



**TOWNSHIP OF MAPLE SHADE
LAND USE DEVELOPMENT REGULATIONS APPLICATION
DOCUMENTS REQUIRED TO BE SUBMITTED**

Property Address: _____ Date: _____

Owner's Name: _____ Owner's Phone #: _____

Applicant's Name: _____ Applicant's Phone #: _____

Applicant's Email Address: _____

Engineer: _____ Engineer's Phone #: _____

Attorney: _____ Attorney's Phone #: _____

Please provide fifteen (15) hard copies & one (1) digital copy of all required documentation.

This completed application, along with all supporting documentation per the application's checklist, must be filed with the Land Use Board Administrator, zoning@mapleshade.com, and Land Use Board Secretary, kmcshane@mapleshade.com for completeness review at least thirty (30) business days prior to the meeting at which the application is to be considered.

Waivers may be requested from some of the following items. The items should be checked where provided and an explanation of the reasons for the waiver or non-applicable items explained in a separate letter to be attached to this checklist.

NOTE: Plans must be folded and sealed by a licensed engineer or architect. Plans that are not submitted in this manner are unacceptable for processing.

KEY: X = Required P = Provided W = Waiver N/A = Not Required or Applicable

Item No.	Description	"C" Type Variance	"D" Type Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One)
					Sub-division	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
A.	APPLICATION FORM	X	X	N/A	X	X	X	X	X	X	(P) (W) (N/A)
B.	PROJECT PLAT INFORMATION										(P) (W) (N/A)
1.	Name & Address of Owner and Applicant	N/A	X	N/A	X	X	X	X	X	X	(P) (W) (N/A)
2.	Notarized Signature (final plat prior to filing)	N/A	N/A	N/A	X	N/A	N/A	X	N/A	N/A	(P) (W) (N/A)



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3.	Name, signature, license number, seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect, as applicable, involved in preparation of plat (any plans drawn by the applicant must include a notarized statement that the applicant prepared the plan)	N/A	X	N/A	X	X	X	X	X	X	(P) (W) (N/A)
4.	Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location	N/A	X	N/A	X	X	X	X	X	X	(P) (W) (N/A)
5.	Key map at specified scale showing: location to surrounding properties, streets, municipal boundaries, zone districts, etc. within 500-feet of property; <u>block and lot designations within 200-foot radius</u>	N/A	X	N/A	X	X	X	X	X	X	(P) (W) (N/A)
6.	North arrow & scale	N/A	X	X	X	X	X	X	X	X	(P) (W) (N/A)
7.	Schedule of required zone district requirements, including lot area, width, depth, yard	N/A	X	X	X	X	X	X	X	X	(P) (W) (N/A)



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	setbacks, building coverage, open space, parking, etc.										
8.	Signature blocks for chairman, secretary, and municipal engineer	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
9.	Proof that taxes are current	X	X	N/A	X	X	X	X	X	X	(P) (W) (N/A)
10.	Certification blocks required by Map Filing Law	N/A	N/A	N/A	X	N/A	N/A	X	N/A	N/A	(P) (W) (N/A)
11.	Monumentation as specified by Map Filing Law	N/A	N/A	N/A	X	N/A	N/A	X	N/A	N/A	(P) (W) (N/A)
12.	Current survey of property prepared by licensed surveyor showing date of survey <u>not less than 5 years old</u>	X	X	N/A	X	X	X	X	X	X	(P) (W) (N/A)
13.	Plans to a scale of not less than 1"-100' on one of four of the following standard sheet sizes: 8 1/2" x 13" 15" x 21" 24" x 36" 30" x 42"	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
14.	Metes and bounds description showing dimension, bearings of original and proposed lots	N/A	N/A	N/A	X	N/A	N/A	X	N/A	N/A	(P) (W) (N/A)



