

BOROUGH OF HOPEWELL



PLANNING BOARD

DEVELOPMENT APPLICATION PACKAGE

CURRENT AS OF JANUARY 2023

BOARD SECRETARY

Maggie Schmitt

Planning@HOPEWELLBORO-NJ.US

609-466-2636 x 108

Planning Board Meetings
1st Wednesday of Each Month
at 7:00 PM

Meeting Date	* Applications must be submitted one month prior to the meeting date as follows:
January 11, 2023	Dec. 7, 2022
February 1, 2023	January 4, 2023
March 1, 2023	February 1, 2023
April 5, 2023	March 2, 2023
May 3, 2023	April 5, 2023
June 7, 2023	May 3, 2023
July 5, 2023	June 7, 2023
August 2, 2023	July 5, 2023
September 6, 2023	August 2, 2023
October 4, 2023	September 6, 2023
November 1, 2023	October 4, 2023
December 6, 2023	November 1, 2023
January 3, 2024	December 6, 2023

* Under Municipal Land Use Law, the Planning Board is given 45 days to review an application in order to deem it complete. Once it is deemed complete, the application is then scheduled for a public hearing. The meeting dates listed above represent an effort on the part of the Planning Board to accommodate applications as quickly and efficiently as possible. These meeting dates, however, are not guaranteed and do not assume that the application is deemed complete.

HOPEWELL BOROUGH PLANNING BOARD

88 E. BROAD STREET
HOPEWELL, NJ 08525
PHONE: (609) 466-0965
FAX: (609) 466-8511

GENERAL INSTRUCTIONS FOR DEVELOPMENT APPLICATIONS

INTRODUCTION:

The Hopewell Borough Planning Board is authorized to administer the provisions of the Zoning Ordinance, Land Subdivision Ordinance, and Site Plan Review. Ordinance of the Borough of Hopewell in accordance with the provisions of these ordinances and the State Municipal Land Use Law (N.J.S.A. 40:55(d)-1 et seq.).

Furthermore, pursuant to N.J.S.A. 40:55(d)-25, the Planning Board is authorized to exercise to the same extent and subject to the same restrictions, all the powers of a Board of Adjustment.

The Hopewell Borough Planning Board is a municipal body which must reach legal decisions on development applications. Therefore, Board members may not provide specific aid in the preparation of the application. However, the Board welcomes discussions with interested persons with respect to proposals for the purpose of providing guidance as to the required procedure. Upon request, the Board Secretary will schedule such informal discussion for presentation to the Board at one of the regular meetings. The Board Secretary may be reached at (609) 466-2636 X108.

For informational purposes, a typical development application may require Historic Preservation Commission review, Zoning Officer review, and Construction Office review, respectively, which are all a part of the Planning Board process.

The Zoning and Land Use Ordinances of the Borough should be referred to for completion of the development applications. Copies of same are available for review at Borough Hall or at the Public Library. If an applicant has difficulty in understanding or following the instructions or encounters significant obstacles in gathering the required information or documentation necessary in completing an application, it is recommended that a professional be retained. Please note that corporations must be represented by New Jersey attorneys.

I. Timely Submission of Documents:

The sequence for submission of documents is as follows:

- A. The applicant must submit to the Planning Board Secretary the following documents:
 1. Thirteen (13) copies of the completed application form and completed checklist, and 13 copies of any special documentation required for the application ;
 2. Where an appeal to the Zoning Officer is being taken, 13 copies of the decision by the Zoning Officer that is being appealed;
 3. Thirteen (13) copies of the plot plan, subdivision plan, or site plan as applicable;
 4. A complete set of the application package and all supporting documentation in pdf format emailed to the Planning Board Secretary at planning@hopewellboro-nj.us;
 5. One (1) copy of certification from the Hopewell Borough Tax Collector's Office indicating that the taxes and assessments on the subject property have been paid to date;
 6. Proof of compliance with public notice procedures as set forth below;
 7. Submission of appropriate application fees, escrow fees, and Court reporting fees where applicable;
 8. If the applicant is a partnership or corporation, a letter detailing corporate disclosure as required by N.J.S.A. 40:55(d)-48.1;
 9. Not less than three (3) days prior to the scheduled meeting, submission to the Board Secretary of one copy of the notarized Proof of Service, one copy of the notarized Proof of Publication, one copy of the list of individuals who have been noticed either by certified mail with proof of mailing receipts, or by hand delivered notice with the recipient's signature.
 10. Once the application has been deemed complete, it will be scheduled for the next regular meeting of the Planning Board.
 11. If the development application is for property located within the historic district, a certificate of appropriateness from the Planning Board may be required. See Section III, below, for certificate of appropriateness filing procedures.

