

TOWNSHIP OF BERLIN
PLANNING AND ZONING BOARD
APPLICATION CHECKLIST

MEETING DATE: _____ **TIME:** _____

<i>TOWNSHIP APPLICATION FILED IN DUPLICATE</i>	<i>Submitted</i> <i>Pending</i>
<i>AFFIDAVIT OF OWNERSHIP (NOTARIZED)</i>	<i>Submitted</i> <i>Pending</i>
<i>TOWNSHIP FEES PAID</i> <i>(APPLICATION /ESCROW)</i>	<i>Submitted</i> <i>Pending</i>
<i>NOTIFICATION TO PROPERTY OWNERS</i> <i>CERTIFIED MAIL OR HAND DELIVERED.</i> <i>(MUST SUBMIT PROOF OF SERVICE)</i> <i>(LIST OBTAINED FROM THE TAX ASSESSOR)</i>	<i>Submitted</i> <i>Pending</i>
<i>NOTIFICATION TO UTILITES / Certified Mail.</i> <i>(Must submit Proof of notification)</i> <i>List is included in this application packet.</i>	<i>Submitted</i> <i>Pending</i>
<i>AFFIDAVIT OF SERVICE (NOTARIZED)</i>	<i>Submitted</i> <i>Pending</i>
<i>PROOF OF PUBLICATION</i> <i>(Must submit proof of advertisement and</i> <i>Affidavit from newspaper)</i>	<i>Submitted</i> <i>Pending</i>
<i>TAXES PAID TO DATE</i> <i>(See enclosed form in packet)</i>	<i>Submitted</i> <i>Pending</i>
<i>COPY OF DEED</i>	<i>Submitted</i> <i>Pending</i>
<i>COPY OF SURVEY</i>	<i>Submitted</i> <i>Pending</i>
<i>PROVIDE COPY OF CAMDEN COUNTY APPLICATION</i> <i>ALONG WITH COPY OF CHECK</i>	<i>Submitted</i> <i>Pending</i>

12 COPIES OF PLANS OR DRAWINGS DRAWN TO SCALE.
(The 12 copies are to be submitted to the Planning Board Secretary
This number does not include the 5 copies needed for the professionals.

15 DAYS PRIOR TO THE MEETING DATE:

**A COMPLETE PACKET SENT BY CERTIFIED MAIL TO THE TOWNSHIP
ENGINEER AND BOARD SOLICITOR, POLICE CHIEF,
FIRE CHIEF, AND PUBLIC WORKS DIRECTOR.
ALONG WITH ONE COPY OF PLANS OR DRAWINGS
DRAWN TO SCALE.**

**(ALL ITEMS REQUIRED ON THE CHECKLIST ARE NEEDED TO
COMPLETE THE PACKET FOR THE ENGINEER AND SOLICITOR
IF ANY ONE ITEM IS MISSING THE APPLICATION WILL BE DEEMED
INCOMPLETE.)**

**PLEASE ATTACH PROOF OF MAILINGS TO THE TOWNSHIP
ENGINEER, SOLICITOR, POLICE CHIEF, FIRE CHIEF AND PUBLIC
WORKS DIRECTOR. TO THIS PAGE. THANK YOU**

1. **DAVE CARLAMERE, ESQ.**
DAVE ROWAN, ESQ.
1546 BLACKWOOD CLEMENTON ROAD
P O Box 1397
BLACKWOOD, NJ 08012
856-232-9200
DATE SENT: _____
SUBMIT PROOF OF MAILING: _____

2. **CHIEF OF THE BERLIN TOWNSHIP**
FIRE DISTRICT #1
186 HADDON AVE
WEST BERLIN, NJ 08091
DATE SENT: _____
SUBMIT PROOF OF MAILING: _____

3. **FIRE MARSHAL OF THE BERLIN TOWNSHIP**
FIRE DISTRICT #1
186 HADDON AVE
WEST BERLIN, NJ 08091
DATE SENT: _____
SUBMIT PROOF OF MAILING: _____

