



COMMUNITY DEVELOPMENT DEPARTMENT
TOWNSHIP OF FRANKLIN

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PLANNING BOARD
ZONING BOARD
ECONOMIC DEVELOPMENT
HOUSING ENFORCEMENT
ZONING ENFORCEMENT

Memo

To: All Applicants, Developers, Attorneys, Engineers, Surveyors, Realtors & Other Interested Parties
From: Community Development Department
RE: Submission Deadlines for Development Applications to Allow for Administrative Completeness Review and Presentation Guidelines

Submission Deadlines and Procedures:

1. The Planning Board and Zoning Board of Adjustment have authorized the Community Development Department to administratively determine if development applications are Complete for Review. To facilitate administrative review, Completeness Review Checklists (Minor Subdivision, Major Subdivision, Site Plan & General Development Plan) are provided to guide you in preparing your project proposal. **Please note that for all applications in addition to the checklist items, the applicant is required to review all proposed new lots with the Tax Assessor to determine the appropriate lot and block numbers. The Tax Assessor must sign off on the application form as to this requirement.**
2. In order to provide the maximum opportunity for your application to be scheduled for hearing as soon as possible, the submission deadline is 45 days prior to the next scheduled meeting. Our goal is to provide the applicant with a list of incomplete items far enough in advance so the plans can be corrected, resubmitted and rechecked and deemed complete with enough time for you to provide any public notice that may be required. **You will not be given a tentative meeting date until your application is deemed complete. Once deemed complete you will be scheduled on the next available agenda.**

Hearing Presentation Guidelines:

1. When you receive notice of completeness you are required to submit 15 copies of the application, subdivision/site plan, and all supporting documents to the Department no later than ten (10) days prior to your scheduled meeting date. Failure to comply with this requirement will result in postponement of your hearing date to the next available meeting. This applies to all applicants.
2. The Planning Board and Zoning Board have established guidelines for presentation of major subdivisions and site plans. **The applicant is required to prepare a minimum of two site plan displays for presentation to the Board, one for Board viewing and one for viewing by the public. In addition copies of any written reports should be made available for review by the public during the hearing.**

Township of Franklin

SUBMISSION INSTRUCTIONS FOR SUBDIVISION & SITE PLAN APPLICATIONS

1. Complete the attached application form and have your design professional prepare the subdivision/site plan.
2. Using the attached Review for Completeness Checklist appropriate for your project, review the application form and the plans to make sure that all required information is included or you have provided a **written request** explaining why the requirement should be waived.
3. Submit the following to the Community Development Office:
 - 3 copies of the completed application
 - 3 copies of the plan
 - The application & escrow fees applicable to your application.
4. The submission deadlines for the Planning Board and Zoning Board of Adjustment for this year are attached to the cover memo.

All applications received after the submission deadline will be scheduled for the following meeting once they are deemed complete.

5. Upon receipt the Community Development Department will administratively review the application for completeness. You will receive notification advising you of the status of the application (Complete or Incomplete).

Our goal is to get a notice of an incomplete application back to you quickly enough for you to make corrections and resubmit revised plans for our staff to verify that the deficiencies have been addressed with adequate time for any required public notice to be published and mailed to adjacent property owners at least ten (10) days prior to the hearing.

6. If your application is not complete, the notice will include a copy of the Completeness Checklist identifying deficiencies in your submission. Please correct any deficiencies and resubmit the plans for verification.
7. When your application is deemed complete, the notice will advise you of the hearing date and direct you to contact the Board Secretary to schedule delivery of additional plans and any public notice requirements applicable to your application.

THIS SECTION TO BE COMPLETED BY TOWNSHIP STAFF ONLY

Date filed: _____ Comp Review By: _____ Date Reviewed: _____

Application to: Planning Board ____ Zoning Board of Adjustment ____ Application #: _____

