

**CITY OF CAMDEN  
DEPARTMENT OF PLANNING & DEVELOPMENT**

**DIVISION OF PLANNING  
&  
ZONING**



**SITE PLAN APPLICATION AND  
SUBMISSION ITEMS PACKAGE**

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

SITE PLAN APPLICATION AND SUBMISSION ITEMS PACKAGE

**TABLE OF CONTENTS**

SITE PLAN CHECKLIST.....Page 2

PLOT PLAN CHECKLIST.....Page 3

PLANNING & ZONING FEES.....Page 5

SITE PLAN APPLICATION.....Page 6

ESCROW AGREEMENT.....Page 10

COUNTY PLANNING BOARD APPLICATION.....Page 11

**SITE PLAN APPLICATION  
CHECKLIST**

**CHECK IF COMPLETED**

**FOR OFFICE USE ONLY**

- |  |       |
|--|-------|
| <input type="checkbox"/> 1. Zoning Application   | _____ |
| <input checked="" type="checkbox"/> 2. Site Plan Applications & Site Plans (15 copies of both) | _____ |
| <input checked="" type="checkbox"/> 3. Proof of ownership (i.e. Deed, Tax Bill and/or Lease)   | _____ |
| <input checked="" type="checkbox"/> 4. Signed Escrow Fee Agreement                             | _____ |

**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 8:30am to 4:30pm, Monday through Friday. All applications must be stamped "received" by the Division of Planning. 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.

Revised 8/27/2020

The following checklist pertains to PLOT PLANS: ("W" = Waiver Requested)

Check if Completed

For Office Use Only

- |   |       |
|---|-------|
| <input checked="" type="checkbox"/> 1. Name and Address of owner and applicant  | _____ |
| <input checked="" type="checkbox"/> 2. Name, signature, licenses #, seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect (as applicable). | _____ |
| <input checked="" type="checkbox"/> 3. Title block denoting type of application, tax map sheet, county municipality, block and lot, and street address.                                       | _____ |
| <input checked="" type="checkbox"/> 4. Key map not less the 1" – 1000" showing location of tract to surrounding street, municipal boundaries, etc. within 500'.                               | _____ |
| <input checked="" type="checkbox"/> 5. Schedule for required and proposed zone requirements for Lot area, frontage, setbacks, imperious coverage, parking, etc.                               | _____ |
| <input checked="" type="checkbox"/> 6. North arrow to top of sheet, scale and graphic scale.  | _____ |
| <input checked="" type="checkbox"/> 7. Signature block for board chair, secretary, zoning officer/ administrative officer and engineer.   | _____ |
| <input checked="" type="checkbox"/> 8. Date of property survey  | _____ |
| <input checked="" type="checkbox"/> 9. Acreage of tract to nearest tenth  | _____ |
| <input checked="" type="checkbox"/> 10. Date of original and all revisions  | _____ |
| <input checked="" type="checkbox"/> 11. Size and location of existing or proposed structures and their dimension of setbacks  | _____ |
| <input checked="" type="checkbox"/> 12. Location and dimensions of any existing or proposed streets   | _____ |
| <input checked="" type="checkbox"/> 13. All proposed lot lines and area of lots in square feet  | _____ |
| <input checked="" type="checkbox"/> 14. Copy of and plan delineation of any existing or proposed deed restriction   | _____ |
| <input checked="" type="checkbox"/> 15. Any existing or proposed easement or land reserved or dedicated for public use  | _____ |
| <input type="checkbox"/> W 16. Existing streets, other right-of-way or easements; water courses, wetlands, soils floodplains, or other environmentally Sensitive area within 200' of tract    | _____ |
| <input type="checkbox"/> W 17. Topographical features of subject property from USGS 7.5 minute maps   | _____ |

**CHECK IF COMPLETED**

**FOR OFFICE USE ONLY**

- W 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 \_\_\_\_\_
- W 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 \_\_\_\_\_
- W 25. Landscape plan and details \_\_\_\_\_
- W 26. Site identification signs, traffic control signs, and directional signs \_\_\_\_\_
- W 27. Sight triangles \_\_\_\_\_
- W 28. Vehicular and pedestrian circulation patterns \_\_\_\_\_
- W 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 \_\_\_\_\_
- W 31. Environmental impact report, parcels 2 acres or larger \_\_\_\_\_
- 32. Plan paper size should be 24 by 36 \_\_\_\_\_

