



# Department of PLANNING AND ZONING

## BOARD APPLICATION PACKET

The enclosed packet contains forms and instructions required in order to be make an application to the Pennsauken Township Planning and Zoning Boards. Please read through the instructions carefully, as they are a guide to the application and hearing process. The items listed below are included with this application package:

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## TOWNSHIP OF PENNSAUKEN

2400 Merchantville Avenue  
Pennsauken, New Jersey 08110-1834  
Phone (856) 665-1000 Ext. 1430

### GENERAL INSTRUCTIONS FOR SUBMISSION OF DOCUMENTS:

Applications can be obtained at the Pennsauken Municipal Building or Online. Please note, a Corporation, Partnership, LLC, or S-Corp is required to be represented by an attorney licensed in New Jersey.

### **WHICH BOARD (PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT) DO I APPLY TO:**

#### APPLY TO THE **PLANNING BOARD** FOR:

1. Conceptual reviews of site plans and/or proposed subdivisions not requiring a “d” variance as defined in N.J.S.A.40:55d;
2. Major and minor subdivision and site plan applications, unless the applicant is also seeking a use or “d” variance as defined in N.J.S.A.40:55d;
3. Conditional use permit applications where all conditions are met;
4. Site plan or subdivision applications where a hardship or bulk “c” variance is requested as defined in N.J.S.A.40:55d.

#### APPLY TO THE **ZONING BOARD OF ADJUSTMENT** FOR:

1. Appeals from a decision of the Zoning Official based on or made in the enforcement of the zoning ordinance;
2. Requests for zoning map or land use and development ordinance interpretations;
3. Hardship or Bulk Zoning “c” variances related to a single- or two-family dwelling. In cases where no site plan, conditional use, or subdivision review is required it must be demonstrated that a “c” variance is necessary;
4. Use variances and other “d” variances whether or not a subdivision or site plan is also involved. When a subdivision or site plan is involved, the applicant may submit it simultaneously with the use variance application, or wait until the variance is decided.

## STEP I: APPLICATION SUBMISSION FORMS

Submission #1: ONE (1) HARD COPY SET AND ONE (1) PDF SET of the following forms must be completed and submitted to the Planning and Zoning Office, together with the required fees, plans and supplemental documents in order to be considered for Completeness and placement on a Board agenda:

- A. Completed Board application, tax map submission and project narrative
- B. Completed submission checklist and design waivers request form
- C. Signed escrow agreement and W-9 tax form to set up escrow account for professional review fees
- D. Proof of payment of taxes (from Township Tax Collector's office – request using attached form)
- E. Signed consent to entry
- F. Request list of property owners within 200' of the site (you may need to obtain a 200' list from an adjoining municipality if your application involves property located within 200' of adjoining municipality – request using attached form)
- G. Payment of required application fees and escrow fees in separate check
- H. Copy of the notice of hearing given to property owners within 200' (see sample notice)

### SUBMISSION OF DOCUMENTS

- All documents for Board review shall be submitted directly to the Planning and Zoning Office for distribution to the various Board consultants and Departments for review. There will be no review of documents submitted directly to the Board consultants or Departments.
- Revised documents shall be accompanied by a letter of transmittal identifying, in detail, all revisions made to the documents submitted, including revisions made which were not requested by Township representatives.
- Complete sets of all revised documents shall be submitted. Piecemeal submission of revised items will delay review of the application. Even when only portions of documents have been revised, the entire set of documents shall be re-dated for resubmission and the entire set of documents resubmitted. When documents are related (e.g., drainage calculations and grading, drainage and soil erosion plans), all accompanying documents shall be re-dated to bear a common date of revision and complete sets resubmitted.
- When an application is in the process of being heard by the Board and revisions or additional documentation is requested by the Board, all revised documents must be submitted at least 10 calendar days prior to the next scheduled hearing date for that application in order for the revisions to be considered by the Board.
- Any exhibit that is to be entered into evidence and marked as an exhibit must be free-mounted so that it can be folded after the hearing AND a PDF shall be provided. Exhibits entered into evidence during the Board hearing may be retained.

## **STEP II: COMPLETENESS REVIEW**

- A. The Application will be transmitted to all applicable Township departments and professionals for review
- B. Staff and professionals will review the documentation submitted and check to ensure that all items required for submission in the application checklist have been submitted.
- C. All required documentation should be provided. If the application is found incomplete, additional submissions will be required prior to being scheduled for a hearing. A completeness review will be sent to the applicant (within 45 Days of submission) indicating which items are outstanding. Waivers may be requested from various checklist submission requirements, with significant weight given to the Board's professional's recommendations.
- D. Once all necessary items are submitted, the application will be deemed complete and formally scheduled for a hearing date (within 120 days).

Submission #2: After the application has been deemed complete and a hearing date assigned, applicant shall provide the required number of copies of documents as indicated in the applicable checklist at least 10 days prior to the hearing. If revisions were made, please submit one (1) new hard copy set and one (1) new pdf set with revisions to the Planning and Zoning Office. See requirements for # of copies needed.

## **STEP III: PUBLIC NOTIFICATION**

Official written notice of hearing must be provided (pursuant to N.J.S.A. 40:55D-12) as a 'legal notice' to the general public in the official newspaper of the Board (Courier Post or The Retrospect) and to property owners within 200 feet of the subject property. Please review the following instructions regarding proper notice procedures:

- A. Do not provide notice until the application is deemed complete and you have been formally scheduled for a Board hearing.
- B. Notice must be provided a minimum of ten (10) days prior to the hearing (not including the date of the meeting) or the application will be rescheduled to a later date, which will require new notice
- C. Complete the PUBLIC NOTICE of hearing and submit to Newspaper.
- D. Obtain a Certified List of all persons/entities of real property located within 200 feet in all directions of the subject property, whether located within the municipality or in an adjoining municipality. You must request the 200' list from the Clerk's office of an adjoining municipality. Complete and submit the attached "Request for Certified List" form to the Planning and Zoning office, together with a \$10 processing fee. The list will be sent to you when complete.

- E. **Prepare the certified list NOTICE OF HEARING.** A sample has been provided in this packet.
- F. No less than 10 calendar days before the scheduled Board hearing, send the prepared notice to the parties on the Certified List. Send the notice via U.S. Postal Service Certified Mail. You must write the recipient's address on the white receipts before they are stamped by the Post Office. The Post Office will not write addresses for you. The Post Office will stamp the white receipts with the mailing date, which must be at least 10 days prior to the hearing.
- G. If you do not want to mail the notices, the law permits that they may be served in person upon the surrounding property owners on the Certified List, however some parties on the Certified List, such as utilities, will have to be notified via mail. If notice is hand delivered, the applicant shall write or type the following on the top of each page of the 200' public notice list: **"By signing and dating below, I acknowledge that I have received a written copy of the public notice of the Planning and/or Zoning board hearing."** The recipient must sign and date the line next to the address for proof of receipt. This signature shows only that the person has been notified; it does not indicate approval or disapproval of the application. Signatures require notarized proof of service form.
- H. **Also, Distribute NOTICE OF HEARING by certified mail or hand delivery to:**
- 1) The County Planning Board where applications involve property adjacent to an existing or proposed County Road
  - 2) The Clerk of the Adjoining Municipality and County Planning Board where application involves property located within 200' of an adjoining municipality. See address on next page. May not reflect a recent address change. Please confirm for yourself before sending.
- I. **Publish the NOTICE OF HEARING.** It is recommended that you contact the newspaper to confirm the receipt and publication date of notice. All notices must be published at least 10 days prior to the hearing (not including day of hearing). All submission deadlines should be confirmed with the newspaper and please be sure to plan ahead for proper publication in the newspaper.

<p><i>Courier Post, Legal Notices</i>  301 Cuthbert Blvd.  Cherry Hill, NJ 08034  (856) 486-2605 or (888) 516-9220  <a href="mailto:cplegals@gannett.com">cplegals@gannett.com</a></p>	<p><i>The Retrospect, Legal/Public Notices</i>  732 Haddon Avenue  Collingswood, NJ 08108  (856) 854-1400 ext. 22  <a href="mailto:legals@theretrospect.com">legals@theretrospect.com</a></p>
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The newspaper will send you an affidavit of publication or PROOF OF PUBLICATION, which must be submitted to the Administrative Officer at least ten (10) days prior to the hearing.

## STEP IV: SUBMIT PROOF OF NOTICE

Submission #3: You must provide notice to property owner(s) at owner's delivery address, which may be different than the property location.



### *Certified Mail Receipt*

- A. Submit a copy of the Notice of Hearing and white certified mail receipts stamped by the post office indicating date mailed OR notarized proof of personal service (signatures) if notice was served in person to the Planning and Zoning Office no less than 10 days prior to the hearing; and
- B. Proof of Publication in Newspaper (obtain affidavit from newspaper company).

