

**PLANNING BOARD
APPLICATION FORM**

**TOWNSHIP OF BETHLEHEM
405 MINE ROAD
ASBURY, NEW JERSEY 08802**

Date of Application: _____

Township Application Number: _____

Jurisdiction: Planning Board

Application Type: (Check all that apply)

☐	Concept Site Plan or Subdivision	☐	Lot Line Adjustment
☐	Minor Site Plan	☐	Minor Subdivision
☐	Preliminary Major Site Plan	☐	Preliminary Major Subdivision
☐	Final Major Site Plan	☐	Final Major Subdivision
☐	Amended Plan	☐	

General Information:

Project Name: _____

Applicant	Company Name	
	Contact Person	
	Address	
	Phone	
	Status	Corporation Partnership Individual

Owner	Company Name	
	Contact Person	
	Address	
	Phone	
	Status	Corporation Partnership Individual
Site	Address	
	Block(s)	Lot(s)
	Is this property the subject of any pending litigation? Y/N	
	Has this property been the subject of any previous development applications or approvals? Y/N	
	Please describe and provide dates for any litigation or previous approvals:	

Description of Proposed Development:

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 if necessary]

Compliance with Land Development Ordinance:

The applicant should indicate how the proposed development conforms or deviates from the requirements of the Bethlehem Land Use Ordinance. This table must be completed in order for an application to be certified as complete. If not applicable indicate N/A.

Zoning:

Use	Existing	Proposed	Permitted ?
Principal Use(s)			
Accessory Use(s)			

Requirement	Required	Proposed	Complies?
Lot Area			
Lot Frontage			
Lot Width			
Lot Depth			
Front Yard			
Side Yard			
Rear Yard			
Floor Area Ratio			
Impervious Coverage			
Off-Street Parking			
Area of Disturbance			
Other			

Waivers from the Design Standards of the Land Use Ordinance: *(Attach additional sheets if necessary)*

Standard	Required	Proposed

Property Restrictions:

Indicate the existence of any existing or proposed restrictions:

Restriction	Description	Yes	No	Copy Attached
Covenants				
Easements				
Association by-laws				
Deed Restrictions				
Developer's Agreement				

Note: All deed restrictions, covenants, easements, association by-laws, 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.

Infrastructure:

Water	Proposed development will be served by public water	Y	N
	Proposed development will be served by an existing well	Y	N
	Proposed development will be served by a proposed well	Y	N
Sanitary Waste	Proposed development will be served by an existing subsurface septic disposal system	Y	N
	Proposed development will be served by proposed subsurface septic disposal system	Y	N
	Proposed development will be served by public sanitary sewer	Y	N
	Proposed development requires an extension of the existing sanitary sewer system (excluding laterals)	Y	N
	Proposed development will be served by an on-site package treatment plant	Y	N
	Proposed development is within a sewer service area	Y	N
Streets	Proposed development requires construction of a new street(s)	Y	N
	Proposed development requires extension of an existing street(s)	Y	N
Off-Tract	Proposed development requires the construction or extension of off-tract improvements	Y	N

Subdivisions:

Are any new lots being created?	Y	N
Has this property been the subject of a subdivision application that was approved within the last year?	Y	N
Have the block/lot numbers shown on the plates) been approved by the Tax Assessor?	Y	N
In the case of a minor subdivision, will the development be filed by plat or by deed?	DEED	PLAT

Professional Consultants:

List all professional consultants who have prepared this submission and who will be providing public testimony during public hearings. The resume of each professional employed by the applicant is to be on file in the Office of the Land Use Board.

Attorney	Company Name	
	Contact Person	
	Address	
	Phone/ Fax	

Professional Planner	Company Name
	Contact Person
	Address
	Phone/ Fax
Professional Engineer	Company Name
	Contact Person
	Address
	Phone/ Fax
Environmental Consultant	Company Name
	Contact Person
	Address
	Phone/ Fax
Certified Landscape Architect	Company Name
	Contact Person
	Address
	Phone/Fax
Professional Land Surveyor	Company Name
	Contact Person
	Address
	Phone/ Fax
Others	Company Name
	Contact Person
	Address
	Phone/ Fax

Documentation:

List all plans, reports, exhibits, and other information that is being submitted to support the development application. Attach additional pages if necessary. (submit 20 copies of folder plans, not rolled)

Document	Prepared By

Disclosure of Corporate/Partnership Interest:

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% or more of the stock in a corporate applicant or 10% interest in any other partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partner which owns 10% or more interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners meeting the 10% ownership criterion have been disclosed. A statement of permission from the applicant/property owner for site walk of the property is to be on file in the Office of the Land Use Board.

Name	Address	Interest

[Attach additional pages as necessary to fully comply]

Outside Agencies:

Indicate other agencies that may be reviewing this application and the status of each:

[illegible]

Fees:

Indicate the amount of application fees and development review escrow funds that are being submitted with this application and calculations:

Application Fee(s)	
Development Review Escrow	

Provide the following information in order to confirm the amount of **non-refundable** application fees and development review escrow that is required.

Total Number of Lots (subdivisions only)	
Total Building Area(s) in Square Feet (site plans only)	
Total Site Area in Square Feet (site plans only)	
Total Area of Disturbance In Square Feet	
Preliminary Application Fee (amended/final subdivisions & site plans only)	
Preliminary Escrow Deposits (amended/final subdivisions & site plans only)	

CERTIFICATIONS

Applicant's Certification:

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 an 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 and authorize to sign on behalf of the partnership.

[If the applicant is a corporation an authorized corporate officer must sign this. If the applicant is 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

Property Owner's Consent to Application (If owner is other than applicant):

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. I certify that I am authorized by the corporation/partnership to sign this certification.

[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.]

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

NOTARY PUBLIC

SIGNATURE OF APPLICANT

CHECKLIST
FOR DETERMINING COMPLETENESS OF APPLICATION FOR
PRELIMINARY MAJOR SITE PLAN APPROVAL
LAND USE ORDINANCE
TOWNSHIP OF BETHLEHEM, HUNTERDON COUNTY, NEW JERSEY

Name of Application _____

Application No. _____

Block _____ Lot _____

Date Filed _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of written waiver request from the Applicant, a specified requirement is waived by the municipal agency.

