

TOWNSHIP OF DEPTFORD
Gloucester County, New Jersey

Municipal Building
1011 Cooper Street
Deptford, New Jersey 08096
www.deptford-nj.org
856-845-5300

MINOR AND MAJOR SITE PLAN PROCEDURES

1. Return **28 COPIES** of the **COMPLETED APPLICATION** in **BOOKLET FORM** to the Planning Board Secretary by the **SUBMISSION DEADLINE**.
 - All Township Application and Escrow Fees **must** be paid when application is submitted.
 - Insure that all necessary applications are filed to the appropriate agency, including but not limited to, **Soil Erosion and Sediment Control** and **County Planning Board** **if required** by your project.
 - **All submission materials must be electronically sent to mbrown@deptford-nj.org**
2. Submit **16 COPIES** of **FULL SIZE PLANS** for Development Review to the Planning Board Secretary by the **SUBMISSION DEADLINE**.

Find **ATTACHED** a schedule of all meeting dates and deadlines and procedure chart. All applications are scheduled for a **Development Review Subcommittee** prior to being scheduled for a Planning Board Hearing. **The Development Review Subcommittee will determine when the application will be placed upon a Planning Board Agenda.**

3. When the application is scheduled to be heard before the **Planning Board**, it will be the responsibility of the **APPLICANT** to deliver **13 REDUCED SIZE COPIES and 6 FULL SIZE COPIES** of the revised plan by the **SUBMISSION DEADLINE** to the Planning Board Secretary.
4. **PLEASE NOTE THAT THE 13 SETS OF REVISED PLANS MUST BE A REDUCED SIZE OF NO LARGER THAN 20" X 24".**
5. **ALL FINAL REVISED PLANS ARE TO BE SUBMITTED TO THE PLANNING BOARD SECRETARY FOR DISTRIBUTION TO THE PLANNING BOARD PROFESSIONALS.**

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

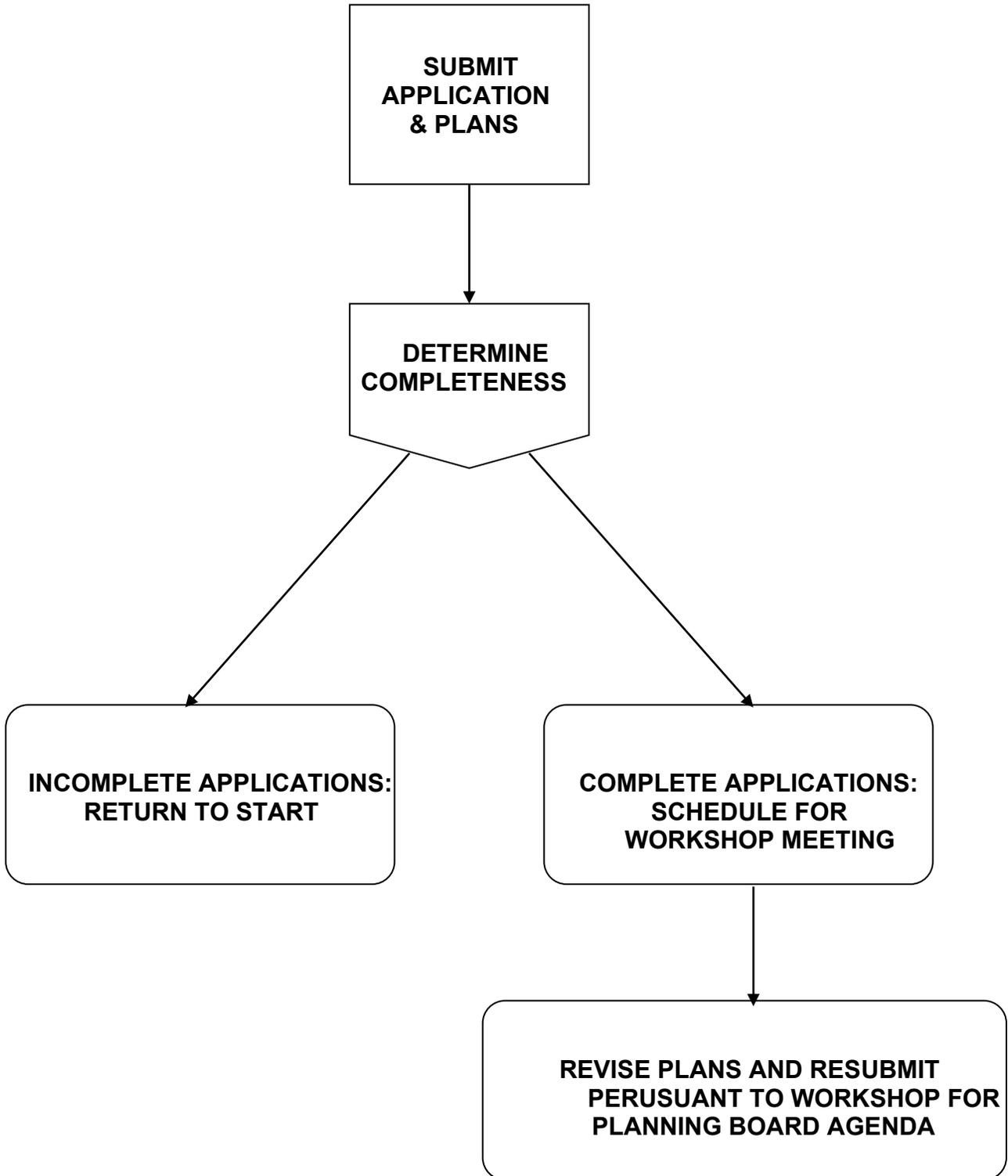
Miscellaneous & Lot Grading:

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
APPLICATION FOR SITE PLAN
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.
.....

Present use of the premises: _____

5. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

PLEASE CHECK ALL THAT APPLY

- _____ Conceptual
- _____ Soil Erosion and Sediment Control
- _____ Zoning Change
- _____ Informal Review
- _____ Minor Subdivision Approval

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

Major Subdivision approval (PRELIMINARY)

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

Major Subdivision approval (FINAL)

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

- _____ Minor Site Plan Approval
- _____ Site Plan Approval (PRELIMINARY)
- _____ Site Plan Approval (FINAL)
- _____ 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
_____	_____
_____	_____
_____	_____
_____	_____

CORPORATE APPLICANTS ONLY

DISCLOSURE STATEMENT

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)

TAX PAYMENT CERTIFICATION

APPLICATION # _____ RECEIVED _____

Pursuant to the New Jersey Law, Chapter 174 of 1987, N.J.S.A. 40:55-D-39C and N.J.S.A. 40:55D-65, and applicant for either licenses or permits must submit proof that no taxes or assessments for local improvements are due or delinquent on the property, stated below.

The applicant will complete section 1 of this form and request the tax office to complete Section 2, which verifies that no delinquent taxes or assessments are due. When completed, the applicant will submit this form. The completed copy of this form will be placed in the applicant's file as part of a completed application.

Applicants are cautioned that agreement on payment of taxes for the current year must be reached between the interested parties. Apportionment of taxes is **NOT** the concern of the Tax Office.

Applicant is also cautioned that additional assessments may be levied where structure is present.

Section I TO BE COMPLETED BY APPLICANT

_____ of _____
(Name) (Address)

I am making application to the Township of Deptford for the development of
Lot (s) _____ in Block (s) _____ located at

_____ (Street)

Whose owner of record is

_____ of _____
(Name) (Address)

I request the Tax Collector to determine whether there are any delinquent taxes and or assessments due.

