

The Township of
WILLINGBORO

One Rev. Dr. M. L. King, Jr. Drive
Willingboro, New Jersey 08046

Phone: 609-877-2200 - Fax: 609-877-1278

PLANNING BOARD AND ZONING BOARD APPLICATION

The application, with supporting documentation, must be filed with the Township and must be delivered to the Board Attorney, Engineer and Planning Consultant for review at last fifteen (15) business days prior to the meeting at which the application is to be considered

To be completed by Township Staff only

Date Filed _____ Application # _____ Planning Board _____

Zoning Board of Adjustment _____ Application Fees _____ Escrow Deposit _____

Scheduled for: Review for Completeness _____ Hearing _____

1. SUBJECT PROPERTY

Location: _____

Tax Map Page _____ Block _____ Lot (s) _____
 Page _____ Block _____ Lot (s) _____

Dimensions: Frontage _____ Depth _____ Total Area _____

Zoning District: _____

2. APPLICANT

Name: _____

Address: _____

Phone: _____

Applicant is a: Corporation _____ Partnership _____ Individual _____

THIS INFORMATION ON ORIGINAL ONLY TAX ID# _____ SS# _____

CONTACT: Planning Board - Reyan Frank 609-877-2200x1030 rfrank@willingboronj.gov
 Zoning Board – Reyan Frank 609-877-2200 x1030 rfrank@willingboronj.gov

Township of Willingboro Site Plan Checklist—Page 1 of 2

	Item Required	Ord #	Supplied	Waiver
1	Key Map showing property in relation to surrounding area	205-37		
2	Property Boundary Survey sealed by a Land Surveyor licensed to practice in the State of New Jersey	205-36A		
3	Name, address and phone number of owner/applicant and person preparing map	205-36A		
4	Engineering Detail sealed by an Engineer licensed to practice in the State of New Jersey	205-36C		
5	North Arrow, scale (1"=100' minimum)	205-36A		
	Date of preparation	205-36A-1		
	Date of most recent revision	205-36A-1		
	Township Tax Map Number	205-36A-1		
	Block and Lot Number (s)	205-36A-1		
	Site Plan Application Number	205-36A-1		
	Lot acreage	205-36A-2		
6	Building setback requirements	205-36A-8		
7	Zone and district boundaries	205-36A-12		
8	Names of abutting property owners	205-36A-1		
9	Location on site and 200 feet there from of ponds, streams drainage, ditches watercourse and rivers	205-36A-5		
10	Location on site and 200 feet there from of wooded areas	205-36A-4		
11	Natural features including soil types, rock crops, location of individual trees greater than 6" in diameter and flood hazard zone as per FIRM map.	205-36A-4		
12	Environmental Impact Statement (10 Acres)	205-54		
13	Location on site and 200 feet therefrom of existing buildings, structure, signs, lights, paving, etc.	205-36A-8		
14	Proposed new buildings or structure including dimensions, distances from property lines, use, first floor corner elevations and floor areas	205-36A-8		
15	Existing Contours (indicate source)	205-36A-3		
16	Proposed contours at two foot contour intervals and spot elevations where needed to show situation property.	205-36A-3		
17	Location on site and 200 feet therefrom of easements, right-of-way, roads and streets.	205-36A-7		
18	Location and width of proposed streets and entrances and exits servicing site including type of pavement.	205-36A-6		
19	Location and capacity of off-street parking, loading and unloading including curb stops, bumpers, type of payments etc.	205-36A-14		
20	Existing and proposed storm water management and invert, grade and rim elevation and drainage calculations showing sizing of pipes and off-site disposition of water	205-36A-5g		
21	Existing and proposed potable water including wells and sanitary disposal facilities showing perc test witnessed by the County Department of Health, locations and results where applicable	205-36A-9		

