

**TOWNSHIP OF HOPE**

**INSTRUCTIONS AND SUBMISSION CHECKLIST  
FOR APPLICATION TO THE ZONING BOARD OF ADJUSTMENT**

**APPLICATION:** The applicant must submit his/her formal written application (Form #1) to the Board on forms provided by the Board Secretary. Applications must be submitted **seventeen (17)** calendar days prior to a regularly scheduled meeting date to be considered for completeness.

**FEES:** Fees must be submitted at the time of application submittal pursuant to the attached fee schedule. Please provide separate checks for the application and review (escrow) fee.

**SCHEDULING:** This department will review your application after it is submitted. The NJ Municipal Land Use Law allows 45 days for the municipality to determine whether your application is complete provided all information and data required on provided checklist is submitted. The application will be reviewed by the engineer and/or planner and a report submitted to the Board. You will receive a written notice within 45 days advising you of the status of your application and/or a hearing date. If the application is deemed incomplete, you will receive a written report specifying in what manner the application is deficient. After you re-submit your documents with all the necessary corrections and additions, the application will again be reviewed for completeness and if complete, a hearing date will be scheduled. The NJ Municipal Land Use Law allows the Board 120 days to hear and act on the application once it has been deemed complete.

**\*\*THE BOARD OF ADJUSTMENT MEETS ON THE 1ST THURSDAY OF  
EACH MONTH AT 7:30 PM\*\***

**LEGAL NOTICE:** The Municipal Land Use Law requires that at least ten (10) days prior to your public hearing, proper notice be published in the Board's official newspaper (The Express Times or The Star Ledger). The newspaper will provide you with a "Proof of Publication" notice which must be submitted to the Board Secretary at least five (5) days prior to your hearing. A sample of the legal notice format (Form #4) is included for your convenience.

**NOTICE TO PROPERTY OWNERS:** The Municipal Land Use Law also requires that you notice all property owners within 200' feet of your property of the public hearing via certified mail or personally served. You must obtain a certified list of property owners prepared by the Township Tax Assessor (Form #3). The charge for this list is \$ .25 cents per name or \$10.00, whichever is greater. It may take as long as 7 days to receive the list from the Tax Assessor's office. A sample Notice of Hearing form (Form #5) to be sent to the surrounding property owners is included in this packet. Property owners must receive notice of the hearing at least 10 days prior to the scheduled hearing date.

**AFFIDAVIT:** The enclosed Affidavit of Service (Form #6) must be completed, notarized and attached to the enclosed form "List of Property Owners to be Served" indicating that you have notified the owners by personal service or by certified mail. For certified mail delivery, you must bring the dated certified mail receipts (the white section stamped by the Post Office or receipt for hand delivery) to this office at least 48 hours prior to your hearing date. **Notices to property owners must be hand delivered or mailed at least ten (10) days prior to the hearing date and must contain all the information required by the Statute.**

**CORPORATIONS:** Corporations must be represented by an attorney when appearing before the Board. Corporations must also provide a disclosure statement pursuant to the State statute, which identifies all stockholders with more than 10% ownership of stock.

**PRO SE:** You may represent yourself if you are an individual applicant (not a corporation). If you are not representing yourself before the Board, the only person that can appear for you is an attorney. Although an attorney is not required for individual applications, you may elect to be represented if you do not understand the documents that are required or the nature of the testimony that you must provide to be granted a variance.

**APPLICATION:** The following documents must be submitted to the Board of Adjustment Secretary at least **seventeen (17) calendar days** before the anticipated meeting date and **assembled in 15 packets.**

- 1. Denial from Zoning Officer – 15 copies, if applicable (not necessary)
- 2. Application (Form #1) – 15 copies
- 3. Applicable Checklist – 15 copies. If any waivers from the checklist are requested, the applicant must list the waivers on a separate sheet and explain reasons for waivers.
- 4. Site Plan/Survey – 15 copies
- 5. Proof of Taxes paid to date (obtained from Tax Collector) (Form #2) – 1 copy
- 6. Original certified list of property owners within 200' (Form #3) (obtained from Tax Assessor) – 1 copy
- 7. Copy of Affidavit of Proof of Service (Form #6) – 1 copy
- 8. Application Fee and Review Escrow. Two separate checks made payable to "Township of Hope"

Please place a checkmark in the space provided to the left of the documents to be submitted to ensure that the application is administratively complete.

When submitting a site plan or subdivision application (either major or minor), **in addition to the foregoing**, the applicant is responsible for submitting two copies of the application to the Warren County Planning Board.

The Hope Zoning Board of Adjustment, within its discretion, will submit your application to the Hope Environmental Commission and the Hope Historic Commission.

16. List any other material accompanying this application, i.e., plans, drainage, calculations, etc.  
(Attach sheet if necessary.)

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The undersigned applicant certifies that he has reviewed the above and that the contents are true.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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**CONSENT OF OWNER**

I, the undersigned, being the owner of the lot or tract described in the foregoing application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency. (If owner by a corporation, attach a copy of resolution authorizing application and officer signature.)

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

\_\_\_\_\_  
Signature

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

Sworn and Subscribed to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Must be notarized)

HOPE TOWNSHIP  
MUNICIPAL BUILDING  
HOPE, NEW JERSEY

CERTIFICATION OF TAXES PAID TO DATE

Please have the form below certified by the Tax Collector that the taxes are current on the property which is the subject of an application before the Board.

I certify that the taxes are paid to date on the following property:

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Owner: \_\_\_\_\_

\_\_\_\_\_  
Tax Collector, Township of Hope

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

## ZONING BOARD PUBLIC HEARING PROCESS

### Introduction:

The order of events will be guided by a printed agenda, but may be changed by the Chair, as necessary. The Zoning Board will observe an 11:00 pm time limit. The Board will hear no new witnesses after 10:30 pm.

If an application is not completed in an evening, we will announce a continuation date, generally without further requirement of Public Notice. Information about the status of an application or its hearing schedule may be obtained by calling the Board Secretary at 908-459-5011 X 1.

The Board is a quasi-judicial body; meaning that they operate similar to, but not as strictly as, a court of law. Thus, a hearing is similar to a court proceeding. The Chair runs the proceedings as a judge might; and the Board could be likened to a jury that will vote on a final decision to approve or deny. The Board and its members have the legal obligation to follow the NJ Municipal Land Use Law (MLUL) and all discussions, presentations of evidence, questions, and comments with regard to a pending application must be done on the record and at the public hearing. Therefore, members of the public should not send letters, email messages or communicate with Board members about an application outside of the public hearing. Any such communication could jeopardize whatever decision the Board makes.

### General Procedures:

When the Chair calls an application, the applicant will come forward, often represented by an attorney, and will introduce himself/herself. The applicant/attorney will give an overview of the proposal and call their first witness. If there is an engineering review letter, the Board Engineer may read or summarize it first. All witnesses will state their name and occupation, be sworn in, and present their credentials to the Board. They will then give testimony as directed by the applicant's attorney. Expert witnesses only testify in their field of expertise. At the completion of each witness's testimony, the Board and then the public can ask questions of the witness. At the end of the applicant's presentations and before the Board votes on the application, there is a time for members of the public to comment.

**"A" or "Appeals"** -- Where it is alleged by the appellant that there is error in any order, requirement, decision or refusal made by an administrative officer based on or made in the enforcement of the zoning ordinance, an appeal may be filed with the Board of Adjustment.

**"I" or "Interpretations"** -- Requests for interpretation of the zoning map, ordinance or for decisions upon other special questions upon which such board is authorized to pass by any zoning or official map ordinance may be filed with the Board of Adjustment.

**"C" or "Bulk" Variance** -- When applying for a "C" Variance or a Hardship Variance, it does not mean a "personal" hardship, but rather a hardship to the property, such as stated in the Municipal Land Use Law.

“Where by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing

thereon, the strict application of any regulation pursuant to article 8 of this act, would result in peculiar and exceptional practical difficulties to, or the exceptional and undue hardship upon the developer of the such property, grant, upon an application of such regulation so as to relieve such difficulties or hardship.”

The following is not a basis for granting a “C” or “Bulk” Variance:

1. Increase in Value -- The mere fact that the value of the land will be increased is not a reason to grant a variance.
2. Self-Inflicted Hardship -- Those who purchase property with full knowledge of the limitations imposed by zoning and then allege that these measures restrict them in the use of their land, unless it can be proved that there have been changes in the character of the land or neighborhood which have occurred since the purchase which make it impossible to carry on without hardship under the terms of the ordinance.

If the subject property is lacking in frontage or area or side yard requirements and the adjacent property is available to cure the lack in size, the property owner should attempt to make a reasonable effort to purchase enough additional land to conform with the ordinance.

It must be determined that the hardship incurred stems from physical peculiarities of the subject property and no other cause. It must be found that the alleged hardship does not stem from the personal problems of the property owners. Illness, physical disability or unemployment cannot provide a basis for the granting of a variance.

Testimony: The applicant should be prepared to provide the following information during the public hearing for a “C” or “Bulk” Variance (Hardship Variance):

1. Dimensions of all existing and proposed structures on the subject property and the existing and proposed impervious coverage.
2. Setbacks (front, side and rear) of all existing and proposed structures on the subject property.
3. Approximate setbacks of homes on neighboring lots. Be prepared to identify the name of the property owners as well as the block and lot number.
4. Is there any other location on the property that would support the proposed addition that would not require a variance? Explain why other alternatives would not be feasible due to the topography of the site, trees, rock formations, location of well and septic, etc.
5. Using the floor plans, identify all existing and proposed rooms and the use of each room or living space.
6. Is it possible to build upwards instead of outwards?
7. Provide photographs if they will be helpful in proving your case.
8. Do the benefits of granting the variance requested outweigh the detriments or negative impacts that might occur by granting the variance?

**“D” or “Use” Variance** – This variance denotes a change in use that is specifically prohibited by the Township’s Ordinance. The Municipal Land Use Law states that no use variance or other relief may be granted unless such variance or other relief can be granted without substantial detriment to the public good and will substantially impair the intent and the purpose of the zone plan and zoning ordinance.

An applicant must obtain five (5) favorable votes from the Board in order for the variance relief to be granted.

An applicant's presentation to the Board during the public hearing must include, but not necessarily be limited to, responses to the following questions:

1. Would the granting of the variance contribute in a significant way to the general objectives of zoning and to the community's Master Plan, in particular?
2. Is the applicant being deprived of the value of his/her property under the current zoning ordinance unless the variance request is granted?
3. Is the nature of the lot and its surrounding neighborhood such that the applicant could not possibly use it for any permitted use?
4. Would the granting of the variance be detrimental to the public good or substantially impair the zone plan?

Variance Approval: Any variances granted by the Board of Adjustment shall expire by limitation unless construction or alteration is actually commenced on every structure permitted by the variance within nine (9) months from the date of the Board of Adjustment's determination.

Whenever an application is approved subject to specified conditions, the conditional approval shall lapse and become null and void unless all specified conditions are fulfilled within a time to be specified by the Board.