_____ (Date) _____ (Applicant's Signature)

Section II TO BE COMPLETED BY TAX COLLECTOR

- I find that:
- () All taxes due have been paid.
 - () All assessments due have been paid.
 - () The following are delinquent and past due:

_____ (Date) _____ (Tax Collector's Signature)

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 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 _____

FAX NUMBER _____

APPLICANT'S ENGINEER _____

ADDRESS _____

TELEPHONE NUMBER _____

FAX NUMBER _____

APPLICANT'S PLANNING CONSULTANT _____

ADDRESS _____

TELEPHONE NUMBER _____

FAX NUMBER _____

APPLICANT'S TRAFFIC ENGINEER _____

ADDRESS _____

TELEPHONE NUMBER _____

FAX NUMBER _____

AFFIDAVIT OF SERVICE

State of New Jersey:
County of Gloucester:

_____ of full age, being duly sworn according to law, on his oath deposes and says that he resides at _____ in the (municipality) of _____ County of _____, and state of _____ and that he did on _____, 20_____, at least ten (10) days prior to hearing date, give personal notice to all property owners with 200 feet of the property located at _____

(Subject Property Location)

Said notice was given either by hand delivering or by sending said notice by certified mail. Copies of the registered receipts are attached hereto and marked "Exhibit A."

Notices are also served upon:

- () 1. The Clerk of the municipality of Deptford
- () 2. County Planning Board
- () 3. The Director of the Division of State of Regional Planning.
- () 4. The Department of Transportation
- () 5. The Clerk of Adjoining Municipalities

A copy of all said notices are attached hereto and marked "Exhibit B."

Notice was also published in the official newspaper of the municipality as required by law.

Attached to this affidavit and marked "Exhibit C" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map and certified by the Municipal Tax Assessor.

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality, which is marked "Exhibit D."

(Signature of Applicant)

Notary:

Sworn and subscribed to

before me this _____

day of _____

20____

NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC.

**TOWNSHIP OF DEPTFORD
PLANNING BOARD
NOTICE OF HEARING ON APPEAL OR APPLICATION**

TO: _____ OWNER OF PREMISES _____

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Planning Board of the Township of Deptford for a variance from the requirements of the Zoning Ordinance so as to permit, _____

on the premises at, _____ and designated as Lot(s) _____ Block(s) _____ on the Township Tax Map. This notice is sent to you as an owner of property in the immediate vicinity. A public hearing has been set for _____, 20_____, 7:00 p.m. in the Municipal Building, Deptford, NJ, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of relief sought in the petition.

Documents relating to this application are on file in the Office of Community Development and are available for inspection, during the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday. **(Note - For the months of June, July & August we are closed on Fridays)**

This notice is sent to you by the applicant, by order of the Planning Board.

Respectfully,

Applicant's Signature

NOTICE TO BE SERVED IN OFFICIAL NEWSPAPER

**TOWNSHIP OF DEPTFORD
PLANNING BOARD**

TAKE NOTICE that on the _____ day of _____, 20____, at 7:00 p.m., a hearing will be held before the Deptford Township Planning Board at the Municipal Building, 1011 Cooper Street, Deptford, NJ 08096 on the appeal or application for the undersigned to request a _____(insert site plan, subdivision) with a variance or other relief so as to permit _____

on the premises located at _____
and designated as Block(s) _____ Lot(s) _____ on the Township tax Map.

Documents relating to this application are on file in the Office of Community Development and are available for inspection, during the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday. **(Note - For the months of June, July & August we are closed on Fridays)**

Any interested party may appear at said hearing and participate therein accordance with the rules of the Planning Board.

Signature

Publication Date: _____

Submission Requirements Checklist: Subdivisions, Site Plans, GDP's and Conditional Uses

Applicant: _____

Development Name: _____

Application Number: _____

*Denotes necessity		Concept Plan	Conditional Use	Minor Site Plan	Minor Sub	Prelim Major Sub	Final Major Sub	Prelim Site Plan	Final Site Plan
1.	Application form (___ copies), incl:	*	*	*	*	*	*	*	*
2.	Affadavit of ownership:		*	*	*	*	*	*	*
3.	Escrow fee for engineer, planning and legal:	*	*	*	*	*	*	*	*
4.	Proof of current tax payment.		*	*	*	*	*	*	*
5.	Variance application or waiver request and reasons for variance and waiver, if possible.		*	*	*	*		*	
6.	Applications made to other review agencies necessary for approval, if applicable, including County Planning, Board of Health, NJDEP, and NJDOT		*	*	*	*	*	*	*
7.	Application fee		*	*	*	*	*	*	*
8.	Name, address of owner and applicant, including owner's certificate of concurrence with plan	*	*	*	*	*	*	*	*
9.	Name, signature, license no., seal and address of engineer, architect, planner, landscape architect or land surveyor		*	*	*	*	*	*	*
10	Title block containing name and applicant, lot and block numbers, date prepared and revised	*	*	*	*	*	*	*	*
11	.Key map with north arrow, at a scale no less than 1" = 2,000'.		*			*	*	*	*
12	Site location indicated on official Zoning Map.		*	*	*	*	*	*	*
13	Schedule of required and proposed zoning regulations, incl. coverages and setbacks shown graphically and written.	*	*	*	*	*	*	*	*
14	Signature block for Board Chair, Secretary, and Engineer.				*		*		
15	Certification block per the map filing law.						*		
16	Date of property survey.		*	*	*	*	*	*	*

