

# INSTRUCTIONS FOR APPLICANTS FILING APPLICATIONS BEFORE THE PLANNING BOARD OF THE BOROUGH OF RIVERTON

Attached to these instructions is an Application for the Planning Board (the "Board") of the Borough of Riverton, along with all necessary forms and supporting documentation and information, which must be completed and filed with the application.

**Applicant's Responsibility.** The purpose of these instructions is to provide some guidance and assistance to the applicant in completing the application and other required forms. However, applicants must remember that it is not the responsibility of the Board to assist the applicant in completing these forms. The Board, through its Secretary, or other Board designee, can answer any questions that an applicant may have, but it is the applicant's sole responsibility to complete the application in a satisfactory manner.

**Use of an Attorney.** Although not required by law (except if the applicant is a corporation), an applicant need not be represented by an attorney. However, because zoning and land use law is a complicated field of law, the applicant is well advised to seek the assistance and /or representation of an attorney licensed in the State of New Jersey who is well versed in zoning and land use law.

## THE APPLICATION:

1. **SUBJECT PROPERTY.** This section must be completed in its entirety. The required information can be retrieved from a number of sources, including the Borough's tax records, a tax bill, your personal survey, your property deed, and by consulting the Borough's Zoning Map. (All Borough records are available for inspection during regular business hours in the Riverton Borough Hall 505A Howard Street Avenue, Riverton, NJ 08077 (856) 829-0120)
2. **APPLICANT INFORMATION.** Complete all information requested.
3. **DISCLOSURE STATEMENT.** If the applicant is a corporation, limited liability company or partnership, **all** stockholders or partners owning **10% or more of the stock** in the corporation, or having **10% or more ownership of the limited liability company or partnership**, must be listed by name, address and percent of interest held in the corporation or partnership.
4. **OWNER IF DIFFERENT FROM APPLICANT.** If the owner of the property which is the subject of the application is different from the applicant (i.e. the applicant is a buyer who has entered into an Agreement of Sale with the owner of the property, and the Agreement of Sale is subject to the buyer first getting a variance from the Board with respect to the property), then the owner information must be listed as well.
5. **PROPERTY INFORMATION.** Any restrictions, covenants, easements, etc. that exist on the property, or which the applicant intends to place upon the property subject to the Board's approval as part of the relief being requested, must be disclosed. Such restrictions often exist on deeds, by-laws (with proposed condominium projects), or in prior Board approvals with respect to the property in the form of conditions that were set forth as a requirement of prior Board approval(s).
6. **APPLICANT'S EXPERTS/REPRESENTATIVES.** The applicant must provide all requested information for any professional and/or expert that will either be appearing on behalf of the applicant before the Board, or will be submitting to the Board any reports or other documentation in support of the application. **If the applicant is a corporation, it must be represented before the Board by an attorney licensed in the State of New Jersey.**

