

TOWNSHIP OF BERLIN
PLANNING AND ZONING BOARD
APPLICATION CHECKLIST

MEETING DATE: _____ TIME: _____
Deadline Submittal of your complete packet is 15 Days Prior to your scheduled meeting date To the Board Secretary.

PLEASE CIRCLE SUBMITTED
OR PENDING ↓

TOWNSHIP APPLICATION Submitted
Pending

AFFIDAVIT OF OWNERSHIP (NOTARIZED) Submitted
Pending

TOWNSHIP FEES PAID Submitted
Pending
(APPLICATION /ESCROW)

NOTIFICATION TO PROPERTY OWNERS Submitted
Pending
CERTIFIED MAIL OR HAND DELIVERED.
(MUST SUBMIT PROOF OF SERVICE)
(LIST OBTAINED FROM THE TAX ASSESSOR)
TO VERIFY YOUR NOTICE WORDAGE IS CORRECT YOU
MAY CONTACT THE PB ATTORNEY MR. DAVE CARLAMERE 856-232-9200

NOTIFICATION TO UTILITES / CERTIFIED MAIL. Submitted
Pending
(MUST SUBMIT PROOF OF NOTIFICATION)
LIST IS INCLUDED IN THIS APPLICATION PACKET.

AFFIDAVIT OF SERVICE (NOTARIZED) Submitted
Pending

PROOF OF PUBLICATION Submitted
Pending
(MUST SUBMIT PROOF OF ADVERTISEMENT AND
AFFIDAVIT FROM NEWSPAPER), TO VERIFY ADVERTISEMENT
WORDAGE IS CORRECT YOU MAY CONTACT THE PB ATTORNEY
MR. DAVE CARLAMERE 856-232-9200

TAXES PAID TO DATE Submitted
Pending
(SEE ENCLOSED FORM IN PACKET)

COPY OF DEED Submitted
Pending

COPY OF CURRENT SURVEY Submitted
Pending

PROVIDE COPY OF CAMDEN COUNTY APPLICATION Submitted
Pending
ALONG WITH COPY OF CHECK

PLANS NEEDED FOR SUBMITTAL TO BOARD SECRETARY:

- **2 FULL SIZE COPIES** OF PLANS OR DRAWINGS DRAWN TO SCALE.
IF SUBMITTING A SURVEY TO SHOW PROPOSED WORK IT MUST BE DRAWN TO SCALE AND SIGNED AND SEALED BY A LICENSED SURVEYOR.
- **8 (EIGHT) 11 X 17 COPIES OF THE PLANS/DRAWINGS**
- **1 PDF VERSION OF PLANS EMAILED TO LANDUSE@BERLINTWP.COM**

SUBMITTAL TO THE (5) PROFESSIONALS LISTED BELOW:

15 DAYS PRIOR TO THE MEETING DATE

A COMPLETE PACKET INCLUDING ONE FULL SIZE COPY OF PLANS OR DRAWINGS DRAWN TO SCALE, SENT BY CERTIFIED MAIL TO THE LIST OF PROFESSIONALS LISTED BELOW.

PLEASE ATTACH PROOF OF MAILINGS 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
SUBMIT PROOF OF MAILING: _____
2. **CHIEF OF THE BERLIN TOWNSHIP**
FIRE DISTRICT #1
186 HADDON AVE
WEST BERLIN, NJ 08091
SUBMIT PROOF OF MAILING: _____
3. **FIRE MARSHAL OF THE BERLIN TOWNSHIP**
FIRE DISTRICT #1
186 HADDON AVE
WEST BERLIN, NJ 08091
SUBMIT PROOF OF MAILING: _____
4. **BERLIN TOWNSHIP CHIEF OF POLICE**
135 RT 73 SOUTH
WEST BERLIN, NJ 08091
SUBMIT PROOF OF MAILING: _____
5. **BERLIN TOWNSHIP PUBLIC WORKS DIRECTOR**
AND TOWNSHIP ENGINEER
135 RT 73 SOUTH
WEST BERLIN, NJ 08091
SUBMIT PROOF OF MAILING: _____

**BERLIN TOWNSHIP
PLANNING AND ZONING
BOARD APPLICATION**

DATE: _____

APPLICANTS NAME: _____

APPLICANTS ADDRESS _____

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

TELEPHONE _____

EMAIL _____

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*
- _____ *Conditional Use*

LIST OF INDIVIDUALS WHO PREPARED PLANS:

ATTORNEY

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE # _____

EMAIL _____

ARCHITECT

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE # _____

EMAIL _____

ENGINEER

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE # _____

EMAIL _____

PLANNER

NAME _____

ADDRESS _____

CITY _____ STATE _____

ZIP _____

TELEPHONE # _____

EMAIL _____

PROPERTY INFORMATION

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

YES _____ NO _____

PROPOSED _____

PRESENT USE OF THIS PREMISES:

SIGNATURE OF APPLICANT

**FOR ANY QUESTION REGARDING YOUR
APPLICATION PLEASE CONTACT:
KELLEY SHENDOCK @ 856-767-1854 ext. 227
LANDUSE@BERLINTWP.COM**

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY)
)
COUNTY OF CAMDEN)

SS.

_____ OF FULL AGE, BEING DULY SWORN ACCORDING TO LAW ON
HIS/HER OATH, DEPOSES AND SAYS, THAT HE/SHE RESIDES AT

_____ IN THE (CITY, TWP, BOROUGH)

OF _____ IN THE COUNTY OF _____

AND STATE OF _____, AND THAT

_____ IS THE OWNER IN FEE OF ALL THAT CERTAIN
LOT, PARCEL OR PIECE OF LAND THEREIN SITUATED, LYING AND BEING IN THE TOWNSHIP OF BERLIN
AND PROPERTY KNOW AND DESIGNATED AS BLOCK _____, LOT _____
AND BEARING THE STREET ADDRESS _____

SIGNATURE OF APPLICANT

SWORN AND SUBSCRIBED BEFORE

ME THIS _____

DAY OF _____, YEAR _____.

TO THE BERLIN TOWNSHIP PLANNING AND ZONING BOARD

_____, IS HEREBY AUTHORIZED TO
MAKE THE APPLICATION.

DATE

SIGNATURE

NOTICE OF HEARING TO NEWSPAPER

PUBLIC NOTICE:

PUBLIC NOTICE IS HEREBY GIVEN THAT A HEARING WILL BE HELD BEFORE THE BERLIN TOWNSHIP PLANNING AND ZONING BOARD, ON _____(DATE),

_____ (TIME) IN THE COURTROOM OF THE MUNICIPAL BUILDING LOCATED AT 135 ROUTE 73 SOUTH, WEST BERLIN, NEW JERSEY 08091.

ON THE APPLICATION OF _____(NAME) FOR A:

VARIANCE () NOTE: IF YOU ARE APPLYING FOR ONE OR MORE VARIANCES, YOU MUST SPECIFY EVERY VARIANCE BEING REQUESTED.

MINOR SUBDIVISION ()

MAJOR SUBDIVISION ()

SITE PLAN ()

DETAILED DESCRIPTION OF APPLICATION: _____

THE PROPERTY IS LOCATED AT (STREET ADDRESS): _____

AND IS KNOWN AS BLOCK _____, LOT _____.

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 3:00 PM.

APPLICANT'S NAME AND ADDRESS

NOTICE OF HEARING TO PROPERTY OWNERS

PLEASE TAKE NOTICE THAT THE UNDERSIGNED HAS APPLIED TO THE BERLIN TOWNSHIP PLANNING AND ZONING BOARD FOR THE FOLLOWING:

VARIANCE () NOTE: BE VERY SPECIFIC ABOUT EACH TYPE OF VARIANCE BEING REQUESTED.

MINOR SUBDIVISION ()

MAJOR SUBDIVISION ()

SITE PLAN ()

DETAILED DESCRIPTION OF APPLICATION: _____

THE PROPERTY IS LOCATED AT (STREET ADDRESS): _____

AND IS KNOWN AS BLOCK _____, LOT _____ WHICH IS WITHIN
200 FEET OF THE PROPERTY OWNED BY YOU.

