

Mantua Township Municipal Land Use Board
Major Site Plan/Major Subdivision Procedures

1. Meetings are held on the third Tuesday of each month at 7:00 P.M.
2. You are required to bring your completed application to the Land Use Office on or before the submission date (typically 6 weeks prior to the public hearing date) to be placed on the meeting agenda.
3. Request the certified 200 foot property owner list (request in the attached package) accompanied by a \$10.00 fee.
4. The following items must be submitted **by the submission date**:
 - An original **notarized** application and seventeen (17) copies.
 - Seventeen (17) copies of the sketch or property survey. (5 full size sets and 12 11x17)
 - One copy of this page signed and dated.
 - Affidavit of Ownership.
 - Completed W-9 Form.
 - Fees: Two separate checks are required made payable to Mantua Township
Application Fees: Preliminary Major Site Plan \$200.00, Final Major Site Plan \$200.00
Preliminary Major Subdivision \$200.00, Final Major Subdivision \$200.00
Escrow Fees: \$5,000.00 Preliminary \$5,000.00 Final
5. The following must be completed and submitted **no later than 10 days** prior to the Land Use Board Meeting:
 - A signed and **notarized** Affidavit of Service with white certified mail receipts.
 - You must publish the Notice of Hearing in the South Jersey Times or Courier Post. This notice must appear in the newspaper prior to the 10 day submission requirement. (you can publish any time prior to the 10 day submission date). You must submit proof (copy of the ad affidavit from the newspaper/a copy of the newspaper clipping) that the notice was published by the 10 day submission requirement. The newspaper will send you an Affidavit of Publication, please forward to the Board Coordinator when received.
 - A copy of the Notice of Hearing.
 - Tax Verification Form certified by the Tax Collector.
6. Service Requirements: you must notify all property owners within 200 feet of the subject property either by certified mail or hand delivery. If you are hand delivering the notice of hearing, you must deliver the notice to the owner of the property over the age of 18. If delivering by certified mail, white receipts are required to be submitted with your signed affidavit.
7. It is your responsibility to make certain your notice appears in the newspaper at least 10 days prior to the public hearing. Proof of publication is required to be submitted prior to being placed on a meeting agenda.
8. If you are submitting a use variance, which requires a site plan or subdivision, additional applications and fees are required.
9. Escrow Agreement: I understand that all fees incurred in connection with review of this application are to be paid in full and are the responsibility of the applicant (signature below).

I fully understand I shall be responsible for all fees incurred in connection with the submission and review of this application:

DATE

SIGNATURE OF APPLICANT

You must attend the public meeting. Please be prepared to present the appropriate evidence and testimony in connection with this application.

**TOWNSHIP OF MANTUA
CHECKLIST OF MAJOR SUB-DIVISION AND SITE PLANS**

APPLICABILITY – See Site Plan, Subdivision definitions in Section 230-7 of the Mantua Code

CRITERIA: Section 230-83, Mantua Code (Land Development and Use)

Section 230-83,B, (1) = Key Map

_____ To Scale of 1 inch = 2,000 feet or less

Section 230-83,B, (2) = Title Block

_____ Names of Project, (Mantua) Township, (Gloucester) County

_____ Name, address of subdivider or developer

_____ Name, address of owner(s) of record

_____ Plan scale

_____ Date of original preparation, subsequent revisions.

Section 230-83,B, (3) = North Arrow

Section 230-83,B, (4) = Proof of Ownership

_____ Certification that the Applicant owns the property OR

_____ Certification that the Owner has given consent under an option agreement

Section 230-83,B, (5) = Approval signatures

_____ Chairman of the Land Use Board

_____ Secretary of the Land Use Board

Section 230-83,B, (6)

_____ Tract acreage (to nearest tenth of an acre)

_____ Area within tract to be disturbed.

Section 230-83,B, (7)

_____ Names, addresses of property owners within 200 feet of the tract.

Section 230-83,B, (14) = Existing and proposed lakes, ponds or streams (if any)

_____ Cross-sections of watercourses and/or drainage swales, showing the extent of the floodplain, top of bank, normal water levels, and bottom elevations.

_____ The total acreage of the drainage basin of any watercourse running through or adjacent to the tract.

_____ Locations of drainage structures immediately upstream and downstream of the tract.

_____ Hydrologic and hydraulic calculations for existing and proposed drainage structures (detention basins, outfalls, culverts, etc.)

