

**STAFFORD TOWNSHIP PLANNING BOARD  
DEVELOPMENT APPLICATION CHECKLIST**

	<u>Applicant Checklist</u>	<u>Office Checklist</u>
1. Appropriate Fees	_____	_____
2. 12 - Copies of Plans & one electronic copy	_____	_____
3. 12 - Copies of Development Application	_____	_____
4. 1 - Original & 1 - Copy of Tax Certification (Tax Collector’s Office)	_____	_____
5. 1 - Original & 1 - Copy of Notice of Fees & Agreement to Pay Same	_____	_____
6. 12 - Copies of Tax Map Sheet (Tax Assessor’s Office)	_____	_____
7. 1 - Original & 1 - Copy of Affidavit of Ownership	_____	_____
8. 1 - Original & 1 - Copy of Disclosure of Ownership (If Partnership, Corporation or Joint Venture)	_____	_____
9. 1 - Original & 1 - Copy of Affidavit of Non-Collusion	_____	_____
10. W-9 – Please sign in BLUE INK	_____	_____
11. 4 - Copies of Professionals List	_____	_____
12. Fee Breakdown	_____	_____
13. 2 - Copies of Pineland’s Letter if Applicable	_____	_____
14. 1 - Original & 1 - Copy Contribution Disclosure Statement	_____	_____

**SUBMITTED NO LESS THAN 3 DAYS PRIOR TO PUBLIC HEARING MEETING**

1 Copy of Affidavit of Proof of Service	_____	_____
1 Copy of Letter sent to property owner’s	_____	_____
Original List of Property Owners within 200’ Radius – including Utility Companies – Tax Assessor’s Office	_____	_____
CERTIFIED MAIL Receipts (originals) from Post Office, dated as least 10 days prior to hearing date.	_____	_____
Proof of Publication from <i>Newspaper</i> published at least 10 days prior to hearing date	_____	_____

**\*\*SEE ATTACHED RESOLUTION 1996-47 A \*\***  
**and 1995 DEVELOPER ESCROW STATUTE AMENDMENTS**

**UPON COMPLETION - Notice of Decision – to be published by applicant**

**CUT OFF DATE:**     ***A COMPLETE APPLICATION MUST BE SUBMITTED TWO (2) WEEKS PRIOR TO ANY BOARD MEETING, MEETING TIME: 7:00 PM \*\*\*APPLICANT MUST BE PRESENT AT MEETING UNLESS REPRESENTED BY AN ATTORNEY***  
***\*\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 11:00 PM \*\*\****

**NOTICE**

**IN THE EVENT THE APPLICATION FEE EXCEEDS THE FEE POSTED WITH THIS APPLICATION, IT IS FULLY UNDERSTOOD THE APPLICANT WILL BE BILLED FOR THE EXCESS AMOUNT.**

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

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Notary Public



**DISCLOSURE OF OWNERSHIP**

\_\_\_\_\_  
**NAME OF APPLICANT**

**APPLICANT IS:** Corporation\_\_\_\_\_ Partnership\_\_\_\_\_ Joint Venture\_\_\_\_\_

<u>Full Name of Individual Stockholder/Partner</u>	<u>Address of Individual Stockholder/Partner</u>	<u>Share % Owned</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

Number of Minority (less than 10%) owners not listed\_\_\_\_\_

- Notes:**
1. Attach additional sheets in this format if necessary.
  2. If corporation or partnership is shown as a greater than 10% owner, attach similar breakdown of (their) or (its) individual owners.





## **PROFESSIONALS**

**Include email addresses and fax numbers**

**APPLICANT:**      Name: \_\_\_\_\_  
                         Address: \_\_\_\_\_  
                         \_\_\_\_\_  
                         \_\_\_\_\_  
                         Telephone: \_\_\_\_\_

**ENGINEER:**      Name: \_\_\_\_\_  
                         Address: \_\_\_\_\_  
                         \_\_\_\_\_  
                         \_\_\_\_\_  
                         Telephone: \_\_\_\_\_

**ATTORNEY:**      Name: \_\_\_\_\_  
                         Address: \_\_\_\_\_  
                         \_\_\_\_\_  
                         \_\_\_\_\_  
                         Telephone: \_\_\_\_\_