Public Hearing:

The Board is compelled to act on an application based upon the *findings of fact* and the *proofs according to law* that are presented during the public hearing. The Board does not decide on the basis of public support or opposition to an application. It also cannot make decisions based exclusively upon "rateables", tax revenues or other financial considerations:

- Anyone wishing to speak or testify at a hearing must appear in person to allow all parties their right to cross-examination. All speakers must identify themselves.
- The Board, its staff, and the public, have the right to cross-examine witnesses.
- Petitions are not admissible into evidence but can be read into the record as an individual's statement.
- Letters, with the exception of certain reports of public entities, are only admissible if the author is present to be cross-examined.

Public Questions during Public Hearing:

After the Board and its professional staff have completed asking questions of a witness the Chair will open the meeting to the public, limited at this time to questions only, and only of that witness.

- This is a time for questions only and not for comments.
- If you have a question, please raise your hand. When the Chair acknowledges you, come to the microphone.
- If the person(s) from the public are represented by an attorney, they must speak through their attorney.
- State your name and address for the record and direct your questions to the witness. Please also spell your name.

- When the public has had adequate opportunity for questions, the applicant/attorney will then call the next witness and the above procedures will be repeated. When all witnesses have been presented and the testimony is complete, the Board will ask for any final questions.

Public Comments during Public Hearing:

Before the Board takes action on the application, the Chair will open the meeting to the public.

- This is the time to comment on the proposal, request some special consideration or ask any final questions.
- Raise your hand and wait to be recognized by the Chair to speak. This will probably be your last opportunity to speak on this application before a vote is taken by the Board. When called, please come to the microphone.
- State your name and address for the record. Please also spell your name. The Board Attorney will swear you in. You are now considered a witness. After you make your comments, the applicant, their professionals, the Board and its professionals have the right to ask you questions (i.e., cross-examine you).

When you follow the above procedures, your contributions will have maximum impact on the Board's deliberations.

To ensure an orderly meeting and allow adequate time for members of the public to be heard, the Chair may limit repetitive comments or irrelevant testimony and may limit the time or number of questions or comments from any one citizen.

Resolution:

At the conclusion of the proceedings, the Board will make a vote to either grant or deny the variance and to authorize the Board Attorney to prepare a resolution setting forth the findings of facts and conclusions of law. This resolution will be distributed to the Board Members, prior to the following meeting, for their review and comments as to whether the conditions include the thoughts and recommendations discussed during the hearing process.

The draft resolution, which must be acted on within a 45 day time limit, is then voted on and adopted (or memorialized) by the Board. The memorialized resolution is submitted to the Zoning Officer by the Board Secretary and you are now eligible to apply for your building permit and proceed with your project. A copy of the resolution will be sent to you by regular mail.

Escrow:

Any vouchers submitted by the Board's professionals incurred during the review of the application will be deducted from the escrow deposit you submitted with your application. If the vouchers exceed the deposit, you will be required to deposit additional funds. If there is a balance remaining after all the vouchers have been submitted, you will receive a refund. This process can take up to 3 months from the time of your approval since the refund request must be approved by the Board and then the Township Committee prior to being received by the Finance Department.

**TOWNSHIP OF HOPE  
APPLICATION FOR HEARING BEFORE  
ZONING BOARD OF ADJUSTMENT**

<p><b>CHECK AS MANY AS APPLY:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Pre-application/Concept Plan</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Bulk Variance ("C")</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Minor Subdivision</td> <td style="border: none;"><input type="checkbox"/> Use Variance ("D")</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Minor Site Plan</td> <td style="border: none;"><input type="checkbox"/> Conditional Use</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> General Development Plan</td> <td style="border: none;"><input type="checkbox"/> Preliminary PURD</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Major Subdivision/Preliminary</td> <td style="border: none;"><input type="checkbox"/> Final PURD</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Major Subdivision/Final</td> <td style="border: none;"><input type="checkbox"/> Extension of Time</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Major Site Plan/Preliminary</td> <td style="border: none;"><input type="checkbox"/> Appeal of Admin. Officer ("A")</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Major Site Plan/Final</td> <td style="border: none;"><input type="checkbox"/> Interpretation ("B")</td> </tr> </table>	<input type="checkbox"/> Pre-application/Concept Plan	<input type="checkbox"/> Bulk Variance ("C")	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Use Variance ("D")	<input type="checkbox"/> Minor Site Plan	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> General Development Plan	<input type="checkbox"/> Preliminary PURD	<input type="checkbox"/> Major Subdivision/Preliminary	<input type="checkbox"/> Final PURD	<input type="checkbox"/> Major Subdivision/Final	<input type="checkbox"/> Extension of Time	<input type="checkbox"/> Major Site Plan/Preliminary	<input type="checkbox"/> Appeal of Admin. Officer ("A")	<input type="checkbox"/> Major Site Plan/Final	<input type="checkbox"/> Interpretation ("B")	<p style="text-align: center;"><b>FOR OFFICIAL USE ONLY</b></p> <p>Application No. _____</p> <p>Date Received _____</p> <p>Application Fee \$ _____</p> <p>Escrow Fee \$ _____</p> <p>Collected By _____</p>
<input type="checkbox"/> Pre-application/Concept Plan	<input type="checkbox"/> Bulk Variance ("C")																
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<input type="checkbox"/> Major Site Plan/Preliminary	<input type="checkbox"/> Appeal of Admin. Officer ("A")																
<input type="checkbox"/> Major Site Plan/Final	<input type="checkbox"/> Interpretation ("B")																

1. Applicants Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Subject Property: Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Street Address: \_\_\_\_\_

Total Tract Area: \_\_\_\_\_

Is Applicant a:  Corporation  Partnership  Individual?

If applicant is a corporation or partnership, set forth the names and addresses of all stockholders or partners having a 10% interest or more.

Name _____	Name _____
Address _____	Address _____

*Attach sheet if necessary.*

2. Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

3. Attorney's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

NOTE: Corporations must be represented by a NJ attorney.

4. Name(s) and Address of person(s) preparing plans:

Name: _____	Phone: _____
Address: _____	Fax: _____
_____	Email: _____

Name: _____	Phone: _____
Address: _____	Fax: _____
_____	Email: _____

*Attach sheet if necessary.*

5. # of Proposed Lots: \_\_\_\_\_ Zone: \_\_\_\_\_ # of Dwelling Units: \_\_\_\_\_

6. Proposed structure or use: \_\_\_\_\_

7. Size of Lot: \_\_\_\_\_

Dimensions of Lot: Across Front \_\_\_\_\_ Depth \_\_\_\_\_  
Across Rear \_\_\_\_\_

8. Present setbacks of existing structure:

Front Yard: \_\_\_\_\_ Rear Yard: \_\_\_\_\_ Side Yards: \_\_\_\_\_

Proposed setbacks after addition:

Front Yard: \_\_\_\_\_ Rear Yard: \_\_\_\_\_ Side Yards: \_\_\_\_\_

9. Date of acquisition of property: \_\_\_\_\_

Purchased from: \_\_\_\_\_

10. List any requested zoning variances. Specify ordinance sections. If none, state "none".  
\_\_\_\_\_

11. If yes, reasons for the Board to grant the relief requested: \_\_\_\_\_  
\_\_\_\_\_

and that the specific facts upon which the above reasons based are: \_\_\_\_\_  
\_\_\_\_\_

12. The specific facts which show the relief sought can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinances are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. (a) Deed Restrictions That Exist (if no restrictions, state "NONE", if "YES" attach copy).  
\_\_\_\_\_

(b) Proposed Deed Restrictions:  
\_\_\_\_\_

14. Contemplated Form of Ownership:

\_\_\_ Fee Simple \_\_\_ Condominium \_\_\_ Cooperative \_\_\_ Rental

15. There (has) (has not) been a previous application involving the premises affected. If so, briefly describe any prior or currently pending proceedings before the Planning Board or Zoning Board or any other federal, state, or local board or agency involving the property which is the subject of this application. (Attach sheet if necessary.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST FOR CERTIFIED LIST OF OWNERS  
WITHIN 200' FEET OF SUBJECT PROPERTY**

To: Tax Assessor  
Hope Township  
PO Box 284  
Hope, NJ 07844

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

I hereby request a certified list of property owners within two hundred (200') feet of:

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

(property must be contiguous to each other)

Enclosed please find fee of \$10.00, payable to Hope Township, as required for said certified list.

I will pick up.

Please mail to address below.

Signed: \_\_\_\_\_

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_

**THE COMPLETED CERTIFIED LIST WILL BE FORWARDED TO THE  
ABOVE NAMED APPLICANT (AS REQUESTED) WITHIN THE  
STATUTORY DEADLINE OF SEVEN (7) WORKING DAYS FROM DATE  
REQUEST IS RECEIVED IN THE ASSESSOR'S OFFICE.**



**TOWNSHIP OF HOPE  
BOARD OF ADJUSTMENT**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

APPLICATION NO. \_\_\_\_\_

PLEASE TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at the Hope Township Municipal Building, 437 Hope-Great Meadows Road, Hope, NJ, the Board of Adjustment will hold a hearing on the application of the undersigned, at which time and place all interested parties will be given an opportunity to be heard. The meeting will begin at 7:30 pm.

The premises in question is located in Block \_\_\_\_\_ Lot \_\_\_\_\_ and more commonly known as \_\_\_\_\_. The applicant is seeking permission to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A copy of the application and documents relating thereto is on file at the Municipal Building through the Board of Adjustment Secretary.

\_\_\_\_\_  
Applicant's Signature

**TO THE APPLICANT:** *This notice must be sent by certified mail or personal service at least 10 days before the scheduled hearing date. Please indicate that service has been completed by filing the Proof of Service form, along with a copy of this form and the white copies of the certified mail receipts stamped by the Post Office, with the Board Secretary.*

**AFFIDAVIT OF SERVICE**

State of New Jersey:

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

\_\_\_\_\_ of full age, being duly sworn according to law, on his oath deposes and says that he resides at \_\_\_\_\_ in the town of \_\_\_\_\_, County of \_\_\_\_\_, and State of \_\_\_\_\_ and that he did on \_\_\_\_\_, 20\_\_\_\_, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200' feet of the property affected by appear number \_\_\_\_\_ located at \_\_\_\_\_.

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon (check if applicable):

- 1. The Clerk of the (Municipality) of \_\_\_\_\_
- 2. County Planning Board
- 3. The Director of the Division of State and Regional Planning
- 4. The Department of Transportation
- 5. The Clerk of Adjoining Municipalities

A copy of said notices are attached hereto and marked "Exhibit A". Notice was also published in the official newspaper of the municipality as required by law.

Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200' feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality, which is marked "Exhibit C".

There is also attached a copy of the proof of publication of notice in the official newspaper of the Municipality, which is marked "Exhibit D".

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

Sworn and subscribed to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_,  
20\_\_\_\_.

HOPE TOWNSHIP  
MUNICIPAL BUILDING  
HOPE, NEW JERSEY

SITE INSPECTION AUTHORIZATION

I, \_\_\_\_\_, the undersigned property owner or lessee, do hereby authorize Hope Township officials to enter upon and inspect the property owned/leased by me at: \_\_\_\_\_ in conjunction with my application to the Board of Adjustment of Hope Township.

