

CITY OF CAMDEN
Department of Planning and Development
Division of Planning and Zoning
Suite 224, City Hall
Post Office Box 95120
Camden, NJ 08101-5120
(856) 757 - 7214 phone
(856) 968 - 4705 fax

INSTRUCTIONS FOR ZONING/SIGN PERMIT APPLICATION

ALL APPLICANTS WHO NEED A ZONING/SIGN PERMIT MUST SUBMIT THE FOLLOWING:

1. Complete Zoning AND/OR Sign Application
2. Proof of ownership (Deed, Tax Bill, or Lease)
3. A detailed floor plan of proposed use, conversion of single family dwelling shall have measurement of all habitable space. Accurate drawing of a proposed sign including dimensions and illustration signed by sign supplier. Any addition or accessory uses or fences must have a Plot Plan and/or Survey. Additions/Fences must be presented on a Plot Plan/Survey with rear and side setbacks. You can obtain a Plot Plan from the Engineering dept. located at 101 Newton Ave., 3rd floor. ***(a copy of all/any plans must accompany application.)**
4. Complete attached Tax Assessment Certification (**City of Camden Tax Ofc. Rm 117, 1st floor and Water/Sewer at PNC Bank located at Broadway & Market St.**)

5. Application fee:

(non-refundable)

Single-Family Dwelling	\$ 69.56
Two-Family Dwelling	\$ 139.13
Three or more dwelling	\$ 215.51
Rooming House	\$ 259.16
Boarding House	\$ 259.16
Commercial Uses	\$ 87.30
Industrial, Warehousing & Manufacturing Uses	\$ 139.87
Institutional	\$ 69.56
Advertising Billboards	\$ 395.56
Sign Application	\$ 79.11
Rezoning Application	\$ 345.09

Money Order of Check payable to the City of Camden

INCOMPLETE APPLICATIONS SHALL NOT BE EXCEPTED OR PROCESSED.

NO ALTERATION, CONSTRUCTION, CONVERSION, ERECTION, REMODELING, RENOVATION, REPAIR, or DEMOLITION OF ANY BUILDING OR STRUCTURE SHALL BEGIN PRIOR TO ZONING APPROVAL. OTHER MUNICIPAL APPROVALS MAYBE REQUIRED.

DO NOT DISCARD OR REMOVE ANY PART OF THIS APPLICATION

I. GENERAL

Today's Date: _____

Applicant: _____ Telephone: _____

Applicant's Address: _____

Applicant's Interest: (please check one) () owner () tenant () agent/owner

SUBMITTING FOR: () Zoning Permit () Sign Permit

1. Name and Address of property OWNER if different from that of applicant:

2. Address and Block and Lot number for which zoning/sign permit is desired:

_____ Block: _____ Lot: _____

3.

Zone District:	R1	R2	R3	C1	C2	C3	C4	LII	LI2	GII
(please circle)	GI2	US	PRI	OLI	TOD	MW1	MW2	MS	CV2	CC

4. Historic District: _____

5. What is the property/land PRESENTLY being used *entirely* as:

6. Is the structure presently vacant? _____ If so how long? _____

7. How many stories/floors does the building have? _____ Is there a basement/cellar? _____

II. ZONING

1. What is being proposed?

New Construction _____ Addition _____ Fence _____ (ht _____) Installation _____

New Business _____ Conversion _____ Other (explain: _____)

2. Describe in detail the use & activities PROPOSED (attached separate sheet if necessary):

3. Are there other activities existing within the same property? _____ (please describe)

4. Dimensions of Principal Building and/or structure _____

5. Dimensions of All Accessory Building and/or structure _____

6. Are any of the activities conducted in the principal building existing as a nonconforming use?

No _____ Yes _____ (please explain) _____

7. To the applicant's knowledge, has there been any prior applications made to the Zoning Board of Adjustment or the Planning Board?

No _____ Yes _____ (please explain) _____

THIS APPLICANT CERTIFIES THAT THE ABOVE INFORMATION HAS BEEN COMPLETED TO THE BEST OF HIS/HER KNOWLEDGE.

(Date)

(Signature of Applicant)

(Name of Corporation or Association)

III SIGN

1. Type Sign: Awning / Billboard / Freestanding / Hanging / Mounted / Off Site / Window
(Please circle)

Other (describe): _____ Alteration of an existing sign _____
(Attach photo & describe) _____

2. Are there any existing signs? _____ (if yes, please attach photos)

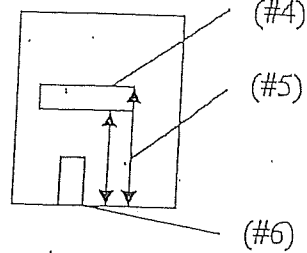
3. How many signs are proposed? _____

4. Will sign(s) be illuminated? Yes _____ No _____

5. Dimension: _____ X _____ = _____ sq ft.

6. Distance between ground and the lowest part of sign _____ ft.

7. Distance between ground and highest part of the sign _____ ft.



8. Material of Sign: _____

9. Color(s) on sign(s): _____

10. Illustration/Wording: _____

THIS APPLICANT CERTIFIES THAT THE ABOVE INFORMATION HAS BEEN COMPLETED TO THE BEST OF HIS/HER KNOWLEDGE AND FURTHER UNDERSTANDS THAT IF THE SIGN EXCEEDS THE MAXIMUM REQUIREMENT A VARIANCE THROUGH THE PLANNING BOARD OF THE CITY OF CAMDEN MUST BE REQUESTED.

(Date)

(Signature of Applicant)

(Name of Corporation or Association)

PLEASE READ

ASSESSMENT CERTIFICATION

Section A: Applicant shall complete

SECTION A	<u>OWNER</u>
Name of OWNER of Property _____	
Address: _____	
Search Address: _____	
Block: _____	Lot: _____ Account: _____

Section B: Applicant shall take this form to the City of Camden Tax Office, Room 117 (1st floor) for completion to indicate whether taxes are paid up to date. Applicant must also go to the PNC Bank (Broadway & Market St) for water and sewer to make sure water /sewer is paid up to date.
 Upon completion, this form shall be submitted with original application. **NO APPLICATIONS WILL BE ACCEPTED** – if any money is owed for Taxes or Water/Sewer, no permit can issued until accounts are paid in full-proof of payment must be brought back before turning application in.

Section C: TAX OFFICE & PNC BANK
 An application for Zoning/Sign permit has been submitted to the Division of Planning. Please check your record to be certain that the account is current

I HEREBY CERTIFY THAT THE PROPERTY ASSESSMENT ARE:

Account Type	Qtr.	Due date	Amount Owed	Other
(Taxes/W&S/Other	_____	_____	_____	_____
(Taxes/W&S/Other	_____	_____	_____	_____
(Taxes/W&S/Other	_____	_____	_____	_____
(Taxes/W&S/Other	_____	_____	_____	_____

COMMENTS: _____

DATED: _____ PREPARED BY: _____