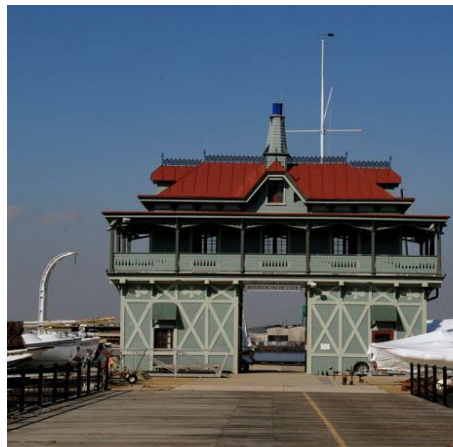


## New Business Welcome Packet

- Borough, Construction & Code Enforcement Contact Information
- Business Resources
- Borough Census Data
- Available Space
- Site Plan Approval, Business Registration, Retail Food Service Applications, Signage Info, PD & FD Forms
- Community Events
- Community Organizations

# Welcome to Riverton



## Thank You for Choosing to Locate Your Business in Riverton



Borough of  
Riverton

Established 1851

Welcome to the neighborhood that is known for its history, charm and community. Riverton, in Burlington County, New Jersey, is a small residential community founded in 1851--one of the first totally planned residential subdivisions in the United States! Located on the Delaware River approximately ten miles north of Philadelphia, Riverton is a small tight-knit community with more than 3,000 residents. Our town can be easily accessed by hopping on the Riverline which connects to PATCO.

The Riverton Economic Committee (EIC) is devoted to bettering our downtown business district and attracting great businesses like yours to our town. Please contact EIC Council liaison at [LMajor@riverton-nj.com](mailto:LMajor@riverton-nj.com) for more information.

<b>Mayor (4 year term)</b>	<b>Suzanne Cairns Wells</b>	<b><a href="mailto:scainrswells@riverton-nj.com">scainrswells@riverton-nj.com</a></b>	<b>Term Ends</b> <b>12/31/2023</b>
<b>Council President (1 year term)</b>	<b>Bill Corbi</b>	<b><a href="mailto:wcorbi@riverton-nj.com">wcorbi@riverton-nj.com</a></b>	<b>12/31/2021</b>
<b>Council (3 year term)</b>	<b>Kirk Fullerton</b>	<b><a href="mailto:kfullerton@riverton-nj.com">kfullerton@riverton-nj.com</a></b>	<b>12/31/2022</b>
<b>Council (3 year term)</b>	<b>Laura Major</b>	<b><a href="mailto:lmajor@riverton-nj.com">lmajor@riverton-nj.com</a></b>	<b>12/31/2022</b>
<b>Council (3 year term)</b>	<b>Julie Scott</b>	<b><a href="mailto:jscott@riverton-nj.com">jscott@riverton-nj.com</a></b>	<b>12/31/2021</b>
<b>Council (3 year term)</b>	<b>Jim Quinn</b>	<b><a href="mailto:jquinn@riverton-nj.com">jquinn@riverton-nj.com</a></b>	<b>12/31/2023</b>
<b>Council (3 year term)</b>	<b>Edgar Wilburn</b>	<b><a href="mailto:ewilburn@riverton-nj.com">ewilburn@riverton-nj.com</a></b>	<b>12/31/2023</b>

BOROUGH OFFICIALS: [Borough Officials - Borough of Riverton, NJ](#) | [Official Website \(riverton-nj.com\)](#)

<b>Municipal Clerk</b> <a href="#">Michelle Hack</a>	<b>Fire Chief</b> Scott Reed
<b>Chief Financial Officer</b> <a href="#">Dawn Bass</a>	<b>Fire Official</b> <a href="#">Robert Yearly</a>
<b>Finance Clerk/Treasurer</b> <a href="#">Nicole Chicone Shively</a>	<b>Emergency Management Coordinator</b> Scott Reed
<b>Tax Collector</b> <a href="#">Dolores Rosso</a>	<b>Public Works Manager</b> <a href="#">Keith Adams</a>
<b>Tax Assessor</b> <a href="#">James Duda</a>	<b>Registrar of Vital Statistics</b> <a href="#">Michelle Hack</a>
<b>Borough Solicitor</b> Tom Coleman, Esquire	<b>Zoning and Code Official</b> <a href="#">Pete Clifford</a>
<b>Streets &amp; Roads Engineer</b> Alaimo Associates	<b>Municipal Planning Board</b> Kerry Brandt, Chairman
<b>Wastewater Treatment Facility Engineer</b> T&M Associates	<b>Consulting Engineers</b> Environmental Resolutions
<b>Municipal Auditor</b> Rob Inverso	<b>Environmental Engineers</b> Alaimo Associates
<b>Borough Depositories</b> First Colonial Bank BB&T Bank    TD Bank State of New Jersey Cash Management	<b>Engineer</b> Alaimo Associates
<b>Borough Prosecutor</b> Daniel Gee	<b>Construction Official / Building Inspector</b> Roger Fort
<b>Borough Alternate Prosecutor</b> Mark Tarantino	<b>Shade Tree Board</b> Barry Emens, Chairman
<b>Borough Insurance Agent</b> Walter S. Barclay Agency	<b>Environmental Commission</b> Kathy Simon, Chairman
<b>Chief of Police</b> John Shaw	<b>Board of Health</b> Judi Rossi, Chairperson
<b>Judge</b> Corey Ahart	<b>Animal Control Officer</b> NJ Animal Control, LLC
<b>Court Administrator</b> Dana Aldrich	<b>Riverton Fire Company</b> Thomas Moorehouse, President
<b>Deputy Court Administrator</b> Bridget Gentile	<b>Riverton Board of Education</b> Hank Croft, President
<b>Public Defender</b> James Fattorini	<b>Riverton 4th of July Committee</b> Tracy Foedisch, Chairperson

## Construction / Code Enforcement

**Business Hours: Wednesday 4:00 p.m. to 6:00 p.m.**

**\*Call for inspections 856-829-9559**

**Construction Official**

Roger Fort ext 1

[rfort@riverton-nj.com](mailto:rfort@riverton-nj.com)

-

**Zoning Officer & Code Enforcement**

Pete Clifford Ext. 5

[pclifford@riverton-nj.com](mailto:pclifford@riverton-nj.com)

-

**Fire Official & Fire Sub-Code**

Robert Yearly Ext. 2

[ryearly@riverton-nj.com](mailto:ryearly@riverton-nj.com)

