



505A HOWARD STREET
RIVERTON, NEW JERSEY 08077

**APPLICATION AND CHECKLIST
WHEN APPLYING TO THE
PLANNING BOARD FOR A
MINOR SITE PLAN**

**CONTACT
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Office Hours: Wednesdays 5:00-6:00 PM



Application for Minor Site Plan Approval

Borough of Riverton

505A Howard Street

Riverton, NJ 08077

(856)829-0120

Please complete this form and required attachments and submit along with the Application Fee of \$50.00. (Make checks payable to "Borough of Riverton".)

Subject Property

Address: _____

Tax Map: Block: _____ Lot(s): _____

Lot Dimensions: Frontage: _____ Depth: _____ Total Area: _____

Existing Structure Dimensions: _____ x _____ Total Floor Area: _____

Present use of the premises: _____

Applicant

Applicant is a: Corporation Partnership Individual

Name: _____

Mail Address: _____

Phone/Fax/E-Mail: _____

If Corporation or Partnership:

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

If the Property Owner is other than the Applicant, provide the following information:

Property Owner's Name: _____

Mail Address: _____

Phone/Fax/E-Mail: _____

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

Proposed Use

Describe in detail (attach additional sheets as necessary):

Physical Changes Proposed for Premises (excl. signage)

Describe in detail (attach additional sheets as necessary):

Proposed Signage

Please attach a scale drawing of any proposed signage, indicating overall dimensions, location, materials, typographical style and method of lighting. Total signage area cannot exceed 30 s.f.

Taxes

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

Qualification for Minor Site Plan Review

Applicant certifies that

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

Applicant Certification

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant, or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation, or that I am a general partner of the Partnership applicant.

Signature

Date

Property Owner's Certification

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

Signature

Date



Minor Site Plan
Determination

Borough of Riverton
505A Howard Street
Riverton, NJ 08077
(856)829-0120

This Determination is to be completed by the Borough Zoning/Code Enforcement Officer and Planning Board Chair. It is to be attached to and made a part of the corresponding "Minor Site Plan Application".

Date of Application: _____

Subject Property

Address: _____

Tax Map: _____ Block: _____ Lot(s): _____

The Application is: Approved Denied

Describe specific conditions or provisos of approval: *(Certificate of Occupancy cannot be issued unless all conditions are met)*

An Approval is not valid unless signed and dated by the Chair of the Planning Board and the Zoning/Code Enforcement Officer, or their respective designees. This Approval will expire upon any change of use, ownership, proprietorship or occupancy of the premises. If the premises are not in conformance with the descriptions or provisos contained within the Application or this Approval, or if any representations made as a part of the Applications are found to be false, this Approval will expire immediately and a zoning code violation will be considered to exist.

Zoning/Code Enforcement Officer Date Planning Board Chair Date

Defining “Minor Site Plan Review”

Background

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

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

Basis for Waiver of Formal Site Plan Review

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

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

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

Minor Site Plan Review

The applicant will be required to complete an Application for Site Plan Waiver and submit it with the appropriate fee (\$50). The Officer and Chairman may request any additional information or detail permitted under §109 as they may feel necessary to fully

review the application. The Officer will certify to the applicant when the application is deemed complete, starting the 45-day clock for approvals defined in the ordinance.

There will be no notice requirements (i.e. §22-25) for Minor Site Plan Review, nor will presence of Counsel be required.

Approval after Minor Site Plan Review

The bases for approval during a Minor Site Plan Review will be the same as for a Formal Site Plan Review, including specifically §109-6 (“Guidelines for Review”) and all other applicable local and state land use law.

The Officer and Chairman may require that specific areas of the premises not presently in conformance with current statutes be brought up to code as a condition of approval.

Approval may also be conditioned by provisos which are necessary, in the judgment of the Officer and Chairman, to avoid or relieve impacts on the health, safety or welfare of the Borough of Riverton. The Official will certify compliance with all such provisos before a certificate of occupancy is issued or occupancy takes place.

Agreement of both the Officer and the Chairman is needed in order for Site Plan Approval to result, evidenced by the signatures of the Officer, Chairman, and the applicant (and owner, if different) on a Minor Site Plan Approval form.

Site Plan Approval resulting from a Minor Site Plan Review will have the full force and effect of an approval granted by the full Planning Board resulting from a Formal Site Plan Review.

**Riverton Borough Planning Board
Submission Requirements Checklist:**

Applicant: _____

Project Name: _____

Application Number: _____

TYPE OF APPLICATION

		Concept Plan	Conditional Use	Minor Site Plan	Minor Subdivision	Subdivision		Site Plan	
						Preliminary	Final	Preliminary	Final
1	Development Review Application	X	**	X	X	X	X	X	X
2	Affidavit of Ownership or Consent of Owner	X	**	X	X	X	X	X	X
3	Variance Application Form, if applicable	X	**	X	X	X	X	X	X
4	Application and Escrow Fees	X	**	X	X	X	X	X	X
5	Tax & Assessment Payment		**	X	X	X	X	X	X
6	Name & Address of Owner and Applicant		**	X	X	X	X	X	X
7	Title block denoting type of application, tax map sheet, County, Municipality, Block & Lot and street address		**	X	X	X	X	X	X
8	Key map from official tax map showing location of tract to surrounding streets, municipal boundaries, etc., within 1000'	(General) X	**	X	X	X	X	X	X
9	Schedule of required and proposed zone(s) requirements for lot area, frontage, setbacks, impervious coverage, parking, etc.		**	X	X	X	X	X	X
10	North arrow to top of sheet, scale and graphic scale		**	X	X	X	X	X	X
11	Signature for Board Chairman, Secretary, Engineer and Municipal Clerk		**	X	X	X	X	X	X