	Item Required	Ord #	Supplied	Waiver
22	Location of proposed existing utilities.	205-36A-10		
23	Location of proposed sewer and water connections	205-36A-9		
24	Proposed soil erosion and sedimentation controls.	205-36		
25	Location and details of all signs	205-36A-8		
26	Location and details of all proposed lighting including catalog cuts and isoluxcharts	205-36A-8		
27	Location and details of all landscaping screening and buffer areas including seeding schedule, plant schedule, and slops stabilization methods, etc.	205-36A-11		
28	Location and details of sidewalks	205-36A-6		
29	Location and details of all curbing and curb returns, including top and bottom elevations.	205-36A-6		
30	Location and details of solid waste disposal facilities	205-36A-13		
31	Design and details of any structures such as fences, retaining walls, manholes, headwalls, retention and detention basins, etc.	205-36A-6		
32	Location and capacity of all petroleum storage tanks	205-36A-15		
33	Adherence to Barrier Free facility requirements, NJAC17:19A			
34	Details of proposed off-site improvements			
35	Proposed methods of demolition (in any)	205-36A-8		
36	Floor Plans and Building Elevations			
37	Traffic Analysis			
PLANS REQUIRED				
Planning Board – 15 Sets – 12 to Township and 2 to Professionals plus one electronic copy either on CD or by email				
Zoning Board – 15 Sets – 12 to Township and 2 to Professionals plus one electronic copy either on CD or by email				

Subdivisions and Other Lot Line Adjustments:

Current Property ID:

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

Proposed Property ID:

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

Current Property ID:

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

Proposed Property ID:

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

Current Property ID:

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

Proposed Property ID:

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

Current Property ID:

Block: _____ Lot: _____ Qualifier: _____

Property Location: _____

1. DISCLOSURE STATEMENT

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S.A. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed in the chain of ownership until the names and addresses of the non-corporate stockholder and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to fully comply).

Name _____ Interest _____
Address _____

Name _____ Interest _____
Address _____

Name _____ Interest _____
Address _____

Name _____ Interest _____
Address _____

2. IF OWNER IS OTHER THAN THE APPLICANT, PROVIDE THE FOLLOWING INFORMATION ON THE OWNER (S)

Owner's Name _____
Address _____
Telephone Number _____

3. PROPERTY INFORMATION

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (attach copies) _____ No _____ Proposed _____

NOTE: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of premises:

4. Applicant's Attorney _____
Address _____
Telephone Number _____ Fax Number _____
Email _____

5. Applicant's Attorney _____
Address _____
Telephone Number _____ Fax Number _____
Email _____

6. Applicant's Attorney _____
Address _____
Telephone Number _____ Fax Number _____
Email _____

7. Applicant's Attorney _____
Address _____
Telephone Number _____ Fax Number _____
Email _____

8. List any other Expert who will submit a report or who will testify for the applicant. (Attach additional sheets as may be necessary)

Name _____
Field of Expertise _____
Address _____
Telephone Number _____ Fax Number _____
Email _____

Name _____
Field of Expertise _____
Address _____
Telephone Number _____ Fax Number _____
Email _____

WILLINGBORO TOWNSHIP		FEE SCHEDULE	
Subject of Application	Fee	Escrow Account	
Subdivision minor plat	\$100	\$500	
Subdivision preliminary plat	\$200	\$150 per lot, but not less than \$1,500	
Subdivision final plat	\$200	\$25 per lot, but not less than \$1,500	
Site plan waiver	\$100	\$500	
Site plan, minor	\$200	\$1,500	
Site plan, preliminary	\$350	\$150 per acre or part acre, but not less than \$1,500 shall be deposited	
Site plan, final	\$200	\$100 per acre or part acre, but not less than \$1,500 shall be deposited	
Conditional use	\$100	\$1,500	
Informal*	\$50	None, provided that no professional review is involved. Applicant is responsible for costs of professional review required by the Board	
Staff conference	\$50	\$1,500 if any of the professional consultants are to participate	
Appeals (N.J.S.A. 40:55D-70a)	\$100	\$1,500	
Ordinance or map interpretation (N.J.S.A. 40:55D-70b)	\$50	\$500	
Bulk variances (N.J.S.A. 40:55D-70c)	\$100	\$500	
Use variances (N.J.S.A. 40:55D-70d)	\$100	\$1,500	
Permit (N.J.S.A. 40:55D-34 and N.J.S.A. 40:55D-35)	\$100	\$200	
Appeals to Township Council	\$100	\$1,500	
Request for rezoning	\$400	\$10 per acre, but not less than \$1,500	
Driveway relocation application [§370-76A-1h]	\$50	\$500	
Any other matter under the provisions of this chapter or the Municipal Land Use Law for which no specific fee or escrow deposit is established	\$100	\$500	
Certified list of property owners (N.J.S.A. 40:55D-12)	\$0.25 per name or \$10, whichever is greater		
Copies of applications, minutes, transcripts, decisions, resolutions or any other document or record for which no other specific fee has been established	Per letter-size page or smaller: \$0.05; per legal-size page or larger: \$0.07		
Zoning permit (Local clearance)	\$20	None required	
Subdivision approval certificate	\$25	None required	

