

**MULLICA TOWNSHIP  
PLANNING BOARD  
APPLICATION INSTRUCTIONS**

Planning Board meetings are normally held on the **FIRST WEDNESDAY (check with Secretary in case of Holiday)** of each month at 7:30 PM in the Mullica Township Municipal Building, 4528 White Horse Pike, Elwood. **THREE applications** must be submitted to the Board Secretary at least **30 days prior** to the meeting date to deem the application complete and to be placed on the agenda. Once deemed complete, **fifteen collated (15) copies** must be submitted in full sets with any and all supporting documentation along with the appropriate filing and escrow fees. If not submitted in sets, documentation will be returned to the applicant.

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**APPLICATIONS REQUIRING NOTICE:** If you need to notice for your application, you must contact the Tax Assessor to receive a Certified List of Property Owners (cost \$10.00). Notices are to be sent by certified mail ten days prior to the meeting date. Also a notice must be placed in the Atlantic City Press or the Egg Harbor/Hammonton News at least 10 days prior to the meeting. Certified list, green cards, copy of notice and proof of publication must be submitted to the Secretary prior to the night of the meeting.

Tax Assessor, Gerry Mead  
Hours: Mon. & Wed. 5pm – 8pm  
1<sup>st</sup> & 3<sup>rd</sup> Saturdays 9am – 3pm  
Phone: 561-3177 ext. 119

Egg Harbor/Hammonton News: 856-691-5000  
Hammonton Gazette: 704-1940  
Atlantic City Press: 1-866-568-724 Ext. 6627

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**Sample Notice**

*You are hereby notified that (name of applicant) has applied to the Mullica Township Planning Board for (type of application) and any and all variances, which will permit me to (list type of activity) at my property located at (physical address), Block \_\_\_\_\_, Lot(s) \_\_\_\_\_, Mullica Township, New Jersey.*

*A public hearing on my application will be by the Mullica Township Planning Board at 7:30 PM on (date) in the Mullica Township Municipal Building, 4528 White Horse Pike, Elwood, NJ. If you have any objection to the granting of this application, attend the meeting and you will be heard. Application documents are available for review in the Municipal Clerks Office, 4528 White Horse Pike, Elwood from 9am – 4pm.*

*(Name), Applicant*

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**If you are noticing for a specific variance, you must list the variance.**

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Any questions please contact: Kimberly Johnson, Planning Board Secretary 609 561-0064.

If you are not familiar with the Mullica Township Developmental Ordinance requirements, please make an appointment with the Zoning Officer, 561-0064, ext. 133, prior to filling out the application. For further information visit our website at [mullicatownship.org](http://mullicatownship.org).

# TOWNSHIP OF MULLICA PLANNING BOARD APPLICATION

**To be completed by applicant.**

## 1. SUBJECT PROPERTY

Location: \_\_\_\_\_  
Tax Map Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Dimensions Frontage \_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_  
Zoning District \_\_\_\_\_

## 2. APPLICANT

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Applicant is a Corporation  Partnership  Individual

## 3. DISCLOSURE STATEMENT

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.

**[Attach pages as necessary to fully comply.]**

Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____

## 4. If Owner is other than the applicant, provide the following information on the Owner(s):

Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

## 5. PROPERTY INFORMATION:

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes [attach copies] \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_

Note: All deed restrictions, covenants, easements, association bylaws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the premises: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Applicant's Attorney \_\_\_\_\_  
Address \_\_\_\_\_

Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

7. Applicant's Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

8. Applicant's Planning Consultant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

9. Applicant's Traffic Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

10. List any other Expert who will submit a report or who will testify for the Applicant: **[Attach additional sheets as may be necessary]**

Name \_\_\_\_\_  
Field of Expertise \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

\_\_\_\_\_ Minor Subdivision Approval  
\_\_\_\_\_ Subdivision Approval [Preliminary]  
\_\_\_\_\_ Subdivision Approval [Final]  
Number of lots to be created \_\_\_\_\_ Number of proposed dwelling units \_\_\_\_\_  
(including remainder lot) (if applicable)

SITE PLAN:

\_\_\_\_\_ Minor Site Plan Approval  
\_\_\_\_\_ Preliminary Site Plan Approval [Phases if applicable \_\_\_\_\_]  
\_\_\_\_\_ Final Site Plan Approval [Phases if applicable \_\_\_\_\_]  
\_\_\_\_\_ Amendment or Revision to an Approved Site Plan  
Area to be disturbed (square feet) \_\_\_\_\_  
Total number of proposed dwelling units \_\_\_\_\_  
\_\_\_\_\_ Request for Waiver from Site Plan Review and Approval  
Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Informal Review  
\_\_\_\_\_ Appeal decision of an Administrative Officer [N.J.S. 40:55D-70a]  
\_\_\_\_\_ Map or Ordinance Interpretation of Special Question [N.J.S. 40:55D-70b]  
\_\_\_\_\_ Variance Relief (hardship) [N.J.S. 40:55D-70c(1)]  
\_\_\_\_\_ Variance Relief (substantial benefit) [N.J.S. 40:55D-70c(2)]  
\_\_\_\_\_ Variance Relief (use) [N.J.S. 40:55D-70d]

- \_\_\_\_\_ Conditional Use Approval [N.J.S. 40:55D-67]
- \_\_\_\_\_ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S. 40:55D-34]
- \_\_\_\_\_ Direct issuance of a permit for a lot lacking street frontage [N.J.S. 40:55D-35]
- \_\_\_\_\_ Density Transfer

12. Section(s) of Ordinance from which a variance is requested: \_\_\_\_\_

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13. Waivers Requested of Development Standards and/or Submission Requirements: [attach additional pages as needed]

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14. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

**The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.**

An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises:

**[Attach pages as needed]**

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16. Is a public water line available? \_\_\_\_\_

17. Is public sanitary sewer available? \_\_\_\_\_

18. Does the application propose a well and septic system? \_\_\_\_\_

19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? \_\_\_\_\_

20. Are any off-tract improvements required or proposed? \_\_\_\_\_

21. Is the subdivision to be filed by Deed or Plat? \_\_\_\_\_

22. What form of security does the applicant propose to provide as performance and maintenance guarantees? \_\_\_\_\_

23. Other approvals which may be required and date plans submitted:

	Yes	No	Date Plans Submitted
Atlantic County Health Department	_____	_____	_____
Atlantic County Planning Board	_____	_____	_____

Cape/Atlantic Soil Conservation District	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other _____	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Atlantic City Electric & South Jersey Gas Company	_____	_____	_____

24. Certification from the Tax Collector that all taxes due on the subject property have been paid.

25. List of Maps, Reports and any and all information required by Schedule A, B and C for the type of application(s) involved. (Attach additional pages as required for complete listing.

Quantity	Description of Item
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

26. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals:  
Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

Applicant's Professional	Reports Requested
_____	_____
_____ Engineer	_____
_____ Attorney	_____
_____	_____

### CERTIFICATIONS

27. 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. [If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]

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

\_\_\_\_\_

NOTARY PUBLIC

SIGNATURE OF APPLICANT

28. 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 the owner is a partnership, this must be signed by a general partner.]

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

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF APPLICANT

29. I understand that the sum of \$\_\_\_\_\_ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Ordinances of the Township of Mullica, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE OF OWNER

## Mullica Township Professional Staff

### **Engineering**

Jason T. Sciullo, PE, 609-437-2100  
Marathon Engineering  
1616 Pacific Avenue, Suite 501  
Atlantic City, NJ 08401  
[Jay.Sciullo@marathonconsultants.com](mailto:Jay.Sciullo@marathonconsultants.com)

### **Planning**

Lance B. Landgraf, PP, AICP, 609-432-9024  
LB Landgraf & Associates, LLC  
9 S. Harvard Avenue  
Ventnor, NJ 08406  
[lblandgraf@gmail.com](mailto:lblandgraf@gmail.com)

### **Planning Board Attorney**

Timothy Maguire, Solicitor 609-641-1166  
200 Jackson Avenue  
Northfield, NJ 08225  
[magmaglaw@aol.com](mailto:magmaglaw@aol.com)

### **Planning Board Secretary**

Kimberly Johnson, 609-561-7070  
Post Office Box 317  
Elwood, NJ 08217  
[kjohnson@mullicatownship.org](mailto:kjohnson@mullicatownship.org)

