



LAND USE DEVELOPMENT APPLICATION INSTRUCTIONS

This application package is being provided to assist you in meeting the requirements for submission of a complete application to the Joint Land Use Board and to advise you of the steps you must take as your application is processed. All application packages must be submitted to the Joint Land Use Board Secretary and to the Board's professionals. Questions should be directed to the Board Secretary at the number noted above.

STEP 1. APPLICATION SUBMISSION

1. An original application package with all required signatures plus 18 collated copies must be delivered to the Board Secretary 21 calendar days prior to a scheduled meeting in order to be considered for that meeting. Application packages that are not collated into sets will not be accepted.

Submission of a package before the deadline does not guarantee that the application will be heard at the Board's next meeting. No application will be scheduled for a hearing date until it is deemed complete.

The nonrefundable application fee and the initial escrow fee must be submitted with the original application. Application packages that are submitted without the required fee checks will not be accepted.

A completed Submission Checklist must be included with the original application package. Failure to submit all required items will delay your application and hearing.

2. In addition to the application packages submitted to the Board Secretary, packages must also be delivered to each of the Board's professionals 21 calendar days prior to a scheduled meeting. The name and address information for the Board professionals is provided on the Professionals Information Sheet. Please refer to the Meeting Schedule and Deadlines list for meeting and deadline dates.

3. Applicants must publish notice of an application in the Burlington County Times and provide notice to property owners within 200 feet of the subject property. A completed Request for List of Property Owners form should be submitted to the Clerk's Office when an application package is submitted to the Joint Land Use Board Secretary. New Jersey law allows 7 business days for processing of the Request for List of Property Owners. **Adjoining Municipalities**—If the subject property is within 200 feet of an adjacent municipality, notice of the application must be served on the Clerk of that municipality. In addition, you must request a 200' list from the municipality and notice of your application must be served on the persons and entities whose names appear on that list.

STEP 2. COMPLETENESS REVIEW

Staff and professionals will review the application package within 45 calendar days of receipt and will check to ensure that all items required for submission have been received. All required documentation should be provided, however, you may request waivers from various checklist submission requirements.

The Joint Land Use Board has designated the Board Engineer to make completeness determinations. The Engineer will send you written notification advising you of your application status. If your application is deemed incomplete, the notice will advise you in what manner it is deficient. When all missing items are submitted or necessary corrections are made, the application will be placed on the Board's agenda.

Please be advised that some aspects of review may require several days. Submission of a package before the deadline does not guarantee that the application will be heard at the Board's next meeting. The Joint Land Use Board Secretary will notify you of the date your application will be heard. A final determination of completeness will be made by the Board at your hearing.

STEP 3. PUBLIC NOTIFICATION & SUBMISSION OF PROOF OF NOTICE

In accordance with N.J.S.A. 40:55D-12, notice must be published in the official newspaper of Delanco Township which is the Burlington County Times and provided to property owners within 200 feet of the subject property. Please review the instructions provided in the Public Notice section of this application package.

STEP 4. PREPARE THE PRESENTATION

The presentation to the Joint Land Use Board should be brief and concise but it should provide all relevant facts and address the requested variances. Photographs, sketches, witnesses and/or any other pertinent information may be presented. Copies of all exhibits used in the hearing must be given to the Board Secretary. The burden of proof is on you, the applicant, since you are the one asking for an exception to the ordinance. The Joint Land Use Board is required to consider certain tests in evaluating your application as specified in the Municipal Land Use Law.

Board professionals will prepare reviews of your application. Copies will be provided to you and to the Board members approximately one week prior to your hearing. Items in those reviews should be addressed at the hearing.

If you are a corporation, partnership, LLC or some other type of entity you must be represented by an attorney in order to appear before the Joint Land Use Board. Individuals are not required to have an attorney.

Your professionals and experts will be qualified prior to giving testimony at the Joint Land Use Board hearing. The lack of a New Jersey license does not prohibit an individual from testifying but may preclude that person from being qualified as an expert witness by the Board.

STEP 5. ATTEND THE HEARING

The Joint Land Use Board typically meets on the first Tuesday of each month in the court room of the Delanco Township Municipal Building located at 770 Coopertown Road, Delanco, New Jersey. Please refer to the attached schedule for specific meeting dates. Meetings begin at 7 PM. Board agendas are posted on the Township website at www.delancotownship.com.

STEP 6. AFTER THE HEARING

A resolution will be presented and memorialized by the Joint Land Use Board within 45 calendar days of their decision. A copy of the resolution will be mailed to you and to the professionals listed on your application.

The Board Secretary will submit a Notice of Decision to the Burlington County Times for publication within ten (10) calendar days of the memorialization of the resolution. Any party interested in appealing the decision of the Joint Land Use Board must do so within 45 calendar days of the publication of the Notice of Decision.