Applicant Name: _____

Block/Lot #'s: _____

MAJOR SUBDIVISION APPLICATION SUBMISSION CHECKLIST

SUBMISSION ITEM	APPLICANT CHECK		TOWNSHIP CONFIRM		
	Submitted	Waiver requested	Complete	Not Complete	Waiver
GENERAL APPLICATION REQUIREMENTS (§253-33.C.)					
The appropriate application form(s), completely filled in (C.1)					
Certification that no taxes or assessments are due or delinquent (C.2)					
Receipt indicating that all fees are paid					
Affidavit of ownership or interest in the land / owners signed consent (C.4)					
Corporations or partnerships only - the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by NJSA 40:55D-48.1 et seq (C.5)					
Copies of the required plot plan, site plan or subdivision plan. (C.6) NOTE: Three copies of the plan are required for completeness review. Once an application has been deemed complete fifteen copies will be required for distribution to members of the reviewing board)					
Pinelands Certificate of Filing (if in Pinelands area) or a NJDEP Freshwater Wetlands Application/LOI/Exemption (C.7)					
Written statements of any submission waiver requested or variance required and the reasons why the waiver(s) or variance(s) should be granted. (C.8)					
Sketch Plat Details (§253-33.E.)					
Major subdivision sketch plats for discussion purposes shall be drawn to a scale of not less than 1 in. = 200 feet (§253-33.E.)					
Sketch Plats shall, as a minimum, include Items 1 to 18 of Section D, "Minor Subdivisions (§253-33.E.)					

Major Subdivision Checklist

SUBMISSION ITEM	APPLICANT CHECK		TOWNSHIP CONFIRM		
	Submitted	Waiver requested	Complete	Not Complete	Waiver
PRELIMINARY SUBMISSION REQUIREMENTS (§253-33.E.3)					
A preliminary plat which shall be clearly and accurately drawn or reproduced at a suitable scale and not less than 1 in = 100 feet (E.3)					
The preliminary plat shall be designed and drawn by a professional engineer and licensed land surveyor with certification that the outbounds of the tract have been accurately located (E.3)					
Key map showing: the entire subdivision, the proposed street pattern in the area to be subdivided; the distance to the nearest existing developed area; and the relationship of the subject tract to the surrounding area and road system (E..3) a.)					
The name of the proposed subdivision; municipal tax map sheets; & block and lot numbers; the date; reference meridian; graphic scale; (E..3) b.)					
The names and addresses of: the record owner or owners and the name of all adjoining property owners, as disclosed by the most recent municipal tax records; the subdivider, and; the person who prepared the plat (E..3) b.)					
The point of beginning and metes and bounds of the property with all measurements in feet and decimals of a foot (E..3) c.)					
The acreage of the tract to be subdivided to the nearest tenth of an acre and the number of lots to be formed (E..3) c.)					
The dimensions of all proposed lot lines of all new lots being created and parcels being retained to the nearest foot and any existing lot lines to be eliminated by the proposed subdivision (E..3) c.)					
The location of existing and proposed property lines; . (E..3) d.)					
The location of existing and proposed property corner markers, both found and set, or the relation of existing markers to the property corners; . (E..3) d.)					
The location of existing or proposed railroads or bridges; . (E..3) d.)					
The location of proposed building setback lines from streets. (E..3) d.)					
The location of the outline of any wooded areas, together with the limit of and proposed clearing. Vegetation information, may be required in any major subdivision application at the request of the reviewing board. (E..3) d.)					
Profiles and cross sections of proposed streets within the subdivision and existing streets and highways abutting the subdivision. (E..3) e.)					

Major Subdivision Checklist

SUBMISSION ITEM	APPLICANT CHECK		TOWNSHIP CONFIRM		
	Submitted	Waiver requested	Complete	Not Complete	Waiver
Typical cross-sections of streets shall clearly indicate the type and width of paving, location of curb, location of sidewalks and street tree locations. (E..3) e.)					
Buffer or screen planting locations, any existing or proposed sight triangles at intersections and the radius of the curb lines shall be indicated (E..3) e.)					
Existing topography, as prepared by a NJ Licensed Land Surveyor, with a contour interval shown at intervals specified in the Ordinance, referenced to the National Geodetic Vertical Datum-1929 and indicated by a dashed line. (E..3) f.)					
Where any regrading is proposed, finished grade contours should be shown in solid lines. (E..3) f.)					
All existing watercourses shall be shown and the application shall include or be accompanied by the following data required in §E..3) g)					
The total acreage of the drainage basin, upstream of the proposed subdivision of any water course, running through or adjacent to said subdivision (E..3) h.)					
The total acreage of the drainage basin (of which the subdivision is part) to the nearest downstream drainage structure (E..3) i.)					
The location and extent of drainage or conservation easements and stream encroachment lines (E..3) j.)					
The location, extent and water level of all existing or proposed lakes or ponds located within or adjacent to the subdivision (E..3) k.)					
The plat shall show or be accompanied by plans and computations for a storm drainage system as required in § E..3) l.					
A zoning schedule identifying compliance of the proposed subdivision with the use, density, area & bulk and parking regulations of this Ordinance (E..3) m.)					
A landscape plan showing the location of all plant materials to be installed on site and all areas of existing vegetation to be preserved (E..3) n.)					
Any lands to be dedicated or reserved for public use shall be clearly indicated (E..3) o.)					
The location of all underground or surface utilities and easements to accommodate them shall be clearly indicated (E..3) p.)					
Soil test boring & permeability test for septic system & stormwater suitability					