		Applicant Portion			Township Portion		
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
Note: See § 102-51 of the Bethlehem Township Land Development Ordinance for further details of submission requirements and procedures.							
1.	Application form including checklists (20 copies). §102-51A(1)(b)						
2.	Plans (20 copies) that have been signed and sealed by a New Jersey professional engineer and/or a New Jersey Professional Land Surveyor, as required and folded into eighths with the title block revealed. §102-51A(1)(a)						
3.	Protective covenants or deed restrictions applying to the land being subdivided (20 copies). §102-51B(4)						
4.	Application and escrow fees in accordance with Article IX §102-53.						
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
5. Certification from the Bethlehem Township Tax Collector that all taxes and assessments on the property are paid in full. §102-51B(7)						
6. Separate application (and fee) for any conditional use or variance with the application. §102-53						
7. An Environmental Impact Statement prepared by a qualified environmental professional (CV to be attached to EIS) which is technically complete and meets the requirements of Section 102-51C (20 copies to be provided).						
<u>Plans shall show or include the following:</u>						
8. Map scale not less than 1 inch = 100 feet, using 1 of 4 standard sheet sizes: 8½ x 13; 15 x 21; 24 x 36; or 30 x 42 inches per ordinance §102-51B.						
9. A Key Map showing the entire tract at a scale of 1 inch equals not more than 2,000 feet. §102-51B(3)(a)						
10. Name of subdivision or development, Bethlehem Township and Hunterdon County. §102-51B(3)(b)[1]						
11. Name, address, and telephone number of the following: §102-51B(3)(b)[2 – 4]						
a. Professional responsible for preparing the plans						
b. Owner or owners of the site						
c. Subdivider or developer						
12. Scale, north arrow and reference meridian. The reference source (i.e. deed, etc.) of the median should be identified. §102-51B(3)(b)[5] and §102-51C						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
13. Date of original preparation and revision block identifying any and all revisions. §102-51B(3)(b)[6]						
14. Certification that applicant is owner or authorized agent, or consent of owner to file application. §102-51B(3)(d)						
15. The name of the owner and the block and lot designation of any and all property located within 200 feet of the site as shown on the most recent tax list. List shall be prepared by the Township Tax Assessor or Tax Collector. §102-51B(3)(g)						
16. Existing and proposed contours as required by the Ordinance §102-51B(3)(n).						
17. The tax map sheet, and existing block and lot numbers to be subdivided or developed. §102-51B(3)(h)						
18. Certification from the Tax Assessor that the proposed block and lot numbers have been reviewed and approved. §102-51B(3)(h)						
19. Approval signature lines for Board Chairman, Secretary, and Township Engineer. §102-51B(3)(e)						
20. Location of all existing structures on the property, and within 200 feet of the property line. Property lines of adjacent properties should be shown. §102-51B(3)(p)						
21. The acreage to the nearest tenth of an acre, and a computation of the area of the tract to be disturbed. §102-51B(3)(f)						
22. Tract boundary line (heavy solid line). §102-51B(3)(i)						
23. Zoning districts, including district names and requirements. §102-51B(3)(j)						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
24. The locations and dimensions of existing and proposed bridges and the location of natural features, such as wooded areas and any extensive rock formations, both within the tract and within 200 feet of its boundaries. §102-51B(3)(k)						
25. The location and species associations of all individual trees or groups of trees having a caliper of 18 inches or more measured 3 feet above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development. The proposed location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes at time of planting, and the total quantity of each plant and the location of each plant keyed to the plan. §102-51B(3)(l)						
26. Existing and proposed watercourses, including lakes and ponds with required details §102-51B(3)(m):						
a. When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the New Jersey Department of Environmental Protection.						
b. Cross sections of watercourses and/or drainage swales at an appropriate scale showing the extent of floodplain, top of bank, normal water levels and bottom elevations at the locations specified in the ordinance §102-51B(3)(m)[2];						
c. The total acreage of the drainage basin of any watercourse running through or adjacent to the tract;						
d. The location of all drainage structures within 500 feet downstream of the tract including hydrologic and hydraulic computations for each structure.						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
e. The location and extent of drainage and conservation easements and stream encroachment lines;						
f. The location, extent and water level elevation of all existing or proposed lakes or ponds within the tract and within 300 feet of the tract.						
27. Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq. §102-51B(3)(o)						
28. The size, height and location of all proposed buildings, structures, signs and lighting facilities. §102-51B(3)(q)						
29. All dimensions necessary to confirm conformity to the ordinance requirements such as the size of the tract and any proposed lot(s), setbacks, heights, yards and floor area ratios. §102-51B(3)(r)						
30. The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details of lighting poles and luminaries. §102-51B(3)(s)						
31. The proposed screening, buffering and landscaping, including a landscape plan as required by ordinance §102-51B(3)(t).						
32. The location and design of any off-street parking area, showing size and location of bays, aisles and barriers. §102-51B(3)(u)						
33. All means of vehicular access or egress to and from the site onto public streets, with the information required by ordinance §102-51B(3)(v)						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
34. Plans and computations for any storm drainage systems as required by ordinance §102-51B(3)(w) and the Stormwater Control Ordinance.						
a. Upstream tributary drainage system information including topographic base map of the site that extends a minimum of 300 ft. beyond the limits of the proposed development.						
b. Proposed Stormwater site planning and design summary including both nonstructural and structural approaches. The plan describes the control of ground water discharge, stormwater quality problems as required by the Municipal Stormwater Management Plan and/ or the Municipal Stormwater Pollution Prevention Plan.						
c. Total area to be built upon, proposed area contours, land area to be occupied by the stormwater management facilities and types of vegetation thereon, land area to remain in natural vegetation, and details of the proposed plan to infiltrate, manage, control and dispose of stormwater.						
d. Details of all stormwater management facility designs. Section 9.c.5.b of the Stormwater Control Ordinance.						
e. Comprehensive Hydrologic and Hydraulic design and discharge stability calculation for the design storms specified in Section 4 of the Stormwater Control Ordinance.						
f. The soil report if the proposed stormwater management control measures depend on the hydrologic properties of the soil.						
g. Maintenance and repair plan for the stormwater management facility that meets maintenance requirements of Section 10 of the Stormwater Control Ordinance.						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
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35. The location of existing utility structures on the tract and within 200 feet of its boundaries as required by ordinance §102-51B(3)(x)						
36. Plans of proposed improvements and utility layouts as required by ordinance §102-51B(3)(y)						
39. Plans, typical cross sections and construction details, horizontal and vertical alignment of the center line of all proposed streets and of existing streets abutting the tract as required by the ordinance. §102-51B(5)						
40. The proposed permanent monuments shall be shown. §102-51B(3)(a)						
41. The Board reserves the right to acquire additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include but not limited to drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.						
42. Development occurs in Carbonate Rock District. (CRD) or Carbonate Drainage Area (CDA) and Carbonate Area District Cover Sheet and Phase I Checklist are attached. §102-39.2						
43. Aquifer Test and Analysis – §102-62 through §102-66						
44. Application must show compliance with the requirements of the Growth Share Ordinance, section 101-10 of the Township Code.						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

Application Deemed Complete

Date_____

Application Deemed Incomplete

Date_____

Completeness subject to the Board approving the written requests for the following completeness items:

Application Deemed Incomplete

Date_____

Submission of additional information or written request for waivers of the following completeness items is required:

CHECKLIST
FOR DETERMINING COMPLETENESS OF APPLICATION FOR
PRELIMINARY MAJOR SUBDIVISION APPROVAL
LAND USE ORDINANCE
TOWNSHIP OF BETHLEHEM, HUNTERDON COUNTY, NEW JERSEY

Name of Application _____

Application No. _____

Block _____ Lot _____

Date Filed _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of written waiver request from the Applicant, a specified requirement is waived by the municipal agency.

		Applicant Portion			Township Portion		
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3.	Protective covenants or deed restrictions applying to the land being subdivided (20 copies). §102-51B(4).						
4.	Application and escrow fees in accordance with Article IX (§102-53).						
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		Applicant Portion			Township Portion		
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5.	Certification from the Bethlehem Township Tax Collector that all taxes and assessments on the property are paid in full. §102-51B(7)						
6.	Separate application (and fee) for any conditional use or variance with the application. §102-53						
7.	An Environmental Impact Statement prepared by a qualified environmental professional (CV to be attached to EIS) which is technically complete and meets the requirements of Section 102-51C (20 copies to be provided).						
<u>Plans shall show or include the following:</u>							
8.	Map scale not less than 1 inch = 100 feet, using 1 of 4 standard sheet sizes: 8½ x 13; 15 x 21; 24 x 36; or 30 x 42 inches per Ordinance §102-51B(2).						
9.	A Key Map showing the entire tract at a scale of 1 inch equals not more than 2,000 feet. §102-51B(3)(a)						
10.	Name of subdivision or development, Bethlehem Township and Hunterdon County. §102-51B(3)(b)[1]						
11.	Name, address, and telephone number of the following: §102-51B(3)(b)[2 - 4]						
a.	Professional responsible for preparing the plans						
b.	Owner or owners of the site						
c.	Subdivider or developer						
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

