Township of Pennsauken
CAMDEN COUNTY, NEW JERSEY
INCORPORATED 1892
ZONING BOARD OF ADJUSTMENT

(856) 665-1000
FAX (856) 665-2749

ZONING BOARD SITE PLAN APPLICATION (PACKET)

If you should have any questions, please contact the Planning & Zoning Office:

John W. Adams
Planning & Zoning Officer
(856) 665-1000 *Ext. 128*

N O T I C E

Prior to your appearance before the Pennsauken Zoning Board, you are required to submit two (2) sets of plans to the ***Merchantville-Pennsauken Water Commission, 20 West Maple Avenue, P.O. Box 1205, Merchantville, New Jersey 08109,*** for the Commission's comments and approval of any water services to the site.

Also, you are required to submit one (1) copy of your site plan to the ***Pennsauken Zoning Board Engineer, Doug White of T & M Associates, 200 Century Parkway, Suite B, Mount Laurel, New Jersey 08054***, for his review and comments.

Two (2) sets of plans submitted to the Merchantville-Pennsauken Water Commission on

_____

(Date)

One (1) copy of plans submitted to the Zoning Board Engineer

_____

(Date)

_____

Applicant's Name

Address of Property:_____

Plate _____, Block_____, Lot_____

Type of Application:_____

Please Return this notice to the Pennsauken Planning and Zoning Office prior to your hearing

EXHIBIT 1

The Township of Pennsauken

Application For The Zoning Board Of Adjustment

➢ ***Before making application with the Planning Board, please contact the Planning and Zoning Office to insure the property is not located in a redevelopment area of the township.*** ➢

Name of Applicant _____ **Date:** _____

1. ***Person Responsible for all Correspondences and /or Escrow Account***

   Name: _____

   Company Name: _____

   Address: _____

   _____

   Telephone #: _____

3. ***Address where work is being done*** _____
4. ***Plate*** _____, ***Block*** _____, ***Lot*** _____, ***in Zoning District*** _____
5. ***Type of building*** _____, ***Type of Alterations*** _____
6. ***Sq. Foot of Building*** _____ , ***Valuation*** _____
7. ***Height of Building*** _____, ***Area of Building Coverage*** _____ %
8. ***Set backs:*** ***Front*** _____ ***Sides*** _____ ***Rear*** _____
9. ***Purpose for occupancy*** _____
10. ***Curbing*** - **Yes ( ) No ( )**
11. ***Streets*** - **Yes ( ) No ( )**
12. ***Sewage/Water***- **Yes ( ) No ( )**
13. ***Number of Employees*** _____
14. ***Number of Parking Spaces*** _____
15. ***Drainage Type*** _____
16. ***Type of Sign (s)*** _____, ***Height of Sign (s)*** _____
17. ***Square Footage of Sign (s)*** _____, ***Location of Sign (s)*** _____
18. ***Screen Planting*** _____
19. ***Property Maintenance Schedule*** _____

Applicant: _____ ***Telephone:*** _____

(Signature)

EXHIBIT 2

Township of Pennsauken
Planning and Zoning Office
Municipal Building
5605 N. Crescent Blvd.
Pennsauken, NJ 08110

Re: List of Property Owners Within 200 feet

Please supply me with a list of property owners within 200 feet of _____

_____ ,

Plate _____ , Block _____, Lot _____.

Signed: _____

Date: _____

EXHIBIT 3

NOTICE OF HEARING TO OTHER PROPERTY OWNERS

TO: _____

OWNER OF PREMISES : _____

PLEASE TAKE NOTICE:

That the undersigned has appealed to the Zoning Board of Adjustment of the Township of Pennsauken for a variance from the terms of Articles and Sections of the Zoning Ordinance so as to permit

_____

_____

_____

_____

On the premises _____

Plate, _____ , Block _____, Lot (s) _____

Which is within 200 feet of the property owned by you. A public hearing has been ordered for _____ at 7:00 P.M. in the Municipal Building, 5605 N. Crescent Boulevard, Pennsauken, New Jersey, at which time you may appear either in person or by attorney, and register your approval or objection.

This notice is sent to you by the applicant pursuant to New Jersey Statute and Pennsauken Township Ordinance.

Respectfully:

_____

(Applicant)

EXHIBIT 4

AFFIDAVIT OF SERVICE

In accordance with the New Jersey Statutes Revised, the undersigned does hereby certify that a copy of the attached Notice has been sent to the property owners within 200 feet of premises

(Address) _____

Known on the tax map of Pennsauken Township as Plate _____, Block _____,

Lot (s) _____, on (Date)_____. A list of the property owners served showing how service was made (***Registered mail, Certified Mail or Personal Service***) is attached hereto.

