



TOWNSHIP OF SOUTH BRUNSWICK

Municipal Building P.O. Box 190 Monmouth Junction NJ 08852
Department of Planning, Zoning and Engineering

Phone
732-329-4000
X 7240

Fax
732-274-2084

APPLICATION FOR RESIDENTIAL BULK VARIANCE PROCEDURE FOR FILING AN APPLICATION

You are encouraged to discuss your application with the Planning Department staff for referral to the proper board for the approvals needed.

1. An application should consist of the following:
 - a) Three (3) copies of a completed application form (1 original & 2 copies) signed and notarized by all owner(s) of the property.
 - b) Sixteen (16) copies of property survey to scale
 - c) Two separate checks, made payable to the Township of South Brunswick, \$25.00 application fee and \$125.00 escrow.
 - d) One (1) copy of the completed report for the Tax Search Officer. This form should be left for the **Tax Collector** to complete.
2. The Township Planner shall have up to 45 days to determine the completeness of an application prior to an official departmental review.
3. All notices must be served in accordance with the "Requirement for Public Hearing" in the format and time period noted on the separate sheet enclosed in this application.

TOWNSHIP OF SOUTH BRUNSWICK APPLICATION FOR DEVELOPMENT

Pursuant to the Township of South Brunswick Municipal Code and the applicable New Jersey State Law, application is made to the Township of South Brunswick for the following:

Requested Application(s) <i>check all that apply</i>	FEES (from Section 62-41 et. Seq.) Application Fees	Escrow Fees
☐ Planned Office/Commercial Development	_____	_____
☐ Preliminary Planned Residential Development	_____	_____
☐ Final Planned Residential Development	_____	_____
☐ Approval of Minor Subdivision	_____	_____
☐ Preliminary Approval of Major Subdivision	_____	_____
☐ Final Approval of Major Subdivision	_____	_____
☐ Preliminary Site Plan Approval	_____	_____
☐ Final Site Plan Approval	_____	_____
☐ Bulk Variance(s)/Exception(s)/Waiver(s)	_____	_____
☐ Use Variance(s)	_____	_____
☐ Conditional Use	_____	_____
☐ Revision of _____	_____	_____
☐ Other _____	_____	_____
TOTAL FEES:	\$ _____	\$ _____

1. GENERAL DATA

NAME OF APPLICANT: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

NAME OF OWNER: (IF DIFFERENT FROM APPLICANT) _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

NAME OF ATTORNEY: (IF APPLICABLE) _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

NAME OF ARCHITECT: (IF APPLICABLE) _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

NAME OF ENGINEER: (IF APPLICABLE) _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

2. SITE DATA

BLOCK (S): _____ LOT(S): _____

ADDRESS OF PROPERTY: _____
Include Town mailing address & zip code

PRESENT ZONING: _____ TOTAL ACREAGE OF PROPERTY: _____

PROPOSED USE OF PROPERTY: _____

NUMBER OF BUILDINGS PROPOSED: _____ GROSS FLOOR AREA OF ALL STRUCTURES _____

PERCENTAGE OF BUILDING COVERAGE _____ OF IMPERVIOUS COVERAGE _____

NUMBER OF PROPOSED LOTS: _____ NUMBER OF EXISTING LOTS: _____

PARKING SPACES REQUIRED: _____ PARKING SPACES PROVIDED: _____

ARE THERE ANY EXISTING OR PROPOSED COVENANTS OR DEED RESTRICTIONS ON THE PROPERTY?

NO _____ YES _____ (IF YES PLEASE EXPLAIN) _____

3. PLANS

LIST ALL PLANS AND OTHER EXHIBITS SUBMITTED, INCLUDING NAMES OF PREPARERS:
(ATTACH SEPARATE SHEET IF NECESSARY)

DOES THIS APPLICATION MEET ALL SUBMISSION REQUIREMENTS OF THE
APPROPRIATE

CHECKLIST(S)? NO _____ (IF NO, SEE ITEM 5) YES _____

4. FOR SUBMISSION REQUIREMENTS WAIVER(S) ONLY: *Complete and attach a
submission requirement waiver request rider for **each** waiver requested*

