

DIVISION OF PLANNING
Street Vacation

Edward C. Williams

Planning Director/Zoning Officer
Department of Development and Planning
Division of Planning
520 Market street
City Hall, Room 224
P.O. Box 95120
Camden, NJ 08101-5120

Phone: 856-757-7214

Fax: 856-968-4705

Prior to permanently closing a street, alleyway or paper street, there must be an approval from the Planning Board and an ordinance from City Council. A street vacation must be filed with the Division of Planning and Zoning for review and consideration with the necessary plans and application fees.

CITY OF CAMDEN

Division of Planning; City Hall, Suite 224
PO Box 95120; Camden, NJ 08101
(856) 757-7191 Phone, (856) 968-4705 Fax
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STREET/ALLEY VACATION APPLICATION FORM

IN ORDER TO MAKE THE AGENDA, THE APPLICATION MUST BE SUBMITTED
AT LEAST 20 DAYS PRIOR TO THE PLANNING BOARD MEETING

**Please complete the following and return to the Division of Planning/Zoning
Should you have any question, please contact Edward C. Williams at
(856) 757-7214**

REQUIREMENTS CHECKLIST

1. Three copies of an improvement survey or improvement location certificate by registered surveyor.
2. One copy of legal description
3. Twenty prints of all site development plans drawn to an identified scale (no larger than 24' x 36' folded to 9' x 12') delineating the easement or right-of-way proposed to be vacated.
4. Certified mail receipts indicating that all involved parties have been notified. (For additional information see the "PARTIES in INTEREST" section below)
5. An application fee of **\$369.68 plus \$148.68 for each additional vacation right of way** must be submitted with application. (**Application fee non-refundable even if denied.**)

PARTIES IN INTEREST

The applicant shall notify all parties with an interest in the proposed area of vacation. A list of interest parties can be requested through the Division of Planning/Zoning. All parties should be notified through certified mail. Certified mail Receipts indicating notification should be submitted with application.

In addition, the applicant should also be advised that the following parties must also review the proposed street/alley vacation. The Division of Planning/Zoning will notify the parties:

**Economic Development
Utilities
City Engineer
Verizon**

**Public Service Electric & Gas
Police Department
Fire Department
Public Works**

GENERAL DATA

NAME OF APPLICANT: _____

Telephone: _____

Address: _____

Block: _____ Lot: _____

NAME OF CONTACT PERSON: _____
(if other than applicant)

Telephone: _____ Fax: _____

Address: _____ Zip Code: _____

STREET ADDRESS/GENERAL LOCATION OF PROPERTY: _____

Purpose of Street vacation: _____

Description proposal: _____

Is this application being submitted in conjunction with a site plan or sub-division application? Please check one YES _____ NO _____ If yes, please submit twelve sealed and folded site development plans drawn to an identified scale delineating the easement or right-of-way of the proposed vacation. NOTE: See requirement number 3, on first page.

Please return application to the address at the top of the first page. Incomplete application shall not be processed. *Any application which remain incomplete for more than 10 business days will be discarded.* Falsification in any form shall subject applicant to a fine or municipal court.

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

(DATE)

(SIGNATURE OF APPLICANT)

(NAME OF CORPORATION/ASSOCIATION)