4. **BERLIN TOWNSHIP CHIEF OF POLICE**
135 RT 73 SOUTH
WEST BERLIN, NJ 08091
DATE SENT: _____
SUBMIT PROOF OF MAILING: _____

5. **BERLIN TOWNSHIP PUBLIC WORKS DIRECTOR**
AND TOWNSHIP ENGINEER
135 RT 73 SOUTH
WEST BERLIN, NJ 08091
DATE SENT: _____
SUBMIT PROOF OF MAILING: _____

**FOR ANY QUESTION REGARDING THE PLANNING/ZONING BOARD
APPLICATION PLEASE CONTACT:
KELLEY SHENDOCK
856-767-1854 ext. 227
KMCCAULEY@BERLINTWP.COM**

**BERLIN TOWNSHIP
PLANNING AND ZONING
BOARD APPLICATION**

DATE: _____

APPLICANTS NAME: _____

APPLICANTS ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

TELEPHONE _____

NAME AND ADDRESS OF OWNER IS DIFFERENT THEN ABOVE.

OWNERS NAME _____

**OWNERS
ADDRESS** _____

CITY _____ **STATE** _____ **ZIP** _____

TELEPHONE _____

IS THE APPLICANT: **CORPORATION** _____
PARTNERSHIP _____
INDIVIDUAL _____
LLC _____

SITE INFORMATION

PROPERTY ADDRESS _____

ZONING _____ **BLOCK** _____ **LOT** _____

TYPE OF APPLICATION:

- _____ *Minor Subdivision*
- _____ *Preliminary Subdivision Approval*
- _____ *Final Subdivision Approval*
- _____ *Minor Site Plan Approval*
- _____ *Preliminary Site Plan Approval*
- _____ *Final Site Plan Approval*
- _____ *Amended Or Revision to an Approved Site Plan*
- _____ *Waiver of Site Plan Application*
- _____ *Informal Hearing*
- _____ *Map Or Ordinance Interpretation*
- _____ *Variance*
- _____ *Bulk Variance*
- _____ *Use Variance*
- _____ *Extension Of Time*

LIST OF INDIVIDUALS WHO PREPARED PLANS:

ATTORNEY

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE # _____

ARCHITECT

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE # _____

ENGINEER

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE # _____

PLANNER

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE # _____

PROPERTY INFORMATION

*RESTRICTIONS, COVENANTS, EASEMENTS, ASSOCIATIONS BY LAWS,
EXISTING OR PROPOSED ON THIS PROPERTY.*

YES _____ NO _____ PROPOSED _____

PRESENT USE OF THIS

PREMISES:

SIGNATURE OF APPLICANT _____

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY)
) SS.
COUNTY OF CAMDEN)

_____ of full age, being duly sworn according to law on his/her oath, deposes and says, that he/she resides at _____ in the (CITY, TOWNSHIP, BORO) of _____ in the County of _____ and State of _____, that _____ is the owner in fee of all that certain lot, piece or parcel of land therein situated, lying and being in the Township of Berlin and known and designated as Block _____, Lot _____ and bearing the street address _____.

Signature of Applicant

SWORN AND SUBSCRIBED TO
BEFORE ME THIS _____
DAY OF _____.

TO THE PLANNING BOARD ()
 ZONING BOARD ()

_____ is hereby authorized to make the within application.

DATED: _____

Signature of Owner

NOTICE OF HEARING
TO PROPERTY OWNERS

To: _____

Address: _____

Please take notice that the undersigned has applied to the Planning and Zoning Board of the Township of Berlin for the following:

Variance () Note: Be specific about each type of variance being requested.
Minor Subdivision ()
Major Subdivision ()
Site Plan ()

Description of Application: _____

The property is located at (street address): _____

and known as Block _____, Lot _____ which is within 200 feet of the property owned by you.

A public hearing has been ordered for (Date and Time) _____

in the Courtroom of the Municipal Building, 135 RT 73 South, West Berlin, NJ, at which time you may appear in person, or by attorney, and present any objection which you may have to the granting of this appeal. Application and all corresponding documents are on file in the office of the Secretary of the above-mentioned Board and are available for public inspection, Monday through Friday, between the hours of 9:00 AM and 3:30 PM. This notice is being sent to you by the applicant as required by law.