## STEP V: PREPARE THE PRESENTATION

The presentation to the Planning and or Zoning Board should be brief and concise but present all relevant facts and address any requested waivers or variances. Photographs, sketches, surveys, site plans, witnesses, and/or any other pertinent information may be presented, this includes workshops. The burden of proof is on the applicant when she or he is asking for an exception of the ordinance.

- **The Planning Board** is required to consider certain tests in evaluating your application, as specified in the Municipal Land Use Law (M.L.U.L.). Staff and professionals will prepare a review of each application, which should be addressed at the hearing.
- **The Zoning Board** is required to consider certain tests in evaluating your application, as specified in the Municipal Land Use Law (M.L.U.L.) and outlined in the Information about variances in this package. The presentation should specifically address these points that are referenced in the Information about Variances section of these instructions for further information.

- Board members and the applicant will receive copies of the review prior to the hearing. All applicants or property owners that are incorporated must be represented by an attorney. Any employed professionals and experts for the applicant will be certified that they possess the appropriate New Jersey licenses prior to any testimony at the Board hearing. The lack of a New Jersey license does not prohibit an individual from testifying but will preclude her or his ability to be certified as an expert witness by the Planning Board.

## **STEP VI: ATTEND THE HEARING**

An application must be heard by the Board within 120 days of being deemed complete.

The Board meets in the public meeting room, 2<sup>nd</sup> floor, of the Municipal Building at 5605 N. Crescent Blvd.

The hearings begin at 6:30 pm, which is open to the public. A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney. The procedure for the hearing is as follows:

- a. The Board conducts Pledge of Allegiance & Roll Call.
- b. The Chair determines which Applicants are present and announces the order of the hearing.
- c. When the application is called, the Applicant or Applicant's attorney proceeds to the podium.
- d. The Applicant and anyone giving testimony is sworn in.
- e. The Applicant presents a concise summary of its application, presents all relevant facts and exhibits, and explains why the application should be approved.
- f. The Board members ask questions after the Applicant's case is presented.
- g. The public is then allowed to ask questions or make a sworn statement.
- h. The Applicant has the opportunity to summarize its application and testimony.
- i. The Chair closes the hearing and asks for discussion by the Board. No further comments can be made by the Applicant, designated representative, or the public as the Board deliberates.
- j. A Board member makes a motion on the application and, if seconded, a vote is taken.

If a full seven (7) member Zoning Board is not present for a (d) variance, the Applicant may request a postponement of the hearing, as five (5) affirmative votes are required for approval.

## STEP VII: AFTER THE HEARING

Submission #4: Compliance Items - If your application is approved by the Board, there will likely be additional or revised items which will need to be submitted to the Planning and Zoning Office.

### A. **Memorialization of Resolution:**

- 1) After the hearing the Board Attorney will prepare a legal document called a Resolution which will include all of the facts that were presented to the Board and the Board's reasoning for the approval/denial of the request.
- 2) The Board must vote on the Resolution at a hearing within forty-five (45) days of the decision. The Board is voting to agree that the facts presented in the Resolution are the facts upon which their decision was based and that all conditions of approval (if applicable) are addressed appropriately in the Resolution. *The Applicant is not required to attend the hearing at which the resolution is memorialized.*
- 3) A copy of the Resolution will be emailed or mailed to the Applicant.

B. **Notice of Decision.** The Applicant is required to submit a Public Notice of Decision to the official newspaper for publication within ten (10) days of the memorialization of the Resolution.

C. **Time Period for Appeal.** Any party interested in appealing a decision of the Board, must do so within forty-five (45) days of the publication of the Notice of Decision.

D. **Items to Submit After the Hearing:**(Include and specify any revisions not requested by the Board)

- 1) **Conditions of Approval** (if applicable). Any and all conditions of approval must be satisfied (example: Revisions to plans requiring modification for approval must be submitted.). The Board Professionals will review the revised plans for conformance to ensure that any and all required documentation/modifications have been submitted and found satisfactory. Once approved, one (1) pdf set and six (6) sets of hard copy plans, signed and sealed by the planner should be submitted for signature before any required Zoning or Building permits will be issued.
- 2) **Escrow.** Any outstanding review escrow, bond payments, and/or inspection escrow must be submitted prior to the issue of any permits. Should a positive balance remain in the escrow account after the project is complete and all bills are submitted, the Applicant should submit a written request to the Administrative Officer for a refund of the remaining escrow. Any unpaid professionals' bills will become a lien on the property.
- 3) **Zoning Permit.** A Zoning Permit application may be submitted once the above items have been completed.
- 4) **COAH Fees.** The Fair Housing Act may require collection of fees for New Construction or Additions of commercial and residential properties before a C.O. will be issued.
- 5) **Building Permits.** Building Permits may be obtained from the Construction Department. **Be advised following approval, "Consent to Assume Liability" form should be signed & you must obtain a building permit within six (6) months or your variance approval will expire.**

## **INFORMATION ABOUT VARIANCES**

*This information is being provided for informational purposes only; please consult with an attorney for further guidance.*

### **TWO TYPES OF VARIANCES**

#### **I. Bulk Variance**

A (c) bulk variance is the relief of requirements from the Zoning Ordinance, which generally relates to dimensional requirements, such as minimum lot size, off-street parking, and setbacks.

#### **II. Use Variance and other (d) variances**

A (d) use variance is a request to permit one of the following:

1. use or principal structure in a zone that restricts such a use or principal structure,
2. expansion of a non-conforming use
3. deviation from a specification or standard pertaining solely to a conditional use,
4. an increase in the permitted density (permitted number of dwelling units/gross area), except for detached one or two dwelling unit buildings,
5. an increase of more than ten (10') feet or 10% of the permitted height of a principal structure.

### **BURDEN OF PROOF FOR VARIANCES**

The burden of proof is on the Applicant to show that the application meets the following statutory requirements:

#### **I. Bulk Variance N.J.S.A. 40:55D-70(c)**

1. Due to the exceptional narrowness, shallowness or shape of property, or exceptional topographic conditions or physical features uniquely affecting the property, or an extraordinary and exceptional situation uniquely affecting the property or the structures lawfully existing there on, the strict application of zoning regulation would result in peculiar and exceptional practical difficulties, or exceptional and undue hardship upon the developer of such property. OR
2. The purposes of the Municipal Land Use Law (MLUL) would be advanced by a deviation from the zoning ordinance and the benefits of the deviation would substantially outweigh any detriment; AND
3. The relief can be granted without substantial detriment to the public good; AND
4. The relief will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

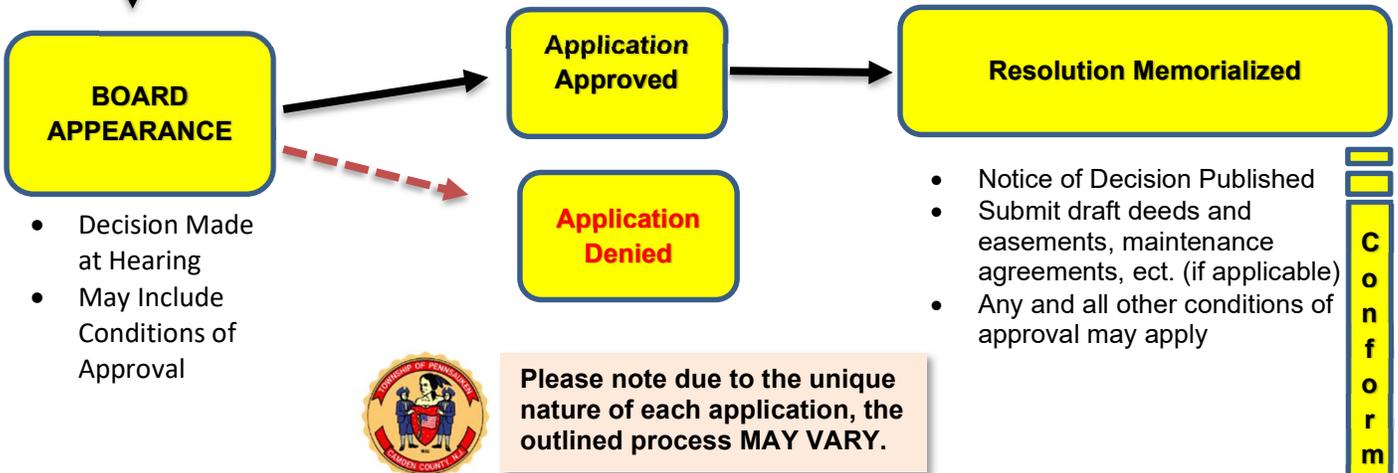
#### **II. Use Variance or other (d) variances N.J.S.A. 40:55D-70(d)**