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15.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and right-of-way and centerline curves on street	N/A	N/A	N/A	X	N/A	X	X	N/A	X	(P) (W) (N/A)
16.	Acreage of tract to the nearest tenth of an acre	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
17.	Date of original preparation and of each subsequent revision, including a brief narrative of each revision	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
18.	Size and location of any existing and proposed structures with all setbacks dimensioned	X	X	X	X	X	X	X	X	X	(P) (W) (N/A)
19.	Size and location of all existing structure within 200 feet of site boundaries	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
20.	Tax lot and block numbers of existing and proposed lots	N/A	N/A	N/A	X	N/A	X	X	N/A	N/A	(P) (W) (N/A)
21.	Area of proposed lots in square feet	N/A	N/A	X	X	N/A	X	X	N/A	N/A	(P) (W) (N/A)
22.	Any existing or proposed easement or land reserved for or dedicated to public use	N/A	N/A	X	X	X	X	X	X	X	(P) (W) (N/A)
23.	Name and address and lot and block numbers of	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)



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	property owners within 200 feet of subject property										
24.	Location of streams, floodplains, wetlands or other environmentally sensitive areas on or within 200 feet of the project site (Note: variance applications need only show these features on-site)	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
25.	List of variances required or requested	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
26.	List of requested design waivers or exceptions	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
27.	Phasing plan as applicable to include: i.) Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site ii.) Timetable and phasing sequence	N/A	N/A	N/A	N/A	N/A	X	X	X	X	(P) (W) (N/A)
28.	Preliminary architectural plans and elevations	X	X	X	N/A	X	N/A	N/A	X	X	(P) (W) (N/A)
29.	Site identification signs, traffic control signs, and identification signs	N/A	N/A	N/A	N/A	X	X	X	X	X	(P) (W) (N/A)
30.	Sight triangles	N/A	N/A	N/A	X	X	N/A	X	X	X	(P) (W) (N/A)
31.	Proposed street names when new road is proposed	N/A	N/A	N/A	N/A	N/A	X	X	X	X	(P) (W) (N/A)



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32.	Parking plan showing spaces, sizes, and types, aisle width, curb cuts, driveways, and all ingress and egress areas and dimensions, the number of spaces required by ordinance and the number of spaces provided	N/A	N/A	N/A	N/A	X	N/A	N/A	X	X	(P) (W) (N/A)
33.	Soil Waste Management and Recycling Plan showing holding location and provisions for waste and recyclables	N/A	N/A	N/A	N/A	X	X	X	X	X	(P) (W) (N/A)
34.	Traffic Study	N/A	N/A	N/A	N/A	N/A	X	N/A	X	N/A	(P) (W) (N/A)
C.	CONSTRUCTION PLANS										
1.	Site layout showing all roadways, circulation patterns, curbs, sidewalk, buffers, structures, open space, recreation, etc., as applicable	N/A	N/A	N/A	N/A	X	X	X	X	X	(P) (W) (N/A)



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2.	Grading and Utility Plan to include as applicable: i.) Existing and proposed contours at 1-foot intervals for grades 3% or less and at 2-foot intervals for grades more than 3-inches ii.) Elevations of existing and proposed structures iii.) Location and invert elevation of existing and proposed drainage structures iv.) Locations of all streams, ponds, lakes, wetlands areas v.) Locations of existing and proposed and existing utilities including depth of structures, locations of manholes, valves, services, etc.	N/A	N/A	N/A	N/A	X	X	X	X	X	(P) (W) (N/A)
3.	Profiles of existing and proposed roadways, including all utilities and stormwater facilities. Roadway cross-sections at 50-foot intervals. Horizontal and vertical scales to be the same.	N/A	N/A	N/A	N/A	N/A	X	X	X	X	(P) (W) (N/A)



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4.	Landscaping Plan to include: i.) Locations of existing vegetation and clearing limits. ii.) Tree Save and Removal Plan consistent with Chapter 191 -Tree Preservation Code. iii.) Tree Save Plan for major applications must show the locations, sizes and species of all existing tree 4-inches in caliper or greater iv.) Proposed buffer areas and method of protection during construction v.) Proposed landscaped areas vi.) Number, types & locations of proposed plantings including street trees vii.) Details for method of planting, including optimum planting season	N/A	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
5.	Soil Erosion and Sediment Control Plan prepared in accordance with the standards for soil erosion and sediment control standards in New Jersey	N/A	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)



