***BOROUGH OF SOMERDALE***

 ***JOINT LAND USE BOARD APPLICATION***

***PACK***

105 Kennedy Blvd

Somerdale, NJ 08083

Meegan Wadleigh

mwadleigh@somerdale-nj.com

856-783-6320 ext. 1500

Planning/Zoning Board Recording Secretary

The applicant must read thoroughly and completely when filling out this application to make sure they follow these instructions set forth in article N.J.S.A 40:55D-10.3, in the Municipal Land Use Law. Responsibility for the completeness and accuracy of application, compliance with the Borough ordinances and statutory requirements for notifications, advertising, copies, maps, details, etc. are solely the responsibility of the Applicant. The Borough will try to assist with answers and guidance but this is not a substitute for competent legal counsel which is also the sole responsibility of the applicant, if deemed necessary.

*Note: It is 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 or professional representing you must be licensed in the State of New Jersey.*

In order to be heard all property taxes must be current.

Follow all documents & checklist included in the packet for the type of application and/or relief you are seeking. All documents must be submitted manually as well as electronically; PDF and/or thumb drive.

Please place a checkmark  next to each item being submitted with the application.

All documents being submitted must have original signatures and/or corporate seals. If any documentation requires a notarizing, the signatures must be done in the presence of the Notary.

Once the application is submitted, it will be reviewed to determine completeness. The review period is 45 days. You will be notified via email by the secretary if your application is deemed complete or incomplete. If deemed incomplete, you will need to provide additional information as noted by the professionals. If deemed complete, you will be provided with a hearing date and can proceed with the instructions listed below.

Do not notice or advertise the application hearing date until you receive a letter of completeness and given a specific hearing date from the Board Secretary. The legal notice must be advertised 10 days prior to the hearing date in one of the official municipal newspapers, which are The Courier Post or The Retrospect.

Notices must be sent to the property owners located within 200-foot of subject property via certified mail, including the date stamped on the receipt, 10 days prior to the hearing date. Notices must also be sent to the additional agencies as noted of the certified list that will be provided.

The advertisement publication, certified stamped receipts, affidavits must be submitted to the Board Secretary for review 7 days prior to the hearing date.

Any questions, please do not hesitate to contact the Board Secretary, 856-783-6320 ext. 1500.

CHECK LIST OF COMPLETENESS:

* Quantity (14) of applications
* Quantity (8) of Site Plans & Survey; legible
	+ APPLICATION PROCEDURE/PLAN REQUIREMENTS Any application for development must be accompanied by appropriate plans. All plans submitted must be folded with the title block showing.
	+ Hardcopies and PDF
* Business Plan
* Signed Tax Collector’s Certification
* Deed Restrictions, Covenants or Easements
* Prior Approvals (if applicable);
	+ N.J. Department Environmental
	+ CCMUA
	+ County
		- Board
		- Sewer
		- Health
		- Soil
		- No Impact
		- Waiver of Review
* Fee & Escrow Payments
	+ Separate checks
* Copy of the 200’ Search List
* W-9 Form
* Notices; MUST be posted 10 days prior to the hearing
	+ Certified Mail Receipts
	+ Affidavit of Publication
	+ Proof of Publication
	+ Affidavit of Service
		- Receipts & affidavits must be submitted 7 days prior to the hearing to secretary

**Contact Information:**

1. Applicant/ Developer
	1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Property Owner
	1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Attorney
	1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Engineer
	1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Architect
	1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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	5. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Surveyor
	1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Planner
	1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE CHECK WHERE APPROPRIATE**

NOTE: All taxes must be current in order for an application to be deemed complete.

\_\_\_\_\_\_ Use Variance \_\_\_\_\_Variance (area & bulk) \_\_\_\_\_\_\_ Site Plan

\_\_\_\_\_\_ Preliminary \_\_\_\_\_ Final \_\_\_\_Subdivision \_\_\_\_\_\_Major \_\_\_\_\_\_\_ Minor

\_\_\_\_\_\_ Change of Use \_\_\_\_\_\_\_ Conditional Use \_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SITE INFORMATION: Block: \_\_\_\_\_\_\_\_ Lot(s): \_\_\_\_\_\_\_\_\_\_ Zone: \_\_\_\_\_\_\_\_\_\_\_

1. Location Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Present Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Proposed Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Lot Dimensions; Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Total site area: \_\_\_\_\_\_sq. feet; \_\_\_\_\_ acres

5. Principal Bldg. Dimensions: First Fl: \_\_\_\_\_\_\_\_\_ Total Area: \_\_\_\_\_\_\_\_\_\_\_\_\_

6. Number of Stories: \_\_\_\_\_\_\_\_\_\_\_\_ Height at Peak: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Existing Accessory Structures; List Use and size of each: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Adjacent cross streets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Located on a County Road: \_\_\_\_\_ Yes \_\_\_\_\_No State Highway: \_\_\_\_\_\_Yes \_\_\_\_\_No