7. OTHER EXPERTS. (Same as above).
8. RELIEF BEING REQUESTED. All forms of relief being requested must be checked off where appropriate. In addition, the reasons that the applicant proposes to the Board should grant the relief being applied for must be stated. **Note: The reasons why an applicant feels that the Board should approve an application must be one of those reasons provided for by law, either in the form of the N.J. Municipal Land Use Law, the Borough's Ordinance, or both. Reasons of convenience to the applicant, or the applicant's personal needs or hardships, rarely will meet the requirements of law as to an allowable reason upon which the Board can grant the relief being requested.**
9. SUBMISSION REQUIREMENTS. All forms must be properly completed and filed in a timely manner. **Form # 1** and **Form #2** must accurately and fully list **all forms of relief being requested**. **FORM #1:** Notice of a hearing must be given to all property owners as shown on the current tax records of the Borough, who are located within 200 feet in all directions of the property that is the subject of the application. This includes all property owners within 200 feet who may reside in an adjacent municipality. In addition, if an adjacent municipality is within 200 feet of a subject property, the clerk of that municipality must be noticed and the County Planning Board must be noticed. In addition to property owners, certain other parties (utility companies, cable television companies, etc.) may also be required to provide notice. If the property fronts on a county road, or a proposed county road, or adjoins county land, the County Planning Board must be notified. Notice to a partnership owner may be made by service upon any partner. In the case of a corporation, service may be made upon its president, vice president, secretary or other person authorized by appointment or by-law to accept service. Notice to a condominium or homeowners association may be made in the same manner as a corporation. A certified list of property owners can be obtained from the Borough's Tax Office for a fee of \$10. An applicant has the right to rely on any such certified list as an accurate list. An applicant can research the tax records themselves, but if there is a mistake in not listing all property owners within 200 feet, the application shall be deemed incomplete. Any such list of property owners, regardless of how obtained, shall contain the complete name and mailing address of the owner, as well as the Block and Lot number of each property. If the property is within 200 feet of an adjacent municipality, a list of property owners must be obtained separately from that municipality. All notices must be given at least ten (10) days prior to the hearing. The notice deemed to have been given upon mailing, if delivered by certified mail, or if delivered by personal service on the day it personally delivered. Although personal service by an applicant can be made, it is strongly advised that all required notices be made by certified mail. **Notice as called for herein is jurisdictional. Thus non-compliance or improper compliance means that the Board has no jurisdiction to act on, or hear, an application.**  
**FORM #2:** A Notice of Public Hearing must be published in the *Burlington County Times*, the official newspaper of the Borough, one time at least ten (10) days prior to the hearing date. The applicant must request the newspaper to send an *Affidavit of Publication* to the applicant immediately upon publication. No hearing on an application can take place without evidence in the form of an Affidavit of Publication. **FORM # 3:** An affidavit of Service must be submitted to the Board prior to the hearing, evidencing that the proper notifications have been made by way of Form #1. A copy of the notices given should be attached and marked as "Exhibit A". If certified mail was used, then the original *Certified Mail Receipts* shall also be attached to Exhibit A. The Affidavit of Publication received from the *Burlington County Times* should be attached and marked as "Exhibit B". The certified list, or personal obtained list, of property owners within 200 feet upon which the applicant relied in serving notice (Form #1), should be attached and marked as "Exhibit C". **Form #4:** A Tax Payment Certification must be obtained from the Borough's Tax Office and submitted with the application.

No application will be heard unless all taxes, assessments, liens, or other amounts owed and due to the municipality on the property are paid in full.

THESE INSTRUCTIONS ARE FOR THE PURPOSE OF PROVIDING GUIDANCE AND ASSISTANCE TO APPLICANTS. THEY ARE SUBJECT TO ERRORS AND OMMISIONS WHICH SHALL NEITHER BE RELIED UPON BY AN APPLICANT, NOR RELIEVE AN APPLICANT, FROM FULL COMPLIANCE WITH ALL STATE AND LOCAL STATUTES AND ORDINANCES. APPLICANTS ARE URGED TO CALL THE BOROUGH PLANNING BOARD SECRETARY WITH ANY QUESTIONS REGARDING THIS APPLICATION, AND SEEK THE ADVICE OF AN ATTORNEY COMPETENT IN LAND USE LAW IN THE STATE OF NEW JERSEY.

# APPLICATION

**PLANNING BOARD**  
BOROUGH OF RIVERTON  
505A HOWARD STREET  
RIVERTON, NJ 08077  
TELEPHONE: (856) 829-0120

This application, with supporting documentation, must be filed with the Secretary of the Planning Board at the above referenced address, for a review and determination as to completeness **prior** to a hearing date being set or an applicant advertising for, or mailing notices regarding a hearing date. Hearing dates are only set by the Board Secretary and/or Chairman.

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**This Section to be completed by Planning Board Staff Only**

Date File (Received): \_\_\_\_\_ Application  
No.: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_ Date of Check: \_\_\_\_\_ Check No.:  
\_\_\_\_\_

Escrow Deposit: \$ \_\_\_\_\_ Date of Check: \_\_\_\_\_ Check No.:  
\_\_\_\_\_

Review for Completeness Completed: \_\_\_\_\_ Hearing Date Set For:  
\_\_\_\_\_

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**TO BE COMPLETED BY THE APPLICANT**

**1. SUBJECT PROPERTY:**

Location (Street Address):  
\_\_\_\_\_

Tax Map: Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Dimensions: Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area  
\_\_\_\_\_

