

**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)

**MINOR**  
**AND MAJOR SUBDIVISION PROCEDURES**

1. Return **25 COPIES** of the **Forms 1,2,3** in **BOOKLET FORM** to the Planning/Zoning Board Secretary by the **15<sup>TH</sup> of the month**, along with ONE application and associated surveys/plans in its entirety.
  - 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.
  - 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.
2. Submit **25 COPIES** of **FULL SIZE PLANS** for Development Review to the Planning/Zoning Board Secretary by the **SUBMISSION DEADLINE**.

All applications are scheduled for a **Development Review Subcommittee** prior to being scheduled for a Zoning Board hearing. **The Development Review Subcommittee will determine when the application will be placed upon a Zoning Board Agenda.**

3. When the application is scheduled to be heard before the **Zoning 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/Zoning Board Sec. and electronically emailed to [mbrown@deptford-nj.org](mailto:mbrown@deptford-nj.org)
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/ZONING BOARD SECRETARY FOR DISTRIBUTION TO THE PLANNING/ZONING 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

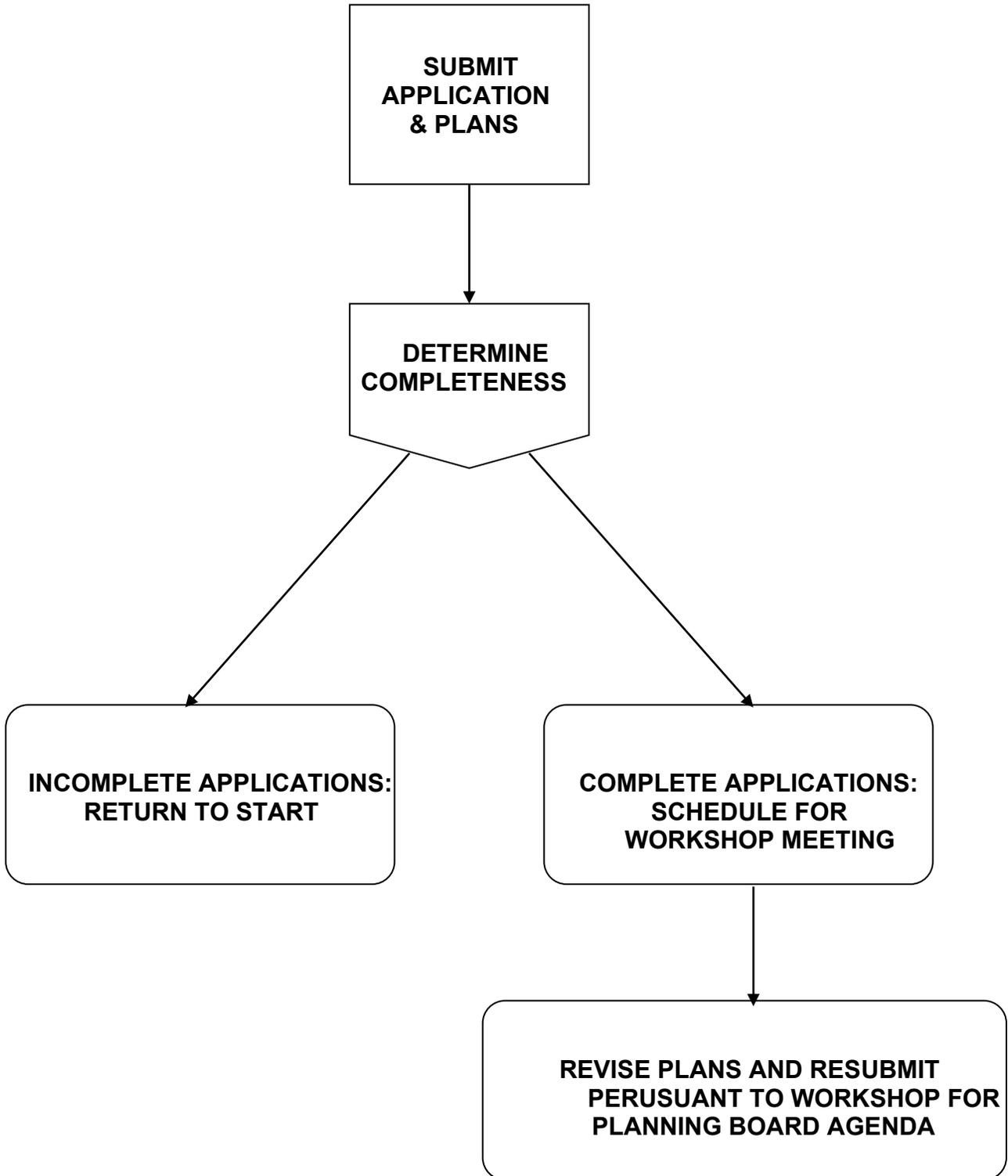
**Miscellaneous & Lot Grading:**

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 SUBDIVISION**  
**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
_____	_____
_____	_____
_____	_____
_____	_____

**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 \_\_\_\_\_

# 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 TO OWNERS WITHIN 200'**

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

TO: \_\_\_\_\_ OWNER OF PREMISES \_\_\_\_\_

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**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, \_\_\_\_\_

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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 PUBLISHED IN OFFICIAL NEWSPAPER**

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**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.	Municipal development agreement.				

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

65.	Traffic impact report including traffic generation and assignment, analysis of impact and mitigation measures.	
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