

CHECKLIST Details required for Informal Review Applications

Note: See Section 802 D. of the Medford Township Land Development Ordinance for further details of submission requirements and procedures.

1. _____ Application Form(s) and Checklist(s) (7 copies).
2. _____ Escrow fees, if applicable, in accordance with Section 901 of this Ordinance.
3. _____ A letter from the applicant to the Township Planning Board outlining the development plans.
4. _____ Plats or Plans (7 copies) clearly and legibly drawn.
5. _____ Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42").
6. _____ Key map at less than 1" = 2000'.
7. _____ Title block:
 - _____ Name of subdivision or development, Township of Medford, Burlington
 - _____ County, with each sheet specifically titled with appropriately descriptive words and titled as "Informal Plat for Review";
 - _____ Name, title, address and telephone number of subdivider or developer;
 - _____ Name, title, address, telephone number and signature of the person who prepared the plot or plan;
 - _____ Name and address of the owner or owners of record;
 - _____ North arrow;
 - _____ Scale (written and graphic); and
 - _____ Date of original preparation and of each subsequent revision thereof and a
 - _____ list of specific revisions entered on each sheet;
8. _____ Acreage figures (both with and without areas within public rights-of-way).
9. _____ Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map.
10. _____ Tract boundary line (heavy solid line).

11. _____ All adjacent block and lot numbers.
12. _____ Zoning district(s).
13. _____ Key map with North arrow showing the entire development and its relation to surrounding areas.
14. _____ Existing lot lines to be eliminated.
15. _____ Existing and proposed street and lot layout, with dimensions, showing that portion proposed for development in relation to the entire tract.
16. _____ Area of each proposed lot.
17. _____ Existing structures and uses, including the shortest distance between any existing building and proposed or existing lot lines.
18. _____ All setback lines.
19. _____ Intent for water supply and sewage treatment.
20. _____ Existing contours based on United States Geological Survey datum where appropriate.
21. _____ Approximate location of wooded areas, flood plains, wetlands and buffers.
22. _____ Existing and proposed rights-of-way and easements within and adjoining the tract.
23. _____ Proposed access points and parking area on site plans.
24. _____ All streams, lakes and flood plains, based on Soil Conservation Service data, including:
 - _____ Direction of flow.
 - _____ Location of all drainage structures.
 - _____ Flood plain limits.
 - _____ Wetlands.
 - _____ Swamps.

Signature and Title of person who prepared checklist. Date

TOWNSHIP OF MEDFORD LAND DEVELOPMENT APPLICATION

If you are not familiar with the Medford Township Ordinance requirements, please ask to see a member of the Planning staff prior to filling out this application.

A. BASIC INFORMATION

1.

A P P L I C A N T	Name
	Street Address
	City State Zip Code
	Home phone Circle one: listed/unlisted
	Daytime phone Circle one: listed/unlisted

2.

O W N E R	Name
	Street Address
	City State Zip Code
	Home phone Circle one: listed/unlisted
	Daytime phone Circle one: listed/unlisted

3. If applicant is not the owner, set forth in detail the nature and source of the legal beneficial right by which you claim to submit this application.

4. TYPE OF APPLICATION: (check as many items as applicable)

Asterisk (*) applications require a public hearing with notice and legal advertisement.

- | | | |
|-------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Minor subdivision* | <input type="checkbox"/> Major Site Plan-Final | <input type="checkbox"/> Interpret Zoning Map or Ord.* |
| <input type="checkbox"/> Major Sub.-Prel.* | <input type="checkbox"/> Conditional Use* | <input type="checkbox"/> Design Waiver* |
| <input type="checkbox"/> Major Sub.-Final | <input type="checkbox"/> Historic Village Review | <input type="checkbox"/> Bulk Variance* |
| <input type="checkbox"/> Exempt Subdivision | <input type="checkbox"/> Single Lot Review | <input type="checkbox"/> Use Variance* |
| <input type="checkbox"/> Minor Site Plan* | <input type="checkbox"/> Appeal of Decision of an
Administrative Officer* | <input type="checkbox"/> Informal Review |
| <input type="checkbox"/> Major Site Plan-Prel.* | <input type="checkbox"/> Submission Waivers* | <input type="checkbox"/> Satellite Dish |
| | | <input type="checkbox"/> Waiver of Site Plan |

NOTE: If a variance is requested in conjunction with this application, the exact nature of the variance must be indicated on the application form - see No. 14.

