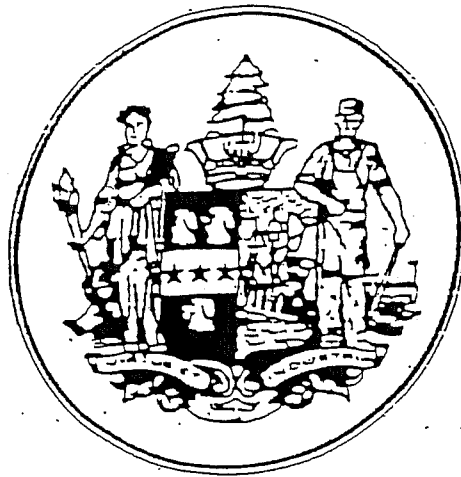


CITY OF CAMDEN
DEPARTMENT OF ADMINISTRATION
DIVISION OF PLANNING



SITE PLAN APPLICATION AND
SUBMISSION ITEMS PACKAGE

Any questions please contact:

Angela Miller, Planning Board Secretary

(856) 757-7214

SITE PLAN APPLICATION AND SUBMISSION ITEMS PACKAGE

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SITE PLAN APPLICATION
CHECKLIST

CHECK IF
COMPLETED

FOR OFFICE
USE ONLY

- _____ 1. Zoning Application _____
- _____ 2. Site Plan application (12 copies) _____
- _____ 3. Proof of ownership (i.e. Deed, Tax Bill and/or Lease) _____
- _____ 4. Signed escrow fee agreement _____

*NOTE:

- A. Incomplete applications will not be processed.
- B. Submission hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. All applications must be stamped "RECEIVED" by the Division of Planning. No outside drop-offs will be processed.
- C. All plans must be folded with *Title Block* facing upward.
- D. Whenever public notice is required, the Division of Planning shall prepare procedures for said notification and advise applicant of its readiness.

The following checklist pertains to PLOT PLANS:

CHECK IF
COMPLETED

FOR OFFICE
USE ONLY

- _____ 1. Name and address of owner and applicant
- _____ 2. Name, signature, licenses #, seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect (as applicable).
- _____ 3. Title block denoting type of application, tax map sheet, county municipality, block and lot, and street address.
- _____ 4. Key map not less than 1" - 1000" showing location of tract to surrounding streets, municipal boundaries, etc. within 500'.
- _____ 5. Schedule for required and proposed zone requirements for lot area, frontage, setbacks, impervious coverage, parking, etc.
- _____ 6. North arrow to top of sheet, scale and graphic scale
- _____ 7. Signature block for board chair, secretary and engineer.
- _____ 8. Date of property survey
- _____ 9. Acreage of tract to nearest tenth
- _____ 10. Date of original and all revisions
- _____ 11. Size and location of existing or proposed structures and their dimensioned setbacks
- _____ 12. Location and dimensions of any existing or proposed streets
- _____ 13. All proposed lot lines and area of lots in square feet
- _____ 14. Copy of and plan delineation of any existing or proposed deed restriction
- _____ 15. Any existing or proposed easement or land reserved or dedicated for public use
- _____ 16. Existing streets, other right-of-way or easements; water courses, wetlands, soils floodplains, or other environmentally sensitive areas within 200' of tract
- _____ 17. Topographical features of subject property from USGS 7.5 minute maps

CONTINUED ON NEXT PAGE

SITE PLAN APPLICATION

(Please Answer ALL Questions)

APPLICANT _____

ADDRESS _____

TELEPHONE _____

OWNER OF PROPERTY _____

(if other than applicant)

ADDRESS _____

TELEPHONE _____

IF APPLICANT IS INCORPORATE OR A PARTNERSHIP, LEGAL REPRESENTATION IS REQUIRED.
PLEASE PROVIDE THE FOLLOWING:

Attorney's Name _____

Address _____

Telephone _____

PLEASE PROVIDE THE FOLLOWING INFORMATION BELOW:

Engineer and/or Architect's Name _____

Address _____

Telephone # _____

ADDRESS OF DEVELOPMENT _____		
BLOCK NO.(S) _____	LOT NO.(S) _____	ZONE _____

PRESENT USE(S) _____

DESCRIBE PROPOSED USES(S)
(attach separate sheet if needed)

SQUARE FOOTAGE OF PROPOSED USE _____

LOT AREA (Measured in Square Footage) _____

DOES THIS APPLICATION INCLUDE:

1. AN ADDITION OF 1,000 SQ. FT. OR MORE TO AN EXISTING STRUCTURE?

(Please circle) YES NO

2. AN ADDITION OF 1,000 SQ. FT. OR MORE OF PAVING AREA FOR OFF-STREET PARKING?

(Please circle) YES NO

THIS APPLICANT CERTIFIES THAT THE ABOVE INFORMATION HAS BEEN COMPLETED TO THE BEST OF HIS/HER KNOWLEDGE.