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

Signature: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Are there any limitations on visiting the property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOWNSHIP OF HOPE CODE  
LAND USE PROCEDURES  
FEE SCHEDULE**

17-3.5 Fees, Deposits and Inspections

- a. *Filing and Escrow Deposit Fees.* Said filing fees and escrow deposits are to be paid at the time an application is filed to cover normal services required for processing all applications for development and to reimburse the Township for costs of engineering, planning and legal and other technical and professional reviews, researches, reports and testimony as are deemed necessary by the municipal agency in order to assure compliance with State and Township laws, ordinances, rules and regulations to be paid at the time of the filing of the application, provided, however, that in the event the administration of an application to the Board of Adjustment continues for more than one (1) meeting, the applicant shall post an additional review deposit escrow in the amount of two hundred fifty (\$250.00) dollars for each meeting in addition to the initial meeting, which fee shall be paid at least ten (10) days prior to the second and all subsequent meetings at which the application is considered. The Board of Adjustment, for good cause shown, may waive the payment of this additional fee if it shall be determined that no additional expenses related to review of the application beyond the first meeting shall be incurred by the Township.

	Application Charge	Escrow Account
1. Subdivisions.		
(a) Minor Subdivision Plat	\$ 125.00	\$ 2,000.00
(b) Preliminary Major Subdivision Plat	\$ 200.00	\$ 700.00 per lot
(c) Final Major Subdivision Plat	\$ 150.00	\$ 300.00 per lot
(d) Informal Concept Subdivision	\$ 75.00	\$ 1,000.00 (if profes. review is requested)
(e) Informal Concept Discussion (Not to exceed 15 minutes) (No professional Review)	No Charge	No Charge
(f) Amended Preliminary Major or Minor Subdivision Plat	\$ 75.00	\$ 100.00 per lot
(g) Amended Final Major Subdivision Plat	\$ 75.00	\$ 75.00 per lot

	Application Charge	Escrow Account
2. Site Plans.		
(a) Minor Site Plan	\$ 125.00	\$ 20.00 per acre or Part thereof, plus \$50.00/du in the case of residential units and/or \$0.05 per gross s.f. of building area in the case of nonresidential building.
(b) Preliminary Major Site Plan	\$ 200.00	\$ 1,000.00 per acre or part thereof, plus \$500.00/du in the case of residential units and/or \$0.05 per gross s.f. of building area in the case of nonresidential building.
(c) Final Major Site Plan	\$ 200.00	\$ 150.00 per acre or part thereof, plus \$25.00/du in the case of residential units and/or \$0.025 per gross s.f. of building area in the case of nonresidential building.
(d) Informal Concept Site Plan	\$ 100.00	\$ 1,000.00 (if profes. review is requested).
(e) Informal Concept Discussion (not to exceed 12 minutes—no professional review)	No Charge	No Charge
(f) Amended Preliminary Major and/or Final Major Site Plan	\$ 125.00	One-half (1/2) of the amount otherwise calculated for a Prelim. Major Site Plan or Final Major Site Plan, as the case may be.
3. Conditional Uses; not including Required Site Plan Subdivision Review	\$ 150.00	\$ 1,000.00

	Application Charge	Escrow Account
4. Variances		
(a) Appeals (40:55D-70a)	\$ 125.00	\$ 750.00 Residential
	\$ 250.00	\$ 1,000.00 Nonresidential
(b) Interpretation (40:55D-70b)	\$ 125.00	\$ 750.00 Residential
	\$ 250.00	\$ 1,000.00 Nonresidential
(c) Bulk (40:55D-70c)	\$ 125.00	\$ 750.00 Residential
	\$ 250.00	\$ 1,000.00 Nonresidential
(d) Use and Others (40:55D-70d)	\$ 250.00	\$ 1,500.00
(e) Permit (40:55D-34 and 35)	\$ 100.00	\$ 500.00
5. Approval Time Extensions	\$ 100.00	\$ 500.00
6. Zone Change Requests	\$ 150.00	\$ 500.00 per acre

b. In the event that the initial deposit made by the applicant is not sufficient to cover all technical/legal review costs of the application or during the consideration of the application it becomes evident that the review deposit which was previously waived shall be necessary, upon the request by the Township, the applicant shall make an initial deposit or further deposit or deposits as may be necessary to cover further technical/legal review costs.

c. *Miscellaneous Costs.* The following fees shall be paid for the services or items listed:

1. List of property owners from current tax duplicate pursuant to N.J.S.A. 40:55D-12c: twenty-five (\$0.25) cents per name or ten (\$10.00) dollars whichever is greater.
2. Copies, duplicates or transcripts of records of proceedings furnished to an interested party pursuant to N.J.S.A. 40:55D-1 of: one dollar and fifty (\$1.50) cents for each page or original and fifty (\$0.50) cents for each page of the copies or the maximum permitted by N.J.S.A. 2A:11-15 whichever is greater.
3. Copy of a decision furnished to any party other than the applicant or his attorney pursuant to N.J.S.A. 40:55D-10h and 40:55D-17g: ten (\$10.00) dollars.
4. Publication of hearings or decisions of the Township Committee on an appeal pursuant to N.J.S.A. 40:55D-10 and 40:55D-17a: cost of publication.
5. Certificate of subdivision approval pursuant to N.J.S.A. 40:55D-56: twenty five (\$25.00) dollars.

6. Certification of deed description pursuant to N.J.S.A. 40:55D-47: twenty-five (\$25.00) dollars.
  7. Certification of preexisting use or structure pursuant to N.J.S.A. 40:55D-68: ten (\$25.00) dollars.
  8. Fees for construction permits, certificates of occupancy and signs shall be charged pursuant to the Construction Code of the Township.
  9. Fees for driveway permits shall be charged pursuant to Chapter 8 of the Revised General Ordinances of the Township.
- d. No construction or disturbance of land shall be authorized until all inspection fees have been paid to the municipality. In no case shall any paving work be done without permission from the Township Engineer. At least three (3) working days notice shall be given to the Township Engineer prior to any construction so that he or a qualified representative may be present at the time the work is to be done. Verification of said payment shall be certified to by the Chief Financial Officer of the Township. The applicant shall pay a sum not to exceed, except for extraordinary circumstances, the greater of five hundred (\$500.00) dollars or five percent (5%) of the cost of improvements, which cost shall be determined pursuant to law. For those developments for which the reasonably anticipated fees are less than ten thousand (\$10,000.00) dollars, fees may, at the option of the applicant, be paid in two (2) installments and the initial payment deposited by the applicant shall be fifty (50%) percent of the reasonably anticipated fees. When the balance of deposit drops to ten (10%) percent of the reasonably anticipated fees because the amount deposited by the applicant has been reduced by the amount paid to the Municipal Engineer for inspection, the applicant shall deposit the remaining fifty (50%) percent of the anticipated inspection fees. For those developments for which the reasonably anticipated fees are ten thousand (\$10,000.00) dollars or greater, fees may, at the option of the applicant, be paid in four (4) installments. The initial amount deposited by the applicant shall be twenty-five (25%) percent of the reasonably anticipated fees. When the balance of deposit drops to ten (10%) percent of the reasonably anticipated fees because the amount deposited by the applicant has been reduced by the amount paid to the Municipal Engineer for inspection, the applicant shall make additional deposits of twenty-five (25%) percent of the reasonably anticipated fees. The Municipal Engineer shall not perform any inspections if sufficient funds to pay for those inspections are not on deposit.

**LAND DEVELOPMENT  
CHECKLIST**  
**“A” Appeals (Section C40:55D-70a)**  
**“B” Interpretation or Special Question (Section C40:55D-70b)**

Note: See Subsection 17-1 of the Hope Township Land Development Ordinance for further details of submission requirements and procedures.

APPLICANT'S NAME \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
<b>GENERAL INFORMATION:</b>				
1				Denial from Zoning Officer – 15 copies (if applicable).
2				Fifteen (15) copies of Application (Form #1).
3				Fifteen (15) copies of applicable checklists.
4				Fifteen (15) copies of the plan signed and sealed by a N.J. Professional Land Surveyor or N.J. Professional Engineer, as required, and folded into 8-1/2" x 11" with title block showing.
5				One (1) copy of Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date (Form #2).
6				One (1) copy of original certified list of property owners within 200' feet (Form #3) obtained from Tax Assessor.
7				One (1) copy of Affidavit of Proof of Service (Form #6) as well as white postage receipts and proof of publication.
8				Application Fee and Escrow Fees paid with two separate checks made payable to "Township of Hope".
<b>SITE PLAN/SURVEY TO INCLUDE THE FOLLOWING:</b>				
9				Site Plan/Survey clearly and legibly drawn or reproduced at a scale not smaller than one (1") inch equals one hundred (100') feet.
10				Sheet size either 15" x 21", 24" x 36" or 30" x 42".
11				Site Plan/Survey shall be prepared by a NJ Licensed architect, licensed planner, licensed engineer or licensed land surveyor, or Applicant, where appropriate.
12				Site Plan/Survey prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the Municipal Agency.
13				Site Plan/Survey shall be prepared by NJ Licensed engineer if application involves drainage facilities for site plans of ten acres or more; or involving stormwater detention facilities; or traversed by a water course.
14				Metes and bounds description of parcel in question based upon current land survey information on plat.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
15				All property lines shall be from actual survey showing all angles to the nearest ten seconds and all distances to the nearest hundredth of a foot.
16				Key map at same scale as tax map sheet showing location of tract to be considered in relation to surrounding area. Show all zone district lines and adjoining zones within five hundred (500') feet.
17				Title block containing name of applicant, preparer, tax map sheet, lot and block numbers, date prepared, date of last amendment and zoning district.
18				Each block and lot numbered in conformity with the Municipal tax map as determined by the Municipal Tax Assessor.
19				Scale of map, both written and graphic.
20				North arrow giving reference meridian.
21				Space for signatures of Chairman and Secretary of the Municipal Agency.
22				Names, lot and block numbers of all property owners within two hundred (200') feet of subject property.
23				All existing and proposed property lines within and immediately adjoining the tract and all lot lines to be eliminated. All lot lines based on survey shall be shown to one hundredth of a foot, bearings to at least ten (10) seconds and curve data with radius, central angle, and arc length.
24				Zoning district in which parcel is located, indicating all setbacks.
25				Lot coverage, height, floor area ratio and density, both as to required and proposed. Indicate the above both written and graphically.
26				Acreage of affected parcel to the nearest thousandth of an acre (three (3) decimal places).
27				The name, address, phone number and signature of the owner, subdivider and person preparing site plan/survey.
<b>NATURAL FEATURES</b> ( <i>topography of the site and within two hundred (200') feet thereof</i> )				
28				Contours to determine the natural drainage of the land. Intervals shall be: up to ten (10%) percent grade – two (2') feet, over ten (10%) percent grade – five (5') feet.
29				Cliffs and rock outcroppings.
30				Flood plains or flood hazard areas.
31				Natural and manmade watercourse, streams, shorelines and water boundaries and encroachment lines within two hundred (200') feet of portion to be subdivided.
32				Aquifer recharge areas, including safe sustained ground water yield within two hundred (200') feet.
33				Wooded areas indicating predominant species and size within two hundred (200') feet of portion to be subdivided.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
34				Location of trees twelve (12") inches or more in diameter, as measured one (1') foot above ground level, outside of wooded area, designating species of each.
35				Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
36				All areas to be disturbed by grading or construction.
37				Location of existing structures and the shortest distances from existing and proposed property lines.
38				Location and type of existing easements or rights of way including power lines.
39				Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other manmade installations affecting the tract.
40				Locations of existing wells and septic systems within two hundred (200') feet of new lots being created (including remainder lot unless remainder can be further subdivided).
41				When Applicant intends to use a conventional septic disposal system, location of test holes, test results, and approximate location of the intended disposal field.
42				Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.
43				Location and description of monuments whether set or to be set.
44				Location, names and widths of all existing and proposed streets and roads on the property within three hundred (300') feet of the tract.
45				Required road dedication.
46				Road orientation (as it relates to energy conservation).
47				Plans, cross-sections, centerline profiles, tentative grades and details of all proposed streets and of the existing streets abutting the subdivision based on the vertical datum specified by the Township Engineer together with full information as to the disposal of surface drainage and including, cross-sections and profiles of curbing, sidewalks, storm and drainage structures. Typical street cross-sections shall indicate type of and width of pavement and the location of curbs, sidewalks and shade plantings. At intersection, the sight triangles, radii or curblines and street sign locations shall be clearly indicated.
<b>MISCELLANEOUS:</b>				
48				Proposed sight easements where required.
49				Proposed drainage easements where required.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
50				Natural resource inventory information including: a. Soil types as shown by the current Soil Conservation Survey maps.
51				Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.
52				Lighting plan.