_____ Locations of drainage and conservation easements.

_____ Locations of stream encroachments floodways and 100 year flood fringe lines.

_____ Locations and water levels of existing lakes and ponds on or within 200 feet of the tract.

Section 230-83,B, (15) = Soil Erosion and Sediment Control (SE/SC Measures

_____ Locations of SE/SC measures

_____ Details for SE/SC measures (e.g. haybales)

_____ SE/SC Notes

Section 230-83,B, (16) = Locations of Existing Structures

_____ Existing and/or proposed front, side, and rear yard setback and distances.

_____ Indication(s) whether existing structure(s) will be retained or removed.

Section 230-83,B, (17)

_____ Sizes, heights, and locations of proposed structures, signs, and lighting facilities.

Section 230-83,B, (18)

_____ Other necessary Area and Yard data (e.g. Lot coverages, floor area ratios, etc.)

Section 230-83,B, (19)

_____ Locations, mounting heights of lighting facilities.

_____ Types, power usages of proposed lighting facilities.

_____ Details, isofootcandle lines for lighting facilities.

Section 230-83,B, (20) = Landscaping requirements

_____ Buffer zones required along lot, street lines for non-residential lots that abut residential tracts or streets adjacent to residential tracts (per section)

_____ Landscaping in parking areas (per Section 230-31 B of the Mantua Code).

Section 230-83,B, (21) = Location/design of off-street parking areas.

_____ Sizes, locations of bays, aisles and barriers.

Section 230-83,B, (22) = Vehicular Access

_____ Ingress/egress to/from site to public streets.

_____ Locations of driveways

_____ Curb cuts for proposed paving

Section 230-83,B, (23) = Storm Drainage Systems

_____ Existing/proposed storm sewer lines

_____ Locations, inverts of catch basins, inlets, manholes, culverts, and headwalls.

_____ Locations of proposed groundwater recharge (retention) basins and detention basins.

Section 230-83,B, (24) = Existing Utilities

_____ Locations of water and sewer mains.

_____ Locations of gas transmission mains.

_____ Locations of high-tension power lines, on tract and within 200 feet of tract.

Section 230-83,B, (27)

_____ a copy(ies) of any protected covenants or deed restrictions.

Section 230-83,B, (29) = Additional information (if required by the Land Use Board)

_____ Drainage calculations

_____ Traffic studies

_____ Other

Section 230-83,B, (25) = Proposed Improvements and Utilities (if applicable)

_____ Locations, profiles for proposed sewer, storm and water mains.

_____ Feasible connections to gas, telephone and electrical utility systems.

_____ Borings, percolation data for proposed on-lot septic systems.

Section 230-83,B, (8)

- _____ Existing block and lot number(s) with the lot(s) to be subdivided or developed as they appear on the Township Map; and
- _____ Proposed block and lot numbers as provided by the County Tax Assessor (upon written request)

Section 230-83,B, (9) = Tract Boundary Line

- _____ (heavy solid line)

Section 230-83,B, (10) = Zoning Data

- _____ Zoning district(s) affecting the tract.
- _____ Area and Yard Requirements of Zoning District(s).

Section 230-83,B, (11) = Locations, dimensions of:

- _____ Existing and proposed bridges
- _____ Natural features (e.g. wooded areas, extensive rock formations)
(both within tract and within 200 feet of tract boundaries)

Sections 230-83,B, (12) = Topography

- _____ For slopes less than 10%, existing contours at one foot intervals.
- _____ For slopes greater than 10%, existing contours at five foot intervals.
- _____ Existing contour lines as dashed lines
- _____ Proposed contour lines as solid lines

Sections 230-83,B, (13) = Vegetation

- _____ Locations, species names of all treed areas with trees having a caliper of eight inches or more, measured three (3) feet above ground level.
- _____ Proposed landscaping, including locations, types, sizes and quantities of proposed plantings.

Sections 230-83,B, (26) = Streets information (existing and proposed)

- _____ Typical cross sections and details
- _____ Center line profiles
- _____ Tentative grades (proposed streets only), based on USGS vertical datum
- _____ Curbing sidewalk
- _____ Storm drains, other drainage structures
- _____ Site triangles (where applicable) at intersections

DEVELOPMENT APPLICATION# _____ DATE FILED: _____

MANTUA TOWNSHIP MAJOR SITE PLAN/CONDITIONAL USE APPLICATION

INSTRUCTIONS:

- A. The applicant shall submit the following item in accordance with the required submission dates in this package.
 1. Seventeen (17) copies of this application form.
 2. Application/Escrow Fees and W9.
 3. Seventeen (17) copies of the site plan including all details and materials. Five (5) full size sealed drawings and twelve (12) reduced 11x17 sealed drawings.
- B. All requests for conditional use approval and site plan approval require public notice pursuant to the Municipal Land Use Law.