A PUBLIC HEARING HAS BEEN ORDERED FOR (DATE & TIME) _____
IN THE COURTROOM OF THE MUNICIPAL BUILDING LOCATED AT 135 ROUTE 73 SOUTH, WEST BERLIN,
NEW JERSEY 08091, AT WHICH TIME YOU MAY APPEAR IN PERSON, OR BY ATTORNEY, AND PRESENT
ANY OBJECTION WHICH YOU MAY HAVE. 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 3:00 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

AFFIDAVIT OF SERVICE

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

_____ BEING OF FULL AGE AND DULY SWORN
ACCORDING TO LAW ON HIS/HER OATH DEPOSES AND SAYS THAT HE/SHE IS THE APPLICANT IN A
PROCEEDING BEFORE THE PLANNING/ZONING BOARD OF THE TOWNSHIP OF BERLIN WHICH RELATES
TO PREMMISES SHOWN ON THE TAX MAP OF THE TOWNSHIP OF BERLIN.

HE/SHE GAVE WRITTEN NOTICE TO ALL PROPERTY OWNERS WITHIN 200 FEET OF THE PROPERTY
ADDRESS KNOWN AS _____

_____ (CITY), _____ (STATE),

BLOCK _____, LOT _____, AT LEAST TEN (10)
DAYS PRIOR TO THE SCHEDULED HEARING DATE.

SAID NOTICE WAS GIVEN EITHER BY HANDING A COPY OF THE NOTICE OF HEARING TO PROPERTY
OWNERS, OR BY SENDING A COPY OF THE NOTICE OF HEARING TO PROPERTY OWNERS BY CERTIFIED
MAIL.

SIGNATURE

SWORN AND SUBSCRIBED BEFORE

ME THIS _____

DAY OF _____, YEAR _____

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 THE PLANNING/ZONING BOARD SHALL BE CONDITIONED UPON EITHER THE PROMPT PAYMENT OF SUCH TAXES AND ASSESSMENTS OR THE MAKING OF ADEQUATE PROVISIONS FOR THE PAYMENT THEREOF IN SUCH MANNER TO MAKE THE MUNICIPALITY ADEQUATELY PROTECTED.

I, _____ OF _____
(NAME) (ADDRESS)

AM MAKING APPLICATION TO THE PLANNING/ZONING BOARD REGARDING:

BLOCK _____, LOT(S) _____, IN THE _____ ZONE,

ADDRESS _____

OWNER OF RECORD IS _____

I REQUEST THE TAX COLLECTOR TO DETERMINE WHETHER THERE ARE ANY DELINQUENT TAXES AND/OR ASSESSMENTS DUE.

DATE

SIGNATURE

TO BE COMPLETED BY THE TAX OFFICE

- I FIND THAT
- () ALL TAXES HAVE BEEN PAID
 - () ALL ASSESSMENTS DUE HAVE BEEN PAID
 - () THE FOLLOWING ARE DELINQUENT AND PAST DUE.

TAX COLLECTOR

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)

- | <u>Residential</u> | <u>Commercial</u> | <u>Industrial</u> |
|--|--|--|
| <input type="radio"/> Single Family Detached | <input type="radio"/> Retail | <input type="radio"/> Maintenance/ Repair Shop |
| <input type="radio"/> Town Homes | <input type="radio"/> Office | <input type="radio"/> Flex Space |
| <input type="radio"/> Duplex | <input type="radio"/> Restaurant/ Food Establishment | <input type="radio"/> Storage/ Warehouse |
| <input type="radio"/> Apartments | <input type="radio"/> Hospitality/ Hotel Space | <input type="radio"/> Distribution Center |
| <input type="radio"/> Condominiums | <input type="radio"/> Medical Use | <input type="radio"/> Manufacturing |
| <input type="radio"/> Medical Care Residential | <input type="radio"/> Sports or Entertainment | <input type="radio"/> 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 of Least Thirty (30) Working Days Prior to the Scheduled Planning Board Meeting. All Complete Plan and Application

CAMDEN COUNTY PLANNING BOARD APPLICATION

AFFIDAVIT OF OWNERSHIP



Making It Better, Together.

Company/Organization Information

Name of Company/Organization: _____

Is the Company a Corporation? YES / NO

If yes, what State is the Corporation incorporated in? _____

Is the Company a Partnership? YES / NO

Is Company an Individual Owner? YES / NO

Please list any/all individuals who are owners (full/part) / (individual/multiple) of the Company/Organization.
If applicant is a Non-Profit Organization, please list all Board Members.

Name	Address	Title

I certify that the above information is true and correct to the best of my knowledge:

X _____
Signature of Owner & Title

Date

X _____
Signature of Owner & Title

Date