-

**Electrical Sub-Code Official**

Anthony Saccamanno Ext. 7

[asaccamanno@riverton-nj.com](mailto:asaccamanno@riverton-nj.com)

-

**Plumbing Sub-Code Official**

David Blau Ext. 4

[dblau@riverton-nj.com](mailto:dblau@riverton-nj.com)

### BUSINESS RESOURCE LINKS:

LOW INTEREST LOAN BURLINGTON COUNTY BRIDGE COMMISSION: [COVID-19 Small Business Resources | BCbridges](#) &  
[Financial Resources-Programs | BCbridges](#)

FIVE REASONS TO CHOOSE NJ: [Choose New Jersey - Economic Development Organization for NJ \(choosenj.com\)](#)

TRAFFIC DATA FROM COUNTY: [DV03S\\_110304\\_9-8-2017.pdf \(njtms.org\)](#)

BOROUGH OF RIVERTON CENSUS DATA: [Riverton borough, Burlington County, NJ - Profile data - Census Reporter](#)

BUSINESS REGISTRATION: [Business-Registration.pdf \(riverton-nj.com\)](#)

ECONOMIC IMPROVEMENT COMMITTEE COUNCIL LIAISON: [lmajor@Riverton-NJ.com](mailto:lmajor@Riverton-NJ.com)

BOROUGH OF RIVERTON CENSUS HIGHLIGHTS (2019)  
[Riverton Borough School District, NJ - Profile data - Census Reporter](#)

## Age

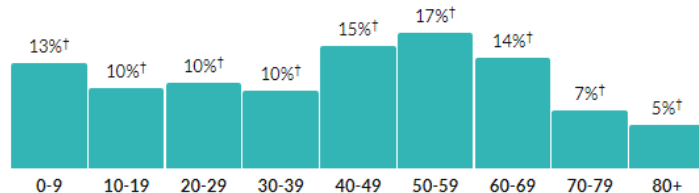
45.7

### Median age

about 10 percent higher than the figure in Burlington County: 41.6

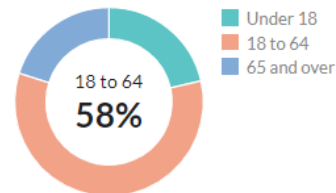
about 20 percent higher than the figure in New Jersey: 39.9

Population by age range



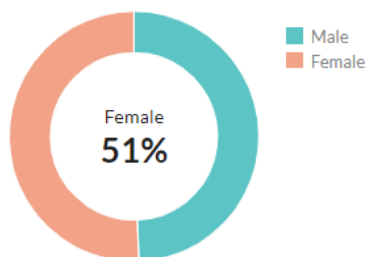
[Show data](#) / [Embed](#)

Population by age category



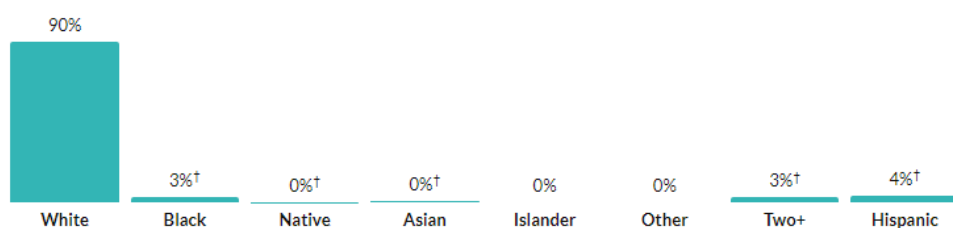
[Show data](#) / [Embed](#)

## Sex



[Show data](#) / [Embed](#)

## Race & Ethnicity



\* Hispanic includes respondents of any race. Other categories are non-Hispanic.

[Show data](#) / [Embed](#)

## Income

\$50,005

### Per capita income

about 20 percent higher than the amount in Burlington County: \$43,187

about 20 percent higher than the amount in New Jersey: \$42,745

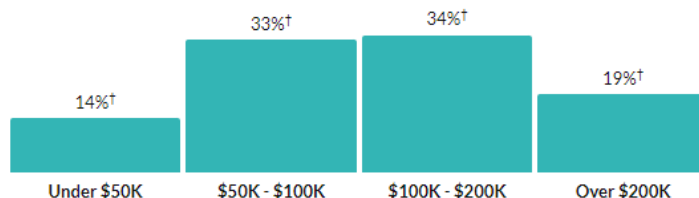
\$106,058

### Median household income

about 20 percent higher than the amount in Burlington County: \$87,416

about 1.3 times the amount in New Jersey: \$82,545

Household income



[Show data](#) / [Embed](#)

## Poverty

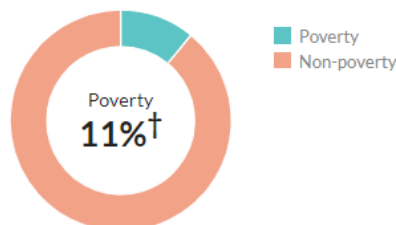
6%

### Persons below poverty line

about the same as the rate in Burlington County: 6.2%

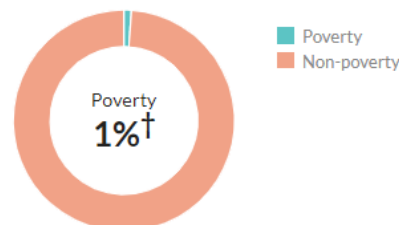
about three-fifths of the rate in New Jersey: 10%

Children (Under 18)



[Show data](#) / [Embed](#)

Seniors (65 and over)



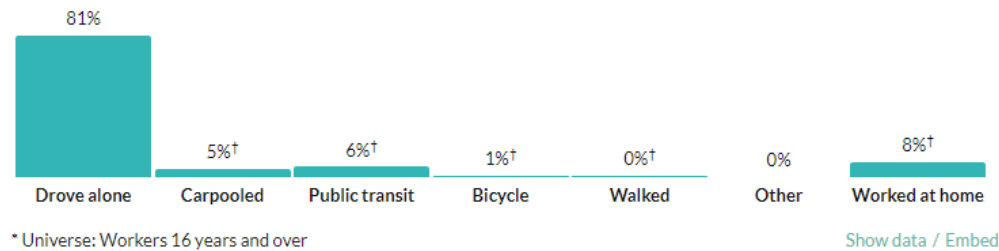
[Show data](#) / [Embed](#)

