

## INSTRUCTIONS FOR DEVELOPMENT APPLICATION

### TOWNSHIP OF MANSFIELD

#### General

These instructions are intended only as a guide for the applicant in the submission of a complete development application. They are not intended as a substitute for the appropriate development ordinances of the Township of Mansfield or the laws governing development of the State of New Jersey. In the event that these guidelines are deficient or are in conflict with any of the Township development ordinances or applicable statutes, those ordinances or statutes shall govern.

Attached to these instructions is a Development Application for the Township of Mansfield. The purpose of this application is to provide the Land Use Board with details concerning your development proposal. It is, therefore, important that you read these instructions fully and completely and understand them prior to completing the application.

All sections of the application must be completed. The information requested in Sections IV and VI should be provided with sufficient detail to allow the Land Use Board to understand the nature of the application or variance that you are requesting. If you need additional sheets to complete the answer fully, please attach those sheets to the Development Application.

Applications materials for variance, site plans or subdivisions or variances, are available at the Clerk's office in the Municipal Building or on our [website](#) under Board/Committees, Land Use Board, Forms and Document. In each of those applications you must provide the Board Clerk with all of the information that is requested for the type of application you intend to file. Every application that comes before the Mansfield Land Use Board must be determined to be complete. Such a determination is based upon a checklist. **If you are seeking a waiver of any of the items contained in the checklist, or you believe that those items are not applicable, you must make a written request providing the reason(s) for that waiver.**

All applications for development are subject to application fees and escrow deposit(s) which are listed in the Mansfield Township Ordinance section [360-22](#). The application fee(s) are required to cover the cost of administration of your application by the Board Office and are *non-refundable*. The escrow deposit(s) are to be used to cover the cost of the Township's Board consultants required to review your application. Any portion of the escrow deposit that is not used will be refunded to you upon written request at the conclusion of the project. An accounting of the escrow deposits can be requested at any time in writing to the Board clerk.

Upon the completion of the application and the preparation of the materials required in the appropriate checklist, you may file the **collated** application materials, together with the appropriate application fee(s) and escrow deposit(s), with the Board Clerk in the Clerk's Office in the Municipal Building. The application and escrow fees are to be supplied in two separate checks along with a W-9 which can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. The filed materials will be referred to the appropriate professional(s) for a determination as to whether or not the application is complete in

accordance with the checklist requirements. The materials must be received at least twenty-eight (28) days in advance of a Board meeting before it will be listed on a Board agenda. Once the application is deemed complete, the appropriate board will schedule the matter for a public hearing.

A hearing must be held on all applications to the Mansfield Township Land Use Board. Once a public hearing is scheduled, you may be required to provide notice in accordance with the requirements of the Municipal Land Use Law of the State of New Jersey. You may wish to consult an attorney to determine whether or not you are required to provide such notice and the time within which such notice must be made. If you fail to provide notice where required, your application will not be heard and may cause a delay in your project.

Within ten (10) days of the adoption of a memorializing Resolution the applicant shall publish a brief notice of the Board's decision in the official newspaper.

If you have any questions regarding this application process, feel free to ask the staff at the Land Use Board office. However, the Board office staff is not intended to provide you with legal, planning, or engineering advice. Professionals in those fields must provide those opinions. You may wish to consult appropriate professionals to assist you.

Land Use Board meetings are held on the third Monday of every month, unless otherwise indicated on the Township's calendar, at 7:30 PM.

#### **Application Submission:**

**A complete collated application must be submitted in its entirety including the following:**

- a. Eighteen (18) copies of the application forms and completed checklists.**
- b. Application fee(s) and escrow deposit(s) made payable to the Township of Mansfield.**  
**NOTE: Please submit two separate checks and W-9 form**
- c. Eighteen (18) copies of the plans.**
- d. Other documents necessary to demonstrate compliance with the Mansfield Township Code.**
- e. The Daily Record (dailyrecord.com/public-notices or [ganlegpubnotices2@gannett.com](mailto:ganlegpubnotices2@gannett.com)) is the Official Newspapers for legal notices**

For your convenience, we are attaching a copy of a notice that can be used should your application require notice. This package also includes a Service Notice Certification that should be completed and submitted to the Board Clerk in **the week prior** to the hearing.

PLEASE TAKE NOTICE that\_\_\_\_\_ [Insert Name of Applicant] \_\_\_\_\_

Has applied to the Land Use Board of the Township of Mansfield for a variance to permit\_\_\_\_\_.

[State in **Detail** the Nature of the Variance Being Applied for (use Zoning Application Denial for appropriate codes being violated)]

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Regarding the property known as Block\_\_\_\_\_ Lot\_\_\_\_\_  
commonly known as\_\_\_\_\_ [ Insert Street Address, if available] \_\_\_\_\_

A hearing before the Land Use Board has been scheduled for 7:30 PM on \_\_[Insert Date of Hearing]\_\_\_\_  
at the Municipal Building, 100 Port Murray Rd, Port Murray, NJ 07865. At which time you may appear to  
ask any questions or raise any objections to the granting of the variance requested.

The applicant also requests any variances, waivers, exceptions or other relief, as may be required to  
permit the proposed development or which may result from the recommendations of the Land Use  
Board in its review of the application.