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6.	Lighting Plan to include: i.) Locations and height of proposed fixtures ii.) Proposed lighting levels ii.) Detail for construction of fixture	N/A	N/A	N/A	N/A	X	X	X	X	X	(P) (W) (N/A)
7.	Construction details for all improvements: i.) Roadways ii.) Curb iii.) Sidewalk iv.) Driveway Aprons v.) Drainage Inlets vi.) Pipe Bedding vii.) Outfalls viii.) Manholes ix.) Gutters x.) Plantings xi.) Parking Lots xii.) Soil Erosion and Sediment Control Structures	N/A	N/A	N/A	N/A	X	X	X	X	X	(P) (W) (N/A)
D.	SUPPLEMENTARY DOCUMENTS										
1.	List of all federal, state, regional and/or municipal approvals or permits required	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
2.	Copies of any existing or proposed deed restrictions or covenants	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
3.	Freshwater wetlands Letter of Interpretation for the project	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
4.	Performance guarantees	N/A	N/A	N/A	X	X	N/A	X	N/A	X	(P) (W) (N/A)



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5.	Executed developer's agreement	N/A	N/A	N/A	N/A	N/A	N/A	X	N/A	X	(P) (W) (N/A)
6.	Disclosure statement (see NJS 40:55D-48. let seq.)	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
7.	Statement from utility companies as to serviceability of site	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
8.	Stormwater management calculations	N/A	N/A	N/A	N/A	N/A	X	X	X	X	(P) (W) (N/A)
9.	Payment of all applicable fees	X	X	X	X	X	X	X	X	X	(P) (W) (N/A)
10.	Environmental Impact Report	N/A	N/A	N/A	N/A	N/A	X	N/A	X	N/A	(P) (W) (N/A)
11.	Application for Environmental Commission Site Plan Review	N/A	N/A	N/A	X	X	X	X	X	X	(P) (W) (N/A)
12.	Building Elevation and floor plans of any proposed structure(s)	X	X	N/A	N/A	X	N/A	N/A	X	N/A	(P) (W) (N/A)



**TOWNSHIP OF MAPLE SHADE
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OWNER’S CONSENT TO APPLICATION

I/We _____,
Name(s)

being all the owners of the property know and designated as

_____, _____, _____,
Property Address *Block* *Lot*

Township of Maple Shade, New Jersey (the “Subject Property”), do hereby consent to the application filed by Applicant, with the Land Use Board, as the case may be, of the Township of Maple Shade, regarding the Subject Property.

I/We confirm that the undersigned have full and complete authority to Consent to the referenced application as the Sole Owner(s) of the Subject Property; no other persons or entities have any ownership interest in or to the Subject Property.

The undersigned further confirm that I/We are aware and acknowledge that the Township Ordinances provide that if the Applicant’s escrow account for this application becomes deficient and/or escrow sums for the application are not timely paid in full, the Township of Maple Shade may impose a lien upon, and add the unpaid escrow sum to the real estate taxes of, the Subject Property.

OWNERS (*all owners sign & date below*)

Name: _____ Dated: _____

Name: _____ Dated: _____

Name: _____ Dated: _____

Name: _____ Dated: _____

DISCLOSURE STATEMENT

Pursuant to *N.J.S.A.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 *N.J.S.A. 40:55D-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.



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CERTIFICATE OF NONCONFORMITY (N.J.S.A.40:55D-68)

The following provides a description of the instructions for making an application for a certificate of nonconformity. When a municipality adopts a zoning ordinance or when an existing ordinance is changed there are some uses that are not listed as permitted uses and/or structures that do not conform to the new zoning regulations. These are known as pre-existing nonconforming uses and/or structures. In recognition of this nonconformity the New Jersey Municipal Land Use Law (MLUL) contains provisions designed to protect property owners from losing their property rights that would pre-date the zoning regulations.

The Zoning Officer is authorized to consider whether a particular use or structure qualifies for protection to what is known as pre-existing non-conforming uses or structures. A property owner is required to apply for this protection within one (1) year from adoption of the ordinance, making it non-conforming. However, an application beyond the one-year time limit must be made to the Zoning Board of Adjustment pursuant to NJSA 40:55D-68 of the MLUL.