**LANDSCAPE ARCHITECT:**      Name: \_\_\_\_\_  
                         Address: \_\_\_\_\_  
                         \_\_\_\_\_  
                         \_\_\_\_\_  
                         Telephone: \_\_\_\_\_

**PLANNER:**      Name: \_\_\_\_\_  
                         Address: \_\_\_\_\_  
                         \_\_\_\_\_  
                         \_\_\_\_\_  
                         Telephone: \_\_\_\_\_

**TYPE OF DEVELOPMENT: (Check one or more as applicable)**

\_\_\_\_\_ Minor Subdivision

\_\_\_\_\_ Major Subdivision

\_\_\_\_\_ Minor Site Plan

\_\_\_\_\_ Major Site Plan

**FEE BREAKDOWN**

PLEASE ITEMIZE APPROPRIATE FEES WHICH ARE BEING SUBMITTED BELOW:



### NOTICE OF HEARING

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

YOU ARE HEREBY NOTIFIED, as provided in the Municipal Land Use Law, that the Planning Board of the Township of Stafford, County of Ocean, State of New Jersey, will hold a hearing on \_\_\_\_\_ 20, \_\_ at 7:00 PM in the Township Municipal Building, 260 E. Bay Avenue, Manahawkin, New Jersey, to consider an application affecting the property whose street address is known as

\_\_\_\_\_,  
Block \_\_\_\_\_, Lot \_\_\_\_\_.

The conditions affecting this property and the reasons for the application being heard are as follows:

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

Applicant requests any other waivers or variances as may be required by the Board or its professionals at the time of the hearing.

The application forms and supporting documents are on file in the Department of Community Development, 260 E. Bay Avenue, Manahawkin, New Jersey, and may be inspected any workday between the hours of 8:30AM and 4:30PM. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

**APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**THIS NOTICE MUST BE SENT "CERTIFIED MAIL – RETURN RECEIPT REQUESTED"**

**NOTICE OF HEARING FOR PUBLICATION**

TO: Official Publication

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

TAKE NOTICE THAT the Planning Board of the Township of Stafford in the County of Ocean and State of New Jersey, will hold a hearing on \_\_\_\_\_ 20\_\_ at 7:00 PM in the Township Municipal Building at 260 E. Bay Avenue, Manahawkin, New Jersey, to consider an application affecting the property whose street address is known as \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_.

The conditions affecting this property and the reasons for the application being heard are as follows:

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

Applicant requests any other waivers or variances as may be required by the Board or its professionals at the time of the hearing.

The application forms and supporting documents are on file in the Department of Community Development, 260 E. Bay Avenue, Manahawkin, New Jersey, and may be inspected any workday between the house of 8:30AM and 4:30PM. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

This Notice is published in compliance with the Code of the Township of Stafford.

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

**NOTICE OF DECISION BY THE  
STAFFORD TOWNSHIP PLANNING BOARD**

On \_\_\_\_\_, the Stafford Township Planning Board granted (your name as it appears on the application to the board) the following relief for (block, lot and street address); (list subdivision approval in specific terms, such as “subdivision approval to divide lot 2 into lots 2.101 and 2.02”, or “a variance to permit a side setback of 25 feet where thirty feet is required,” or “design wavers to permit extra site lighting,” etc. The summary should be short but complete.) Documents and plans pertaining to this matter are available for public inspection at the Stafford Township Municipal Building, 260 East Bay Ave., Manahawkin, NJ 08050 during regular business days and hours.

(Your name and town of residence, street address and phone number are not necessary.)

**STAFFORD TOWNSHIP**  
**DEVELOPMENT REVIEW FEES**  
(From the Township Code, Article XI, 130-95)

**PAYMENTS MUST BE IN THE FORM OF A CHECK OR MONEY ORDER**  
**PAYABLE TO STAFFORD TOWNSHIP**

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**APPLICATION ADMINISTRATIVE FEE** (non-refundable) – **SEPARATE CHECK**  
(choose one fee which applies to your application)

All development applications	\$200.00
<u>Exceptions:</u>	
Major Site Plan/Major Subdivision	\$500.00
“C” variance in connection with existing single-family residential use	\$75.00
“C” variance for an accessory structure	\$25.00
Minor site plan	\$75.00
Extension of Preliminary/Final Approval	\$75.00
Pre-applications	\$25.00

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**COURT REPORTER - SEPARATE CHECK**