II. Public Notice Procedures for Development Applications:

For all applications for development (except for minor subdivision applications where no variance is sought, site plan review where no variance is sought, and final approval of site plans and major subdivision applications) the applicant is required to give public notice at least 10 days prior to the date of hearing in the following manner established by N.J.S.A. 40:55(d)-12:

A. Notice of a hearing:

1. Upon written request of the applicant, the Tax Assessor shall within seven (7) days make and certify a list from the current tax duplicate of the names and addresses of Owners to whom the applicant is required to give notice. In addition, the Tax Assessor shall include in the list the name of any public utility, cable television company, or local utility which has registered to receive notice. The applicant is entitled to rely upon the information contained in such list and failure to give notice to an owner not on the list shall not invalidate any hearing or proceeding. A check in the amount of \$10.00 must accompany the request for the list.
2. Notice of the hearing and application shall be served to all owners of real property (as shown on the current tax duplicate available from the tax assessor) located in the State of New Jersey within 200 feet in all directions of the property which is the subject of the hearing. Notice shall be given by either serving a copy thereof on the property owner as shown on said current tax duplicate or as agent in charge of the property by mailing a copy thereof by certified mail to the property owner at his address as shown on the current tax duplicate. Notice shall be given in the case of a public utility, cable television company, or local utility which possesses a right-of-way or easement within the municipality and which has registered with the municipality by either serving a copy of the notice on the person whose name appears on the registration form or by mailing a copy thereof by certified mail to the person whose name appears on the registration form.
3. Notice to a partnership owner may be made by service upon any partner.
4. Notice to a corporate owner may be made by service upon a president, vice president, secretary, or other person authorized by law to accept on behalf of the corporation.
5. Notice to a condominium association, horizontal property regiment, community, trust or homeowners association, because of its ownership of common elements or areas located within 200 feet of the property which is the subject of a hearing may be made in the same manner as to a corporation without further notices to unit owners, co-owners, or homeowners, on account of such common elements or areas.

6. Notices of hearings and applications for development involving property located within 200 feet of an adjoining municipality shall be given by personal service or certified mail to the Clerk of such municipality.
7. Notice must be given by personal service or by certified mail to the Mercer County Planning Board of the hearing on all subdivision applications along with a copy of said application and supporting materials.
8. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on the application for development of property adjacent to a state highway.
9. Notice shall be given by personal service or certified mail to the State Planning Commission of a hearing on an application of development of property which exceeds 150 acres or 500 dwelling units. The notice shall include a copy of any maps or documents required to be on file with the municipal clerk pursuant to N.J.S.A. 40:55(d)-10.
10. Proofs of service and publication including a notarized affidavit of proof of service must be delivered to the Board Secretary as stated earlier in these instructions.
11. See Addendum A regarding public notice by publication in the official newspaper (Hopewell Valley News or Trenton Times) of the Borough.

III. Certificate of Appropriateness Filing Procedure:

Any building or structure to be erected, reconstructed, altered, restored, or demolished within the historic district of the Borough and which are subject to public view will require approval by means of a certificate of appropriateness issued by the Planning Board after review and recommendation by the Historic Preservation Commission. Any building to be erected or demolished in the historic district buffer zone shall also require the applicant to obtain a certificate of appropriateness.

Applicants should determine whether the property in question is located within the historic district. This determination may be made by referencing the Borough's Master Plan, Zoning Ordinance (available at Borough Hall or Public Library), or by consulting with the Borough's Zoning Officer.

If the property in question is located within the historic district, and the proposed exterior changes are visible from a public street, an application for a Certificate of Appropriateness (attached) should be completed and forwarded to the Zoning Officer for review. Upon reviewing the application, the Zoning Officer will provide the application to the Historic Preservation Commission for consideration.

The Historic Preservation Commission will schedule an informal meeting with the applicant and review the proposal in accordance with ordinance guidelines (12-10.A.7). The Planning Board will consider the recommendations of the Commission at a regularly scheduled Board meeting.

(Adopted by Planning Board: 3/5/03)

GENERAL INSTRUCTIONS FOR DEVELOPMENT APPLICATIONS

ADDENDUM A

N.J.S.A. 40: 55D-1 2:

Public notice shall be given by publication in the official newspaper of the municipality ... shall be given at least 10 days prior to the date of the hearing.

Borough of Hopewell Ordinance No. 10A:4.6(a):

Public notice shall be given by publication in the official newspaper of the Borough at least 10 days prior to the date of the hearing.

Annual Resolution approved by Borough Council at the Reorganization Meeting:

BE IT RESOLVED by the Mayor and Council of the Borough of Hopewell that the HOPEWELL VALLEY NEWS and THE TIMES OF TRENTON are hereby designated as the official newspaper of Hopewell Borough, and

BE IT FURTHER RESOLVED that the Hopewell Valley News and The Times of Trenton are hereby designated as the newspapers to receive the schedule of regular meetings, revisions of such schedule, and notices of meetings... as required by the Open Public Meetings Act.

Official Newspaper Information:

Hopewell Valley News, CentralJersey.com
300 Witherspoon Street
Princeton, NJ 08540
609-466-1190
legalnotices@centraljersey.com

Trenton Times
413 River View Plaza
Trenton, NJ 08611-3420
609-874-2151
legalads@njtimes.com

Applicant should contact the newspaper legal advertising department for current publishing requirements and deadlines.