10. Is a new street to be constructed: \_\_\_\_\_No \_\_\_\_\_ Yes, Name of new street: \_\_\_\_\_\_\_\_\_\_\_\_\_

11. Is any part of this tract in a flood plain and/or wetlands: \_\_\_\_\_\_Yes \_\_\_\_\_No

12. Number of lots applicant owns on this block/lot: Block # \_\_\_\_\_\_\_\_ Lot #’s \_\_\_\_\_\_\_\_

13. Do any deed restrictions, covenants or easements affect this Tract: \_\_\_\_\_\_Yes \_\_\_\_\_No

If yes, please attach copy.

14. Have there been any previous applications for development concerning this site:

\_\_\_\_No \_\_\_\_Yes If yes, please attach copy.

15. Are property taxes paid to date: \_\_\_\_\_Yes \_\_\_\_\_No

16. Proposed Form of Ownership: \_\_\_\_\_\_: Fee Simple \_\_\_\_\_\_: Condominium \_\_\_\_\_\_: Rental \_\_\_\_\_\_: Cooperative \_\_\_\_\_\_: Homeowners Association, Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. Describe any proposed Deed Restrictions, Easements, Covenants and/or Homeowners Association Documents which affect this development:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18. Is the property located in or a part of a Redevelopment Area or Plan: \_\_\_\_\_Yes \_\_\_\_\_No

If yes, please attach a copy of the Redevelopment Plan and/or Agreement.

19. Provide the number of parking spaces proposed on site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER APPROVALS: Yes No Date Submitted Approved

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NJ DEP |  |  |  |  |
| Sewer Ext. Permit |  |  |  |  |
| Sanitary Connection |  |  |  |  |
| CCMUA |  |  |  |  |
| Camden County Health Dept. |  |  |  |  |
| Camden County Planning Board |  |  |  |  |
| Camden Cnty Soil Conservation |  |  |  |  |
| NJ DOT |  |  |  |  |
| Utilities Conn. Communication |  |  |  |  |
| Utilities Conn. Gas |  |  |  |  |
| Utilities Conn. Electric |  |  |  |  |

20. WAIVERS REQUESTED — Any application or design waivers must be applied for in written form. Include Ordinance number and description (attach separate sheet if necessary) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

21. VARIANCES REQUESTED — Include Ordinance number and description (attach a separate sheet if necessary):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BULK REQUIREMENTS EXISTING PROPOSED REQUIRED

|  |  |  |  |
| --- | --- | --- | --- |
| Lot Area |  |  |  |
| Total Building Coverage |  |  |  |
| Total Lot Coverage (All Structures) |  |  |  |
| Total Number of Parking Spots |  |  |  |
| Total Number of Loading Zones |  |  |  |
| Number of Employees |  |  |  |
| Gross Floor Area (non-residential)  |  |  |  |
| Total Number of Dwelling Units |  |  |  |
| Total Number of Bedrooms |  |  |  |
| Front Lot Width |  |  |  |
| Lot Depth |  |  |  |
| Front Yard Setback |  |  |  |
| Rear Yard Setback |  |  |  |
| Side Yard Setback |  |  |  |
| Max Height (ft) Principal Structure |  |  |  |
| Max Height (stories) Principal Structure |  |  |  |
| Max Height (ft) Accessory Structure |  |  |  |
| Max Height (stories) Accessory Structure |  |  |  |
| Accessory Structure Use |  |  |  |
| Front Yard Setback |  |  |  |
| Rear Yard Setback |  |  |  |
| Side Yard Setback |  |  |  |
| Usable Open Space |  |  |  |
| Impervious Coverage Percent |  |  |  |
| Parking Coverage |  |  |  |

 OTHER COMMENTS AND/OR PERTINENT INFORMATION (attach separate sheet if necessary):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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:\_\_\_\_\_\_\_\_\_\_**

**Municipal Clerk’s Department**

**200’ SEARCH REQUEST**

**$25 per search, NON-REFUNDABLE**

**PLEASE MAKE CHECK PAYABLE TO THE**

**BOROUGH OF SOMERDALE**

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

Requestor Information

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

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

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

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

ADDRESS OF LOCATION 200FT SEARCH FOR:

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

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

**PLEASE CHECK PREFERRED METHOD OF DELIVERY:**

* EMAIL
* FAX
* MAIL
* PICKUP

**Fee Schedules**

|  |  |
| --- | --- |
| Change of Use, Concept Design, Conditional UseApplication $250 | Variance $250 |
| Escrow$1,500 | Variance Escrow$1,500 |
| 200Ft Search$25 |  |

