

Mantua Township Municipal Land Use Board
Minor Site Plan/Minor 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: Minor Site Plan \$100.00, Minor Subdivision \$50.00 per lot
Escrow Fees: \$4,000.00
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.

12-2023

**TOWNSHIP OF MANTUA
CHECKLIST OF MINOR SUB-DIVISIONS AND SITE PLANS**

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

CRITERIA: Section 230-82, Mantua Code (Land Development and Use)

Section 230-82,B, (3), (a) = Key Map

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

Section 230-82,B, (3), (b) = Title Block

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

_____ Name, address of subdivider or developer

_____ Name, address of owner(s) of record

_____ Plan scale (1 Inch equals 100 feet, or less)

_____ Date of original preparation, subsequent revisions.

Section 230-82,B, (3), (c)

_____ Acreage figures of entire tract and individual existing and/or proposed lots

_____ North Arrow

Section 230-82,B,(3), (d) = Approval signatures

_____ Chairman of the Land Use Board

_____ Secretary of the Land Use Board

Section 230-82,B, (3), (e)

_____ Block and lot numbers of tract (per Township Tax map)

Section 230-82B, (3), (f)

_____ Subdivision or development boundary line (heavy solid)

Section 230-82B,3 (g) = Location existing and proposed (if any)

_____ Property lines, including bearings and distances.

_____ Streets

_____ Buildings, including dimensions, status (to be retained or removed).

_____ Parking spaces, loading areas, driveways.

_____ Railroads

_____ Bridges

_____ Drain pipes, culverts

_____ Natural features (e.g. wetlands, watercourses, treed areas (both within tract and within 200 feet of tract boundary).

Section 230-82,B, (3), (h)

_____ Location(s), width(s) of existing/proposed utility easements

Setion 230-82,B, (3), (i) = Zoning Data

_____ Zoning district(s) affecting the tract.

_____ Area and yard requirements of zoning districts.

Section 230-82B, (3), (j)

_____ Proposed buffer, landscaped areas

Section 230-82B, (3), (k)

_____ Floodways (100 year)

_____ Flood fringe areas (100 year)

Section 230-82B, (3), (l) = Topography

_____ Contours at two foot intervals, referenced to USGS data

Section 230-82B, (3), (m)

_____ Marshes, ponds and lands subject to flooding within the tract and within 100 feet of the tract.

Section 230-82B, (3) (n) = (Minor Subdivisions Only)

_____ Names of all adjacent property owners (per Township Tax Assessor).

Section 230-82B, (3) (o) = (Minor Subdivisions Only)

_____ Statement whether lots are or are not served by sanitary sewer.

_____ For lot(s) not served by sanitary sewer, certification by a licensed professional engineer that lot(s) can accommodate septic system(s)

_____ Copies of written reviews/reports by the Gloucester County Board of Health (for septic system(s).

_____ Locations of test borings and results, certified by licensed professional engineer (for septic systems).

Section 230-82B, (3) (r)

_____ For tracts involving corner lots, delineations of site triangle easements.

Section 230-82B, (3), (s) = Deed Descriptions, including

_____ Metes and bounds

_____ Covenants

_____ Restrictions

_____ Roadway dedications

_____ Site triangle dedications

DEVELOPMENT APPLICATION# _____ DATE FILED: _____

MANTUA TOWNSHIP MINOR 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:

____ Minor Site Plan ____ Amendment of Site Plan ____ Conditional Use ____ Waiver of Minor Site Plan

LOCATION: _____

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

ZONING DISTRICT: _____ LOT SIZE: _____

PRESENT USE OF LAND: _____

IF WAIVER OF SITE PLAN IS REQUESTED SUPPLY REASONS: _____

PROPERTY INFORMATION CONTINUED:

PROPOSED USE OF LAND: _____

DESCRIPTION OF PROPOSED USE AND HOURS OF OPERATION: _____

PROPOSED BUILDING SIZE: _____

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

Are off tract improvements required or proposed: _____

If variances are requested as a part of this site plan/conditional use approval 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

DEVELOPMENT APPLICATION# _____ DATE FILED: _____

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

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ <input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	Township of Mantua 401 Main Street Mantua, NJ 08051
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the Instructions on page 4.)

Sign Here

Signature of U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

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
10 Day Submission 1/10/2025
Meeting 1/21/2025

Submission 9/02/2025
10 Day Submission 10/10/2025
Meeting 10/21/2025

Submission 1/07/2025
10 Day Submission 2/07/2025
Meeting 2/18/2025

Submission 10/07/2025
10 Day Submission 11/07/2025
Meeting 11/18/2025

Submission 2/04/2025
10 Day Submission 3/07/2025
Meeting 3/18/2025

Submission 11/04/2025
10 Day Submission 12/05/2025
Meeting 12/16/2025

Submission 3/04/2025
10 Day Submission 4/04/2025
Meeting 4/15/2025

Submission 12/2/2025
10 Day Submission 1/09/2026
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