

**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 ↓

<b>TOWNSHIP APPLICATION</b>	<input checked="" type="radio"/> Submitted <input type="radio"/> Pending
<b>AFFIDAVIT OF OWNERSHIP (NOTARIZED)</b>	<input checked="" type="radio"/> Submitted <input type="radio"/> Pending
<b>TOWNSHIP FEES PAID (APPLICATION /ESCROW)</b>	<input checked="" type="radio"/> Submitted <input type="radio"/> Pending
<b>NOTIFICATION TO PROPERTY OWNERS <u>CERTIFIED MAIL OR HAND DELIVERED.</u> (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</b>	<input checked="" type="radio"/> Submitted <input type="radio"/> Pending
<b>NOTIFICATION TO UTILITES / CERTIFIED MAIL. (MUST SUBMIT PROOF OF NOTIFICATION) LIST IS INCLUDED IN THIS APPLICATION PACKET.</b>	<input checked="" type="radio"/> Submitted <input type="radio"/> Pending
<b>AFFIDAVIT OF SERVICE (NOTARIZED)</b>	<input checked="" type="radio"/> Submitted <input type="radio"/> Pending
<b>PROOF OF PUBLICATION (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</b>	<input checked="" type="radio"/> Submitted <input type="radio"/> Pending
<b>TAXES PAID TO DATE (SEE ENCLOSED FORM IN PACKET)</b>	<input checked="" type="radio"/> Submitted <input type="radio"/> Pending
<b>COPY OF DEED</b>	<input checked="" type="radio"/> Submitted <input type="radio"/> Pending
<b>COPY OF CURRENT SURVEY</b>	<input checked="" type="radio"/> Submitted <input type="radio"/> Pending
<b>PROVIDE COPY OF CAMDEN COUNTY APPLICATION ALONG WITH COPY OF CHECK</b>	<input checked="" type="radio"/> Submitted <input type="radio"/> Pending

12 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.  
(The 12 copies are to be submitted to the Planning Board Secretary  
This number does not include the 5 copies needed for the professionals  
Listed below).

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.

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, ESO.  
DAVE ROWAN, ESO.  
1546 BLACKWOOD CLEMENTON ROAD  
P O Box 1397  
BLACKWOOD, NJ 08012  
856-232-9200  
DATE SENT: 10/7/21  
SUBMIT PROOF OF MAILING: ✓
  
2. CHIEF OF THE BERLIN TOWNSHIP  
FIRE DISTRICT #1  
186 HADDON AVE  
WEST BERLIN, NJ 08091  
DATE SENT: 10/7/21  
SUBMIT PROOF OF MAILING: ✓
  
3. FIRE MARSHAL OF THE BERLIN TOWNSHIP  
FIRE DISTRICT #1  
186 HADDON AVE  
WEST BERLIN, NJ 08091  
DATE SENT: 10/7/21  
SUBMIT PROOF OF MAILING: ✓
  
4. BERLIN TOWNSHIP CHIEF OF POLICE  
135 RT 73 SOUTH  
WEST BERLIN, NJ 08091  
DATE SENT: 10/7/21  
SUBMIT PROOF OF MAILING: ✓
  
5. BERLIN TOWNSHIP PUBLIC WORKS DIRECTOR  
AND TOWNSHIP ENGINEER  
135 RT 73 SOUTH  
WEST BERLIN, NJ 08091  
DATE SENT: 10/7/21  
SUBMIT PROOF OF MAILING: ✓

6. JACK GRADIN, PE  
P.O. Box 121  
W. Berlin, NJ 08091

**BERLIN TOWNSHIP  
PLANNING AND ZONING  
BOARD APPLICATION**

DATE: 10/7/21

**APPLICANTS NAME:** RCM Builders, LLC

**APPLICANTS ADDRESS** 100 Springdale Road, Suite A3

**CITY** Cherry Hill      **STATE** NJ      **ZIP** 08003

**TELEPHONE** 856-261-2404

**NAME AND ADDRESS OF OWNER IS DIFFERENT THEN ABOVE.**

OWNERS NAME

OWNERS

ADDRESS

CITY - -      STATE      ZIP -

TELEPHONE- -

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

**SITE INFORMATION**

PROPERTY ADDRESS 318 - 322 Myrtle Avenue

ZONING R-2      BLOCK 1414      LOT 10

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 David C. Patterson, Esquire, Maressa Patterson, LLC

ADDRESS 191 W. White Horse Pike

CITY Berlin STATE NJ ZIP 08009

TELEPHONE # 856-767-1471

**ARCHITECT**

NAME N/A

ADDRESS

CITY STATE ZIP

TELEPHONE#

**ENGINEER**

NAME Greg Fusco, P.E., CME; Robert Scott Smith, PLS

ADDRESS 80 S. White Horse Pike

CITY Berlin STATE NJ ZIP 08009

TELEPHONE# 856-767-6111

**PLANNER**

NAME N/A

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:**

VACANT

x   
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.

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

318 Myrtle Ave, Berlin IN THE (CITY, TWP, BOROUGH)

OF Berlin IN THE COUNTY OF Camden

AND STATE OF New Jersey, AND THAT

Nicholas Rivera 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 1414, LOT 10

AND BEARING THE STREET ADDRESS 318 Myrtle Ave,

Berlin Twp, NJ

x [Signature]  
SIGNATURE OF APPLICANT

SWORN AND SUBSCRIBED BEFORE

ME THIS 23

DAY OF September, YEAR 2021.

**SAMANTHA D. LITOSTANSKY**  
NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires July 13, 2026

[Signature]

TO THE BERLIN TOWNSHIP PLANNING AND ZONING BOARD

Nicholas Rivera, IS HEREBY AUTHORIZED TO MAKE THE APPLICATION.

9/23/2021  
DATE

x [Signature]  
SIGNATURE

**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, RCM Builders, LLC OF 100 Springdale Road, Suite A3  
(NAME) (ADDRESS)  
Cape May Hill, NJ 08003

AM MAKING APPLICATION TO THE PLANNING/ZONING BOARD REGARDING:

BLOCK 1414, LOT(S) 10, IN THE R-2 ZONE,

ADDRESS 318 & 321 MYRTLE AVENUE

OWNER OF RECORD IS RCM BUILDERS, LLC

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

9/16/21  
DATE

[Signature]  
SIGNATURE  
ATTORNEY FOR APPLICANT

**TO BE COMPLETED BY THE TAX OFFICE**

- I FIND THAT
- (x) ALL TAXES HAVE BEEN PAID by Foundation Title on 8/6/21
  - ( ) ALL ASSESSMENTS DUE HAVE BEEN PAID
  - ( ) THE FOLLOWING ARE DELINQUENT AND PAST DUE.

Dana O'Hara, CTC  
TAX COLLECTOR