1. There are "special reasons" meriting a use variance because:
  - a. it would advance one or more of the purposes of the MLUL set forth in NJSA 40:55D-2, or
  - b. the proposed use is particularly or peculiarly suited to the particular location for the variance which is sought (i.e., furthers the 'general welfare') or
  - c. the property owner would suffer "undue hardship" if compelled to use the property in conformity with the permitted uses in the zone. AND
2. The relief can be granted without substantial detriment to the public good AND
3. The relief will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

## THE APPLICATION PROCESS

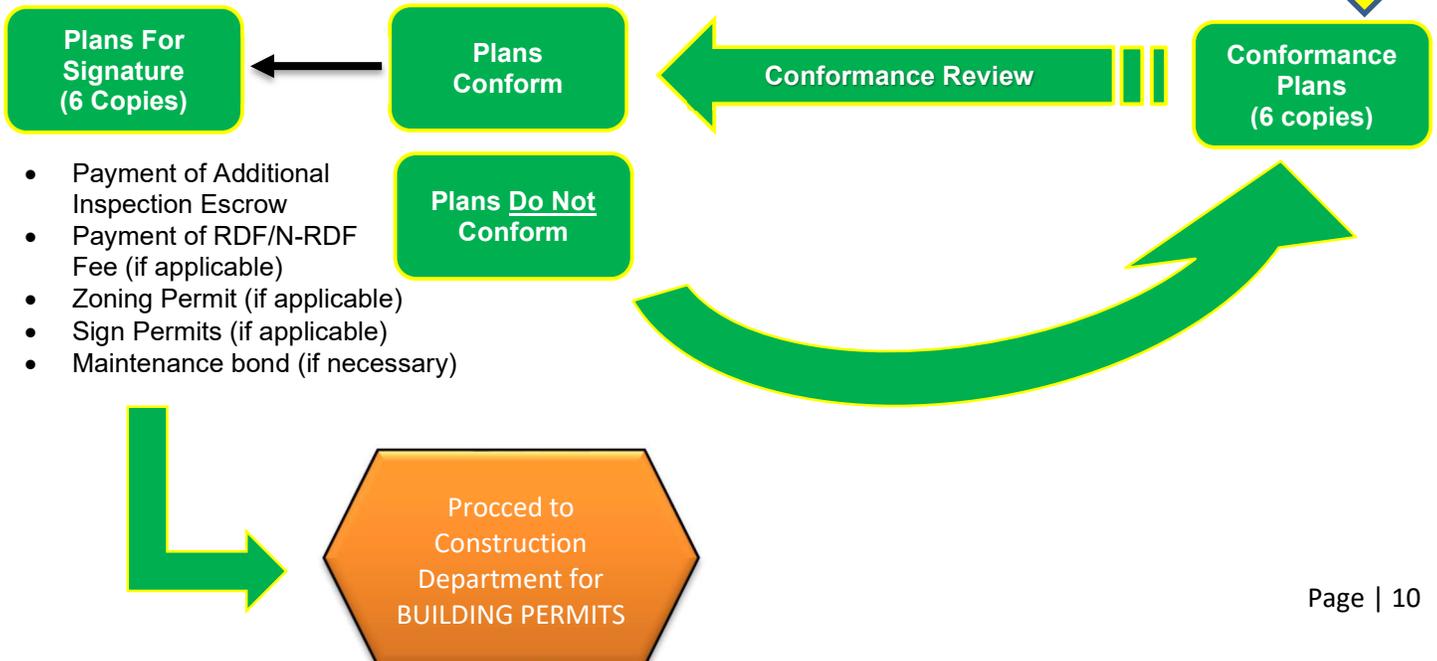


## PUBLIC HEARING



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## AFTER BOARD APPROVAL



**REQUIREMENTS FOR WORK SESSION (Planning Board only)**

- \_\_\_\_\_ 12 Copies – Board Application (double sided) Submitted to Planning & Zoning Office
- \_\_\_\_\_ 12 Copies – Site Plan (or \*\*scaled survey) Submitted to Planning & Zoning Office
- \_\_\_\_\_ 12 Copies – Tax Map subject property is located on (Planning & Zoning Office will provide a pdf via email for you to include with application submission)
- \_\_\_\_\_ 12 Copies – Narrative describing the project Submitted to the Planning & Zoning Office  
(please be concise and check for errors as this will be published on the board agenda without alteration)
- \_\_\_\_\_ 2 Copies – Board Application (double sided) and Site Plan (or \*scaled survey) to Water Commission (new construction or water service only)
- \_\_\_\_\_ 2 Copies – Board Application (double sided) and Site Plan (or \*scaled survey) to Board Engineer
- \_\_\_\_\_ Fees Paid – Application & Escrow (will be paid with separate checks)
- \_\_\_\_\_ Work Session Date Scheduled

**REQUIREMENTS FOR PUBLIC HEARING**

- \_\_\_\_\_ 12 Copies – Board Application (double sided) Submitted to Planning & Zoning Office
- \_\_\_\_\_ 12 Copies – Site Plan (or \*\*scaled survey in some cases) Submitted to Planning & Zoning Office
- \_\_\_\_\_ 12 Copies – Tax Map subject property is located on (Planning & Zoning Office will provide a pdf via email for you to include with application submission)
- \_\_\_\_\_ 12 Copies – Narrative describing the project Submitted to the Planning & Zoning Office  
(please be concise and check for errors as this will be published on the board agenda without alteration)
- \_\_\_\_\_ 2 Copies – Board Application (double sided) and Site Plan (or \*scaled survey) to Water Commission (new construction or water service only)
- \_\_\_\_\_ 2 Copies – Board Application (double sided) and Site Plan (or \*scaled survey) to Board Engineer
- \_\_\_\_\_ Fees Paid – Application & Escrow (will be paid with separate checks)
- \_\_\_\_\_ Hearing Date Scheduled

*In addition to the above, please be certain to submit the following documents to the Planning and Zoning office at least 10 days prior to your hearing or the application WILL NOT BE HEARD:*

- \_\_\_\_\_ Notice to Property Owners & Utilities within 200' feet of property
- \_\_\_\_\_ Certified Mail Receipts
- \_\_\_\_\_ Affidavit of Service
- \_\_\_\_\_ Proof of Publication from Newspaper
- \_\_\_\_\_ Taxes paid and up to date (tax certification slip)



## **PLOT PLANS, SITE PLANS and SURVEYS**

### **UNDERSTAND the DIFFERENCE**

Site plans, surveys, and plot plans are often confused or used interchangeably, but they have distinct purposes and contents.

- **PLOT PLAN** - A plot plan is a simplified version of a site plan or a survey that shows the basic layout and dimensions of a property or site, such as lot size, setbacks, and building footprint.
- **SITE PLAN** - A site plan is a detailed drawing that shows the proposed design and improvements of a site, such as buildings, roads, utilities, landscaping, drainage, and grading.
- **SURVEY** - A survey is a legal document that shows the existing conditions and measurements of a property, such as boundaries, easements, encroachments, and monuments.

**\*\* Pennsauken Township requires that submitted survey's be to scale.**

- 1) The scale should use multiples of 10' (e.g. 1=10, 1=20, 1=30, 1=40, 1=50, 1=60 ect.).
- 2) Be careful when copying or faxing survey's as this may distort the measurements rendering the survey unusable for your application.
- 3) Whenever possible an original sealed survey should be used, or a copy that maintains the integrity of the original measurements.
- 4) As of the date of your application, the survey submitted should disclose the premises in its entirety.
- 5) No other buildings, fences, or other facilities should have been constructed, installed, or otherwise located on the premises after the date of the survey without the proper permits.



**SELECT APPLICATION TYPE:**  
 Planning Board  
 Zoning Board

**PLANNING BOARD & ZONING BOARD APPLICATION**

Block:	Lot(s):	Tax Map Sheet:	Zoning District:
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Work Site Location / Address:

Project or Company Name:

Property Owner Name:  
 Property Owner's Address:  
 Property Owner's Phone Number:

*I have reviewed this application and accompanying documentation and consent to the filing of the same with Pennsauken Township Planning/Zoning Board.*

Property Owner's Signature: \_\_\_\_\_

Applicant's Name - (this is the primary point of contact for the application):  
 Applicant's Address:  
 Applicant's Phone Number:  
 Applicant's Email:  
*(correspondence will be emailed unless otherwise requested)*

*I do hereby consent to the filing of this application and appoint \_\_\_\_\_ to perform all duties as may be required to prosecute this application before the Pennsauken Township Planning/Zoning Board. I do further acknowledge my agent will be the sole recipient of all documentation (reports, agendas, etc.) produced by Pennsauken Township with regard to this matter.*

Applicant's Signature: \_\_\_\_\_

*I do hereby accept the responsibilities as contact for this application.*

Contact's Signature: \_\_\_\_\_

Preparer of Plans Name:  
 Preparer of Plans Address:  
 Preparer of Plans Phone Number:  
 Preparer of Plans Email:

Attorney's Name:  
 Attorney's Address:  
 Attorney's Phone Number:  
 Attorney's Email:

Other Professional Name:  
 Other Professional Address:  
 Other Professional Phone Number:  
 Other Professional Email:

**DISCLOSURE STATEMENT**  
 Pursuant to N.J.S. 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. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than a 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. If the Applicant is a Corporation or Partnership, attach on separate sheet the name address and interest percentage of all stockholders and/or partners that apply.

