



CITY OF BEVERLY
BURLINGTON COUNTY - STATE OF NEW JERSEY
Frank R. Costello Municipal Building
446 Broad Street - Beverly, New Jersey 08010
(609) 609-387-1881 / Fax (609) 387-3558 / thecityofbeverly.com

LAND USE BOARD APPLICATION

The application, together with all supporting documentation, shall be filed with the **Land Use Board Secretary** and distributed to the professional staff (whose names and addresses are provided at the end of this application) for completeness review. Once the application has been deemed complete by the Board's professionals, the Land Use Board Secretary shall schedule the application for a hearing before the Land Use Board.

TO BE COMPLETED BY CITY STAFF ONLY

Date Application Filed: _____ **Action Required By:** _____
Application Filing Fee Paid: _____ **Amount:** _____
Escrow Fee Paid: _____ **Escrow Amount:** _____
Professional Escrow Deposited: _____

The undersigned certifies that the enclosed application is complete.

TO BE COMPLETED BY APPLICANT

1. SUBJECT PROPERTY

Property Location: _____

Tax Map Page: _____ **Block:** _____ **Lot(s):** _____

Dimensions

Frontage: _____ **Depth:** _____

Area: _____ **Zoning District:** _____

2. APPLICANT

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Applicant is a: ☐ Corporation ☐ Partnership ☐ Individual

3. DISCLOSURE STATEMENT

Pursuant to **N.J.S.A. 40:55D-48.1**, the names and addresses of all persons owning 10% or more of the stock of a corporate applicant or a 10% or greater interest in any partnership applicant shall be disclosed. Pursuant to **N.J.S.A. 40:55D-48.2**, this disclosure requirement also applies to any corporation or partnership owning more than a 10% interest in the applicant, continuing through the chain of ownership until the names and addresses of all non-corporate stockholders or partners exceeding the 10% ownership threshold have been disclosed.

(Attach additional pages as necessary.)

Name	Address	Interest

4. PROPERTY OWNER

If the owner is other than the Applicant, provide the following information:

Owner Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

5. PROPERTY INFORMATION

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

☐ Yes (attach copies) ☐ No ☐ Proposed

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

Present Use of the Premises:

6. APPLICANT'S PROFESSIONALS

Applicant's Attorney

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Applicant's Engineer

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Applicant's Planning Consultant

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Applicant's Traffic Engineer

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

List any other expert who will submit a report or testify on behalf of the Applicant. (Attach additional pages as necessary.)

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

7. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING SUBDIVISION

☐ Minor Subdivision Approval

☐ Preliminary Subdivision Approval

☐ Final Subdivision Approval

Number of Lots to be Created: _____

Number of Proposed Dwelling Units (including remaining lot, if applicable): _____

SITE PLAN

- ☐ Minor Site Plan Approval
- ☐ Preliminary Site Plan Approval

Phase(s), if applicable: _____

- ☐ Final Site Plan Approval

Phase(s), if applicable: _____

- ☐ Amendment or Revision to an Approved Site Plan

Area to be Disturbed (Square Feet): _____

Total Number of Proposed Dwelling Units: _____

Reason for Request:

MISCELLANEOUS

- ☐ Informal Review
- ☐ Appeal of a Decision of an Administrative Officer (N.J.S.A. 40:55D-70(a))
- ☐ Map or Ordinance Interpretation or Special Question (N.J.S.A. 40:55D-70(b))
- ☐ Variance Relief (Hardship) (N.J.S.A. 40:55D-70(c)(1))
- ☐ Variance Relief (Substantial Benefit) (N.J.S.A. 40:55D-70(c)(2))
- ☐ Variance Relief (Use) (N.J.S.A. 40:55D-70(d))
- ☐ Conditional Use Approval (N.J.S.A. 40:55D-67)
- ☐ Direct Issuance of a Permit for a Structure in the 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)

8. APPLICATIONS FOR VARIANCE RELIEF

Section(s) of the Ordinance from which a variance is requested:

What are the exceptional conditions of the property preventing the Applicant from complying with the Zoning Ordinance? *(Attach additional pages as necessary.)*

