

CITY OF CAMDEN

DEPARTMENT OF PLANNING & DEVELOPMENT

**DIVISION OF PLANNING
&
ZONING**



**MAJOR SUBDIVISION APPLICATION AND
SUBMISSION ITEMS PACKAGE**

Any questions please contact:
Angela Miller, Planning Board Secretary
(856) 757-7214

SUBDIVISION CHECKLIST

Check if Completed

For Office Use Only

-
- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | 1. Subdivision application and Fifteen (15) copies of Plan. | <input type="checkbox"/> |
| <input type="checkbox"/> | 2. Proof of ownership (i.e. Deed, Tax Bill and/or Lease) | <input type="checkbox"/> |
| <input type="checkbox"/> | 3. Proof of current tax payment (i.e. Certification of Taxes Paid) | <input type="checkbox"/> |
| <input type="checkbox"/> | 4. Variance application (if applicable) | <input type="checkbox"/> |
| <input type="checkbox"/> | 5. Signed escrow fee agreement | <input type="checkbox"/> |
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Items 6 through 27 pertain to plot plans

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | 6. Name and address of owner and applicant | <input type="checkbox"/> |
| <input type="checkbox"/> | 7. Name, signature, license#, seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect (as applicable) | <input type="checkbox"/> |
| <input type="checkbox"/> | 8. Title block denoting type of application, tax map sheet, county municipality, block and lot and street address | <input type="checkbox"/> |
| <input type="checkbox"/> | 9. Key map not less than 1" -1000" showing location of tract to surrounding streets, municipal boundaries, etc. within 500' | <input type="checkbox"/> |
| <input type="checkbox"/> | 10. Schedule of required and proposed zone(s) requirements for Lot area, frontage, setbacks, impervious coverage, parking etc. | <input type="checkbox"/> |
| <input type="checkbox"/> | 11. North arrow to top of sheet, scale and graphic scale | <input type="checkbox"/> |
| <input type="checkbox"/> | 12. Signature block for board chair, secretary and engineer | <input type="checkbox"/> |
| <input type="checkbox"/> | 13. Certification block as required by map filing law | <input type="checkbox"/> |
| <input type="checkbox"/> | 14. Date of Property Survey | <input type="checkbox"/> |
| <input type="checkbox"/> | 15. One of four standard sheet sizes required by map filing law | <input type="checkbox"/> |
| <input type="checkbox"/> | 16. Metes and bounds description showing dimensions, bearings, curve Data, length of tangents, radius, arcs, shords and central angles for All center-lines and rights-of-way and centerline curves on streets. | <input type="checkbox"/> |

- _____ 17. Acreage of tract to nearest tenth _____
- _____ 18. Date of original and all revisions _____
- _____ 19. Size and location of existing or proposed structures and their dimensioned setbacks _____
- _____ 20. Location and dimensions of any existing or proposed streets _____
- _____ 21. All Proposed lot lines and area of lots in square feet _____
- _____ 22. Copy of and plan delineation of any existing or proposed deed Restriction _____
- _____ 23. Any existing or proposed easement or land reserved or dedicated For public use _____
- _____ 24. Property Owners and lot lines within 200' and in correct Reference to subject parcel _____
- _____ 25. Existing streets, other rights-of-way or easements, water courses, Wetlands, soils, flood plains, or other environmentally sensitive Area within 200' of tract _____
- _____ 26. Boundary, limits, nature and extent of wooded areas, specimen Trees and other significant physical features _____
- _____ 27. New block and lot numbers confirmed by Tax Assessor _____

SUBMISSION OF SITE PLANS, SUBDIVISIONS AND SIGN VARIANCES BEFORE THE SUBMISSION DEADLINE DOES NOT GUARANTEE PLACEMENT ON ANY PLANNING BOARD MEETING AGENDA. A PRE-APPLICATION MEETING WITH THE ZONING OFFICE IS STRONGLY RECOMMENDED.

CAMDEN CITY PLANNING BOARD

**LAND SUBDIVISION APPLICATION
(File ten copies and ten maps)**

1. Applicant's Name: _____ Telephone# _____

Address: _____

2. Owner or Contract Owner: _____

Address: _____

3. Name of Person to whom correspondence should be forwarded: _____

Address: _____

4. Location of Subdivision: _____

Tax Map Block Number(s): _____ Lot Number(s): _____

5. Area of entire tract (acres): _____

6. Zoning (circle appropriate): R-1-A R-1 R-2 C-1 C-2 C-3 I-1 I-2 C-W C-4 C-R M-R

I-R C-C H-M

7. Variance Requested? (check one) YES _____ NO _____ If yes, list sections of the zoning Ordinance:

8. Development Plans (check one): Sell only _____ To develop _____

Please describe proposed development plans briefly: _____

9. Attach s copy any deed restrictions or covenants that apply or are contemplated. Detail any state or municipal restrictions that may apply: _____

10. Name of person completing application: _____

Address: _____

Telephone#: _____ Fax#: _____

Signature of Applicant: _____

CITY OF CAMDEN PLANNING BOARD

**ESCROW DEPOSIT AGREEMENT
BETWEEN
THE CITY OF CAMDEN AND**

DEPOSITOR _____

Address _____

City and State _____

Telephone No. _____

Check No. _____

Depositor herewith deposits the sum of _____

Dollars (\$) _____) with the City of Camden in accordance with and subject to the provision
Of 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 lot and block #): _____

2. The Treasurer of the City of Camden shall be authorized to disburse to the City Engineer from the funds deposited, those fees as 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 prior to the issuance of a certificate of occupancy, construction permit or approval of any application as required by Ordinance MC-2304.

4. If there are insufficient funds in the depositor's escrow account to pay all pending bills 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 it fails to make any additional deposit required, depositor's application shall be denied.
6. Any additional deposits shall be made to the Treasurer, City of Camden in accordance with the terms set forth herein unless otherwise agreed to by the depositor and the approving agency.
7. All excess funds shall be returned to depositor within thirty (30) days of the issuance of a certificate of occupancy.
8. 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