

**TOWNSHIP OF DELRAN  
PLANNING BOARD**

**Colleen Kohn, Secretary  
Planning & Zoning Board**

900 Chester Avenue  
Delran, New Jersey 08075

Phone: (856) 461-8542

Fax: (856) 461-1147

E-mail: [ckohn@delrantownship.org](mailto:ckohn@delrantownship.org)

**PLANNING BOARD APPLICATION FORMS**

This packet includes the required Submission Requirements Checklist for a concept plan, site plan and/or subdivision applications. **This packet should not be used for making an application to the Zoning Board.**

**DELRAN TOWNSHIP  
PLANNING BOARD**

**APPLICATION FORMS  
TABLE OF CONTENTS**

<u>Description</u>	<u>Page #</u>
Rules & Adopted Policies of the Planning Board	3
Application Details	7
Applicant's Professional Details	9
Type of Application	10
Application Details	12
Other Required Approvals	13
Application Details	14
Certifications	15
W-9 Form	16
Application Fee Memo	17
Filing Fees	18
Escrow Fees	19
Escrow Agreement	20
Property Address Certification	21
Form To Request List of Property Owners With-in 200' From Tax Assessor	22
Form for Notice to Be Published in Official Newspaper	23
Affidavit of Service	24
Property Tax Certification	25
Planning Board Professionals	26

**Delran Township Planning Board**  
**Rules & Adopted Policies**  
*Adopted: February 5, 2009*

**I. Submitting an application**

- A. The following documentation is to be submitted to the Board Secretary to file an application
1. Completed application forms with original signatures – including pages 7-16, 20-21 & 25.
  2. Three (3) sets of full-sized plans in accordance with the Township Submission Requirements Checklist (a copy of which is included in this package) and the Delran Township Ordinances. All plans must be folded.
  3. Two (2) reduced sized copies of the plan (11”x17”).
  4. A PDF electronic copy of the plan to be submitted digitally by e-mail as well as hard copies, to the Board Secretary.
  5. Two (2) copies of any additional required reports in accordance with the Township Submission Requirements Checklist.
  6. A PDF file copy of any additional required reports in accordance with the Township Submission Requirements Checklist (digitally by e-mail as well as hard copies).
  7. Required application fees and escrow deposit (in accordance with page #17-19).
  8. The Board reserves the right to request additional paper hard copies of any application forms, plans, reports, photos, etc, for an application in the event it is determined additional hardcopies are necessary to allow the Board to properly review the application.
- B. It is the Applicant’s responsibility to provide copies of the application, plans and all supporting documentation to the Board’s Professionals (listed on page #26), in addition to filing the required application forms and supporting documentation to the Board Secretary. **Failure to do so may result in the delay of the scheduling of the applicant’s public hearing.**
- C. **No application will be scheduled for a public hearing until the application has been reviewed and deemed complete by the Board’s Professional staff.**

**Delran Township Planning Board**  
**Rules & Adopted Policies**  
*Adopted: February 5, 2009*

- D. An application must be deemed complete at least 15 days prior to a scheduled hearing date.
- E. All revisions to an application, plans or supporting documentation must be submitted at least 15 days prior to a scheduled hearing date. All revisions must also be provided by the applicant directly to all of the Board's Professional staff. **Failure to do so may result in the application being continued until the next available meeting date.**
- F. If an application has been deemed incomplete and the applicant wishes to request submission waivers from the Board, the request must be made in writing to the Board at least seven (7) days prior any meeting date. The application will not be scheduled for their public hearing until the issues dealing with completeness have been addressed (either by the granting of the submission waiver by the Board or the applicant submitting the required information).
- G. Applicant is required to provide the following proof of any required notice for all applications requiring notices in accordance with the Municipal Land Use Law and Delran Township ordinances.
  - 1. Applicant is required to provide a copy of list of property owners within 200' (Tax Assessor's List – See page #22 for form to request list) prior to appearing before the Board for their scheduled public hearing.
  - 2. Applicant is required to provide a copy of a notice that was provided to property owners and/or other agencies within 200' prior to appearing before the Board for their scheduled public hearing.
  - 3. Applicant is required to provide **the original certified mail receipts and/or signatures** for property owners notified within 200' prior to appearing before the Board for their scheduled public hearing.
  - 4. Applicant is required to provide the original affidavit of service (see page #24 for form) prior to appearing before the Board for their scheduled public hearing.
  - 5. Applicant is required to provide the original affidavit of publication from either Burlington County Times or Courier Post prior to appearing before the Board for their scheduled public hearing. (See page #23 for a generic form to send to newspaper for publication)