NUMBER OF WAIVERS REQUESTED: _____

NUMBER OF WAIVER REQUEST RIDERS: _____

5. FOR VARIANCES ONLY

*Complete and attach a variance/exception request rider for **each** variance or exception
requested.*

NUMBER OF VARIANCES/EXCEPTIONS REQUESTED _____

NUMBER OF REQUEST RIDERS: _____

6. REVISIONS TO APPROVED PLANS

*Please indicate prior South Brunswick file numbers, the original requirements of the approved plan and the
requested change or revision (Attach separate sheet, if necessary)*

7. CERTIFICATION

I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge, and that I am authorized to file this application and act on behalf of the signatories below. I further authorize Township Officials to enter on and inspect the site noted above.

I further agree to pay all reasonable costs for professional review of this application, including costs incurred with any informal review of a concept plan which may have preceded the submission of a preliminary application. I further agree to pay all reasonable costs for the municipal inspection of the constructed improvements pursuant to Section 62-41.

Signature of **ALL** Owner(s) of Record

DATE: _____

DATE: _____

Signature of Applicant

DATE: _____

DATE: _____

8. NOTARIZATION:

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

Notary

9. CONTACT PERSON: Regarding matters pertaining to this application:

Name: _____

Phone#: _____ FAX#: _____

Email: _____

APPLICATION FOR DEVELOPMENT RIDER

Complete one form for **each** proposed deviation or exception from an ordinance requirement numbered under item **6** of the application form.

1. ORDINANCE REQUIREMENT FROM WHICH RELIEF IS SOUGHT (including ordinance citation), and DESCRIPTION OF PROPOSED DEVIATION:
2. REASON(S) FOR REQUESTED DEVIATION:
3. HARDSHIP CAUSED BY COMPLIANCE WITH ORDINANCE, IF ANY:
4. PURPOSES OF THE MUNICIPAL LAND USE LAW SERVED BY THE PROPOSED DEVIATION, IF ANY:
5. BENEFITS TO PUBLIC FROM THE PROPOSED DEVIATION:

South Brunswick Township
Section 62-41
Fee Schedule for Development Applications

Every application for development shall be accompanied by separate checks made payable to the Township of South Brunswick.

SUBDIVISIONS

Minor Plat - \$400.00 application fee; \$1,500.00 escrow

Preliminary Plat - Minimum of \$3,000.00 escrow subject to the following:

Up to 20 lots \$1,000.00 application fee; \$350.00 per lot escrow

Commencing with 21st lot \$500.00 application fee; \$275.00 per lot escrow

Final Plat - \$1,000 application fee; Minimum of \$1,500.00 or \$175.00 per lot whichever is greater

Concept Plan or Sketch Plat – All fees for concept shall be a credit towards fees for review of the same application for development.

\$250.00 application fee; Escrow is \$500.00 per acre or portion up to and including 10 acres, and the preceding fee; plus \$250.00 per acre or portion over 10 acres up to and including 20 acres, and the preceding fee; plus \$100.00 per acre or portion over 20 acres.

SITE PLANS

Preliminary Plan - \$1,000.00 application fee – A minimum of \$3, 500.00 shall be deposited. Calculation of the escrow fee shall be as follows: \$75.00 per acre or part thereof. In addition, for residential: \$20.00 per dwelling; for non-residential: \$0.10 per square foot or part thereof of total proposed building area up to and including 20,000 square feet, and \$0.07 per square foot for every additional square foot or part thereof over 20,000 square feet.

Final Plan - \$600.00 application fee – A minimum of \$2,000.00 shall be deposited. Calculation of escrow fee shall be as follows: \$35.00 per acre or part thereof. In addition, for residential: \$10.00 per dwelling; for non-residential: \$0.05 per square foot or part thereof of total proposed building area up to and including 20,000 square feet and \$0.03 per square foot for every additional square foot or part thereof over 20,000 square feet.

Concept Plan - All fees for concept shall be a credit towards fees for review of the same application for development.

South Brunswick Code Fee Schedule for Development Applications

\$250.00 application fees; Escrow is \$500.00 per acre or portion up to and including 10 acres, and the preceding fee; plus \$250.00 per acre or portion over 10 acres up to and including 20 acres, and the preceding fee; plus \$100.00 per acre or portion over 20 acres.