Respectfully,

Hand delivered ()
Certified mail ()

(Please Type or Print Name of Applicant)

Signature

NOTICE TO APPLICANTS:

Chapter 245 of the NJ Public Laws of 1991 requires that all persons seeking the approval of any kind of Land Development application from the Local Zoning Board and/or Planning Board must give notice to all public utilities and cable television companies that possess any right-of-ways or easements within or across the subject property.

<u>DATE NOTIFIED</u>	<u>AUTHORITY TO BE NOTIFIED</u>
	ATLANTIC CITY ELECTRIC 5100 Harding Highway Mays landing, New Jersey 08330 ATTN: Joseph Riding
	PUBLIC SERVICE ELECTRIC & GAS 80 Park Plaza-T6B Newark, New Jersey 07102
	COMCAST CABLE 1250 Haddonfield-Berlin Road Cherry Hill, New Jersey 08003
	SOUTH JERSEY GAS One South Jersey Plaza, Route 54 Folsom, New Jersey 08037
	NEW JERSEY AMERICAN WATER 100 Lincoln Drive Yoorhees, New Jersey 08043
	BERLIN BOROUGH WATER DEPARTMENT 59 South White Horse Pike Berlin, New Jersey 08009
	CAMDEN COUTNY PLANNING BOARD 2311 Egg Harbor Road Lindenwold, New Jersey 08021
	CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY 1645 Ferry Avenue Camden, New Jersey 08104
	STATE OF NEW JERSEY DEPARTMENT OF TRANSPORTATION 1035 Parkway Avenue, Box 101 Trenton , New Jersey 08625
	BERLIN TOWNSHIP CLERK'S OFFICE 135 Route 73 South West Berlin, New Jersey 08091
	BERLIN TOWNSHIP CHIEF OF POLICE 135 Route 73 South West Berlin, New Jersey 08091

	NJ DOT Region South Permit Office One Executive Campus Route 70 West Cherry Hill, NJ 08002
	NJDOT Bureau of Major Access Permits PO Box 600 1035 parkway avenue Trenton, NJ 08625

NOTICE TO NEWSPAPER

PUBLIC NOTICE:

Public notice is hereby given that a hearing will be held before the Planning and Zoning Board of the Township of Berlin, on _____ (Date), at _____ (Time) in the Courtroom of the Municipal Building, 135 RT 73 South West Berlin, New Jersey on the application of _____ (Name) for a:

Variance () Note: If you are applying for one or more variances, you must specify type of variance being requested.

Minor Subdivision ()

Major Subdivision ()

Site Plan ()

to: _____

on property located at _____, and known as Block _____, Lot _____.

Application and corresponding documents are on file in the Office of the Secretary of the above-named Board and are available for public inspection between the hours of 9:00 A.M. and 3:30 P.M. Monday through Friday.

Applicant's name and address

****PLEASE NOTE THAT PUBLICATION COSTS ARE THE RESPONSIBILITY OF THE APPLICANT****

NEW JERSEY MUNICIPAL LAND USE LAW

Chapter 291 Laws of 1975
N.J.S.A. 40:55D-39E

Pursuant to the provisions of the above-captioned laws, every application for development submitted to the Planning Board or Zoning Board of Adjustment shall be accompanied by proof that no taxes or assessments are delinquent on said property, any approvals or releases granted by either the Planning Board or the Zoning Board of Adjustment shall be conditioned upon either the prompt payment of such taxes--assessments or the making of adequate provisions for the payment thereof in such manner to make the municipality adequately protected.

TO BE COMPLETED BY BOARD SECRETARY

BLOCK _____ LOT _____ ADDITIONAL LOTS _____

REMARKS _____

TO BE COMPLETED BY TAX OFFICE

ASSESSED TO _____

YEAR _____ QUARTER TAXES DUE _____ AMOUNT \$ _____

STATUS OF PAYMENT ON TAXES DUE _____

SIGNATURE OF APPLICANT

SIGNATURE OF TAX OFFICIAL

CAMDEN COUNTY PLANNING BOARD APPLICATION SUBMISSION REQUIREMENTS



Making It Better, Together.