DEVELOPMENT APPLICATION FEE SCHEDULE

10A-4.4 Applications and fees (Hopewell Borough Ordinance No. 807)

Application

1. Subdivision	Application Fee	Plus	Escrow Account
(a) Minor	\$400.00		\$3,000.00 (per lot)
(b) Major (Preliminary Approval)	\$600.00		\$3,000.00 (per lot)
(c) Major (Final Approval)	\$400.00		\$3,000.00 (per lot)
2. Site Plans			
(a) Preliminary Site Plan	\$600.00		\$.20 per square foot Being disturbed Provided a minimum of \$2,000.00 shall be deposited.
(b) Final Site Plan	\$600.00		\$.10 per square foot Being disturbed Provided a minimum of \$2,000.00 shall be deposited.
(c) Waived Site Plan	\$250.00		\$3,000.00
3. Variances			
(a) Appeal (40:55D-10a)			
Residential	\$200.00		\$2,000.00
Non-Residential	\$400.00		\$3,000.00
(b) Interpretation (40:55D-70b)			
Residential	\$200.00		\$2,000.00
Non-Residential	\$300.00		\$3,000.00
(c) Bulk Variance (40:55D-70c)			
Residential	\$250.00		\$3,000.00
Non-Residential	\$400.00		\$3,500.00
(d) Use Variance (40:55D-70d)	\$500.00		\$5,000.00

4.	Conditional Use Approval		
	Residential	\$300.00	\$3,000.00
	Non-Residential	\$400.00	\$5,000.00
5.	Permits		
	(a) Zoning Permits	\$75.00	None Required
6.	Review of Drainage Plans and "As-Built" Plans		
	(a) Review of Drainage Plans		
	(i) Application plus fee	\$250.00	None Required
	(ii) Each resubmission of Drainage plans	\$150.00	None Required
	(b) Review of "As-Built" Plans		
	(i) Application plus fee	\$200.00	None Required
	(ii) Each resubmission of "As-Built" plans	\$150.00	None Required

Updated December 2017



BOROUGH OF HOPEWELL

88 East Broad Street
Hopewell, NJ 08525
Tel: 609-466-2636 Fax: 609-466-8511

www.hopewellboro-nj.us

ESCROW ACCOUNT INFORMATION

Account Name: _____

Block: _____ Lot: _____

Property Address _____

Application Fee: _____

Escrow Fee: _____

Email Address: _____

Applicant's Name/Address

Name

ADDRESS

City, State. Zip

Attorney's Name/Address

Name

ADDRESS

City, State. Zip

☐ *Use this address for mailings*

***Please attach a copy of a completed W-9.

☐ *Use this address for mailings*

Form

W-9(Rev. October 2018)
Department of the Treasury
Internal Revenue Service**Request for Taxpayer
Identification Number and Certification**► Go to www.irs.gov/FormW9 for instructions and the latest information.**Give Form to the
requester. Do not
send to the IRS.**Print or type.
See Specific Instructions on page 3.**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.**2** Business name/disregarded entity name, if different from above**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.☐ Individual/sole proprietor or single-member LLC☐ C Corporation☐ S Corporation☐ Partnership☐ Trust/estate☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.☐ Other (see instructions) ►**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

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

Requester's name and address (optional)

6 City, state, and ZIP code**7** List account number(s) here (optional)**Part I Taxpayer Identification Number (TIN)**Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.**Social security number**

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

				-							
--	--	--	--	---	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.**Sign
Here**Signature of
U.S. person ►

Date ►

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.**Purpose of Form**

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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

BOROUGH OF HOPEWELL
ESCROW AGREEMENT

This agreement made this _____ day of _____ , _____

Between _____ Tax ID # _____

Hereinafter referred to as "Applicant"; the Hopewell Borough Planning Board, hereinafter referred to as "Board"; and the Mayor and Council of the Borough of Hopewell, hereinafter referred to as "Borough". "Secretary" and "Chairman" shall refer to the "Secretary" and "Chairman" of the Planning Board and "CFO" shall refer to the Chief Financial Officer of the Borough of Hopewell.

Whereas, Applicant has applied to the Board for approval of _____

Under the _____

Ordinance(s) of the Borough on Block _____ Lot(s) _____ . Street Address: _____

And,

Whereas, the Board desires to establish an escrow fund whereby work required to be performed by professionals contracted with and by the Board will be paid for by the Applicant as required under the provisions of the ordinance(s) cited above.

Witnesseth: It is mutually agreed between the parties that:

Section (1). Purposes

The Board authorizes its professionals to review, inspect, report and study all plans, documents, statements, improvements, and provisions made by the Applicant relating to this development in conformance with the requirements of the ordinance(s) cited and referred to above. The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of the services specified above.

Section (2). Escrow Fund Established

The Applicant, Board and Borough, in accordance with the provisions of this agreement, hereby create an escrow fund to be established with and administered by the CFO.

Section (3). Escrow Funded

Applicant by execution of this agreement shall pay to the Borough, to be deposited with the CFO referred to in Section (2) such sums as are required by Ordinance No. 349, as amended.

Execution of this agreement by the Borough acknowledges receipt of the sums referred to under this section.

Section (4). Increase in the Escrow Fund

If during the existence of this escrow agreement the funds held by the CFO shall be insufficient to cover any voucher or bill submitted by the professionals and reviewed and approved by the Board, Applicant shall within ten (10) calendar days from the date of receipt of written notice deposit such additional sums with the CFO to cover the amount of the deficit referred to above.

The written notice referred to in this paragraph shall be sent to:

Name: _____ Email: _____

Address: _____

Said notice shall be mailed by the Secretary and shall be in a form approved by the Board

Section (5). Time and Method of Payment

The professionals referred to in this agreement shall submit vouchers conforming to the requirements established by Municipal Land Use Law and the Borough for vouchers of the type and kind referred to under this paragraph. Said vouchers shall include:

- (a). Which person did the work
- (b). The date and total hours spent on the work (to quarter hour increments)
- (c). Hourly rate and calculation of the cost for the specific services set forth under section (1) of this agreement. The vouchers shall be submitted to the CFO

Section (6). Applicant's Objection

The Applicant shall have the right to make periodic inspection of the records maintained by the CFO by appointment during regular business hours. Where the Applicant objects to the payment of any voucher from the escrow fund he/she shall have the right to appeal to the Board in order to determine whether the payment of payment objected to are proper. The standards of review to be utilized by the Board in determining whether said payments are proper are as specified in section (7).