1. Mandatory Submission Items & Application Checklist

Certificate of Nonconformity Being Sought for Nonconforming: *(please check all that apply)*

Use

Structure

Existing Use of Property: _____

Year Structure Built or Use Commenced: _____

Date of Ordinance which changed the Zone: _____
(if applicable)

Ordinance Number: _____

Describe the Non-Conformity:



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2. Supporting Claim of Nonconformity

The burden of proof of the nonconformity lies with the applicant. You must submit sufficient evidence to support your application in order to be issued such Certificate.

Possible examples of accepted evidence or documentation of proof supporting a claim of Nonconformity include, but are not limited to:

- Property Record Card
- Certificate of Occupancy
- Building Permits
- Zoning Permits
- Board Resolution / Site Plan Approval
- Township Minutes
- Rental Property Registration
- Fire Safety Inspection Reports
- Previously Recorded Deeds
- Advertisements or Telephone Directory
- Other Township, County or State Documents

Applicants are not precluded from submitting personal documents which may support the claim of Nonconformity. Applicants are cautioned, however, that this category of documents may or may not be accepted by the Zoning Officer. Examples include, but are not limited to:

- Property Surveys
- Utility Bills
- Lease Agreements and/or Rent Receipts
- Fire and/or Flood Insurance Policies
- Private Inspection Reports
- Third Party Affidavits

Applicant may want to consider professional assistance due to the complexity of the request.



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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 proposed dwelling units (*if applicable*)

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 or acreage*) _____
- _____ Number of proposed dwelling units (*if applicable*) _____
- _____ Request for Waiver from Site Plan Review and Approval

Reason for request:

- _____ Informal Review
- _____ Request for Rezoning and/or Amendment to Master Plan
- _____ Appeal Decision of an Administrative Officer (*N.J.S.A. 40:55D-70a*)
- _____ Map or Ordinance Interpretation or Special Question (*N.J.S.A. 40:55D-70b*)
- _____ Variance Relief - Hardship (*N.J.S.A. 40:55D-70c(1)*)
- _____ Variance Relief - Substantial Benefit (*N.J.S.A. 40:55D-70c(2)*)
- _____ Variance Relief - Use (*N.J.S.A. 40:55D-70d*)
- _____ Conditional Use Approval (*N.J.S.A. 40:55D-67*)
- _____ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin (*N.J.S.A. 40:55D-34*)
- _____ Direct issuance of a permit for a lot lacking street frontage (*N.J.S.A. 40:55D-35*)
- _____ Other Relief (*specify*)



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1. APPLICANT INFORMATION:

Name: _____
Address: _____
Phone #: _____
Email: _____

2. ATTORNEY INFORMATION:

Name: _____
Address: _____
Phone #: _____
Email: _____

3. ARCHITECT INFORMATION:

Name: _____
Address: _____
Phone #: _____
Email: _____

4. ENGINEER INFORMATION:

Name: _____
Address: _____
Phone #: _____
Email: _____

5. PRESENT OWNER *(if not applicant)*:

Name: _____
Address: _____
Phone #: _____
Email: _____



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6. Interest of applicant *(if other than owner)*:

7. Property located in Zone: _____
(as per Township of Maple Shade Zoning Ordinance)

8. Existing Use: _____

9. Variance is requested from the following Zoning Ordinance:

Article: _____

Section: _____

10. Description of Variance, Interpretation, or Appeal Requested:

11. Legal Basis for Variance Relief Requested:

12. Detailed Project Information:

Lot Size: _____

Total Size of Building: _____
(square feet)

Height of Building: _____

Stories: _____

Setbacks from Property Line:

Front: _____

Rear: _____

Left Side: _____

Right Side: _____



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13. Are the following utilities present?

