which shall not be less than \$300.00 should litigation for the purpose of collecting any sum be commenced.

\_\_\_\_\_  
Applicant

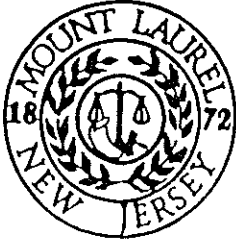
\_\_\_\_\_  
Date

cc: Finance Office, \_\_\_\_\_  
date of transmittal

Professional Staff, \_\_\_\_\_







MOUNT LAUREL TOWNSHIP  
COMMUNITY DEVELOPMENT  
PLANNING DIVISION  
100 MOUNT LAUREL ROAD  
MOUNT LAUREL, NEW JERSEY 08054

TO: PLANNING  
FROM: TAX OFFICE  
RE: CURRENT PROPERTY TAX STATUS  
DATE:

ONLY ONE BLOCK AND LOT PER REQUEST. OWNERS NAME MUST BE AS IT APPEARS ON TAX BILL. VERIFICATION OF BLOCK, LOT AND OWNER INFORMATION IS AVAILABLE IN THE TAX BOOKS LOCATED IN THE TAX ASSESSORS OFFICE, ROOM 213.

In reference to Block \_\_\_\_\_, Lot \_\_\_\_\_, Qualifier \_\_\_\_\_

Located on: \_\_\_\_\_, assessed to (owner) \_\_\_\_\_

According to the computer, the taxes are current as of this date and there are no municipal liens.