

# LAND DEVELOPMENT

## APPENDIX E

### Variance Request, Other Application or Conditional Use Application

#### Submission Checklist

#### Township of Shamong, Burlington County, New Jersey

Name of Applicant: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Approval Requested:  Bulk Variance,  Use Variance,  Other

Section(s) of Ordinance from which a variance is requested \_\_\_\_\_

#### Submission Item

#### Applicant

#### Township

- |  |       |       |
|--|-------|-------|
| 1. Eight copies of application form  | _____ | _____ |
| 2. Completed checklist   | _____ | _____ |
| 3. Description of request; identification of ordinance section involved, amplification of application form, if necessary   | _____ | _____ |
| 4. Application fee   | _____ | _____ |
| 5. Evidence of paid property taxes   | _____ | _____ |
| 6. Proof that there are no outstanding uncollected fees and escrows resulting from past applications or prior submissions by this applicant and/or involving the property in question or any part thereof including the base tract by an applicant | _____ | _____ |
| 7. Sketch map of proposal, if applicable   | _____ | _____ |
| 8. Setbacks of existing buildings and proposed construction, if necessary  | _____ | _____ |
| 9. Subdivision submission, if needed   | _____ | _____ |
| 10. Site plan submission, if needed  | _____ | _____ |
| 11. Any request by applicant for waiver of one of more of the submission requirements  | _____ | _____ |
| 12. Certificate of filing from Pinelands Commission, if required   | _____ | _____ |
| 13. If applicant is not the owner of property, a statement by owner that he or she concurs with the application  | _____ | _____ |

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, this submission was declared  
complete / incomplete by the Land Use Board of the Township of Shamong.

\_\_\_\_\_  
Township Clerk or Board Secretary

This checklist is not a substitute for the specific submission requirements of the Ordinance. See Ordinance for details.



## **SHAMONG TOWNSHIP**

**Burlington County, NJ**

**105 Willow Grove Rd.**

**Shamong, NJ 08088**

**[www.shamong.net](http://www.shamong.net)**

**E-mail [info@shamong.net](mailto:info@shamong.net)**

**Phone # (609) 268-2377**

**Fax # (609) 268-2701**

**Please supply a copy of the following items to the Joint Land Use Board Professionals listed at the bottom of this page:**

- Check list – 1 copy only
- Completed application & 8 copies
- Site plans or associated drawings
- Description of request, identification of ordinance section involved
- Setbacks of existing buildings and proposed construction- if necessary
- Subdivision plans - if needed
- Request by applicant for waiver of one or more of the submission requirements
- Certificate of filing from Pinelands Commission – if required
- Submit copies of all the above, including completed checklist to:

Mr. Dante Guzzi  
Guzzi Engineering Associates  
418 Stokes Road  
Medford, NJ 08055  
(609) 654-4440  
(609)654-7792 fax

Mr. Christopher Norman, Esq.  
23Bradford Drive  
Shamong, NJ 08088  
(609)760-3526



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## SHAMONG TOWNSHIP ESCROW AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_,

Two thousand and \_\_\_\_\_, between \_\_\_\_\_

hereinafter referred to as "Applicant," and the LAND USE BOARD OF THE TOWNSHIP OF SHAMONG, hereinafter referred to as "Board," and the Township Committee of the Township of Shamong, hereinafter referred to as "Township."

WHEREAS, Applicant is proceeding under the Shamong Township Land Use Ordinance for approval of a \_\_\_\_\_, and

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 provisions of the Ordinance cited above, and

WHEREAS, both parties feel that it is appropriate to reduce this understanding to written form.

WITNESSETH: IT IS mutually agreed between the parties that:

### Section 1. PURPOSES

The Board authorizes its professional staff to review, inspect, report, and study all plans, documents, statements, improvements, and provisions made by the Applicant in conforming to the requirements of the Ordinance cited and referred to above. The Board directs its professional staff to make all oral and/or written reports to the Board of its conclusions and findings derived from the review, study, investigation and like or similar duties performed as elsewhere authorized. The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of the duties outlined above.

Section 2:     **ESCROW ESTABLISHED**

Applicant, Board, and Township, in accordance with the provisions of this agreement hereby create an escrow to be established with the Chief Financial Officer of the Township of Shamong.

Section 3.     **ESCROW FUNDED**

Applicant by execution of this agreement shall pay to the Township, to be deposited in the depository referred to in Section 2 herein, such sums as are required by the Ordinance. Execution of this agreement by the Township acknowledges receipt of the sums referred to under this paragraph.