Transportation to work

34.2 minutes  
Mean travel time to work

about 10 percent higher than the figure in Burlington County: 30  
a little higher than the figure in New Jersey: 32.2

Means of transportation to work



Households

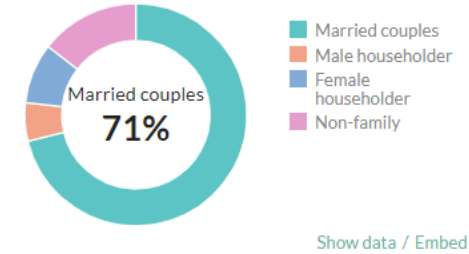
1,020  
Number of households

Burlington County: 166,391  
New Jersey: 3,231,874

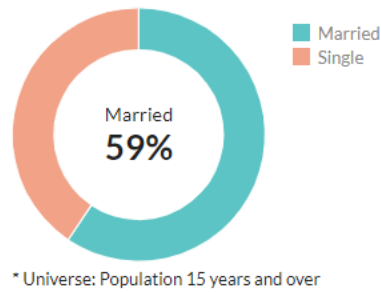
2.6  
Persons per household

about the same as the figure in Burlington County: 2.6  
a little less than the figure in New Jersey: 2.7

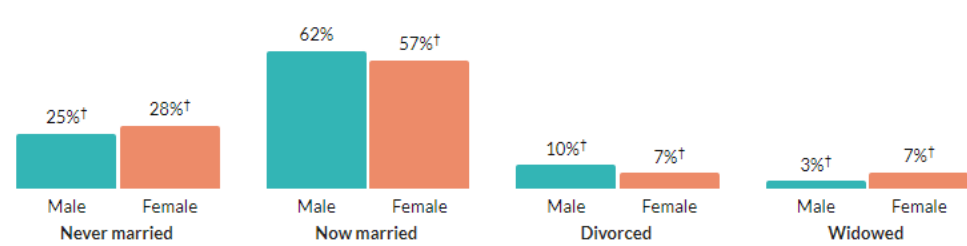
Population by household type



Marital status



Marital status, by sex

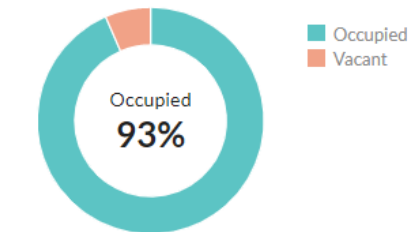


Units & Occupancy

1,091  
Number of housing units

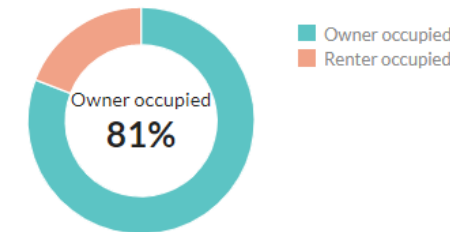
Burlington County: 179,414  
New Jersey: 3,616,614

Occupied vs. Vacant



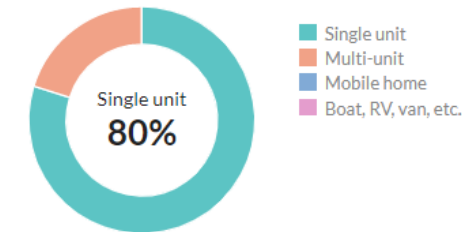
[Show data / Embed](#)

Ownership of occupied units

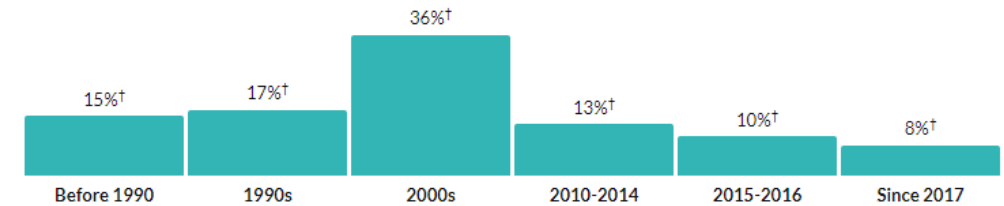


[Show data / Embed](#)

Types of structure



Year moved in, by percentage of population





Value

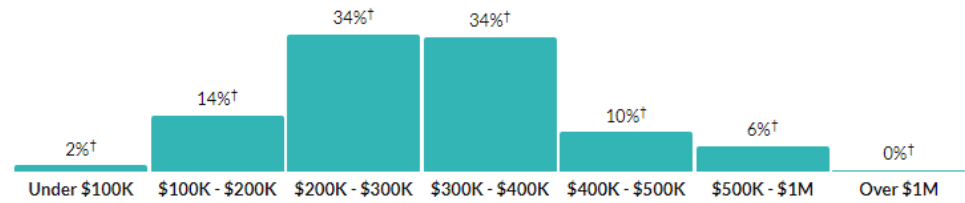
\$300,500

Median value of owner-occupied housing units

about 20 percent higher than the amount in Burlington County: \$251,200

about 90 percent of the amount in New Jersey: \$335,600

Value of owner-occupied housing units



[Show data](#) / [Embed](#)

Geographical mobility

8.4%

Moved since previous year

about 80 percent of the rate in Burlington County: 10.8%

about 80 percent of the rate in New Jersey: 10.2%

Population migration since previous year



Educational attainment

96.4%

High school grad or higher

a little higher than the rate in Burlington County: 93.8%

about 10 percent higher than the rate in New Jersey: 89.8%

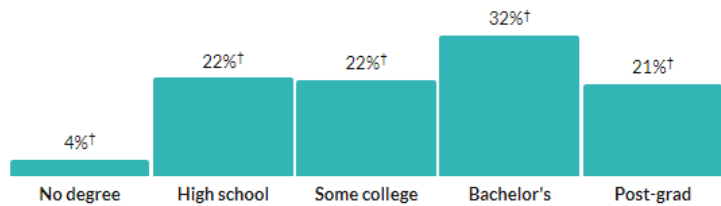
52.6%

Bachelor's degree or higher

about 1.4 times the rate in Burlington County: 38%

about 1.3 times the rate in New Jersey: 39.7%

Population by minimum level of education



\* Universe: Population 25 years and over

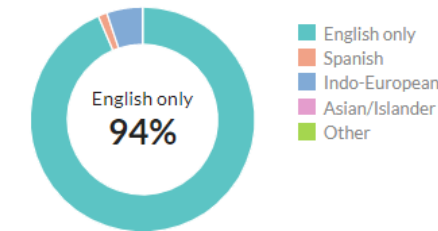
[Show data](#) / [Embed](#)