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

\_\_\_\_\_  
Engineer/Surveyor

\_\_\_\_\_  
Date

**LAND DEVELOPMENT  
CHECKLIST  
"C" or "BULK" VARIANCE  
(Section C40:55D-70c)**

Note: See Subsection 17-1 of the Hope Township Land Development Ordinance for further details of submission requirements and procedures.

APPLICANT'S NAME \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
<b>GENERAL INFORMATION:</b>				
1				Denial from Zoning Officer – 15 copies (if applicable).
2				Fifteen (15) copies of Application (Form #1).
3				Fifteen (15) copies of applicable checklists with any waivers requested listed on a separate sheet.
4				Fifteen (15) copies of the plan signed and sealed by a N.J. Professional Land Surveyor or N.J. Professional Engineer, as required, and folded into 8-1/2" x 11" with title block showing.
5				One (1) copy of Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date (Form #2).
6				One (1) copy of original certified list of property owners within 200' feet (Form #3) obtained from Tax Assessor.
7				One (1) copy of Affidavit of Proof of Service (Form #6) as well as white postage receipts and proof of publication.
8				Application Fee and Escrow Fees paid with two separate checks made payable to "Township of Hope".
<b>SITE PLAN/SURVEY TO INCLUDE THE FOLLOWING:</b>				
9				Metes and bounds description of parcel in question based upon current land survey information on site plan/survey.
10				All property lines shall be from actual survey showing all angles to the nearest ten seconds and all distances to the nearest hundredth of a foot.
11				Key map at same scale as tax map sheet showing location of tract to be considered in relation to surrounding area. Show all zone district lines and adjoining zones within five hundred (500') feet.
12				Title block containing name of applicant, preparer, tax map sheet, lot and block numbers, date prepared, date of last amendment and zoning district.
13				Each block and lot numbered in conformity with the Municipal tax map as determined by the Municipal Tax Assessor.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
14				Scale of map, both written and graphic.
15				North arrow giving reference meridian.
16				Signature block for Chairperson and Secretary of the Municipal Agency.
17				Names, lot and block numbers of all property owners within two hundred (200') feet of subject property.
18				All existing and proposed property lines within and immediately adjoining the tract and all lot lines to be eliminated.
19				Flood plains or flood hazard areas.
20				Natural and manmade watercourse, streams, shorelines and water boundaries within two hundred feet (200').

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

\_\_\_\_\_  
 Engineer/Surveyor

\_\_\_\_\_  
 Date

**LAND DEVELOPMENT  
CHECKLIST  
"D" or "USE" VARIANCE  
(Section C40:55D-70d)**

Note: See Subsection 17-1 of the Hope Township Land Development Ordinance for further details of submission requirements and procedures.

APPLICANT'S NAME \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
<b>GENERAL INFORMATION:</b>				
1				Denial from Zoning Officer – 15 copies (if applicable).
2				Fifteen (15) copies of Application (Form #1).
3				Fifteen (15) copies of applicable checklists.
4				Fifteen (15) copies of the plan signed and sealed by a N.J. Professional Land Surveyor or N.J. Professional Engineer, as required, and folded into 8-1/2" x 11" with title block showing.
5				One (1) copy of Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date (Form #2).
6				One (1) copy of original certified list of property owners within 200' feet (Form #3) obtained from Tax Assessor.
7				One (1) copy of Affidavit of Proof of Service (Form #6) as well as white postage receipts and proof of publication.
8				Application Fee and Escrow Fees paid with two separate checks made payable to "Township of Hope".
<b>SITE PLAN/SURVEY TO INCLUDE THE FOLLOWING:</b>				
9				Metes and bounds description of parcel in question based upon current land survey information on site plan/survey.
10				All property lines shall be from actual survey showing all angles to the nearest ten seconds and all distances to the nearest hundredth of a foot.
11				Key map at same scale as tax map sheet showing location of tract to be considered in relation to surrounding area. Show all zone district lines and adjoining zones within five hundred (500') feet.
12				Title block containing name of applicant, preparer, tax map sheet, lot and block numbers, date prepared, date of last amendment and zoning district.
13				Each block and lot numbered in conformity with the Municipal tax map as determined by the Municipal Tax Assessor.
14				Scale of map, both written and graphic.
15				North arrow giving reference meridian.
16				Signature block for Chairperson and Secretary of the Municipal Agency.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
17				Names, lot and block numbers of all property owners within two hundred (200') feet of subject property.
18				All existing and proposed property lines within and immediately adjoining the tract and all lot lines to be eliminated. All lot lines based on survey shall be shown to one hundredth of a foot, bearings to at least ten (10) seconds and curve data with radius, central angle, and arc length.
19				Zoning district in which parcel is located, indicating all setbacks.
20				Lot coverage, height, floor area ratio and density, both as to required and proposed. Indicate the above both written and graphically.
21				Zone requirements per ordinance and for application of variance sought.
22				Acreage of affected parcel to the nearest thousandth of an acre (three (3) decimal places).
23				The name, address, phone number and signature of the owner, subdivider and person preparing site plan/survey.
<b>NATURAL FEATURES</b> ( <i>topography of the site and within two hundred (200') feet thereof</i> )				
24				Contours to determine the natural drainage of the land. Intervals shall be: up to ten (10%) percent grade – two (2') feet, over ten (10%) percent grade – five (5') feet.
25				Cliffs and rock outcroppings.
26				Flood plains or flood hazard areas.
27				Natural and manmade watercourse, streams, shorelines and water boundaries and encroachment lines within two hundred (200') feet of portion to be subdivided.
28				Aquifer recharge areas, including safe sustained ground water yield within two hundred (200') feet of portion to be subdivided.
29				Wooded areas indicating predominant species and size within two hundred (200') feet of portion to be subdivided.
30				Location of trees twelve (12") inches or more in diameter, as measured one (1') foot above ground level, outside of wooded area, designating species of each.
31				Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
32				All areas to be disturbed by grading or construction.
33				Location of existing structures and the shortest distances from existing and proposed property lines.
34				Location and type of existing easements or rights of way including power lines.
35				Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other manmade installations affecting the tract.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
36				Locations of existing wells and septic systems within two hundred (200') feet of new lots being created (including remainder lot unless remainder can be further subdivided).
37				When Applicant intends to use a conventional septic, disposal system, location of test holes, test results, and approximate location of the intended disposal field.
38				Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.
39				Location and description of monuments whether set or to be set.
<b>STREETS AND ROADS</b>				
40				Location, names and widths of all existing and proposed streets and roads on the property within three hundred (300') feet of the tract.
41				Required road dedication.
42				Road orientation (as it relates to energy conservation).
43				Plans, cross-sections, centerline profiles, tentative grades and details of all proposed streets and of the existing streets abutting the subdivision based on the vertical datum specified by the Township Engineer together with full information as to the disposal of surface drainage and including, cross-sections and profiles of curbing, sidewalks, storm and drainage structures. Typical street cross-sections shall indicate type of and width of pavement and the location of curbs, sidewalks and shade plantings. At intersection, the sight triangles, radii or curblines and street sign locations shall be clearly indicated.
<b>MISCELLANEOUS:</b>				
44				Proposed sight easements where required.
45				Proposed drainage easements where required.
46				Natural resource inventory information including: a. Soil types as shown by the current Soil Conservation Survey maps. b. Soil depth to restrictive layers soil. c. Soil depth to bedrock. d. Permeability of the soil by layers. e. Height of soil water table and type of water table. f. Flood plain soil (status). g. Limitation for foundation. h. Limitation for septic tank absorption field (only where septic tank is proposed to be used). i. Limitation for local roads and streets. j. Agricultural classifications k. Erosion hazard.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
47				Landscaping plan including the types, quantity, size and location of all proposed plantings.
48				Reserved.
49				Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.
50				The purposes of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of site other than residential shall be noted.
51				Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.
52				Lighting plan.

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

\_\_\_\_\_  
Engineer/Surveyor

\_\_\_\_\_  
Date

**LAND DEVELOPMENT  
CHECKLIST  
MINOR SITE PLAN**

Note: See Subsection 18-1 of the Hope Township Land Development Ordinance for further details of submission requirements and procedures.