Documents must be submitted to the Planning Division Staff at least thirty (30) working days prior to the scheduled Planning Board meeting. No provisional approvals will be issued at Planning Board meeting.

Subdivision Requirements:

- Two (2) Copies of the County Planning Board Application (Municipal use section must be filled out and bottom of this page must be signed)
- One (1) Copy of Local Municipal Application
- One (1) Copy of the Fee Schedule, Filled Out and Signed (Checks made payable to *Camden County Treasurer*)
- One(1) Set of Plans
- Two (2) Copies of the Affidavit of Ownership
- One (1) Copy of Pinelands Certificate of Filing (If applicable)

Site Plan & Site Plan Revision Requirements

- Two (2) Copies of the County Planning Board Application (Municipal use section must be filled out and bottom of this page must be signed)
- One (1) Copy of Local Municipal Application
- One (1) Copy of the Fee Schedule, Filled Out and Signed (Checks made payable to *Camden County Treasurer*)
- Two (2) Sets of Plans of Signed and Sealed Plans (Only 24" by 36" Site plans will be accepted)
(Plans must reflect all requirements contained in Subdivision and Site Plan Procedures, Engineering and Planning Standards Vol. 1 & Development Regulations Vol. 2)
- Two (2) Copies of County Road Improvement Plans (If applicable and not included in Original Set of Plans)
- Two (2) Copies of a Signed and Sealed Survey
(Conducted by a licensed surveyor if existing documents are referenced in accordance with NJAC 13:40-7.2 (a.)1)
- Two (2) Sets of Drainage Calculations (Data based upon 10 YEAR-PRE & 25 YEAR-POST Year Storm Event)
- Two (2) Sets of Traffic Impact Study (If available)
- Two (2) Copies of the Local Engineer Report
- Two (2) Copies of the Affidavit of Ownership
- One (1) Copy of Pinelands Certificate of Filing (If applicable)
- One (1) Copy of All Dedication, Easement, Deed, and Other Relevant Documents

Please Submit the Following Additional Items:

- Map or Most Recent Aerial Photo of Site
- Digital Copy of the Site Plan, Subdivision Plan or Major Subdivision
(The digital copy should be provided in the form of a pdf on a CD or flash drive. If no digital copy can be provided, please include a 11" by 17" reduction of the plan)

X _____
*Certification of Completeness
Signature By Local Official*

X _____
Signature of Agent or Applicant

CAMDEN COUNTY PLANNING BOARD APPLICATION



Making It Better, Together.

Application for County Approval of Subdivision, Site & Development Plans

Camden County Planning Board

Charles J. DePalma Public Works Complex
2311 Egg Harbor Road
Lindenwold, NJ 08021

Phone: 856.566.2978 Fax: 856.566.2988
E-mail: planningdivision@camdencounty.com

This application must be completed in full, duplicated, signed and filed with the municipality. Please also submit a copy of local application and approval. See County Submission requirement list for all documents necessary for a complete application.

(PLEASE TYPE OR PRINT LEGIBLY)

Project Information:

Project Name: _____

Project Address (if applicable) & Municipality: _____

Abuts County Road: _____ County Route No.: _____

Type of Submission (please check one):

- New Site Plan
- New Minor Subdivision
- New Major Subdivision
- Request for Letter of No Impact or Waiver Review
- Revision to Prior Site Plan

Original Site Plan Application No.: _____ Date Originally Approved: _____

- Resubmission of Major Subdivision

Original Major Subdivision Application No.: _____ Date Originally Approved: _____

Tax Map Data:

Plate(s): _____

Existing Zoning: _____

Block(s): _____

Variance(s) Required: _____

Lot(s): _____

The Camden County planning process concerns itself primarily with a review of factors that directly impact county facilities such as County owned roads and stormwater management systems. This application as well as Subdivision and Site Plan Procedures, Engineering and Planning Standards Vol. 1 & Development Regulations Vol. 2 can be found on the Camden County Planning Division website: <http://www.camdencounty.com/government/offices-departments/planning-division> . If you have any questions please call 856-566-2978.