Language

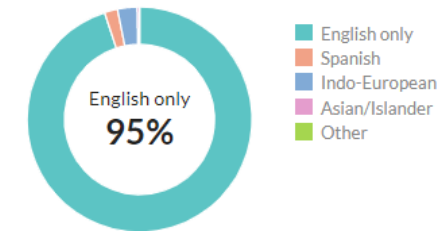
N/A

Persons with language other than English spoken at home

Language at home, children 5-17



Language at home, adults 18+



Place of birth

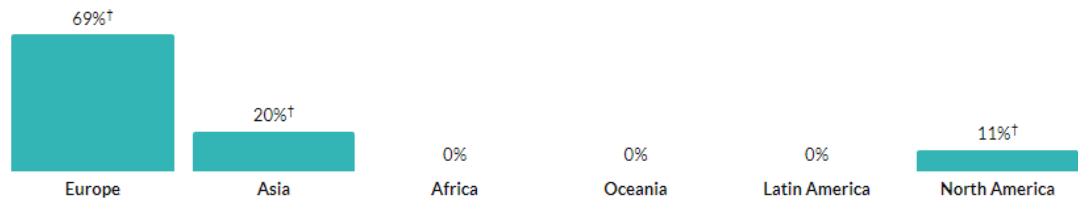
2.4%

Foreign-born population

about one-quarter of the rate in Burlington County: 9.7%

about 10 percent of the rate in New Jersey: 22.4%

Place of birth for foreign-born population



[Show data](#) / [Embed](#)

Veteran status

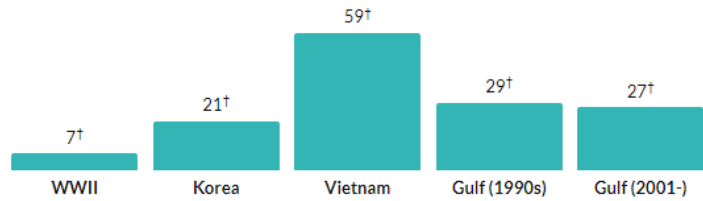
8.3%

Population with veteran status

a little higher than the rate in Burlington County: 8%

more than 1.5 times the rate in New Jersey: 4.7%

Veterans by wartime service



\* Civilian veterans who served during wartime only

[Show data](#) / [Embed](#)

175 Total veterans

167 Male

8 Female

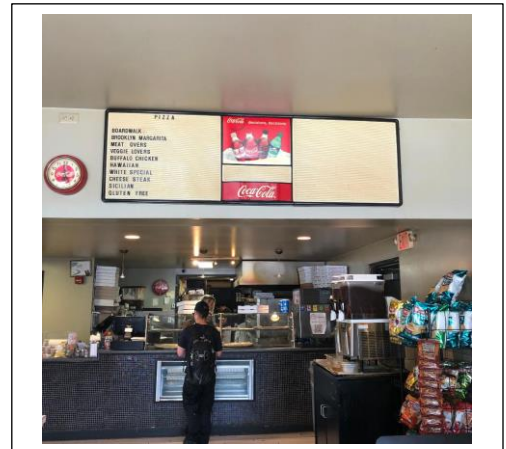
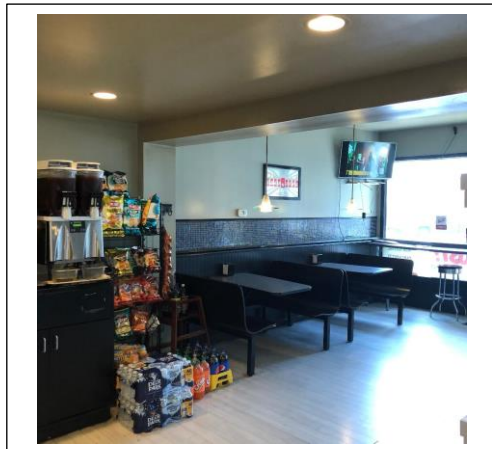
## AVAILABLE RETAIL SPACE

### Riverton Retail Property Owners

- Jason Cioci  
609.876.8666  
[jaycioci@gmail.com](mailto:jaycioci@gmail.com)  
Available space: 600 Main St., Riverton, NJ 08077
- Joe Rainer  
609.820.0908  
[rainerpainting@comcast.net](mailto:rainerpainting@comcast.net)  
Available space (old YogaTree): 531 Main St, Riverton, NJ 08077



- Steve Grello  
856.491.0689  
[Smg10@yahoo.com](mailto:Smg10@yahoo.com)  
Available space (old Milanese): 519 Howard St, Riverton, NJ 08077-1328  
1200 square feet, Currently Pizza restaurant (moving across street)  
Huge foot traffic and take out volume  
Central HVAC  
ADA compliant Bathroom  
Full basement, can fit a walk-in freezer  
Grease trap installed  
Building fully ADA and fire code compliant  
Current tenant has current items for sale:  
Ansel venting and fire suppression system, already installed  
Walk-in Freezer  
Other various restaurant equipment







## Application for Minor Site Plan Approval

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

### Borough of Riverton Municipal Planning Board Regulation

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

##### **Background**

Riverton Code Chapter 109 details the oases 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"

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):

**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



## **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 dated 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: \_\_\_\_\_

## 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}

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



## Borough of Riverton

**Borough Hall**  
505A Howard Street  
Riverton, NJ 08077  
856-829-0120  
FAX 856-829-1413

### BUSINESS REGISTRATION FORM

In accordance with the provisions of Chapter 62 of the Borough Code of the Borough of Riverton, all Businesses must be registered with the Borough and pay the annual fee of \$10.00.