**Delran Township Planning Board**  
**Rules & Adopted Policies**  
*Adopted: February 5, 2009*

**II. Meetings**

A. Regular Meetings

1. All Planning Board meetings shall begin at 7:00 pm, in the Delran Township Municipal Building located at 900 Chester Avenue, Delran, New Jersey unless otherwise noted or adopted by separate resolution.
2. All Planning Board meetings are held in accordance with the Open Public Meetings Act.
3. A copy of the agenda of the meeting shall be posted on the official bulletin board, sent to all parties requesting a hearing before the Board and posted on the Township website.
4. It is recommended to all applicants providing exhibits for review at a scheduled hearing that the exhibits be available on a laptop and arrangements should be made prior to the meeting (no later than 1:00 pm on the day of the scheduled meeting) with the Board's Secretary to use the Township projector and projection screen.
5. The Board or the Board's Chairperson may modify the agenda at any time in accordance with the rules and regulations of the Board and the Open Public Meetings Act.
6. All Planning Board meetings shall conclude at 11:00 pm. Any remaining items on the agenda will be continued until the next regular scheduled meeting. The Board, at their discretion may extend the meeting past 11:00 pm, by a motion, if sufficient reasons exist to extend the meeting.
7. The Planning Board may decide to request the presence of a court reporter for any given hearing. If the applicant or other party wishes to request a transcript of that hearing the party making the request shall pay the full expense of preparing the transcript. A \$100.00 deposit is required at the time the request is made and the balance is due when the transcript is completed and final bill is received. A copy of the transcript will not be provided until the required balance has been paid by the party that made the request.
8. No public hearing will be held for any applicant having a delinquent escrow account or outstanding requested escrow payment.
9. Any applicant or witness testifying before the Board is required to provide their name (with correct spelling) and address and be sworn in for their testimony. If the witness is testifying as an expert the witness must provide their credentials for acceptance.

B. Special Meetings

1. An applicant or a Board member may request a special meeting. A special meeting can only be established by the Board as a result of an approving resolution by the Board by the majority of the members present.

**Delran Township Planning Board**  
**Rules & Adopted Policies**  
*Adopted: February 5, 2009*

2. An emergency special meeting may be called by the Board Chairperson.
3. All special meetings are to be held in compliance with the Open Public Meetings Act.
4. All special meetings are to comply with the same rules and regulations of a regular meeting were applicable.
5. Any applicant requesting a special meeting shall pay all out-of-pocket expenses incurred by the Board in holding such a meeting, including, but not limited to, the cost of meeting attendance for all Board professionals and the advertisement costs for holding a special meeting.
6. The Board may require the applicant to provide additional public notice to the public for any requested special meetings.
7. The starting time and time limit for the special meeting shall be set by the Board or the Board Chairperson.

**III. Amendments**

- A. The Board reserves the right to amend their rules and adopted policies at any time. However, any changes made must be approved by the Board, by motion at a public meeting and must be included in the written version available to the public in order to become valid.

**TOWNSHIP OF DELRAN  
MUNICIPAL BUILDING  
900 CHESTER AVENUE  
DELRAN, NEW JERSEY 08075**

-----  
The application, with supporting documentation, must be filed with the Secretary of the Board and must be delivered to the professionals for review. No application will be scheduled before the board until the application has been deemed complete by the professional staff. All application forms must either be typed or clearly printed in ink - if the application form is illegible, it will be returned.  
-----

To be completed by Township staff only

Date Filed \_\_\_\_\_ Application No. \_\_\_\_\_  
Planning Board \_\_\_\_\_ Application Fees \_\_\_\_\_  
Escrow Deposit \_\_\_\_\_  
Scheduled for: Completeness Review \_\_\_\_\_ Hearing \_\_\_\_\_  
-----

1. SUBJECT PROPERTY

Location: \_\_\_\_\_  
Tax Map: Page \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Page \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Dimensions: Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_  
Zoning District \_\_\_\_\_

2. APPLICANT

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Email \_\_\_\_\_

Applicant is a:

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

3. DISCLOSURE STATEMENT

Pursuant to R.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with R.S. 40:55-48.2, that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.

(Attach pages as necessary to comply fully.)