*Whenever professional review fees will be incurred as the result of review conducted prior to the formal submission of an application, no such review shall be conducted until the applicant shall have requested the review and shall have agreed, in writing, to be responsible for the professional review fees. In any such instance, the Township Clerk shall determine the amount of escrow deposit that will be required.

FEES SCHEDULE CONTINUED

1. Minor subdivisions:

- (a) Application fee: processing fee of \$35 and \$65 for each new lot to be created (except any lands offered to the Township) as the technical review fee, as required by § 205-6 of the Code of the Township of Willingboro.
- (b) Percolation test fee: actual cost of the verification tests, but not to exceed \$200 per test, as the technical review fee, as required by § 205-7A(10) of the Code of the Township of Willingboro.
- (c) Engineering review fee: \$300 as the technical review fee, as required by § 205-11 of the Code of the Township of Willingboro.
- (d) Inspection fee: \$100 for each \$5,000 or part thereof of the cost of construction of the Improvements as estimated by the Township Engineer as a technical review fee, as required by § 205-12 of the Code of the Township of Willingboro.

2. Major subdivisions:

- (a) Application fee: (preliminary) processing fee of \$35 and \$1,500 for a subdivision involving 10 or fewer lots or \$3,000 for a larger subdivision and \$25 per new lot to be created in excess of 49 new lots as the technical review fee, as required in § 205-14 of the Code of the Township of Willingboro.
- (b) Percolation test fee: as established in Subsection C (1)(b) hereof, as required by § 205-15A (12) of the Code of the Township of Willingboro.
- (c) Engineering review fee: \$500, plus \$5 per lot, as the technical review fee, as required by as the § 205-21E of the Code of the Township of Willingboro.
- (d) Application fee (final): as established in Subsection C (2)(a) hereof, as required by § 205-22C of the Code of the Township of Willingboro.
- (e) Inspection fee: as established in Subsection C (1)(d) hereof, as required by § 205-27 of the Code of the Township of Willingboro.

3. Site plans:

- (a) Application fee: (preliminary) processing fee of \$25 and \$100 for the first acre and \$50 for each subsequent acre or part thereof as the technical review fee, as required in § 205-35 of the Code of the Township of Willingboro.
- (b) Percolation test fee: as established in Subsection C (1)(b) hereof, § 205-36A(13) of the Code of the Township of Willingboro.
- (c) Engineering review fee: \$300, plus \$50 per acre or part thereof, as the technical review fee, as required by § 205-41 of the Code of the Township of Willingboro.
- (d) Application fee (final): as established in Subsection C (3)(a) hereof, as required by § 205-42E of the Code of the Township of Willingboro.
- (e) Inspection fee: as established in Subsection C (1)(d) hereof, as required by § 205-45 of the Code of the Township of Willingboro.

4. Miscellaneous provisions

- (a) The Planning Board may waive any or all of any fee established herein if the applicant is a nonprofit or religious corporation or association.
- (b) All processing fees shall be non-refundable.
- (c) Each technical review fee shall be adjusted to reflect the actual time required for review multiplied by the rate established in the schedule of professional fees adopted annually by the governing body, to the end that should there be any amount unexpended for professional review of an application, the unexpended balance shall be refunded to the applicant, and further, that should the fee deposited be insufficient to satisfy the expenses of professional review, the applicant shall be required to deposit such additional funds as may be determined to be proper by the Planning Board in order to satisfy such expenses.
- (d) Special use permits. The fee for a special use permit as provided in Chapter 370, Zoning, of the Code of the Township of Willingboro shall be \$35.

9. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

- _____ Minor Subdivision Approval
- _____ Subdivision Approval (Preliminary)
- _____ Subdivision Approval (Final)

Number of lots to be created _____
(including remainder lot)

Number of proposed dwelling units _____
(if applicable)

SITE PLAN:

- _____ Minor Site Plan Approval
- _____ Preliminary Site Plan Approval [Phases (if applicable) _____]
- _____ Final Site Plan Approval [Phases (if applicable) _____]
- _____ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet or acreage) _____

Number of proposed dwelling units (if applicable) _____

_____ Request for Waiver from Site Plan Review and Approval

Reason for request _____

- _____ Informal Review
- _____ Request for Rezoning and/or Amendment to Master Plan
- _____ Appeal decision of an Administrative Officer [N.J.S.A. 40:55D-70a]
- _____ Map or Ordinance Interpretation or Special Question [N.J.S.A. 40:55D-70b]
- _____ Variance Relief (hardship) [N.J.S.A. 40:55D-70c(1)]
- _____ Variance Relief (substantial benefit) [N.J.S.A. 49:55D-70c(2)]
- _____ Variance Relief (use) [N.J.S.A. 40:55D-70d]
- _____ Conditional Use Approval [N.J.S.A. 40:55D-67]
- _____ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S.A. 40:55D-34]
- _____ Direct issuance of a permit for a lacking street frontage [N.J.S.A. 40:55D-35]
- _____ Other Relief [specify] _____

10. Section(s) of Ordinance from which a variance is requested: _____

11. Waivers Requested of Development Standards and/or Submission Requirements:
[attach additional pages as needed]

12. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and with 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable. The publication and the service on the affected owners must be accomplished at least ten (10) days prior to the date scheduled by the Administrative Office for the hearing. An affidavit of service on all property owners and a proof of publication must be filed before the application will complete and the hearing can proceed.

13. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [attach pages as needed] _____

- 14. Is a public water line available? _____
- 15. Is public sanitary sewer available? _____
- 16. Does the application propose a well and septic? _____
- 17. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? _____
- 18. Are any off-tract improvements required or proposed? _____
- 19. Is the subdivision to be filed by Deed or Plat? _____

20. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____

21. Other approvals which may be required and date plans submitted:

	<u>Yes</u>	<u>No</u>	<u>Date Plans Submitted</u>
Willingboro Municipal Utilities Authority	<input type="checkbox"/>	<input type="checkbox"/>	_____
Burlington County Health Department	<input type="checkbox"/>	<input type="checkbox"/>	_____
Burlington County Planning Board	<input type="checkbox"/>	<input type="checkbox"/>	_____
Burlington County Soil Conservation District	<input type="checkbox"/>	<input type="checkbox"/>	_____
NJ Council on Affordable Housing	<input type="checkbox"/>	<input type="checkbox"/>	_____
NJ Department of Environmental Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sewer Extension Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sanitary Sewer Connection Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stream Encroachment Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Waterfront Development Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wetlands Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tidal Wetlands Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Potable Water Construction Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
NJ Department of Transportation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Public Service Electric & Gas Company	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

22. Certification from the Tax Collector that all taxes due on the subject property have been paid.

23. List of Maps, Reports and other materials accompanying the application. (Attach additional pages as required for complete listing.)

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff [Engineer, Planning Consultant, Attorney for the Board to which the application is submitted] for their review. The documentation must be received by the professional staff at least fifteen (15) business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

Quantity Description of item

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

24. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals:

Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

<u>Applicant's Professional</u>	<u>Reports Requested</u>
<input type="checkbox"/> Attorney	_____
<input type="checkbox"/> Engineer	_____
<input type="checkbox"/> Planning Expert	_____
<input type="checkbox"/> Traffic Expert	_____
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____

CERTIFICATIONS

25. I certify that the forgoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. *[If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]*

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

Signature of Applicant

(Notary)

26. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. *[If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]*

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

Signature of Owner

(Notary)

27. I understand that the sum of \$ _____ has been deposited in an escrow account (Builder’s Trust Account). In accordance with the Land Development Ordinance of the Township of Willingboro, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal, and other expenses associated with the review of applications for development, review and preparation of documents, inspection of improvements, the publication of the decision by the board or other purposes under the provisions of the Municipal land use law. Sums not utilized shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add the sum of the escrow account within fifteen (15) days.