#### CONTACT INFORMATION

BUSINESS NAME:

CONTACT NAME:

PHONE NUMBER:

EMAIL ADDRESS:

BUSINESS ADDRESS:

MAILING ADDRESS:

☐ check if the same

#### BUSINESS INFORMATION

Check one: ☐ Individual ☐ Corporation ☐ Partnership ☐ Home-based Business

Check one: ☐ Wholesale ☐ Retail ☐ Professional ☐ Other: \_\_\_\_\_

General Description of Business: \_\_\_\_\_

Federal or Tax ID #:

Knox Box  
Location:

Approximate Number of  
Employees:

Part Time: \_\_\_\_\_ Full Time: \_\_\_\_\_

Hours of Operation:

\_\_\_\_\_ <sup>AM</sup>PM THROUGH \_\_\_\_\_ <sup>AM</sup>PM Circle all that apply: M T W Th F S Su

Does your business use, buy, sell, or in any way deal with any materials considered hazardous, toxic, or requiring of special handling or care by any governmental agency YES or NO

If YES is circled, please  
provide an explanation:

I hereby certify that this information is true and correct to the best of my knowledge. DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_



BURLINGTON COUNTY HEALTH DEPARTMENT  
15 PIONEER BOULEVARD | P.O. BOX 6000 | WESTAMPTON NJ 08060  
PHONE: 609-265-5515 FAX: 609-265-5541



**Public Health**  
Prevent. Promote. Protect.

Burlington County Health Department

## **PROCEDURES FOR OPENING A RETAIL FOOD SERVICE FACILITY**

To open a Food Establishment in Burlington County, the following steps are required:

- An application for a retail food service facility (attached) must be completed and returned to the Burlington County Health Department (BCHD) with all required documentation, listed on the bottom of the application, along with a \$100.00 fee for a new establishment and \$ 75.00 for alterations- payable to BCHD.

*(The fee is waived for Non- Profit Organizations)*

- Facility plan submittals shall be in accordance with State regulation N.J.A.C. 8:24- Sanitation in Retail Food Establishments (Chapter 24). The Code may be obtained by calling BCHD or through our website:  
<http://www.co.burlington.nj.us/departments/health>
- Applicants shall also check with the local municipality, where the proposed establishment is located, for their specific requirements.
- Plan reviews will be conducted by a licensed inspector (REHS). Within 30 business days a REHS will review the application and respond accordingly. If additional information is needed after the initial review, this could extend past the 30 business days. Once all information is submitted and plan review is complete, an approval letter will be mailed, faxed, emailed or available to be picked up at the Health Department by the business owner or authorized agent.
- The approval letter is also provided by BCHD to the city or township where the business is located and permits will then be issued for construction by the township.
- Once construction is complete, the business owner or authorized agent shall contact the REHS to schedule a pre-opening inspection. (A minimum of 3 business days' notice) Prior to the pre-opening inspection, all construction equipment and debris is to be cleaned up and/or removed from the premises. All equipment including refrigerators, freezers, warming units, sinks, ice machines, sanitizer for ware washing, etc. shall be installed, turned on and ready to be inspected. Any stipulations noted on the approval letter shall be completed and in compliance prior to the pre-opening. There shall be **NO** food requiring refrigeration or freezer temperatures on site at a pre-opening inspection. Shelf-stable products, cleaning products and paper products can be brought in prior to a pre-opening inspection.
- Plumbing, electrical, and fire inspections are required by local municipalities- the owner or authorized agent of the establishment shall contact the appropriate officials to schedule inspections prior to opening.
- Once the pre-opening inspection is completed and found to be in compliance, a written inspection report and satisfactory evaluation placard will be issued to the business owner or agent, who in turn provides copies of the report to the local construction code official. The construction code official will then issue a final certificate of occupancy (CO), after also complying with their requirements.
- A food handler license or permit (if required) is to be obtained from the city or township where the business is located.
- Additionally, a nationally recognized exam for a Food Protection Managers Certificate (FPMC) is required for all Risk 3 establishments in Burlington County, as well as Risk 2 establishments in townships which have a local ordinance. NOTE: Townships which require a FPMC for risk levels 2 and up are: Beverly, Chesterfield, Cinnaminson, Evesham, Lumberton, Maple Shade, Moorestown, Palmyra, Pemberton Borough, Southampton and Westampton  
*(ANSI accredited exams include: ServSafe, NRFSP, Prometric, 360Training.com  
StateFoodSafety.com, Always Safe Food Co.)*
- Approximately 1 month after opening, a complete annual inspection will be conducted by the REHS, and then annually thereafter.





### **EXPLANATION OF DOCUMENTS REQUIRED**

Please refer to Chapter 24 "Sanitation in Retail Food Establishment and Food and Beverage Vending Machines"  
(N.J.A.C. 8:24)

**The following is a breakdown of all documentation required to process this application:**

1. **HACCP Plan**: May not be required for every plan review- this is determined once the application is submitted & reviewed (Most commonly needed for procedures including reduced oxygen packaging, acidification of foods, smoking or curing of foods, fermentation, pasteurization, etc.)

2. **Food Protection Managers Certificate (FPMC)**: Class and exam are required to be taken for each risk level 3 establishment. There are multiple townships which require the above exam to be taken for risk level 2 establishments. Risk level will be determined based on proposed menu and application submitted. Those townships include: Beverly, Chesterfield, Cinnaminson, Evesham, Lumberton, Maple Shade, Moorestown, Palmyra, Pemberton Borough, Southampton and Westampton.

*NOTE: ANSI accredited exams for a CFPM certificate include: ServSafe, NRFSP, Prometric, 360Training.com, StateFoodSafety.com. Always Safe Food Co.*

3. **Proposed Employee Health and Hygiene Policy**: Including instructions for handwashing and glove usage, sick employee restrictions, smoking eating and drinking, work attire, jewelry & artificial nail and nail polish, etc.

4. **Proposed Menu**: Anticipated volume of food to be stored, prepared, served and sold- including weight, or amount of food items to be ready for a day's use. Anticipated volume of food to be cooled down must be submitted, including cool down procedure. Cool down procedure must include what pieces of equipment are being used to cool down potentially hazardous foods. Cooling methods can be found in NJAC 8:24 – 3.5 (e). Specifically, the Food Code states that "cooked potentially hazardous food (foods that require time-temperature control to keep them safe for consumption) should be cooled "rapidly," i.e., from 135°F to 70°F in 2 hours or less and then from 70°F to 41°F in 4 additional hours."

5. **Floor Plan of Facility**: A clearly labeled layout of facility with dimensions of the following:

- \*Three compartment sinks with air drying location and/or
- \*Commercial dish machine with air drying location
- \*Handwashing sinks in prep area(s)
- \*A utility sink or a curbed mop sink
- Plumbing location of all sinks (indirect drain connections where needed)
- \*Refrigeration units (bain marie, stand up fridge, walk in fridge, etc.) (with thermometers inside)
- \*Freezer units (walk in, stand up freezer, reach in freezer, etc.)
- \*Cooking equipment (stove, fryers, grill, etc.) with exhaust hood (to be inspected by fire inspector)
- \*Possibly a food prep sink (based off menu review)
- \*Prep tables- describe surface
- \*Hot water heater
- Dry storage & receiving area
- Employee break/locker area
- Employee and/or public restroom

6. **Manufacturer's Specification Sheets**: To be submitted for all pieces of equipment being utilized in establishment- including all equipment with asterisks (\*) (under #5 floor plan)- as well as prep tables, blenders, juicers, slicers, bone saws, meat grinders, soft serve ice cream machine, etc.