Name \_\_\_\_\_

Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Interest \_\_\_\_\_

4. IF OWNER BE OTHER THAN THE APPLICANT, PROVIDE THE FOLLOWING INFORMATION ON THE OWNER(S)

Name of owner(s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

5. PROPERTY INFORMATION:

Restrictions, covenants, easements or association by-laws (existing or proposed) on the property:

Yes (attach copies) \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_

**Note: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.**

Present use of the premises (be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



6. Applicant's Attorney \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Email: \_\_\_\_\_

7. Applicant's Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Email: \_\_\_\_\_

8. Applicant's Planning Consultant \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Email: \_\_\_\_\_

9. Applicant's Traffic Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Email: \_\_\_\_\_

10. Applicant's Agent (if any) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Email: \_\_\_\_\_

11. List any other Expert who will submit a report or who will testify for the Applicant:  
(Attached additional sheets as may be necessary):

Names \_\_\_\_\_ Field Of Expertise \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Email \_\_\_\_\_

12. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

Subdivision:

\_\_\_\_\_ Minor Subdivision Approval

\_\_\_\_\_ Subdivision Approval (preliminary)

\_\_\_\_\_ Subdivision Approval (final)

Number of lots to be created \_\_\_\_\_  
(Including remainder lot)

Number of additional new dwellings to be created (if residential) \_\_\_\_\_

Site Plan:

\_\_\_\_\_ Minor Site Plan Approval

\_\_\_\_\_ Preliminary Site Plan Approval (Phases if applicable) \_\_\_\_\_

\_\_\_\_\_ Final Site Plan Approval (Phases if applicable) \_\_\_\_\_

\_\_\_\_\_ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet) \_\_\_\_\_

Total number of proposed dwelling units \_\_\_\_\_

Existing number of employees \_\_\_\_\_

Number of Additional employees with proposal \_\_\_\_\_

\_\_\_\_\_ Request for Waiver from Site Plan Review and Approval

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Informal Review Note: If applicant is requesting an informal hearing before the Planning Board without filing a formal application for site plan or subdivision than the applicant should use the simplified application form for an informal presentation. A copy of the simplified application can be obtained by contacting the Board's Secretary.

\_\_\_\_\_ Appeal decision of an Administrative Officer (R.S. 40:55D-70a (1)) Note: All appeals of an Administrative Officer should be made to the Zoning Board – see separate application forms

\_\_\_\_\_ Map or Ordinance Interpretation of Special Question (R.S. 40:55D-70b) Note: All requested for interpretations or special questions should be made to the Zoning Board – see separate application forms.

\_\_\_\_\_ Variance Relief (hardship) (R.S. 40:55D-70c (1))

\_\_\_\_\_ Variance Relief ('flexible c') (R.S. 40:55D-70c (2))

\_\_\_\_\_ Variance Relief (unpermitted structure or use; expansion of a non-conforming use; deviation from a specification or standard pertaining solely to a conditional use; increase in permitted floor area ratio; increase in permitted density; deviation in maximum permitted height of a principal structure more than 10' or 10%) (R.S. 40:55D-70d) Note: All requested use variances should be made to the Zoning Board – see separate application forms.

\_\_\_\_\_ Conditional Use Approval (R.S. 40:55D-67)

\_\_\_\_\_ Direct issuance of a permit for a structure in a bed of a mapped street, public drainage way or flood control basin (R.S. 40:55D-34)

\_\_\_\_\_ Direct issuance of a permit for a lot lacking street frontage (R.S. 40:55D-35)

13a. Section(s) of Ordinance from which a variance is requested: \_\_\_\_\_

13b. Provide detailed description of all variances being requested (i.e. New building with front setback of 20' instead of required 50' setback) (Attach additional pages as needed).

14. Exceptions (R.S. 40:55D-51) and Waivers Requested of Development Standards and/or Submission Requirements: (Attach additional pages as needed)

15. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, location within the State and within 200 feet in all directions of the property which is the subject of this application. This notice must specify the sections of the Ordinance from which the relief is sought, if applicable.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled for the hearing.

An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

16. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: (attach pages as needed)

- 17. Is a public water line available? \_\_\_\_\_
- 18. Is a public sanitary sewer available? \_\_\_\_\_
- 19. Does the applicant propose a well and septic system? \_\_\_\_\_
- 20. In the event that any new lots are being proposed, attach a certification from the Tax Assessor designating the appropriate block and lot numbers.
- 21. Are any off-tract improvements required or proposed?    Yes \_\_\_\_\_    No \_\_\_\_\_

If the answer is yes, describe the improvements

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 22. Is the subdivision to be filed by deed?    Yes \_\_\_\_\_    No \_\_\_\_\_
- Is the subdivision to be filed by plat?    Yes \_\_\_\_\_    No \_\_\_\_\_