APPLICANT'S NAME \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
<b>GENERAL INFORMATION:</b>				
1				Denial from Zoning Officer -- 15 copies (if applicable).
2				Fifteen (15) copies of Application (Form #1).
3				Fifteen (15) copies of applicable checklists.
4				Fifteen (15) copies of the plan signed and sealed by a N.J. Professional Land Surveyor or N.J. Professional Engineer, as required, and folded into 8-1/2" x 11" with title block showing.
5				One (1) copy of Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date (Form #2).
6				One (1) copy of original certified list of property owners within 200' feet (Form #3) obtained from Tax Assessor.
7				One (1) copy of Affidavit of Proof of Service (Form #6) as well as white postage receipts and proof of publication.
8				Application Fee and Escrow Fees paid with two separate checks made payable to "Township of Hope".
<b>SITE PLAN/SURVEY TO INCLUDE THE FOLLOWING:</b>				
9				Site Plan/Survey to be clearly and legibly drawn at an accurate scale of not less than one (1") inch equals one hundred (100') feet and shall be based on actual survey of the portion being subdivided, certified by a NJ licensed surveyor. The remainder lot need not be based on an actual survey if the remainder lot can be further subdivided without a variance or waiver.
10				Sheet size either 15" x 21", 24" x 36" or 30" x 42".
11				Site Plan/Survey shall be prepared by a NJ Licensed architect, or NJ licensed engineer if application involves the location of proposed buildings and their relationship to the site and the immediate environs.
12				Site Plan/Survey shall be prepared by NJ licensed architect, NJ licensed planner or NJ licensed engineer if application involves the location of drives, parking layout, pedestrian circulation and means of ingress and egress.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
13				Site Plan/Survey shall be prepared by NJ Licensed engineer if application involves drainage facilities for site plans of ten (10) acres or more; or involving stormwater detention facilities; or traversed by a watercourse.
14				When more than one (1) sheet is required, an index sheet of the same dimensions shall be filed showing the entire subdivision on one (1) sheet and each separate sheet shall show references to the adjoining sheets, at a scale of not less than one (1") inch equals two hundred (200') feet and in compliance with the provisions of N.J.S.A. 46:23 et seq. (Map Filing Law) as amended.
<b>GENERAL INFORMATION:</b>				
15				Metes and bounds description of parcel in question based on current land survey information (on plat).
16				Property line shall be shown in degrees, minutes and seconds and feet.
17				Key map at same scale as tax map sheet showing location of tract to be considered in relation to surrounding area. Show all zone district lines and adjoining zones within five hundred (500') feet.
18				Title block containing name of applicant, preparer, tax map sheet, lot and block numbers, date prepared, date of last amendment and zoning district.
19				Each block and lot numbered in conformity with the Municipal tax map as determined by the Municipal Tax Assessor.
20				Scale of map, both written and graphic.
21				North arrow giving reference meridian.
22				Space for signatures of Chairman and Secretary of the Municipal Agency.
23				Names, lot and block numbers of all property owners within two hundred (200') feet of subject property.
24				All existing and proposed property lines within and immediately adjoining the tract and all lot lines to be eliminated. All lot lines based on survey shall be shown to one hundredth of a foot, bearings to at least ten (10) seconds and curve data with radius, central angle, and arc length.
25				Zoning district in which parcel is located, indicating all setbacks.
26				Acreage of affected parcel to the nearest thousandth of an acre (three (3) decimal places).
27				Number of lots following subdivision including areas in acres if one (1) acre or over or in square feet if under one acre.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
<b>NATURAL FEATURES</b> ( <i>Topography of the site and within two hundred (200') feet thereof.</i> )				
28				Contours to determine the natural drainage of the land shall be at ten (10') foot intervals.
29				Flood plains or flood hazard areas.
30				Natural and manmade watercourse, streams, shorelines and water boundaries and encroachment lines within two hundred (200') feet of portion to be subdivided.
31				Aquifer recharge areas, including safe sustained ground water yield within two hundred (200') feet.
32				Wooded areas indicating predominant species and size within two hundred (200') feet of portion to be subdivided.
33				Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
34				All areas to be disturbed by grading or construction.
35				Location of existing structures and the shortest distances from existing and proposed property lines.
36				Location and type of existing easements or rights of way including power lines.
37				Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other manmade installations affecting the tract.
38				Locations of existing wells and septic systems within two hundred (200') feet of new lots being created (including remainder lot unless remainder can be further subdivided).
39				When on-lot water and/or on-lot sewage disposal are proposed, the plat shall be accompanied by the results of all passing and failing percolation test(s) and soil log(s). The percolation test(s) and soil log(s) shall have been located on each proposed lot and at the proposed site, if possible, of the septic system. Appropriate additional locations in the leaching field within each site shall be accompanied by the approval of the appropriate Township and State agencies. The percolation test(s) and soil log(s) shall include all data required by Township and State agencies including but not limited to, the date of the test(s), the location of each test shown on the plat, cross section of the soil to a depth of at least ten (10') feet below finished grade, ground water level, the rate of percolation, the weather conditions prevailing at the time of the test(s) as well as the preceding twenty-four hours.
40				Location and description of monuments whether set or to be set.
41				Location, names and widths of all existing and proposed streets and roads on the property within two hundred (200') feet of the tract.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
42				Required road dedication.
<b>MISCELLANEOUS</b>				
43				Proposed sight easements where required.
44				Proposed drainage easements where required.
45				Natural resource inventory information including: a. Soil types as shown by the current Soil Conservation Survey maps. b. Soil depth to restrictive layers of soil. c. Soil depth to bedrock or ten (10') feet max. d. Permeability of the soil by layers. e. Height of soil water table and type of water table. f. Flood plain soil (status). g. Limitation for foundation. h. Limitation for septic tank absorption field where applicable. i. Limitation for local roads and streets. j. Agricultural classifications. k. Erosion hazard.
46				Landscaping plan including the types, quantity, size and location of all proposed plantings.
47				Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.
48				The purposes of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.
49				Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.
50				Lighting plan.

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

\_\_\_\_\_  
Engineer/Surveyor

\_\_\_\_\_  
Date

**LAND DEVELOPMENT  
CHECKLIST  
MINOR SUBDIVISION**

Note: See Subsection 19-1 of the Hope Township Land Development Ordinance for further details of submission requirements and procedures.

APPLICANT'S NAME \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
<b>GENERAL INFORMATION:</b>				
1				Denial from Zoning Officer -- 15 copies (if applicable).
2				Fifteen (15) copies of Application (Form #1).
3				Fifteen (15) copies of applicable checklists.
4				Fifteen (15) copies of the plan signed and sealed by a N.J. Professional Land Surveyor or N.J. Professional Engineer, as required, and folded into 8-1/2" x 11" with title block showing.
5				One (1) copy of Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date (Form #2).
6				One (1) copy of original certified list of property owners within 200' feet (Form #3) obtained from Tax Assessor.
7				One (1) copy of Affidavit of Proof of Service (Form #6) as well as white postage receipts and proof of publication.
8				Application Fee and Escrow Fees paid with two separate checks made payable to "Township of Hope".
<b>SITE PLAN/SURVEY TO INCLUDE THE FOLLOWING:</b>				
9				Site Plan/Survey to be clearly and legibly drawn at an accurate scale of not less than one (1") inch equals one hundred (100') feet and shall be based on actual survey of the portion being subdivided, certified by a NJ licensed surveyor. The remainder lot need not be based on an actual survey if the remainder lot can be further subdivided without a variance or waiver.
10				Sheet size either 15" x 21", 24" x 36" or 30" x 42".
11				Site Plan/Survey shall be prepared by a NJ Licensed architect, or NJ licensed engineer if application involves the location of proposed buildings and their relationship to the site and the immediate environs.
12				Site Plan/Survey shall be prepared by NJ licensed architect, NJ licensed planner or NJ licensed engineer if application involves the location of drives, parking layout, pedestrian circulation and means of ingress and egress.
13				Site Plan/Survey shall be prepared by NJ Licensed engineer if application involves drainage facilities for site plans of ten (10) acres or more; or involving stormwater detention facilities; or traversed by a watercourse.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
14				When more than one (1) sheet is required, an index sheet of the same dimensions shall be filed showing the entire subdivision on one (1) sheet and each separate sheet shall show references to the adjoining sheets, at a scale of not less than one (1") inch equals two hundred (200') feet and in compliance with the provisions of N.J.S.A. 46:23 et seq. (Map Filing Law) as amended.
<b>GENERAL INFORMATION:</b>				
15				Metes and bounds description of parcel in question based on current land survey information (on plat).
16				Property line shall be shown in degrees, minutes and seconds and feet.
17				Key map at same scale as tax map sheet showing location of tract to be considered in relation to surrounding area. Show all zone district lines and adjoining zones within five hundred (500') feet.
18				Title block containing name of applicant, preparer, tax map sheet, lot and block numbers, date prepared, date of last amendment and zoning district.
19				Each block and lot numbered in conformity with the Municipal tax map as determined by the Municipal Tax Assessor.
20				Scale of map, both written and graphic.
21				North arrow giving reference meridian.
22				Space for signatures of Chairman and Secretary of the Municipal Agency.
23				Names, lot and block numbers of all property owners within two hundred (200') feet of subject property.
24				All existing and proposed property lines within and immediately adjoining the tract and all lot lines to be eliminated. All lot lines based on survey shall be shown to one hundredth of a foot, bearings to at least ten (10) seconds and curve data with radius, central angle, and arc length.
25				Zoning district in which parcel is located, indicating all setbacks.
26				Acreage of affected parcel to the nearest thousandth of an acre (three (3) decimal places).
27				Number of lots following subdivision including areas in acres if one (1) acre or over or in square feet if under one acre.
28				The name, address, phone number and signature of the owner, subdivider and person preparing site plan.
<b>NATURAL FEATURES</b> ( <i>Topography of the site and within two hundred (200') feet thereof.</i> )				
29				Contours to determine the natural drainage of the land shall be at ten (10') foot intervals.
30				Flood plains or flood hazard areas.
31				Natural manmade watercourse, streams, shorelines and water boundaries and encroachment lines within two hundred (200') feet of portion to be subdivided.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
32				Aquifer recharge areas, including safe sustained ground water yield within two hundred (200') feet.
33				Wooded areas indicating predominant species and size within two hundred (200') feet of portion to be subdivided.
34				Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
35				All areas to be disturbed by grading or construction.
36				Location of existing structures and the shortest distances from existing and proposed property lines.
37				Location and type of existing easements or rights of way including power lines.
38				Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other manmade installations affecting the tract.
39				Location of existing wells and and septic systems within two hundred (200') feet of new lots being created (including remainder lot unless remainder can be further subdivided).
40				When on-lot water and/or on-lot sewage disposal are proposed, the plat shall be accompanied by the results of all passing and failing percolation test(s) and soil log(s). The percolation test(s) and soil log(s) shall have been located on each proposed lot and at the proposed site, if possible, of the septic system. Appropriate additional locations in the leaching field within each site shall be accompanied by the approval of the appropriate Township and State agencies. The percolation test(s) and soil log(s) shall include all data required by Township and State agencies including but not limited to, the date of the test(s), the location of each test shown on the plat, cross section of the soil to a depth of at least ten (10') feet below finished grade, ground water level, the rate of percolation, the weather conditions prevailing at the time of the test(s) as well as the preceding twenty-four hours.
41				Location and description of monuments whether set or to be set.
42				Location, names and widths of all existing and proposed streets and roads on the property within two hundred (200') feet of the tract.
43				Required road dedication.
<b>MISCELLANEOUS</b>				
44				Proposed sight easements where required.
45				Proposed drainage easements where required.
46				Natural resource inventory information including:
				a. Soil types as shown by the current Soil Conservation Survey maps.
				b. Soil depth to restrictive layers of soil.
				c. Soil depth to bedrock or ten (10') feet max.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
				d. Permeability of the soil by layers.
				e. Height of soil water table and type of water table.
				f. Flood plain soil (status).
				g. Limitation for foundation.
				h. Limitation for septic tank absorption field where applicable.
				i. Limitation for local roads and streets.
				j. Agricultural classifications.
				k. Erosion hazard.
47				Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.
48				The purposes of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.
49				Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

\_\_\_\_\_  
Engineer/Surveyor

\_\_\_\_\_  
Date

**LAND DEVELOPMENT  
CHECKLIST  
PRELIMINARY SITE PLAN**

Note: See Subsection 18-1 of the Hope Township Land Development Ordinance for further details of submission requirements and procedures.