Supply a statement of facts showing why the requested relief can be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the Zone Plan and Zoning Ordinance. *(Attach additional pages as necessary.)*

9. WAIVERS REQUESTED

Set forth all requests for waivers from development standards and/or submission requirements that the Applicant is requesting. *(Attach additional pages as necessary.)*

10. PUBLISHED NOTICE

Attach a copy of the Notice of Hearing to be published in the official newspaper of the municipality and mailed to the owners of all real property, as shown on the current tax duplicate, located within the State of New Jersey and within 200 feet in all directions of the property that is the subject of this application. The Notice shall identify the property by both street address and block and lot number.

Publication of the Notice and service upon affected property owners shall be completed **at least ten (10) days** prior to the hearing date scheduled by the Land Use Board Secretary.

An **Affidavit of Service** upon all property owners and **Proof of Publication** shall be filed before the application is deemed complete, and the hearing may proceed.

11. DEVELOPMENT INFORMATION

Explain in detail the exact nature of the application and the changes to be made to the premises, including the proposed use of the property. *(Attach additional pages as necessary.)*

Type of Construction (Frame, Stone, Brick, Concrete, etc.) — Existing and Proposed:
(Attach additional pages as necessary.)

Is public water available?

☐ Yes ☐ No

Is public sanitary sewer available?

☐ Yes ☐ No

Does the application propose a well and septic system?

☐ Yes ☐ No

Have any proposed new lots been reviewed with the Tax Assessor to determine the appropriate block and lot numbers?

☐ Yes ☐ No

Are any off-tract improvements required or proposed?

☐ Yes ☐ No

If yes, explain:

Is the subdivision to be filed by:

☐ Deed

☐ Plat

What form of security does the Applicant propose to provide as performance and maintenance guarantees?

Perfect. Here is the next section. As with the previous sections, I have **not changed any legal requirements or removed any information**. I have only corrected grammar, formatting, punctuation, and continued the section numbering.

12. OTHER APPROVALS *(If Required and Date Plans Submitted)*

Agency	Yes	No	Date Plans Submitted
Beverly City Municipal Utilities Authority	☐	☐	_____
Burlington County Health Department	☐	☐	_____
Burlington County Planning Board	☐	☐	_____
Burlington County Soil Conservation District	☐	☐	_____
New Jersey Department of Environmental Protection (NJDEP)	☐	☐	_____
Sewer Extension Permit	☐	☐	_____
Sanitary Sewer Connection Permit	☐	☐	_____
Stream Encroachment Permit	☐	☐	_____
Waterfront Development Permit	☐	☐	_____
Wetlands Permit	☐	☐	_____
Tidal Wetlands Permit	☐	☐	_____
Potable Water Construction Permit	☐	☐	_____
Other: _____	☐	☐	_____
New Jersey Department of Transportation (NJDOT)	☐	☐	_____
Public Service Electric & Gas Company (PSE&G)	☐	☐	_____

13. TAX CERTIFICATION

Please provide a certification from the Tax Collector indicating that all taxes due on the subject property have been paid.

14. ADDITIONAL MATERIAL SUPPLIED BY APPLICANT

Please identify all plats, maps, diagrams, reports, and other materials accompanying this application below. *(Attach additional pages as necessary.)*

Quantity

Description of Item

15. APPLICANT'S REQUEST FOR INFORMATION

The Applicant hereby requests that copies of the reports prepared by the Board's professional staff in connection with the review of this application be provided to the following Applicant professionals.

Specify which reports are requested for each professional, or indicate that **all reports** should be provided.

Applicant's Professional

Reports Requested

Attorney: _____

Engineer: _____

Planner: _____

Other: _____

CERTIFICATIONS

A. APPLICANT'S CERTIFICATION

The undersigned hereby certifies that the foregoing statements and submitted materials are true. The undersigned further certifies that he or she is the individual Applicant, or that he or she is an officer of the corporate Applicant and is authorized to sign this application on behalf of the corporation, or that he or she is a general partner of the partnership Applicant.

(If the Applicant is a corporation, this certification must be signed by an authorized corporate officer. If the Applicant is a partnership, this certification must be signed by a general partner.)