OWNER: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

APPLICANT: (if different from owner) _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

ENGINEER: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

ATTORNEY: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

Any other expert who may submit reports or who will testify for the applicant shall be included on an additional sheet.

PROPERTY INFORMATION:

____ MAJOR SITE PLAN ____ AMENDED MAJOR SITE PLAN ____ CONDITIONAL USE

LOCATION: _____

BLOCK: _____ LOT(S) _____ TAX MAP: _____

ZONING DISTRICT: _____ LOT SIZE: _____

PRESENT USE OF LAND: _____

PROPOSED USE OF LAND: _____

DESCRIPTION OF PROPOSED USE AND HOURS OF OPERATION: _____

PROPOSED BUILDING SIZE: _____

MANTUA TOWNSHIP SUBDIVISION APPLICATION

INSTRUCTIONS:

- A. The applicant shall submit the following item in accordance with the required submission dates in this package.
 - 1. Seventeen (17) copies of this application form.
 - 2. Application/Escrow Fees and W9.
 - 3. Seventeen (17) copies of the minor subdivision plan including all details and materials. Five (5) full size sealed drawings and twelve (12) reduced 11x17 sealed drawings.
- B. All requests for minor subdivision require public notice pursuant to the Municipal Land Use Law.

OWNER: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

APPLICANT (if different from owner) _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

ENGINEER: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

ATTORNEY: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

Any other expert who may submit reports or who will testify for the applicant shall be included on an additional sheet.

PROPERTY INFORMATION:

____ MINOR SUBDIVISION ____ PRELIMINARY MAJOR SUBDIVISION ____ FINAL MAJOR SUBDIVISION

LOCATION: _____

BLOCK: _____ LOT(S) _____ TAX MAP: _____

ZONING DISTRICT: _____ AREA OF ENTIRE PARCEL: _____

NUMBER OF PROPOSED LOTS: _____ LOT SIZE(S): _____

PRESENT USE OF LAND: _____

PROPOSED USE OF LAND: _____

HAS TAX ASSESSOR ASSIGNED BLOCK AND LOT NUMBERS: _____

PROPERTY INFORMATION CONTINUED:

RESTRICTIONS, COVENANTS, EASEMENTS, ASSOCIATION BY-LAWS, EXISTING OR PROPOSED ON THE PROPERTY YES(copies must be attached) _____ NO _____

ARE THE FOLLOWING PRESENT:

_____ Public Water _____ Public Sewer _____ Well _____ Septic

LOCATED ON:

_____ Municipal Road _____ County Road _____ State Highway

If Municipal Road is the road paved? _____ gravel: _____

Are off tract improvements required or proposed: _____

WILL THE SUBDIVISION BE FILED BY _____ DEED _____ PLAT

IF VARIANCES ARE REQUESTED as a part of this subdivision they must be listed, including zoning code sections (attach additional pages if needed):

IF DEVELOPMENT STANDARDS OR SUBMISSION REQUIREMENT WAIVERS ARE REQUESTED they must be listed (attach additional pages if needed):

HAS THE SUBJECT PROPERTY RECEIVED PREVIOUS APPROVAL OF ANY DEVELOPMENT APPLICATION? Site Plan/Conditional Use/Variance YES _____ NO _____ (If yes state date/type of approval) _____

I certify all information and materials submitted are true and accurate. I further certify that I am the individual applicant or that I am an Officer of the Corporation applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership.

SIGNATURE OF APPLICANT

Sworn and subscribed before me this _____ day of _____, 20_____

NOTARY PUBLIC

AFFIDAVIT OF OWNERSHIP

MUST BE COMPLETED AND RETURNED WITH APPLICATION SUBMISSION

NAME OF OWNER: _____

IS OWNER A CORPORATION? _____

IS OWNER A PARTNERSHIP? _____

LIST ANY AND ALL INDIVIDUALS WHO ARE OWNERS (FULL OR PART).

THE NAMES AND ADDRESSES OF ALL PERSONS OWNING 10% INTEREST OF THE STOCK IN A CORPORATE APPLICANT OR 10% INTEREST IN ANY PARTNERSHIP MUST BE DISCLOSED.