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

**SITE PLAN APPLICATION**

**(Please Answer ALL Questions)**

**APPLICANT** The Heart of Camden, Inc.

**ADDRESS** 1840 S. Broadway, Camden, NJ 08104

**TELEPHONE#** (609) 389-3493

**FAX#** \_\_\_\_\_

**OWNER OF PROPERTY** N/A

**(if other than applicant)**

**ADDRESS** N/A

**TELEPHONE** N/A

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

**ATTORNEY'S NAME** Vincent T. Cieslik, Esq.

**ADDRESS** 8000 Midlantic Dr, Suite 300S, Mt. Laurel, NJ 08054

**TELEPHONE#** 856-234-6800

**FAX#** 856-235-2786

**EMAIL ADDRESS** vcieslik@capehart.com

**PLEASE PROVIDE THE FOLLOWING INFORMATION BELOW:**

**ENGINEER AND/OR ARCHITECT NAME** Dynamic Engineering Consultants, PC

**ADDRESS** 1904 Main Street, Lake Como, NJ 07719

**TELEPHONE#** 856-334-2000

**FAX#** \_\_\_\_\_

---

**ADDRESS OF DEVELOPMENT** 1811 S. Broadway, Camden, NJ 08104

**BLOCK NO.(S)** 480

**LOT NO.(S)** 27

**ZONE** \_\_\_\_\_

---

**PRESENT USE(S)** Three story building on property is currently vacant

---

**DESCRIBE PROPOSED USES (S):**

**(attach separate sheet if needed)** Property will primarily be used as space for local arts economy entrepreneurs. The first floor will have a makers space focused on pottery, as well as a ground floor retail space the tenant of which is TBD based on an RFP process; 2nd floor will be a community art classroom; 3rd floor will be leaseable artist studio space. There will be construction of a one-story addition on the rear of the building for additional pottery space. Certain bulk variances and waivers are requested. See Preliminary List of Variances and Waivers attached hereto.

SQUARE FOOTAGE OF PROPOSED USE 3,850 SQ. FEET

LOT AREA (Measured in Square Footage) 1,800 SQ. FEET

BUILDING AREA OF GROUND FLOOR 1,690 SQ. FEET

BUILDING AREA (Total Sq. Ft. – all floors) 3,850 SQ. FEET

NO. OF PROPOSED PARKING SPACES 0 - See Proposed Parking Summary attached hereto.

NO. OF EXISTING PARKING SPACES 28- See proposed Parking Summary attached hereto.

AREA IN ACRES OF ANY ADDITION ADJOINING LAND OWNED BY APPLICANT None

DOES THIS APPLICANT CONSTITUTE:  
(Please check appropriate box)

New Application

Preliminary  Preliminary and Final

Revision or Resubmission of a prior application

\*IS THIS APPLICATION FOR A VARIANCE TO CONSTRUCT A MULTI-DWELLING OF 25 OR MORE FAMILY DWELLING UNITS? (Please check) YES  NO

\*IS THIS APPLICATION INTENDED FOR COMMERCIAL PURPOSE(S)?  
(Please check) YES  NO

IF THE ANSWER TO (A) OR (B) IS "YES", AND/OR IF APPLICANT IS A CORPORATION OR PARTNERSHIP, PLEASE PROVIDE THE FOLLOWING:

1. Name and address of all stockholders or individual partners owning at least 10% of its stock, of any class, or at least 10% of the interest in the partnership, as the case may be. (Additional sheet may be attached if needed).

NAME

ADDRESS

There are no shareholders. Applicant is a New Jersey nonprofit corporation.

---

---

---

---

---

---

---

---

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.

April 18, 2024  
DATE

The Heart of Camden, Inc.  
APPLICANT'S NAME (PLEASE PRINT)

By:

  
APPLICANT'S SIGNATURE  
Carlos Morales, Executive Director



PLEASE READ

ASSESSMENT CERTIFICATION

Section A: Applicant shall complete

SECTION A

OWNER

Name of OWNER of Property The Heart of Camden, Inc.

Address: 1840 S. Broadway, Camden, NJ 08104

SEARCH Address: 1811 S. Broadway, Camden, NJ 08104

Block: 480

Lot: 27

Account: 464909

Section B: Applicant shall take this form to the City of Camden Tax Office, Room 117 (1<sup>st</sup> 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.	City Of Camden Water Camden Office	Amount Owed	Other
(Taxes/W&S/Other)		Date <u>4-17-2024</u> Rep <u>A. Jones</u>	<u>zero</u>	<u>Balance AB</u>
(Taxes/W&S/Other)	<u>1</u>	<u>2-1-24</u>	<u>zero</u>	<u>AB 4-17-24</u>
(Taxes/W&S/Other)				
(Taxes/W&S/Other)				

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATED: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

Block: 480  
Lot: 27

Owner: HEART OF CAMDEN, INC

Prop Loc: 1811 BROADWAY Account Id: 00000413 Tax Bill PTR Form

Year	Qtr	Type	Billed	Principal Balance	Interest	Total Balance
2010	4		333.51	.00	.00	
2010	3		333.51	.00	.00	
2010	2		357.73	.00	.00	
2010	1		357.74	.00	.00	
2010		Total	1,382.49	.00	.00	

Other Delinquent Balances: .00 Interest Date: 04/17/24  Interest Date  
 Other APR2 Threshold Amt: .00 Per Diem: .0000 Last Payment Date: 11/03/2010  Interest Detail

TOTAL TAX BALANCE DUE  
 Principal: .00 Penalty: .00  
 Misc Charges: .00 Interest: .00 Total: .00

\* Indicates Adjusted Billina in a Tax Quarter.

*APB*

ESCROW DEPOSIT AGREEMENT BETWEEN THE CITY OF CAMDEN AND

DEPOSITOR The Heart of Camden, Inc.

Address 1840 S. Broadway, Camden, NJ 08104

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. (609) 389-3493 Check No. \_\_\_\_\_

Depositor herewith deposits the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) with the City of Camden in accordance with an 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:  
Site plan approval  
\_\_\_\_\_  
\_\_\_\_\_  
At (provide address with block and lot number): \_\_\_\_\_  
1811 S. Broadway, Camden, NJ 08104, Block 480, Lot 27
2. The Treasure 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 attribute 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.

April 18, 2024  
DATE:

  
\_\_\_\_\_  
Applicant or Authorized Signature  
Carlos Morales, Executive Director