	Concept Plan	Conditional Use	Minor Site Plan	Minor Subdivision	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
12	Certification block as required by map filing law	**		X	X	X	X	X
13	Monumentation as required by map filing law	**		X		X		
14	Date of property survey	**	X	X	X	X	X	X
15	One (1) of four (4) standard sheet sizes as required by map filing law	**	X	X	X	X	X	X
16	Acreage of tract to nearest one tenth of an acre	**	X	X	X	X	X	X
17	Date of original/all revisions	X	**	X	X	X	X	X
18	Size and location of existing or proposed structures and their dimensioned setbacks	(General) X	**	X	X	X	X	X
19	Minimum zoning setbacks lines and lot frontage dimensions for principal buildings to be shown on all lots	X	**	X	X	X	X	X
20	Location and dimensions of any existing or proposed right-of-way and cartways	(General) X	**	X	X	X	X	X
21	All proposed lot lines and area of lots in square feet		X	X	X	X	X	X
22	Copy and plan delineation of any existing or proposed deed restrictions	(Existing) X	**	X	X	X	X	X
23	Any existing or proposed easement or land reserved or dedicated for public use	X	**	X	X	X	X	X
24	Plan delineation of any proposed development phasing		**		X	X	X	X
25	Property owners and lot lines within 200' and in correct scale to subject parcel		**	X	X	X	X	X
26	Existing streets, other rights-of-way or easements, water courses, wetlands, soils, floodplains, or other environmentally sensitive areas within 200' of tract	(General) X	**	(Within 50 feet) X	X	X	X	X
27	Topographical features of subject property		**		**		**	
28	Existing drainage system, including any larger tract of which the site is a part & drainage divide map		**		X	X	X	X

	Concept Plan	Conditional Use	Minor Site Plan	Minor Subdivision	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
29	Drainage calculations for all existing & proposed inlets, piping, swales & stormwater management facilities	**	X		X	X	X	X
30	Existing & proposed utilities: sanitary sewer, water, storm water management, cable and electric	**	X	X	X	X	X	X
31	Soil erosion and sediment control plan (as required by Soil Conservation District)	**	X		X	X	X	X
32	Construction details, road & paving cross-sections & profiles	**			X	X	X	X
33	Proposed street names	**			X	X	X	X
34	New block and lot numbers confirmed by tax assessor		X		X			
35	Lighting plan and details	**	X		X	X	X	X
36	Landscape plan and details	**	X		X	x	X	X
37	Location and details of site identification signs, traffic control signs & directional signs	**	X		X	X	X	X
38	Sight triangles	**	X		X	X	X	X
39	Vehicular & pedestrian circulation patters	(General) X	X		X	X	X	X
40	Parking plan indicating spaces, size & type, aisle width, internal collectors, curb cuts, drives & driveways & all ingress & egress areas with dimensions, if applicable		X				X	X
41	Preliminary architectural plan & elevations	**	X				X	
42	Traffic Impact Report		X		**		**	
43	Existing and proposed signs and/or fences, details, sign areas & locations must be shown	**	X	X	X	X	X	X
44	All applicable outside agency approvals including but not limited to County Planning Board, NJDEP, Soil Conservation District	**	X	X		X		X

	Concept Plan	Conditional Use	Minor Site Plan	Minor Subdivision	Subdivision		Site Plan	
					Preliminary	Final	Preliminary	Final
45	Public notice required (note: any application which requires a variance must provide public notice of the proposed application by publication within <u>The Burlington County Times</u> or other newspaper circulating within the Borough and by return receipt registered mail to each property owner within 200 feet of the applicants property; both notices need to be published and mailed no later than ten (10) days prior to the actual meeting date of the Planning Board scheduled to hear the application)	**	(When requesting a variance) X	(When requesting a variance) X	X		X	

**** Conditional use applications also must obtain site plan approval. If the development fits the description of a minor site plan, then those requirements should be followed. If it does not, then preliminary and final site plan requirements apply.**

NOTE: Wooded areas, significant trees and significant physical features should at a minimum be shown on the grading plan.

Special Notes:

- Land Applications can be rather complicated to prepare, present and defend before any planning board. So that each land use application is handled thoroughly and efficiently, the Riverton Borough Planning Board would to strongly recommend that each applicant seek professional advice prior to the submission of a land use application.
- Applicants are required to submit fifteen (15) copies of the application, plan(s) and other documents required to be submitted at the time of formal application within fifteen (15) days of the scheduled hearing.