APPLICANT'S NAME \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
<b>GENERAL INFORMATION:</b>				
1				Denial from Zoning Officer – 15 copies (if applicable).
2				Fifteen (15) copies of Application (Form #1).
3				Fifteen (15) copies of applicable checklists.
4				Fifteen (15) copies of the plan signed and sealed by a N.J. Professional Land Surveyor or N.J. Professional Engineer, as required, and folded into 8-1/2" x 11" with title block showing.
5				One (1) copy of Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date (Form #2).
6				One (1) copy of original certified list of property owners within 200' feet (Form #3) obtained from Tax Assessor.
7				One (1) copy of Affidavit of Proof of Service (Form #6) as well as white postage receipts and proof of publication.
8				Application Fee and Escrow Fees paid with two separate checks made payable to "Township of Hope".
<b>SITE PLAN/SURVEY TO INCLUDE THE FOLLOWING:</b>				
9				Site Plan/Survey to be clearly and legibly drawn at an accurate scale of not less than one (1") inch equals one hundred (100') feet and shall be based on actual survey of the portion being subdivided, certified by a NJ licensed surveyor. The remainder lot need not be based on an actual survey if the remainder lot can be further subdivided without a variance or waiver.
10				Sheet size either 15" x 21", 24" x 36" or 30" x 42".
11				Site Plan/Survey shall be prepared by a NJ Licensed architect, or NJ licensed engineer if application involves the location of proposed buildings and their relationship to the site and the immediate environs.
12				Site Plan/Survey shall be prepared by NJ licensed architect, NJ licensed planner or NJ licensed engineer if application involves the location of drives, parking layout, pedestrian circulation and means of ingress and egress.
13				Site Plan/Survey shall be prepared by NJ Licensed engineer if application involves drainage facilities for site plans of ten (10) acres or more; or involving stormwater detention facilities; or traversed by a watercourse.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
14				When more than one (1) sheet is required, an index sheet of the same dimensions shall be filed showing the entire subdivision on one (1) sheet and each separate sheet shall show references to the adjoining sheets, at a scale of not less than one (1") inch equals two hundred (200') feet and in compliance with the provisions of N.J.S.A. 46:23 et seq. (Map Filing Law) as amended.
<b>GENERAL INFORMATION:</b>				
15				Metes and bounds description of parcel in question based on current land survey information (on plat).
16				Property line shall be shown in degrees, minutes and seconds and feet.
17				Key map at same scale as tax map sheet showing location of tract to be considered in relation to surrounding area. Show all zone district lines and adjoining zones within five hundred (500') feet.
18				Title block containing name of applicant, preparer, tax map sheet, lot and block numbers, date prepared, date of last amendment and zoning district.
19				Each block and lot numbered in conformity with the Municipal tax map as determined by the Municipal Tax Assessor.
20				Scale of map, both written and graphic.
21				North arrow giving reference meridian.
22				Space for signatures of Chairman and Secretary of the Municipal Agency.
23				Names, lot and block numbers of all property owners within two hundred (200') feet of subject property.
24				All existing and proposed property lines within and immediately adjoining the tract and all lot lines to be eliminated. All lot lines based on survey shall be shown to one hundredth of a foot, bearings to at least ten (10) seconds and curve data with radius, central angle, and arc length.
25				Zoning district in which parcel is located, indicating all setbacks.
26				Lot coverage, height, floor area ratio and density, both as to required and proposed. Indicate the above both written and graphically.
27				Acreage of affected parcel to the nearest thousandth of an acre (three (3) decimal places).
28				The name, address, phone number and signature of the owner, subdivider and person preparing site plan.
<b>NATURAL FEATURES</b> ( <i>Topography of the site and within two hundred (200') feet thereof.</i> )				
29				Contours to determine the natural drainage of the land. Intervals shall be up to ten (10%) percent grade – two (2') feet, over ten (10%) percent grade – five (5') feet.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
30				Cliffs and rock outcroppings.
31				Flood plains or flood hazard areas.
32				Natural manmade watercourse, streams, shorelines and water boundaries and encroachment lines within two hundred (200') feet of portion to be subdivided.
33				Aquifer recharge areas, including safe sustained ground water yield within two hundred (200') feet.
34				Wooded areas indicating predominant species and size within two hundred (200') feet of portion to be subdivided.
35				Location of trees twelve (12") inches or more in diameter, as measured one (1') foot above ground level, outside of wooded area, designating species of each.
36				Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
37				All areas to be disturbed by grading or construction.
38				Location of existing structures and the shortest distances from existing and proposed property lines.
39				Location and type of existing easements or rights of way including power lines.
40				Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other manmade installations affecting the tract.
41				Location of existing wells and septic systems within two hundred (200') feet of new lots being created (including remainder lot unless remainder can be further subdivided).
42				When on-lot water and/or on-lot sewage disposal are proposed, the plat shall be accompanied by the results of all passing and failing percolation test(s) and soil log(s). The percolation test(s) and soil log(s) shall have been located on each proposed lot and at the proposed site, if possible, of the septic system. Appropriate additional locations in the leaching field within each site shall be accompanied by the approval of the appropriate Township and State agencies. The percolation test(s) and soil log(s) shall include all data required by Township and State agencies including but not limited to, the date of the test(s), the location of each test shown on the plat, cross section of the soil to a depth of at least ten (10') feet below finished grade, ground water level, the rate of percolation, the weather conditions prevailing at the time of the test(s) as well as the preceding twenty-four hours.
43				Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.
44				Location and description of monuments whether set or to be set.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
45				Location, names and widths of all existing and proposed streets and roads on the property within two hundred (200') feet of the tract.
46				Required road dedication.
47				Road orientation (as it relates to energy conservation).
48				Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.
<b>MISCELLANEOUS</b>				
49				Proposed sight easements where required.
50				Proposed drainage easements where required.
51				Natural resource inventory information including: a. Soil types as shown by the current Soil Conservation Survey maps. b. Soil depth to restrictive layers of soil. c. Soil depth to bedrock or ten (10') feet max. d. Permeability of the soil by layers. e. Height of soil water table and type of water table. f. Flood plain soil (status). g. Limitation for foundation. h. Limitation for septic tank absorption field where applicable. i. Limitation for local roads and streets. j. Agricultural classifications. k. Erosion hazard.
52				Landscaping plan including the types, quantity, size and location of all proposed plantings.
53				Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.
54				Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.
55				The purposes of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.
56				Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.
57				Lighting plan.

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

\_\_\_\_\_  
Engineer/Surveyor

\_\_\_\_\_  
Date

**LAND DEVELOPMENT  
CHECKLIST  
FINAL SITE PLAN**

Note: See Subsection 18-1 of the Hope Township Land Development Ordinance for further details of submission requirements and procedures.

APPLICANT'S NAME \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
<b>GENERAL INFORMATION:</b>				
1				Denial from Zoning Officer -- 15 copies (if applicable).
2				Fifteen (15) copies of Application (Form #1).
3				Fifteen (15) copies of applicable checklists.
4				Fifteen (15) copies of the plan signed and sealed by a N.J. Professional Land Surveyor or N.J. Professional Engineer, as required, and folded into 8-1/2" x 11" with title block showing.
5				One (1) copy of Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date (Form #2).
6				One (1) copy of original certified list of property owners within 200' feet (Form #3) obtained from Tax Assessor.
7				One (1) copy of Affidavit of Proof of Service (Form #6) as well as white postage receipts and proof of publication.
8				Application Fee and Escrow Fees paid with two separate checks made payable to "Township of Hope".
<b>SITE PLAN/SURVEY TO INCLUDE THE FOLLOWING:</b>				
9				Site Plan/Survey to be clearly and legibly drawn at an accurate scale of not less than one (1") inch equals one hundred (100') feet and shall be based on actual survey of the portion being subdivided, certified by a NJ licensed surveyor. The remainder lot need not be based on an actual survey if the remainder lot can be further subdivided without a variance or waiver.
10				Sheet size either 15" x 21", 24" x 36" or 30" x 42".
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12				Site Plan/Survey shall be prepared by NJ licensed architect, NJ licensed planner or NJ licensed engineer if application involves the location of drives, parking layout, pedestrian circulation and means of ingress and egress.
13				Site Plan/Survey shall be prepared by NJ Licensed engineer if application involves drainage facilities for site plans of ten (10) acres or more; or involving stormwater detention facilities; or traversed by a watercourse.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
14				When more than one (1) sheet is required, an index sheet of the same dimensions shall be filed showing the entire subdivision on one (1) sheet and each separate sheet shall show references to the adjoining sheets, at a scale of not less than one (1") inch equals two hundred (200') feet and in compliance with the provisions of N.J.S.A. 46:23 et seq. (Map Filing Law) as amended.
<b>GENERAL INFORMATION:</b>				
15				Metes and bounds description of parcel in question based on current land survey information (on plat).
16				Property line shall be shown in degrees, minutes and seconds and feet.
17				Key map at same scale as tax map sheet showing location of tract to be considered in relation to surrounding area. Show all zone district lines and adjoining zones within five hundred (500') feet.
18				Title block containing name of applicant, preparer, tax map sheet, lot and block numbers, date prepared, date of last amendment and zoning district.
19				Each block and lot numbered in conformity with the Municipal tax map as determined by the Municipal Tax Assessor.
20				Scale of map, both written and graphic.
21				North arrow giving reference meridian.
22				Space for signatures of Chairman and Secretary of the Municipal Agency.
23				Names, lot and block numbers of all property owners within two hundred (200') feet of subject property.
24				All existing and proposed property lines within and immediately adjoining the tract and all lot lines to be eliminated. All lot lines based on survey shall be shown to one hundredth of a foot, bearings to at least ten (10) seconds and curve data with radius, central angle, and arc length.
25				Zoning district in which parcel is located, indicating all setbacks.
26				Lot coverage, height, floor area ratio and density, both as to required and proposed. Indicate the above both written and graphically.
27				Acreage of affected parcel to the nearest thousandth of an acre (three (3) decimal places).
28				The name, address, phone number and signature of the owner, subdivider and person preparing site plan.
<b>NATURAL FEATURES (Topography of the site and within two hundred (200') feet thereof.)</b>				
29				Contours to determine the natural drainage of the land. Intervals shall be up to ten (10%) percent grade – two (2') feet, over ten (10%) percent grade – five (5') feet.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
30				Flood plains or flood hazard areas.
31				Natural manmade watercourse, streams, shorelines and water boundaries and encroachment lines within two hundred (200') feet of portion to be subdivided.
32				Location of existing structures and the shortest distances from existing and proposed property lines.
33				Location and type of existing easements or rights of way including power lines.
34				Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other manmade installations affecting the tract.
35				Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.
36				Location and description of monuments whether set or to be set.
37				Location, names and widths of all existing and proposed streets and roads on the property within two hundred (200') feet of the tract.
38				Required road dedication.
39				Road orientation (as it relates to energy conservation).
<b>MISCELLANEOUS</b>				
40				Proposed sight easements where required.
41				Proposed drainage easements where required.
42				Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

\_\_\_\_\_  
Engineer/Surveyor

\_\_\_\_\_  
Date

**LAND DEVELOPMENT  
CHECKLIST  
PRELIMINARY MAJOR SUBDIVISION**

Note: See Subsection 19-1 of the Hope Township Land Development Ordinance for further details of submission requirements and procedures.

