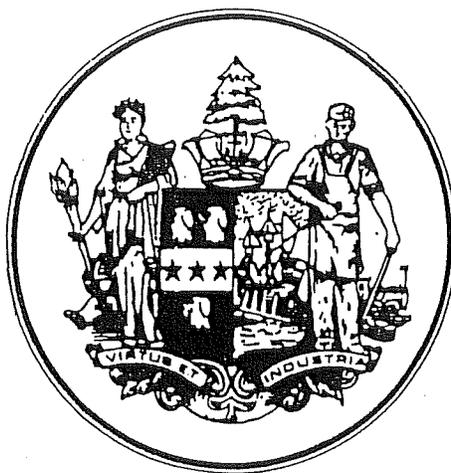


CITY OF CAMDEN
DEPARTMENT OF ADMINISTRATION
DIVISION OF PLANNING



**SITE PLAN APPLICATION AND
SUBMISSION ITEMS PACKAGE**

Any questions please contact:
Angela Miller, Planning Board Secretary
757-7214

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SITE PLAN APPLICATION
CHECKLIST

CHECK IF
COMPLETED

FOR OFFICE
USE ONLY

- | | | |
|--|--|---|
| <p>_____ 1. Zoning Application</p> <p>_____ 2. Site Plan Applications & Site Plans (12 copies of both)</p> <p>_____ 3. Proof of ownership (i.e. Deed, Tax Bill and/or Lease)</p> <p>_____ 4. Signed escrow fee agreement</p> | | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|--|---|

PRIOR TO SUBMISSION OF ANY SITE PLAN APPLICATIONS EVERY APPLICANT MUST CALL FOR A PRE-APPLICATION CONFERENCE.

IT IS STRONGLY ADVISED THAT THE APPROPRIATE PROFESSIONALS BE PRESENT AT SAID MEETING.

PRE-APPLICATION CONFERENCE FEE: \$500.00

(ACCORDING TO SECTION 577-270 OF THE CITY'S ZONING CODE)

***NOTE:**

- A. Incomplete applications will not be processed.**
- B. Submission hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. All applications must be stamped "RECEIVED" by the Division of Planing. No outside drop-offs will be processed.**
- C. All plans must be folded with *Title Block* facing upward.**
- D. Whenever public notice is required, the Division of Planning shall prepare procedures for said notification and advise applicant of its readiness.**

*CHECK IF
COMPLETED*

*FOR OFFICE
USE ONLY*

- _____ 18. Boundary, limits, nature and extent of wooded areas, specimen trees and other significant physical features _____
- _____ 19. Drainage calculations _____
- _____ 20. Proposed utilities: sanitary sewer, water, storm water management, telephone, cable TV and electric _____
- _____ 21. Soil erosion and sediment control plan if more than 5000 sq. ft. _____
- _____ 22. Spot and finished elevations at all property corners, corners of structures, existing or proposed first floor elevations _____
- _____ 23. Construction details road and paving cross-sections and profiles if no profiles needed _____
- _____ 24. Lighting plan and details _____
- _____ 25. Landscape plan and details _____
- _____ 26. Site identification signs, traffic control signs, and directional signs _____
- _____ 27. Sight triangles _____
- _____ 28. Vehicular and pedestrian circulation patterns _____
- _____ 29. Parking plan indicating spaces, size and type aisle width internal collectors, curb cuts, drives and driveways and all ingress and egress areas with dimensions _____
- _____ 30. Preliminary architectural plan and elevations _____
- _____ 31. Environmental impact report; parcels 2 acres or larger _____
- _____ 32. Plan paper size should be 24 by 36 _____

CITY OF CAMDEN
SCHEDULE OF
PLANNING AND ZONING BOARD FEES
(revised)