Subdivision

|  |  |
| --- | --- |
| Minor | Major |
| Application$250 | Application$250 |
| Professional Services/ Publication Escrow$2,125 | Professional Services/ Publication Escrow $2,750 minimum |
| Final Approval$75  | Professional Services/ Publication Escrow$1,750 minimum |

Site Plan

|  |  |
| --- | --- |
| Application$100 | Professional Services/ Publication Escrow$1,100 |
| Waiver Application$250 | Professional Services/ Publication Escrow$1,100 |
| Minor $250 | Professional Services/ Publication Escrow$2,125 |
| Major Preliminary$250 | Professional Services/ Publication Escrow$3,750 |
| Major Final$250 | Professional Services/ Publication Escrow$1,775 |

**AFFIDAVIT OF OWNERSHIP & STATEMENT OF THE LANDOWNER**

State of New Jersey County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

A. I hereby certify that I am the owner on record of the site depicted and that I concur with the plans presented to the Planning /Zoning Board of Adjustment

B. Application is made with my complete understanding and permission in accordance with the agreement of purchase or other option entered into between me and the applicant.

C. Permission is here by granted to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, otherwise known as the Applicant, to submit the proposed development plans on my behalf as the: (Tenant or Contract Purchaser) Sworn and subscribed to before me this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_.

Owner’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commission Expires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NEWSPAPER PUBLIC NOTICE**

**BOROUGH OF SOMERDALE**

**CAMDEN COUNTY, NEW JERSEY**

Notice is hereby given that the undersigned has appealed to the Joint Land Use Board of the Borough of Somerdale for action under the Municipal Ordinances to permit, (describe the project and any required variances relief requested): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and any and all other variances that may be required on the premises located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, block\_\_\_\_\_\_\_\_\_\_ lot\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Somerdale, New Jersey.

A public hearing will be held by the Joint Land Use Board of the Borough of Somerdale on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at 7:00 PM, in the Municipal Building, court room

105 Kennedy Boulevard, Somerdale, NJ 08083.

The application is available for examination at the Borough Municipality during normal business hours.

This notice is provided by the applicant by the order of the Joint Land Use Board of Borough of Somerdale.

Applicant’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Notary Public

Commission Expires

**NOTICE OF HEARING TO OTHER PROPERTY OWNERS**

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

The undersigned applicant declares that in accordance with provisions of the Borough of Somerdale Zoning

Ordinance and public hearing thereon were handed to or sent certified mail to all property owners within

two hundred (200) foot search of the boundary lines of the property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

block\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lot \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Somerdale, New Jersey. The project maybe requesting

variance or other requirements. You are not required to appear at this hearing unless you wish to speak with

regards to the action desired by the applicant. The application and all supporting documents are on file with

the Borough in the Joint Land Use Board, construction office and are available for inspection by the

public during regular business hours. Any interested party may appear either in person or by attorney at said

hearing and participate therein in accordance with the rules of the board.

This public hearing will be held by the Joint Land Use Board of the Borough of Somerdale on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at 7:00 PM, in the Municipal Building, court room

105 Kennedy Boulevard, Somerdale, NJ 08083.

As of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ all notices, a copy of which is attached, were either delivered in

person or sent by certified mail to the property owners listed and on the accompanying forms which are

hereby made a part of this declaration.

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

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Notary Public

Commission Expires

**VARIANCE, SUBDIVISION, SITE PLAN CHECK LIST**

NOTE: *ITEMS OMITTED MAY DELAY CONSIDERATION BY THE BOARD.*

* Title Block;
	+ Owner Name, Address, Telephone
	+ Professional Information, signed and sealed
	+ Block & Lot
	+ Date Prepared and Date Revised
	+ Scale & North Sign
	+ Zoning District
* Place for signature of Borough Engineer, Chairperson & Secretary
* Key map of the site with reference to surrounding areas and adjacent properties 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
* Showing boundary property lines, existing/proposed street & layout, existing/proposed common drive& parking details, site triangles, easements/cross easements, buffer areas, and wet lands
* Dimensions of lot, setbacks, front yard, side yards and real yard; size, kind and location of fences
* Location dimensions and details of all existing/proposed structures, existing/proposed monuments, existing/proposed wooded areas, signs and exterior lighting including type of standards, location, radius of lighting and intensity in footcandles
* Method of solid waste disposal and storage
* Drainage calculations, any and all drainage improvements
* 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, driveway/aisles, parking spaces; handicap, ingress/egress, loading areas, 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
* 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). Location of all existing trees or tree masses, indicating general sizes and species of trees.