***PLANNING & ZONING BOARD APPLICATION***

***PACK***

105 Kennedy Blvd

Somerdale, NJ 08083

Meegan Wadleigh

Planning/Zoning Board Recording Secretary

Note: It is always recommended an applicant consult with an attorney who is experienced in zoning and land use law. If the applicant is a corporation, a partnership or LLC, legal counsel is required. In addition, any attorney representing you must be licensed in the State of New Jersey.

**INSTRUCTIONS**

1. Completely fill out each form.
2. Must provide a business plan, survey and site plan.
3. Form 992-2 is a site plan review checklist designed to assist the applicant as to what is included in the plan.
4. File 14 copies of the completed application and 7 copies of survey and plans signed/sealed with the Planning/Zoning Board Secretary.
5. A PDF file or thumb drive of ALL application documents, surveys and plans must be submitted with the application submission or it will be deemed “incomplete”.
6. It is only necessary to file with the Camden County Planning Board if the site is located on a County road. Please check with the Zoning Officer for clarification.
7. If applicable, must provide ALL prior approvals in application.
8. Form 493-1 is a "Fill in the Blank" form to be used to **advertise your intentions and have your notice published 10 days before the scheduled meeting of the Planning/Zoning Board**. **It is your responsibility to place and pay for the advertisement.**  It is suggested you use The Courier Post or The Retrospect for publication
9. Applicant must notify all property owners within 200 feet of the site, **10 days before the scheduled meeting**, by certified/ return receipt mail or personal service.
10. ***APPLICANT MUST BRING THE PUBLICATION AFFIDAVIT/NEW PAPER POST AND CERTIFIED NOTICE RECEIPTS AT LEAST 3 DAYS BEFORE THE MEETING AS PROOF, OR YOUR CASE WILL NOT BE HEARD.***
11. After the Board makes a ruling, a copy of the Resolution will be sent to applicant and/or applicant’s attorney if applicable. A $25.00 advertising fee is collected by the Borough to publish the results of the resolution in the newspaper.

**NOTE**

**APPLICATIONS MUST BE SUBMITTED MINIMUM OF 45 DAYS FOR REVIEW BEFORE SCHEDULED PLANNING BOARD MEETING.**

**(INCLUDING PLANS AND DEPOSITS)**

***Please be advised;***

 ***The Borough reserves the right to limit the number of applications the Board hears at a single meeting.***

**SITE PLAN CHECKLIST**

**The following checklist is designed to assist applicants in preparing their site plan for board review. Applicants should check off each item to ensure that it is included on the plan. *ITEMS OMITTED MAY DELAY CONSIDERATION BY THE BOARD.***

UTILITY PLANS, LANDSCAPING PLAN, ARCHITECTURAL ELEVATIONS, ETC., MAY BE SHOWN ON SEPARATE SHEETS.

* Name and title of applicant, owner and person preparing map signed and sealed.
* Place for signature of Borough Engineer.
* Tax map lot and block numbers.
* Date, scale and north sign.
* Key map of the site with reference to surrounding areas and to existing street locations.
* Property’s Zone district, zone district of adjoining properties and all property within a 200 radius of the property in question.
* Dimensions of lot, setbacks, front yard, side yards and real yard; size, kind and location of fences.
* Location dimensions and details of all signs and exterior lighting including type of standards, location, radius of lighting and intensity in footcandles.
* Method of solid waste disposal and storage.
* Existing and proposed spot elevations based upon the U.S. Coastal Geodetic datum at all building comers, all floor levels, center lines of abutting roads, top and bottom curbs, property comers, gutters and other pertinent locations.
* Existing and proposed contours of site at 2-foot intervals for areas less than 5 percent grade and 10-foot intervals above 5 percent grade.
* Location of all existing trees or tree masses, indicating general sizes and species of trees.
* Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plans and trees and dimensions, approximate time of planting and method of planting (base rooted, ball and burlap).
* Any other pertinent information as may be required by the board