Section 4.     **INCREASE OF ESCROW FUND**

If during the existence of the escrow agreement the funds held by the escrow holder shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Board, Applicant shall within fifteen (15) days from the date of receipt of written notice deposit additional sums with the escrow holder to cover the amount of the deficit referred to above. Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after mailing. The notice required under this paragraph shall be given by the Chief Financial Officer.

Section 5.     **TIME OF PAYMENT**

The professionals referred to in this agreement, upon the conclusion of their services, or periodically during the performance of their services, shall submit vouchers conforming to the requirement established by the Chief Financial Officer for vouchers of the type and kind referred to under this paragraph. Said vouchers shall include the amount of all fees and costs incurred as a result of the services set forth under Section 1 of the agreement.

Section 6.     **BOARD OF REVIEW**

The Board Secretary shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this agreement. Upon making a determination that said services have been performed properly, the Board Secretary shall process said vouchers in the same manner under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Township. At the conclusion of this processing, the amounts specified in said vouchers shall be deducted by the escrow holder from the escrow established pursuant to the agreement.

Section 7.     **APPLICANT'S OBJECTION**

The applicant shall have the right to make periodic inspections of the records maintained by the escrow holder to determine the status of the escrow at any point in time. Where the applicant objects to the payment of any voucher from the escrow fund, he/she shall have the right to appeal, upon three (3) days notice to all professionals, to the Board to determine whether the payments or payment objected to are/is proper. The standards of review to be utilized by the

Board in determining whether said payments are proper are whether the fees incurred are reasonable and whether the work has been performed properly.

Section 8.     **INTEREST ALLOCATIONS**

Any and all interest which would result from or arise out of the deposits being made and held in escrow by the applicant shall be disbursed in accordance with N.J.S.A. 40:55D-1, et.seq.

Section 9.     **TRANSFERS**

This applicant agrees to be responsible for all bills against this development's escrow account. In the event that this project is sold or my interest is transferred to another party, my obligation can only be relieved if all outstanding bills are paid and the new principal obligates him/herself to the responsibility of all future bills in an agreement with the Township.

IN WITNESS WHEREOF the parties hereto have set their hands and seal the date first written above.

**Tax I.D. or S.S.No. will be submitted to the Finance Office for tax reporting purposes. Not for public record.**

\_\_\_\_\_  
Tax I.D. or S.S.No.

\_\_\_\_\_  
Applicant

LAND USE BOARD OF THE  
TOWNSHIP OF SHAMONG

By \_\_\_\_\_

# NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

## TOWNSHIP OF SHAMONG LAND USE BOARD

TAKE NOTICE that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_ o'clock P.M., a hearing will be held before the Shamong Township Land Use Board at the Municipal Building, 105 Willow Grove Road, Shamong, New Jersey, on the appeal or application of the undersigned for a variance or other relief so as to permit

\_\_\_\_\_

\_\_\_\_\_

on the premises located at \_\_\_\_\_

\_\_\_\_\_

and designated as Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Shamong Township Tax Map.

The following described maps and papers are on file in the office of the Municipal Clerk and are available for inspection.

(Here insert description of documents.)

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Board.

\_\_\_\_\_  
(Name of Applicant)

Publication Date: \_\_\_\_\_

NOTICE SERVED ON OWNERS WITHIN 200 FEET AND  
OTHER AGENCIES AS REQUIRED

TOWNSHIP OF SHAMONG  
LAND USE BOARD

NOTICE OF HEARING ON APPEAL OR APPLICATION

TO: \_\_\_\_\_, OWNER OF PREMISES:  
\_\_\_\_\_

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Land Use Board of the Township of Shamong for a \_\_\_\_\_ variance from the requirements of the Zoning Ordinance so as to permit \_\_\_\_\_

\_\_\_\_\_ on the premises at \_\_\_\_\_ and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Township Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

A public hearing has been set for \_\_\_\_\_, 20\_\_\_\_\_, \_\_\_\_\_ P.M., in the Municipal Building, 105 Willow Grove Road, Shamong, New Jersey, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition or reasons for granting relief.

The following described maps and papers are on file in the office of the Municipal Clerk and are available for inspection.

(Here insert description of documents.)

This notice is sent to you by the applicant as required by the Land Use Board.

Respectfully,

\_\_\_\_\_  
(Applicant)