

# TOWNSHIP OF DEPTFORD

Gloucester County, New Jersey

Municipal Building  
1011 Cooper Street  
Deptford, New Jersey 08096  
[www.deptford-nj.org](http://www.deptford-nj.org)

## **CONCEPTUAL PLAN PROCEDURES**

- 1. Return 1 Application and associated documents in its entirety, along with 25 copies of pages 1,2,3 of the application and associated plans.**
  - An electronic copy of survey/site plans emailed to [mbrown@deptford-nj.org](mailto:mbrown@deptford-nj.org)
  - All Township Application and Escrow Fees **must** be paid when application is submitted.
- 2. The deadline for all application submissions is the 15<sup>th</sup> of each month. Applications that are submitted in its entirety before the 15<sup>th</sup> of each month will be scheduled for the upcoming DRC meeting.**
- 3. All conceptual applications will be scheduled to be heard in front of the Development Review Subcommittee.**

The following is a schedule of fees to be paid by the applicant upon filing an application:

**Conceptual:**

Application fee	\$ 200
Escrow	\$ 1,500

**Minor Subdivision:**

Application fee	\$200
Escrow	\$2,500 + \$200 per lot

**Major Subdivision, Preliminary:**

Application fee	\$800
Escrow	\$4,500 + \$300 per lot

**Major Subdivision, Final:**

Application fee	\$600
Escrow	\$3,500 + \$250 per lot

**General Development Plan – Planned Unit Development:**

Application fee	\$ 2,500
Escrow	\$8,000 + \$75 per unit

**Minor Site Plan:**

Application Fee	\$ 400
Escrow	\$ 2,000

**Major Site Plan, Preliminary:**

Application fee	\$600
Escrow	\$5,500

**Major site plan, final:**

Application fee	\$ 600
Escrow	\$ 5,000

**Regional Shopping Center:**

Application fee	\$3,000
Escrow	\$ 20,000

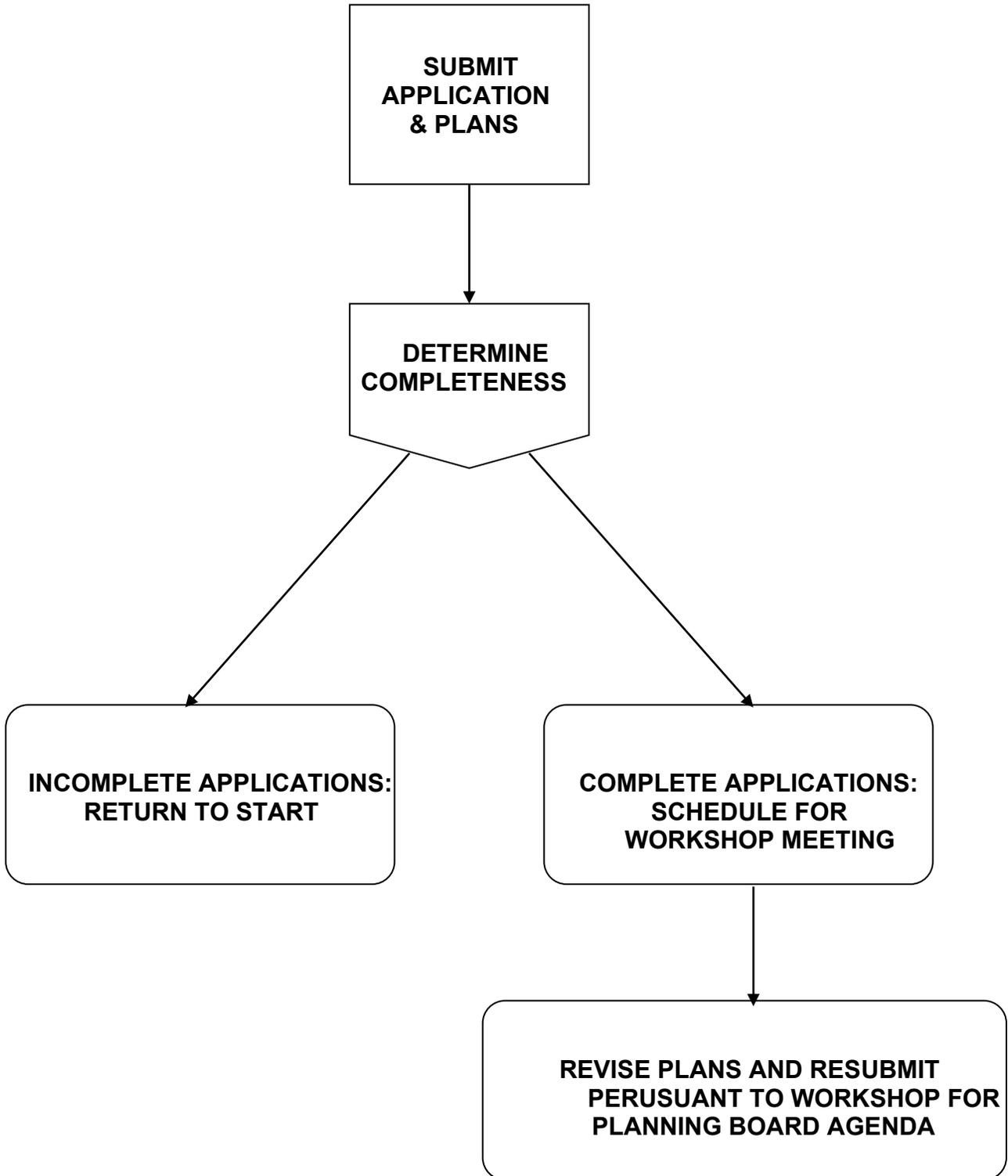
**Miscellaneous & Lot Grading:**

Application fee	\$ 50
Escrow	\$650

**Soil Erosion & Sediment Control:**

Application fee	\$300	
Escrow	\$ 400	+ \$ 60 per acre over one

**START:**



### **PROCEDURES FOR ESCROW CHARGES**

- ◆ Professionals send copies of vouchers to applicants.
- ◆ Chief Financial Officer (CFO) sends account statement to applicant on a quarterly basis.  
\*If charges are greater than \$1,000.00 than CFO sends statements on a monthly basis.
- ◆ If Insufficient Funds arise, CFO sends notice to the applicant.  
\*Township cannot stop work without giving reasonable time for the applicant to replenish funds.