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12.	Scale, north arrow and reference meridian. The reference source (i.e. deed, etc.) of the median should be identified. §102-51B(3)(b)[5] & §102-51B(3)(c).						
13.	Date of original preparation and revision block identifying any and all revisions. §102-51B(3)(b)[6]						
14.	Certification that applicant is owner or authorized agent, or consent of owner to file application. §102-51B(3)(d)						
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23.	Zoning districts, including district names and requirements. §102-51B(3)(j)						
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	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
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b. Cross sections of watercourses and/or drainage swales at an appropriate scale showing the extent of floodplain, top of bank, normal water levels and bottom elevations at the locations specified in the ordinance §102-51B(3)(m)[2].						
c. The total acreage of the drainage basin of any watercourse running through or adjacent to the tract;						
d. The location of all drainage structures within 500 feet downstream of the tract including hydrologic and hydraulic computations for each structure.						
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32.	The proposed screening, buffering and landscaping, including a landscape plan as required by ordinance §102-51B(3)(t).						
33.	The location and design of any off-street parking area, showing size and location of bays, aisles and barriers. §102-51B(3)(u)						
34.	All means of vehicular access or egress to and from the site onto public streets, with the information required by ordinance §102-51B(3)(v).						
35.	Plans and computations for any storm drainage systems as required by ordinance §102-51B(3)(w) and the Stormwater Control Ordinance.						
	a. Upstream tributary drainage system information including topographic base map of the site that extends a minimum of 300 ft. beyond the limits of the proposed development.						
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	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
b. Proposed Stormwater site planning and design summary including both nonstructural and structural approaches. The plan describes the control of ground water discharge, stormwater quality problems as required by the Municipal Stormwater Management Plan and/ or the Municipal Stormwater Pollution Prevention Plan.						
c. Total area to be built upon, proposed area contours, land area to be occupied by the stormwater management facilities and types of vegetation thereon, land area to remain in natural vegetation, and details of the proposed plan to infiltrate, manage, control and dispose of stormwater.						
d. Details of all stormwater management facility designs. Section 9.c.5.b of the Stormwater Control Ordinance.						
e. Comprehensive Hydrologic and Hydraulic design and discharge stability calculation for the design storms specified in Section 4 of the Stormwater Control Ordinance.						
f. The soil report if the proposed stormwater management control measures depend on the hydrologic properties of the soil.						
g. Maintenance and repair plan for the stormwater management facility that meets maintenance requirements of Section 10 of the Stormwater Control Ordinance.						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

		Applicant Portion			Township Portion		
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36.	The location of existing utility structures on the tract and within 200 feet of its boundaries as required by ordinance §102-51B(3)(x).						
38.	Plans of proposed improvements and utility layouts as required by ordinance §102-51B(3)(y).						
39.	Plans, typical cross sections and construction details, horizontal and vertical alignment of the center line of all proposed streets and of existing streets abutting the tract as required by the ordinance. §102-51B(3)(z)						
40.	The proposed permanent monuments shall be shown. §102-51B(5)						
41.	The Board reserves the right to acquire additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include but not limited to drainage calculations and traffic analyses; provided, however, that no application shall be declared incomplete for lack of such additional information.						
42.	Development occurs in Carbonate Rock District. (CRD) or Carbonate Drainage Area (CDA) and Carbonate Area District Cover Sheet and Phase I Checklist are attached. §102-39.2						
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
43. Aquifer Testing Analysis – §102-62 through §102-66.						
44. Fire Protection – Size and Location of Underground Water Storage Tanks.						
45. Application must show compliance with the requirements of the Growth Share Ordinance, section 101-10 of the Township Code.						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

Application Deemed Complete

Date_____

Application Deemed Incomplete

Date_____

Completeness subject to the Board approving the written requests for the following completeness items:

Application Deemed Incomplete

Date_____

Submission of additional information or written request for waivers of the following completeness items is required:

CHECKLIST
FOR DETERMINING COMPLETENESS OF APPLICATION FOR
MINOR SITE PLAN APPROVAL
LAND USE ORDINANCE
TOWNSHIP OF BETHLEHEM, HUNTERDON COUNTY, NEW JERSEY

Name of Application _____

Application No. _____

Block _____ Lot _____

Date Filed _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of written waiver request from the Applicant, a specified requirement is waived by the municipal agency.

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
Note: See § 102-50 of the Bethlehem Township Land Development Ordinance for further details of submission requirements and procedures.						
1. Application form including checklists (20 copies). § 102-50 A(1)(b)						
2. Plans (20 copies) that have been signed and sealed by a New Jersey professional engineer or New Jersey professional licensed surveyor, as required, and folded into eighths with the title block revealed. § 102-50 A(1)(a)						
3. Deed descriptions, including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications (20 copies).						
4. Application fee in accordance with Article IX, § 102-53.						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

		Applicant Portion			Township Portion		
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
5.	Certification from the Bethlehem Township Tax Collector that all taxes and assessments on the property are paid in full. § 102-50 B(7)						
6.	Certification that applicant is owner or authorized agent, or consent of owner to file application.						
7.	An Environmental Impact Statement prepared by a qualified environmental professional (CV to be attached to EIS) which is technically complete and meets the requirements of Section 102-51C(20 copies to be provided).						
<u>Plans shall show or include the following:</u>							
8.	Map scale not less than 1 inch = 100 feet showing the entire tract on one sheet, using 1 of 4 standard sheet sizes: 8½ x 13; 15 x 21; 24 x 36; or 30 x 42 inches per ordinance. § 102-50 B(2).						
9.	A Key Map showing the entire tract at a scale of 1 inch equals not less than 2,000 feet. § 102-50 B(3)(a)						
10.	Name of subdivision or development, Bethlehem Township and Hunterdon County. § 102-50 B(3)(b)[1]						
11.	Name, address, and telephone number of the following: § 102-50 B(3)(b)[2]						
a.	Professional responsible for preparing the plot or plan						
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
b. Owner or owners of the site						
c. Subdivider or developer						
12. Scale and reference meridian. The reference source (i.e. deed, etc.) of the median should be identified. § 102-50 B(3)(b)[5]						
13. Date of original preparation and revision block identifying any and all revisions. § 102-50 B(3)(b)[6]						
14. Acreage figures (both with and without areas within the public right of ways). § 102-50 B(3)(c)						
15. The name of the owner and the block and lot designation of any and all property located within 200 feet of the site as shown on the most recent tax list. List shall be prepared by the Township Tax Assessor or Tax Collector. §102-51B(3)(g)						
16. The tax map sheet, and existing block and lot numbers to be subdivided or developed. § 102-50 B(3)(e)						
17. Certification from the Tax Assessor that the proposed block and lot numbers have been reviewed and approved.						
18. The subdivision or development boundary line (heavy solid line). § 102-50 B(3)(f)						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

		Applicant Portion			Township Portion		
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
19	Approval signature lines for Board Chairman, Secretary, and Township Engineer. § 102-50 B(3)(d)[1], [2], [3]						
20.	The location of existing and proposed property lines (with bearing and distance), streets, buildings, parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes and any natural features such as wetlands and treed areas, both within the tract and within 200 feet of its boundary in accordance with ordinance. § 102-50 B(3)(g).						
21.	The location and width of all existing and proposed utility easements. § 102-50 B(3)(h)						
22.	Zoning districts, including district names and requirements. § 102-50 B(3)(i)						
23.	Proposed buffer and landscaping areas. § 102-50 B(3)(j)						
24.	Delineation of floodplains, including both floodway and flood-fringe areas. § 102-50 B(3)(k)						
25.	Contours as required by ordinance. § 102-50 B(3)(l).						
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
26.. Marshes, ponds and land subject to flooding within the tract and within 300 feet thereof. § 102-50 B(3)(m)						
27. Road right of way dedication and improvement, as required by ordinance. § 102-50 B(4).						
28. Sight triangle easements, as applicable, in accordance with ordinance § 102-50 B(5).						
29. Tax Map scale drawing in accordance with ordinance. § 102-52 B(8).						
30. Development occurs in Carbonate Rock District. (CRD) or Carbonate Drainage Area (CDA) and Carbonate Area District Cover Sheet and Phase I Checklist are attached.						
31. Plans and computations for any storm drainage systems as required by ordinance §102-51B(3)(w) and the Stormwater Control Ordinance.						
a. Upstream tributary drainage system information including topographic base map of the site that extends a minimum of 300 ft. beyond the limits of the proposed development.						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
b. Proposed Stormwater site planning and design summary including both nonstructural and structural approaches. The plan describes the control of ground water discharge, stormwater quality problems as required by the Municipal Stormwater Management Plan and/or the Municipal Stormwater Pollution Prevention Plan.						
c. Total area to be built upon, proposed area contours, land area to be occupied by the stormwater management facilities and types of vegetation thereon, land area to remain in natural vegetation, and details of the proposed plan to infiltrate, manage, control and dispose of stormwater.						
d. Details of all stormwater management facility designs. Section 9.c.5.b of the Stormwater Control Ordinance.						
e. Comprehensive Hydrologic and Hydraulic design and discharge stability calculation for the design storms specified in Section 4 of the Stormwater Control Ordinance.						
f. The soil report if the proposed stormwater management control measures depend on the hydrologic properties of the soil.						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

		Applicant Portion			Township Portion		
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
g. Maintenance and repair plan for the stormwater management facility that meets maintenance requirements of Section 10 of the Stormwater Control Ordinance.							
32.	Application must show compliance with the requirements of the Growth share Ordinance, section 101-10 of the Township Code.						

