

**CITY OF CAMDEN**

**DEPARTMENT OF PLANNING & DEVELOPMENT**

**DIVISION OF PLANNING  
&  
ZONING**



**MINOR 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"/> |
- 

**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