Section (7). Board Review

The Board shall review the vouchers submitted by the professionals in order to determine whether the services have been performed in the manner and to the degree required by this agreement. The standards of review to be utilized by the Board are as follows:

- (a). Were the services performed in conformance with a specific request of the Board for the provision of such services?
- (b). Are the per-hour fee charges in accordance with the hourly rates established by professional service agreement?
- (c). Were the services performed satisfactorily?

Section (8). Return of Escrow Balances

Any remaining balances shall be refunded to the applicant at the address indicated in section (4) in accordance with the Municipal Land Use Law.

In Witness Whereof the parties hereto have set their hands and seals that date first written above.

Signatures: _____

Applicant

Chief Financial Officer

Planning Board Secretary

.....
Office Use Only

Escrow Amount Received: _____ Date: _____

Check # _____

Bank: _____ Address: _____

BOROUGH OF HOPEWELL
88 E. BROAD STREET
HOPEWELL, NEW JERSEY 08525
Phone 609-466-0965
Fax 609-466-8511

APPLICATION FOR DEVELOPMENT

FOR OFFICIAL USE ONLY

Date Filed: _____ Action Required By: _____
Fee Paid: Amount _____ Date: _____
Date Application Deemed Complete: _____ By: _____
Signature _____

SECTION 1. GENERAL INFORMATION:

A. Applicant NAME: _____
ADDRESS: _____
TELEPHONE NUMBER: _____

B. The Applicant is a: CORPORATION _____
PARTNERSHIP _____ INDIVIDUAL _____
OTHER _____

If the Applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having 10% interest or more in the corporation or partnership.

C. The relationship of the Applicant to the property in question is:
OWNER _____ LESSEE _____
PURCHASER UNDER CONTRACT _____
OTHER (please specify) _____

D. OWNER: NAME _____
ADDRESS _____
TELEPHONE NUMBER _____

E. PLANS PREPARED BY: NAME _____
ADDRESS _____
TELEPHONE NUMBER _____

SECTION 2. TYPE OF APPLICATION (Check all applicable)

_____ Site Plan	_____ Major Subdivision	_____ Conditional Use
_____ Waiver	_____ Preliminary	_____ Variance
_____ Preliminary	_____ Final	_____ Bulk
_____ Final		_____ Use
		_____ Interpretation
	_____ Minor Subdivision	

SECTION 3. INFORMATION REGARDING THE PROPERTY

- A. The street address of the property _____
- B. The location of the property is approximately _____ feet from the intersection of _____
_____ and _____.
- C. The Block number(s) _____ The Lot number(s) _____
Lot Dimensions: Area _____ Frontage _____ Width _____ Depth _____
- D. Use of Property: Existing use and structures _____
Proposed use _____
- E. The zone in which the Property is located is _____
(The Building Inspector's office can help determine this)
- F. Acre of entire tract _____
- G. Number of lots proposed (if applicable) _____
- H. Is the subject Property located on a County* road? Yes _____ No _____
Within 200 feet of a Municipal boundary? Yes _____ No _____
- I. The type of proposal is:
(check all that apply) New Structure _____;
Expanded Lot Structure _____; Improved Parking Area _____;
Alteration to Structure _____; Expansion to Structure _____;
Change of Use _____; Sign _____; Other _____;
- J. The name of the business or activity (if any) _____
- K. Are there any existing or proposed deed restrictions, easements, rights-of-way, or other dedication?
Yes _____ No _____ (If yes, attach a copy)
- L. Improvements: List all proposed on-site utility and off-tract improvements.

- M. Plat submission: List maps and other exhibits accompanying this application.

*(Broad Street; Princeton Avenue; Louellen Avenue)

SECTION 4. INFORMATION REGARDING APPLICATION

A.	Describe any use and/or bulk variances requested and the sections of the Zoning Ordinance from which relief is requested:	For Official use Only Comments by Zoning Officer
B. Design Waivers Requested:		
C. For Use Variance Applications: Supply a statement describing special reasons for the requested use variance (See 40:55D-70d).		
D. For all Bulk Variance Applications: Supply a statement showing why the strict application of Borough regulations would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship on the applicant; or how the benefits of granting the requested relief would substantially outweigh any detriments (see 40:55 D-70c).		
E. For all Variance Applications: Supply a statement showing why the relief requested can be granted without substantial detriment to the public good and will not substantially impair the intent and purposes of the zone plan and Zoning Ordinance.		

- F. Has there been a previous appeal involving the premises? _____
If so, state date, character of appeal and disposition. _____

.....
SECTION 5. COMPLIANCE WITH GENERAL CHECKLIST

- A. Applications shall be accompanied by all items and information specified on the checklist entitled Development Application Checklist, Borough of Hopewell, Mercer County, New Jersey.
- B. Please list requests for waivers of submission of documents and the reasons therefore.

.....
SECTION 6. AUTHORIZATION AND VERIFICATION

I authorize the applicant to submit this application and proceed for approval.

Date _____ Owner's Signature _____

I certify the statement's and information contained in this application are true.