Zoning District (See Zoning Map): \_\_\_\_\_

**2. APPLICANT INFORMATION:**

Name:  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
(Zip Code) (Street) (City) (State)

Telephone Number(s): DAY (\_\_\_\_) \_\_\_\_\_ EVENING (\_\_\_\_) \_\_\_\_\_

Applicant is a (please check one): Corporation \_\_\_\_ Partnership \_\_\_\_ Sole Proprietor \_\_\_\_ Resident \_\_\_\_

### 3. DISCLOSURE STATEMENT

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% or more of the stock in a corporation that is an applicant, or 10% or greater interest in a partnership that is an applicant, must be disclosed. In accordance with N.J.S. 40:55D-48.2, that disclosure requirement applies to any stockholder in a corporation that is the applicant, or partner in a partnership that is an applicant, who owns or holds 10% or more of its stock, or 10% or greater interest in the partnership, until the names and addresses of the non-corporate stockholders and individual partners, at or exceeding the 10% ownership criterion, have been listed. **[Attach pages as necessary to fully comply with the following information requested for each individual.]**

Name: \_\_\_\_\_ Percentage of Interest Held: \_\_\_\_\_ %

Address: \_\_\_\_\_  
\_\_\_\_\_  
(Zip Code) (Street) (City) (State)

### 4. OWNER IF DIFFERENT FROM THE APPLICANT Check here if same

If the owner of the property is someone different from the Applicant, then please complete the following:

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
(Zip Code) (Street) (City) (State)

Telephone Number: DAY (\_\_\_\_) \_\_\_\_\_ EVENING: (\_\_\_\_) \_\_\_\_\_

### 5. PROPERTY INFORMATION

Restrictions, covenants, easements, association by-laws, either existing or proposed on the property:

YES (Attach copies)  NO  PROPOSED (Attach Description)

NOTE: All deed restrictions, covenants, easements, association by-laws, either existing or proposed, must be submitted for review, and must be written in easily understandable English in order to be approved.

Present use of the premises: \_\_\_\_\_

\_\_\_\_\_

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**6. APPLICANT'S EXPERTS/REPRESENTATIVES:**

**Applicant's Attorney**

\_\_\_\_\_  
(Name)

Address

\_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**Applicant's Engineer**

\_\_\_\_\_  
(Name)

Address

\_\_\_\_\_  
(Zip Code) (Street) (City) (State)

Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**Applicant's Planning  
Consultant**

\_\_\_\_\_  
(Name)

Address

\_\_\_\_\_  
(Zip Code) (Street) (City) (State)

Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**Applicant's Traffic Engineer**

\_\_\_\_\_  
(Name)

Address

\_\_\_\_\_  
(Zip Code) (Street) (City) (State)

Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**7. OTHER EXPERTS**

List any other expert who will submit a report or who will testify for the Applicant: (Attach additional sheets, as may be necessary, with the following information):

Name \_\_\_\_\_ Field of Expertise

\_\_\_\_\_

Address

\_\_\_\_\_

(Zip Code) (Street) (City) (State)

Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**RELIEF BEING REQUESTED**

The applicant is requesting the following relief from the Planning Board; (List as many forms of relief that are applicable):

**SUBDIVISION:**

- Major Subdivision Approval  Minor Subdivision Approval
- Subdivision Approval (Preliminary)  Subdivision Approval (Final)
- Number of Lots to be created \_\_\_\_\_ Number of proposed dwelling units \_\_\_\_\_

**SITE PLAN:**

- Major Site Plan Approval  Minor Site Plan Approval
- Preliminary Site Plan Approval (phases- if applicable) \_\_\_\_\_
- Final Site Plan Approval (phases- if applicable) \_\_\_\_\_
- Amendment of Revision to an Approved Site Plan (Area to be disturbed-square feet)
- Total number of proposed dwelling units \_\_\_\_\_
- Request for Waiver from Site Plan Review and Approval
- Reason for request:  
\_\_\_\_\_

\_\_\_\_\_

Informal Review of \_\_\_\_\_

Appeal decision of an Administrative Officer (N.J.S.A. 40-55D-70a); Describe nature of appeal:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Map or Ordinance Interpretation of Special Question (N.J.S.A. 40:55D-70b); Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[ ] Variance Relief – “Hardship” (N.J.S.A. 40:55d-70c(1)); Provide Reasons:

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Variance Relief – “Substantial Benefit” (N.J.S.A. 40:55D-70c(2); Provide Reasons:

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Variance Relief – “Use” (N.J.S. 40:55d-70d); Provide Reasons:

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Conditional Use Approval (N.J.S. 40:55D-67). Site applicable section of the Riverton Land Use

Ordinance: \_\_\_\_\_

Direct issuance of a permit for a structure in a bed of mapped street, public drainage way, or

flood control basin (N.J.S. 40:55D-34).

