



# TOWNSHIP OF MANALAPAN

Department of Planning & Zoning  
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## LAND DEVELOPMENT APPLICATION (SUBMIT FIVE (5) COPIES)

A SUPPORTING SITE PLAN OR SUBDIVISION PLAT MUST BE DRAWN TO SCALE OF NOT LESS THAN 1" = 100' (PRELIMINARY) or 1" = 50' (FINAL) AND FILED WITH THE ADMINISTRATIVE OFFICER. TEN (10) COPIES OF FULL SIZED PLANS AND FIFTEEN (15) COPIES OF REDUCED SIZED COPIES OF THE PLANS ARE REQUIRED. WHEN APPLICABLE, THREE (3) COPIES OF EACH SUPPORTING PROFESSIONAL REPORT (i.e., STORMWATER MANAGEMENT, TRAFFIC IMPACT STUDY, ETC.) SHALL BE PROVIDED. A PDF VERSION & THREE (3) DIGITAL CD OR THUMBDRIVE COPIES, WHICH INCLUDE THE APPLICATION, ALL PLANS, REPORTS & SUBMITTED MATERIALS, ON EACH OF THE THREE (3) CD'S OR THUMBDRIVES ARE REQUIRED AT THE TIME OF THE COMPLETE PAPER SUBMISSION.

### OFFICE USE ONLY

[ ] Planning Board [ ] Zoning Board of Adjustment APPLICATION No. \_\_\_\_\_

First Submission Date \_\_\_\_\_ Complete/Incomplete Date \_\_\_\_\_

Resubmission Date \_\_\_\_\_ Complete/Incomplete Date(s) \_\_\_\_\_

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zone: \_\_\_\_\_

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

Applicant: \_\_\_\_\_

### I. APPLICATION REQUEST

a. The applicant is hereby requesting an application for the following (**check all that apply**):

- |  |  |
|--|--|
| <input type="checkbox"/> Minor Subdivision                               | <input type="checkbox"/> Concept Plan                              |
| <input type="checkbox"/> Preliminary Major Subdivision                   | <input type="checkbox"/> Extension of Time                         |
| <input type="checkbox"/> Final Major Subdivision                         | <input type="checkbox"/> Appeal of Zoning Officer's Decision ("A") |
| <input type="checkbox"/> Minor Site Plan                                 | <input type="checkbox"/> Interpretation of Zoning Ordinance ("B")  |
| <input type="checkbox"/> Preliminary Major Site Plan                     | <input type="checkbox"/> Hardship or Bulk Variance ("C")           |
| <input type="checkbox"/> Final Major Site Plan                           | <input type="checkbox"/> Use Variance ("D")                        |
| <input type="checkbox"/> Amended Preliminary, Final or Minor Subdivision | <input type="checkbox"/> Other ("D") _____                         |
| <input type="checkbox"/> Amended Preliminary, Final or Minor Site Plan   |  |

**II. RESPONSIBLE PARTIES**

**1. APPLICANT**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**2. PROPERTY OWNER (if other than Applicant)**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**3. APPLICANT'S ATTORNEY (if applicable)**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**4. APPLICANT'S ENGINEER/LAND SURVEYOR**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**5. APPLICANT'S ARCHITECT**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**6. APPLICANT'S PLANNER**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**III. PROJECT SITE**

- a. Size of tract for which approval is requested: \_\_\_\_\_
- b. Does site abut a State or Country Road? \_\_\_\_\_
- c. Existing Condition (vacant, wooded, etc.? \_\_\_\_\_