DATE

APPLICANT'S NAME (PLEASE PRINT)

APPLICANT'S SIGNATURE

PLEASE READ

ASSESSMENT CERTIFICATION

Section A: APPLICANT shall complete

SECTION A	<u>OWNER</u>		
Name of OWNER of Property _____			
Address: _____			
SEARCH Address: _____			
Block: _____	Lot: _____	Account: _____	

Section B: Applicant shall take this form to the City of Camden Tax Office, Room 117 (1st floor) for completion to indicate whether taxes are paid up to date. (see Lydia Laracuente or Rose Doss). Applicant must also go to PNC Bank (Broadway & Market St.) for water and sewer to make sure water and sewer is paid up to date. Upon completion, this form shall be submitted with original application. NO APPLICATIONS WILL BE ACCEPTED - if any money is owed for Taxes or Water & Sewer a permit cannot be issued until accounts are paid in full - proof of payment must be brought back before turning application in.

SECTION B

TAX OFFICE & PNC BANK

An application for a Zoning/Sign permit has been submitted to the Division of Planning. Please check your records to ascertain the current account status:

I HEREBY CERTIFY THAT THE PROPERTY ASSESSMENTS ARE:

Account Type	Qtr.	Due Date	Amount Owed	Other
(Taxes / W & S / Other)	_____	_____	_____	_____
(Taxes / W & S / Other)	_____	_____	_____	_____
(Taxes / W & S / Other)	_____	_____	_____	_____
(Taxes / W & S / Other)	_____	_____	_____	_____

COMMENTS: _____

DATED: _____ PREPARED BY: _____

ESCROW DEPOSIT AGREEMENT BETWEEN THE CITY OF CAMDEN AND

DEPOSITOR _____

Address: _____

Telephone No. _____

Check No. _____

Depositor herewith deposits the sum of _____ dollars (\$ _____) with the City of Camden in accordance with and subject to the provisions of the City of Camden Ordinance No. MC-2304, being incorporated by reference and made a part hereof, and agrees to the following:

1. Depositor's payment of said deposit is made in connection with an application for:

at (provide address with block and lot number): _____

- 2 The Treasurer of the City of Camden shall be authorized to disburse to the City Engineer from the funds deposited, those fees required to be paid for the technical and professional review by the Zoning Board of Adjustment and/or Planning Board pursuant to the terms of Ordinance MC-2304.
3. All fees shall be disbursed upon reconciliation of the Engineer & Insurance Escrow Accounts by Ordinance MC-2304
- 4 If there are insufficient funds in the depositor's escrow account to pay all pending bill attributable to the aforementioned project, depositor shall be notified by the appropriate agency and requested to make an additional deposit into the escrow account.
- 5 Depositor understands that if he/she fails to make any additional deposit required, depositor's application shall be denied.
- 6 Any additional deposits shall be made to the Treasurer, City of Camden, by way of the Division of Planning, in accordance with the terms set forth herein unless otherwise agreed to by the depositor and the approving agency.
- 7 The City of Camden shall not be required to pay interest on any sums held pursuant to this agreement.

IN WITNESS WHEREOF the undersigned hereby accepts the terms and conditions of this agreement.

DATED: _____

Applicant or authorized signature

CITY OF CAMDEN
SCHEDULE OF
PLANNING AND ZONING BOARD FEES
(revised/ effective 11/19/08)

I. ZONING PERMIT

A. Zoning Permit Applicationsee attached application

II. PLANNING BOARD FEES

A. SUBDIVISION

1. Minor Subdivision (6 Lots or Less)

Application Fee \$143.00
Engineer Review (Escrow Account) \$426.00*

2. Major Subdivision (Preliminary Plot)

Application Fee \$426.00
Engineer Review (Escrow Acct.)\$687.00 + 137.50 per lot created*

3. Major Subdivision (Final)

Application fee \$274.00
Engineer Review (Escrow Acct.)\$684.00 + 137.50 per lot created*

B. SITE PLAN

1. Preliminary Application (Review) . . . \$ 389.00 for .50 acre or less
\$ 647.90 for .50 acre or more

2. Engineer Review (Escrow Account) . \$ 971.30 for .50 acre or less*
(Preliminary) \$1942.60 for .50 acre or more*

3. Final Application \$ 269.50

4. Engineer Review (Escrow Account) . \$647.90 for .50 acre or less*
(Final*) \$971.30 for .50 acre or more*

(Amended Final Application Fee & Escrow Fees)