**Application Type (check all that apply):**

- Appeal of decision of Zoning Officer: (Zoning Board only)
- Request for Interpretation of Zoning Ordinance: (Zoning Board only)
- Concept/Workshop Review with Board:
- Conditional Use Permit: (Planning Board only)
- Extension of time (specify): \_\_\_\_\_
- Plan resubmittal due to incompleteness determination
  
- Minor Subdivision: (total lots = \_\_\_\_\_)
- Major Subdivision - **Preliminary**: (total lots = \_\_\_\_\_)
- Major Subdivision - **Final**: (total lots = \_\_\_\_\_)
  
- Minor Site Plan: proposed improvements sq ft \_\_\_\_\_ # of dwelling units \_\_\_\_\_)
- Major Site Plan - **Preliminary**: proposed improvements sq ft \_\_\_\_\_ # of dwelling units \_\_\_\_\_)
- Major Site Plan - **Final**: proposed improvements sq ft \_\_\_\_\_ # of dwelling units \_\_\_\_\_)
- Site Plan Amendment
- Site Plan Waiver
  
- Bulk (c) Variance
- Use (d) Variance

**PROPERTY INFORMATION**

Lot Size: \_\_\_\_\_ Number of Existing Lots: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_

Are there Existing Deed Restrictions or Easements?     No             Yes (please attach copies)

Are there Proposed Deed Restrictions or Easements?     No             Yes (please attach copies)

Existing Land use: \_\_\_\_\_

Proposed Land Use (be specific): \_\_\_\_\_

Purpose for Occupancy: \_\_\_\_\_

Describe in detail how you intend to use the structure, area or land. Attach additional sheets as needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	Existing	Proposed				
Building			Drainage Type			
Floor Area			Major Development	YES q	NO q	N/A q
*Floor Area Ratio			Onsite Basin	YES q	NO q	N/A q
Residential sq. ft.			Offsite Basin	YES q	NO q	N/A q
Retail sq. ft.			Other			
Office sq. ft.						
Industrial sq. ft.						
Other (specify) sq. ft.						
Dwelling units						
Affordable Units						
Bedroom Count						
Employee Count						

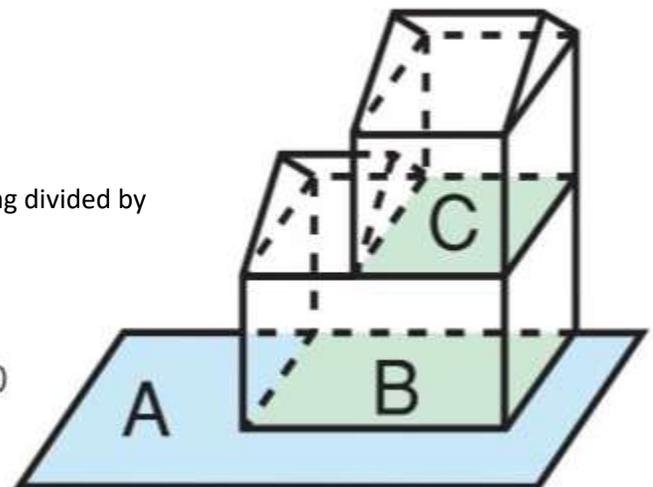
Storm Water Maintenance Report? YES q NO q

Property Maintenance Report? YES q NO q

Proposed Screen Planting/Buffer: \_\_\_\_\_

\*Floor Area Ratio (FAR) is the sum of all floor space in a building divided by the lot area.

$$\text{Floor-Area Ratio (FAR)} \\ \text{FAR (\%)} = \frac{\text{total floor area (B+C)}}{\text{site area (A)}} \times 100$$



## LOT COVERAGE EXPLAINED

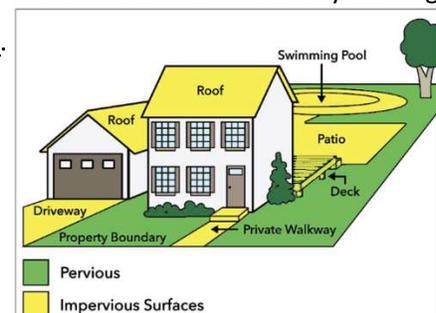
**Lot Coverage** is the percentage of the total lot area that is covered by impervious surface. In essence, it's the total square footage of all structures covering a lot from a bird's eye view.

Lot Coverage = (Building Footprint ÷ Lot Area) X 100

**Impervious Surface** refers to all hard surfaces on your property that prevent rainwater from naturally soaking into the ground. This includes cover placed on land for decoration or passage.

Examples of Impervious Surfaces/Cover:

- Building Footprint
- Patios/Decks
- Swimming Pools
- Driveways/Walkways
- Garages/Sheds/Carports
- Concrete or Asphalt
- Gravel/Crushed stone
- A/C Pads/Paver blocks



LOT COVERAGE TABLE		
ITEM DESCRIPTION ZONING DISTRICT _____	EXISTING AREA (SQUARE FEET)	PROPOSED AREA: EXISTING + PROPOSED (SQUARE FEET)
1. <b>LOT AREA</b> (Check sur survey or tax map. For rectangle lots, it's length x width)		N/A
2. <b>PRIMARY BUILDING</b> (ground floor of house and attached garage + attached roofed porch + attached roofed deck)		
3. <b>DETACHED GARAGE (ground floor)</b>		
4. <b>SHED</b>		
5. <b>POOL/HOT TUB/GAZEBO</b>		
6. <b>PATIOS/DECKS</b>		
7. <b>DRIVEWAYS/WALKWAYS</b>		
8. <b>OTHER</b> (Please Identify)		
<b>BUILDING COVERAGE</b>		
SF= Add Items 2 + 3 + 4	_____ SF	_____ SF
% = (Item 2 + 3 + 4) ÷ Lot Area x 100	_____ %	_____ %
Percent Permitted in Zoning District?		_____ %
<b>ACCESSORY STRUCTURES COVERAGE</b>		
SF = Add Items 3 + 4 + 5	_____ SF	_____ SF
% = (Item 3 + 4 + 5) ÷ Lot Area x 100	_____ %	_____ %
Percent Permitted in Zoning District?		_____ %
<b>TOTAL IMPROVEMENT COVERAGE</b>		
SF= Add Items 2 thru 8	_____ SF	_____ SF
% = (Items 2+3+4+5+6+7+8) ÷ Lot Area x 100	_____ %	_____ %
Percent Permitted in Zoning District?		_____ %

Include a scaled survey showing the percent of lot coverage in your application.

Your scaled survey should be a multiple of 10 (e.g. 1=10, 1=20, 1=30, 1=40, 1=50, 1=60, ect.) and include:

- The **location and dimensions** of all building footprints including, building foundations, overhangs, canopies, balconies, carports, parking lots, driveways, swimming pools, ect
- A **table of all areas** and their dimensions
- The maximum coverage allowed for the **zoning district** in which property is located
- The lot area and source of the lot area information
- The **proposed maximum lot coverage** as a percentage of lot area

**ZONING BULK VARIANCE REQUESTS (complete sections related to the relief being requested)**

	Required	Existing	Proposed
<b>Building Requirements</b>			
Building Height			
Building Stories			
Acc. Building Height			
Acc. Building Stories			
<b>Minimum Lot Requirements</b>			
Lot Area			
Frontage Width			
Lot Depth			
<b>Minimum Yard Requirements</b>			
Front Yard Setback			
Side Yard Setback			
Secondary Side Yard Setback			
Aggregate Side Yard Setback			
Rear Yard Setback			
<b>Parking Requirements</b>			
Parking Spaces			
Parking Spaces (ADA)			
Loading Spaces			
Parking Setback			

	Required	Existing	Proposed
<b>Accessory Structures</b>			
Fence/Wall Height			
Garage Height			
Garage Area			
Shed Area			
Shed Height			
Pool Setback			
Pool Area in Rear Yard			
Gazebo/Pergola			
Other			
<b>Signage Requirements</b>			
Facade Sign Area			
Window Sign Area			
Freestanding Sign Area			
Overhanging Sign Area			
Total Number of Signs			
Height of Signs			
Sq Ft of Signs			

Is the proposed site on an inside or corner lot?