I. ZONING PERMIT

A. Zoning Permit Applicationsee attached application

II. PLANNING BOARD FEES

A. PRE-APPLICATION MEETING FEE\$500.00

B. SUBDIVISION

1. Minor Subdivision (2 Lots or Less refer to section 577-18)

Application Fee:\$177.32

Engineer Review (Escrow Account)..\$528.24

2. Major Subdivision (Preliminary Plot)

Application Fee:.....\$528.24

Engineer Review (Escrow Acct.)..\$851.88 + 170.50 per lot created*

3. Major Subdivision (Final)

Application Fee:.....\$339.76

Engineer Review (Escrow Acct..) \$851.88 + 170.50 per lot created*

C. SITE PLAN

1. Preliminary Application (Review).....\$482.36 for .50 acre or less
\$803.40 for .50 acre or more

2. Engineering Review (Escrow Account)....\$1,204.41 for .50 acre or less
(Preliminary) \$2,408.82 for .50 acre or more

3. Final Application.....\$334.18

4. Engineer Review (Escrow Account)..... \$ 803.40 for .50 acre or less
(Final*) \$1,204.41 for .50 acre or more

(Amended Final Application Fee & Final Engineering Escrow Fee)

D. SIGN PERMIT

1. Sign Permit Application.....(see Zoning Permit Application)

**E. PROPERTY LISTING FEES.....\$18.60 OR \$1.24 PER NAME WHICHEVER
IS GREATER**

(PURSUANT TO THE CODE OF THE CITY OF CAMDEN ARTICLE I, SECTION 233-4)

SITE PLAN APPLICATION

(Please Answer ALL Questions)

APPLICANT _____

ADDRESS _____

TELEPHONE# _____ FAX# _____

OWNER OF PROPERTY _____

(if other than applicant)

ADDRESS _____

TELEPHONE _____

IF APPLICANT IS INCORPORATE OR A PARTNERSHIP, LEGAL REPRESENTATION IS REQUIRED.
PLEASE PROVIDE THE FOLLOWING:

Attorney's Name _____

Address _____

Telephone# _____ Fax# _____

PLEASE PROVIDE THE FOLLOWING INFORMATION BELOW:

Engineer and/or Architect 's Name _____

Address _____

Telephone# _____ Fax# _____

ADDRESS OF DEVELOPMENT _____		
BLOCK NO.(S) _____	LOT NO.(S) _____	ZONE _____

PRESENT USE(S) _____

DESCRIBE PROPOSED USES(S):

(attach separate sheet if needed)

SQUARE FOOTAGE OF PROPOSED USE _____

DOES THIS APPLICATION INCLUDE:

- 1. AN ADDITION OF 1,000 SQ. FT. OR MORE TO AN EXISTING STRUCTURE?
(Please circle) YES NO

- 2. AN ADDITION OF 1,000 SQ. FT. OR MORE OF PAVING AREA FOR OFF-STREET PARKING?
(Please circle) YES NO

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

DATE

APPLICANT'S NAME (*PLEASE PRINT*)

APPLICANT'S SIGNATURE

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 be 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 records 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: _____

ESCROW DEPOSIT AGREEMENT BETWEEN THE CITY OF CAMDEN AND

DEPOSITOR _____

Address _____

Telephone No. _____ Check No. _____

Depositor herewith deposits the sum of _____ dollars (\$ _____) with the City of Camden in accordance with and subject to the provisions of the City of Camden Ordinance No. MC-2304, being incorporated by reference and made a part hereof, and agrees to the following:

1. Depositor's payment of said deposit is made in connection with an application for:

at (provide address with block and lot number): _____

- 2. The Treasurer of the City of Camden shall be authorized to disburse to the City Engineer from the funds deposited, those fees required to be paid for the technical and professional review by the Zoning Board of Adjustment and/or Planning Board pursuant to the terms of Ordinance MC-2304.
- 3. All fees shall be disbursed upon reconciliation of the Engineer & Insurance Escrow Accounts by Ordinance MC-2304.
- 4. If there are insufficient funds in the depositor's escrow account to pay all pending bill attributable to the aforementioned project, depositor shall be notified by the appropriate agency and requested to make an additional deposit into the escrow account.
- 5. Depositor understands that if he/she fails to make any additional deposit required, depositor's application shall be denied.
- 6. Any additional deposits shall be made to the Treasure, City of Camden, by way of the Division of Planning, in accordance with the terms set forth herein unless otherwise agreed to by the depositor and the approving agency.
- 7. The City of Camden shall not be required to pay interest on any sums held pursuant to this agreement.

