

The Township of Moorestown

Department of Community Development
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LAND DEVELOPMENT APPLICATION PROCEDURE FOR PLANNING BOARD PUBLIC HEARING

The Planning Board typically holds public meetings once a month at 7:30pm in the Council Chambers in Town Hall, 111 West Second St., Moorestown NJ 08057. Please refer to the Planning Board's Annual Notice for specific meeting dates, which can be found on the Planning Board page of the Township's website under "Meeting Notices".

General Summary of Application Process

Applications are to be submitted to the Department of Community Development at the letterhead address.

A determination of administrative completeness (ie: all necessary documents submitted, application and escrow fees paid) will be done.

If required, the application will be reviewed by the Planning Board professionals (ie: Engineer), Township Departments, and Township Committees. Revised and/or additional plans, documents may be required to be submitted during the review process. Once the review process has been determined to be complete, the application can be scheduled for public hearing.

The Planning Board Secretary will schedule the application for public hearing. You are required to comply with the legal notification and publication requirements in order for the application to be heard.

The Planning Board will approve/not approve the application at the public hearing. A Resolution of Decision will be generated, and memorialized at the next Planning Board meeting. Once the resolution has been memorialized, an original will be forwarded to the applicant, and the decision is to be published. If the application is approved, the applicant is responsible for the publication of decision. The date of publication starts the appeal period. Proof of publication is to be submitted to the Planning Board Secretary.

Land Development Application

There are checklists for each type of application (ie: Preliminary Major Subdivision, Site Plan). Please refer to these checklists, which are not included in this packet, for submission requirements specific to each type of development. These checklists are available on the Planning Board page of the Township's website in the Forms Section, or in the Township Code, or you can request them from the Department of Community Development.

Land Development Application and Escrow Fees

Please refer to the enclosed fee schedule or the Township of Moorestown code, which can be found on the Township's website.

A completed Escrow Agreement and W9 form must be submitted at the time of application.

The following are the number of copies of documents to be submitted at the time of application. **Please note, that additional copies may be required for the public hearing.**

All

Escrow Agreement	1
W9	1
Land Development Application (with checklists if applicable)	25

Subdivision/Site Plan

Full Size Plans	12
Reduced Size Plan	3
Reports/Other Documents	12

Minor Subdivision No New Lots/Minor Site Plan/Conditional Use/Other

Full Size Plans	6
Reduced Size Plans	3
Reports/Other Documents	6