APPLICANT'S NAME \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
<b>GENERAL INFORMATION:</b>				
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8				Application Fee and Escrow Fees paid with two separate checks made payable to "Township of Hope".
<b>SITE PLAN/SURVEY TO INCLUDE THE FOLLOWING:</b>				
9				Site Plan/Survey to be clearly and legibly drawn at an accurate scale of not less than one (1") inch equals one hundred (100') feet and shall be based on actual survey of the portion being subdivided, certified by a NJ licensed surveyor. The remainder lot need not be based on an actual survey if the remainder lot can be further subdivided without a variance or waiver.
10				Sheet size either 15" x 21", 24" x 36" or 30" x 42".
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12				Site Plan/Survey shall be prepared by NJ licensed architect, NJ licensed planner or NJ licensed engineer if application involves the location of drives, parking layout, pedestrian circulation and means of ingress and egress.
13				Site Plan/Survey shall be prepared by NJ Licensed engineer if application involves drainage facilities for site plans of ten (10) acres or more; or involving stormwater detention facilities; or traversed by a watercourse.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
14				When more than one (1) sheet is required, an index sheet of the same dimensions shall be filed showing the entire subdivision on one (1) sheet and each separate sheet shall show references to the adjoining sheets, at a scale of not less than one (1") inch equals two hundred (200') feet and in compliance with the provisions of N.J.S.A. 46:23 et seq. (Map Filing Law) as amended.
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15				Metes and bounds description of parcel in question based on current land survey information (on plat).
16				Property line shall be shown in degrees, minutes and seconds and feet.
17				Key map at same scale as tax map sheet showing location of tract to be considered in relation to surrounding area. Show all zone district lines and adjoining zones within five hundred (500') feet.
18				Title block containing name of applicant, preparer, tax map sheet, lot and block numbers, date prepared, date of last amendment and zoning district.
19				Each block and lot numbered in conformity with the Municipal tax map as determined by the Municipal Tax Assessor.
20				Scale of map, both written and graphic.
21				North arrow giving reference meridian.
22				Space for signatures of Chairman and Secretary of the Municipal Agency.
23				Names, lot and block numbers of all property owners within two hundred (200') feet of subject property.
24				All existing and proposed property lines within and immediately adjoining the tract and all lot lines to be eliminated. All lot lines based on survey shall be shown to one hundredth of a foot, bearings to at least ten (10) seconds and curve data with radius, central angle, and arc length.
25				Zoning district in which parcel is located, indicating all setbacks.
26				Acreage of affected parcel to the nearest thousandth of an acre (three (3) decimal places).
27				Number of lots following subdivision including areas in acres if one (1) acre or over or in square feet if under one acre.
28				The name, address, phone number and signature of the owner, subdivider and person preparing site plan.
<b>NATURAL FEATURES</b> ( <i>Topography of the site and within two hundred (200') feet thereof.</i> )				
29				Contours to determine the natural drainage of the land. Intervals shall be up to ten (10%) percent grade – two (2') feet, over ten (10%) percent grade – five (5') feet.
30				Cliffs and rock outcroppings.
31				Flood plains or flood hazard areas.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
32				Natural manmade watercourse, streams, shorelines and water boundaries and encroachment lines within two hundred (200') feet of portion to be subdivided.
33				Aquifer recharge areas, including safe sustained ground water yield within two hundred (200') feet.
34				Wooded areas indicating predominant species and size within two hundred (200') feet of portion to be subdivided.
35				Location of trees twelve (12") inches or more in diameter, as measured one (1') foot above ground level, outside of wooded area, designating species of each.
36				Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
37				All existing and proposed watercourses (including lakes, ponds, aquifers, marsh areas) shall be shown and accompanied by the following:
				A. When a running stream with a drainage area of one-half (1/2) square mile or greater is proposed for alteration or relocation, or when a structure or fill is proposed over, under, in or along such running stream, evidence of approval, required alterations, lack of jurisdiction, or denial of the improvements by the NJ Division of Water Resources shall accompany subdivision.
				B. Cross-sections and profiles of watercourses at a scale of one (1") inch equals five (5') feet showing the extent of floodway and flood hazard area, top of bank, normal water level and bottom elevations at the following locations:
				1. At fifty (50') foot intervals for a distance of five hundred (500') feet upstream and downstream of any proposed culvert or bridge within the subdivision and/or within one thousand (1,000') feet downstream of the subdivision.
				2. At fifty (50') foot intervals for a distance of three hundred (300') feet upstream and downstream of any point in juncture of two (2) or more watercourses within the subdivision and/or one thousand (1,000') feet downstream of the subdivision.
				3. At a maximum of five hundred (500') foot intervals but no less than two (2) locations, along each watercourse which runs through or within five hundred (500') feet of the subdivision.
				4. At any point where a watercourse crosses a boundary of the subdivision.
				5. When ditches, streams, brooks or watercourses are to be altered, improved or relocated, the method of stabilizing slopes and measures to control erosion and the siltation as well as typical ditch sections and profiles shall be shown on the plat or accompany it.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
				C. The total acreage in the drainage basin of any watercourse running through or adjacent to a subdivision in the area upstream of the subdivision.
				D. The total acreage in the drainage basin to the nearest downstream drainage structure and the acreage of that portion of the subdivision that drains to the structure.
				E. The location and extent of drainage and conservation easements and stream encroachment lines.
				F. The location, extent and water level elevation of all existing or proposed lakes or ponds within or adjacent to the subdivision.
				G. The plans and computations for any storm drainage systems, including all existing or proposed storm sewer lines within or adjacent to the subdivision showing size and profile of the lines, direction of the flow and the location of each catch basin, inlet, manhole, culvert and headwall.
				H. The plans and computations for any drainage system including the location and extent of any proposed dry wells, ground water recharge basins, retention basins, detention basins, flood control devices, sedimentation basins and other water conservation devices.
38				All areas to be disturbed by grading or construction.
39				Location of existing structures and the shortest distances from existing and proposed property lines.
40				Location and type of existing easements or rights of way including power lines.
41				Location of existing railroads, bridges, culverts, drainage pipes, water and sewer mains and other manmade installations affecting the tract.
42				Location of existing wells and septic systems within two hundred (200') feet of new lots being created (including remainder lot unless remainder can be further subdivided).
43				When on-lot water and/or on-lot sewage disposal are proposed, the plat shall be accompanied by the results of all passing and failing percolation test(s) and soil log(s). The percolation test(s) and soil log(s) shall have been located on each proposed lot and at the proposed site, if possible, of the septic system. Appropriate additional locations in the leaching field within each site shall be accompanied by the approval of the appropriate Township and State agencies. The percolation test(s) and soil log(s) shall include all data required by Township and State agencies including but not limited to, the date of the test(s), the location of each test shown on the plat, cross section of the soil to a depth of at least ten (10') feet below finished grade, ground water level, the rate of percolation, the weather conditions prevailing at the time of the test(s) as well as the preceding twenty-four hours.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
44				Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.
45				If service will be provided by an existing utility company, a letter from the company shall be submitted stating that service will be available before the occupancy of any proposed structures.
46				Location and description of monuments whether set or to be set.
47				Location, names and widths of all existing and proposed streets and roads on the property within three hundred (300') feet of the tract.
48				Required road dedication.
49				Road orientation (as it relates to energy conservation).
50				Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.
51				Plans, cross-sections, center line profiles, tentative grades and details of all proposed streets and of the existing streets abutting the subdivision based on the vertical datum specified by the Township Engineer together with full information as to the disposal of surface drainage and including plans, cross-sections and profiles of curbing, sidewalks, storm and drainage structures. Typical street cross-sections shall indicate type of and width of pavement and the location of curbs, sidewalks and shade plantings. At intersection, the sight triangles, radii or curblines and street sign locations shall be clearly indicated.
<b>MISCELLANEOUS</b>				
52				Proposed sight easements where required.
53				Proposed drainage easements where required.
54				Natural resource inventory information including:
				a. Soil types as shown by the current Soil Conservation Survey maps.
				b. Soil depth to restrictive layers of soil.
				c. Soil depth to bedrock or ten (10') feet max.
				d. Permeability of the soil by layers.
				e. Height of soil water table and type of water table.
				f. Flood plain soil (status).
				g. Limitation for foundation.
				h. Limitation for septic tank absorption field where applicable.
				i. Limitation for local roads and streets.
				j. Agricultural classifications.
				k. Erosion hazard.
55				Landscaping plan including the types, quantity, size and location of all proposed plantings.
56				Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
57				Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.
58				The purposes of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.
59				Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.
60				Lighting plan.
61				Consideration for fire protection should be considered and reviewed with local Fire Department.

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

\_\_\_\_\_  
Engineer/Surveyor

\_\_\_\_\_  
Date

**LAND DEVELOPMENT  
CHECKLIST  
FINAL MAJOR SUBDIVISION**

Note: See Subsection 19-1 of the Hope Township Land Development Ordinance for further details of submission requirements and procedures.

APPLICANT'S NAME \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

SUBMISSION DATE \_\_\_\_\_

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
<b>GENERAL INFORMATION:</b>				
1				Denial from Zoning Officer – 15 copies (if applicable).
2				Fifteen (15) copies of Application (Form #1).
3				Fifteen (15) copies of applicable checklists.
4				Fifteen (15) copies of the plan signed and sealed by a N.J. Professional Land Surveyor or N.J. Professional Engineer, as required, and folded into 8-1/2" x 11" with title block showing.
5				One (1) copy of Certification from Tax Collector or Municipal Clerk that all taxes and assessments are paid to date (Form #2).
6				One (1) copy of original certified list of property owners within 200' feet (Form #3) obtained from Tax Assessor.
7				One (1) copy of Affidavit of Proof of Service (Form #6) as well as white postage receipts and proof of publication.
8				Application Fee and Escrow Fees paid with two separate checks made payable to "Township of Hope".
<b>SITE PLAN/SURVEY TO INCLUDE THE FOLLOWING:</b>				
9				Site Plan/Survey to be clearly and legibly drawn at an accurate scale of not less than one (1") inch equals one hundred (100') feet and shall be based on actual survey of the portion being subdivided, certified by a NJ licensed surveyor. The remainder lot need not be based on an actual survey if the remainder lot can be further subdivided without a variance or waiver.
10				Sheet size either 15" x 21", 24" x 36" or 30" x 42".
11				Site Plan/Survey shall be prepared by a NJ Licensed architect, or NJ licensed engineer if application involves the location of proposed buildings and their relationship to the site and the immediate environs.
12				Site Plan/Survey shall be prepared by NJ licensed architect, NJ licensed planner or NJ licensed engineer if application involves the location of drives, parking layout, pedestrian circulation and means of ingress and egress.
13				Site Plan/Survey shall be prepared by NJ Licensed engineer if application involves drainage facilities for site plans of ten (10) acres or more; or involving stormwater detention facilities; or traversed by a watercourse.