- 23. What form of security does the applicant propose to provide as performance and maintenance guarantees?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 24. I certified that I have read and understand the attached list of rules and adopted policies (adopted February 5, 2009) of the Planning Board and agree to be bound by those adopted policies.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

25. Other approvals, which may be required and date plans submitted:

	YES	NO	DATE PLANS SUBMITTED
Delran Sewerage Department	_____	_____	_____
Burlington County Health Department	_____	_____	_____
Burlington County Planning Board	_____	_____	_____
Burlington County Soil Conservation District	_____	_____	_____
NJDEP	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Public Service Electric and Gas Company	_____	_____	_____

Please note it is the applicant's responsibility to obtain all necessary approvals from all agencies having jurisdiction in this matter.

- 26. Certification signed by the Tax Collector verifying that all taxes due on the subject property have been paid. (See page # 25)
  
- 27. List of Maps, reports and other material accompanying the application (attach additional pages as required for complete listing).

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the Board's professional staff (Engineer, Planner and Solicitor of the Board to which the application is submitted. Additionally, the applicant must also provide copies directly to the Township Fire Official) for their review. No application will be scheduled for a public hearing until the application has been reviewed and deemed complete by the Board's professional staff. Any required revisions must be submitted at least 15 days prior to a scheduled meeting date. Failure to comply may result in the delay in scheduling a hearing or having an application continued until the next available meeting.

Quantity	Description of Item
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 28. The applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals:

Applicant's Professional	Reports Requested
_____ Attorney	_____
_____ Engineer	_____
_____	_____
_____	_____

**CERTIFICATIONS**

29. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am the Officer of the corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

(If the applicant be a corporation, this part must be signed by the authorized corporate officer. If the applicant be a partnership, this must be signed by a general partner).

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF APPLICANT

30. I Certify that I am the owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

(If the owner be a corporation, this part must be signed by the authorized corporate officer. If the owner be a partnership, this part must be signed by the general partner.)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF OWNER

31. I understand that my deposit of \$\_\_\_\_\_ has been deposited in an escrow account. In accordance with the Ordinance of the Township of Delran, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums should be deemed by the Board Secretary to be necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

32. **Completed W-9 form with Tax ID # or social security #.** (See page #16)

33. Required application and escrow fees. (See pages #17 - 19)

34. Completed and signed escrow agreement. (See page #20)

35. Property address certification signed by Delran Tax Assessor or 911 Coordinator for all subdivision applications and site plan applications requiring new address designations. (See page #21)



## Request for Taxpayer Identification Number and Certification

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

Please print or type

Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See instructions on page 2 if your name has changed.)

Business name (Sole proprietors see instructions on page 2.)

Please check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other ▶

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For sole proprietors, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How To Get a TIN** below.

**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number								

OR

Employer identification number								

List account number(s) here (optional)

### Part II For Payees Exempt From Backup Withholding (See Part II instructions on page 2)

### Part III Certification

Under penalties of perjury, I certify that:

- 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
- 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 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.

**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 of underreporting interest or dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, the 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. (Also see **Part III instructions** on page 2.)

**Sign Here**

Signature ▶

Date ▶

*Section references are to the Internal Revenue Code.*

**Purpose of Form.**—A person who is required to file an information return with the IRS must get your correct TIN to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 to give your correct TIN to the requester (the person requesting your TIN) and, when applicable, (1) to certify the TIN you are giving is correct (or you are waiting for a number to be issued), (2) to certify you are not subject to backup withholding, or (3) to claim exemption from backup withholding if you are an exempt payee. Giving your correct TIN and making the appropriate certifications will prevent certain payments from being subject to backup withholding.

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

**What Is Backup Withholding?**—Persons making certain payments to you must withhold and pay to the IRS 31% of such

payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable

interest and dividend accounts opened after 1983 only), or

- You do not certify your TIN. See the Part III instructions for exceptions.

Certain payees and payments are exempt from backup withholding and information reporting. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

**How To Get a TIN.**—If you do not have a TIN, apply for one immediately. To apply, get **Form SS-5**, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or **Form SS-4**, Application for Employer Identification Number (for businesses and all other entities), from your local IRS office.

If you do not have a TIN, write "Applied For" in the space for the TIN in Part I, sign and date the form, and give it to the requester. Generally, you will then have 60 days to get a TIN and give it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN.