Application Deemed Complete

Date_____

Application Deemed Incomplete

Date_____

Completeness subject to the Board approving the written requests for the following completeness items:

Application Deemed Incomplete

Date_____

Submission of additional information or written request for waivers of the following completeness items is required:

CHECKLIST
FOR DETERMINING COMPLETENESS OF APPLICATION FOR
FINAL MAJOR SITE PLAN APPROVAL
LAND USE ORDINANCE
TOWNSHIP OF BETHLEHEM, HUNTERDON COUNTY, NEW JERSEY

Name of Application _____

Application No. _____

Block _____ Lot _____

Date Filed _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of written waiver request from the Applicant, a specified requirement is waived by the municipal agency.

Note: See § 102-52 of the Bethlehem Township Land Development Ordinance for further details of submission requirements and procedures.

1. Application form including checklists (20 copies). § 102-52A(1)(b)
2. Plans (20 copies) that have been signed and sealed by a New Jersey professional engineer and/or New Jersey professional licensed surveyor, as required, and folded into eighths with the title block revealed. § 102-52A(1)(a)
3. Protective covenants or deed restrictions applying to the land (20 copies). § 102-51B(4)
4. Application and escrow fees in accordance with Article IX § 102-53.
5. Separate application (and fee) for any conditional use or variance with the application. § 102-53

Applicant Portion			Township Portion		
Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
6. Certification from the Bethlehem Township Tax Collector that all taxes and assessments on the property are paid in full. § 102-51B(7)						
7. All details stipulated in § 102-51B.						
8. All additional details required at the time of preliminary approval.						
9. Map scale not less than 1 inch = 100 feet, using 1 of 4 standard sheet sizes: 8½ x 13; 15 x 21; 24 x 36; or 30 x 42 inches per ordinance § 102-51B(2).						
10. A section or staging plan, if proposed, indicating the portion of the tract to be considered for final approval as part of the current application and the relationship of the portion of the tract to the remaining land area according to ordinance § 102-52B(3).						
11. Detailed architectural and engineering data as required by ordinance § 102-52B(4).						
12. Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by the ordinance § 102-52 B(5)(b).						
13. Certification in writing from the applicant to the Board that the applicant has:						
a. Installed all improvements in accordance with the requirements of the ordinance; and/or						
b. Posted a performance guaranty in accordance with § 102-54.						
14. Tax Map scale drawing in accordance with § 102-52 B(4)(e) of the ordinance.						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
15. Tax Map scale drawing in accordance with § 102-52 B(4)(e) of the ordinance.						
16. Application must show compliance with the requirements of the Growth Share Ordinance, section 101-10 of the Township Code.						
17. The name of the owner and the block and lot designation of any and all property located within 200 feet of the site as shown on the most recent tax list. List shall be prepared by the Township Tax Assessor or Tax Collector. §102-51B(3)(g)						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

Application Deemed Complete

Date_____

Application Deemed Incomplete

Date_____

Completeness subject to the Board approving the written requests for the following completeness items:

Application Deemed Incomplete

Date_____

Submission of additional information or written request for waivers of the following completeness items is required:

CHECKLIST
FOR DETERMINING COMPLETENESS OF APPLICATION FOR
MINOR SUBDIVISION APPROVAL
LAND USE ORDINANCE
TOWNSHIP OF BETHLEHEM, HUNTERDON COUNTY, NEW JERSEY

Name of Application _____ Application No. _____

Block _____ Lot _____ Date Filed _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of written waiver request from the Applicant, a specified requirement is waived by the municipal agency.

Note: See § 102-50 of the Bethlehem Township Land Development Ordinance for further details of submission requirements and procedures.

1. Application form including checklists (20 copies).
§ 102-50 A(1)(b)
2. Plats (20 copies) that have been signed and sealed by a New Jersey professional engineer or New Jersey professional licensed surveyor, folded into eighths with the title block revealed. § 102-50 A(1)(a)
3. Deed descriptions, including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications (20 copies).
4. Application fee in accordance with Article IX, § 102-53.

Applicant Portion			Township Portion		
Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

		Applicant Portion			Township Portion		
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
5.	Certification from the Bethlehem Township Tax Collector that all taxes and assessments on the property are paid in full. § 102-50 B(7)						
6.	Certification that applicant is owner or authorized agent, or consent of owner to file application.						
7.	An Environmental Impact Statement prepared by a qualified environmental professional (CV to be attached to EIS) which is technically complete and meets the requirements of Section 102-51C (20 copies to be provided)						
<u>Plats shall show or include the following:</u>							
8.	Map scale not less than 1 inch = 100 feet, using 1 of 4 standard sheet sizes: 8½ x 13; 15 x 21; 24 x 36; or 30 x 42 inches per ordinance § 102-50 B(2).						
9.	A Key Map showing the entire tract at a scale of 1 inch equals not less than 2,000 feet. § 102-50 B(3)(a)						
10.	Name of subdivision or development, Bethlehem Township and Hunterdon County. § 102-50 B(3)(b)[1]						
11.	Name, address, and telephone number of the following: § 102-50 B(3)(b)[2]						
a.	Professional responsible for preparing the plot or plan						
b.	Owner or owners of the site						
c.	Subdivider or developer						
12.	Scale and reference meridian. The reference source (i.e. deed, etc.) of the median should be identified. § 102-50 B(3)(b)[5]						
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

		Applicant Portion			Township Portion		
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
13.	Date of original preparation and revision block identifying any and all revisions. § 102-50 B(3)(b)[6]						
14.	Acreage figures (both with and without areas within public right of ways). § 102-50 B(3)(c)						
15.	The name of the owner and the block and lot designation of any and all property located within 200 feet of the site as shown on the most recent tax list. List shall be prepared by the Township Tax Assessor or Tax Collector. §102-51B(3)(g)						
16.	The tax map sheet, and existing block and lot numbers to be subdivided or developed. § 102-50 B(3)(e)						
17.	Certification from the Tax Assessor that the proposed block and lot numbers have been reviewed and approved.						
18.	The subdivision or development boundary line (heavy solid line). § 102-50 B(3)(f)						
19.	Approval signature lines for Board Chairman, Secretary, and Township Engineer. § 102-50 B(3)(d)[1], [2], [3]						
20.	The location of existing and proposed property lines (with the bearing and distances), buildings, parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes and any natural features such as wetlands and treed areas, both within the tract and within 200 feet of its boundary in accordance with ordinance § 102-50 B(3)(g).						
21.	The location and width of all existing and proposed utility easements. § 102-50 B(3)(h)						
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