Electric:	_____	Yes	_____	No
Gas:	_____	Yes	_____	No
Sanitary Sewer:	_____	Yes	_____	No
Water:	_____	Yes	_____	No
Storm Sewers:	_____	Yes	_____	No
Paved Streets:	_____	Yes	_____	No
Curbs:	_____	Yes	_____	No
Sidewalk:	_____	Yes	_____	No

14. Has there been any previous appeal involving these premises?

_____ Yes _____ No

If yes, please attach a copy of the decision/resolution. State character of appeal & date of description:



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**TOWNSHIP OF MAPLE SHADE
TAX PAYMENT CERTIFICATION**

Pursuant to the New Jersey Law, Chapter 174 of 1987, N.J.S.A. 40:55-D-39C and N.J.S.A. 40:55D-65, an applicant for either licenses or permits must submit proof that no taxes or assessments for local improvements are due or delinquent on the property, dated below.

The applicant will complete Section I of this form and request the Maple Shade Tax Office to complete Section II, which verifies that no delinquent taxes or assessments are due. When completed, the applicant will submit this form. The completed copy of this form will be placed in the applicant's file as part of a completed application.

Applicants are cautioned that agreement on payment of taxes for the current year must be reached between the interested parties. Apportionment of taxes is **NOT** the concern of the Tax Office.

Applicant is also cautioned that additional assessments may be levied where structure is present.

Section I TO BE COMPLETED BY APPLICANT

I am making application to the Township of Maple Shade for the development of Lot ____ of Block ____ located at _____, Maple Shade, NJ.

The owner of record for the subject lot is _____.

I request the Tax Collector to determine whether there are any delinquent taxes and/or Assessments due.

SIGNATURE OF APPLICANT

DATE

Section II TO BE COMPLETED BY MAPLE SHADE TAX COLLECTOR

- I find that:
- () All taxes due have been paid.
 - () All assessments due have been paid.
 - () The following are delinquent and past due:

SIGNATURE OF TAX COLLECTOR

DATE



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CERTIFICATIONS

I understand that the sum of \$ _____ has been paid to the Township of Maple Shade as a **Non-Refundable Application**.

I understand that the sum of \$ _____ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Land Development Ordinance of the Township of Maple Shade, 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 applications for development, review and preparation of documents, inspection of improvements, the publication of the decision by the Board or other purposes under the provisions of the Municipal Land Use Law. Sums not utilized shall be returned. If additional sums are deemed 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.

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 is a corporation, this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.]*

SIGNATURE OF APPLICANT

DATE

NOTARY PUBLIC

State of New Jersey}
County of Burlington) SS:

_____ of full age, being duly sworn according to law, on oath
depose any say that all the above statements are true.

SIGNATURE OF APPLICANT

DATE

Sworn to and subscribed before me, this _____ day of _____ 20____.

NOTARY PUBLIC – STATE OF NEW JERSEY



**TOWNSHIP OF MAPLE SHADE
LAND USE DEVELOPMENT REGULATIONS APPLICATION
DOCUMENTS REQUIRED TO BE SUBMITTED**

**Land Use Development Application Fee Schedule
Chapter 88, Section 10**

****Please be sure to submit the Application Fee & Escrow Fee on SEPARATE checks**
(Checks Made Payable to: *Township of Maple Shade*)**

<u>APPLICATION TYPE</u>	<u>APPLICATION FEES</u>	<u>ESCROW FEES</u>
Site Plan Preliminary	\$200	<u>Non-Residential:</u> \$3,000 plus \$300 per acre or fraction thereof <u>Residential:</u> \$2,000 plus \$100 per dwelling
Site Plan Final	\$200	<u>Non-Residential:</u> \$1,500 plus \$150 per acre or fraction thereof <u>Residential:</u> \$1,500 plus \$50 per dwelling
Minor Subdivision	\$200	\$600 per lot (including existing lot)
Major Subdivision Preliminary	\$200	\$3,500 plus \$200 per lot
Major Subdivision Final	\$200	\$1,750 plus \$150 per lot
Minor Site Plan	\$200	\$2,000
Site Plan Waiver	\$100	\$500
'A' Variance (Appeal of Zoning Officer)	\$50	\$300
'B' Variance (Interpretation of Zoning Map or Ordinance)	\$50	\$300
'C' Variance	\$100	\$300
'D' Variance	\$200	\$1,000
Informal Conceptual Review	\$100	\$500
Sewer Connection	<i>Refer to Chapter 160, Section 6</i>	<i>Refer to Chapter 160, Section 6</i>
Septic Standards	<i>Refer to Chapter 160, Section 6</i>	<i>Refer to Chapter 160, Section 6</i>
Fire Prevention <i>(paid directly to the Fire Marshal)</i>	<i>Refer to Chapter 88, Section 6</i>	
Grading Plan Review	N/A	\$600 (plus \$800 if curb and/or sidewalk installation is required)