Major Subdivision Checklist

SUBMISSION ITEM	APPLICANT CHECK		TOWNSHIP CONFIRM		
	Submitted	Waiver requested	Complete	Not Complete	Waiver
A copy of any protective covenants or deed restrictions proposed for application to the land being subdivided shall accompany the preliminary plat (E..3) q.)					
The location of standards, distance from intersections and illumination factors for all street lighting shall be included (E..3) r.)					
An area acceptable to the reviewing board suitable for recreation purposes, shall be shown. Such area shall be consistent with the provisions of §253-50.A. 31, 32 & 33 (E..3) s.)					
A Soil Erosion and Sediment Control Plan (E..3) t.)					
A Site Clearing Plan showing the limits of clearance, all areas of disturbance and detailing proposed vegetation protection measures (E..3) u.)					
For any application in, or adjacent to, the R-A, PA-P and PR-R Districts, the identification of all abutting land that has been assessed currently or within any of the three calendar years preceding the application as qualified farmland under the NJ Farmland Assessment Act, and the location within each subdivision lot of an agricultural buffer required under §253-101. (E..3) v.)					
A list of other agencies requiring their approval and the status of the application of these agencies (E..3) w.)					
Any other information deemed necessary to the review of the subdivision by the reviewing board, Township Engineer or Township Planner (E..3) x.)					
For applications located within the R-A zone, a Sketch layout plan prepared in accordance with section 253-107.					
For applications located within the R-A zone, a subdivision plan prepared in accordance with section 253-105.					
Phase I Environmental Report (E.)y).					

SUBMISSION ITEM	APPLICANT CHECK		TOWNSHIP CONFIRM		
	Submitted	Waiver requested	Complete	Not Complete	Waiver
Final Submission Requirements. (§253-33.E.4)					
Final submission plats drawn in ink on translucent tracing cloth or its equivalent at a suitable scale; and shall comply with all provisions of the Map Filing Law (NJSA 46:23-9.9 et. Seq.) (E.4)					
Date, location and name of the subdivision, name of the owners, graphic scale and reference meridian (E.4) a.)					
Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use, lot lines and other site lines—all with accurate dimensions bearings or deflection angles and radius, arcs and central angles of all curves (E.4) b.)					
The purpose of any easement or land reserved or dedicated to public use shall be designated and the proposed use of sites other than residential (E.4) c.)					
All natural and artificial watercourses, streams, shorelines, water boundaries and encroachment lines shall be shown (E.4) d.)					
Each block and lot shall be numbered, with the lots within each block numbered consecutively beginning Number 1, and shall be subject to the approval of the Tax Assessor (E.4) e.)					
Minimum building setback lines on all lots and other sides (E.4) f.)					
Location and description of all monuments (E.4) g.)					
Names of owners of adjoining land parcels (E.4) h.)					
Certification by a licensed land surveyor as to the accuracy of details of the plat (E.4) i.)					
Certification that the applicant is owner, or equitable owner, of the land or a representative thereof, or that the owner has given consent under an option agreement (E.4) j.)					
An updated certification from the tax collector that there are no delinquent taxes charged to the property involved in the subdivision (E.4) k.)					