IN WITNESS WHEREOF the undersigned hereby accepts the terms and conditions of this agreement.

DATED:

Applicant or authorized signature

**CAMDEN COUNTY PLANNING BOARD
ADMINISTRATIVE GUIDELINES AND FEE SCHEDULE**

The review fees shall apply to each land subdivision or land development submitted to the Camden County Planning Board for review in accordance with the New Jersey County and Regional Planning Enabling Act, Section 40:27-6.2 and 40:27-6/6 Exempted from this fee schedule will be plans submitted by State, County and Municipal governments, churches, hospitals and secular non-profit institutions.

The fee may be submitted, with the standard submission package, by the appropriate municipality, or the submission package and fee may be submitted in person to the County Planning Board located at the **Charles J. DePalma Public Works Complex, 2311 Egg Harbor Road, Lindenwold, NJ 08021.**

Checks or money orders (no cash will be accepted) should be made out to Treasurer, County of Camden. Any fee submitted that is not consistent with the above fee schedule will prevent the 30 day statutory review period from commencing. The review period will commence when the proper fee is received by this Board. In addition, any check refused by the bank due to insufficient funds will stop the review process which will not start again until the required fee is received.

If the County Planning Board fails to complete its review within the 30 day statutory time period mandated by law, the fee will be returned to the applicant upon request, except for those instances of a formal request by the County Board for a time extension to continue its review.

No refund of an application fee will be made if a project is disapproved by the Camden County Planning Board.

The County fee will not be combined with any local municipal fee, if required.

SPECIAL NOTE: All condominiums, townhouses, garden apartments and cooperative structures and uses, without regard to form of ownership, shall be classified and reviewed under the condominium, or cooperative corporate form of ownership. Fees for this type of ownership shall be computed under the Major Subdivision Class.

Adopted by the Camden County Board of Chosen Freeholders
March 23, 1995 and to be effective April 10, 1995

**APPLICATION FOR COUNTY REVIEW
OF SUBDIVISION, SITE AND DEVELOPMENT PLANS**

CAMDEN COUNTY PLANNING BOARD
COUNTY HIGHWAY COMPLEX
EGG HARBOR ROAD
LINDENWOLD, NJ 08021
(609) 783-0043

THIS APPLICATION MUST BE COMPLETED IN FULL - IN DUPLICATE AND FILED ALONG WITH A COPY OF THE LOCAL APPLICATION, COUNTY FEE SCHEDULE AND CHECK, TWO SETS OF PLANS AND DRAINAGE CALCULATIONS, IF APPLICABLE, WITH THE MUNICIPALITY.

(PLEASE TYPE OR PRINT LEGIBLY)

SUBDIVISION OR SITE PLAN NAME _____ **MUNICIPALITY** _____

TYPE OF PLAN	TAX MAP DATA	TYPE OF SUBMISSION
<input type="checkbox"/> SITE PLAN	Plate(s) No. _____	A. <input type="checkbox"/> NEW APPLICATION
<input type="checkbox"/> PRELIM. PLAN	Block(s) No. _____	B. <input type="checkbox"/> REVISION OF PRIOR APPLICATION
<input type="checkbox"/> FINAL DEV. PLAN	Lot(s) No. _____	C. <input type="checkbox"/> RESUBMISSION OF PART OF A MAJOR SUBDIVISION
<input type="checkbox"/> FILING PLAN	Existing Zoning _____	_____
<input type="checkbox"/> OTHER	Variance Required? _____	DATE & TITLE OF B. OR C. _____