**IV. PROPOSED DEVELOPMENT**

- a. Title of Plat: \_\_\_\_\_
- b. Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_
- c. Number of Existing Lots: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_
- d. For the Construction of:
  - Single Family Dwelling \_\_\_\_\_  Aged Restricted Units \_\_\_\_\_
  - Townhouses \_\_\_\_\_  Apartments \_\_\_\_\_
  - Other Residential \_\_\_\_\_  Commercial Structure(s) \_\_\_\_\_
  - Other (Describe) \_\_\_\_\_
- e. Provide brief description of proposed development: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- f. Sq. Ft. of New Building(s): \_\_\_\_\_
- g. Height of proposed Building(s): \_\_\_\_\_
- h. % Lot Impervious Coverage Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_
- i. % Covered by Buildings Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_
- j. Front setback is \_\_\_\_\_ feet from street right-of-way line.
- k. Rear setback is \_\_\_\_\_ feet from rear lot line of the site.
- l. Each side setback line is \_\_\_\_\_ / \_\_\_\_\_ feet from each side of the site.
- m. Number of off-street parking spaces: \_\_\_\_\_  
(location & sizes should be shown on site plan)
- n. Size of off-street loading area(s), if any \_\_\_\_\_  
(location & sizes should be shown on site plan)
- o. Describe accessory structure(s), if any \_\_\_\_\_
- p. Type, Height & Material of Fence, if any \_\_\_\_\_
- q. Describe proposed landscaping: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- r. Describe proposed means for surface drainage: \_\_\_\_\_  
(show location on site plan)
- s. List any existing or proposed deed restrictions or covenants: \_\_\_\_\_

- t. List any variances being requested: \_\_\_\_\_  
\_\_\_\_\_
- u. List any design waivers being requested: \_\_\_\_\_  
\_\_\_\_\_
- v. Number of signs: \_\_\_\_\_  
(show location on site plan)
- w. Area of wall/facade sign(s), if any \_\_\_\_\_
- x. Height and area of freestanding sign(s), if any \_\_\_\_\_
- y. List any design waivers or exceptions from Residential Site Improvements Standards being requested: \_\_\_\_\_  
\_\_\_\_\_
- z. List any previous variances, appeals or approvals associated with the subject property: \_\_\_\_\_  
\_\_\_\_\_

**V. OVERVIEW OF PROPOSED FACILITIES**

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
a. Streets:			
i. All lots served by an existing street:	II	II	II
ii. Existing streets will be widened:	II	II	II
iii. New streets will be constructed:	II	II	II
b. Water systems:			
i. Existing public water service available to tract:	II	II	II
ii. Public water service will be extended to tract:	II	II	II
iii. Potable wells will be drilled or other method:	II	II	II
c. Sewerage Systems:			
i. Existing public sewerage treatment is available:	II	II	II
ii. Off-tract sewerage treatment will be extended to tract:	II	II	II
iii. Septic system will be constructed or other method:	II	II	II
d. Miscellaneous:			
i. Will all utilities be located underground (incl. electric)	II	II	II
ii. Will any easements be required for the tract:	II	II	II
iii. Are any streams located within the tract:	II	II	II
if so, is there a valid NJDEP Flood Hazard Verification:	II	II	II
iv. Are any wetlands located within the tract:	II	II	II
if so, is there a valid NJDEP Letter of Interpretation:	II	II	II

- v. Is there an Active Recreation aspect of the project:
- vi. Is there an Open Space aspect for the project:

II      II      II  
 II      II      II

**VI. LIST OF MAPS, REPORTS AND OTHER MATERIAL ACCOMANY APPLICATION**

No.	Descriptions of items	Date

**VII. Outside Agency Approvals (indicate: n/a, required, pending or received)**

- a. Monmouth County Planning Board: \_\_\_\_\_
- b. New Jersey Department of Transportation: \_\_\_\_\_
- c. Freehold Soil Conservation District: \_\_\_\_\_
- d. New Jersey Department of Environmental Protection: \_\_\_\_\_
- e. Manalapan Township Health Department: \_\_\_\_\_
- f. Gordon’s Corner Water Company: \_\_\_\_\_
- g. Manalapan Township Water Franchise: \_\_\_\_\_
- h. Western Monmouth Utility Authority: \_\_\_\_\_
- i. Manalapan Township Environmental Commission: \_\_\_\_\_
- j. Manalapan Township Health Department: \_\_\_\_\_
- k. Manalapan Fire Prevention: \_\_\_\_\_
- l. Manalapan Tax Office: \_\_\_\_\_

*Forward copies of all approvals received to the board having jurisdiction of the application.*

**VIII. CONSENT FOR SITE REVIEW**

- a. The applicant and owner realize that as part of the Planning Board/ Zoning Board of Adjustment review of its application, that the Board may determine it necessary or advisable to visit the subject premises for the purposes of performing a site inspection and review. The applicant and owner do hereby give permission to any member of the Township of Manalapan’s Planning Board, Zoning Board of Adjustment, Environmental Commission as well as any other Township employee or officer to enter the subject premises for the purpose of performing a site inspection and review.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 Owner Initials                      Date                      Applicant Initial                      Date

**IX. AFFIDAVIT OF APPLICANT**

STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, of full age, being duly sworn according to law, on oath deposes and says that all of the above statements and the statements contained in the papers submitted herewith are true.