Date _____ Applicant _____

Proof of Service

DATE: _____

TO: HOPEWELL BOROUGH PLANNING/ZONING BOARD

RE: SERVICE OF NOTICE TO ADJACENT PROPERTY OWNERS

I hereby certify that I have served notice via Certified Mail, Return Receipt Requested, to the persons listed on the Certified List of Property Owners within 200 feet of:

Block _____

Lot _____

Road _____

Date of mailing _____

As evidence of such, the mailing receipts are attached hereto.

Signature of Applicant

Signed before me this _____

day of _____, 20_____

Notary Public

APPLICANT _____

DATE _____

PUBLIC NOTICE

PLEASE TAKE NOTICE that on the _____ day of _____ 20 _____ at the Borough of Hopewell Main Meeting Room, 88 E. Broad Street, the Planning Board will hold a public hearing on the application of the undersigned, at which time and place interested persons will be given an opportunity to be heard. Said meeting will take place at 7:00 PM.

Said premise is located in the _____ zoning district, page _____

of the Borough Tax Map, Block _____, Lot _____ and is more commonly known as

The applicant is seeking _____

For the purpose of _____

In addition, applicant requests any variances, waivers, amendments to conditions of approval, amended site plan approval, exceptions or other relief as may be required to permit the proposed development of which may result from the recommendations of the municipality or Planning Board in its professional review.

A copy of said application and all supporting documents are on file with the Borough of Hopewell Planning Board, 88 E. Broad Street, and may be reviewed during regular office hours by all interested parties prior to the said meeting.

Applicant

DEVELOPMENT APPLICATION CHECKLIST
BOROUGH OF HOPEWELL, MERCER COUNTY, N.J

SUBMISSION REQUIREMENTS
FOR VARIANCE AND SITE PLAN WAIVER APPLICATIONS
NOT REQUIRING SITE PLAN OR SUBDIVISION APPROVAL

NOTE: This checklist is intended as a reference. The applicant acknowledges that the provisions of the ordinance control what is required, not this checklist, and that for a full understanding of the provisions of the ordinance, the ordinance itself should be reviewed. This completed checklist is to be submitted with the application.

Signature of Applicant

Each variance and site plan waiver application shall provide the following information unless waived by the Planning Board or Zoning Board of Adjustment. Please indicate "X" for provided or "W" for waiver requested. (All blanks must be filled in.):

- _____ 1. A site survey showing the proposed and existing structures on the property, with north arrow, date of the survey and the name and signature of the preparer of the survey.
- _____ 2. An indication of the current use of all structures located on the property.
- _____ 3. Any information necessary to review the proposed development, including floor plans, construction details, and similar information.
- _____ 4. Zoning information, including zone classification and all area and bulk requirements, with a zoning table showing a comparison to the proposed development; and all dimensions and other site data needed to determine conformity with Borough Ordinances.
- _____ 5. Existing and proposed buffer and landscaped areas as applicable, Including an identification of all trees over ten (10) inches in diameter.

- _____ 6. The location of all environmentally sensitive areas, including flood hazard areas, freshwater wetlands and wetland buffer areas, and slopes over fifteen (15) percent, with all such areas, excluding wetland buffer areas, shaded. For sites with no critical areas, a plan note, signed by the preparer of the plan indicating the site contains no critical areas shall be provided.
- _____ 7. Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
- _____ 8. A listing of approvals required by other governmental agencies, and completed copies of applications made to any other governmental agency with jurisdiction over the application, and/or status reports of said applications.
- _____ 9. A completed and signed application form and proof of payment of all required fees.
- _____ 10. Any information required by the Borough Flood Plain Ordinance.
- _____ 11. Where a variance is requested, the name, address and lot and block numbers of all property owners within two hundred (200) feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Assessor.

Signature and Title of Person Preparing the Checklist

Date

Name of	
Applicant	_____
Block	_____
Lot	_____

**DEVELOPMENT APPLICATION CHECKLIST
BOROUGH OF HOPEWELL, MERCER COUNTY, NJ**

**SUBMISSION REQUIREMENTS
FOR PRELIMINARY MAJOR SITE PLANS
AND/OR PRELIMINARY MAJOR SUBDIVISIONS**

NOTE: This checklist is intended as a reference. The applicant acknowledges that the provisions of the ordinance control what is required, not this checklist, and that for a full understanding of the provisions of the ordinance, the ordinance itself should be reviewed. This completed checklist is to be submitted with the application.

Signature of Applicant

Each preliminary major site plan and/or preliminary major subdivision shall provide the following information unless waived by the Planning Board or Zoning Board of Adjustment. Please indicate "X" for provided or "W" for waiver requested. (All blanks must be filled in.):

1. Title block including:
 - _____ 1a. Name of applicant, Borough of Hopewell and Mercer County with each sheet specifically titled with appropriately descriptive words.
 - _____ 1b. Name, title, address and license number of the professional or professionals who prepared the plan.
 - _____ 1c. Written and graphic scale.
 - _____ 1d. Date of original drawing and a list of specific revisions and dates.
- _____ 2. A key map showing the entire tract and its relation to the surrounding area, at a scale of one (1) inch equals not more than five hundred (500) feet.
- _____ 3. Owner and applicant information, including the following:
 - _____ 3a. Name, title, address and telephone number of applicant.
 - _____ 3b. Name, title and address of the owner or owners of record.
 - _____ 3c. If the applicant is a corporation or a partnership, the names and addresses of all partners, or the names and addresses of all stockholders owning ten (10) percent or more of any class of stock of the corporation.
- _____ 4. Acreage figures as applicable, including total tract size, individual lot areas, and area of land to be dedicated for public rights-of-way.