NAME	ADDRESS	INTEREST
_____	_____	_____
_____	_____	_____
_____	_____	_____

IF OWNER IS THE APPLICANT:

NAME	ADDRESS	TELEPHONE #
_____	_____	_____
_____	_____	_____

I AM HEREBY AUTHORIZED TO FILE APPLICATION REGARDING THIS PACEL

SIGNATURE AND TITLE

PRINT SIGNATURE



TOWNSHIP OF MANTUA

Gloucester County, New Jersey

401 Main Street • Mantua, NJ 08051

(856) 468-1500

www.mantuatownship.com

TAX VERIFICATION FORM

TO: Mantua Township Land Use Board
FROM: Alice Kellmyer, Tax Collector
RE: Property Tax Verification for Land Use Board Submission

Block: _____ Lot _____

Owner: _____

Address: _____

Property Taxes Are _____ Current _____ Delinquent

Notes:

Date

Alice Kellmyer, Tax Collector

TOWNSHIP OF MANTUA

LAND USE BOARD
401 MAIN STREET
MANTUA, NJ 08051
856-468-1500 EXTENSION 135

200 FOOT CERTIFIED LIST REQUEST

THIS REQUEST MUST BE ACCOMPANIED BY \$10.00 FEE

DATE: _____

NAME: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

ADDRESS OF PROPERTY IN QUESTION: _____

BLOCK: _____ LOT: _____

TYPE OF APPLICATION:

_____ Minor Subdivision

_____ Major Subdivision

_____ Minor Site Plan

_____ Major Site Plan

_____ Bulk Variance

_____ Use Variance

SIGNATURE: _____

NOTICE OF HEARING

A public hearing will be held by Mantua Township Land Use Board

On _____ at 7:00 P.M. in the Mantua Township Municipal Building located at 401 Main Street, Mantua NJ 08051.

Applicant: _____

Address: _____

Block: _____ Lot: _____ Tax Map: _____

The subject of this hearing will be to consider an application for

And any other necessary waivers or variances that the Board or Board Professionals deem necessary.

All applications and supporting documentation are on file with the Board Secretary 10 days prior to the hearing. All documents may be reviewed at the Mantua Township Land Use Office, 401 Main Street, Mantua, NJ 08051 on Tuesday and Thursday between the hours of 8:30 A.M. and 4:30 P.M. and on the Mantua Township website www.mantuatownship.com under the land use tab.

Any interested party may appear in person.

APPLICANT

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY

COUNTY OF GLOUCESTER

I _____, being duly sworn according to law, on oath deposes and says that:

I am the applicant for a variance, site plan, subdivision or conditional use application before the Mantua Township Land Use Board.

At least 10 days prior to the hearing, I gave personal notice to all property owners within 200 feet of the subject parcel, as shown on the certified tax list. Indicated by marking "D" on the attached list as exhibit A.

At least 10 days prior to the hearing, I sent notice by certified mail as indicated on the certified tax list. I have attached the white receipts.

At least 10 days prior to the hearing, I have published the notice of hearing in the official newspaper and have attached proof of publication.

Sworn to and subscribed before me this

_____ day of _____ 20_____

Notary Public

Signature of Applicant

ZONING OFFICE/LAND USE HOURS

KEVIN HOWARTH, ZONING OFFICER

khowarth@mantuatownship.com

856-468-1500 EXTENSION 130

OFFICE HOURS:

BY APPOINTMENT AND EVERY TUESDAY 6:00 PM TO 7:30 PM

LAND USE OFFICE

JESSICA TAYLOR, LAND USE COORDINATOR

jtaylor@mantuatownship.com

856-468-1500 EXTENSION 135

OFFICE HOURS

MONDAY - FRIDAY 8:30 AM-4:30 PM

Please note that approvals from the following entities may be necessary to complete your Land Use Approval. Please review the Board Professionals' review letters in their entirety to verify if these approvals are necessary.

Daniel Hauss
Mantua Township Fire Marshal
155 E. Union Street
Sewell, NJ 08080
856-468-7222
dhauss@mtfd22.com

Gloucester County Planning Board
1200 N. Delsea Drive
Clayton, NJ 08312
856-307-6650

Gloucester County Soil Conservation District
14 Parke Place Blvd., Suite B
Sewell, NJ 08080
856-589-5250

**JOINT STATEMENT
ON THE PERMISSIBLE DIVISION OF
RESPONSIBILITY IN SUBMISSION OF SITE PLANS**

The New Jersey Joint Committee of Architects and Engineers (the "Joint Committee"), State Board of Architects and State Board of Professional Engineers and Land Surveyors (the "Boards") issue this Joint Statement to inform licensees, local and state governmental agencies, consumers and other members of the public of the application of current law regarding the division of responsibility as it relates to the practice of the professions, preparation of a site plan and the requirement for a signed and sealed survey to accompany a site plan, as set forth in N.J.A.C. 13:27-7.1 et seq. and N.J.A.C. 13:40-7.1 et seq., also known as the "Site Plan Rule". By this Joint Statement, the Committee and Boards set forth the authority by which those parameters are established and alert licensees and relevant parties of the long-standing interpretation of the law.