**APPLICATIONS FOR SUBDIVISION, SITE PLAN, SITE PLAN WAIVER, CONCEPT DESIGN & CONDITIONAL USE**

**If this is a business opening -MUST provide a Business Plan**

Applicant's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applying For:** \_\_\_\_\_\_Subdivision \_\_\_\_Site Plan \_\_\_\_Site Plan Waiver \_\_\_\_\_Concept Design \_\_\_\_\_\_\_\_Conditional Use, located

At \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Somerdale, New Jersey, Block \_\_\_\_\_\_\_Lot \_\_\_\_

Plate\_\_\_\_\_\_ Location of Nearest Intersection --------------

Does this constitute \_\_\_\_new application \_\_\_\_\_revision or\_\_\_\_\_\_ resubmission of a prior application?

**ATTACH A COPY OF ANY DEED RESTRICTIONS, COVENANTS OR EASEMENTS EFFECTING THIS PROPERTY**

Owner's Name (if different than applicant)

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#:

Are you being represented by an attorney, real estate broker, or a land use professional? If so, please state: Name

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone# Interest of Applicant if other than the Owner.

**STATEMENT OF LANDOWNER WHERE APPLICANT IS NOT THE OWNER:**

I, owner of Block(s)\_\_\_\_in Lot(s)in the Borough of Somerdale, Camden County, New Jersey, hereby acknowledge that the application of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a subdivision/ site plan approval, site plan wavier/concept design of said Lot(s) is made with my complete understanding and permission and in accordance with an agreement for purchase or option agreement entered into between myself and the applicant herein stated.

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

Signature of Landowner

**APPLICATION FOR VARIANCE**

TO THE BOARD OF ADJUSTMENT:

An application is hereby made for a (hardship) (use) variance from the terms of Article(s) and Section(s) of the Zoning Ordinance so as to permit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### DESCRIPTION OF PROPOSED STRUCTURE OR USE

PREMISES AFFECTED known as Block Lot \_\_\_\_

Street address: Somerdale, New Jersey

Applicant Name: \_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lessee: Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last previous occupancy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size of Lot Size of Building(s) Present and/or Proposed): At street level \_\_\_\_\_\_\_\_ft. Front ft. Deep

Percentage of lot occupied by building(s)\_\_\_\_% Height of Building(s) stories \_\_\_ft.

Set back: Front property line feet.

From side (if corner lot) feet

Set Backs; \_\_\_\_\_ left side, \_\_\_\_right side, \_\_\_\_\_front, \_\_\_\_rear

“Prevailing set-back" of adjoining buildings within one block feet

Has there been any previous appeal involving these premises?

 Yes \_\_\_No\_\_\_

If yes, state character of appeal and date of disposition \_\_\_\_\_\_\_\_\_\_\_\_

*Proposed Use:*

|  |
| --- |
|  |
|  |

**FOR SUBDIVISION APPLICATIONS ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Number of proposed lots \_\_\_\_\_\_\_\_\_\_\_\_ |  | Proposed density per acre \_\_\_\_\_ Number of dwelling units per acre \_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |
| Area of entire tract\_\_\_\_\_\_\_\_ |  | Portion being subdivided  |  |
|  |  |  |  |
| Lot sizes\_\_\_\_\_\_\_ |  | Building Area (ground floor) Building Area (total sq. ft.)  |  |
|  |  |  |  |

Number of proposed parking spaces per lot Area in acres of any additional adjoining lot(s) owned by Owner Or applicant

Why is subdivision being requested? to sell lots construct houses for sale other (please explain)

|  |
| --- |
|  |
|  |
|  |

Name (of person preparing plan)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

###### **ALL OTHER APPLICATIONS**

**PROPOSED DEVELOPMENT**

Title of Proposal Site Plan Dated Prepared by

Present Use Proposed Use \_

Property part of subdivision approved on Board of Adjustment action required yes no; variance(s) granted Total tract (acres to nearest tenth)