Major Subdivision Checklist

SUBMISSION ITEM	APPLICANT CHECK		TOWNSHIP CONFIRM		
	Submitted	Waiver requested	Complete	Not Complete	Waiver
The preliminary plat, engineering details, cross-sections and profiles of streets and plan and profiles of storm drainage systems approved by the municipal engineer shall be required to accompany the final plat with all conditions of preliminary approval met and reviewed by the engineer prior to the final plat submission. (E.4) l.)					
If applicable, plans and profiles of sanitary sewers and water mains, approved by the municipal utilities authority will be required to accompany the final plat (E.4) m.)					
When approval of a plat is required by an officer or body of the municipality, county or state, approval shall be certified on the plat prior to its filing in the office of the county clerk (E.4) n.)					
All approvals, notices and permits from other agencies (E.4) o.)					
Performance guarantees approved by the municipal attorney as to form and the municipal engineer as to amount, sufficient to insure the satisfactory completion of improvements and facilities as required by the resolution of the reviewing board granting preliminary approval. The developer's engineer shall submit a detailed engineer's estimate for review and approval by the municipal engineer. (E.4) p.)					
All applicable certifications required by the Map Filing Law (NJSA 46:23-9.9 et.seq.). (E.4) q.)					

Major Subdivision Checklist

DISCLOSURE STATEMENT PURSUANT TO L. 1977, C-336

A. Is this application to subdivide a parcel or parcels of land into six or more lots?

YES _____ NO _____

B. Is this application for a variance to construct a multiple dwelling of 25 or more family units?

YES _____ NO _____

C. Is this application for approval of a site or sites to be used for commercial purposes?

YES _____ NO _____

IF ANY OF THE ABOVE ANSWERS WERE YES PROCEED TO "D"

D. Is the applicant a corporation or partnership?

YES _____ NO _____

IF YES:

1. List the names and addresses 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. (Use extra sheets if necessary.)

2. Does a corporation or partnership own 10% or more of the stock of this corporation or partnership?

YES _____ NO _____

If Yes:

List the names and addresses of the stockholders of that corporation holding 10% or more of the stock or of 10% or greater interest in that partnership, as the case may be. This requirement is to be followed by every corporate stockholder or partner in a partnership, until the names and addresses of the noncorporate stockholders and individual partners exceeding 10% ownership criterion established in L. 1977, C. 336 have been listed (use extra sheets if necessary.)

DATE _____ APPLICANT SIGNATURE _____

PUBLIC NOTICE

**TOWNSHIP OF FRANKLIN
COUNTY OF GLOUCESTER
STATE OF NEW JERSEY**

The Township of Franklin Planning Board will hold a Public Hearing for

located on _____

Block(s) _____ Lot(s) _____

Docket # _____ seeking a variance to _____

on _____ at 7:00PM

in the Municipal Hall, South Delsea Drive.

All documents relating to this matter have been filed with the Secretary and are available for inspection during regular business hours.

NOTE: This **PUBLIC NOTICE** must be published at least ten (10) days prior to the date of the hearing in the official newspaper of the Township of Franklin.

NOTICE TO PROPERTY OWNER

TO: _____

Please take notice that the undersigned has filed an application for Development with the Planning Board of the Township of Franklin for:

on the premises at _____
(address)

Designated as Block(s) _____ Lot(s) _____
on the Township of Franklin Tax Map, and this notice is sent to you as an owner of property within two-hundred (200') feet.

A Public Hearing will be held on _____, 7:00 PM
in the Municipal Hall, South Delsea Drive, Franklinville, NJ, at which time you may appear either in person, or by an attorney and present any objections you may have to the granting of the appeal.

All documents relating to this matter have been filed with the Secretary and are available for inspection during regular business hours.

This notice is sent to you by the applicant, as required by law.

Respectfully,

_____ (applicant)

Date Served _____
Person Served _____
Method of Service _____

**TOWNSHIP OF FRANKLIN
PLANNING BOARD**

In the Matter of the Appeal of:

AFFIDAVIT OF MAILING

Name _____
Address _____

STATE OF NEW JERSEY)
 ^{SS}
COUNTY OF GLOUCESTER)

_____, being duly sworn upon his oath deposes
and says:

On _____, _____, I sent copies of the attached Notice to
Property Owner by certified mail, return receipt requested to the persons whose
name(s) were supplied to me by the Tax Assessor as being residents within 200 feet of
the premises in question on letter attached hereto. I attach all receipts and unopened
returned letters hereto.

Sworn to and subscribed before
me, a Notary Public of New Jersey
this _____ day of _____, 20____.