7. **Type of Finishing Materials**: For floors, walls, ceilings & work surfaces (must be smooth, durable, easily cleanable and non-absorbent)



**BURLINGTON COUNTY HEALTH DEPARTMENT**  
15 PIONEER BOULEVARD | P.O. BOX 6000 | WESTAMPTON NJ 08060  
PHONE: 609-265-5515 FAX: 609-265-5541



**Public Health**  
Prevent. Promote. Protect.

Burlington County Health Department

**APPLICATION FOR RETAIL FOOD SERVICE FACILITY**

Name of Establishment: \_\_\_\_\_ Phone: \_\_\_\_\_

Establishment Address: \_\_\_\_\_

Municipality/Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

<b>Applicant's Name:</b>	<b>Authorized Agent (if applicable):</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b> _____ <b>Fax:</b> _____	<b>Phone:</b> _____ <b>Fax:</b> _____
<b>E-mail:</b>	<b>E-mail:</b>

**FACILITY INFORMATION:**

Status: \_\_\_\_\_ New \_\_\_\_\_ Alteration

Type of Service: \_\_\_\_\_ Eat-in \_\_\_\_\_ Take-Out Only \_\_\_\_\_ Other (describe) \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Potable Water System: \_\_\_\_\_ Public \_\_\_\_\_ Well Water (Water Test: \_\_\_\_\_ Coliform \_\_\_\_\_ Nitrate)

Sewage Disposal System: \_\_\_\_\_ Public \_\_\_\_\_ Septic System (Review & approval required by Septic Division)

Trash Removal System: \_\_\_\_\_ Company \_\_\_\_\_ Dumpster \_\_\_\_\_ Other (describe) \_\_\_\_\_

Surface of Trash Area: \_\_\_\_\_ Asphalt \_\_\_\_\_ Concrete

Grease Removal Hauler: (Company Name, Address, Phone #) \_\_\_\_\_

**THE FOLLOWING DOCUMENTATION IS REQUIRED TO PROCESS THIS APPLICATION:**

\_\_\_\_\_ **HACCP Plan:** To be submitted for specialized processing as specified in N.J.A.C 8:24- 9.1d, e

\_\_\_\_\_ **Food Protection Managers Certificate:** ANSI accredited exams: ServSafe, NRFSP, Prometric, 360Training.com, StateFoodSafety.com, Always Food Safe Co.)

\_\_\_\_\_ **Proposed Employee Health and Hygiene Policy:** Policy for proper handwashing/ glove usage, sick employee restriction, work attire, hair restraints, smoking, eating, gum chewing, etc.

\_\_\_\_\_ **Proposed Menu:** Anticipated volume of food to be stored, prepared, cooled down, sold or served

\_\_\_\_\_ **\*\*Must provide cooling procedure for all items being prepared and cooled**

\_\_\_\_\_ **Floor Plan of Facility:** Clearly labeled depicting the location of the following:

[ ] All equipment being utilized- with dimensions indicated

[ ] Plumbing location of hand sinks, three compartment sink with drain boards and air drying location, dish machine, food prep sink, ice machine, mop sink (indirect plumbing connections where needed)

[ ] Location of restrooms, employee locker areas, storage and receiving areas

\_\_\_\_\_ **Manufacturer's Specification Sheets:** For equipment being utilized

\_\_\_\_\_ **\*\*Low temperature dish machine shall be equipped with a device that indicates audibly or visually when more chemical sanitizer needs to be added**

\_\_\_\_\_ **Type of Finishing Material:** For floors, walls, ceilings and work surfaces and lighting information

**Application Fee:** \_\_\_\_\_ New: \$100.00 (One Hundred Dollars) \_\_\_\_\_ Alteration: \$75.00 (Seventy Five Dollars)

(Payable to the County of Burlington) NON Profit Organizations- Fee Waived

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Application for Retail Food Facility Continued

**FOR OFFICE USE ONLY**

Inspector: \_\_\_\_\_

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

Floor Plan Not Required: \_\_\_\_\_

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

Manager FSPC Twp. Ordinance: \_\_\_\_ Yes \_\_\_\_ No

Expected Opening Date: \_\_\_\_\_

Establishment Risk Type (1-4): \_\_\_\_\_

Septic Division review &amp; approval: \_\_\_\_ Yes \_\_\_\_ N/A

**Food Safety:**

	# of Items Being Cooled	Adequate Refrigeration/Storage- yes/no	HACCP Needed/ Completed
Menu			

**Building Finishing Materials:**

	Food Prep	Storage	Restrooms	Ware washing Area	Dining/Patron
Floors					
Walls					
Ceilings					

**Plumbing:**

	Yes, No, N/A	Adequate #	Indirect Drain Connection- yes or n/a
Hand sinks			
Food prep sink			
3 Bay / Dish machine			
Ice machine			
Utility/mop sink			

Note: Splash guards where appropriate

**Miscellaneous:**

	Adequate Materials	Low temp dish machine alarm- yes or n/a
Lighting		
Ventilation		
Manufacturer spec. sheets		

\_\_\_\_ APPROVED    \_\_\_\_ APPROVED WITH STIPULATIONS    \_\_\_\_ DISAPPROVED

(See Comments)

**COMMENTS:**


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# ZONING PERMIT/BUSINESS SIGN

Date Rec'd: \_\_\_\_\_ Due Date: \_\_\_\_\_ (For Boro Use Only)

## BOROUGH OF RIVERTON

505A Howard Street  
Riverton, NJ 08077 856-829-9559 x5

ZONING PERMIT #: \_\_\_\_\_

*"Per 40:55D-18, the Administrative Officer shall issue or deny a zoning permit within 10 Business Days"*

Applicant \_\_\_\_\_ PHONE# \_\_\_\_\_

Applicant Address \_\_\_\_\_

Address for permit to be issued \_\_\_\_\_

(If different from the applicant)

E-Mail Address: \_\_\_\_\_

BLOCK _____	LOT _____	ZONE _____
<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
<b>Type of work:</b>		
<input type="checkbox"/> Addition	<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Fence
<input type="checkbox"/> Fit Out	<input type="checkbox"/> Single Family Home	<input type="checkbox"/> Shed
<input type="checkbox"/> Change of Occupant	Previous Occupant _____	New Occupant _____
<input type="checkbox"/> Change of Use	Previous Use _____	New Use _____
<input type="checkbox"/> Sign:	<input type="checkbox"/> New	<input type="checkbox"/> Replacement
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Banner

Submit two (2) copies of your survey/plot plan which shall show the layout of the property with existing and proposed improvements and setbacks

\*\*\*\*\*SIGNS MUST INCLUDE A COLOR RENDITION AND DIMENSIONS WITH APPLICATION\*\*\*\*\*

Description of work and use: \_\_\_\_\_

Estimated Cost of Work at Market Value: \_\_\_\_\_

Has the property received prior approval from the Planning Board?