**Township of Delran**  
*Department of Community Development*  
*Planning & Zoning Division*  
*900 Chester Avenue*  
*Delran, NJ 08075-9703*  
*Telephone: (856) 461-8542*  
*Fax: (856) 461-1147*  
*Email: ckohn@delrantownship.org*

# MEMO

TO: To All Interested Parties

FROM: Colleen Kohn, Secretary  
Planning & Zoning Boards

RE: Delran Township Land Use Application Fees

DATE: February 5, 2009

---

Please be advised that any application filed before either the Delran Township Planning Board or the Delran Township Zoning Board require filing and escrow fees in accordance with the fee schedule, attached hereto.

All fees are due to this office at the time the application is filed. If an applicant wishes to post the required fees by check, they must include **separate checks** to cover the filing fee and the required escrow fees. All checks are to be made payable to "Delran Township".

Additionally, please take notice that the filing fees are a one-time, **nonrefundable** flat fee. Escrows fees are used to cover the costs of the Delran Township Professional Staff for their review and out of pocket expenses for the application. Also, an applicant is required to post any additional escrow money prior to appearing before the appropriate board and at anytime thereafter to cover the costs of the Board's Professional's invoices.

**DELRAN TOWNSHIP FEE SCHEDULE  
LAND USE APPLICATIONS  
FILING FEES  
PURSUANT TO ORDINANCE #150-8 (Amended 8/7/05)**

Minor Subdivision	\$250.00
Major Subdivision Sketch Plat	\$1,000.00
Minor Site Plan	\$500.00
Major Site Plan	\$1,000.00
Conditional Use or Change in Use	\$200.00
Concept Plan Review or Informal Review	\$150.00
Variances:	
Sign Application, Oversize Sign	\$300.00
Use Variance	\$500.00
Variance Other Than Use Variance	\$200.00
Appeal Made from the Decision Of the Administrative Officer or Zoning Officer in the Enforcement of the Zoning Ordinance	\$150.00
Request for Interpretation of the Zoning Map or Ordinance or Other Permitted Special Questions	\$200.00
Certificate of conformance – from the Zoning Officer	\$25.00
Application for a certificate on Nonconforming use before the Zoning Board	\$150.00
Request for extension of approval	\$150.00
Certified List of Property Owners Within 200 Feet	\$10.00 or \$.25 per name, Whichever is greater?

**DELRAN TOWNSHIP FEE SCHEDULE**  
**LAND USE APPLICATIONS**  
**ESCROW FEES**  
**PURSUANT TO ORDINANCE #150-8 (Amended 3/27/07)**

Minor Subdivision: \$1,000.00

Major Subdivision:  
 Sketch plat  
 Per lot \$50.00  
 Minimum \$2,500.00

**Site Plan**  
**(Please include this as the initial fee along with fee below.) \$300.00**

Commercial/industrial development  
 application not involving structures:  
     1-3 lots and/or units \$3,500.00  
     Over 3 lots and/or units \$5,000.00

Commercial/industrial development  
 application involving structures:

Total floor plan:  
     1-1,249 sq.ft. \$1,000.00  
     1,250 – 2,499 sq.ft. \$2,000.00  
     2,500 – 9,999 sq.ft. \$3,000.00  
     10,000 – 19,999 sq.ft. \$4,000.00  
     Over 20,000 sq.ft. \$5,000.00

Conditional use or change in  
 use application \$500.00

Variances  
     Use Variance \$1,250.00  
     Sign Variance \$1,000.00  
     Other Than Use or Sign Variance \$250.00

Interpretation of Chapter 355, Zoning \$500.00

Concept review or informal review of  
 subdivision or site plan \$500.00

Appeal made from the decision of an  
 administrative officer or the Zoning Officer  
 in the enforcement of Chapter 355, Zoning \$250.00

Application for a certificate of nonconforming  
 use before the Zoning Board \$250.00

Request for an extension of an approval \$250.00

**DELRAN TOWNSHIP  
ESCROW AGREEMENT**

I understand that the sum of \$ \_\_\_\_\_ has been deposited in the escrow account in accordance with the Ordinance of the Township of Delran. This account has been established to cover the cost of professional services (including but not limited to legal, engineering, planning and other expenses) associated with the review of the application and related materials, consideration of the application, decision with respect to the application, and the memorialization and publication of the decision.

Sums not utilized in this process will be returned to the applicant, however, the applicant must send written notice by certified mail to the chief financial officer of the municipality and the approving authority, and to the relevant municipal professionals, that the application or the improvements, as the case may be, are completed. After the receipt of such notice, the professional shall render a final bill to the chief financial officer of the municipality within 30 days, and shall send a copy simultaneously to the applicant. The chief financial officer of the municipality shall render a written final accounting to the applicant on the uses to which the deposit was put within 45 days of receipt of the final bill. Any balances remaining in the deposit or escrow account, including interest in accordance with section 1 of P.L. 1985.c.315 (c.40:55D-53.1), shall be refunded to the developer along with the final accounting.