Date _____

Signature of Applicant

TOWNSHIP OF WILLINGBORO
ZONING BOARD OF ADJUSTMENT/PLANNING BOARD

PLEASE TAKE NOTICE that a public hearing will be held on _____ at 7:30PM (zoning board) at 6:00PM (planning board), before the Willingboro Township [Planning Board/Zoning Board of Adjustment] at the Municipal Complex, One Dr. M. L. King Jr. Drive, Willingboro, NJ in Council Chambers, to consider the application of the undersigned for

together with all necessary variances and waivers as more particularly shown on the plans prepared by _____ dated _____ for the property located at _____ and designated as Block _____, Lot (s) _____ on the Willingboro Township Tax Map.

All documents and plans required for this hearing are on file in the office of the Board Secretary and are available for inspection at least ten days prior to the Hearing. Any interested party may appear at said hearing and participate therein in accordance with the rules of the Planning/ Zoning Board of Adjustment.

Attorney for Applicant or Owner

NOTICE OF PUBLIC HEARING

TOWNSHIP OF WILLINGBORO
ZONING BOARD OF ADJUSTMENT/PLANNING BOARD

TO ALL PROPERTY OWNERS:

PLEASE TAKE NOTICE that the undersigned has applied to the Planning Board/Zoning Board of Adjustment if the township of Willingboro, County of Burlington, New Jersey for:

to permit the following

together with all necessary variances and waivers as more particularly shown on the plans prepared by _____ dated _____ for the property located at _____ and designated as Block _____, Lot (s) _____ on the Willingboro Township Tax map, which premises are located within 200 feet of the property owned by you.

The application is now on the Board's calendar and a public hearing has been scheduled for _____, at 7:30PM (zoning board), at 6:00PM (planning board), before the Willingboro Township [Planning Board/Zoning Board of Adjustment] at the Municipal Complex, One Dr. M. L. King Jr. Drive, Willingboro, NJ in Council Chambers, at which time you may appear either in person, or by agent or attorney, and present any objections you may have to the approval of this application.

All documents and plans required for this hearing are on file in the office of the Board Secretary and are available for inspection at least ten days prior to the hearing.

Dated: _____

Attorney for Applicant or Owner

LOCAL PROPERTY OWNERS- PERSONAL SERVICE OR CERTIFIED MAIL
OUT OF TOWN PROPERTY OWNERS-CERTIFIED MAIL

AFFIDAVIT

PROOF OF SERVICE NOTICE UPON PROPERTY OWNERS MUST
BE FILED WITH THE BOARD SECRETARY PRIOR TO OR AT THE HEARING

STATE OF NEW JERSEY:
COUNTY OF BURLINGTON: SS

_____ being of full age and being duly sworn according to the law, deposes and says,
that he resides at _____ in the municipality of _____ County of
_____ and the State of _____. That _____ is the appellant in
a proceeding before the Planning/Zoning Board of the Township of Willingboro, which relates at
_____ and that on _____, 20____, written notice of the hearing on this
application was given to each and all owners of property affected by said application in the form required by the
Board and caption "Notice of Public Hearing" and according to the attached list(s) in the manner indicated
thereon.

Sworn and subscribed before
me this ____ day of _____
20_____.

Signature Applicant

Attach to this affidavit a list of property owners served showing method of service.

Willingboro Planning Board/Zoning Board of Adjustment
(Cross out Board that does not apply)
Persons Served and Manner

<u>Name</u>	<u>Address</u>	<u>Method</u> (Choose One)	<u>Date</u>	<u>Signature if hand Delivered</u>
		<input type="checkbox"/> Certified <input type="checkbox"/> Hand Delivered		
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