Inside

Corner

**Provide a description of any requested variances. Attach additional sheets as needed:**

<i>Ordinance Section Citation</i>	<i>Description of variance requested and reason / justification for the request.</i>

**Important:**

Attach this form to the front of request form when filing application and initial here: \_\_\_\_\_

**TOWNSHIP OF PENNSAUKEN**  
**SUBMISSION AND DESIGN WAIVERS REQUEST FORM INSTRUCTIONS**

1. The checklist shall be completed by the applicant or its authorized representative and submitted with the application. This checklist shall be used in determining completeness or incompleteness of the application pursuant Pennsauken Township's Land Use and Development Ordinance. The applicant is advised that failure to provide all data required on this checklist or failure to apply for the appropriate submission waivers will render the application incomplete.
2. Incomplete applications will not be deemed complete or scheduled for a hearing date.
3. Applicant to complete columns labeled Submitted and Waiver Requested only. Right column for Township Use Only.
4. All checklist items are considered applicable by the Board. Where the Applicant considers an item not applicable (N/A), the applicant shall request a waiver "W" for the item and complete the checklist column on the Submission and Design Waiver Request Form with a detailed explanation for the waiver request. Any item designated as "Not Applicable" (N/A) shall not be recognized by the Board and the item(s) shall be considered incomplete, if not provided.
5. All references to chapters, sections, subsections, etc. refer to the Revised General Ordinances of the Township of Pennsauken, latest revision, unless otherwise noted. For submission purposes, where a conflict in references occurs, the most restrictive shall apply.
6. All Submission and Design Waivers are to be requested in writing and listed on the checklist column of the Submission and Design Waiver Request Form. Design waivers will be acted upon by the Board. This includes relief requested for:
  - Exceptions from Municipal Requirements (N.J.S.A. 40:55D-51)
  - Exceptions from New Jersey Residential Site Improvement Standards (R.S.I.S.) (N.J.A.C. 5:21-3.1)
  - Waivers from New Jersey Residential Site Improvements Standards (R.S.I.S.) (N.J.A.C. 5:21-3.2)  
*Requires application to and approval of the New Jersey Site Improvement Advisory Board*

**TOWNSHIP OF PENNSAUKEN**

**SUBMISSION AND DESIGN WAIVERS REQUEST FORM**

Date:	
Block:	Lot(s):
Property Address:	
Name of Project:	
Name of Applicant:	

This form is an integral part of any development checklist submitted to the Township of Pennsauken wherein waivers from design standards or submission waivers from application checklist items are requested. This form must be completed for all requested waivers and submitted with the application in order for the application to be considered complete. It is the applicant's responsibility to complete this form in order for proper consideration to be given to the request. Adequate documentation and support data shall be provided with the request in order for the Township to determine the appropriateness of the request. Where technical references or support data are given, the request form shall be signed and sealed by the appropriate professional. Attach additional sheets as necessary.

<b>Checklist Item or Design Standard Reference</b>	<b>Explanation and Support Data for Waiver Request</b> For any type of relief requested, a separate exhibit should be attached stating the factual basis, legal theory, and/or previously granted relief.	<i>Township Use</i> <i>Only Approved (A)</i> <i>Denied (D)</i>



**TOWNSHIP OF PENNSAUKEN**  
2400 Merchantville Avenue  
Pennsauken, New Jersey 08110-1834  
Phone (856) 665-1000 Ext. 1430

## **PLANNING BOARD FILING AND ESCROW FEE INSTRUCTIONS**

Required fees are from the fee ordinances adopted at Chapters § 141-105. In the event the escrow amount is depleted, no further action will be taken until such time as an additional amount is deposited as determined by the Township.

Separate checks are required for the filing fee and escrow fee.

- **Informal review** - Informal review by the Planning Board for site plan, multifamily development, minor subdivision, major subdivision for residential, industrial, commercial or professional requires a filing fee of \$200, treated as a credit if the application moves forward.
- **Internal lot line change** - Any internal lot line change made once approval has been granted shall be applied for to the Planning Board under the minor subdivision application schedule and the site plan application schedule as a prerequisite to applying for a building permit.
- Moneys paid into the escrow accounts are used by the Township to pay its professional personnel to process, review and make recommendations on the proposed plat and the inspection of improvements. The professional personnel use the fees to cover their overhead expenses, including administration, clerical staff and other expenses incidental to the particular profession.
- If, during the existence of this escrow account, the balance of funds held by the Township shall be insufficient to cover vouchers submitted by the professionals, the applicant shall deposit additional sums with the Township to cover the amount of the deficit and the anticipated amount to cover all remaining work within 10 days. In the event that an applicant fails to deposit the additional escrow moneys as required within the time set forth in this subsection, the Township, through its agents and employees, shall take whatever action deemed necessary in order to compel the payment of the escrow amount. In addition, the professional personnel may take any action individually as they deem necessary to satisfy the vouchers submitted.
- All excess moneys in the escrow account will be returned at the time of final release of maintenance bonds for improvements to the applicant with a statement of money expended against the account. If, at any time prior to final approval, the applicant elects to withdraw the request for approval and abandon the project, any moneys remaining in the escrow account after all proper charges have been paid will be returned to the applicant with a statement of money expended against the account.

**PLANNING BOARD - Fee Schedule**

Application Type:		Filing Fee	Escrow Fee
<b>Site Plan:</b>  *At the rate of 5% of the Engineer's estimated costs of improvements shall be paid at the time final approval is granted and prior to commencement of construction. The applicant or agent will notify the Engineer, in writing, 48 hours prior to the start of any construction work.	Filing Fee - Preliminary	\$200	
	Filing Fee - Final	\$200	
	Engineer's Review - Preliminary		\$2,500 plus \$200 per acre
	Engineer's Review - Final		\$1,500 plus \$100 per acre
	Legal Review - Preliminary		\$250
	Legal Review - Final		\$250
	Planner's Review (if required) - Preliminary		\$1,000 plus \$200 per acre
	Planner's Review (if required) - Final		\$500 plus \$100 per acre
	Stenographic Reporter (if requested by applicant)		\$350
	Inspection, Site Improvements		*TBD
Application Type:		Filing Fee	Escrow Fee
<b>Multifamily Development (apartments):</b>  *At the rate of 5% of the Engineer's estimated costs of improvements shall be paid at the time final approval is granted and prior to commencement of construction. The applicant or agent will notify the Engineer, in writing, 48 hours prior to the start of any construction work.	Filing Fee - Preliminary Plat	\$200	
	Filing Fee - Final Plat	\$200	
	Engineer's Review - Preliminary Plat		\$2,500 plus \$10 per unit
	Engineer's Review - Final Plat		\$1,500 plus \$5 per unit
	Legal Review - Preliminary Plat		\$250 plus \$5 per unit
	Legal Review - Final Plat		\$250 plus \$5 per unit
	Planner's Review (if required) - Preliminary		\$1,000 plus \$10 per unit
	Planner's Review (if required) - Final		\$500 plus \$5 per unit
	Stenographic Reporter (if requested by applicant)		\$500
	Inspection, Site Improvements		*TBD
Application Type:		Filing Fee	Escrow Fee
<b>Minor Subdivision:</b>  *If, at any time, the Planner is requested by the Planning Board to review, inspect or make reports or recommendations on the proposed subdivision, the applicant shall post an additional escrow in keeping with an estimate of review costs to be submitted by the appropriate professional.	Filing Fee	\$300	
	Engineer's Review		\$800
	Legal Review		\$300
	Planner's Review (if requested)		*TBD
	Stenographic Reporter (if requested by applicant) for a "c" variance		\$350

**PLANNING BOARD - Fee Schedule**

Application Type:		Filing Fee	Escrow Fee
<b>Major Subdivisions (residential):</b>	Filing Fee - Preliminary Plat	\$200	
	Filing Fee - Final Plat	\$200	
	Engineer's Review - Preliminary Plat		\$1,500 plus \$20 per lot, plus \$100 per acre devoted to non-residential
	Engineer's Review - Final Plat		\$1,000 plus \$10 per lot (any nonresidential will apply under site plan application).
	Legal Review - Preliminary Plat		\$250
	Legal Review - Final Plat		\$250
	Planner's Review - Sketch Plat		\$500 plus \$10 per lot/unit for 1st 40 lots together with \$5 per lot for all over 40 lots
	Planner's Review (if required) - Preliminary Plat		\$1,500 plus \$20 per lot, plus \$100 per acre devoted to non-residential
	Planner's Review (if required) - Preliminary Plat		\$1,000 plus \$10 per lot.
	Stenographic Reporter (if requested by applicant)		\$500
Inspection, Site Improvements		TBD	
Application Type:		Filing Fee	Escrow Fee
<b>Major Subdivisions (industrial, commercial and professional zones):</b>	Filing Fee - Preliminary Plat	\$200	
	Filing Fee - Final Plat	\$200	
	Engineer's Review - Preliminary Plat		\$1,500 plus \$75 per acre
	Engineer's Review - Final Plat		\$1,000 plus \$50 per acre
	Legal Review - Preliminary Plat		\$250
	Legal Review - Final Plat		\$250
	Planner's Review - Sketch Plat		\$1000 plus \$50 per acre
	Planner's Review (if required) - Preliminary Plat		\$1,000 plus \$50 per acre
	Planner's Review (if required) - Final Plat		\$1,000 plus \$25 per acre
	Stenographic Reporter (if requested by applicant)		\$500
Inspection, Site Improvements		TBD	

\*If, at any time, the Planner is requested by the Planning Board to review, inspect, or make reports or recommendations on the proposed subdivision, the applicant shall post an additional escrow in keeping with an estimate of review costs to be submitted by the appropriate professional.