GENERAL DEVELOPMENT

Application fee is \$1,000.00; Escrow is same as concept plan or sketch plat in subsection (a)(1) of this section.

PLANNED RESIDENTIAL DEVELOPMENT

Preliminary approval – Minimum of \$3,500.00 subject to the following:

Up to 20 lots or units - \$1,000.00 application fee; \$350.00 escrow per lot or unit

Commencing with 21st lot - \$500.00 application fee; \$275.00 escrow per lot or unit

Final approval - \$1,000.00 application fee; \$1750.00 escrow per lot or unit

VARIANCE, DESIGN EXCEPTION AND WAIVER RELIEF

Use Variance (Single Family Dwelling) - \$100.00 application fee; \$250.00 escrow

Use Variance (Other than Single Family Dwelling) - \$1,000.00 application fee; \$2,000.00 escrow

Bulk Variance for structures accessory to dwellings (e.g. pools, decks, sheds, fences) \$25.00 application fee; \$125.00 escrow

Bulk Variance (other than for residential use) - \$200.00 application fee; \$400.00 escrow

Design Exception or Waiver - \$200.00 application fee; \$200.00 escrow for each design or waiver

CONDITIONAL USES

Single-family dwelling - \$150.00 application fee; \$200.00 escrow

Major Subdivision - \$300.00 application fee, \$350.00 escrow per lot

TOWNSHIP OF SOUTH BRUNSWICK
PLANNING BOARD AND ZONING BOARD OF ADJUSTMENT

REQUIREMENTS FOR PUBLIC HEARING

WHEN REQUIRED – Public notice of a public hearing is required to be given for hearings on waivers, exceptions, bulk variances, use variances, appeals on the decision of an administrative officer, preliminary subdivisions, preliminary site plans, extensions of previous approvals, and conditional uses where permitted.

METHODS OF NOTICE – The applicant for any of the above noted applications is responsible for service the notice by:

- A. Publication in any of the official newspapers (The Princeton Packet, which is a weekly or the Home News Tribune or Trenton Times, which are daily newspapers); and
- B. Serving all property owners within 200 feet of the site of the application and any other persons or officials by law, by personal service or certified mail.

CONTENT OF NOTICE - A suggested format is attached. For a variance application, please insure that the notice includes the specific description of the nature of each variance being requested.

LIST OF PROPERTY OWNERS – A list of all parties who must be notified (including the property owners within 200 feet of the site and the State, County and officials of adjacent municipalities and any registered utility companies) shall be furnished by the Township's Tax Assessor's Office to the applicant within seven (7) days of the date of receipt of the required fee for the list.

WHEN NOTICE SERVED – Notice must be served at least ten days prior to the scheduled public hearing.

COMBINED APPLICATIONS – Where an application is made for more than one approval, such as a use variance and site plan, all requested approvals must be stated on the notice forms.

TAXES PAID – Any application for development will not be deemed complete nor will a hearing be held on any application until all property taxes, liens and local assessments have been paid.

PROPER BOARD – This application is used for both Planning Board and Zoning Board of Adjustment applications. Include only the proper board in the notice. Check with the Planning Department if you are uncertain which board will hear the application.

QUESTIONS – If you have any questions on filling out the forms or on the notice requirements, you may consult with the Planning Department at 732-329-4000, ext. 7240. It is extremely important that the notice be made out and filed properly, as the application and hearing may be delayed or voided if it is not done properly.

SUGGESTED WORDING FOR NOTICES FOR BULK VARIANCE APPLICATIONS

NOTICE TO NEWSPAPER

Take notice that (APPLICANT) has applied to the Zoning Board of Adjustment of the Township of South Brunswick for approval of a bulk variance for [DESCRIBE APPLICATION BRIEFLY – INCLUDING REQUEST(S) FOR VARIANCE(S)], on property shown as Block (NUMBER), Lot(s) (NUMBER(S)) on the South Brunswick Township current tax map duplicate. Said property is also commonly known as (ADDRESS).

A hearing on said application will be held by the Zoning Board of Adjustment on (DATE) at 7:30 p.m. in the Municipal Building, 540 Ridge Road, Monmouth Junction, New Jersey 08852, at which time any interested person may be heard concerning said application.