☐ NO ☐ YES Resolution # \_\_\_\_\_ Approval date \_\_\_\_\_

I certify that the above described building will be built in accordance with the specifications and plans submitted with this application and that all information is correct.

\_\_\_\_\_  
OWNER/AGENT SIGNATURE REQUIRED PRINT NAME Date

BOROUGH USE ONLY BELOW THIS LINE

APPROVED ☐

DENIED ☐

Permit Fee: \_\_\_\_\_ Check # \_\_\_\_\_ Construction Review \_\_\_\_\_

Remarks/Conditions: \_\_\_\_\_ ARC Review \_\_\_\_\_

NOTE: If work is not started within 90 days, this permit is void.

ZONING OFFICER DATE

Prior to issuance of Zoning Permit, the applicant must have any and all real property taxes for property owned by the applicant in Riverton Borough current as of the date that the Zoning Permit application is filed. Applicant is advised to obtain necessary permits from the Construction Official prior to construction.



**§ 128-69. Signs in GB General Business and NB Neighborhood Business Districts.**

The following signs shall be allowed in the business districts:

- A. One identification sign for each business use which shall not exceed 30 square feet in area (overall dimensions). Any such sign which is attached to the principal facade of such use may be parallel thereto, in which case the sign shall not extend more than nine inches beyond such facade. Such signs may be attached perpendicular to the principal facade of such use, in which case the sign shall not extend more than six feet from the facade, or over any portion of a sidewalk or street. Not more than one sign applying to the same business may be erected on any one side of a building used for business purposes. Such signs may be erected upon a pole or other standing support so long as the other provisions hereof are met. No signs may be erected in a sidewalk area or between a sidewalk and the street curbline. No lighted signs shall be of the flashing type. [Amended 12-9-2009 by Ord. No. 11-2009]
- B. Rear doors shall be identified as to occupancy for fire or other emergency protection.
- C. In addition to the single identification sign as permitted in Subsection A above, one mobile sign as defined in § 128-12, is permitted for each business subject to the following conditions: [Added 12-9-2009 by Ord. No. 11-2009]
  - (1) The sign may not be located in any manner or place which constitutes a hazard to, or which impairs, pedestrian or vehicular traffic, blocks visibility, or obscures any traffic sign, signal, or device. Its location must provide a four-foot pedestrian clearance, at a minimum.
  - (2) The sign may not block or obstruct any legally required fire exit, curbside car door opening area, or other exit.
  - (3) The sign itself may not exceed four feet in overall height and two feet in total width 24 inches by 48 inches.
  - (4) The sign must be located on property owned or leased by the business. The sign may not be located on Borough or public property [unless approved by Borough Council pursuant to § 128-70I(2)(e).
  - (5) Once erected, the sign base must have no more than an eighteen-inch separation.

- (6) The sign shall include a weighted stabilizing base or other suitable mechanism to prevent accidental collapse or falling. It shall not be strapped to any vertical structure to maintain stability.
- (7) The sign shall not include any lighting or sound generation equipment.
- (8) The design of the sign is subject to review by the Architectural Review Committee.
- (9) The sign shall be of sound construction, and it shall be kept in good condition.

**§ 128-70. Sign permits.**

- A. It shall be unlawful for any person, firm or corporation to erect, alter, relocate or maintain within the Borough of Riverton any sign as set forth herein above without first making application for and obtaining, from the Borough Clerk, a permit therefor.
- B. A Uniform Construction Code (UCC)<sup>1</sup> permit shall not be required for signs meeting all the following conditions:
  - (1) Signs supported by uprights or braces in or upon the ground surface.
  - (2) Signs not serviced by electrical circuit directly connected to the sign.
  - (3) Signs not greater than 25 square feet in surface (one side).
  - (4) Signs not more than six feet above the ground (mounted height).
- C. Application for sign permits may be obtained from the Borough Clerk during office hours or from the Construction Code Official or the Zoning Officer during their office hours. The application for a permit shall be made on forms of the Borough when a UCC permit is not required and shall contain the following information:
  - (1) Name, address and telephone number of the applicant and sign erector.
  - (2) Location of the structure to which the sign shall be attached.
  - (3) Scale drawing of the sign showing all details including message, color, lighting and structural design.
  - (4) A plot plan showing the exact location of the sign to be erected or mounted.
- D. The Borough Clerk, upon receipt of an application, shall refer the same to the Zoning Officer who shall examine the application and the proposed site and determine whether the sign conforms to the requirements of this chapter. If it is determined that a UCC permit is required, the applicant will be notified. The applicant shall then be required to fill out a UCC permit request, available from the Borough Clerk.

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**1. Editor's Note: See Ch. 64, Construction Codes, Uniform.**

- E. Permits may be removed by the Borough Council upon hearing after due notice for failure to comply continuously with the provisions hereof.
- F. It is the intent and purpose of this chapter that the provisions for signs apply to existing signs, lawfully erected, at the date of this amendment as well as to new signs, so that continued maintenance and the good repair of such signs may be assured.
- G. Permits and fees. The fee in force by the UCC<sup>2</sup> shall apply for all signs requiring a UCC permit. The fee for all other signs shall be \$25.
- H. Inspection. The Construction Code Official shall perform inspections of signs requiring a UCC permit. The Code Enforcement Official shall perform inspections of other signs. The property owner/applicant shall notify the Borough Clerk when a sign is installed and ready for inspection.
- I. Exemptions.
  - (1) All sign exemption requests shall be presented to the Zoning Board of Adjustment for review. All persons applying for exemption shall request a variance through normal procedures.
  - (2) Notwithstanding anything contained herein to the contrary, and provided that the following signs do not require a UCC permit, such signs shall be exempt from the non-UCC permit requirements herein but shall be registered with the Borough Clerk by the person responsible for erecting and removing the sign (unless the responsible person can be determined from the content of the sign itself):
    - (a) Political campaign lawn signs.
    - (b) Temporary signs (e.g., garage sale, hoagie sale or open house sign). No more than four signs may be put in place no sooner than 10 days prior to the event and removed the day after the event.
    - (c) Signs advertising properties for sale, rent or lease on the property that is for sale, rent or lease. On the day following settlement or signing of the lease, signs shall be removed. Signs shall not be placed on public or Borough property.