5. LIST OF INDIVIDUALS WHO PREPARED PLANS:

A R C H I T E C T	Name
	Street Address
	City State Zip Code
	Phone
	Fax

P L A N N E R	Name
	Street Address
	City State Zip Code
	Phone
	Fax

E N G I N E E R	Name
	Street Address
	City State Zip Code
	Phone
	Fax

A T T O R N E Y	Name
	Street Address
	City State Zip Code
	Phone
	Fax

B. SITE INFORMATION

6. LOCATION OF PROPERTY

Street Address	
Block no.	Lot no.

B. Site Information continued

7. TYPE OF ROAD FRONTAGE: Route 70 Collector Secondary Local Road
 Arterial Primary Local Road

8. ZONE DISTRICTS: (circle one)

GMN Growth Management Area North	RS-2 Rural Suburban-2	HC-1 Highway Commercial Zone-1	HVR Historic Village Residential
GMS Growth Management Area South	AR Agricultural Retention	HC-2 Highway Commercial Zone-2	VRD Village Residential Development
GD Growth District	FD Forest District	HM Highway Management	RHO Residential Home Occupation
RGD-1 Reserve Growth District-1	PD Preservation District	RC Restricted Commercial	APA Agricultural Production Area
RGD-2 Reserve Growth District-2	PPE Park/Public/Education	CC Community Commercial	SAPA Special Agricultural Production Area
RS-1 Rural Suburban-1	HVC Historic Village Commercial	PI Planned Industrial	

9. DESCRIPTION OF PROPOSED USE

Present Use: _____
 Proposed Use: _____
 Number of lots: _____

Lot Size	Frontage	Square Feet	Acres
Required	_____	_____	_____
Existing	_____	_____	_____
Proposed	_____	_____	_____

Primary Building Setback Requirements

	Wetlands/Buffer	Front	One Side	Second Side	Rear
Required	_____	_____	_____	_____	_____
Existing	_____	_____	_____	_____	_____
Proposed	_____	_____	_____	_____	_____

Accessory Building Setback Requirements

	Wetlands/Buffer	Side	Rear	Distance to other bldgs.	No. of Parking Spaces and loading	Off street	Loading
Required	_____	_____	_____	_____	Required	_____	_____
Existing	_____	_____	_____	_____	Existing	_____	_____
Proposed	_____	_____	_____	_____	Proposed	_____	_____

Percentage of Building and Total Lot Coverage

	% Bldg. Cover	Gross Floor Area	% Lot Coverage	Gross Floor Area	Height
Allowed	_____	_____	_____	_____	_____
Existing	_____	_____	_____	_____	_____
Proposed	_____	_____	_____	_____	_____

10. UTILITIES: Public Water

Yes	No	Well	Yes	No	
_____	_____	_____	_____	_____	Is there an existing well?
_____	_____	_____	_____	_____	Can the existing well service this proposal?
_____	_____	_____	_____	_____	Is a new well proposed?
_____	_____	_____	_____	_____	Has application been made?
_____	_____	_____	_____	_____	Has application been approved or denied?
_____	_____	_____	_____	_____	Date _____
_____	_____	_____	_____	_____	

On Site Sewerage Treatment

Yes	No	Yes	No	
_____	_____	_____	_____	Is there an existing septic system?
_____	_____	_____	_____	Can the existing system service this proposal?
_____	_____	_____	_____	Is a new system proposed?
_____	_____	_____	_____	Type: _____ conventional septic
_____	_____	_____	_____	_____ alternative design
_____	_____	_____	_____	_____ Waterless toilet w/ gray water
_____	_____	_____	_____	_____ other-describe _____
_____	_____	_____	_____	Has application been made for on site treatment?
_____	_____	_____	_____	Has the application been approved or denied?
_____	_____	_____	_____	Date _____