Notary Public of New Jersey

**TOWNSHIP OF FRANKLIN
MUNICIPAL BUILDING
1571 DELSEA DRIVE
FRANKLINVILLE, NEW JERSEY 08322**

PLANNING BOARD AND ZONING BOARD DEVELOPMENT APPLICATION FORM

The application, with supporting documentation, must be filed with the Office of Community Development and must be delivered to the professionals for review at least thirty (30) business days prior to the meeting at which the application is to be considered.

TO BE COMPLETED BY TOWNSHIP STAFF ONLY.

Date filed _____ Application No. _____
Planning Board _____
Zoning Board of Adjustment _____ Application Fees _____
Escrow Deposit _____
Scheduled for: Completeness _____ Tentative Hearing _____

1. SUBJECT PROPERTY

Location: _____

Tax Map Page _____ Block _____ Lot(s) _____

Page _____ Block _____ Lot(s) _____

Dimensions: Frontage _____ Depth _____ Total Area _____

Zoning District _____

2. APPLICANT

Name _____

Address _____

Telephone Number _____

Applicant is a: Corporation _____ Partnership _____ Individual _____

3. DISCLOSURE STATEMENT

Pursuant to N.J.S. 40:55D-48.1, the names and address of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and address of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. [Attach pages as necessary to fully comply.]

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

4. If owner is other than the applicant, provide the following information on the owner(s):

Owner's Name (s) _____

Address _____

Telephone _____

5. PROPERTY INFORMATION

A. Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (attach copies) _____ No _____ Proposed _____

Note: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review.

B. Present use of the premises: _____

6. APPLICANT'S PROFESSIONALS

A. Applicant's Attorney _____

Address _____

Telephone Number _____ Fax Number _____

B. Applicant's Engineer _____
Address _____

Telephone Number _____ Fax Number _____

C. Applicant's Planning Consultant _____

Address _____

Telephone Number _____ Fax Number _____

D. List any other Expert who will submit a report or who will testify for the Applicant: [Attach additional sheets as may be necessary]

Name _____

Field of Expertise _____

Address _____

Telephone Number _____ Fax Number _____

7. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

_____ Minor Subdivision Approval
_____ Major Subdivision Approval [Preliminary] _____ Major Subdivision Approval [Final]
Number of lots to be created _____ Number of proposed dwelling units _____
(including remainder lot) (if applicable)

SITE PLAN:

_____ Site Plan Approval _____ Informal Review
_____ Preliminary Site Plan Approval [Phases (if applicable) _____]
_____ Final Site Plan Approval [Phases (if applicable) _____]
_____ Amendment or Revision to an Approved Site Plan
Area to be disturbed (square feet) _____
Total number of proposed dwelling units _____
_____ Request for Waiver From Site Plan Review and Approval

Reason for request: _____

_____ Conditional Use Approval [NJS 40:55D-67]
_____ Direct issuance of a permit for a structure in bed of a mapped street, public
drainage way or flood control basin [NJS 40:55D-34]
_____ Direct issuance of a permit for a lot lacking street frontage [NJS 40:55D-35]

8. Section(s) of Ordinance from which a variance is requested: _____

9. Waivers Requested of Development Standards and/or Submission Requirements: [attach additional pages as needed]

10. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable. **The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.** An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

11. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [attach pages as needed]

12. Is a public water line available? _____

13. Is public sanitary sewer available? _____

14. Does the application propose a well and septic system? _____
15. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? _____
16. Are any off-tract improvements required or proposed? _____
17. Is the subdivision to be filed by Deed or Plat? _____
18. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____

19. Other approvals, which may be required and date plans submitted:

	Yes	No	Date Plans Submitted
Gloucester County Health Department	_____	_____	_____
Gloucester County Planning Board	_____	_____	_____
Gloucester County Soil Conservation District	_____	_____	_____
MUA	_____	_____	_____
NJ Pinelands Commission	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
NJPDES	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Freshwater Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Conectiv	_____	_____	_____
South Jersey Gas Company	_____	_____	_____
(Other Utility) _____	_____	_____	_____

20. Tax Collector's Certification

Taxes Paid per _____ Date _____
Authorized signature

21. List of Plans, Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing). It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff [Engineer, Planning Consultant, Attorney for the Board to which the application is submitted] for their review. The documentation must be received by the professional staff at least thirty [30] days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

Quantity	Description of Item
_____	_____
_____	_____
_____	_____
_____	_____

22. The applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals:

Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

Applicant's Professional	Reports Requested
_____ Attorney	_____
_____ Engineer	_____
_____	_____
_____	_____
_____	_____
_____	_____