LAND USE #: _____
(Office Use Only)

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FEES / ESCROW / PAYMENT INFORMATION:

Escrow monies **MUST** be made with a separate payment from all application fees.
(Checks made payable to: Township of Maple Shade)

NOTE: The amounts specified for escrow are estimates. All costs incurred shall be reimbursed by the applicant whether the application is approved or denied.

The Certified 200-Foot List form included in this application.
There is a \$10.00 fee to produce the certified list which is submitted directly to the Tax Assessor's Office.



TOWNSHIP OF MAPLE SHADE
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Township of Maple Shade, NJ

Chapter 88. Fees and Escrow

§ 88-10. Land use development application and escrow fees.

[Amended 5-2-1990 by Ord. No. 1990-5; 12-4-1991 by Ord. No. 1991-26; 4-1-1998 by Ord. No.1998-8; 9-4-2002 by Ord. No. 2002-11; 4-15-2009 by Ord. No. 2009-07; 9-28-2017 by Ord. No. 2017-14]

- A. There shall be a continuing obligation to pay application fees and professional and consulting fees incurred during the course of review. Applicants submitting the applications set forth herein shall pay such application and escrow fees as are due and all costs for professional services incurred by the Township in connection with the review and approval. In conjunction with payment of such professional and consulting fees, the applicant shall make an escrow deposit in the amount and manner set forth herein and shall execute an agreement in a form provided by the Township obligating itself to pay such fees. The application fee is a flat fee to cover direct administrative expenses and is nonrefundable.
- (1) Example: application fees calculation.
- (a) An application for minor site plan approval that does not include a request for variance relief would pay an application fee of \$200.
- (b) An application for minor site plan approval that includes a request for "C" variance relief from one or more ordinance requirements would pay the site plan application fee of \$200 plus the "C" variance application fee of \$100 (if a "D" variance is requested the "D" variance application fee of \$200 would apply in place of the "C" variance application fee of \$100). The required initial escrow deposit is not cumulative, and as such the escrow deposit would be based on the higher of the two amounts listed within the ordinance. In this example the required escrow deposit for minor site plan review is \$2,000 while the escrow deposit for a "C" variance is \$300. The amount required for initial escrow deposit is \$2,000.
- (c) A residential application (with no site plan) that requests variance relief from one or more standards would submit the variance application fee of \$100 and escrow deposit of \$300 (the application fee and escrow deposit is not cumulative for each variance).
- B. Amount of fees and escrow deposits due. Each applicant shall, prior to its application being deemed complete, submit to the Community Development Director or his or her designee, in cash or by certified check or money order, the following application fees and escrow deposits, together with a fully executed escrow agreement in the form provided by the Township:
- (1) Interpretation of chapter (N.J.S.A. 40:55D-70b) or appeal of Zoning Officer's interpretation (N.J.S.A. 40:55D-70a).
- (a) Application fee: \$50.
- (b) Escrow deposit: \$300.
- (2) Zoning variance. The application fees and initial escrow deposits listed within Subsection **B(2)(a)** and **(b)** below are for applications that do not request site plan review and approval. In the event site plan review and approval is required, a separate application form, along with the appropriate fee and escrow, shall be submitted. For example: If an applicant submits an application for a "D" variance that results in a site plan approval being required, the applicant must submit the application, fees, and escrow for site plan approval.

[Amended 11-8-2018 by Ord. No. 2018-15]



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- (a) Application fee.
 - [1] "C" variance under N.J.S.A. 40:55D-70c: \$100.
 - [2] "D" variance under N.J.S.A. 40:55D-70d: \$200.
 - [3] "D" variance under N.J.S.A. 40:55D-70d: \$50 for a prohibited animal on a property zoned residential.