		Applicant Portion			Township Portion		
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
22.	Zoning districts, including district names and requirements. § 102-50 B(3)(i)						
23.	Proposed buffer and landscaping areas. § 102-50 B(3)(j)						
24.	Delineation of floodplains, including both floodway and flood-fringe areas. § 102-50 B(3)(k)						
25.	Contours as required by ordinance § 102-50 B(3)(l).						
26.	Marshes, ponds and land subject to flooding within the tract and within 300 feet thereof. § 102-50 B(3)(m)						
27.	Existing and proposed iron and copper pins. § 102-50 B(3)(o)						
28.	If the proposed lot(s) is (are) not served by a sanitary sewer, certification by a licensed professional engineer that the proposed lot(s) can adequately accommodate a septic system and a copy of any written review and report by the County Board of Health. The location(s) of the test hole(s), test results and compliance with the Individual Sewerage Disposal Code of New Jersey are shown on the plat and certified by a licensed professional engineer. § 102-50 B(3)(p)						
29.	Road right of way dedication and improvement, as required by ordinance § 102-50 B(4).						
30.	Sight triangle easements, as applicable, in accordance with ordinance § 102-50 B(5).						
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
31. Tax Map scale drawing in accordance with ordinance § 102-52 B(8).						
32. Development occurs in Carbonate Rock District. (CRD) or Carbonate Drainage Area (CDA) and Carbonate Area District Cover Sheet and Phase I Checklist are attached.						
33. Plans and computations for any storm drainage systems as required by ordinance §102-51B(3)(w) and the Stormwater Control Ordinance.						
a. Upstream tributary drainage system information including topographic base map of the site that extends a minimum of 300 ft. beyond the limits of the proposed development.						
b. Proposed Stormwater site planning and design summary including both nonstructural and structural approaches. The plan describes the control of ground water discharge, stormwater quality problems as required by the Municipal Stormwater Management Plan and/ or the Municipal Stormwater Pollution Prevention Plan.						
c. Total area to be built upon, proposed area contours, land area to be occupied by the stormwater management facilities and types of vegetation thereon, land area to remain in natural vegetation, and details of the proposed plan to infiltrate, manage, control and dispose of stormwater.						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
d. Details of all stormwater management facility designs. Section 9.c.5.b of the Stormwater Control Ordinance.						
e. Comprehensive Hydrologic and Hydraulic design and discharge stability calculation for the design storms specified in Section 4 of the Stormwater Control Ordinance.						
f. The soil report if the proposed stormwater management control measures depend on the hydrologic properties of the soil.						
g. Maintenance and repair plan for the stormwater management facility that meets maintenance requirements of Section 10 of the Stormwater Control Ordinance.						
34. Application must show compliance with the requirements of the Growth Share Ordinance, section 101-10 of the Township Code.						
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

Application Deemed Complete

Date_____

Application Deemed Incomplete

Date_____

Completeness subject to the Board approving the written requests for the following completeness items:

Application Deemed Incomplete

Date_____

Submission of additional information or written request for waivers of the following completeness items is required:

CHECKLIST
FOR DETERMINING COMPLETENESS OF APPLICATION FOR
FINAL MAJOR SUBDIVISION APPROVAL
LAND USE ORDINANCE
TOWNSHIP OF BETHLEHEM, HUNTERDON COUNTY, NEW JERSEY

Name of Application _____ Application No. _____

Block _____ Lot _____ Date Filed _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of written waiver request from the Applicant, a specified requirement is waived by the municipal agency.

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
Note: See § 102-52 of the Bethlehem Township Land Development Ordinance for further details of submission requirements and procedures.						
1. Application form including checklists (20 copies). § 102-52A(1)(b)						
2. An acknowledgement signed by the applicant stating that the applicant is familiar with the procedure set forth herein for submitting and acting upon final major subdivision plats and agrees to be bound by it. § 102-52A(2)						
3. Plats (20 copies) that have been signed and sealed by a New Jersey professional engineer and/or New Jersey professional licensed surveyor, as required, and folded into eighths with the title block revealed. § 102-52A(1)(a)						
4. Protective covenants or deed restrictions applying to the land being subdivided (20 copies).						
5. Application fee in accordance with Article IX, § 102-53.						
6. Certification from the Bethlehem Township Tax Collector that all taxes and assessments on the property are paid in full. § 102-52B(5)(a)						

	Applicant Portion			Township Portion		
	Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
7. All details stipulated in § 102-51B.						
8. All additional details required at the time of preliminary approval.						
9. Map scale not less than 1 inch = 100 feet, using 1 of 4 standard sheet sizes: 8½ x 13; 15 x 21; 24 x 36; or 30 x 42 inches per ordinance § 102-51B(2).						
10. A section or staging plan, if proposed, indicating the portion of the tract to be considered for final approval as part of the current application and the relationship of the portion of the tract to the remaining land area according to ordinance § 102-52B(3).						
11. Detailed architectural and engineering data as required by ordinance § 102-52B(4).						
12. Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by the ordinance § 102-52 B(5)(b).						
13. Certification in writing from the applicant to the Board that the applicant has:						
a. Installed all improvements in accordance with the requirements of the ordinance; and/or						
b. Posted a performance guaranty in accordance with § 102-54.						
14. Tax Map scale drawing in accordance with § 102-52 B(4)(e) of the ordinance.						
15. Application must show compliance with the requirements of the Growth Share Ordinance, section 101-10 of the Township Code.						
16. The name of the owner and the block and lot designation of any and all property located within 200 feet of the site as shown on the most recent tax list. List shall be prepared by the Township Tax Assessor or Tax Collector. §102-51B(3)(g)						

Application Deemed Complete

Date_____

Application Deemed Incomplete

Date_____

Completeness subject to the Board approving the written requests for the following completeness items:

Application Deemed Incomplete

Date_____

Submission of additional information or written request for waivers of the following completeness items is required:

CHECKLIST
FOR DETERMINING COMPLETENESS OF APPLICATION FOR
CELLULAR TOWER SITE PLAN APPROVAL
LAND USE ORDINANCE
TOWNSHIP OF BETHLEHEM, HUNTERDON COUNTY, NEW JERSEY

Name of Application _____

Application No. _____

Block _____ Lot _____

Date Filed _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of written waiver request from the Applicant, a specified requirement is waived by the municipal agency.

		Applicant Portion			Township Portion		
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved
Note: See § 102-37.1 of the Bethlehem Township Land Development Ordinance for further details of submission requirements and procedures.							
1.	Application form including checklists (20 copies).						
2.	Plans (20 copies) that have been signed and sealed by a New Jersey professional engineer and/or a New Jersey Professional Licensed Surveyor, as required and folded into eighths with the title block revealed.						
3.	Legal description of the entire tract and leased parcel. § 102-37.1(F)(b)[1][b]						
4.	Application fee in accordance with Article IX, § 102-53.						
5.	Certification from the Bethlehem Township Tax Collector that all taxes and assessments on the property are paid in full.						
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

		Applicant Portion			Township Portion		
<u>The Site Plan shall show or include the following:</u>							
6.	Scale and reference meridian. The reference source (i.e. deed, etc.) of the median should be identified.						
7.	Date of original preparation and revision block identifying any and all revisions.						
8.	The location, type and height of the proposed tower. § 102-37.1(F)(b)[1][a]						
9.	Certification that applicant is owner or authorized agent, or consent of owner to file application.						
10.	On-site land and adjacent land uses and associated zoning (including when adjacent to other municipalities). § 102-37.1(F)(b)[1][a]						
11.	Master Plan classification of the site and all properties within the applicable separation distances set forth in the ordinance. § 102-37.1(F)(b)[1][a]						
12.	Adjacent roadways and proposed means of access. § 102-37.1(F)(b)[1][a]						
13.	Setbacks from property lines. § 102-37.1(F)(b)[1][a]						
14.	Elevation drawings of the proposed tower and any other structures. § 102-37.1(F)(b)[1][a]						
15.	Topography and parking areas. § 102-37.1(F)(b)[1][a]						
16.	Any additional information deemed by the approving authority to be necessary to assess compliance with the ordinance. § 102-37.1(F)(b)[1][a]						
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