\*If, at any time, the Planner is requested by the Planning Board to review, inspect or make reports or recommendations on the proposed subdivision, the applicant shall post an additional escrow in keeping with an estimate of review costs to be submitted by the appropriate professional.



**TOWNSHIP OF PENNSAUKEN**  
2400 Merchantville Avenue  
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## **ZONING BOARD OF ADJUSTMENT FILING AND ESCROW FEE INSTRUCTIONS**

Required fees are from the fee ordinances adopted at Chapters § 141-105. In the event the escrow amount is depleted, no further action will be taken until such time as an additional amount is deposited as determined by the Township.

Separate checks are required for the filing fee and escrow fee.

- In addition to the filing fees set forth below, the applicant will be required to deposit the following sums in an escrow fund with the Township Treasurer to cover those expenses necessary to pay the fees or charges of any professional personnel employed by the Zoning Board to process, review, inspect, study and make recommendations on said application, including but not limited to the services of a planner, attorney at law and/or an engineer. Such deposits shall be required where, in the opinion of the Planning and Zoning Coordinator, special reason(s) exist by virtue of the nature or scope of the application which entail review, study and recommendations by the professional staff of the Board. For those applications involving relief sought only under N.J.S.A. 40:55D-70a or b, the escrow deposit shall be \$450. For other applications invoking the jurisdiction of N.J.S.A. 40:55D-70c or d, or any combination of relief request: \$1,000.
- The applicant's failure to deposit said escrow moneys as required above, on or before the date of the hearing before the Board, shall result in a postponement of the hearing on the subject application. If it becomes necessary for the Board to grant two consecutive postponements of a hearing for failure of the applicant to make such deposits, then the Board, in its discretion, shall have the power to dismiss the application for failure to file a proper and complete application.
- If said escrow funds on deposit exceed the actual costs incurred by the Board or if it becomes clear that the escrow fund is or will be sufficient to cover the cost of professional personnel engaged by the Board to conduct the review, study inspections and/or recommendations, then and in this event the excess shall be returned to the applicant.
- If the said escrow funds on deposit do not exceed the anticipated actual costs incurred or to be incurred by the Board and it becomes evident that additional funds are necessary to adequately cover the completion of the services rendered by the professional personnel as engaged above for this application, then and in this event an additional sum, to be fixed by the Board, shall be paid by the applicant, but in no event shall the additional escrow deposit exceed twice the amount of the escrow charges set forth in this subsection.

**ZONING BOARD - Fee Schedule**

<b>ZONING BOARD - Fee Schedule</b>		
<b>Application Type: RESIDENTIAL</b>	<b>Filing Fee</b>	<b>Escrow Fee</b>
<b>Appeal of decision of Zoning Officer: 40:55D-70a</b>	\$150	\$450
<b>Request for Interpretation of Zoning Ordinance: 40:55D-70b</b>	\$150	\$450
<b>Bulk (c)1 Variance - “hardship” (residential): 40:55D-70c</b>	\$150	\$1,000
<b>Bulk (c)2 Variance - “flexible/substantial benefit”: 40:55D-70c</b>	\$150	\$1,000
<b>Use (d)1 Variance – “non-conforming”: 40:55D-70d</b>	\$250	\$1,000
<b>Use (d)2 Variance – “change to pre-existing non-conforming”: 40:55D-70d</b>	\$250	\$1,000
<b>Use (d)3 Variance – “conditional use”: 40:55D-70d</b>	\$250	\$1,000
<b>Use (d)4 Variance – “floor area ratio increase”: 40:55D-70d</b>	\$250	\$1,000
<b>Use (d)5 Variance – “density increase”: 40:55D-70d</b>	\$250	\$1,000
<b>Use (d)6 Variance – “height”: 40:55D-70d</b>	\$250	\$1,000
<b>Application Type: NON-RESIDENTIAL</b>	<b>Filing Fee</b>	<b>Escrow Fee</b>
<b>Appeal of decision of Zoning Officer: 40:55D-70a</b>	\$500	\$450
<b>Request for Interpretation of Zoning Ordinance: 40:55D-70b</b>	\$500	\$450
<b>Bulk (c)1 Variance - “hardship”: 40:55D-70c</b>	\$500	\$1,000
<b>Bulk (c)2 Variance - “flexible/substantial benefit”: 40:55D-70c</b>	\$500	\$1,000
<b>Use (d)1 Variance – “non-conforming”: 40:55D-70d</b>	\$500	\$1,000
<b>Use (d)2 Variance – “change to pre-existing non-conforming”: 40:55D-70d</b>	\$500	\$1,000
<b>Use (d)3 Variance – “conditional use”: 40:55D-70d</b>	\$500	\$1,000
<b>Use (d)4 Variance – “floor area ratio increase”: 40:55D-70d</b>	\$500	\$1,000
<b>Use (d)5 Variance – “density increase”: 40:55D-70d</b>	\$500	\$1,000
<b>Use (d)6 Variance – “height”: 40:55D-70d</b>	\$500	\$1,000

**PENNSAUKEN TOWNSHIP GOVERNING BODY - Fee Schedule**

Application Type:	Filing Fee	Escrow Fee
Appeals from decisions of the Zoning Board of Adjustment:	\$250	\$300 - \$1,000

- In addition to the said filing fees, the appellant shall provide, at his or her expense, an original and three copies of a transcript of the entire hearing conducted before the appropriate Boards.
- An escrow deposit to cover professional services, which may entail the services of a planner, attorney at law or engineer to review, study, inspect and/or make recommendations to the governing body in connection with the appeal. Copies of any reports emerging from such process shall be furnished to the appellant three days prior to the hearing of the appeal. Such escrow deposit shall be placed with the Township Treasurer and shall be used for the payment of actual fees submitted by said professional personnel, in an amount ranging from \$300 to \$1,000, depending upon the decision of the Planning and Zoning Coordinator, based on the nature and extent of the proceedings occurring before the Boards of original jurisdiction and depending upon the scope of appellate review sought by the appellant.
- Failure of the appellant to deposit such escrow moneys as required by Subsection **C(3)** above, at least 10 days prior to the date scheduled for the hearing of the appeal by the governing body, shall result in a postponement of the appeal. If it becomes necessary for the governing body to grant two consecutive postponements of the hearing for failure of the applicant to provide the sufficient moneys to cover the escrow deposits outlined above, the governing body, in its discretion, shall have the power to dismiss the appeal for failure to file a proper and complete appeal.
- If the said escrow funds on deposit shall exceed the actual costs incurred by the governing body or if it becomes clear that the escrow fund is or will be sufficient to cover the cost of professional personnel engaged by the governing body to conduct the review, study inspections and/or recommendations, then and in this event the excess shall be returned to the appellant.
- If the said escrow funds on deposit do not exceed the anticipated actual costs incurred or to be incurred by the governing body and it becomes evident that additional funds are necessary to adequately cover the completion of the services rendered by the professional personnel as engaged above for this appeal, then and in this event, an additional sum, to be fixed by the governing body, shall be paid by the appellant, but in no event shall the additional escrow deposit exceed twice the amount of escrow charges set forth in this subsection.

# ESCROW AGREEMENT

# \_\_\_\_\_

THIS AGREEMENT made this \_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,

(Name) \_\_\_\_\_ is hereinafter referred to as the "Applicant", the Planning or Zoning Board of the Township of Pennsauken is hereafter referred to as "Board", and the Township of Pennsauken in the County of Camden, a municipal corporation of the State of New Jersey, is hereinafter referred to as "Township".

**WHEREAS**, the Applicant has submitted an application for development and or request for relief to the Township Board for consideration, proceeding under Township Land Use and Development Ordinance, as amended, for the approval of \_\_\_\_\_ at \_\_\_\_\_ (address); and

**WHEREAS**, the Ordinance requires the Applicant to establish an escrow whereby work required to be performed by professionals employed by the Board for the review of applications for development, review and preparation of documents, inspection of improvements, or other purposes under NJSA 40:55D-1 et seq. will be paid for by the Applicant;

## SECTION 1. PURPOSES

Applicant agrees to pay all costs related to the Township's review and administration of proposed application with said costs including but not limited to:

- a. Conceptual review by the Planning Board, which entails professional consultant cost for: Planner, Engineering, Legal and other extraordinary consultant services as may be required by the Township;
- b. Full application professional review by the Township's Board, which entails professional consultant costs for: Planner, Engineering, Legal and other extraordinary consultant services as may be required by the Township;

## SECTION 2. ESCROW ESTABLISHED

Applicant hereby creates an escrow to be established within the Township for the purposes set forth in Section 1.