Residential “C” Variance	\$100.00
All other applications	\$200.00

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**THE FOLLOWING FEES MAY BE COMBINED IN ONE CHECK**

**SUBDIVISION**

Minor-Preliminary and Final plus per Lot	\$500.00 \$50.00
Major-Preliminary plus per Lot	\$1,500.00 \$50.00
Major Final-(50% of fees for Preliminary)	\$750.00

**SITE PLAN**

Minor-Preliminary and Final	\$850.00
Major-Preliminary plus per acre fee on any portion above one acre	\$1,500.00 \$500.00
Major Final-(50% of fees for Preliminary)	\$750.00

<b>EXTENSION OF PRELIMINARY/FINAL APPROVAL</b> (Escrow fee)	\$100.00
<b>VARIANCES</b>	
Hear and Decide Appeals	\$150.00
Interpretation of Zoning Regulations or Map	\$150.00
Hardship or Bulk Variance	\$200.00
Use Variance	\$500.00
<b>RESOLUTION PREPARATION</b>	\$100.00
<b>PRE-APPLICATIONS</b> (Escrow Fee)	\$225.00
<b>CONDITIONAL USE</b>	\$100.00
<b>CERTIFICATE OF SUBDIVISION</b>	\$25.00
<b>ZONING/CHANGE OF USE PERMIT</b>	\$25.00
<b>ENVIRONMENTAL REVIEW</b>	
(required on site plans and major subdivisions where wetlands are within 200 feet of the tract)	
A. Nonrefundable Administrative Fees	\$100.00
B. Environmental Fee	\$250.00

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The developer shall, upon filing an application, pay an escrow fee to the Township by check or money order, based on the schedule set forth above. Proposals involving more than one (1) application type shall pay a cost equaling the sum of the costs for the component elements of the plat. Proposals requiring a combination of approvals, such as subdivision, sit plan, and/or a variance, shall pay a cost equal to the sum of the cost for each element.

**RE-REVIEW FEES**

The fees paid under 130-95A (2), (3) and (5) are estimated to cover the costs incurred by the Board for the review of the initial application. Additional fees totaling 50% of the original fee shall be posted by the applicant for each plan review submitted after the original submission.

**RESOLUTION 1996-47-A**

**RESOLUTION OF THE STAFFORD TOWNSHIP PLANNING BOARD AS SAME PERTAINS TO N.J.S.A. 40:55D-12 ENTITLED NOTICE OF APPLICATIONS**

**WHEREAS**, the Municipal Land Use Law N.J.S.A. 40:55D-12 a. provides in pertinent part: Public notice shall be given by publication in the official newspaper of the municipality, if there be one, or in a newspaper of general circulation in the municipality, and

**WHEREAS**, applicants are therefore required by law to publish notice of their application for development as set forth above, and

**WHEREAS**, there is no newspaper designated as the Official Newspaper of Stafford Township, and

**WHEREAS**, all applications for development that are to be heard by the Planning Board and requiring such publication must be published in a newspaper of general circulation in the municipality in accordance with N.J.S.A. 40:55D-12, and

**WHEREAS**, the following newspapers appear to be generally circulated in the municipality: The Beacon; The Ocean County Observer; The Asbury Park Press and The Atlantic City Press, and

**WHEREAS**, the Board wishes to advise all applicants for development that in the past lawsuits have been filed against applicants for choosing to only advertise their required notice in either The Asbury Park Press or The Atlantic City Press, and

**WHEREAS**, arguments have been made that applicants can only provide primary notice in the Ocean County Observer if the applicant could not get the primary notice published in The Beacon, and

**WHEREAS**, while the Planning Board of Stafford Township offers no opinion, this information is being provided so that the applicants who are required to provide notice through publication in a newspaper will be on notice of such past challenges, now

**THEREFORE BE IT RESOLVED** by the Planning Board of Stafford Township that a certified copy of this resolution shall be provided to The Beacon; The Ocean County Observer; The Asbury Park Press and The Atlantic City Press now

**THEREFORE BE IT FURTHER RESOLVED** by the Planning Board of Stafford Township that this resolution shall be publicly posted in the Stafford Township Municipal Building and published in the The Beacon; The Ocean County Observer; The Asbury Park Press and The Atlantic City Press.

**CERTIFICATION**

The Undersigned Chairman and Secretary of the Stafford Township Planning Board Hereby Certify That the above amended Resolution is a True Copy.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date