Describe: \_\_\_\_\_

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Direct issuance of a permit for a lot lacking street frontage (N.J.S.A. 40:55D-35) Blk \_\_\_\_\_ Lot \_\_\_\_\_

Reason for request:

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

Waivers Requested of Development Standards and/or Submission Requirements (attach additional

pages as needed):

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## 8. SUBMISSION REQUIREMENTS

Attach a copy of the Notice to appear in the official newspaper of the Borough of Riverton (*Burlington County Times*) – see **Form #2**, and the Notice to be mailed to the owners of all real property, as shown on the current tax duplicate, located within 200 feet in all directions of the property which is the subject of this application- see **Form #1**. **NOTE:** Both notices must specify the sections of the Ordinance from which relief is sought, if applicable. Attach a Certification from the Riverton Tax Collector that all taxes on the subject property have been paid up to date- see **Form #4**. Also, attach hereto (or provide at least five days prior to the hearing date) an Affidavit of Service- see **Form #3**. **The publication and the service on the affected owners must be accomplished at least ten (10) days prior to the date scheduled for the hearing. Only an official notice from the Secretary of the Planning Board shall be relied on as to the scheduled hearing date.**

Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises, *if applicable*: (attach pages as needed)

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Please check each of the following that are applicable to this application:

Check here if NONE

Is a public water line available?                       Is public sanitary sewer available?

Does the applicant propose a well and septic system?

Have any proposed new lots been reviewed by the Tax Assessor to determine appropriate lot & block numbers?       YES                       NO

Are any off-tract improvements required or proposed?

Explain: \_\_\_\_\_

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Is the subdivision to be filed by Deed or Plat? Deed: \_\_\_\_\_ Plat: \_\_\_\_\_

What form of security does the applicant propose to provide as performance and maintenance

guarantees? Explain:

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Other approvals which may be required, and the dates that plans were submitted:

<u>AGENCY OR PERMIT</u>	<u>DECISION</u>	<u>DATE PLANS SUBMITTED</u>
Burlington County Health Department	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Burlington County Planning Board	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Burlington County Soil Conservation	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
NJ Department of Environmental Protection	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
PSE&G	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Other _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____

Check nature of approvals needed:

Sewer extension permit;

Sanitary Sewer Connection Permit;

Stream Encroachment Permit;

Wetlands Permit;       Tidal Wetlands Permit;

Potable Water Construction Permit;

List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing):

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**9. CERTIFICATIONS**

**APPLICANT**

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation, or that I am a general partner of the partnership applicant. (If the applicant is a corporation, this must be signed by an authorized corporate officer as indicated in a resolution of the corporation which must be attached hereto. If the applicant is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
NOTARY PUBLIC

**OWNER (IF DIFFERENT FROM APPLICANT)  Check here if not applicable**

I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application , the representations made and the decision in the same manner as if I were the applicant(s). (If the owner is a corporation, this must be signed by an authorized corporate officer as indicated in a corporate resolution which must be attached hereto. If the owner is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
NOTARY PUBLIC