Determining the scope of practice is solely within the authority of the Boards governing those professions as set forth at N.J.S.A. 45:3-1, et seq. and N.J.S.A. 45:8-27, et seq. and interpreted by the Boards in their respective regulations, including the Site Plan Rule. N.J.A.C. 13:27-7.5(b) and N.J.A.C. 13:40-7.5(b) specifically state that no local ordinance, policy or action which attempts to define the scope of professional activity of architects, engineers, land surveyors, planners, or certified landscape architects in the preparation of site plans is permitted to reduce or expand the scope of professional practice recognized by the Boards. The Joint Committee reviews and resolves issues in an area of concurrent practice between the practice of architecture and the practice of engineering, specifically in the area of building design, as set forth in the Building Design Services Act, N.J.S.A. 45:4B-1, et seq. Accordingly, only the Joint Committee and Boards that govern the practice of these professions may determine the scope of practice and related issues for these professions.

The Site Plan Rule at N.J.A.C. 13:27-7.3 and N.J.A.C. 13:40-7.3 describes the permissible activities that licensed architects and licensed professional engineers may perform in the preparation of site plans. Specifically, the Site Plan Rule states that both architects and engineers can show the location of proposed buildings and their relationship to the site and the immediate environs. However, although a licensed architect may prepare a site plan, in the following areas only a licensed professional engineer may prepare a site plan: (1) drainage facilities for site plans of 10 acres or more; (2) those involving storm water detention facilities; (3) those traversed by a water course; (4) off tract utility extensions; or (5) on site sanitary sewage disposal or flow equalization facilities.

The Site Plan Rule also states that a signed and sealed copy of a survey shall be submitted to the reviewing governmental body with a site plan submission. N.J.A.C. 13:27-7.2 and N.J.A.C. 13:40-7.2 provide that in preparing a site plan, the licensed professional may transfer relevant information shown on the survey to the site plan. However, the licensed professional is not permitted to alter the survey or establish existing conditions and exact locations of physical features including metes and bounds, drainage, waterways, specific utility locations and easements, all of which must be determined only by a professional land surveyor. Further, the site plan must include the date of the survey, by whom it was prepared and for whom it was prepared. It is the responsibility of the licensed professional preparing the site plan to ensure that the survey is attached to the site plan. The survey and site plan are considered separate documents and modification is prohibited by any licensed professional without the permission of the person who prepared the plan.

This notice is intended to set forth the application of current law. It does not represent any changes in policy or interpretation.

MANTUA TOWNSHIP LAND USE BOARD
SUBMISSION DATES AND MEETING DATES 2025

Meetings are held at 7:00 P.M. at Mantua Township Municipal Building

Submission	12/03/2024	Submission	9/02/2025
10 Day Submission	1/10/2025	10 Day Submission	10/10/2025
Meeting	1/21/2025	Meeting	10/21/2025
Submission	1/07/2025	Submission	10/07/2025
10 Day Submission	2/07/2025	10 Day Submission	11/07/2025
Meeting	2/18/2025	Meeting	11/18/2025
Submission	2/04/2025	Submission	11/04/2025
10 Day Submission	3/07/2025	10 Day Submission	12/05/2025
Meeting	3/18/2025	Meeting	12/16/2025
Submission	3/04/2025	Submission	12/2/2025
10 Day Submission	4/04/2025	10 Day Submission	1/09/2026
Meeting	4/15/2025	Meeting	1/20/2026
Submission	4/01/2025		
10 Day Submission	5/09/2025		
Meeting	5/20/2025		
Submission	5/06/2025		
10 Day Submission	6/06/2025		
Meeting	6/17/2025		
Submission	6/03/2025		
10 Day Submission	7/03/2025		
Meeting	7/15/2025		
Submission	7/01/2025		
10 Day Submission	8/08/2025		
Meeting	8/19/2025		
Submission	8/05/2025		
10 Day Submission	9/05/2025		
Meeting	9/16/2025		