		Applicant Portion			Township Portion		
17.	The setback distance between the proposed tower and the nearest residential unit, platted residentially zoned properties and unplatted residentially zoned properties. § 102-37.1(F)(b)[1][c]						
18.	The separation distance from other towers in accordance with ordinance § 102-37.1D(3). The type of construction of the existing tower(s) and the owner/operator of the existing tower, if known. § 102-37.1(F)(b)[1][d]						
19.	A landscape plan showing specific landscape materials, including species type, size, spacing and existing vegetation to be removed or retained. § 102-37.1(F)(b)[1][e]						
20.	Method of fencing and finished color and the method of camouflage. § 102-37.1(F)(b)[1][f]						
21.	A notarized statement by the applicant as to whether construction of the tower will accommodate collocation of additional antennas for future users. § 102-37.1(F)(b)[1][h]						
22.	A description of compliance with ordinance § 102-37.1D(3), (7), (9), (10), (12) and (13) and all applicable federal, state or local laws. § 102-37.1(F)(b)[1][g]						
23.	Identification of the entities providing the backhaul network for the tower(s) described in the application and other cellular sites owned or operated by the applicant in the township. § 102-37.1(F)(b)[1][i]						
24.	A description of the suitability of the use of existing towers, other structures or alternative technology not requiring the use of towers or structures to provide the services to be provided through the use of the proposed new tower. § 102-37.1(F)(b)[1][j]						
		Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

25. A description of the feasible locations of future towers or antennas for the applicant within the township based upon existing physical, engineering, technological or geographical limitations in the event that the proposed tower is erected.
§ 102-37.1(F)(b)[1][k]
26. A visual study depicting where, within a one-mile radius, any portion of the proposed cell tower could be seen.
§ 102-37.1(F)(b)[1][l]
27. A letter of commitment to lease excess space to other potential users at prevailing market rates and conditions. The letter shall be in a form suitable for recording with the Hunterdon County Clerk. § 102-37.1(F)(b)[1][m]
28. Documentary evidence regarding the need for the tower, which information shall identify the existing wireless network layout and existing coverage areas to demonstrate the need for the new tower at a particular location within the township. The evidence shall include a radio frequency engineering analysis of the search area for the tower.
§ 102-37.1(F)(b)[1][n]
29. Attach a fully completed checklist form for preliminary site plan approval.
30. The applicant may be required to post an appropriate performance bond or other suitable guaranty in a face amount of not less than 120% of the cost to remove the tower and restore the property as determined by the Township Engineer. 102-37.11
31. Application must show compliance with the requirements of the Growth Share Ordinance, section 101-10 of the Township Code.

Applicant Portion			Township Portion		
Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

32. The name of the owner and the block and lot designation of any and all property located within 200 feet of the site as shown on the most recent tax list. List shall be prepared by the Township Tax Assessor or Tax Collector. §102-51B(3)(g)

Applicant Portion			Township Portion		
Plats Comply	Not Applicable	Waiver Requested	Plats Comply	Do Not Comply	Waiver Approved

Application Deemed Complete

Date_____

Application Deemed Incomplete

Date_____

Completeness subject to the Board approving the written requests for the following completeness items:

Application Deemed Incomplete

Date_____

Submission of additional information or written request for waivers of the following completeness items is required:

Submission Cover Sheet
[Section 102-39.2]

Carbonate Area District:

Carbonate Rock District
Carbonate Drainage Area

Geotechnical Investigation Program

Submission for _____ Phase I
_____ Phase II

OWNER'S NAME AND ADDRESS: _____

OWNER'S SIGNATURE: _____

DEVELOPER'S NAME AND ADDRESS: _____

APPLICANT'S NAME AND ADDRESS _____

Location of proposed development site: _____

Tax Block: _____ Tax Lot(s) _____

Type of proposed development:

____ Residential _____ Single-family _____ Single-family addition _____ Multifamily
____ Commercial
____ Industrial

Indicate if development occurs in Carbonate Rock District

(CRD) or Carbonate Drainage Area (CDA): _____

Proposed density (units per acre or lot coverage): _____

Any other data which the applicant wishes the municipality to consider:

Toxic/hazardous Materials (if applicable):

DISCLAIMER OF LIABILITY

In limestone areas, the alteration and development of land may be hazardous with respect to the foundation safety of structures, the creation of unstable land as a result of changes in drainage and grading, and the contamination of ground and surface waters.

The exact occurrence of sinkholes and/or subsidence is not always predictable; therefore, the administration of these regulations shall create no liability on behalf of the municipality, the Municipal Engineer, the Municipal Geotechnical Consultant, municipal employees, or municipal agencies as to damages which may be associated with the formation of sinkholes or subsidence. Compliance with these regulations represents no warranty, finding, guaranty or assurance that a sinkhole and/or subsidence will not occur on an approved property. The municipality, its agencies, consultants and employees assume no liability for any financial or other damages which may result from sinkhole activity.

It is also noted that sinkholes and ground subsidence may occur in areas outside the CRD and/or in areas of carbonate geology presently not identified as such. The applicant and/or property owner should always make independent investigations of these matters prior to using this land for construction of a building or structure or any activity which alters the soil and bedrock materials.

Carbonate Area District
Phase I Checklist
[Added 4-18-1996 by Ord. No. 255-6-96]

INSTRUCTIONS

- A. In compliance with the (name of municipality) land use code, all applications for development or improvements shall be accompanied by a completed checklist as an initial step of the geologic investigation required in the Carbonate Area District (which includes the Carbonate Rock District and Carbonate Drainage Area).

- B. Procedure for submission of documents:
 - 1. The applicant shall submit the completed Phase I Checklist to the municipality for distribution to the Municipal Geotechnical Consultant (GTC). Applicants shall also submit the required application fee and escrow as per Section 110.0.

 - 2. Phase I and II Checklists may be completed and filed prior to the completion of other required submissions at the applicant's option.

 - 3. The applicant and the municipal approval authority will be advised within thirty (30) days of submission of the Phase I Checklist whether a waiver of completion of the Phase II checklist is being recommended by the GTC. The GTC may recommend a waiver of some or all of the required investigations as provided in subsection 106.5.18. The approval authority will act on the GTC's completion report within thirty (30) days of receipt. Notice of the municipal action will be forwarded to the applicant in writing.

- C. The Phase I Checklist is intended to ensure that the information to be submitted by the applicant demonstrates that the applicant has sufficient information available on geotechnical issues to enable the applicant to prepare a plan for investigation of the proposed development site.
- D. Any applicant with questions regarding whether applicant is entitled to a waiver of some or all segments of the geologic investigation is encouraged to contact the GTC prior to the commencement of the preparation of the geotechnical investigation program.

Phase I Checklist

(Name of Municipality) Carbonate Area District (CAD) investigation program submission requirements: (check if attached)

_____ US Geologic Survey 7 1/2 minute topographic quadrangle maps with parcel identified.

_____ USDA Soil Conservation Service soil survey map indicating soils present on parcel.

_____ Information from any special reports completed by NJ State Geological Survey, US Geologic Survey, or NJ Department of Environmental Protection and Energy.

_____ Site plan map at a scale of one (1) inch equals one thousand (1,000) feet, identifying proposed development site and boundaries of site that are within the CRA and/or CDA as designated on the municipal CAD map.

_____ Aerial photograph print for the proposed site and surrounding area [taken at a minimum scale of one (1) inch equals one thousand (1,000) feet obtained during periods of little or no foliage cover].

_____ Location of all known water production wells and well log information within one-half (1/2) mile of the project.

_____ A project sketch plat at a minimum scale of one (1) inch equals two hundred (200) feet with existing surface water bodies, location of any existing water production wells, faults, outcrops, springs, sinkholes, disappearing streams and surface water flows.

_____ Written narrative describing proposed activity.

_____ Does the proposed project include the storage or manufacturing of toxic or hazardous materials? ____ no — yes, if yes attach an explanation of the type of activity.

____ Other published geologic information which applicant deems pertinent.
(Information from other geologic investigation programs is on file with the Municipal Clerk.) Please specify:

Carbonate Area District
Phase II Checklist
[Section 102-39.2]

INSTRUCTIONS

- A. In compliance with the (name of municipality) land use code, applications for development or improvements in CRD shall submit a completed Phase II Checklist to the municipality if required to do so after the review of Phase I Checklist.