**ACKNOWLEDGEMENT OF ESCROW**

I understand that the sum of \$\_\_\_\_\_ has been deposited in an escrow account specifically maintained by the Borough of Riverton for applications before the Planning Board. I have read and understand Riverton Borough Chapter 128, as amended, governing the required fees, escrow deposits and procedures regarding this application. I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials, and publication of the decision of the Board with regard to the application. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days. I ALSO UNDERSTAND, ACKNOWLEDGE AND AGREE THAT ANY DECISION MADE REGARDING MY APPLICATION SHALL BE SUBJECT TO THE PAYMENT OF ALL ESCROWS DUE AND OWING UPON A FINAL DETERMINATION OF THIS APPLICATION, AND THAT A FAILURE TO PAY ALL ESCROW SUMS DUE WILL RESULT IN LEGAL ACTION BEING TAKEN AGAINST ME, INCLUDING LIENS AGAINST ANY PROPERTY THAT I MAY OWN (IF PERMISSABLE), AND THAT I WILL BE FURTHER RESPONSIBLE FOR THE PAYMENT OF ALL LEGAL FEES OR OTHER COSTS OF COLLECTION INCURRED BY THE BOROUGH OF RIVERTON ASSOCIATED WITH THE BOROUGH’S EFFORTS TO OBTAIN ALL SUCH AMOUNTS OWED BY ME.

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

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

\_\_\_\_\_

NOTARY PUBLIC



Name of Applicant

Date

**FORM #2**

NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF  
THE BOROUGH OF RIVERTON

ATTN: Legal Advertising, Burlington County Times

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BOROUGH OF RIVERTON PLANNING BOARD

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_,  
2\_\_\_\_\_ at 7:00 PM, a hearing will be held before the Planning Board of the  
Borough of Riverton at the Borough Hall, 505A Howard Street Riverton, NJ 08077  
(856) 829-0120 on the appeal or application of the undersigned for the following form  
of relief:

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regarding the premises know as \_\_\_\_\_ in the  
Borough of Riverton, also known as Block \_\_\_\_\_/Lot \_\_\_\_\_ on the tax maps of  
the Borough of Riverton. This application, along with all other maps, papers and  
supporting documentation filed with the application, are on file in the Office of the  
Planning Board Secretary, Borough Hall, 505A Howard Street Riverton, NJ 08077  
(856) 829-0120 and are available for public inspection during the Borough's regular  
business hours, or by appointment. Any interested party may also appear at the  
hearing in this matter and participate therein in accordance with the Rules and  
Regulations of the Planning Board.

By Order of the Planning Board

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Applicant- (print name)

**FORM # 3**

**AFFIDAVIT OF SERVICE**

State of New Jersey:

: §

County of \_\_\_\_\_

\_\_\_\_\_, being of full age and duly sworn according to the law, on his/her oath deposes and says that he/she resides as

\_\_\_\_\_  
(Street Address) (City)  
(State)

and that he/she did on \_\_\_\_\_, 2\_\_\_\_\_, at least ten (10) days prior to the hearing date scheduled

before the Planning Board of the Borough of Riverton on \_\_\_\_\_, 2\_\_\_\_\_, give personal notice to all

property owners within 200 feet of the subject property of the applicant known as

\_\_\_\_\_

also known as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ on the Tax Maps of the Borough of Riverton. Said notice was given by sending said notice by certified mail for which the Certified Mail Receipts are attached hereto.

- Clerk of the Borough of Riverton Michelle Hack, RMC  
505A Howard Street  
Riverton, NJ 08077
- Burlington County Planning Board Burlington County Planning Board  
PO Box 6000  
Mt. Holly NJ 08060
- NJ Department of Transportation NJ Department of Transportation  
Jack Lettiere, Commissioner  
Trenton NJ 08625-0600
- PSE&G Robert Preston  
300 New Albany Road  
Moorestown, NJ 08057
- Comcast/Xfinity Cable Kevin Smith, General Manager  
21 Beverly-Rancocas Road  
Willingboro, NJ 08046
- NJ American Water Maureen Duffey, Community  
Relations  
989 Lenox Drive Suite 224  
Lawrenceville, NJ 08648
- Verizon 911 Department Barbara Winward  
789 Wayside Road  
Neptune, NJ 07753
- Adjacent Municipality

A copy of said notices are attached hereto and Marked "Exhibit A". If notice was given by certified mail, all Certified Mail Receipts are also a part of Exhibit A.

Notice was also published in the Burlington County Times, the official newspaper of the Borough of Riverton within ten (10) days of the hearing date in accordance with law, and an Affidavit of Publication issued by said newspaper is attached hereto and is marked as "Exhibit B".

Attached to this Affidavit, and marked as "Exhibit C", is a list of interested parties and owners of property within 200 feet of the affected property who were served, showing the block and lot numbers of each property, the mailing address of each property owner as the name appears on the tax records of the Borough of Riverton (and such other municipality if the property is within 200 feet of an adjacent municipality).

