

**SOUTHAMPTON TOWNSHIP
ORDINANCE 2023-01**

**AN ORDINANCE OF THE TOWNSHIP OF SOUTHAMPTON AMENDING
CHAPTER 12 (LAND DEVELOPMENT), SECTION 12-10.1, ENTITLED “APPLICATION
REQUIREMENTS,” OF THE REVISED GENERAL CODE OF THE TOWNSHIP OF
SOUTHAMPTON**

WHEREAS, the Township Committee desires to amend the Chapter 12, Section 12 of the Code, entitled “Application Requirements.”

WHEREAS, the Township Committee desires to provide its land use boards with sufficient time to review development applications for completeness, as permitted under N.J.S.A. §40:55D-10.3.

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Committee of the Township of Southampton, in the County of Burlington, New Jersey, that Chapter 12 is hereby amended as follows:

Section 1. § 12-10.1 entitled “Application requirements” is hereby amended and revised to read as follows:

§ 12-10.1(c). Application procedures.

1. All applications shall be filed on the application form approved by the Administrative Officer.
2. Fifteen copies of the application form together with 15 copies of the applicable checklist and of all supporting plans and documents, together with the fee and escrow deposit required in accordance with §12-7 shall be submitted to the Administrative Officer. The Administrative Officer shall have 45 calendar days to deem the application complete or incomplete based upon the review of the application and accompanying checklist. Once deemed complete, the application will be scheduled at a regular monthly meeting of the Planning Board or the Zoning Board of Adjustment, as the case may be, at which the application is to be considered pursuant to the time constraints of the Municipal Land Use Law.
 - (a) If deemed incomplete because it lacks information indicated on the adopted checklist, the Administrative Officer shall notify the applicant in writing within the 45 day period of such deficiencies.
 - (b) The applicant may request one or more of the submission requirements be waived in which the appropriate Board shall grant or deny the request within 45 days.
3. The application shall contain an acknowledgement signed by the applicant stating that the applicant is familiar with the procedure set forth herein for submitting and acting upon applications, and agrees to be bound by it. The Administrative Officer shall process the

application and shall issue an application number. Once an application has been assigned a number that number shall appear on all papers, maps, plans and other documents in conjunction with the application.

4. In addition to the copies filed with the Administrative Officer, it shall be the responsibility of the applicant to file complete copies of the application form, checklist, and all supporting documents with each of the following:
 - (a) The Township Engineer;
 - (b) The Township Planning Consultant;
 - (c) The Attorney for the Planning Board or the Zoning Board of Adjustment, as the case may be;
 - (d) Southampton Township Environmental Commission; and
 - (e) 911 Coordinator.
5. Any application not filed with the Administrative Officer and with the designated professional consultants in a timely manner as herein required shall be deemed to be incomplete.
6. Any amendments, supplements, revisions or additional data filed in conjunction with the application shall be filed with the Administrative Officer and with the professional consultants in the same manner as the original application and supporting documents.
7. All applications shall be accompanied by a certificate from the Township Tax Collector that all taxes and assessments are paid to date;
8. The Board shall act upon the application as required by law.

Section 2. Repealer. All Ordinances and provisions thereof inconsistent with the provisions of this Ordinance shall be and are hereby repealed to the extent of such inconsistency

Section 3. Severability. If any section, paragraph, subdivision, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision and the remainder of this ordinance shall be deemed valid and effective.

Section 4. Effective Date. This ordinance shall take effect immediately upon final passage and publication according to law.

ACTION ON INTRODUCTION:

Motion made by: Rossell
Motion seconded by: Heston

VOTE:

Committeewoman Rossell:	<u>Yes</u>	No	Abstain	Not Present
Deputy Mayor Raftery:	<u>Yes</u>	No	Abstain	Not Present
Committeeman Heston:	<u>Yes</u>	No	Abstain	Not Present
Committeeman Young, Sr.:	<u>Yes</u>	No	Abstain	Not Present
Mayor Mikulski:	<u>Yes</u>	No	Abstain	Not Present

ACTION ON ADOPTION (after public hearing)

Motion made by: Heston
Motion seconded by: Rossell

VOTE:

Committeewoman Rossell:	<u>Yes</u>	No	Abstain	Not Present
Deputy Mayor Raftery:	<u>Yes</u>	No	Abstain	Not Present
Committeeman Heston:	<u>Yes</u>	No	Abstain	Not Present
Committeeman Young, Sr.:	Yes	No	Abstain	<u>Not Present</u>
Mayor Mikulski:	<u>Yes</u>	No	Abstain	Not Present

CERTIFICATION

I, Kathleen Hoffman, Township Clerk of the Township of Southampton, County of Burlington, State of New Jersey, do hereby certify that this ordinance was passed on first reading at a meeting of the Township Committee held on January 17th, 2023 and will be further considered for adoption following a public hearing to be held on February 21st, 2023, at 6:00 p.m. at the Southampton Municipal Building.

Kathleen Hoffman
Kathleen Hoffman, RMC
Township Clerk/ Administrator
4853-7404-9606, v. 1