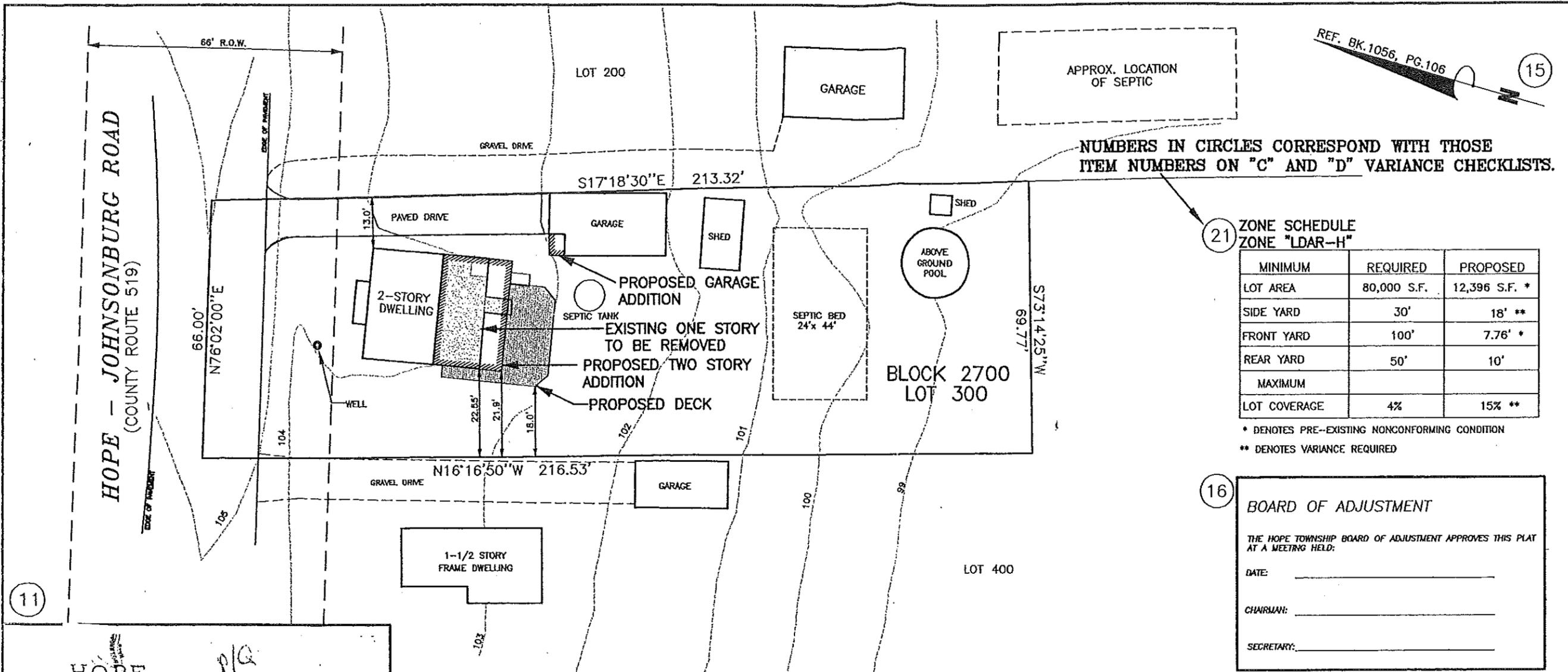
Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
14				When more than one (1) sheet is required, an index sheet of the same dimensions shall be filed showing the entire subdivision on one (1) sheet and each separate sheet shall show references to the adjoining sheets, at a scale of not less than one (1") inch equals two hundred (200') feet and in compliance with the provisions of N.J.S.A. 46:23 et seq. (Map Filing Law) as amended.
<b>GENERAL INFORMATION:</b>				
15				Metes and bounds description of parcel in question based on current land survey information (on plat).
16				Property line shall be shown in degrees, minutes and seconds and feet.
17				Key map at same scale as tax map sheet showing location of tract to be considered in relation to surrounding area. Show all zone district lines and adjoining zones within five hundred (500') feet.
18				Title block containing name of applicant, preparer, tax map sheet, lot and block numbers, date prepared, date of last amendment and zoning district.
19				Each block and lot numbered in conformity with the Municipal tax map as determined by the Municipal Tax Assessor.
20				Scale of map, both written and graphic.
21				North arrow giving reference meridian.
22				Space for signatures of Chairman and Secretary of the Municipal Agency.
23				Names, lot and block numbers of all property owners within two hundred (200') feet of subject property.
24				All existing and proposed property lines within and immediately adjoining the tract and all lot lines to be eliminated. All lot lines based on survey shall be shown to one hundredth of a foot, bearings to at least ten (10) seconds and curve data with radius, central angle, and arc length.
25				Acreage of affected parcel to the nearest thousandth of an acre (three (3) decimal places).
26				Number of lots following subdivision including areas in acres if one (1) acre or over or in square feet if under one acre.
27				The name, address, phone number and signature of the owner, subdivider and person preparing site plan.
28				The final plat shall show the same information required for preliminary approval in addition to the following:
				A. Cross section, profiles and established grades of all streets as approved by the Township Engineer.
				B. Plans and profiles of all storm and sanitary sewers and water mains as approved by the Township Engineer.

Item #	Complies	Does Not Comply	Waiver Requested	Item of Information Required by the Land Development Ordinance
				C. Location and description of all monuments as required with at least one corner of the subdivision tied into NJ Grid Coordinate System benchmark(s) with data on the plat as to how the bearings are determined. All dimensions, angles, bearings given on the map must be referred to at least two (2) monuments not less than three hundred (300') feet apart which shall be indicated on the map.
<b>NATURAL FEATURES</b> ( <i>Topography of the site and within two hundred (200') feet thereof.</i> )				
29				Flood plains or flood hazard areas.
30				Natural manmade watercourse, streams, shorelines and water boundaries and encroachment lines within two hundred (200') feet of portion to be subdivided.
31				All existing and proposed watercourses (including lakes, ponds, aquifers, marsh areas) shall be shown and accompanied by the following: A. The location and extent of drainage and conservation easements and stream encroachment lines.
32				Location of existing structures and the shortest distances from existing and proposed property lines.
33				Location and type of existing easements or rights of way including power lines.
34				Location of existing railroads, bridges, culverts, drainage pipes, water and sewer mains and other manmade installations affecting the tract.
35				Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.
36				Location and description of monuments whether set or to be set.
37				Location, names and widths of all existing and proposed streets and roads on the property within two hundred (200') feet of the tract.
38				Required road dedication.
39				Road orientation (as it relates to energy conservation).
<b>MISCELLANEOUS</b>				
40				Proposed sight easements where required.
41				Proposed drainage easements where required.
42				Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.
43				Consideration for fire protection should be considered and reviewed with local Fire Department.

I certify that the above checklist items have been accurately shown on the drawings and other application documents submitted with this application.

\_\_\_\_\_  
Engineer/Surveyor

\_\_\_\_\_  
Date



NUMBERS IN CIRCLES CORRESPOND WITH THOSE ITEM NUMBERS ON "C" AND "D" VARIANCE CHECKLISTS.

21 ZONE SCHEDULE  
ZONE "LDAR-H"

	MINIMUM	REQUIRED	PROPOSED
LOT AREA		80,000 S.F.	12,396 S.F. *
SIDE YARD		30'	18' **
FRONT YARD		100'	7.76' *
REAR YARD		50'	10'
MAXIMUM			
LOT COVERAGE		4%	15% **

\* DENOTES PRE-EXISTING NONCONFORMING CONDITION  
\*\* DENOTES VARIANCE REQUIRED

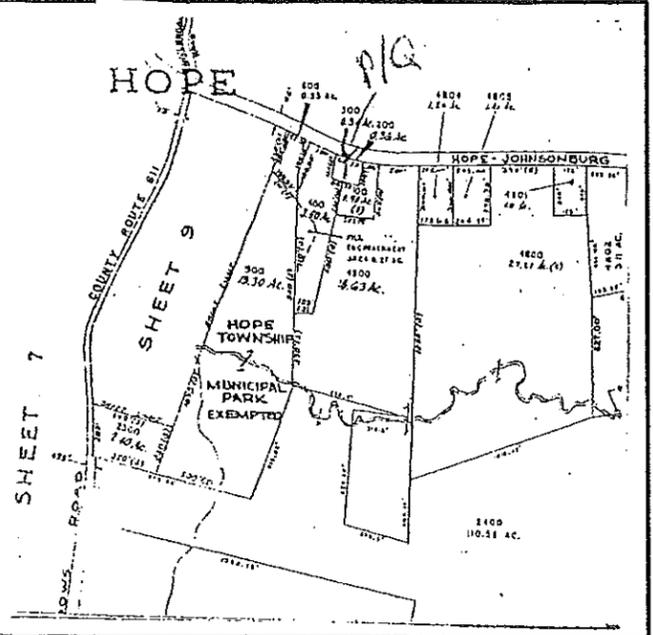
16 BOARD OF ADJUSTMENT

THE HOPE TOWNSHIP BOARD OF ADJUSTMENT APPROVES THIS PLAT AT A MEETING HELD:

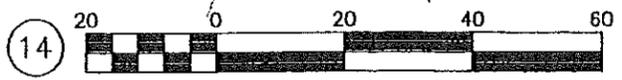
DATE: \_\_\_\_\_

CHAIRMAN: \_\_\_\_\_

SECRETARY: \_\_\_\_\_



KEY MAP - TAX MAP 1"=400'



Scale 1" = 20'

17 LOT OWNERS WITHIN 200'

LOT	BLOCK	OWNER/ADDRESS
100	2700	NAME ADDRESS CITY, STATE, ZIP
200	2700	NAME ADDRESS CITY, STATE, ZIP
400	2700	NAME ADDRESS CITY, STATE, ZIP
600	2700	NAME ADDRESS CITY, STATE, ZIP
4900	2700	NAME ADDRESS CITY, STATE, ZIP
1202	3400	NAME ADDRESS CITY, STATE, ZIP
1203	3400	NAME ADDRESS CITY, STATE, ZIP
1300	3400	NAME ADDRESS CITY, STATE, ZIP

23 OWNER/APPLICANT  
JOHN & MARY SMITH  
PO BOX XYZ  
HOPE, NJ 07844

- NOTE:
- THIS MAP AND SURVEY WERE PREPARED FROM INFORMATION FURNISHED AND/OR OBTAINED TOGETHER WITH EVIDENCE FOUND ON THE GROUND AND IS SUBJECT TO SUCH STATE OF FACT THAT AN ACCURATE TITLE SEARCH MAY REVEAL.
  - SUBJECT TO ALL EASEMENTS, RESTRICTIONS, RIGHTS-OF-WAY, AND EXCEPTIONS OF RECORD.
  - LOCATION OF SUBSURFACE CONDITIONS SUCH AS UTILITIES, TANKS, DISPOSAL SYSTEMS, ETC. ARE NOT REPRESENTED HEREON.
  - NO CORNERS WERE SET.
  - WELL AND FOUR BED ROOM SEPTIC BED SHOWN WERE INSTALLED IN OCTOBER 1998 UNDER A PERMIT ISSUED BY THE WARREN COUNTY HEALTH DEPT.

12

NO.	DATE	REVISION DESCRIPTION
2	05/18/00	REVISE ZONE SCHEDULE.
1	04/18/00	REVISE ZONE DESIGNATION, KEY MAP AND ADJOINING OWNERS.

PLOT PLAN FOR PROPOSED ADDITION  
JOHN & MARY SMITH

TOWNSHIP: HOPE	COUNTY: WARREN	STATE: NEW JERSEY
BLOCK: 2700	TAX LOT: 300	TAX SHEET: 10

SCALE: 1"=20'  
SCALE IN FEET

JOB NO.: 00-132	MAP NO.: 00-132	DATE: FEBRUARY 5, 2000
DRAWN BY: G.W.	CHECKED BY: G.W.	

**THE X-Y-Z COMPANY**  
ENGINEERING & LAND SURVEYING  
P.O. BOX 123 · ANY TOWN, NEW JERSEY · (908) 555-1234

JOE SURVEYOR, P.L.S.  
N.J.P.L.S. LIC. NO. 12345