Sworn and Subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_ Applicant's Signature

\_\_\_\_\_  
Notary Public

**X. AFFIDAVIT OF OWNERSHIP & STATEMENT OF THE LANDOWNER**

STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_

- a. I hereby certify that I am the Owner of Record of the site depicted and that I concur with the plans presented to the Planning Board/ Zoning Board of Adjustment.
- b. Application is made with my complete understanding and permission in accordance with the agreement of purchase or other option entered into between me and the applicant.
- c. Permission is here by granted to: \_\_\_\_\_, otherwise known as the Applicant, to submit the proposed development plans on my behalf as the: (Tenant or Contract Purchaser):

Sworn and Subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_ Owner's Signature

\_\_\_\_\_  
Notary Public

**XI. CERTIFIED APPLICATION COMPLETENESS CHECKLIST ATTACHED**

YES    II    NO    II

**XII. FEES SUBMITTED (ATTACH A FEE CALCULATION SHEET)**

Application Fees: \$ \_\_\_\_\_

Variance(s) Fees: \$ \_\_\_\_\_

Escrow Deposit: \$ \_\_\_\_\_

**XII. ESCROW PLANNING AGREEMENT**

THIS ESCROW AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_ by and between \_\_\_\_\_, whose address is \_\_\_\_\_, and also known as the "Applicant"; and \_\_\_\_\_, whose address is \_\_\_\_\_, known as the "Owner"; and TOWNSHIP OF MANALAPAN, a municipal corporation in the County of Monmouth and State of New Jersey, whose address is 120 Rt. 522 & Taylors Mills Road, Manalapan, NJ, known as the "Township".

**WHEREAS**, the Applicant has submitted an application for development to the Manalapan Township Planning Board / Zoning Board of Adjustment for lands of the Owner, known and designated as Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_, in the Township of Manalapan, County of Monmouth and State of New Jersey; and

**WHEREAS**, the owner of Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_, has consented to the application; and

**WHEREAS**, the ordinances of the Township of Manalapan require the Applicant to pay certain sums into an escrow account for review of said application for development and for the Owner of said property to agree to have the charges against same become a lien on its property.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained in accordance with the applicable law and other good and valuable consideration, the Applicant and Owner agree as follows:

1. The Applicant shall immediately pay to the Township of Manalapan the sum of \$ \_\_\_\_\_ to be held by the Township of Manalapan in an interest bearing escrow account.
2. The Applicant shall make payment by check or cash.
3. The Township shall have the right and authority to withdraw funds from said escrow account for the payment of all invoices or statements of service submitted by any professional pursuant to N.J.S.A. 40:55D-53.2 including engineers, architects, attorneys, surveyors, traffic consultants, noise and sound engineers, planners, licensed sanitary and others who shall have reviewed the Applicant's application, prepared responses or reports in connection therewith, attended or testified at any hearing or also provided any other service for the Planning Board / Zoning Board of Adjustment in connection with the Applicant's application for development.
4. As soon as the escrow account shall be reduced to 20% of its original amount paid hereunder by the Applicant, or as additional payments are deemed required by the Planning Board / Zoning Board of Adjustment or the Township, the Applicant shall be notified that additional funds in the specified amount must be deposited in the escrow account. The Applicant agrees to make the payments of the amounts specified within fifteen (15) days of the receipt of the request for additional funds. If the payment is not received by Manalapan Township within fifteen (15) days, interest shall be charged at the rate of one and one-half (1½ %) percent per month and shall be due and payable in full without further notice. The Township may accept and deposit any amount paid by the Applicant without compromising or waiving the right to demand and receive the balance owed. The Applicant agrees that if no payment is made within thirty (30) days of receipt of the request for same, the Township may bring a legal action against the Applicant for the collection of same. The Applicant will be responsible for all of the Township's fees at the regular hourly rate charged by said Attorney and costs in connection therewith in addition to all pre-judgment and post-judgment interest. Any legal action commenced by the Township shall be in addition to and not an alternative to any other rights or remedies Manalapan may have under this escrow agreement, the ordinances of the Township or the laws of the State of New Jersey.