- B. Procedure for submission of documents:
 - 1. The applicant shall submit the completed Phase II Checklist to the municipal approval authority for distribution to the Municipal Geotechnical Consultant (GTC). Applicants shall also submit the required application fee and escrow.
 - 2. The applicant and the approval authority will be advised within thirty (30) days of submission as to completeness of the submission. The GTC may recommend a waiver of some or all of the required investigations as provided in Section 106 A 5,20 The approval authority shall act on the GTC's completeness review report within thirty (30) days of receipt.
 - 3. A permit may be issued to the applicant authorizing commencement of field investigations when the approval authority deems the geologic segment checklists to be complete.
 - 4. Phase I and II Checklists may be completed and filed prior to the submission of other required applications at the applicant's option.

- C. The Phase II Checklist is to include a detailed outline of the proposed investigation program, including reference to site specific investigation techniques, equipment, program objectives and remediation techniques.

Phase II Checklist

Proposed investigation program to be conducted in CRD in (name of municipality).

A. General Requirements:

1. Test borings and test pits are to be used as the primary means of identifying potential geologic hazards. Percussion probes and other geophysical techniques (e.g. seismic refraction and reflection, ground penetrating radar, magnetic gravity and conductivity) can be used to provide data between test borings and pits.

2. Proposed exploration techniques which are not outlined in this checklist may be submitted to the GTC for review and possible inclusion in the approved investigation program. Alterations to the planned program can be made during the progress of the field investigation upon request to the GTC if so required by the nature of the encountered subsurface conditions.

B. The intention of the site investigation program is to define the nature and limits of possible design, construction and operating concerns that could result from the existence of carbonate soil and/or rock formations underlying the proposed development site.

C. List name and address of New Jersey licensed engineer:

List name and address of New Jersey licensed well driller:

List name and address of geologic consultant:

TO BE COMPLETED BY GTC

	Accept	Reject	See Attached
--	--------	--------	-----------------

1. DIRECT TESTING PROCEDURES.

_____ Test Borings.

_____	_____	_____
-------	-------	-------

(a) Number proposed: _____

(b) Depths anticipated: _____

_____	_____	_____
-------	-------	-------

NOTE: If rock encountered is within
forty (40) feet of ground surface,
a minimum of ten (10) feet of rock is
to be cored. Rock cores shall be a
minimum of two (2) inches in diameter,
to be obtained by double-tube, split-barrel
coring device or equivalent.

(c) Boring techniques to be used:

_____	_____	_____
-------	-------	-------

NOTE: Unless written approval is
authorized, all test borings will be
drilled using rotary wash/without use
of drilling muds. Water losses in borings
are to be monitored, as to depth and quantities;
air loss, drilling speed and rod drops must
also be monitored.

(d) Proposed bore hole grouting techniques
shall be consistent with N.J.A.C. 7:9-9.1 et seq.

_____	_____	_____
-------	-------	-------

(e) Descriptions of proposed monitoring well
completions. NOTE: Attach as-built drawing.

_____	_____	_____
-------	-------	-------

	Accept	Reject	See Attached
(f) Soil arid rock sampling to be performed in accordance with ASTM Standards D420, D1586, D1587 and D2113.	_____	_____	_____
(g) Logging of all test borings or test pits in accordance with the Unified Soil Classification System and in relation to the geologic origin of the constituents of the encountered materials, e.g. light yellow brown silty clay (CU), with occasional angular dolomite fragments, moderately stiff, residual soils, some stained paleo jointing.	_____	_____	_____
Test Pits			
(a) Number and depth of proposed pits	_____	_____	_____

NOTE: To be acceptable, minimum bottom area of pits shall be ten (10) square feet and shall encounter rock surface over fifty percent (50%) of the pit area.			
(b) Method of backfill to be employed:	_____	_____	_____

NOTE: Test pit backfill shall be composed of excavated material placed in layers and compacted to preexcavation density, unless authorized otherwise by GTC.			

	Accept	Reject	See Attached
____ Piezometers, Lysimeters and Water Table Data			
(a) Number, locations and types to be used:	_____	_____	_____

(b) Other methods to be used:	_____	_____	_____

NOTE: These shall be installed and monitored in sufficient locations to identify depth to seasonable high water table and rate and direction of groundwater flow.			
____ Geochemical Testing of Properties of Soils, Rock and Water			
Methods proposed:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. INDIRECT TESTING PROCEDURES

____ Percussion Probes.	_____	_____	_____
(a) Number proposed.			
(b) Depths anticipated.			
(c) Measuring techniques to be utilized.			

	Accept	Reject	See Attached
_____ Geophysical Studies.			
(a) Seismic refraction and reflection; location and number of runs anticipated; equipment to be used: _____ _____ _____	_____	_____	_____
(b) Ground penetrating radar.	_____	_____	_____
(c) Magnetic, gravity or conductivity techniques: specify procedures and location of surveys.	_____	_____	_____
_____ Geologic Reconnaissance.			
(a) Factors to be examined —vegetative changes, observable seeps or groundwater discharge, circular depressions, swales.	_____	_____	_____
(b) Additional field investigation techniques proposed: _____ _____ _____	_____	_____	_____

MAPS, DRAWINGS AND OTHER DOCUMENTATION

(a) Location of site on 1:24,000 scale USGS topo map (See Phase I Checklist). General site plan showing locations of all field testing procedures, in relation to the planned development at a minimum scale of one (1) inch equals one hundred (100) feet.	_____	_____	_____
--	-------	-------	-------

	Accept	Reject	See Attached
--	--------	--------	-----------------

(b) Timetable of proposed field investigation, laboratory testing, test data receipt and final report to the township. If investigation is to be performed in more than one (1) phase, give an estimated schedule of each phase and expected results.

_____	_____	_____
-------	-------	-------

(c) Proposed technical inspection procedures during investigation (continuous technical supervision of field investigations is strongly recommended.)

_____	_____	_____
-------	-------	-------

(d) Submission of application fees (72-13).

_____	_____	_____
-------	-------	-------

Amount: _____

Date: _____

Future payments anticipated?

(e) Special factors or conditions applicant wishes to bring to the attention of the GTC:

_____	_____	_____
-------	-------	-------

MUNICIPAL GTC REVIEW

Approval of Phase I Checklist

_____	_____	_____
-------	-------	-------

Approval of Phase II Checklist

_____	_____	_____
-------	-------	-------

Phase I Checklist completion date: _____

Phase II Checklist completion date: _____

Conditions to be imposed on approval:

	Accept	Reject	See Attached
--	--------	--------	-----------------

Denial of Phase I Checklist:

_____	_____	_____
-------	-------	-------

Denial of Phase II Checklist:

_____	_____	_____
-------	-------	-------

Remarks:

AFFIDAVIT CONCERNING PERSONS TO BE SERVED,
DATE AND TYPE OF SERVICE, AND FORM OF NOTICE

Re: Application of (Name of **applicant**)
To the Bethlehem Township Planning Board
Block _____ **Lot** _____

State of New Jersey:

ss:

County of Hunterdon:

(**Name of applicant or person signing affidavit**), of full age, being duly sworn, according to law, deposes and says that s/he did on (**date**), at least ten (10) days prior to the hearing date, give personal notice to all property owners within 200 feet of the property affected by the above referenced application. Said notice was given either by handing a copy to 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 (**Municipality**) of _____
- ☐ 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 "Exhibit A."

Notice was also published in the _____, 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 block and lot 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".

Signature of Applicant

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

Township of Bethlehem

PERMISSION FOR A SITE WALK

Application: _____

Site Address: _____

Block _____

Lot _____

PURSUANT TO THE BETHLEHEM TOWNSHIP PLANNING BOARD BY-LAWS

Site inspection of the applicant's property to be developed (property) is recommended for all Planning Board Members, representatives of all municipal, county, state, federal or other regulatory agencies required to review the application for development and consultants and experts hired by the Planning Board and government or regulatory agencies. Applications for development include the submission of permission for individuals to physically inspect the property and permission is therefore granted to enter and inspect the property and buildings. The applicant shall be notified of said inspection at least three (3) days prior to the site inspection and shall have the right to be present at the time of site inspection, accompanied by the applicant's attorney and other representatives. Further, the applicant shall be advised that any information obtained from the site inspection and facts respecting the physical situation of the property that may be disclosed by the inspection may be placed on the record at the time of public hearing and used as a basis in whole or in part, for the decision of the board.