Should additional funds be deemed necessary, I understand that I will be notified of the required additional amount and shall add this sum to the escrow account within fifteen (15) days of the notice.

Furthermore, all applicants will receive a monthly statement from the financial institution to which the escrow money was deposited.

I further understand that, upon written request, I am entitled to receive a statement of charges paid from the account and the basis for those charges. If the applicant has any objection, dispute or exception to any charge, the applicant should notify in writing the governing body with copies to the chief financial officer, the approving authority and the professional with 45 days from receipt of the informational copy of the professionals' voucher, in accordance with 40:55D-53.2a.

I further understand that failure to pay the reasonable costs of the review of application will result in the delay of the receipt of the final approvals and permits until such payment is made.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name

Address to send all account correspondence to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax I.D. or Social Security #: \_\_\_\_\_

-----  
**For official use only**

Block \_\_\_\_\_ Lot \_\_\_\_\_ File # \_\_\_\_\_

**DELRAN TOWNSHIP  
PROPERTY ADDRESS CERTIFICATION**

All applications, which include a subdivision, a site plan for a new building or a new home, must submit a property address certification from the Delran Township Tax Assessor at the time of filing.

Applicant’s Name \_\_\_\_\_

<u>Proposed Block #</u>	<u>Proposed Lot #</u>	<u>Proposed Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that the above properties are acceptable as the Delran Township Tax Certification. Certification by this office does not negate the approval of Post Office or the Burlington County 911 office.

\_\_\_\_\_  
Tom Davis, Tax Assessor

\_\_\_\_\_  
Date

**TO: Tom Davis, Tax Assessor for Delran Township  
900 Chester Avenue  
Delran, NJ 08075**

**Request of list of property owners within 200 feet of the property listed below:**

**Address:** \_\_\_\_\_

**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Qual.:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone #** \_\_\_\_\_

**Please note: Assessor's office has 10 days to process this request.**

**A \$10.00 fee is due at the time request is made.**

**Thank you.**

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

TOWNSHIP OF DELRAN  
PLANNING BOARD

TAKE NOTICE that the undersigned has applied to the Planning Board of the Township of Delran, Burlington County, New Jersey for an interpretation/variance from the terms of the Chapters and Sections \_\_\_\_\_ of the Zoning Ordinance so as to permit \_\_\_\_\_ for the premises located at \_\_\_\_\_ and a public hearing has been ordered for \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ p.m. in the Municipal Building, Chester Avenue, Delran, New Jersey.

This notice is given by the applicant by order of the Delran Township Planning Board.

\_\_\_\_\_  
Applicant

Dated: \_\_\_\_\_

(Affidavit of Publication Required)

AFFIDAVIT OF SERVICE

State of New Jersey:

County of \_\_\_\_\_: s

\_\_\_\_\_ of full age, being duly sworn according to law, on his oath deposes and says that he resides at

\_\_\_\_\_ in the \_\_\_\_\_ County of \_\_\_\_\_

\_\_\_\_\_, and that he did on \_\_\_\_\_, 20\_\_\_\_\_

at least ten days prior to hearing, give personal notice to all property owners within 200 feet of the property affected by appeal number \_\_\_\_\_ located at

\_\_\_\_\_.

Said notice was given either by handing a copy of the property owner or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon:

(Check if applicable)

- ( ) 1. The Clerk of the Township of Delran
- ( ) 2. County Planning Board
- ( ) 3. The Director of the Division of State and Regional Planning
- ( ) 4. The Department of Transportation
- ( ) 5. The Clerk of Adjoining Municipalities

A copy of said notices are attached hereto and marked as "Exhibit A".

Notice was also published in the official newspaper of the municipality as required by law.

Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality, which is marked "Exhibit C".

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality, which is marked "Exhibit D".