<b>Category</b>	<b>Application Fees</b>	<b>Escrow Fees</b>
<b>A. Subdivisions</b>		
1. Minor	\$50 per lot	\$600
2. Major preliminary	\$175 per lot	\$750, plus \$100 per lot
3. Major final	\$125 per lot	100% of original escrow
4. Administrative review	\$75	\$250
5. Map update		\$100
<b>B. Site plans (nonresidential)</b>		
1. Minor Under 5,000 square feet retail/commercial and under 15 parking spaces	\$400	\$1,500
2. Under 10,000 square feet warehouse and under 25 parking spaces	\$400	\$1,500
3. Preliminary major	\$500	\$2,500
Under 5,000 square feet GFA	\$600	\$2,500
From 5,001 to 10,000 GFA	\$700	\$2,500
From 10,001 to 50,000 GFA	\$800	\$2,500
From 100,001 to GFA or greater	\$900	\$2,500
4. Final major	\$400	\$2,500
5. Administrative review	\$175	\$500
<b>C. Site plans (residential)</b>		
1. Preliminary major	\$400	\$2,500
2. Up to 30 units	\$500	\$2,500
3. 31 to 100 units	\$600	\$3,000
4. 101 to 200 units	\$700	\$3,500
5. 201 units or greater	\$800	\$4,000
6. Final	100% preliminary fees and escrows	
7. Administrative review	\$175	\$500
<b>D. Informal/conceptual meeting</b>	\$150	\$500
<b>E. Special meeting</b>	\$500	\$500
<b>F. Variances</b>		
1. Appeal and interpretation	\$95	\$200
2. Conditional use	\$200	\$200
3. Hardship	\$150	\$200
4. Use and density (residential)		
a. Single- or two-family uses	\$150	\$200
b. Multiple-family	\$200	\$200
c. Use (nonresidential)	\$250	\$200

Category	Application Fees	Escrow Fees
G. Waiver request (checklist and/or design waiver)	\$50/\$25 per each additional waiver	
H. Minor or major amendments Site plans or subdivisions	\$200	50% of original escrow
I. Request for reapproval Site plan or subdivision	\$100	\$100
J. Request for extension	\$100	\$100
K. Zoning permit	New home	\$150
	Additions over 600 square feet	\$75
	Additions under 600 square feet	\$25
	Letter of certification	\$35
L. Use permit (required for all nonresidential uses when established, sold or leased - excluding those uses requiring a municipal license)		\$25
M. Resource extraction permit	\$400	\$2,000
N. Forestry permit	\$250	\$250
O. Road opening permit	\$25	\$100
	additional escrow to be determined by Engineer	
P. Request to vacate street	\$100	\$200
		1. Map update
Q. Density transfer program	\$50/lot	\$250
R. Certificate of nonconformity	\$50	
S. Certified property list	\$10, plus \$0.25 per name or \$10, whichever is greater	
T. Transcription	100% of actual cost	
U. Copy of meeting tapes/discs	\$10 per tape/disc	
V. Copies of minutes, decisions and resolutions	\$0.25 for first 10 pages, \$0.10 thereafter	

B.

Application and escrow fees.

(1)

The application fees and escrow fees recited hereinabove are "minimums" which must accompany the application. An application shall not proceed until the application fee and escrow fee required have been paid. The Secretary for the appropriate Board shall exercise his/her discretion in establishing the figure required for the escrow fund, in the event the project will require more time for review than has been provided for by the figures recited hereinabove, or the project is of a nature that is not expressly included in on the aforementioned categories.



(2)

Application fees and escrow must be submitted in separate checks payable to Mullica Township. The Secretary shall forward the escrow fee to the Finance Officer for deposit into an applicant's escrow account. The application fees shall be deposited into the general account of Mullica Township.

(3)

Funds shall be applied to professional costs charged to the Township by professional consultants (planner, engineer, attorney, and any other consultant or specialist retained by the Board) for services or review, regarding the development application. Additional funds may be required when the original amount is depleted by 50% and the development application is still in progress. The appropriate Board Secretary shall determine the amount of additional funds needed.

(4)

All escrow amounts not actually used shall be refunded pursuant to those requirements listed within N.J.S.A. 40:55D-53.2d.

(5)

In accordance with N.J.S.A. 52:27D-126e, no person shall be charged a construction permit surcharge fee or enforcing agency fee for any construction, reconstruction, alteration or improvement designed and undertaken solely to promote accessibility by disabled persons to an existing public or private structure or any of the facilities therein. Additionally, a disabled person, or a parent or sibling of a disabled person, shall not be required to pay any municipal fee or charge in order to secure a construction permit for any construction, reconstruction, alteration or improvement which promotes accessibility to his/her own living unit.

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<sup>i</sup> Revised April 2015