## SECTION 3. ESCROW FUNDED

Applicant understands and agrees to deposit with the Township's Planning Office/Zoning Office an initial application filing fee (and completeness review escrow) in accordance with Chapter § 141-105 of the Township's Planning and Zoning Fees established Ordinance upon submission of the application. Applicant understands and agrees to pay all costs as set forth above from the date of initial application submission through the Township's signature of approved plans which shall include any costs for extensions and revalidations.

## SECTION 4. PAYMENTS FROM ESCROW FUNDS

Applicant understands and agrees that the Township will withdraw from said deposit to cover costs as set forth in section 1 above.

## SECTION 5. INCREASE IN ESCROW FUND

Applicant understands and agrees to pay WITHIN TEN BUSINESS DAYS of receipt of the Township's statement/billing all additional costs as may be incurred and billed to the applicant by the Township relative to the review and administration of the application even if the costs of said review and administration exceed the initial filing fee deposit. Receipt of notice shall be presumed to have occurred three (3) days after mailing, unless otherwise shown.

**SECTION 6. FAILURE TO POST SUFFICIENT ESCROW FUNDS**

Applicant understands and agrees that in the event Applicant fails to pay a billed amount the Township may discontinue Board review and consideration on said application, except for any required health and safety inspections, which may be made, and charged back against the account. If Board approval has been previously given Township may deny issuance of a construction permit and/or certificate of occupancy or if permit has been previously issued Township may initiate a Stop Work Order.

Failure to post sufficient escrow funds to cover costs incurred or anticipated shall toll the period for action by the approving authority, thereby barring an Applicant from seeking a default approval under N.J.S.A. 40:55D-10.4. After a period of forty-five (45) days from the notice from the Township, the Applicant's failure to deposit the additional funds shall be grounds for denial of the application or for dismissal of the application without prejudice. In the event the Board approves the application, the obligation to pay any outstanding professional fees for services rendered to the Township and/or Board shall be a condition of the approval granted by the Board. The failure to pay may also result in the voiding of any prior approvals upon due notice to the Applicant by the Board.

Additionally, the Applicant hereby agrees that in the event the reasonable and necessary amounts charged by the professionals for review of the application are not paid, the outstanding fees shall be deemed a lien on the subject property and shall be collectable as in the case of taxes by the adoption of a resolution by the Township's governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement. Negative escrow balances shall incur interest at 1.5% per month.

**SECTION 7. TRANSFER OF PROPERTY OR CHANGE IN IDENTITY OF APPLICANT**

In the event of the sale or transfer of property which is the subject of a development application, or a change in the identity of the Applicant, all funds on deposit pursuant to this agreement shall run with the development application affecting the property in question and shall be considered to be the asset and/or obligation of any subsequent owner or Applicant unless the initial owner or Applicant provides written notice to the approving authority, and to the professionals providing services, that the initial owner or Applicant has specifically reserved ownership rights of the escrow account. In the event such a notice is received, no further review shall be undertaken by relevant professionals until the new or subsequent owner or Applicant has established an escrow account and signed an escrow agreement.

**SECTION 8. RETURN OF UNUSED ESCROW FUNDS**

Township agrees to refund to Applicant any sum deposited with Township for review and administration of the application if neither spent nor needed by the Township. Escrow funds may not be refunded for at least 120 (120) days from the time a final decision of the Planning or Zoning Board. After one hundred and twenty days, applicant may send written notice that the application or improvements are completed and request a refund of unused escrow. After receipt of this request a refund will be issued by the Township following submission by professionals of a final bill.

APPLICANT AGREES AND UNDERSTANDS THAT IT IS INCUMBENT ON APPLICANT TO PERIODICALLY MONITOR THE STATUS OF SAID ESCROW ACCOUNT, APPLICANT AGREES AND UNDERSTANDS THAT RESPONSIBILITY TO PAY ALL ESCROW CHARGES IS THE APPLICANT'S EVEN IF APPLICANT SELLS OR CONVEYS SAID PROPERTY CITED ABOVE TO ANOTHER PARTY.

**IN WITNESS WHERE OF**, the parties hereto have set their hands and seals the date first written above.

\_\_\_\_\_  
Applicant's Name (Printed)                      Applicant's Signature\*                      Date

*\*If company is a corporation or LLC, signature must be attested to by an attorney*

\_\_\_\_\_  
Administrative Officer                      Date





TOWNSHIP OF PENNSAUKEN  
 2400 Merchantville Avenue  
 Pennsauken, New Jersey 08110-1834  
 Phone (856) 665-1000 Ext. 1430

PLANNING BOARD / ZONING BOARD OF ADJUSTMENT APPLICATION TIMELINE AND ROUTING SHEET

<b>*****FOR OFFICE USE ONLY*****</b>		
<b>Application Number:</b>	<b>Time Received:</b>	<b>Date Received:</b>
<b>Fee Receipt No.:</b>	<b>Escrow Receipt No.:</b>	<b>Initials:</b>
<b>Referred to:</b>	<input type="checkbox"/> <b>Planning Board</b>	<input type="checkbox"/> <b>Zoning Board</b>
<b>Distribution:</b>	<b>Date Application Distributed:</b>	<b>Date Comments Received:</b>
Board Engineer		
Board Planner		
Board Solicitor		
Other Board Professional		
<b>Notes/Comments/Communication:</b>		
<b>Completeness Determination Date:</b>		
<b>Hearing Date:</b>		
<b>Date Approved or Denied:</b>		
<u><b>Conditions of Approval:</b></u>  <input type="checkbox"/> None <input type="checkbox"/> Noted in Resolution <input type="checkbox"/> Attached <input type="checkbox"/> Other	<b>Notes:</b> <hr/> <hr/> <hr/> <hr/> <hr/>	



**PROOF OF PROPERTY TAX PAYMENT**  
**Certification Form**

Date: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qual: \_\_\_\_\_

Location: \_\_\_\_\_

.....  
DO NOT WRITE BELOW THIS LINE. FOR TAX COLLECTOR USE ONLY

The taxes are **paid** through and including: 1Q 2Q 3Q 4Q Year: \_\_\_\_\_

There are no property tax liens on this property at this time.

Kareemah Sadiq, CTC Tax Collector

The following taxes are **unpaid and delinquent**: \$ \_\_\_\_\_ with interest calculated to \_\_\_\_\_.

**Tax lien #** \_\_\_\_\_ is open and due on this property.

Kareemah Sadiq, CTC Tax Collector

Township of Pennsauken  
Request for Certified 200 foot List

**ATTN: PLANNING & ZONING OFFICE**

Please issue a certified list of property owners within a 200' radius of:

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

Street Address \_\_\_\_\_

Reference No.: \_\_\_\_\_

**Requestor's Contact Info:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

*(Documents will be sent to this email address unless otherwise directed)*

Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

There is a \$10.00 fee for this service. Checks or money orders to be made payable to "THE TOWNSHIP OF PENNSAUKEN."

<i>Township Use Only</i>
Fee Paid _____
Receipt # _____
Date Received _____
Administrative Officer _____

The following is a partial list of various agencies that *may* have to be given notice of your application:

**COUNTY & MUNICIPALITY & UTILITY CONTACT INFO:**

PSE&G

410 Route 130 South  
Bordentown, NJ 08505  
Attn: Correspondence dept.

Comcast Cable

1250 Haddonfield-Berlin Rd  
Cherry Hill, NJ 08003  
Attn: Doris Pascale engineering dept.

Colonial Pipeline

Municipal Clerk  
1621 Riverton Rd  
Cinnaminson, NJ 08077

Collingswood Municipal Clerk

678 Haddon Ave  
Collingswood, NJ 08108

Maple Shade Municipal Clerk

200 Stiles Ave  
Maple Shade, NJ 08052

Merchantville Municipal Clerk

1 W Maple Ave  
Merchantville, NJ 08109

Palmyra Municipal Clerk

20 W Broad St  
Palmyra, NJ 08065

Camden County Planning Board

2311 Egg Harbor Rd  
Lindenwold, NJ 08021

Camden County MUA

1645 Ferry Ave  
Camden, NJ 08104

American Water

1 Water St  
Camden, NJ 08102

MPWC

6751 Westfield Ave  
Pennsauken, NJ 08110

PSA

1250 John Tipton Blvd  
Pennsauken, NJ 08110

Chapter 245 of the New Jersey Public Laws of 1991 requires that all persons seeking the approval of any kind of a land development application from a local zoning board of adjustment or from a planning board must give notice to all public utilities and cable television companies that possess any rights-of-way or easements within or across from the subject property.