\_\_\_\_\_  
Sworn and subscribed to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_  
20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Applicant)



# **Township of Delran**

*Department of Community Development  
Planning & Zoning Division  
900 Chester Avenue  
Delran, NJ 08075-9703  
Telephone: (856) 461-8542  
Fax: (856) 461-1147*

## **PROPERTY TAX CERTIFICATION**

TO: Colleen Kohn, Secretary  
Planning & Zoning Boards

FROM: Delran Township Tax Collector

RE: Block \_\_\_\_\_  
Lot(s) \_\_\_\_\_  
Street Address \_\_\_\_\_  
Property Owner \_\_\_\_\_

Please be advised that the property taxes for the above referenced property are:

\_\_\_\_\_ Current  
\_\_\_\_\_ Delinquent Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Tax Department Representative

\_\_\_\_\_  
Date

**DELRAN TOWNSHIP  
PLANNING BOARD  
PROFESSIONAL STAFF**

PLANNING BOARD SOLICITOR:

Platt Law Group  
Stuart Platt/Chris Norman  
40 Berlin Avenue  
Stratford, NJ 08084

Telephone: (856) 784-8500 Fax: (856) 784-8050  
Email : [platt@prlawoffice.com](mailto:platt@prlawoffice.com) & [cnorman@prlawoffice.com](mailto:cnorman@prlawoffice.com)

PLANNING BOARD ENGINEER

Turek Consulting, LLC  
Fred Turek  
712 E. Main Street, Suite 1A  
Moorestown, NJ 08057

Telephone: (856) 770-4755 Fax: (856) 206-9625  
Email: [fturek@turekconsultingllc.com](mailto:fturek@turekconsultingllc.com)

PLANNING BOARD PLANNER/  
TRAFFIC ENGINEER

CME Associates  
Chris Dochney  
1 Market Street, Suite 1F  
Camden, NJ 08102

Telephone: (732) 410-2651 Fax: (856) 246-1169  
Email: [cdochney@cmeusa1.com](mailto:cdochney@cmeusa1.com)

PLANNING BOARD SECRETARY:

Colleen Kohn  
Delran Township  
Planning & Zoning Board  
900 Chester Avenue  
Delran, NJ 08075

Telephone: (856) 461-8542 Fax: (856) 461-1147  
Email: [ckohn@delrantownship.org](mailto:ckohn@delrantownship.org)

FIRE OFFICIAL:

Joseph M. Cunningham Jr.  
Delran Township  
900 Chester Avenue  
Delran, NJ 08075

Telephone: (856) 461-5474 Fax: (856) 461-9005  
Email: [jcunninghamjr@delranfire.org](mailto:jcunninghamjr@delranfire.org)

**PLEASE TAKE NOTICE: It is the applicant's responsibility to submit hard copies and digital copies of the application, plans and all other supporting documentation to the Board Solicitor, Engineer, Planner and the Fire Official for review. Failure to submit the required documents to the Professionals will result in the delay of scheduling before the board. No application will be scheduled before the board until the application has been deemed complete by the Board's Professional staff.**

Schedule A  
Delran Township  
Submission Requirements Checklist:

9/26/2000

Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_

Application Number: \_\_\_\_\_

	Concept Plan	Conditional Use	Minor Site Plan	Minor Subdivision	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
1	Development Review Application	+	+	+	+	+	+	+
2	Affidavit of Ownership or Consent of Owner	**	+	+	+	+	+	+
3	Variance Application Form, if applicable	**	+	+	+	+	+	+
4	Application and Escrow Fees	**	+	+	+	+	+	+
5	Tax & Assessment Payment	**	+	+	+	+	+	+
6	Name & Address of Owner and Applicant	**	+	+	+	+	+	+
7	Name, Signature, License #, Seal, and address of Engineer, Planner, Land Surveyor, Architect, Landscape Architect, as applicable	**	+	+	+	+	+	+
8	Title block denoting type of application, tax map sheet, County, Municipality, Block & Lot and street address	**	+	+	+	+	+	+
9	Key map from official tax map showing location of tract to surrounding streets, municipal boundaries, etc., within 1000' (General)	**	+	+	+	+	+	+

	Concept Plan	Conditional Use	Minor Site Plan	Minor Subdivision	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
9	Schedule of required and proposed zone(s) requirements for lot area, frontage, setbacks, impervious coverage, parking, etc.	**	+	+	+	+	+	+
10	North arrow to top of sheet, scale and graphic scale	**	+	+	+	+	+	+
11	Signature block for Board Chairman, Secretary, Engineer and Municipal Clerk	**	+	+	+	+	+	+
12	Certification block as required by map filing law	**	+	+	+	+	+	+
13	Monumentation as required by map filing law	**	+	+	+	+	+	+
14	Date of property survey	**	+	+	+	+	+	+
15	One (1) of four (4) standard sheet sizes as required by map filing law	**	+	+	+	+	+	+
16	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all centerlines and rights of way, and centerline curves on streets	**	+	+	+	+	+	+
17	Acreage of tract to nearest one hundredth	**	+	+	+	+	+	+
18	Date of original/all revisions	**	+	+	+	+	+	+
19	Size and location of existing or proposed structures and their dimensional setbacks	**	+	+	+	+	+	+
20		(GENERAL) +	+	+	+	+	+	+