36	Grading plan with existing and proposed 2-foot contour intervals based on USGS datum, extending 200' beyond property boundary showing all areas to be disturbed by grading or construction, including spot elevations at all property corners, if applicable, existing and proposed first floor elevations, and any necessary retaining walls.					*	*	*	*
37	Existing and proposed drainage system, including any larger parcel of which the site is a part, depicted on the drainage map.								*
38	Drainage calculations conforming to NJDEP standards for post-construction runoff								*
39	Existing and proposed utilities, on and off site, including sanitary sewer, storm water, water, electricity, cable television, gas, and telephone, with profiles, details, and connections.		*	*				*	*
40	Soil erosion and sediment control plan conforming to SCS criteria, if project involves the disturbance of 5,000sqft of land surface area Deptford Twp reviews the soil erosion and sediment control plan and it must be included to constitute a complete application.		*	*				*	*
41	Proposed street names						*		*
42	Road construction details, including cross-sections, profiles, curbing, sidewalks, paving, underdrains, and other information						*	*	*
43	Lighting plan with location and type of exterior fixtures, wattage, isolux footcandle lines at grade, anchoring method, and details		*	*				*	*
44	Provisions for the circulation of vehicles, pedestrians, and bicyclist including access, parking, loading, number of spaces, size and type, aisle width, collectors, curb cuts, drives, driveways, and fire lanes, with dimensions.	*	*	*				*	*
45	Location, size, and height of all signs, including site identification signs, traffic control signs, and directional signs.		*	*				*	*
46	Tax Assessor assigned block and lot numbers						*		
47	Solid Waste Management, including recycling.		*	*				*	*
48	Landscape plan with existing and proposed location and type of plant material graphically shown at 10 years growth, including grassed areas and mulch bed lines.		*	*				*	*

49	Plant schedule with plant key, quantity, size, common and botanical name, spacing, root ball specifications, plan hardiness zone and zone standard used.		*	*	*
50	Planting notes and details conforming to the American Nurserymen's Association standards including 2-year maintenance guarantee		*	*	
51	Sight triangle easements		*	*	
52	Preliminary architectural elevations and floor plans, proposed materials and color				
53	Development narrative explaining the proposed project and its relationship to adjacent land, include photographs of the tract.	*	*	*	*
54	Environmental Inventory Assessment, including wildlife, natural features, and archaeological significance. Also, a site environmental assessment.	*			
55	Environmental impact report on development including an analysis of inventory obtained from environmental assessment.				
56	Community facility plans indicating land and facilities for public use and/or dedication.				
57	General land use plan with neighborhood map, land use map, housing number and type, zoning, transportation access and easements, non-residential uses, and major circulation.	*			
58	Open space map noting public and private land, including lands for active and passive recreation.	*			
59	Housing plan for affordable housing.				
60	Market feasibility study to determine the type, quantity, and timing of land use plan.	*			
61	Fiscal impact report including population projection for school aged children's costs of providing local government services revenues to be generated from development				
62	Community impact reports indicating analysis of population and employees and the cost of public improvements.				
63	Utility concept plan including expected demand for services and the capacity of existing systems to serve the development.	*			
64	Traffic impact report including traffic generation and assignment, analysis of impact and mitigation measures.				

*	*	*	*
*	*	*	*
*	*	*	*
	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*