- (b) Escrow deposit.
 - [1] "C" variance under N.J.S.A. 40:55D-70c: \$300.
 - [2] "D" variance under N.J.S.A. 40:55D-70d: \$1,000.
 - [3] "D" variance under N.J.S.A. 40:55D-70d: \$300 for a prohibited animal on a property zone residential.

- (3) Informal review.
 - (a) Application fee: \$100.
 - (b) Escrow deposit: \$500.

- (4) Site plan review (minor; preliminary major; final major; and amended preliminary/final major).
 - (a) Application fee: \$200 (plus variance fee if necessary).

Note: The application fee above is for each required approval. For example: If an application is filed for both preliminary and final major site plan approval, the site plan review fee shall be calculated as follows: $\$200 + \$200 = \$400$. If one or more variances are requested, the variance fee of \$100 for "C" or \$200 for "D" shall also be submitted. Applications for amended preliminary/final major site plan or subdivision approval shall be required to pay one application fee of \$200 and post initial escrow in accordance with the amounts listed for final approval.

 - (b) Escrow deposit.
 - [1] Minor site plan: \$2,000.

 - [2] Major site plan preliminary approval.
 - [a] Nonresidential: \$2,000 plus \$300 per acre or fraction thereof; or
 - [b] Residential: \$2,000 plus \$100 per dwelling unit.

 - [3] Major site plan final approval.
 - [a] Nonresidential: \$1,500 plus \$150 per acre or fraction thereof; or
 - [b] Residential: \$1,500 or \$50 per dwelling unit.

 - (c) The above fees shall also apply to conditional use applications.

 - (d) Waiver of site plan requests.
 - [1] Application fee: \$100.
 - [2] Escrow deposit: \$500.

- (5) Minor subdivision review.
 - (a) Application fee: \$200 (plus variance fee if necessary).
 - (b) Escrow deposit: \$600 per lot (including existing lot).

- (6) Major subdivision sketch plat review:
 - (a) Application fee: \$200.
 - (b) Escrow deposit: \$1,000.



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- (7) Major subdivision review, preliminary.
 - (a) Application fee: \$200 (plus variance fee if necessary).
 - (b) Escrow deposit: \$3,500 plus \$200 per lot.
- (8) Major subdivision review, final.
 - (a) Application fee: \$200.
 - (b) Escrow deposit: \$1,750 plus \$150 per lot.
- (9) Escrow deposit for Tax Map preparation (to be submitted at time of initial application).

Number of Lots	Cost per Lot
1 to 5	\$80
6 to 20	\$55
21 to 50	\$40
Greater than 50	\$30

- (10) Development/redevelopment proposal review. Prior to submission of an application to Council or the Planning Board, fees shall be payable based on the size of the proposed project.
 - (a) Application fee: \$200.
 - (b) Escrow deposit in accordance with the following schedule:

Gross Floor Area (square feet)	Deposit
Less than 6,000	\$500
6,001 to 10,000	\$1,500
10,001 to 15,000	\$2,000
15,001 to 20,000	\$2,500
20,001 to 40,000	\$4,500
Over 40,001	\$5,500

- (11) Grading plan (plot plan) review. The initial escrow deposit for professional grading plan (plot plan) review and inspection services is \$600. If curb and/or sidewalk installation is required, an additional initial escrow deposit of \$800 shall be posted with the Township for inspection of curb and/or sidewalk construction. Reference §§ **88-10D(2)** and 178-18C(3).

[Amended 9-28-2017 by Ord. No. 2017-15]

- C. All relevant provisions regarding the collection, deposit and disposition of application and escrow fees as set forth in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., are hereby incorporated herein by reference fully.
- D. Inspection fees and escrow.
 - [Amended 9-28-2017 by Ord. No. 2017-15; 5-9-2019 by Ord. No. 2019-07]
 - (1) In accordance with N.J.S.A. 40:55D-53, as amended by P.L. 2017, c. 312, the obligor shall reimburse the Township for all reasonable fees paid to the Municipal Engineer for the inspection of improvements.
 - (2) The municipality shall require from the developer a deposit for the inspection fees in an amount not to exceed,



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except for extraordinary circumstances, the greater of:

- (a) \$500; or
- (b) Five percent of all private and public site improvements.
- (c) For those developments for which the inspection fees are less than \$10,000, fees may, at the option of the developer, be paid in two installments. The initial amount deposited by a developer shall be 50% of the inspection fees. When the balance on deposit drops to 10% of the inspection fees because the amount deposited by the developer has been reduced by the amount paid to the Municipal Engineer for inspection, the developer shall deposit the remaining 50% of the inspection fees. For those developments for which the inspection fees are \$10,000 or greater, fees may, at the option of the developer, be paid in four installments. The initial amount deposited by a developer shall be 25% of the inspection fees. When the balance on deposit drops to 10% of the inspection fees because the amount deposited by the developer has been reduced by the amount paid to the Municipal Engineer for inspection, the developer shall make additional deposits of 25% of the inspection fees. The Municipal Engineer shall not perform any inspection if sufficient funds to pay for those inspections are not on deposit.

(3) Curb and/or sidewalk inspection initial escrow deposit per § 178-18C(3): \$800.

- E. Each applicant who shall submit a plan for site approval shall agree in writing, by execution of an escrow agreement, to pay all reasonable costs for professional review of the plans and application and for inspection of the improvements required by the Planning Board or Zoning Board. All costs shall be paid in full before any occupancy of the premises is permitted or occupancy permit is issued.
- F. Requirements for a complete application.
 - (1) No application for development shall be deemed complete if there are outstanding, uncollected fees and/or escrows resulting from past applications or prior submissions involving the property in question or a part thereof, including the base tract, and no application shall be deemed complete if there are outstanding taxes.
 - (2) Proof of payment of taxes and sewer and water charges shall be a prerequisite of certification as a complete application. No date for hearing shall be set until the Community Development Director certifies the application as complete which may include assistance from the Board professionals.

[1] *Editor's Note: See Ch. 178, Subdivisions and Site Plans.*

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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally 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.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
-									

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. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

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. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



LAND USE #: _____
(Office Use Only)

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DEVELOPER ESCROW INFORMATION SHEET

ACCOUNT #: _____

NAME: _____

ADDRESS: _____

MAILING ADDRESS *(if different from above):*

BILLING CONTACT: _____

PHONE #: _____

EMAIL ADDRESS: _____

TAX IDENTIFICATION: _____

INITIAL DEPOSIT AMOUNT: \$ _____

I have verified all the above information and certify to the best of my knowledge that it is true and correct.

SIGNATURE OF APPLICANT

DATE

_____ W-9 Completed

_____ Verified by *(initials)*



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**TOWNSHIP OF MAPLE SHADE
JOINT LAND USE BOARD PROFESSIONALS & STAFF**

Land Use Board Administrator:

Kyle Wagner
Township of Maple Shade
856-779-9610 ext. 151
zoning@mapleshade.com

Joint Land Use Board Secretary:

Karen McShane
Township of Maple Shade
856-779-9610 ext. 113
kmcshane@mapleshade.com

Board Attorney:

Brian Lozuke, Esq.
Turp, Coates, Driggers, & White
609-448-0016
blozuke@turpcoateslaw.com

Board Engineer:

Ashton Jones, PP, AICP, CFM
Remington & Vernick Engineers
856-795-9595 ext. 1092
Ashton.jones@rve.com



LAND USE #: _____
(Office Use Only)

TOWNSHIP OF MAPLE SHADE
LAND USE DEVELOPMENT REGULATIONS APPLICATION
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TOWNSHIP OF MAPLE SHADE
Assessor's Office

REQUEST FOR CERTIFIED LIST

DATE: _____

MAIL TO:
Tax Assessor
Township of Maple Shade
200 Stiles Avenue
Maple Shade, NJ 08052

I hereby request a certified list of property owners within 200 feet of the following block(s) and lot(s):

Block(s)	_____	Lot(s)	_____
	_____		_____
	_____		_____

The fee payable to the Township of Maple Shade for the certified list of property owners to be paid by the applicant per *Ordinance 88-9* is "a sum not to exceed \$0.25 per name, or \$10, whichever is greater".

Signed: _____

Name: _____

Address: _____

Phone: _____