CAMDEN COUNTY PLANNING BOARD APPLICATION

Applicant & Agent Contact Information (please type or print legibly or your application may be delayed):

Applicant: _____ Phone: _____ Fax: _____

Address: _____ Town & State: _____

Email: _____ Zip.: _____

Attorney: _____ Phone: _____ Fax: _____

Address: _____ Town & State: _____

Email: _____ Zip.: _____

Engineer: _____ Phone: _____ Fax: _____

Address: _____ Town & State: _____

Email: _____ Zip.: _____

Proposed Use (please check all that apply):

Residential

- Single Family Detached
- Town Homes
- Duplex
- Apartments
- Condominiums
- Medical Care Residential

Commercial

- Retail
- Office
- Restaurant/ Food Establishment
- Hospitality/ Hotel Space
- Medical Use
- Sports or Entertainment

Industrial

- Maintenance/ Repair Shop
- Flex Space
- Storage/ Warehouse
- Distribution Center
- Manufacturing
- Other: _____

Project Description & Statistics:

Short Description of Project: _____

Increase in Impervious Coverage?: YES / NO Total Increase or Decrease: _____

Total Amount of Land Disturbed: _____

Total Gross SF of all Buildings/ Development: _____

Total New Residential Units: _____

Total New Jobs Created: _____

CAMDEN COUNTY PLANNING BOARD APPLICATION

Subdivision Description (if applicable):

Does this application include a lot consolidation? YES / NO

Will new lots be created? YES / NO How Many New Lots? _____

Size of Existing Lot(s): _____

Portion to be Subdivided: _____

Municipal Use:

Title of Municipal Official: _____

Authorized Municipal Signature: _____ Date: _____

Transmittal Date (if applicable): _____

Phone Number: _____

Signatures Required:

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Agent Completing Application: _____

Signature of Agent: _____ Date: _____

For County Use:

Classification of Application: _____

Fees Included with Application: YES / NO

County Plan Number: _____

Stamp Date Received Below

CAMDEN COUNTY PLANNING BOARD APPLICATION FEE SCHEDULE



Making It Better, Together.

Applicant's Name: _____

Project Name: _____ Municipality: _____

Project Address: _____ Plate: _____ Block: _____ Lot: _____

Type of Plan

- Minor Subdivision (3 lots or less)
 Major Subdivision (4 lots or more)
 Site Plan

Subdivision Fees

- Minor Review Fee (\$200.00)..... \$ _____
 Major Review Fee (\$500.00) \$ _____

Site Plan Fees

- Design Review Fee (\$500.00)..... \$ _____
 Total Parking Spaces (\$8.00/Space) \$ _____
 Dwelling Units (\$16.00/Unit) \$ _____
 Dedication, Easement, Deed, Etc. Review Fee (\$150.00) \$ _____
 Inspection Fee (\$200.00) \$ _____

Additional/ Other Fees

- Preliminary Fee (\$200.00)..... \$ _____
 Concept Drawing Review Fee (\$200.00) \$ _____
 Request for Waiver Review or Letter of No Impact (\$200.00) \$ _____
 Revisions (\$200.00) \$ _____
 Signing of Filing Plats (\$150.00)..... \$ _____

Total \$ _____

X _____
Signature of Agent or Applicant

Date

SPECIAL PROVISIONS

The Fee Schedule Check is Payable to the Camden County Treasurer after Applications are Deemed Complete and Consistent with Municipal Review and Regulations. Fees paid are non-refundable once the review process begins.

All Plans, Applications, Dedications, Easements, Deeds, etc. MUST be submitted to the Planning Board at Least Thirty (30) Working Days Prior to the Scheduled Planning Board Meeting. All Complete Plan and Application