A copy of the maps and documents for which approval is sought is on file in the office of the above Board for public inspection during regular business hours (8:30 AM – 4:30 PM) Monday through Friday, except holidays.

Dated: _____ Signature: _____
(NAME OF APPLICANT)

(ADDRESS OF APPLICANT)

NOTICE TO BE SERVED ON PROPERTY OWNERS & OTHERS REQUIRED BY LAW

To: (OWNER)

Owner of Premises at: (ADDRESS)

Please take notice that (APPLICANT) has applied to the Zoning Board of Adjustment of the Township of South Brunswick for approval of a bulk variance for [DESCRIBE APPLICATION BRIEFLY – INCLUDING REQUEST(S) FOR VARIANCE(S)] on property shown as Block (NUMBER), Lot(s) (NUMBER(S)) on the South Brunswick Township current tax map duplicate. Said property is also commonly known as (ADDRESS).

A public hearing on said application will be held by the Zoning Board of Adjustment on (DATE) at 7:30 p.m. in the Municipal Building, 540 Ridge Road, Monmouth Junction, New Jersey 08852, at which time you may appear, either in person or by agent or by attorney, and present any comments you may have regarding this application. All maps and documents for which approval is sought are on file in the offices of the Board and may be inspected by interested persons during regular business hours (8:30 AM – 4:30 PM) Monday through Friday, except holidays.

Dated: _____ Signature: _____
(NAME OF APPLICANT)

(ADDRESS OF APPLICANT)

AFFIDAVIT OF PROOF OF SERVICE

STATE OF NEW JERSEY }
COUNTY OF MIDDLESEX } SS

_____ being duly sworn upon his/her
oath according to law, says:

The names, addresses, block and lot numbers as they appear on the official tax records of the Township of South Brunswick of all owners of property within 200 feet of the property affected by this application and upon whom due notice in the form set forth in this application will be served in the manner provided by law are indicated below:

I am the (agent of) person making the application and I personally served the following, being all of the owners of property within 200 feet of Block_____, Lot(s)_____, either personally or by certified mail, return receipt requested, upon residents and non-residents of South Brunswick, with a copy of the notice set forth below:

Method of Service	Name	Address	Block	Lot	Date of Service
-------------------------	------	---------	-------	-----	-----------------------

(Attach additional sheet, if necessary)

Sworn to and Subscribed before me this

_____ day of _____, 20_____

Notary

Owner or Agent's Signature

SOUTH BRUNSWICK TOWNSHIP

PLEASE SUBMIT ONE FORM FOR EACH BLOCK & LOT TO BE SEARCHED

REQUEST TO: TAX SEARCH OFFICER IN TAX COLLECTOR'S DEPT.

DATE: _____ BLOCK _____ LOT _____
QUAL. _____ ADD'L LOT _____

OWNER: _____

ADDRESS: _____

PROPERTY ADDRESS: _____

REQUESTED BY: _____

We hereby certify that the status of this property is as indicated below as of _____

LIENS:	PAID	UNPAID	NOT YET DUE	NOT APPLICABLE
--------	------	--------	-------------	----------------

20 _____ Taxes	_____	_____	_____	_____
1 st Qtr	_____	_____	_____	_____
2 nd Qtr	_____	_____	_____	_____
3 rd Qtr	_____	_____	_____	_____
4 th Qtr	_____	_____	_____	_____

Tax Sale Certificate _____

Added Assessment	_____	_____	_____	_____
Added Omitted	_____	_____	_____	_____

Rollbacks _____	_____	_____	_____	_____
(YRS) _____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Improvement Assess.	_____	_____	_____	_____
_____	_____	_____	_____	_____

Water & Sewer	_____	_____	_____	_____
ACCT.# _____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Follow up Phone Call _____ Date _____

SEND TO THE PLANNING DEPARTMENT UPON COMPLETION

South Brunswick Township

Office of the Tax Assessor

Request for Certified Property List within 200 feet of:

Block: _____

Lot: _____

Requested Property Address: _____

Requested By: _____

Telephone #: _____

Date Requested: _____

Mail completed list to: _____

\$10.00 Fee received in Tax Assessor's office

By: _____ Date: _____

CPL# _____