_____

Signature of Person who Made Service

SWORN AND SUBSCRIBED TO:

BEFORE ME THIS DAY

OF :

_____

(Signature of Notary Public & Date Commission Expires)

Courier-Post Newspaper

(Public Legal Notices)

A public legal notice must be run for 1 day specifying the reason for coming to the board (sample attached). The ad must be run at least *10 days* (including weekends) prior to scheduled hearing date. However, it is suggested that the sooner the ad is run, the better.

To expedite your legal notice, please contact Patty Rose Legal Clerk for the Courier Post in Cherry Hill, Phone # 888-516-9220; Email: cplegals@gannett.com or fax 888-516-9480. You will be asked general information such as your name, address, telephone number, and method of payment. Then, of course, they will need the specifics to your legal notice.

The cost to run an ad for 1 day is approximately $50.00 and the Courier Post excepts Credit Cards, Checks and Cash.

Once the ad is run for a day, the Courier Post will send you an affidavit of publication. When you receive this document, the original must be filed in the Planning and Zoning Office.

If you should have any questions or need further assistance, please contact the Planning and Zoning Office, We'll be glad to help.

EXHIBIT 5

SAMPLE LEGAL NOTICE

T A K E N O T I C E

That a meeting will be held by the Zoning Board of Adjustment of the Township of Pennsauken on _____ at the Pennsauken Municipal Building, 5605 N. Crescent Boulevard, Pennsauken, New Jersey at 7:00 P.M. to consider

_____

_____

_____

_____

Application by _____

Said Application is to _____

_____

_____

Located at _____

Known as Block_____, Lot (s)_____ of the Township of Pennsauken.

The following described maps and papers are on file in the Planning & Zoning Office and are available for inspection during the hours of 8:30 AM and 4:30 PM.

_____

_____

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Zoning Board of Adjustment.

SITE PLAN REVIEW

The following listed items are to be discussed and investigated relative to any application for site plan approval.

1. **Requirements (126-600)**
    a. Excavation/Grading of Soil
    b. Demolition/Construction
    c. Erection of Structures
    d. Additions/Installations
    e. Off Site Improvements

2. **Complete Application (126-600)**
    a. Zoning and Use
    b. Type of Work to be done

3. **Administrative Review (126-601)**
    a. Principal Owners Name
    b. Correspondence and Fees
    c. Notice and Advertisement
    d. Payment of Taxes
    e. Recording of Agreements
    f. Location of Site
    g. Variances Application
    h. Waiver of Site Plan

4. **Performance Standards (126-602)**

    A. Site Plan Design
    a. Qualified Professional
    b. Scale and Signature Block
    c. Key Map and North Arrow

    B. Site Circulation
    a. Pedestrian Walkways
    b. Traffic Flow Movement
    c. Off Street Parkway Areas
    d. Loading and Unloading
    e. Access Roads, Docks, and Ramps
    f. Handicap Access
    g. Ingress and Egress Flow
    h. Adjoining Property Movement
    i. Traffic Signage and Space Sizes
    j. Safe and Efficient Travel

    C. Structure Layout
    a. Aesthetically Pleasing Design
    b. Efficient Arrangement
    c. Impact on Adjacent Buildings
    d. Building Elevations
    e. Floor Plans
    f. Door Egress Locations

D. Exterior Lighting

a. Safe Movement of People
b. Security Lighting
c. Lighting Standard Type
d. Lighting Footprints
e. Walkways, Parking and Entrance Areas

E. Buffer Areas

a. Shield Against Noise, Lights, Etc.
b. Shield Adjacent Property Activities

F. Landscaping

a. Type, Size, Location, and Variety
b. Proposed and Existing Contours
c. Maintenance Program
d. Topographical Design
e. Ground Cover and Paving Details
f. Other Physical Improvements

G. Signage

a. Signs to conform to regulations.
b. Exterior Identification

H. Sanitary Improvements

a. Sanitary Waste Disposal
b. Water Supply
c. On and Off-Site Systems
d. Maintain Water Pressure

I. Waste Disposal

a. Trash Enclosures
b. Fences and/or Walls

J. Natural Environment

a. Soils and Vegetation Existing
b. Water Courses Consideration
c. Noise Levels Review
d. Impact on Human and Animal Life
e. Building Placement

K. Landscaping

a. Fire Connections
b. Hydrant Locations
c. Alarm Systems
d. Fire Lanes and Access Circulation
e. Sprinkler Systems
f. Fire Door Locations

L. Topographical Review

a. Final Grading Plan
b. Miscellaneous Details and Sections
c. On-Site Improvements

M. Site Design Review

a. Lot Coverage (%)
b. Building Coverage (%)
c. Utilities Lines (E & P)
d. Easements (All)
e. Drainage Calculations
f. Test Borings
g. Flood Plan Requirements
h. Waterfront Managements

N. Site Preparations

a. Paving and Sidewalk Detail
b. Curb Cuts and Curb Detail
c. Lot Monuments Location
d. Yard Requirements
e. Any and All Variances
f. Temporary Services
g. Specific Requirements

O. Miscellaneous

a. Energy Conservation Design
b. Agency Approvals (County, State, Etc.)
c. Agency Referrals (Zoning, Planning Board, Etc.)