5. In the event the Applicant contests the amount claimed due pursuant to the Township ordinances and this agreement, the Applicant shall notify the Township with written notice of the dispute setting forth the dollar amounts disputed by the Applicant and the explicit reasons therefore. Said written notice shall be filed and served pursuant to N.J.S.A. 50:55D-53.2a.
6. The escrow account shall be established and maintained in accordance with the ordinance of the Township and the laws of the State of New Jersey. This escrow agreement shall be construed and enforced according to the laws of the State of New Jersey.
7. The Owner hereby agrees that if and in the event the amounts required under this agreement are not paid, same shall be deemed to be a lien on the above-described property and shall be collectible as in the case of taxes by the adoption of a resolution of the Township governing body upon receipt of a certification that the amounts are due and owing in contravention of this agreement.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals on the date first above written.

**ATTEST:**

**TOWNSHIP OF MANALAPAN**

\_\_\_\_\_  
*Municipal Clerk*

\_\_\_\_\_  
*Mayor*

**WITNESS:**

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

**WITNESS:**

\_\_\_\_\_  
**OWNER**

**WITNESS:**

\_\_\_\_\_  
**OWNER**



**XIII. STATEMENT OF OWNERSHIP**

**CORPORATIONS OR PARTNERSHIPS**  
**CHAPTER 336 LAWS OF 1977**

An Act requiring corporations\* and partnerships\* applying for certain subdivisions and variances to disclose all owners of 10% or more of their stock\* or in the case of a partnership, owning a 10% or greater interest therein\*, and providing penalties for the violation thereof.

**BE IT ENACTED BY THE** Senate and General Assembly of the State of New Jersey:

1. A corporation\* or partnership\* applying to a Planning Board or a Board of Adjustment or to the governing body of a municipality for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more family units or for approval of a site to be used for commercial purposes shall list the names and addresses of all stockholders\* or individual partners\* owning at least 10% of its stock of any class\* or at least 10% of the interest in the partnership, as the case may be\*.
2. If a corporation\* or partnership\* owns 10% or more of the stock of a corporation\*, or 10% or greater interest in a partnership\*, subject to disclose pursuant to Section 1 of this act, that corporation\* or partnership\* shall list the names and addresses of its stockholders holding 10% or more of its stock\* or of 10% or greater interest in the partnership, as the case may be,\* and this requirement shall be followed by every corporate stockholder\* or partner in a partnership\*, until the names and addresses of the non-corporate stockholders\* and individual partners, exceeding the 10% ownership criterion established in this act,\* have been listed.
3. No Planning Board, Board of Adjustment or municipal governing body shall approve the application of any corporation\* or partnership\* which does not comply with this act.
4. Any corporation\* or partnership\* which conceals the names of the stockholders owning 10% or more of its stock\*, or of the individual partners owning a 10% or greater interest in the partnership, as the case may be,\* shall be subject to a fine of \$1,000.00 to \$10,000.00 which shall be recovered in the name of the municipality in any court of record in the State in a summary manner pursuant to "The Penalty Enforcement Law" (N.J.S. PA:58-1 et seq.)
5. This act shall take effect immediately.

NAME	ADDRESS	NUMBER OF SHARES	PERCENTAGE OF STOCK OR PARTNERSHIP

\*If one or more of the aforementioned stockholders or partners is, in itself a corporation or partnership, then the names and addresses of the stockholders or partners owning at least 10% or more of the latter corporation or partnership must likewise be listed.

NAME	ADDRESS	NUMBER OF SHARES	PERCENTAGE OF STOCK OR PARTNERSHIP

DATE \_\_\_\_\_ APPLICANT \_\_\_\_\_

**XIV. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT**

The following list specifies the amount, date and the recipient of any and all contributions made to or on behalf of any candidate, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee of, or pertaining to, this municipality, made up to one year prior to filing the variance application and/or during the pendency of the application process and required to be reported pursuant to N.J.S.A. 19:44A-1 et seq.:

Date of Contribution	Recipient of Contribution	Amount of Contribution
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

This list must be submitted in accordance with Section 95-12.2 of the Code of the Township of Manalapan. Please provide any additional contribution information on a separate sheet of paper. If no contributions have been made, please write **“No Contributions Made”**.

\_\_\_\_\_  
Name of Contributor

**CERTIFICATION**

I hereby certify that the above statements made by me are true. I am aware that if any of the above statements made by me are willfully false, I am subject to punishment.

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