Gas Natural Gas: Existing Proposed

Propane: Existing Proposed

Electric Existing Proposed

Above ground Below ground

C. OTHER AGENCIES

11. OTHER APPROVAL REQUIRED AND DATE PLANS SUBMITTED:

	Yes	No	Month/Day/Year
1. New Jersey Dept. of Environmental Protection	_____	_____	_____
2. Burlington County Soil Conservation District	_____	_____	_____
3. Burlington County Planning Board	_____	_____	_____
4. NJ Department of Transportation	_____	_____	_____
5. Pinelands	_____	_____	_____
6. _____	_____	_____	_____

D. SUPPLEMENTAL ITEMS (COMPLETE AS NECESSARY)

12. PREVIOUS APPLICATIONS OR ACTIVITY:

_____ No _____ Yes If yes, indicate date: _____

Type of Action: _____

13. DEED RESTRICTIONS OR COVENANTS AFFECTING THIS APPLICATION:

_____ Yes (attached copy)
_____ No

14. ARGUMENTS FOR VARIANCE: (attach sheet if necessary)

15. WAIVERS OF DEVELOPMENT STANDARDS AND/OR SUBMISSION REQUIREMENTS: (attach sheet if necessary)

16. SITE PLAN CERTIFICATION OF COMPLETENESS FORM

I, _____ certify that this application is complete and the site plan contains all information required by the Medford Township Land Development Ordinance. It is understood this application will not be considered complete until it is finally reviewed and deemed complete by the Medford Township Planning Administrative Officer.

Signature of Applicant's Engineer/Architect _____ Date _____

17. SUBDIVISION CERTIFICATE OF COMPLETENESS FORM

I, _____ certify that this application is complete and the subdivision contains all information required by the Medford Township Land Development Ordinance. It is understood that this application will not be considered complete until it is finally reviewed and deemed complete by the Medford Township Planning Administrative Officer.

Signature of Applicant's Engineer/Architect _____ Date _____

ACCEPTANCE OF THIS APPLICATION DOES NOT WARRANT OR REPRESENT THAT SEWER AND WATER IS AVAILABLE IN MEDFORD TOWNSHIP AND THAT THE APPLICANT PROCEED AT ITS OWN RISK AS TO THE AVAILABILITY OF SEWER AND WATER.

E. CERTIFICATION AND SIGNATURE

18. AFFIDAVIT OF APPLICANT:

State of New Jersey

County of _____

_____ of full age, being duly sworn according to law, on oath deposes and says, that all of the above statements and the papers submitted herewith are true.

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

Applicant to Sign Here

Print or Type Name

19. AFFIDAVIT OF OWNERSHIP

State of New Jersey

County of _____

_____ of full age, being duly sworn according to law, on oath deposes and says, that the deponent resides at _____ in the _____ of _____ in the County of _____ and the State of _____ that, _____ is the owner of all that certain lot, piece of land situated, lying, and being in the municipality aforesaid, and known and designed as number _____.

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

Owner to Sign Here

Print or Type Name

20. AUTHORIZATION BY OWNER: (if anyone other than above owner is making this application, the following authorization must be executed)

To the Approving Board of the Township of Medford:

_____ is hereby authorized to make the within application.

Date: _____

Owner to Sign Here

Print or Type Name

CERTIFICATION

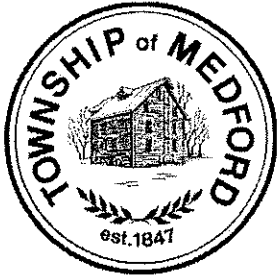
Date: _____

I, _____ an authorized representative of _____ which is a corporation, or partnership, applying to the Planning Board or Zoning Board of Adjustment of the Township of Medford for permission to subdivide a parcel of land into six (6) or more lots, applying for a variance to construct a multiple dwelling of twenty-five (25) or more family units, or for the approval of a site to be used for commercial purposes, do hereby disclose, pursuant to the requirements of NJSA 40:55D-48.1, the name and addresses of all stockholders or individual partners owning at least 10% of the stock of the corporation, of at least 10% of the interest in the partnership which are hereby listed as follows:

Name _____	Address _____
_____	_____
_____	_____
_____	_____

Address _____	_____
_____	_____
_____	_____
_____	_____

(If any of the above owners is a corporation or partnership, the applicant is required to disclose the names and address of each individual holding a 10% interest, or greater, in the named corporation or partnership which shall be divulges in the same format as the above pursuant to NJSA 40:55D-48.2)



DEPARTMENT OF PLANNING & ZONING
49 Union Street
Medford, NJ 08055
(609) 654-2608 x312 or x315

AUTHORIZATION TO ENTER GROUNDS

Property Owner Name: _____

Property Address: _____

Application #: _____

I/We as owners of the above property, do hereby authorize that members of the Medford Planning and/or Zoning Board and their professional staff may enter the grounds of my lot for the purpose of viewing the property in connection with my application to the Planning/Zoning Board.

Dated: _____

Owner

Owner



DEPARTMENT OF PLANNING, ZONING & CODE ENFORCEMENT

49 Union Street • Medford • NJ 08055

609/654-2608 X 315

PROPERTY TAX CERTIFICATION

OWNER

ADDRESS

BLOCK AND LOT

PRINT NAME

SIGNATURE

Please indicate if the taxes are paid to date on the above block and lot.

Thank you.

To be completed by the Medford Township Tax Department:

PAID

NOT PAID

DATE

PRINT NAME

SIGNATURE



DEPARTMENT OF PLANNING, ZONING & CODE ENFORCEMENT

49 Union Street • Medford • NJ 08053

• PHONE: 609/654-2608 x312 or x315 • FAX: 609/714-1790

ESCROW AGREEMENT

THIS AGREEMENT made this _____ day of _____
two thousand and _____ between _____

hereinafter referred to as "applicant," and the PLANNING OR ZONING BOARD OF THE TOWNSHIP OF MEDFORD, hereinafter referred to as "Board," and the Township Council of the Township of Medford, hereinafter referred to as "Township."

WHEREAS, Applicant is proceeding under Ordinance No. 1994-9, 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 creates an escrow to be established with the Financial Officer of the Township of Medford.

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 Ordinance No. 1994-9 (Section No. 901). 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 this 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. The written notice referred to in this paragraph shall be in form set forth in Schedule 2 attached to this agreement. 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 Planning Administrator.

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 requirements established by the Board 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 this agreement.

Section 6. BOARD OF REVIEW

The Planning Administrator 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 Administrator 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 this 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, she/he 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 proper. The standards of review to be utilized by the Board in determining whether said payment are proper, or 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 revert to the use and enjoyment of the escrow holder as compensation for the services rendered in connection with this escrow agreement.

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 ID. or S.S. # will be submitted to the finance office for tax reporting services. Not for public record****

Individual/Entity Providing Escrow Payment & Tax ID. or S.S. #
Print

Signature

Applicant-(print)

MEDFORD TOWNSHIP

ORDINANCE 2023-14

**AMENDING SECTION 901 OF
MEDFORD TOWNSHIP LAND DEVELOPMENT CODE
 TO UPDATE FEES FOR PLANNING
 AND ZONING APPLICATIONS**

WHEREAS, various Township officials have reviewed the Township's Code and recommend changes thereto to update certain fees for Planning and Zoning Board Applications.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Township Council of the Township of Medford, County of Burlington, State of New Jersey that Section 901 of the Land Development Code of the Township of Medford be and is hereby amended as follows:

§ 901 FEES.

A. Every application for development shall be accompanied by a check payable to the Township of Medford in accordance with the following schedule:

<u>Application Type</u>	<u>Application Fee</u>	<u>+</u>	<u>Escrow Account</u>
1. Subdivisions			
(a) Minor Subdivision Plat	\$250		\$1,200
(b) Preliminary Major Subdivision Plat	\$500		\$1,250 plus \$300 per lot, provided a minimum of \$4,000 shall be deposited
(c) Final Major Subdivision Plat	\$500		\$500 plus \$125 per lot, provided a minimum of \$2,500 shall be deposited.
(e) Amended Preliminary Major and/or Final Major Subdivision Plat	\$500		\$1,500
2. Site Plans			
(a) Minor Site Plan	\$500		\$1,500
(b) Preliminary Major Site Plans	\$500		\$1,000/acre or part thereof, plus \$150/unit in the case of

multiple family units and/or \$0.10/gross s.f. of building area in the case of nonresidential buildings provided a minimum of \$4,000 shall be deposited