- _____ 5. Existing block and lot number(s) of the lot(s) to be developed as they appear on the Borough Tax Map; proposed block and lot numbers as provided by the Borough Tax Assessor upon written request; and proposed street numbers as provided by the Borough Clerk upon written request.
- _____ 6. The name, address and lot and block numbers of all property owners within two hundred (200) feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Assessor.
- _____ 7. North arrow and tract boundary line in heavy solid line.
- _____ 8. The location of existing and proposed property lines (with their related lot areas, dimensions and legal descriptions), streets, watercourses, railroads, bridges, culverts, drain pipes.
- _____ 9. The location and size of all existing and proposed utility lines and the location of existing and proposed sewer and water lines.
- _____ 10. Zoning information, including zone classification and all bulk requirements, with a zoning table showing a comparison to the proposed development; and all dimensions and other site data needed to determine conformity with the Borough Ordinances.
- _____ 11. Zoning districts affecting all properties within two hundred (200) feet of the tract.
- _____ 12. All existing and proposed wooded and landscaped areas and proposed buffering and screening, identifying all trees over ten (10) inches in diameter, except that where trees are in mass, only the limits thereof need be shown. A landscaping plan shall be prepared and shall include details as to the size, number, location and type of vegetation and method of planting to be used.
- _____ 13. The location of all environmentally sensitive areas, including flood hazard areas, freshwater wetlands and wetland buffer areas, and slopes over fifteen (15) percent, with all such areas, excluding wetland buffer areas, shaded. For sites with no critical areas, a plan note, signed by the preparer of the plan indicating the site contains no critical areas shall be provided.
- _____ 14. All existing and proposed water courses shall be shown and accompanied by the following information:
 - _____ 14a. When a stream is proposed for alteration, improvement or relocation, or where a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the Department of Environmental Protection shall accompany the submission.

- _____ 14b. Cross-sections of watercourses and/or drainage swales at an approximate scale showing the extent of the flood plain, top of bank, normal water levels and bottom elevations at the locations required by the Borough Engineer.
- _____ 14c. The location and extent of drainage and conservation easements and stream encroachment lines.
- _____ 14d. The location and type of stormwater management facilities to reasonably reduce and minimize exposure to flood damage.
- _____ 15. Existing and proposed contours with intervals of two (2) feet where slopes are less than fifteen (15) percent; and with intervals of five (5) feet where slopes exceed fifteen (15) percent. A reference benchmark shall be as related to United States Geological Survey and United States Coast and Geodetic Survey. Existing contours shall be shown as a dashed line; finished grades shall be shown as a solid line.
- _____ 16. Completed soil erosion and sediment control certification form.
- _____ 17. The location and use of all existing structures, both within the tract and within one hundred (100) feet of its boundary, with an indication of existing and proposed front, rear and side yard setback distances and whether the existing structures and uses will be retained or removed.
- _____ 18. For major site plans, building and structure information, including the following:
 - _____ 18a. Size, dimensions, height, location and uses of all proposed and existing buildings.
 - _____ 18b. Size, height and location of all accessory structures such as signs, fences, lighting and similar structures.
 - _____ 18c. Size, dimensions and location of loading areas, recycling areas and trash storage facilities.
 - _____ 18d. Plan details for signs, fences, recycling and trash and similar facilities.
 - _____ 18e. Proposed elevations for the top of foundation and roof line of all principal buildings.
- _____ 19. For major site plans, the proposed location, direction of illumination, power and type of proposed outdoor lighting, including details of lighting poles, light fixtures and foot candle limits.
- _____ 20. For major site plans, the location and design of any off-street parking area, showing size and location of parking stalls, aisles and barriers, curbing, sidewalks, and paving specifications.

- _____ 21. All means of vehicular access and egress to and from the site onto public streets, showing the site and the location of driveways and curb cuts, including any traffic signals, channelization, acceleration and deceleration lanes, sight triangles, required right-of-way dedication areas and other proposed devices necessary to promote a safe traffic circulation pattern.
- _____ 22. The application shall include plans and computations for any stormwater management system proposed.
- _____ 23. Plans, profiles, cross-sections and construction details, horizontal and vertical alignments of the centerline of all proposed streets and of all existing streets abutting the tract, as well as similar details on curbing, sidewalks, storm drains, drainage structures and cross-sections every fifty (50) feet of all proposed streets and of all existing streets abutting the tract. Sight triangles, the radius of curb lines and street sign locations shall be clearly indicated at the intersections.
- _____ 24. Any protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plan.
- _____ 25. The location and width of all existing and proposed utility locations and easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.
- _____ 26. The proposed permanent monuments shall be shown in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9.
- _____ 27. For major site plan, a recently prepared signed and sealed boundary survey.
- _____ 28. For site plan or subdivision applications involving signs, a sign application; property survey and building elevation, if necessary, showing the location of existing and proposed signs; scale drawings of all proposed signage; a summary of the dimensions and area of all existing and proposed signs; and other plan notes indicating sign materials, lighting, landscaping and all other information needed to review the application.
- _____ 29. Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
- _____ 30. A listing of all approvals required by other governmental agencies, and completed copies of applications made to any other governmental agency with jurisdiction over the application, and/or status reports of said applications.
- _____ 31. Any information required by the Borough Flood Plain Ordinance.
- _____ 32. A completed and signed application form(s) and proof of payment of all required fees.