The application, maps, and related information are available from the Land Use Board Agenda or at the  
office of the Board Clerk at the Municipal Building on 100 Port Murray Rd, Port Murray, NJ 07865  
between the hours of 9:00 AM and 5:00 PM, Monday through Friday.

**PLEASE TYPE OR PRINT**

**SERVICE OF NOTICE AFFIDAVIT**

I, \_\_\_\_\_, upon my oath depose and say that

(Insert Name of Person Mailing or Personally Serving Notice)

I served the attached notice on the following persons in the manner and on the dates listed below:

<b>NAME OF PERSONS SERVED</b>	<b>METHOD OF SERVICE</b>  (Insert Certified Mail or Personal Service Opposite Each Name)	<b>DATE OF SERVICE</b>  (Insert Date of Mailing, if by Certified Mail or Date of Physical Delivery to Person Opposite Each Name)

NOTE: If additional space is needed to list the names of persons served, attach an additional sheet.

Sworn and Subscribed to \_\_\_\_\_ before me

(Insert Name of Person Making Service)

on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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(Insert Name and Title of Person Administering the Oath)

Place seal of Notary Public unless person administering the oath is an Attorney at Law of New Jersey.

NOTE: A certified list of property owners affected by your variance application is available from the Tax Assessor at a nominal charge. If you obtain such a list, attach it to the affidavit together with evidence of mailing by certified mail (white slips) if service has been made by certified mail.

# DEVELOPMENT APPLICATION

TOWNSHIP OF MANSFIELD

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## I. GENERAL INFORMATION

A. Applicant: Name\_\_\_\_\_

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

City, State, Zip\_\_\_\_\_

Telephone/Email\_\_\_\_\_

B. Applicant Status:

☐ Individual(s)

☐ Partnership

☐ Corporation

☐ Other Specify:\_\_\_\_\_

C. If Applicant is a Partnership or Corporation, attach a list of the names of persons having a 10% interest or more in said partnership or Corporation.

☐ Check HERE if list is attached

D. Applicant relationship to property:

☐ Owner

☐ Lessee

☐ Under Contract

☐ Other Specify:\_\_\_\_\_

E. Property Owner (if other than Applicant):

Name\_\_\_\_\_

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

City, State, Zip\_\_\_\_\_

Email/Phone\_\_\_\_\_

F. Engineer/Land Surveyor:

Name\_\_\_\_\_

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

City, State, Zip\_\_\_\_\_

Email/Phone \_\_\_\_\_

G. Attorney:

Name\_\_\_\_\_

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

City, State, Zip\_\_\_\_\_

Email/Phone \_\_\_\_\_

## II. TYPE OF APPLICATION – check where appropriate

\_\_\_\_\_ Concept Review

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

### VARIANCES

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

\_\_\_\_\_ Use

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

\_\_\_\_\_ Bulk

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

\_\_\_\_\_ Interpretation

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

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

\_\_\_\_\_ Appeal from Admin Officers Decision

## III. PROPERTY DATA

A. STREET ADDRESS\_\_\_\_\_

B. BLOCK NUMBER\_\_\_\_\_ LOT NUMBER\_\_\_\_\_

C. The location of the property is approximately \_\_\_\_\_ feet from the intersection of \_\_\_\_\_ and \_\_\_\_\_.

D. Existing Use\_\_\_\_\_

E. Proposed Use\_\_\_\_\_

F. Zone District\_\_\_\_\_

G. Acreage of Entire Tract to be Subdivided\_\_\_\_\_

H. Proposed Number of Lots\_\_\_\_\_

I. Is the property located on a County of Warren Roadway? ☐ Yes ☐ No

J. Is the property located within 200' of a municipal boundary? ☐ Yes ☐ No

K. Was this property subject to a prior development application? ☐ Yes ☐ No

L. Is the property subject to any existing or proposed deed restriction, easements, rights of way, private roads, or other dedications? ☐ Yes ☐ No

If so, attach all relevant information.

☐ Check here if such information is attached

#### **IV. DEVELOPMENT PROPOSAL – Describe the nature of the application being sought, including on-site improvements**

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#### **V. SUBMISSIONS – List all maps, plats, sketches, and other exhibits accompanying this application:**

DESCRIPTION	DATE PREPARED	PREPARED BY



## VI. VARIANCES

Describe any proposed variances requested, detail and/or location, proposed block and lot and the specific section (s) of the Zoning Ordinance of the Township of Mansfield from which relief is sought

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## VII. VERIFICATION AND AUTHORIZATION

I hereby certify that the statements and information contained herein and attached hereto are true and correct.

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Applicant

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Date

I hereby authorize the Applicant referenced herein to submit the subject application and to proceed for approval of same.

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Property Owner (s)

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Date

### OFFICIAL USE ONLY

## VIII. APPLICATION HISTORY

A. Date Filed: \_\_\_\_\_

B. Date Complete: \_\_\_\_\_

C. Fee Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

D. Notice of Hearing: Date of Publication \_\_\_\_\_

Date of Mailing \_\_\_\_\_

Affidavit Received \_\_\_\_\_

## **IX. DISPOSITION OF APPLICATION**

- A. \_\_\_\_\_ Application Denied
- B. \_\_\_\_\_ Application Withdrawn
- C. \_\_\_\_\_ Application Granted

DATE OF DISPOSITION: \_\_\_\_\_