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

Signature of Applicant

Notary Public

B. PROPERTY OWNER'S CERTIFICATION

The undersigned hereby certifies that he or she is the owner of the property that is the subject of this application; that he or she has authorized the Applicant to file this application; and that he or she agrees to be bound by the application, the representations made therein, and the decision rendered in the same manner as if he or she were the Applicant.

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

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

Signature of Applicant

Notary Public

C. ESCROW CERTIFICATION

The undersigned certifies that he or she understands that the sum of \$_____ has been deposited into an escrow account.

In accordance with the Ordinances of the City of Beverly, the undersigned further certifies that he or she understands that the escrow account is established to cover the costs of professional services, including engineering, planning, legal, and other expenses associated with the review of submitted materials and the publication of the Board's decision.

Any sums not utilized during the review process shall be returned. If additional sums are deemed necessary, the undersigned understands that he or she will be notified of the required additional amount and shall deposit such amount into the escrow account within fifteen (15) days.

(If the Applicant is a corporation, this certification must be signed by an authorized corporate officer. If the Applicant is a partnership, this certification must be signed by a general partner.)

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

Signature of Applicant

Notary Public

IDENTIFICATION OF THE LAND USE BOARD PROFESSIONAL STAFF

LAND USE BOARD SOLICITOR

Charles D. Petrone, Esquire

325 New Albany Road
Moorestown, NJ 08057

Phone: 856-816-8135

Email: cdpnjesq@aol.com

LAND USE BOARD ENGINEER

William H. Kirchner, P.E., C.M.E.

Environmental Resolutions, Inc.
815 East Gate Drive, Suite 103
Mount Laurel, NJ 08054

Phone: 856-235-7170

Email: wkirchner@erinj.com

LAND USE BOARD PLANNER

Mark A. Remsa, PP, LLA, AICP, ASLA

Environmental Resolutions, Inc.
815 East Gate Drive, Suite 103
Mount Laurel, NJ 08054

Phone: 856-235-7170

Email: maremsa@aol.com

LAND USE BOARD SECRETARY

Natalie Lewis

City of Beverly
446 Broad Street
Beverly, NJ 08010

Phone: 609-747-4084

Email: land_use@thecityofbeverly.com

FIRE MARSHAL

Lt. Jesse Nickum, Fire Marshal

City of Beverly
446 Broad Street
Beverly, NJ 08010

Email: jnickum@cinnaminsonfire.org

TAX COLLECTOR

Nicole Chicone-Shively

City of Beverly
446 Broad Street
Beverly, NJ 08010

Email: nshively@thecityofbeverly.com

TAX ASSESSOR

Michael Bernardin

City of Beverly
446 Broad Street
Beverly, NJ 08010

Email: taxassessor@thecityofbeverly.com



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LAND USE BOARD
REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET

Date: _____

TO:

Michael Bernardin, Tax Assessor
City of Beverly
446 Broad Street
Beverly, NJ 08010

Email: taxassessor@thecityofbeverly.com

FROM:

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Enclosed is a check in the amount of **\$10.00**, payable to **City of Beverly**, for a certified list of property owners within 200 feet of the subject property.

Please provide a certified list of the property owners within 200 feet of the following property:

Property Location: _____

Tax Map Page: _____ **Block:** _____ **Lot(s):** _____

Applicant Signature: _____

Cc: Natalie Lewis, Land Use Board Secretary

Email land_use@thecityofbeverly.com



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LAND USE BOARD
REQUEST FOR TAX CERTIFICATION

Date: _____

TO:

Nicole Chicone-Shively, Tax Collector
City of Beverly
446 Broad Street
Beverly, NJ 08010

Email: nshively@thecityofbeverly.com

FROM:

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Please provide a Tax Certification indicating whether all municipal taxes and assessments have been paid on the following property, pursuant to the requirements of the City of Beverly Land Use Board application.

Property Location: _____

Tax Map Page: _____ Block: _____ Lot(s): _____

Applicant Signature: _____

FOR TAX COLLECTOR USE ONLY

☐ I hereby certify that all taxes and municipal charges due on the above-referenced property have been paid through _____

☐ Delinquent taxes and/or municipal charges are due on the above-referenced property.