(c) Final Major Site Plan	\$500	\$750/acre or part thereof plus \$50/unit in the case of multiple family units and/or \$0.05/gross s.f. of building area in the case of nonresidential buildings provided a minimum of \$2,500 shall be deposited
(d) Informal Concept Site Plan (one (1) appearance only)	\$100	\$1,000 (if professional review is requested.)
(e) Amended Preliminary Major and/or Final Major Site Plan	\$500	\$1,500
3. Conditional Use Not Including Required Site Plan or Subdivision Review	\$250	\$150/acre or part thereof provided a minimum \$1,750 shall be deposited
4. Waiver of Site Plan	\$100	\$750
5. Variances		
(a) Appeals (40:55D-70a)	\$250	\$1,000
(b) Interpretation (40:55D-70b)	\$250	\$1,000
(c) Bulk (40:55D-70c)	\$150	\$1,000
(d) Use and Others (40:55D-70d)	\$250	\$1,500
(e) Permit (Map) (40:55D-34 and 35)	\$75	\$600
6. General Development Plan	\$500	\$250/acre or part thereof

7.	Extension Approvals	\$100	\$450
8.	Preconstruction Meeting		
	(a) Minor Site/Sub	\$100	None required
	(b) Major Site/Sub	\$150	None required
9.	Certified List of Property Owners See Section 706 of this Ordinance.	\$0.25/name or \$10 whichever is greater	None required
10.	Copy of Minutes, Transcripts or Decisions See Section 706E and 708 of this Ordinance	\$1/page for first copy of said page plus \$0.25/copy for each additional copy of said page	None required
11.	Subdivision Approval Certificate See Section 1003 of this Ordinance	\$50/certificate	None required
12.	Historic Review See Section 806 of this Ordinance	\$250 (for commercial review only)	\$750
13.	Copy of Audio CDs of Planning Board or Zoning Board Meeting	\$10/CD	None required
14.	Sign Permit Fee	\$100 each	None required
15.	Driveway Permit Fee	\$75	\$250
16.	Forestry Permit Fee (See Section 612D and E)	\$100	None required
17.	Zoning Permit Fees	Application Fee	Escrow Account

(a) New Construction-1 or 2 Family Dwelling Unit	\$100	
(b) New Construction-Multiple Dwelling Building	\$200	
(c) Additions or rehabilitation of fences, sheds, above ground pools, or any other - structure and residential improvement requiring issuance of a Zoning Permit	\$50	\$500 if engineering or planning review is determined to be required by the Zoning Officer
(d) In-Ground Pools (*Includes Pool Grading Plan)	\$150	
(e) Non-residential development authorized by Site Plan Approval improvements	\$250	\$750
(f) Change of Tenant-Commercial/Business	\$75	
(g) Sign Permit (New or re-facing of existing sign)	\$100 per sign	

- B. [no changes.]
- C. [no changes.]
- D. [no changes.]
- E. [no changes.]
- F. [no changes.]

Section One: All Ordinances and provisions thereof inconsistent with the provisions of this Ordinance shall be and are hereby repealed to the extent of such inconsistency

Section Two: If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section,

paragraph, subdivision, clause or provision and the remainder of this ordinance shall be deemed valid and effective.

Section Three: This ordinance shall take effect immediately upon final passage and publication according to law.

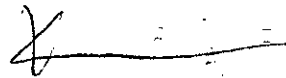
Township of Medford

Notice of Final Adoption

Ordinance 2023-14

**“Amending Section 901 of Medford Township Land Development Code to Update Fees for
Planning and Zoning Applications”**

Notice is hereby given that the Ordinance as entitled above was adopted following second reading and public hearing at a regular meeting of the Township Council of the Township of Medford, County of Burlington, State of New Jersey, held at the Public Safety Building, 91 Union Street, Medford, New Jersey on October 3, 2023.



Katherine E. Bürger
Municipal Clerk