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2. Editor's Note: See Ch. 64, Construction Codes, Uniform.



- (d) Holiday signs.
  - (e) Signs on public or Borough property when Borough Council has given authorization.
- (3) The Code Enforcement Official may inspect all exempt signs. The responsible person shall have all signs that are determined to be unsafe removed or made safe within 24 hours of notification.

## **§ 128-71. Prohibited signs.**

The following signs are prohibited in all districts:

- A. Signs with a lighting arrangement that is more than that which is necessary for the primary illumination of the sign, in the opinion of the Planning Board. This shall include exposed lighting which is intended to attract attention as well as to illuminate the sign.
- B. Any portable sign.
- C. Any sign that violates any provision of this code or the Uniform Construction Code.<sup>1</sup>
- D. Any sign so located as to obscure all or any portion of a sign or traffic signal erected by a governmental authority.
- E. Any sign, except fire signs, so erected, constructed or maintained as to obstruct or be attached to any fire escape, window, door or opening used as a means of egress or ingress or for fire-fighting purposes or placed so as to interfere with any opening for ventilation required by law.
- F. Any sign or illumination that causes any direct glare into or upon any road or any building other than the building to which the sign may be related.
- G. Any sign of which all or any part is in motion by any means, including fluttering or rotating. This shall not apply to the hands of a clock or to a weather vane.
- H. Any sign displaying flashing or intermittent lights, rotating beams or lights of changing degrees of intensity of color, except signs indicating time, temperature, barometric pressure or air pollution index, but only when the sign does not constitute public safety or traffic hazard in the judgment of the Planning Board.
- I. Any sign that is attached to a tree or rock, whether on public or private property, except official notices or announcements.
- J. Any sign that is attached to a public utility pole, whether on public or private property, except official notices or announcements.
- K. Any sign which by reason of its location, position, size, shape or color may obstruct, impair, obscure, confuse or interfere with any traffic control sign, signal or device. Accordingly, no sign shall use

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**1. Editor's Note: See Ch. 64, Construction Codes, Uniform.**

the words "stop," "slow," "caution," "yield," "danger," "warning" or "go" when such sign may be confused with a traffic control sign used or displayed by a public authority.

- L. Any advertisement which uses a series of two or more signs or units placed in a line parallel to the highway or in similar fashion, all carrying a single advertising message, part of which is contained on each sign.
- M. Signs advertising any business or industry not conducted within the Borough.
- N. Signs extending above the roof line.
- O. Outdoor billboards.
- P. Pavement signs, except for identification of handicap parking stalls and fire zones and areas.
- Q. Any commercial sign on public or Borough property.



## 2021 Riverton Events Calendar

[Community Calendar - Borough of Riverton, NJ | Official Website \(riverton-nj.com\)](http://riverton-nj.com)

### 2021 Riverton Community Events\*

<u>Date</u>	<u>Event</u>	<u>Time</u>
TBD April	Pal/Riv Baseball Opening Day @ Palmyra Baseball Complex	
4/18	RYC Sailing racing season begins Delaware River	
5/1	Riverton Steamboat Landing Foundation Kentucky Derby Fundraiser @Riverton Yacht Club	4:30pm
5/8	Riverton Treasure Day (town-wide yard sale)	8am
5/22	Porch Club (Garden Tour)	10am-4pm
5/30	Memorial Day Ceremony War Memorial	10:30 am
6/13	Historic Criterium Bike Race	
6/26	Riverfront Cocktail Party (Riverton Yacht Club)	
6/27	Concert in the Park (Riverton Memorial Park)	
7/3	Bill Oliver 5k Run	

7/3	Riverton 4 <sup>th</sup> of July Parade	
7/3	Downhill Race	
7/3	Raft Race	
10/30	Halloween Parade	7pm
11/7	Veteran's Day Ceremony @ War Memorial	10:30am
12/3	Christmas Tree Lighting	7pm

\*Some events are TBD due to COVID restrictions



## Community Organizations:

<b>RIVERTON POLICE DEPARTMENT</b> <a href="#">Police Department - Borough of Riverton, NJ   Official Website (riverton-nj.com)</a>	<b>RIVERTON FIRE DEPARTMENT</b> <a href="#">Riverton Fire Company - Station 24 Riverton, NJ</a>
<b>HISTORICAL SOCIETY OF RIVERTON</b> <a href="http://www.rivertonhistory.com">www.rivertonhistory.com</a>	<b>THE PORCH CLUB</b> <a href="http://www.theporchclub.org">www.theporchclub.org</a>
<b>RIVERTON STEAMBOAT LANDING</b> <a href="http://www.rivertonsteamboatlanding.org">www.rivertonsteamboatlanding.org</a>	<b>HISTORIC RIVERTON CRITERIUM</b> <a href="http://www.RivertonCriterium.com">www.RivertonCriterium.com</a>
<b>RIVERTON DOG PARK</b> <a href="http://www.rivertondogpark.com">www.rivertondogpark.com</a>	<b>THE RIVERTON FREE LIBRARY</b> <a href="http://www.rivertonfreelibrary.org">www.rivertonfreelibrary.org</a>
<b>RIVERTON SCHOOL</b> <a href="http://www.riverton.k12.nj.us">www.riverton.k12.nj.us</a>	<b>PALMYRA HIGH SCHOOL</b> <a href="#">Palmyra High School (palmyraschools.com)</a>
<b>PAL RIV ATHLETIC ASSOCIATION</b> <a href="#">Palmyra-RivertA.A. - Home (palrivaa.com)</a>	<b>PAL RIV SOCCER</b> <a href="#">Palmyra Riverton Soccer Club – Palmyra Riverton Soccer Club (palrivsoccer.com)</a>

Thank you for choosing Riverton!