Building Coverage % of lot area

Paved Coverage \_\_\_\_\_\_\_\_\_% of lot area

Maximum # of stories ; and not more than feet

###### FOR RESIDENTIAL PROPOSALS

Total # of dwelling units

|  |  |  |
| --- | --- | --- |
| # of efficiency units \_ | -\_ | % of total |
| # of l bedroom units \_ | -\_ | % of total |
| # of 2 bedroom units \_ | -\_ | % of total |
| # of 3 bedroom units | - | % of total |

###### FOR NON-RESIDENTIAL PROPOSALS

Total# of square feet in gross floor area

Gross floor area in warehouse facilities ---

Gross floor area in other facilities -----

Gross floor area in mfr. research ------

|  |  |  |
| --- | --- | --- |
| **SUBDIVISION APPLICATIONS CONTINUED**Parking space dimensions and access aisles conform to ordinance | YES | NO |
| Now served by existing street improved to municipal specifications | YES | NO |
| New street being constructed | YES | NO |
| Existing street being widened | YES | NO |
| Public water now available | YES | NO |
| Public water to be extended | YES | NO |
| Sufficient capacity in public water system to serve the proposed use | YES | NO |
| Public sanitary sewage treatment available to proposed use | YES | NO |
| Public sanitary sewage treatment to be extended to the proposed use | YES | NO |
|  |  |  |

|  |  |
| --- | --- |
|  |  |
| SIGNATURE\* | **APPLICANT**  | **LANDOWNER**  | **PLAN PREPARER**  |
| Name |   |   |   |
| Address |   |   |   |
| Phone# |   |   |   |

\*NOTE The signature indicates an understanding of all the codes and regulations applicable to this application and of matters contained on this application

Signature of Applicant

Date

**Municipal Clerk’s Department**

**200’SEARCH REQUEST**

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

Requestor Information

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

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

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS OF LOCATION 200FT SEARCH FOR:

BLOCK:\_\_\_\_\_\_\_\_ LOT:\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE MAKE CHECK PAYABLE TO THE BOROUGH OF SOMERDALE.

$25 per search, NON-REFUNDABLE

**PLEASE CHECK PREFERRED METHOD OF DELIVERY:**

* EMAIL
* FAX
* MAIL
* PICKUP

**ESCROW APPLICATION**

Date of Application:\_\_\_\_\_\_\_\_\_\_\_

Project Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Project Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_, State\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Zip\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State\_\_\_\_\_\_\_\_\_\_\_\_, Zip\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Separate Payments Required; Exact Cash, Check, Money Order, Cashier Check*

*Non-Refundable* Application Fee: $\_\_\_\_\_\_\_\_\_\_\_, check#\_\_\_\_\_\_\_\_\_\_

*Non-Refundable* Variance Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_, check#\_\_\_\_\_\_\_\_\_\_

Legal Escrow: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, check#\_\_\_\_\_\_\_\_\_\_\_

Engineering Escrow: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, check#\_\_\_\_\_\_\_\_\_\_

Publication Escrow: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, check#\_\_\_\_\_\_\_\_\_\_

Checks received By: \_\_\_\_\_\_\_\_ (initial)

***FOR OFFICE USE ONLY***

TAX ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ W -9 Received By: \_\_\_\_\_\_\_\_\_(Initial)

*Date Activated:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Developer Name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Sub-Account Number:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Project Description:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Memo/Other Info:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date Closed:* \_\_\_\_\_\_\_\_\_\_\_ *Date of Check:* \_\_\_\_\_\_\_\_\_\_\_ *Check Number:* \_\_\_\_\_\_\_\_\_\_\_

 *(Attach Copy of Check)*

**NOTICE OF HEARING TO CLERK OF ADJACENT MUNICIPALITY WITHIN 200' OF PROPOSED PROJECT**

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

To: Municipal Clerk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of, New Jersey

PLEASE TAKE NOTICE:

That \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the undersigned, has applied to the Planning/Zoning Board of Adjustments of Somerdale, New Jersey for relief from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at property of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Block \_\_\_\_ Lot \_\_\_\_\_\_, which property fronts upon a county road, or adjoins county owned property or is within two hundred (200)feet of another Municipal boundary. A hearing on this matter will be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_, at the Municipal Building, 105 Kennedy Boulevard, Somerdale, NJ. Applicant is seeking hardship of \_\_\_\_use variance, \_\_\_ variance, \_\_\_ site plan waiver, \_\_\_ site plan, \_\_\_conditional use, \_\_\_ concept design, \_\_\_subdivision.

This notice is given pursuant to N.J.S.A. 40:55D-12d.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note: This notice must be personally served or sent by certified mail at least 10 days before the day of the hearing. If the Secretary of the Board had NOT received proof of service at least 3 days before the hearing, the application will NOT be heard.***

**ADVERTISEMENT TO BE PLACED IN LOCAL NEWSPAPER**

**(COURIER POST OR RETROSPECT)**

TAKE NOTICE that the undersigned has applied to the Somerdale Planning/Zoning Board for a \_\_\_ subdivision, \_\_\_variance, \_\_\_site plan, \_\_\_ site plan waiver, \_\_\_ concept design, \_\_\_conditional use, as follows:

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Block:\_\_\_\_\_\_\_\_\_\_\_Lot:\_\_\_\_\_\_\_\_\_

A public hearing regarding this application will be held on \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_, at 7:00pm at the Borough Hall, 105 Kennedy Blvd, Somerdale NJ, at which time you may appear either in person or by representative and present any objections you may have to this application.

The application is available for examination at the Borough Hall Planning/Zoning Office during normal business hours.

Applicant Name and Address:

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

**AFFIDAVIT OF PROOF OF SERVICE BOARD OF ADJUSTMENT**

PROOF OF SERVICE OF ADVERTISEMENT REQUIRED BY STATUTE

Note: if the secretary does NOT receive notice 3 days prior to meeting, application will NOT be heard.

STATE OF NEW JERSEY COUNTY OF }ss.

 ,of full- age being duly sworn according to law, deposes and says, that he/she resides at in the municipality of Somerdale, County of Camden, and the State of New Jersey being an appeal or application under the Zoning Ordinance, and relates to premise , that on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20 , he/she gave written notice of the hearing on this application to each and all of the persons upon whom service must be had, in the required form and according to the attached lists, and in the manner indicated thereon.

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sworn to and Subscribed before me

this day of ,20\_\_\_\_\_\_

***NOTE: Attach list of all persons served***

**TAX AND ASSESSMENT PAYMENT REPORT**

**Section I;** Completed by Applicant

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

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

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has created an application to the Planning/Zoning Board for property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, block\_\_\_\_\_ lot\_\_\_\_\_\_. Whose record owner is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, owner’s address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I request the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

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

**Section II;** Complete by Tax Collector

I Find that:

* **All taxes due are current**
* **All assessments due are current**
* **The following are delinquent and past due**

**Tax Collector Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_**

**To Whom it May Concern,**

**Please find a copy of a W-9 form. Any person or business making an application to the Planning/Zoning Board, must complete the attached W-9 form.**

**Thank you,**

**Meegan Wadleigh**

**Planning/Zoning Board Recording Secretary**

CHECK LIST OF COMPLETENESS:

* Quantity (14) of applications
* Quantity (7) of Site Plans & Survey
* Prior Approvals (if applicable);
	+ N.J. Department Environmental
	+ CCMUA
	+ County
		- Board
		- Sewer
		- No Impact
		- Waiver of Review
* Application Fee Payment
* Variance Fee Payment
* Legal Escrow Payment
* Engineering Escrow Payment
* Advertisement Escrow Payment
* Copy of the 200’ Search List
* W-9 Form
* Advertisement Affidavit
* Notice Certification Receipts