Amount Due: \$ _____

Date: _____

Nicole Chicone-Shively, Tax Collector

Cc: Natalie Lewis, Land Use Board Secretary

Email land_use@thecityofbeverly.com

NOTICE OF HEARING TO PROPERTY OWNERS

To: _____

Owner of Premises: _____

PLEASE TAKE NOTICE:

The undersigned has made application to the **Land Use Board of the City of Beverly** for a variance from the provisions of the Zoning Ordinance to permit:

On the premises located at: _____

Block: _____ **Lots:** _____

which are located within 200 feet of property you own.

A public hearing has been scheduled for _____, 20____ at **6:30 p.m.** in the Municipal Building, 446 Broad Street, Beverly, New Jersey 08010, at which time you may appear, either in person or by attorney, and present any comments, objections, or support regarding this application.

This notice is sent to you by the Applicant pursuant to the **Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.**, and the ordinances of the City of Beverly.

Respectfully,

Applicant Name:



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LAND USE BOARD
LIST OF UTILITIES FOR NOTIFICATIONS

Public Service Electric & Gas Company (PSE&G)

Attn: Construction Inquiry

410 Route 130 South, Bordentown, NJ 08505

Phone: 1-800-832-0076

New Jersey American Water Company

Corporate Headquarters

1025 Laurel Oak Road, Voorhees, NJ 08043

Phone: 856-346-8200

Beverly City Sewerage Authority

P.O. Box 374, Beverly, NJ 08010

<https://thecityofbeverly.com/>

Comcast / Xfinity Cable Communications

Attention: Zoning Variance Matter

1250 Haddonfield – Berlin Road

PO Box 0404, Cherry Hill, NJ 08034-0404

<https://www.xfinity.com>

Verizon

1 Verizon Way, Basking Ridge, NJ 07920

<https://www.verizon.com>

Burlington County Planning Board

49 Rancocas Road

Mount Holly, NJ 08060

<https://www.co.burlington.nj.us/240/Planning-Board>

Applicant Certification

I certify that notice of this application has been served upon each utility listed above, where applicable, in accordance with the Municipal Land Use Law and the requirements of the City of Beverly Joint Land Use Board.

Applicant: _____

Signature: _____

Date: _____



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LAND USE BOARD
SCHEDULE OF FEES

Application Fees and Escrow Deposits

Applicants shall submit two (2) separate checks with each application:

- One (1) check for the non-refundable application fee.
- One (1) check for the escrow deposit.
- Both checks shall be made payable to the City of Beverly.
- Applications submitted without the required separate checks may be deemed incomplete until the proper fees are received.

Application	Application Fee	Escrow Deposit
Minor Subdivision – Preliminary Approval	\$250.00	\$2,000.00
Major Subdivision – Preliminary Approval	\$750.00	\$3,000.00
Final Subdivision Approval	\$500.00	\$3,000.00
Minor Site Plan	\$500.00	\$2,500.00
Major Site Plan – Preliminary Approval (1–10,000 sq. ft. structure)	\$750.00	\$3,000.00
Major Site Plan – Preliminary Approval (Over 10,000 sq. ft. structure)	\$750.00	\$3,500.00
Major Site Plan – Final Approval	\$500.00	\$3,000.00
Bulk Variance	\$500.00	\$2,000.00
Conditional Use	\$500.00	\$2,000.00
Use Variance or Certificate Pursuant to N.J.S.A. 40:55D-68	\$500.00	\$2,000.00
Informal Presentation	\$100.00	\$500.00
Appeal or Request for Interpretation	\$250.00	\$750.00
Certified List of Property Owners Within 200 Feet	\$10.00	N/A
Plan Resubmission	\$100.00	\$500.00

INSPECTION FEES

Estimated Cost of Improvements Under \$100,000

Deposit of \$1,000.00 or 7% of the estimated cost, whichever is greater.

Estimated Cost of Improvements Over \$100,000

Deposit of \$1,750.00 or 7% of the estimated cost, whichever is greater.