I (WE) HEREBY GRANT PERMISSION FOR SITE WALKS AS A PART OF THIS APPLICATION.

Applicant's Signature (or authorized representative)

Date

Tax Office

OFFICE HOURS:
Tuesday and Thursday
8:30AM - 3:30PM



PHONE:908-735-4107 ext. 106
FAX: (908)735-0485

EMAIL:
taxcollector@bethlehem-twp.org

405 Mine Road, Asbury, NJ 08802

Certification of Property Tax Status

Block _____ Lot _____ Qual. _____

Address _____

Owner _____

I hereby certify that the property taxes on the above referenced property are paid in full through the _____
Quarter of 20 _____ with the following exceptions:

Taxes

Year-Quarter

Due Date

Principal Due

Liens

Certificate #

Sale Date

Principal Due

(Any amounts due above may be subject to additional interest, costs and/or penalties. Payoff figures may be obtained from the Tax Collector's Office.)

Tax Office

Date

NOTE: This certification is not an Official Tax Search. The information contained herein should not be considered reliable except to the extent that it represents a good faith estimate of the status of real estate taxes in Bethlehem Township on the referenced property. This document is made for the sole use of conducting official business with a New Jersey state, county or local government agency or related board. Any other use shall make this certification void.



THE TOWNSHIP OF BETHLEHEM

LAND DEVELOPMENT ESCROW AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20____ between _____ hereinafter referred to as the "Applicant", the Planning Board of the Township of Bethlehem is hereinafter referred to as "Board", and the Township of Bethlehem in Hunterdon County is hereinafter referred to as the "Township".

WHEREAS, the Applicant is proceeding under the Land Use Development Ordinance for approval on Block _____, Lot(s) _____, Street _____ of a _____.

WHEREAS, the Ordinance requires the Applicant to establish an escrow whereby work required to be performed by professionals employed by the Board will be paid for by the Applicant as required under the provisions of the Ordinances cited above,

NOW THEREFORE,

SECTION 1. PURPOSES

The Applicant agrees to pay all reasonable professional fees incurred by the Board for performance of its duties.

SECTION 2. ESCROW ESTABLISHED

The Applicant, in accordance with the provisions of the Agreement and N.J.S.A. 40:55D-53.1 and N.J.S.A. 40:55D-53.2 et seq., hereby agrees to the Township's creation of an escrow to be established by the Chief Financial Officer of the Township.

SECTION 3. ESCROW FUNDED

The Applicant, upon execution of this Agreement, shall pay to the Township such sums as are required by Ordinance to be deposited in the repository referred to in Section 2.

SECTION 4. INCREASE IN ESCROW FUND

If during the existence of the Escrow Agreement, the funds held by the escrow shall be insufficient to cover any voucher or bill submitted by the professional staff, the Applicant shall within fourteen (14) days of receipt of notice, deposit additional sums with the escrow holder to cover the amount of the deficit referred to above and such additional amount reasonably anticipated needed to complete the application process. **Additionally, until such funds are fully replenished, no further consideration,**

review, processing of any pending application shall be permitted by the Board, nor shall any further inspections be performed by or on behalf on the Township until such additional escrow funds has been deposited. Failure to post sufficient escrow funds to cover costs incurred or anticipated shall toll the period for action by the approving authority, as required by N.J.S.A. 40:55D-1 et seq and particularly N.J.S.A. 40:55D-51 and N.J.S.A. 40:55D-73 thereby barring an applicant from seeking a default approval under N.J.S.A. 40:55D-10.4.

The notice referred to in this paragraph shall be sent to (please indicate your preference):

Name

Address

Via Fax to: _____

Via Email to: _____

Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after postal mailing.

After a period of forty five (45) days from the notice from the Township, the Applicant's failure to deposit the additional funds shall be grounds for denial of the application or dismissal of the application without prejudice. In the event the Board approves the application, the obligation to pay for professional plan review fees by depositing the funds in escrow shall be a condition of the approval granted by the Board. If the escrow funds are depleted after the application is filed or granted the Applicant shall pay additional funds upon demand within the aforementioned fourteen (14) day period. The failure to pay the demanded funds may also result in a voiding of any prior approvals upon due notice to the applicant by the Board. In addition to the foregoing, the Applicant hereby agrees that in the event the reasonable and necessary amounts charged by the professionals for review of the application are not paid the outstanding fess shall be deemed a lien on the above-described property and shall be collectable as the case of taxes by the adoption of a resolution by the Township governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement. Negative escrow balances shall incur interest at 1.5% per month.

In the event of sale or transfer of property which is the subject of a development application or a change in the identity of the Applicant, all funds on deposit pursuant to this agreement shall run with the development application affecting the property. It shall be considered to be the asset and/or obligation of any subsequent owner or Applicant unless the initial owner or Applicant provides written notice to the approving authority, and to the professionals providing review services that the initial owner or applicant has specifically reserved ownership rights of the escrow account. In the event such a notice is received by the Township officials and professionals, no further review shall be undertaken by relevant

professionals until the new subsequent owner or applicant has established an escrow amount and signed an escrow agreement.

SECTION 5. COLLECTION

If the Township must institute legal action to enforce the terms of this Agreement against the Applicant, the Applicant shall be responsible for reasonable attorney fees and costs of suit.

SECTION 6. TIME OF PAYMENT

The professionals referred to in this Agreement upon conclusion of their services or periodically during the performance of their services shall submit vouchers conforming to the requirements established by the Township for vouchers of the type and kind referred to under this paragraph.

SECTION 7. APPLICANT'S OBJECTION

Where the Applicant objects to the payment of any voucher from the escrow fund, the Applicant may file an objection and/or appeal pursuant to N.J.S.A. 40:55D-53.2a.

SECTION 8. RETURN OF UNUSED ESCROW FUNDS

If applicable, escrow funds cannot be refunded until the Applicant submits proof that all conditions of approval have been fulfilled. Any refund request shall be in accordance with N.J.S.A. 40:55D-53.2d.

SECTION 9. REFERENCES TO DAYS

All references to days in this Agreement are to calendar days.

IN WITNESS WHERE OF, the parties have set their hands and seals the date first written above.

SIGNATURE (Applicant*)

*If the Applicant is a corporation, this signature must be attested to by an attorney.

DEVELOPER FUNDS TRANSMITTAL

COMPLETE ALL BLANKS ON NEW APPLICATION

_____	PLANNING BOARD			
_____	CLERK			
NAME				
STREET				
ADDRESS				
CITY, STATE, ZIP				
PHONE NUMBER				
CONTACT NAME				
TAX ID#				
PROJECT NAME				
PROJECT NO				
BLOCK	LOT			
_____	* APPLICATION FEE in the amount of \$			
_____	* REVIEW ESCROW in the amount of \$			
_____	* INSPECTION ESCROW in the amount of \$			
_____	* PERFORMANCE GUARANTEE in the amount of \$			
		PURPOSE		
* FOR ALL DEPOSITS OF \$5,000 OR MORE MUST INCLUDE TAX ID NUMBER!				

W-9

**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.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶	☐ Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	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 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 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. person (including a U.S. resident alien).

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 4.)

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

In 3 above, 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.

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

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

• The U.S. grantor or other owner of a grantor trust and not the trust, and

• The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 815, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may 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.

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

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II Instructions on page 4 for details).

3. The IRS tells the requester that you furnished an incorrect TIN,

4. 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

5. You do not certify to the requester that you are not subject to backup withholding under 4. above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

**ASSIGNMENT OF LOT NUMBERS PURSUANT TO
SUBDIVISION APPLICATION**

TO BE COMPLETED BY APPLICANT:

Original Block and Lot _____

Owner's name _____

Address _____

Applicant's name _____

Address _____

Minor _____ Major _____ Subdivision _____
(Copy of proposed subdivision must accompany this lot number assignment request)

TO BE COMPLETED BY ASSESSOR:

Proposed Block and Lot _____

Property subject to rollback taxes: Yes _____ No _____

Date: _____

Eloise J. Hagaman, Tax Assessor