Items to submit after the hearing:

1. **Conditions of Approval.** Any and all conditions of approval must be satisfied (legal documents, additional information, etc.). Items should be submitted to the Board Secretary and to the appropriate Board professional for review.
2. **Conformance Plans.** Plans should be submitted to the Board Engineer and Board Planner for review and an informational copy should be submitted to the Board Secretary.
3. **Escrows.** Any outstanding bond payments, inspection escrows and/or additional review escrows must be paid prior to the issuance of any permits. Should a positive balance remain in an escrow account after the project is complete and all invoices are submitted, a written request for the refund of the remaining escrow must be submitted to the Board Secretary.
4. **Permits.** Permit applications may be obtained from the Construction Secretary. Applicants who apply for permits prior to the expiration of the 45 day time period for appeal must sign a Consent to Assume Liability form.

Please contact the Joint Land Use Board Secretary, Katherine Martin, at 856-461-0561 x. 274 or at kmartin@delancotownship.com with any questions regarding this application package.

DELANCO TOWNSHIP
JOINT LAND USE BOARD
2012 PROFESSIONALS INFORMATION SHEET

Attorney

Denis C. Germano, Esq.	Hulse & Germano, Esqs., LLC 406 High Street Burlington, NJ 08016	609-387-5300
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Engineer

Hugh Dougherty	Pennoni Associates Inc. 515 Grove Street, Suite 2C Haddon Heights, NJ 08035	856-547-0505
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Planner/Landscape Planner

Michelle Taylor	Taylor Design Group, Inc. 100 Technology Way, Suite 125 Mount Laurel, NJ 08054	856-914-1666
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**Delanco Township
Joint Land Use Board
2012 Meeting Schedule and Deadlines**

Meetings are typically held on the 1st Tuesday of each month and begin at 7 PM. Exceptions are noted on the schedule.

Meeting Date	Application Deadline⁽¹⁾	Publication/Property Owners Deadline⁽²⁾
Tues, January 10 Reorganization 7:00 PM Regular meeting 7:15 PM	Tues, Dec 20, 2011	Sat, Dec 31, 2011
Tues, February 7	Tues, January 17	Sat, January 28
Tues, March 6	Tues, February 14	Sat, February 25
Tues, April 3	Tues, March 13	Sat, March 24
Tues, May 1	Tues, April 10	Sat, April 21
Wed, June 6 1 st Wed due to Primary	Wed, May 16	Sun, May 27
Wed, July 11 2 nd Wed due to 4 th of July	Wed, June 20	Sun, July 1
Tues, August 7	Tues, July 17	Sat, July 28
Tues, September 4	Tues, August 14	Sat, August 25
Tues, October 2	Tues, September 11	Sat, September 22
Wed, November 7 1 st Wed due to Gen. election	Wed, October 17	Sun, October 28
Tues, December 4	Tues, November 13	Sat, November 24

⁽¹⁾ Applications must be delivered to the Board professionals and secretary 21 days prior to the meeting for completeness determination.

⁽²⁾ Deadline for publication of public notice and postmark for certified mail notice to property owners on 200' list. Must be done 10 days prior to hearing. **Note: The Burlington County Times, Delanco Township's official newspaper, does not publish on Saturdays.**

Note: The Board Engineer has been designated to make completeness determinations as provided by N.J.S.A. 40:55D-10.3 and **J.L.U.B. Resolution 2012-02.**

**DELANCO TOWNSHIP
LAND USE DEVELOPMENT APPLICATION
SUBMISSION CHECKLIST**
(Give one completed checklist to Board Secretary with original application)

Applicant's Name: _____

Email: _____ Phone: (____) _____

Property Address: _____ Block: _____ Lot: _____

A. The following items must be included in all application packages:

- Copy of the Application for Zoning Permit (include if you went to the Zoning Officer first)
- Land Use Development Application (5 pages)
- Affidavit of Noncollusion
- Ownership Disclosure Statement (include if you answered "Yes" to any question under Section 20 of the Land Use Development application)
- Appropriate Completeness Checklist that pertains to your application type and all additional information required by that Checklist. Full size sets of plans must be folded.

B. The following items must be included in the original application package only:

- Signed Agreement to Pay Fees
- Completed Fee Calculation Worksheet with nonrefundable Application Fee and initial Escrow Fee. Checks must be made payable to the Township of Delanco.
NO APPLICATION WILL BE ACCEPTED WITHOUT THE APPROPRIATE FEES.
- Request for List of Property Owners—Submit request to Clerk's Office when application package is submitted to Board Secretary.

C. The following items must be submitted to the appropriate Township department by the applicant:

- Property Tax Certification
- Sewerage Tax & Fair Share Connection Fee Certification
- Business License Certification (if applicable)

One completed original of each item listed in Section C. must be received by the Board Secretary in order for an application to be placed on the Joint Land Use Board's agenda.

**DELANCO TOWNSHIP
LAND USE DEVELOPMENT APPLICATION
SUBMISSION CHECKLIST**

Applicant's Name: _____

Email: _____ Phone: (____) _____

Property Address: _____ Block: _____ Lot: _____

FOR OFFICE USE ONLY

BLOCK _____ LOT _____

APPLICANT: _____

DATE RECEIVED: _____ REVIEWED BY: _____

COMMENTS: _____

DATE REVIEW COMPLETED: _____

DATE FORWARDED TO CHAIRPERSON: _____