It is the **applicant's responsibility** to determine whether or not there are any rights-of-way or easements on or across your property. If so, it is the applicant's responsibility to give legal notice to the appropriate utility or utilities. If you are in doubt, it is suggested that notice be given to the appropriate public utilities.

**TAKE FURTHER NOTICE**, that, **in addition**, notice of public hearings on applications for **major subdivision** approvals or **major site plan** approvals must be given by the applicant to all public utilities and all cable television companies that have any facilities or possess a rights-of-way or easement located **ANYWHERE WITHIN TWO HUNDRED FEET OF THE SUBJECT PROPERTY**. It is suggested that major subdivision and major site plan approval applicants should contact the appropriate utilities and obtain, in writing, a statement whether or not that utility has any facilities or easements within two hundred feet of the subject property.

**PUBLIC NOTICE**

The Courier Post is the official newspaper of the Township of Pennsauken. If legal notice is required for an application, the notice should be published at least ten days prior to the scheduled hearing date. Applicants are also required to publish a notice of decision after the adoption of a resolution by the Planning Board or Zoning Board. Below is a sample notice for each.

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**SAMPLE PUBLIC NOTICE**

PLEASE TAKE NOTICE that the undersigned has applied to the (*select appropriate board - Planning or Zoning*) Board of the Township of Pennsauken for \_\_\_\_\_ and relief from: \_\_\_\_\_ and any other variances, waivers or approvals deemed necessary by the Planning Board/Zoning Board.

On property located at: \_\_\_\_\_ and more specifically known as Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

A Public Hearing will be held regarding Application # \_\_\_\_\_ on \_\_\_\_\_, 20 , at 6:30 PM in the Public Meeting Room of the Municipal Building, 5605 N Crescent Blvd, Pennsauken NJ 08110, New Jersey at which time you may appear either in person or by attorney and present objections you may have to this Application. The application and plans are available for examination in the Planning and Zoning Office, 2400 Merchantville Avenue, Pennsauken, New Jersey 08110 from 9:00 AM to 4:00 PM Monday to Friday. This notice is being given In accordance with the requirements of the Pennsauken Township Ordinances and Municipal Land Use Law N.J. Statutes Section 40:55D et. seq. Further take notice that said Planning Board or Zoning Board may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Planning Board Secretary concerning such adjournments, postponements, or continuations.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
ADDRESS

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**SAMPLE PUBLIC NOTICE OF DECISION**

**TAKE NOTICE**

That the Planning/Zoning Board of the Township of Pennsauken granted approval to \_\_\_\_\_ for Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_. A public Meeting was held on \_\_\_\_\_ and a formal Resolution # \_\_\_\_\_ was adopted by the Board. Said Resolution approving the \_\_\_\_\_ is on file at the Township Municipal Building, 2400 Merchantville Avenue, Pennsauken NJ 08110.

Dated: \_\_\_\_\_

\_\_\_\_\_

Applicant



**NOTICE SERVED TO PROPERTY OWNERS WITHIN 200 FEET  
ZONING BOARD OF ADJUSTMENT NOTICE OF HEARING**

Date: \_\_\_\_\_

To: \_\_\_\_\_

Property Address: \_\_\_\_\_

Reference: ZB – \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Pennsauken, NJ \_\_\_\_ Block \_\_\_\_ Lot(s) \_\_\_\_\_

Dear: \_\_\_\_\_

**PLEASE TAKE NOTICE**

We are the owners of the above property. We have filed an application with the Pennsauken Township Zoning Board for variances from certain provisions of the Pennsauken Township Zoning Ordinance. Our property is currently developed with \_\_\_\_\_.

We are seeking to \_\_\_\_\_

In order to accomplish this, we need to obtain variances from the following sections of the Pennsauken Township Zoning Ordinance:

Relief Sought (i.e. Front Yard Setback)	Code Section (Regarding)	Required or Allowed	Proposed	Variance Requested

We will also seek any such other variance relief, waivers, and or approvals which may arise during the hearing process and are necessary to implement the plans on file with the Zoning Board.

This notice is sent to you as an owner of property in the immediate vicinity within 200 feet.

A public hearing has been scheduled before the Pennsauken Township Zoning Board for 6:30 pm on Wednesday, \_\_\_\_\_, \_\_\_\_\_, 20\_\_ in the Public Meeting Room of the Municipal Building at 2400 Merchantville Avenue, Pennsauken NJ 08110.

If you wish to make any comment on the application, when the case is called you may appear either in person or by agent or attorney, and present any comments or objections which you may have regarding the relief requested in the application. The Board cannot accept letters or petitions commenting on the application unless you appear in person to give testimony about such documents.

Full plans will be on file in the Planning & Zoning Department at least ten (10) days prior to the hearing and may be viewed by the interested public during normal business hours, 9:00 a.m. to 4:00 p.m. Monday through Friday. **All are encouraged to access the documents via the website: pennsauken.gov**

Respectfully,



**NOTICE SERVED TO PROPERTY OWNERS WITHIN 200 FEET  
PLANNING BOARD NOTICE OF HEARING**

Date: \_\_\_\_\_

To: \_\_\_\_\_

Property Address: \_\_\_\_\_

Reference: PB – \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Pennsauken, NJ \_\_\_\_ Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

Dear: \_\_\_\_\_

**PLEASE TAKE NOTICE**

We are the owners of the above property. We have filed an application with the Pennsauken Township Planning Board for: \_\_\_\_\_. We are seeking to \_\_\_\_\_

In order to accomplish this, we need to obtain variances from the following sections of the Pennsauken Township Zoning Ordinance:

Relief Sought (i.e. Front Yard Setback)	Code Section (Regarding)	Required or Allowed	Proposed	Variance Requested

We will also seek any such other variance relief, waivers, and or approvals which may arise during the hearing process and are necessary to implement the plans on file with the Planning Board.

This notice is sent to you as an owner of property in the immediate vicinity within 200 feet.

A public hearing has been scheduled before the Pennsauken Township Planning Board for 6:30 pm on Tuesday, \_\_\_\_\_, \_\_\_\_\_, 20\_\_ in the Public Meeting Room of the Municipal Building at 2400 Merchantville Avenue, Pennsauken NJ 08110.

If you wish to make any comment on the application, when the case is called you may appear either in person or by agent or attorney, and present any comments or objections which you may have regarding the application and relief requested (\*\* if any). The Board cannot accept letters or petitions commenting on the application unless you appear in person to give testimony about such documents.

Full plans will be on file in the Planning & Zoning Department at least ten (10) days prior to the hearing and may be viewed by the interested public during normal business hours, 9:00 a.m. to 4:00 p.m. Monday through Friday. **All are encouraged to access the documents via the website: pennsauken.gov**

Respectfully,

**TOWNSHIP OF PENNSAUKEN**  
2400 Merchantville Avenue  
Pennsauken, New Jersey 08110-1834  
Phone (856) 665-1000 Ext. 1430

**AFFIDAVIT OF SERVICE**

I, \_\_\_\_\_, of full age, being duly sworn according to law,  
deposes and says, that (s)he resides at:

\_\_\_\_\_ in the  
municipality of \_\_\_\_\_, County of \_\_\_\_\_ and State of  
\_\_\_\_\_, that (s)he is (are) the Applicant(s) in a proceeding before Pennsauken's

Planning Board

Zoning Board

involving the Application of \_\_\_\_\_ relating to premises located at \_\_\_\_\_

and that in accordance with provisions of the Township of Pennsauken Zoning Ordinance and Municipal Land Use Law N.J.S.A. 40:55D, I have given written notice of the hearing on this application by newspaper publication on \_\_\_\_\_ and to each and all of the persons within 200' of the property, in the required form and according to the attached lists either by hand-delivery or by certified mail in the manner indicated thereon. A true copy of the notice and the name and addresses of those so notified and how service was made (Registered Mail, Certified Mail, or Personal Service) are attached to this affidavit.

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date

Sworn to before me, This \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public Signature  
Affix Seal:

\_\_\_\_\_  
Date

# CONSENT TO ASSUME LIABILITY

## Relative to (45 day) Time Frame for Appeal

PROPERTY INVOLVED:

APPLICANT'S NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

APPLICATION No.: \_\_\_\_\_

NATURE OF RELIEF OR VARIANCES REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned applicant, or attorney on behalf of the applicant, hereby acknowledges that the time frame for appeal of the decision of the Pennsauken Township Planning/Zoning Board, relative to the above mentioned application, has not expired pursuant to N.J.S.A. 40:55D-17.

The applicant agrees that he/she will not hold Pennsauken Township liable for any damages arising from the use of the property prior to the appeal period having expired.

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SIGNATURE (APPLICANT / ATTORNEY)

DATE