TELEPHONE: (856) 829-0120

Fax: (856) 829-1413

[www.riverton-nj.com](http://www.riverton-nj.com)

**BOROUGH HALL**

505A Howard Street

Riverton, NJ 08077

Application for

**Minor Site Plan Approval**

Borough of Riverton Municipal Planning Board Regulation

***Defining "Minor Site Plan Review***

Background

Riverton Code Chapter 109 details the oasis and procedures for conducting Site Plan Reviews. §109-3 requires a Site Plan Review for "any change of use, ownership, proprietorship or occupancy" which does not qualify for an exemption. To be ''exempt", an application must be either for a dwelling (single or two-family) or involve only "interior alterations which do not involve a change of use."

The code details the particulars of conducting a full public hearing as a review (referred to here as a "Formal Site Plan Review") and also mentions a "Site Plan Waiver'' in §109- 10D which discusses fees but is silent on the means of granting a waiver. Since the Planning Board meets just once per month and the requirements for holding a full public hearing might be viewed as a burden to the applicant for a minor change in use to existing structures, this regulation defines the process by which a Formal Site Plan Review before the full Planning Board can be waived and replaced with a ''Minor Site Plan Review" by the Zoning Code Enforcement Official (the "Official") and the Chairman of the Planning Board ("Chairman"). *AB* a result of a Minor Site Plan Review, the Official and Chairman can grant or deny Site Plan Approval.

**Basis for Waiver of Formal Site Plan Review**

The Planning Board empowers the Official and the Chairman (or, in their absence, their designees) to grant or deny Site Plan Approval for applications in the following circumstances”

**f**

1. The premises contain fewer than 3,000 sq.ft. of floor area; and
2. There is no change in the footprint of any structure, nor construction of additional onsite or offsite improvements, apart from changes required to comply with *ADA;* and
3. There are no structural changes to the exterior of any structure apart from signage (the exact appearance of which must be detailed in the application) and apart from changes required to comply with ADA; and
4. No more than minor, non-structural interior changes to any structure; and
5. The proposed use is legal as a matter of right for the subject parcel.

Though an application may qualify for consideration for a Waiver under this regulation, the Officer or the Chairman may always choose at their discretion to refer the applicant to the Planning Board for a Formal Site Plan Review.

**Minor Site Plan Review**

The applicant will be required to complete an Application for Site Plan Waiver and submit it with the appropriate fee ($50). The Officer and Chairman may request any additional information or detail permitted under §109 as they may feel necessary to fully review the application. The Officer will certify to the applicant when the application is deemed complete, starting the 45-day clock for approvals defined in the ordinance. There will be no notice requirements (i.e. §22-25) for Minor Site Plan Review, nor will presence of Counsel be required.

**Approval after Minor Site Plan Review**

* The bases for approval during a Minor Site Plan Review will be the same as for a Formal Site Plan Review, including specifically §109-6 (Guidelines for Review") and all other applicable local and state land use law.
* The Officer and Chairman may require that specific areas of the premises not presently in conformance with current statutes be brought to code as a condition of approval.
* Approval may also be conditioned by provisos which are necessary, in the judgment of the Officer and Chairman, to avoid or relieve impacts on the health, safety or welfare of the Borough of Riverton. The Official will certify compliance with all such provisos before a certificate of occupancy is issued or occupancy takes place.
* Agreement of both the Officer and the Chairman is needed in order for Site Plan Approval to result, evidenced by the signatures of the Officer, Chairman, and the applicant (and owner, if different) on a Minor Site Plan Approval form.
* Site Plan Approval resulting from a Minor Site Plan Review will have the full force and effect of an approval granted by the full Planning Board resulting from a Formal Site Plan Review.

NOTES:

Please complete this form and required attachments and submit along with the Application Fee of $50.00. *(Make check payable to “Borough of Riverton.”)*

***Subject Property***

Address: ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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

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

Existing Structure Dimensions: \_\_\_\_\_\_ x \_\_\_\_\_\_\_ Total Floor Area: \_\_\_\_\_\_\_\_\_\_\_\_

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

***Applicant***

Applicant is a: \_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual

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

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

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Fax/E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If Corporation or Partnership:*

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. All corporation or partnership applicants must attach pages as necessary to itemize the names, address and percentage interest of those entities.

If the Property Owner is other than the Applicant, provide the following information: Or check same ⎕

Property owner’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Fax/E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If Applicant has an attorney, engineer or consultant in this matter, please attach names, address and telephone numbers for same.*

*Application for Minor Site Plan Approval Continued*

***Proposed Use***Describe in detail (attach additional sheets as necessary or use NOTES section):

***Physical Changes*** Proposed for the Premises Describe in detail (attach additional sheets as necessary or use NOTES section):

*Page 1*

***Proposed Signage*** Please attach a scale drawing of any proposed signage, indicating overall dimensions, location, materials, typographical style and method of lighting. Total signage area cannot exceed 30 sq.ft.

***Information***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Check one: | 󠅁Wholesale | | 󠅁Retail | 󠅁Professional | | | 󠅁Other: |  |
| General Description of Business: | | |  | | | | | |
|  | |  | | |  |  | | |
| Approximate Number of Employees: | | Part Time: \_\_\_\_\_\_\_\_\_\_ Full Time:\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
|  | |  | | |  |  | | |
| Hours of Operation: | | AM AM  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PM THROUGH PM Circle all that apply: M T W Th F S Su | | | | | | |

***Taxes***  Please attach a Certification from the Tax Collector that all taxes or assessments due on the subject property have been paid. If there are taxes or assessments delinquent, attach a copy of an agreement between the property owner and the Borough, which details the provision for payment. (Attached)

***Qualification for Minor Site Plan Review.*** Applicant certifies that:

1. The premises contain fewer than 3,000 sq.ft. of floor area; and
2. There will be no change in the footprint of any structure apart from changes required to comply with ADA; and ·
3. There will be no structural changes to the exterior of any structure apart from signage and apart from changes required to comply with ADA; and there will be no more than minor, non-structural interior changes to any structure.

**Applicant’s Certification**

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Property Owner's Certificate** Or check if same as applicant ⎕

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. *[If the owner is a corporation this must be signed by an authorized corporate officer, if a partnership, by a general partner.]*

Signature Date

*Page 2*

Rev 4.17.01

**Minor Site Plan**

**DETERMINATION**

**FOR OFFICE USE ONLY**

This determination page is to be completed by the Borough Zoning and Code Enforcement Officer and the Planning Board Chairperson. It is to be filed with the application for Minor Site Plan.

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Street Address Block Lot/s

This application is ⎕APPROVED ⎕DENIED ⎕REFERRED TO PLANNING BOARD

DESCRIBE SPECIFIC CONDITIONS OF APPROVAL:

An approval is not valid unless signed and dates by both the Borough’s Zoning and Code Enforcement Officer and the Planning Board Chairperson, or their respective designees. This approval shall expire upon any change of use, ownership, proprietorship, or occupancy of their premises. If the premises is not in conformance with the description or provisions contained within the Application or this Approval, or representations made as a part of the application are found to be false, this approval will expire immediately and any and all zoning code violations will be considered to exist.

Zoning/Code Enforcement Officer Planning Board Chairperson

Date: Date:

*Page 3*

Rev 4.17.01

**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, l

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}

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

Page 4