- ◆ Applicant must notify CFO when project is complete by way of certified mail.
- ◆ CFO notifies professionals. Professionals have thirty (30) days to submit all final bills if determined complete.
- ◆ CFO has forty-five (45) days after the thirty (30) days to submit a final account statement and refund any escrow.

### **APPEALS AGAINST CHARGES**

- ◆ Appeals must be filed within forty-five (45) days of receipt of voucher. If voucher is not received, then within sixty (60) days of receipt of account statement.
- ◆ For an appeal of any charges, the applicant must notify the Governing Body, Board, CFO, and Professionals in writing.
- ◆ Governing Body or designee has reasonable time to fix any charges.
- ◆ If applicant is not satisfied by local efforts, they must go to the County Construction Code Appeal Board.
- ◆ Appeal must be in writing and copies sent to all parties affected by the appeal.
- ◆ During an appeal process, all work on the application or project must continue normally, without any adverse action by the municipality or applicant.
- ◆ CFO continues to make payments out of account during the appeal process. Any charges that are disallowed are to be reimbursed by the municipality.

**PLANNING BOARD**  
**CONCEPTUAL APPLICATION FOR DEVELOPMENT REVIEW**  
**TOWNSHIP OF DEPTFORD TOWNSHIP**  
**MUNICIPAL BUILDING**  
**1011 Cooper Street**  
**Deptford, NJ 08096**  
**TO BE COMPLETED BY TOWNSHIP STAFF ONLY**

Date Received \_\_\_\_\_ Application # \_\_\_\_\_

.....  
APPLICANT'S FEDERAL TAX ID # \_\_\_\_\_

**1. SUBJECT PROPERTY:**

Location: \_\_\_\_\_

Tax Map Plate \_\_\_\_\_ Block \_\_\_\_\_ Lots (s) \_\_\_\_\_

Plate \_\_\_\_\_ Block \_\_\_\_\_ Lots (s) \_\_\_\_\_

Dimensions: Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_

Zoning District: \_\_\_\_\_

**2. APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Applicant is a Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

**3. OWNER:**

If the Owner is other than the applicant, provide the following information on the Owners(s):

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**4. PROPERTY INFORMATION:**

Are There Restriction, 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 or proposed must be submitted for review and must be written in easily understandable English in order to be approved.  
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Present use of the premises: \_\_\_\_\_