	Concept Plan	Conditional Use	Minor Site Plan	Minor Subdivision	Subdivision		Site Plan		
					Preliminary	Final	Preliminary	Final	
21	Minimum zoning setbacks lines and lot frontage dimensions for principal buildings to be shown on all lots	+	**	+	+	+	+	+	+
22	Location and dimensions of any existing or proposed right-of-way and cartways	(GENERAL) +	**	+	+	+	+	+	+
23	All proposed lot lines and area of lots in square feet			+	+	+	+	+	+
24	Copy and plan delineation of any existing or proposed deed restrictions	(EXISTING) +	**	+	+	+	+	+	+
25	Any existing or proposed easement or land reserved or dedicated for public use	+	**	+	+	+	+	+	+
26	Plan delineation of any proposed development phasing		**			+	+	+	+
27	Property owners and lot lines within 200' and in correct scale to subject parcel		**	+	+	+	+	+	+
28	Existing streets, other rights-of-way or easements, water courses, wetlands, soils, floodplains, or other environmentally sensitive areas within 200' of tract	(GENERAL) +	**	(WITHIN 50 FEET) +	+	+	+	+	+
29	Topographical features of subject property at 2 foot contour interval		**			**		**	
30	The proposed clearing limits along with existing and proposed contours based on USGS datum, to extend 200' beyond subject tract	(GENERAL) +	**	(EXTEND 50 FT.) +	+	+	+	+	+

	Concept Plan	Conditional Use	Minor Site Plan	Minor Subdivision	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
31	Boundary limits, nature and extent of wooded areas, trees 6" diameter or greater within clearing limits & other significant physical features  (GENERAL) +	**	+	+	+	+	+	+
32	Existing drainage system, including any larger tract of which the site is a part & drainage divide map	**			+	+	+	+
33	Drainage calculations for all existing & proposed inlets, piping, swales & stormwater management facilities Existing & proposed utilities: sanitary sewer, water, storm water management, cable and electric	**	+		+	+	+	+
34	Soil erosion and sediment control plan (as required by Soil Conservation District)	**	+	+	+	+	+	+
35	Spot & finish elevations at all property corners, corners of all structures, paved areas, existing or proposed 1st floor elevations	**	+		+	+	+	+
36	Construction details, road & paving cross-sections & profiles	**			+	+	+	+
37	Proposed street names	**			+	+	+	+
38	New block and lot numbers confirmed by tax assessor	**	+		+			
39	Lighting plan and details	**	+		+	+	+	+
40	Landscaping plan and details	**	+		+	+	+	+
41		**	+		+	+	+	+

	Concept Plan	Conditional Use	Minor Site Plan	Minor Subdivision	Subdivision		Site Plan		
					Preliminary	Final	Preliminary	Final	
42	Solid waste management & recycling	**	+					+	+
43	Location and details of site identification signs, traffic control signs & directional signs	**	+			+	+	+	+
44	Sight triangles	**	+			+	+	+	+
45	Veicular & pedestrian circulation patterns	**	+			+	+	+	+
	Parking plan indicating spaces, size & type, aisle width, internal collectors, curb cuts, drives & driveways & all ingress & egress areas with dimensions, if applicable		+					+	+
46	Preliminary architectural plan & elevations	**	+					+	+
47	Environmental Impact Report, parcels 5 acres or larger or those in an environmentally sensitive area	**	+			+		+	
48	Traffic Impact Report		+			**		**	
49	Existing and proposed signs and/or fences, details, sign areas & locations must be shown	**	+			+		+	+
50	All applicable outside agency approvals including but not limited to County Planning Board, NJDEP, Soil Conservation District	**	+					+	+
51		**	+					+	+

	Public notice required note: any application which requires a variance must provide public notice	Concept Plan	Conditional Use	Minor Site Plan (WHEN REQUESTING A VARIANCE)	Minor Subdivision (WHEN REQUESTING A VARIANCE)	Subdivision		Site Plan	
						Preliminary	Final	Preliminary	Final
52			**	+	+	+		+	
<p>** Conditional use applications also must obtain site plan approval. If the development fits the description of a minor site plan, then those requirements should be followed. If it does not, then preliminary and final site plan requirements apply.</p> <p>NOTE: Wooded areas, significant trees and significant physical features should at a minimum be shown on the grading plan.</p>									