23. CERTIFICATIONS

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am the Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. [If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this
____ day of _____, _____

Notary Public

Signature of Applicant

Print Name

I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. [If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this
____ day of _____, _____

Notary Public

Signature of Owner

Print Name

I understand that the sum of \$ _____ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Ordinances of the Township of Franklin, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Date

Signature of Owner

Print Name

SUBDIVISION APPLICATION
Gloucester County Planning Board
1200 N. Delsea Drive
Clayton, NJ 08312
(856) 307-6658 Fax (856) 307-6656

All information on this application and the submission checklist must be completed and the proper fee enclosed in order to start county review. Failure to comply with submission requirements will classify this application as "incomplete".

Municipality: _____ Code No. _____ (County Use Only)

New Application Revised App Signatures Sketch Preliminary Final

1. **Applicant's Name:** _____
Applicant's Mailing Address: _____

Phone # _____
Contact Person: _____ Phone# _____

2. **Owners Name:** _____
Address: _____

Phone# _____

3. **Attorney's Name:** _____
Address: _____

Phone# _____

4. **Location of Subdivision:**
Street _____

Tax Map Plate _____ Block _____ Lot _____

5. **Plat Information:**
Area of Entire Tract: _____ Portion being subdivided _____

Number of lots created: _____ Proposed use: _____

6. **Classified by Municipal Planning Board as:** Minor Subdivision Major Subdivision

7. **Does the subdivision front on a County road?** Yes No Co. Rt.# _____

8. **Fee Schedule: (Please check appropriate category)**

_____ Fee Waived (Governmental Units/Non-Profit Organizations)

_____ Exempt Subdivision \$50 (Checklist on reverse side)

_____ Minor Subdivision, as per Municipality on a County Road, \$200 (Checklist on reverse side)

Major Preliminary Review: (Preliminary Checklist must be submitted)

_____ Sketch review \$25

_____ NOT FRONTING a County road \$150

_____ FRONTING a County road \$300 plus \$10 per lot

_____ Final Review: \$100 (Final checklist must be submitted)

Amount Enclosed \$ _____ Please make your check payable to: "Gloucester County"

I hereby consent to the filing of this application.

Applicant's Signature _____

Date _____

Owner's Signature _____

Date _____

All items on this checklist must be completed to start the review process. Failure to comply with submission requirements will classify this application as “Incomplete”.

1. Completed Application Form
2. Application fees
3. Completed Affidavit of Ownership Form
4. Copy of recorded property Deed
5. Proof of submission to outside agencies retaining jurisdiction; e.g., Pinelands Commission, NJDOT, NJDEP.
6. Five (5) copies of signed and sealed plans required by the County showing the following County requirements:
 - ___ Title block
 - ___ Key map showing the entire subdivision and its relation to surrounding areas
 - ___ Location and metes and bounds description of that portion which is to be subdivided in relation to the entire tract
 - ___ All existing structures within the portion to be subdivided
 - ___ Tax map sheet, block and lot numbers
 - ___ Contours at 2’ intervals or spot elevations where necessary to determine the general slope and natural drainage of the land, especially in relation to any County road adjacent to or within said Subdivision
 - ___ Location of existing and proposed access (es) onto the newly created lot (s)
 - ___ Clear sight distance available for accesses, as per County standards
 - ___ All existing and proposed streets, roads and Easements within or adjoining the proposed Subdivision with right-of-way widths clearly indicated
 - ___ All proposed lot lines and/or lot lines to be eliminated by the proposed Subdivision must be identified
 - ___ A general description of proposed drainage facilities showing location, size and direction of flow of all streams, brooks, lakes and water courses, drainage structures and drainage ditches in the area to be subdivided
 - ___ North arrow
 - ___ Location and width of all existing and proposed Utility Easements in the area to be subdivided
 - ___ Scale of the plat
 - ___ Acreage of the entire tract and the area being subdivided
 - ___ Number of new lots created
 - ___ Name and address of owner and/or subdivider
 - ___ Name, signature and license number, seal and address and telephone number of Engineer, Architect, Planner, Landscape Architect or Land Surveyor
 - ___ Property owners and lot lines within 200’ and in correct location to subject parcel

Note: UPON COUNTY REVIEW OF PLANS, ADDITIONAL INFORMATION MAY BE REQUIRED