APPLICANT NAME _____ PHONE _____

ADDRESS _____ TOWN _____ STATE _____ ZIP _____

AGENT OR ATTORNEY _____ PHONE _____

ADDRESS _____ TOWN _____ STATE _____ ZIP _____

SITE ABUTS OR IS NEAR COUNTY ROAD _____ ROUTE# _____

PROPOSED USE			AREA
<input type="checkbox"/> S.F. DETACHED	<input type="checkbox"/>	HI-RISE APTS.	TOTAL AREA OF EXISTING LOT
<input type="checkbox"/> TOWNHOUSES	<input type="checkbox"/>	COMMER.	<input type="checkbox"/>
<input type="checkbox"/> GARDEN APTS.	<input type="checkbox"/>	INDUST.	AREA OF PORTION TO BE SUBDIVIDED
<input type="checkbox"/> MID-RISE APTS.	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

SIGNATURE OF APPLICANT OR AGENT

DATE

PRINT NAME OF PERSON COMPLETING APPLICATION

CLASSIFICATION OF APPLICATION _____

AUTHORIZED SIGNATURE

Attach 1 copy of Municipal Application, 3 copies of this County Application, 2 copies of your plan, fee schedule, check and drainage calculations if applicable. Mail or had deliver to address at the top of this form.

RECEIVED AND LOGGED

APPLICATION ACKNOWLEDGED _____ DATE _____

PLAN NO. _____

REVISED 10/15/12

2311 EGG HARBOR ROAD
LINDENWOLD, NJ 08021
(609) 783-0043

FEE SCHEDULE A2

APPLICANT'S NAME: _____ ADDRESS: _____

TOWN: _____ STATE: _____ PHONE#: _____

PROJECT NAME: _____ MUNICIPALITY: _____

PLATE(S): _____ BLOCK(S): _____ LOT(S): _____

TYPE OF PLAN

MINOR
SUBDIVISION

SITE PLAN

MAJOR
SUBDIVISION

MINOR SUBDIVISION

MINOR SUBDIVISION REVIEW FEE (\$75.00).....\$ _____

SITE PLAN

SITE PLAN FOR DEVELOPMENT REVIEW FEE (\$150.00).....\$ _____

TOTAL PARKING SPACES (\$1.50 PER SPACE).....\$ _____

SUBTOTAL.....\$ _____

MAJOR SUBDIVISION

PRELIMINARY REVIEW FEE (\$200.00).....\$ _____

PER DWELLING UNIT
(\$5.00 first 100 units; \$2.50 every unit thereafter).....\$ _____

SUBTOTAL.....\$ _____

FINAL MAJOR SUBDIVISION AND SITE PLANS

FINAL REVIEW FEE (\$80.00).....\$ _____

SIGNING OF FILING PLATS (\$50.00).....\$ _____

TOTAL.....\$ _____

**(Not Applicable for Churches or Non-Profit Agencies)*

OWNERSHIP AFFIDAVIT
MUST BE COMPLETED AND RETURNED

- 1. Name of Company/Organization: _____
- 2. Is Company a Corporation? Yes _____ No _____
- 3. Name of State in which incorporated: _____
- 4. Is Company a partnership? Yes _____ No _____

PLEASE LIST ANY AND ALL INDIVIDUALS WHO ARE OWNERS (FULL OR PART) OF THE FIRM OR CORPORATION.

IF A NON-PROFIT ORGANIZATION, PLEASE LIST ALL BOARD MEMBERS:

<u>NAME</u>	<u>ADDRESS</u>	<u>TITLE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The above information is true and correct to the best of my knowledge.

Signature and Title

Print Name and Title

CAMDEN COUNTY PLANNING BOARD
 2311 EGG HARBOR ROAD
 LINDENWOLD, NJ 08021
 (609) 783-0043 EXT. 247