PENNSAUKEN ZONING BOARD OF ADJUSTMENT

Procedures Following Site Plan Approval

The following steps must be taken prior to the issuance of any building permits:

- Certificates or letters of approval from all outside agencies mentioned in the resolution, or having jurisdiction over the site, must be received by the Planning & Zoning Office.

- All revised site plan drawings and engineering data required to satisfy conditions must be submitted to the Zoning Board Engineer.

- The Site Improvement Bond Estimate, *equal to 120%* of the installation of all required improvements, must be submitted to the Planning Board Engineer, and when approved, a bond in the form of either an insurance company bond or an attorney's letter of credit must be deposited with the Municipal Clerk.

- The Site Improvement Inspection Fee in the form of a certified check, drawn payable to the Township of Pennsauken, in the amount *equal to 5%* of the estimated Site Improvement Costs, must be given to the Planning and Zoning Board Office to be put in an *escrow account*.

- Evidence of the filing of the deed of lot consolidation, if required, must be presented to the Planning & Zoning Office.

Permits can be issued upon completion of these steps

- When permits have been issued, the applicant must follow the Township Engineer's Inspection Notification Guideline.

- After completion of work and the Certificate of a Occupancy has been issued by the Construction Official, the applicant can request release of bond from the Township Engineer. At this time, the Township Engineer will indicate if all work is satisfactory and if so, the bond can be released.

- Before the release of the 120% Performance Bond, a 15% Maintenance Guarantee for a period of one year must be posted with the Township Clerk.

- Eleven months after posting of a bond, the applicant must notify the Township engineer and request release of the bond. At which time the Township engineer will authorize the release of the bond if the site has been maintained according to the Pennsauken Code Standards.

- Approximately two months after the Maintenance Bond has been released, the balance remaining in the original 6% Site Improvement Inspection Escrow will be returned to the applicant.

Affidavit of Ownership

The undersigned Property Owner _____
(Owner's Name)

being of full age, upon our oaths, do depose and say:

I/We are the owner (s) of the property designated as Block _____, Lot _____,

known as _____
(Address)

Date: _____

Owners Signature: _____

Acknowledgement

STATE OF NEW JERSEY:

COUNTY OF CAMDEN

On this _____ day of _____ 200___, before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared who deposes and states that he/she executed the foregoing Affidavit of Ownership and acknowledged the same to be his/her free act and deed. I am duly authorized by the laws of the State of New Jersey to administer oaths in said State.

_____
Notary Public

EXHIBIT C

Notice to Applicants

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.

The addresses and telephone numbers of the various utilities that *may* have to be given notice of your application are as follows:

Electric

Public Service Electric and Gas Company
410 Route 130 South
Bordontown, NJ 08505
Attn: Correspondence Department
(800) 436-7734

Gas

Public Service Electric and Gas Company
410 Route 130 South
Bordontown, NJ 08505
Attn: Correspondence Department
(800) 436-7734

Cable Television

Comcast Cable
1250 Haddonfield –Berlin road
Cherry Hill, New Jersey 08003
Attn: Ms. Doris Pascale, Engineering Dept
(856)-354-1660

Water

New Jersey American Water
989 Lenox Drive
Suite 224
Lawrenceville, NJ 08648
(609) 512-9400

Or

Merchantville-Pennsauken Water Commission
20 West Maple Avenue
Merchantville, New Jersey 08109
(856) 663-0043

Sewer

Camden County Municipal Utilities Authority
1645 Ferry Avenue
Camden, New Jersey 08104
(856) 541-3700

Pipeline Companies

Colonial Pipeline
P.O. Box 727/Mantua Grove Road
Woodbury, NJ 08096
(609) 845-8742

Or

Transcontinental Gas Pipeline
P.O. Box 1481/3200 S. Wood Avenue
Linden, New Jersey 07036
(908) 862-8600

Telephone

Verizon
Real Estate Department
Land Use Matters
650 Park Avenue
East Orange, New Jersey 07017
(800)-621-9900

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 SUBJUECT 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.

HEARING REQUIREMENTS

Applicant: _____

Block_____, Lot (s) _____

____ 12 Copies Zoning Board Application Submitted to Planning & Zoning Office

____ 12 Copies Site Plan Submitted to Planning & Zoning Office

____ 2 Copies of Application and Plans sent to the Water Commissioner.

____ 1 Copy of Application and Plans sent to the Planning Board Engineer

____ Fees Paid

____ Hearing Date Scheduled

____ Request 200 Foot Property Owner's List

Please be certain to submit these documents to our office at least ***15 Days*** prior to your hearing or your case will not be heard:

____ Notice to Other Property Owners

____ Certified Mail Receipts

____ Affidavit of Service

____ Proof of Publication From Newspaper