\_\_\_\_\_  
(Signature of Applicant)

Sworn and subscribed to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

**NOTARY PUBLIC**

**Form #4**

**TAX PAYMENT CERTIFICATION**

Pursuant to the New Jersey State Law, Chapter 174 or 1987, N.J.S. 40:55D-39c and N.J.S. 40:55D-65-h, an applicant may be required to furnish proof that no taxes or assessments for local improvements are due or delinquent on the property for which any relief is being sought through the Planning Board. An applicant must complete Section I of this form and request the Riverton Tax Office to Complete Section II, which verifies that no taxes or assessments are due. When completed, the applicant should attach this form to the application that is to be submitted to the Planning Board.

SECTION I (To be Completed by Applicant):

I \_\_\_\_\_ residing at

\_\_\_\_\_  
(Name of Applicant-Print)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_ am making an application for the

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

following relief before the Planning Board of the Borough of Riverton: \_\_\_\_\_

\_\_\_\_\_

regarding property known as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ on the Tax Maps of the Borough of Riverton, I located at: \_\_\_\_\_ whose owner of record is

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_, who resides at

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_. I request the Tax Collector of the Borough \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

of Riverton to determine if all taxes and/or assessments are paid on the property that is the subject of my application.

DATE OF REQUEST: \_\_\_\_\_

\_\_\_\_\_  
(Applicant's signature)

SECTION II (To be completed by Tax Collector)

I certify that : [ ] All taxes are paid up to date on the above referenced property  
[ ] All assessments due have been paid  
[ ] The following are delinquent and past due:

Stamp Here & Sign}

{Affix

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

## **PROFESSIONALS**

### **PLANNING BOARD SOLICITOR**

Mr. Charles D. Petrone, Esquire  
325 New Albany Road  
Moorestown, NJ 08057

### **PLANNING BOARD ENGINEER**

Mr. William Kirchner  
Environmental Resolutions, Inc.  
815 East Gate Road  
Mt. Laurel, NJ 08054

### **PLANNING BOARD PLANNER**

Ms. Tamara Lee  
156 Lindbergh Rd  
Hopewell, NJ 08525-2601

### **SECRETARY**

Michelle Hack, RMC  
505A Howard Street  
Riverton, NJ 08077  
(856) 829-0120  
Riverton, NJ 08077  
856-829-0120

## CHECKLIST FOR SUBMISSION

Please call for Deadlines  
PUBLIC NOTICES DEPARTMENT  
Burlington County Times (NJ)  
215-949-4112  
Fax: 215-259-0603  
EMAIL: [legals@calkins.com](mailto:legals@calkins.com)

\_\_\_\_\_ 15 Copies of application and plan with the original being certified  
and notarized 15 days prior to hearing

\_\_\_\_\_ \$10 service fee for list of property owners within 200 feet

\_\_\_\_\_ **Application Fee CHECK NUMBER** \_\_\_\_\_  
(check all that apply)  
 \$100 Variance Application  
 \$50 Change of Use for Non-Residential  
 \$350 Site Plan Application  
 \$200 Minor Subdivision  
 \$500 Major Subdivision

\_\_\_\_\_ **Escrow Paid (amount) CHECK NUMBER** \_\_\_\_\_  
(check all that apply)  
 \$350 Variance  
 \$500 Minor Subdivision  
 \$4,000 Major Subdivision  
 \$1,000 floor area less than 1,000 sq. feet Site Plan  
 \$3,000 floor area between 1,000 – 9,999 sq. feet Site Plan  
 \$5,000 floor area 10,000 sq. feet and over Site Plan

\_\_\_\_\_ Board Secretary confirm date for application hearing  
Secretary  
Initials \_\_\_\_\_

\_\_\_\_\_ Publication in Official Newspaper MUST BE DONE AT LEAST 10  
DAYS PRIOR TO HEARING DATE  
Form 2  
Public Notice to 200 foot list with Affidavit Form 3

\_\_\_\_\_ Tax Certification Form 4

**TO THE HEARING BRING FORMS 2, 3, 4 with all receipts, proof of mailing, and Affidavits.**