- _____ 33. Floor plans indicating the use of each area of the building and architectural elevations, if applicable, prepared by a registered architect in the State of New Jersey in sufficient detail to accurately illustrate the extent of the proposed development, including proposed building materials, intended colors and related information. Floor plans for restaurants shall provide details as to the total floor area devoted to patron use and the total number of seats in the building.
- _____ 34. The following legends shall be on the site plan or subdivision plan (see 13-3.2p):
- _____ 34a. Owner Consent Legend.
- _____ 34b. Site Plan/Subdivision Identification -Legend.
- _____ 34c. Board Approval Legend.
- _____ 34d. Borough Engineer Legend.
- _____ 34e. Certificate of Occupancy Legend.

Signature and Title of Person Preparing the Checklist

XX/XX/XX

Date

Name of Applicant	_____
Block	_____
Lot	_____

**DEVELOPMENT APPLICATION CHECKLIST
BOROUGH OF HOPEWELL, MERCER COUNTY, NJ**

**SUBMISSION REQUIREMENTS FOR FINAL MAJOR SITE PLANS
AND/OR FINAL MAJOR SUBDIVISIONS SUBMISSIONS**

NOTE: This checklist is intended as a reference. The applicant acknowledges that the provisions of the ordinance control what is required, not this checklist, and that for a full understanding of the provisions of the ordinance, the ordinance itself should be reviewed. This completed checklist is to be submitted with the application.

Signature of Applicant

Each application for final major site plan approval and/or final major subdivision approval shall provide the following information unless waived by the Planning Board or Zoning Board of Adjustment. Please indicate "X" for provided or "W" for waiver requested. (All blanks must be filled in.):

- _____ 1. All details required for preliminary major site plans or preliminary major subdivisions.
- _____ 2. All additional details required at the time of preliminary approval, including a copy of the resolution of approval by the approving authority.
- _____ 3. 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, including all applicable comparisons such as parking spaces, building coverage, lot coverage, open space areas and number of lots.
- _____ 4. Detailed architectural and engineering data including:
 - _____ 4a. An architect's rendering of each building and sign or a typical building and sign showing front, side, and rear elevations.
 - _____ 4b. Final cross sections, plans, profiles and established grades of all streets, aisles, lanes and driveways, and construction documents (plans and specifications or reference to specifications) for all public improvements.
 - _____ 4c. Final plans and profiles of all storm and sanitary sewers and water mains.
- _____ 5. All subdivision plats shall be prepared in accordance with the Map Filing Law of New Jersey and shall be filed in accordance with the provisions of P.L. 1960, c.141 (C.46:23-9.9 et seq.).

- _____ 6. Copies of any organization documents applicable to homeowners or condominium association or open space organization established to maintain common elements, such as articles of incorporation, the Master Deed, and membership rules, regulations and by-laws, if same is to be used to guarantee the maintenance of common elements.
- _____ 7. Copies of any covenants or easements affecting the development.
- _____ 8. Upon completion of the installation of all utilities, the applicant also shall provide the Borough with four (4) copies of "as built" plans showing the installed location of all structures and utilities.

Signature and Title of Person Preparing the Checklist

Date

Note: A lot grading plan prior to the issuance of a building permit. No building permit shall be issued until a lot grading plan has been approved by the Borough Engineer. The lot grading plan must show, among other things, the building envelope, the location of all existing and proposed buildings and other structures, access to the property, storm water management facilities, soil erosion and sediment control measures, existing and proposed utilities, tree preservation measures and existing topography, as well as the proposed final grading of the lot at two foot (2') contour intervals. The first floor elevation of the building shown on the lot grading plan shall be within eighteen (18) inches of the first floor elevation shown on any grading plan which was part of the approved site plan or subdivision plat. The plan shall show that the construction was completed in conformance with the approved lot grading plan. Upon completion of construction and final grading, an "as-built" grading plan shall be submitted and approved by the Borough Engineer before issuance of a C.O. or T.C.O.

Name of Applicant	_____
Block	_____
Lot	_____

**DEVELOPMENT APPLICATION CHECKLIST
BOROUGH OF HOPEWELL, MERCER COUNTY, NJ**

SUBMISSION REQUIREMENTS
FOR MINOR SITE PLANS AND MINOR SUBDIVISIONS

NOTE: This checklist is intended as a reference. The applicant acknowledges that the provisions of the ordinance control what is required, not this checklist, and that for a full understanding of the provisions of the ordinance, the ordinance itself should be reviewed. This completed checklist is to be submitted with the application.

Signature of Applicant

Each minor site plan and minor subdivision application shall provide the following information unless waived by the Planning Board or Zoning Board of Adjustment. Please indicate "X" for provided or "W" for waiver requested. (All blanks must be filled in.):

1. Title block including:
 - _____ 1a. Name of applicant, Borough of Hopewell and Mercer County with each sheet specifically titled with appropriately descriptive words.
 - _____ 1b. Name, title, address and license number of the professional or professionals who prepared the plan.
 - _____ 1e. Written and graphic scale.
 - _____ 1d. Date of original drawing and a list of specific revisions and dates.
- _____ 2. A key map showing the entire tract and its relation to the surrounding area, at a scale of one (1) inch equals not more than five hundred (500) feet.
3. Owner and applicant information, including the following:
 - _____ 3a. Name, title, address and telephone number of applicant.
 - _____ 3b. Name, title and address of the owner or owners of record.
 - _____ 3c. If the applicant is a corporation or a partnership, the names and addresses of all partners, or the names and addresses of all stockholders owning ten (10) percent or more of any class of stock of the corporation.
- _____ 4. Acreage figures as applicable, including total tract size, individual lot areas, and area of land to be dedicated for public rights-of-way.

