

Delaware Township Board of Adjustment
P.O. Box 500, Township Hall
570 Rosemont Ringoes Road
Sergeantsville, NJ 08557

(applicant)

Date submitted: _____

(address)

Applicants:

Fill out right portion only.

(city, state, zip)

(phone number, best availability)

(email contact)

TYPE OF APPLICATION/FEE, established by Ordinance, §230-134 and §230-141
(Refer to Ordinance for exact fees, following is a guideline.)

The Board of Adjustment shall charge the following nonrefundable fees in addition to the fees set forth in §230-139 and §230-134D for any applications listed thereunder which the Board of Adjustment is required by law to review, whether such review is undertaken in conjunction with or subsequent to an application listed herein.

UNTIL FURTHER NOTICE, all applications must include all submissions on an external drive – 4 copies.

FEE: Bulk variance, or selected "c" variances	\$ 100.00, per variance
<i>Escrow, with signed agreement and separate check</i>	<i>1,000.00, +\$25.00*</i>
	<i>Per 3 'c' variances</i>
<i>Escrow, each additional bulk variance</i>	<i>300.00, +\$25.00*</i>
 FEE: Use variance	 \$ 500.00, per variance
<i>Escrow, with signed agreement and separate check</i>	<i>4,000.00, minimum</i>
	<i>+\$25.00*</i>
All other types of applications, not included above	\$ 200.00 (FEE)
<i>Escrow, with signed agreement and separate check</i>	<i>500.00, minimum</i>
	<i>+\$25.00*</i>
Site plan fees, to accompany application	\$ 300.00, plus
See §230-134E for Site Plan Review Escrow fees	\$0.03
	per square foot
 FOR ALL APPLICATIONS	
Processing fee	\$ 100.00
Certified Listing of Property Owners	10.00

SUBMITTED:

(Fee checks and separate escrow checks, payable to Delaware Township.)

***+\$25.00 = bookkeeping charge**

The following items are not to be submitted with the application,

but must be submitted prior to the hearing:

Proof of Service of Notice to Property Owners

Sample copy of Notice to Property Owners

Affidavit of Notice of Hearing, accompanied by:

Signatures and/or certified mailing receipts or both

The items listed below should be reviewed by the applicant as items needed for the application to be deemed complete.

These items will be reviewed by the Administrative Officer.

(For office use only)

APPLICATIONS SUBMISSIONS

- _____ Completed application form
- _____ Zoning Officer Referral form, as applicable
- _____ Survey, or plot plan (to scale) to be provided by applicant
 - Original and 14 copies provided by applicant if size is larger than 11"x17", for ***residential development***
 - Original and 19 copies for **other types of requests**

Information that must be included:

- _____ Right-of-way lines, present/proposed
- _____ Building distances, present/proposed
- _____ Building dimensions, present/proposed
- _____ Location of septic, present/proposed
- _____ Location of well
- _____ Terrain information, such as topography and slopes
Including, but not limited to: contour lines, wetlands, floodplain, and stream delineations
- _____ Tax payment verification
- _____ Verifiable proof of site plan submission to
Hunterdon County Planning Board, if required
- _____ Building rendering, in elevations - front, rear, side

Associated Documents, as needed

- _____ Corporation papers, page 1, V
- _____ Action by Township Administrative Official, page 2
- _____ Deed Restrictions or easements, page 4, XIII
- _____ D&R Canal Commission, page 4, XIV
- _____ Other approvals, page 4, XIV (listing on page 4)