**5. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:**

\*\*\*PLEASE CHECK ALL THAT APPLY\*\*\*

\_\_\_\_\_ **Minor Subdivision Approval**

- 1. Number of lots to be created \_\_\_\_\_(incl. Remainder lot)
- 2. Number of proposed dwelling units \_\_\_\_\_(if applicable)

\_\_\_\_\_ **Major Subdivision approval**

- 1. Number of lots to be created \_\_\_\_\_(incl. Remainder lot)
- 2. Number of proposed dwelling units \_\_\_\_\_(if applicable)

\_\_\_\_\_ Minor Site Plan Approval

\_\_\_\_\_ Major Site Plan Approval

\_\_\_\_\_ Amendment or Revision to an Approved Site Plan

\_\_\_\_\_ Request Waiver from Site Plan Review and Approval

Reason for Request: \_\_\_\_\_

**VARIANCE REQUEST:**

\_\_\_\_\_ Appeal Decision of an Administrative Officer (N.J.S.A. 40:55D-70a)

\_\_\_\_\_ Map or Ordinance Interpretation of Special Question (N.J.S.A. 40:55D-70b)

\_\_\_\_\_ Variance Relief (hardship) (N.J.S.A 40:55D-70c (1))

\_\_\_\_\_ Variance Relief (substantial benefit) (N.J.S.A. 40:55D-70c (2))

\_\_\_\_\_ Variance Relief (use) (N.J.S.A. 40:55D-70d)

A. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? \_\_\_\_\_

B. Are any off-tract improvements proposed? \_\_\_\_\_

C. Is the subdivision to be filed by Deed or Plat? \_\_\_\_\_

D. What form of surety does the applicant propose to provide as performance and maintenance guarantees? \_\_\_\_\_

**DETAILS:**

Area of Lot to be disturbed: \_\_\_\_\_

	Required	Proposed
Area of lot	_____	_____
Lot Frontage	_____	_____
Lot Width	_____	_____
Size of Bldg.	_____	_____
Parking Spaces	_____	_____

E. Explain in detail the proposed use of the premises \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F. Description of proposed building(s), including size (S.F.), number of stories, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G. Property part of \_\_\_\_\_ Subdivision granted on \_\_\_\_\_

6. Section(s) of Ordinance from which a variance is requested: \_\_\_\_\_

7. Waivers Requested of Development Standards and / or Submission Requirements:  
(attach additional pages as needed) \_\_\_\_\_

8. Is a public water line available? \_\_\_\_\_

9. Is public sanitary sewer available? \_\_\_\_\_

10. Does the application propose a well and septic system? \_\_\_\_\_

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

	YES	NO	DATE PLANS SUBMITTED
Deptford Municipal Utilities Authority	_____	_____	_____
Gloucester County Health Department (Please request County Subdivision or Site Plan App.)	_____	_____	_____
Gloucester County Planning Board	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Public Service Electric & Gas Co.	_____	_____	_____

**PLEASE ATTACH THE FOLLOWING TO YOUR COMPLETED APPLICATION**

1. Certification from the Tax Collector that all taxes due on the subject property have been paid. See attached Form 2.
2. Complete and attach Forms 3,4,5 & 6  
See N.J.S.A. 40:55D-12 for NOTICE REQUIREMENTS.
3. Attach a list of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).

QUANTITY	DESCRIPTION OF ITEM
_____	_____
_____	_____
_____	_____
_____	_____

**DISCLOSURE STATEMENT (CORPORATE APPLICANTS ONLY)**

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses 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.A. 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 addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.

Name \_\_\_\_\_ Interest (%) \_\_\_\_\_

Address \_\_\_\_\_

(attach pages as necessary to fully comply)



# CERTIFICATIONS

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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 an 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 and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Signature of Applicant)

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 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 and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Signature of Applicant)

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 Deptford, 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 Applicant)

## APPLICANT'S PROFESSIONAL STAFF

**APPLICANT'S ATTORNEY** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**APPLICANT'S ENGINEER** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**APPLICANT'S PLANNING CONSULTANT** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**APPLICANT'S TRAFFIC ENGINEER** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LIST ANY OTHER EXPERT WHO WILL SUMIT A REPORT OR WHO WILL TESTIFY  
FOR THE APPLICANT: (ATTACH ADDITIONAL SHEET IF NECESSARY)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_