- _____ 5. Existing block and lot numbers(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map; proposed block and lot numbers as provided by the Borough Tax Assessor upon written request; and proposed street numbers as provided by the Borough Clerk upon written request.
- _____ 6. The name, address and lot and block numbers of all property owners within two hundred (200) feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Assessor.
- _____ 7. North arrow and tract boundary line in heavy solid line.
- _____ 8. The plan shall include the following information:
 - _____ 8a. Existing and proposed property lines, with related dimensions and legal descriptions as appropriate.
 - _____ 8b. Location of all existing and proposed structures, streets, sidewalks, entrances and exits on the site and on contiguous property and on property directly across the street.
 - _____ 8c. Location of all existing and proposed buildings including outside dimensions, entry locations and architectural elevations.
 - _____ 8d. Parking areas and driveways, with related dimensions.
 - _____ 8e. Watercourses, railroads, bridges, culverts, drain pipes and natural features, such as treed areas, both on the site and within one hundred (100) feet of its boundaries.
 - _____ 8f. Proposed elevations for the top of foundation and roof line of all proposed buildings.
- _____ 9. All subdivision plats shall be prepared in accordance with the Map Filing Law of New Jersey and shall be filed in accordance with the provisions of P.L.1960, c.141 (C.46:23-9.9 et seq.). Minor subdivision maps shall meet the requirements of subsections a. through i., and k. through q., and subsection j. except for the outside tract line monuments, and paragraph 13 of subsection r. of the Map Filing Law of New Jersey.
- _____ 10. The location and width of all existing and proposed utility locations and easements, the use(s) for which they are intended, and the manner in which the easements will be controlled.
- _____ 11. Zoning information, including zone classification and all bulk requirements, with a zoning table showing a comparison to the proposed development; and all dimensions and other site data needed to determine conformity with the Borough Ordinances.
- _____ 12. Existing and proposed buffer and landscaped areas, including an identification of all trees over ten (10) inches in diameter.

- _____ 13. The location of all environmentally sensitive areas, including flood hazard areas, freshwater wetlands and wetland buffer areas, and slopes over fifteen (15) percent, with all such areas, excluding wetland buffer areas, shaded. For sites with no critical areas, a plan note, signed by the preparer of the plan indicating the site contains no critical areas shall be provided.
- _____ 14. For minor subdivisions, existing and proposed contours with intervals of two (2) feet where slopes are less than fifteen (15) percent; and with intervals of five (5) feet where slopes exceed fifteen (15) percent. A reference benchmark shall be as related to United States Geological Survey and United States Coast and Geodetic Survey. Existing contours shall be shown as a dashed line; finished grades shall be shown as a solid line.
- _____ 15. For minor site plans, a grading plan. Existing contours shall be shown as a dashed line; finished grades shall be shown as a solid line.
- _____ 16. Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
- _____ 17. A listing of approvals required by other governmental agencies, and completed copies of applications made to any other governmental agency with jurisdiction over the application, and/or status reports of said applications.
- _____ 18. The proposed permanent monuments shall be shown in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9.
- _____ 19. For minor site plans, a recently prepared signed and sealed boundary survey.
- _____ 20. Completed soil erosion and sediment control certification form.
- _____ 21. All means of vehicular access and egress to and from the site onto public streets, showing the site and the location of curb cuts, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, sight triangles, required right-of-way dedication areas and other proposed devices necessary to promote a safe traffic circulation pattern.
- _____ 22. For minor subdivisions, the application shall include plans and computations for any stormwater management system proposed.
- _____ 23. The location and size of all existing and proposed utility lines and the location of existing and proposed sewer and water lines, for both undeveloped lots and those containing existing buildings.
- _____ 24. A completed and signed application form and proof of payment of all required fees.

- _____ 25. Floor plans and architectural elevations, if-applicable, prepared by a registered architect in the State of New Jersey in sufficient detail to accurately illustrate the extent of the proposed development, including proposed building materials, intended colors and related information. Floor plans for restaurants shall provide details as to the total floor area devoted to patron use and the total number of seats in the building.
- _____ 26. For minor site plan or subdivision applications involving signs, a sign application; property survey and building elevation, if necessary, showing the location of existing and proposed signs; scale drawings of all proposed signage; a summary of the dimensions and area of all existing and proposed signs; and other plan notes indicating sign materials, lighting, landscaping and all other information needed to review the application.
- _____ 27. Any information required by the Borough Flood Plain Ordinance.
- _____ 28. The following legends shall be on the minor site plan or minor subdivision plan:
(See 13-3.2p)
- _____ 28a. Owner Consent Legend.
- _____ 28b. Site Plan/Subdivision Identification Legend.
- _____ 28c. Board Approval Legend.
- _____ 28d. Borough Engineer Legend.
- _____ 28e. Certificate of Occupancy Legend.

Signature and Title of Person Preparing the Checklist

Date