C. SIGN PERMIT

1. Sign Permit Application(see Zoning Permit Application)

D. PROPERTY LISTING FEES \$15.00 OR \$1.00 PER NAME WHICHEVER
IS GREATER

****REVIEW FEES MAY EXCEED ESCROW DEPOSIT***

**(PURSUANT TO THE CODE OF THE CITY OF CAMDEN
ARTICLE I, SECTION 233-4)**

CITY OF CAMDEN
DIVISION OF PLANNING
CITY HALL - ROOM 224
PO BOX 95120
CAMDEN, NEW JERSEY 08101-5120
(856) 757-7214

INSTRUCTIONS FOR ZONING/SIGN PERMIT APPLICATION

ALL APPLICANTS WHO NEED A ZONING/SIGN PERMIT MUST SUBMIT THE FOLLOWING:

1. Completed Zoning AND/OR Sign Application
2. Proof of ownership (deed, tax bill, or lease)
3. A detail floor plan of proposed use, conversion of single family dwelling shall have measurement of all habitable space. Accurate drawing of a proposed sign including dimensions and illustration signed by sign supplier. Any addition or accessory uses or fences must have a Plot Plan and/or Survey. Additions/Fences must be presented on a Plot Plan/Survey with rear and side set back. You can obtain a Plot Plan from the Engineering Dept. located at 101 Newton Ave., 3rd Floor.
*(copy of all/any plans must accompany application.
4. Completed attached Tax Certification (City of Camden Tax Office Room 117 1st floor plus Water/Sewer PNC Bank located Broadway & Market St.)

5. Application fee:

(non-refundable)

Single Family Dwelling	\$ 56.10
Two-Family Dwelling	\$112.10
Three-Family Dwelling	\$173.80
Or More	
Rooming House	\$209.00
Boarding House	\$209.00
Commercial Use	\$ 70.40
Industrial Warehousing	
& Manufacturing Use	\$112.80
Institutional Use	\$ 56.10
Advertising Billboards	\$319.00
Sign Application	\$ 63.80

Money Order or Check payable to the City of Camden

DO NOT RETURN COMPLETED APPLICATIONS TO THE ABOVE ADDRESS. INCOMPLETE APPLICATIONS SHALL NOT BE RE-ACCEPTED. ANY APPLICATION WHICH REMAINS INCOMPLETE FOR MORE THAN 10 BUSINESS DAYS WILL BE DISCARDED. APPLICATION IN ANY FORM SHALL SUBJECT APPLICANT TO A FINE OR MUNICIPAL COURT.

no construction, erection, alteration, repair, remodeling, conversion, renovation or demolition of any building or structure shall begin prior to zoning approval. Other municipal agency approvals may be required

I GENERAL

Today's Date: _____

Applicant: _____ Telephone: _____

Applicant's Address: _____

Applicant's Interest (please check one) _____ owner _____ tenant _____ agent/owner

SUBMITTING FOR: Zoning Permit _____ Sign Permit _____

1. Name and Address of property OWNER if different from that of applicant:

2. Address and Block and Lot numbers for which zoning/sign permit is desired:

_____ Block _____ Lot _____

3. Zone District: (please circle)	R-1-A	R-1	R-2	I-1	I-2	I-R	M-R	H-M
	C-1	C-2	C-3	C-4	C-5	C-C	C-R	C-W

4. Historic District: _____

5. What is the property/land PRESENTLY being used entirely as :

6. Is the structure presently vacant?: _____ If so, how long? _____

7. How many stories/floors does the building have: _____ Is there a basement/cellar? _____

II. ZONING

1. What is being proposed?

New Construction _____ Addition _____ Fence _____ (ht. _____) Installation _____
New Business _____ Conversion _____ Other (explain: _____)

2. Describe in detail the use & activities PROPOSED (attach separate sheet if necessary):

3. Are there other activities existing within the same property? _____ (please describe)

4. Dimensions of Principal Building and/or structure _____

5. Dimensions of All Accessory Buildings and/or structure _____

6. Are any of the activities conducted in the principal building existing as a nonconforming use?

No _____ Yes _____ (please explain) _____

7. To the applicant's knowledge, has there been any prior application to the Zoning Board of Adjustment or the Planning Board?

No _____ Yes _____ (Please explain) _____

=====

THIS APPLICANT CERTIFIES THAT THE ABOVE INFORMATION HAS BEEN COMPLETED TO THE BEST OF HIS/HER KNOWLEDGE.

(Date)

(Signature of Applicant)

(Name of Corporation or Association)

III. SIGN

1. Type of Sign: Awning / Billboard / Free Standing / Hanging / Mounted / Off-Site / Window or
(Please circle)

Other (describe): _____

Alteration of an existing sign (attach photo & describe): _____

2. Are there any existing signs? _____ (if yes, please attach photos)

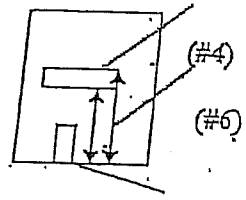
3. How many signs are proposed?: _____

4. Will sign(s) be illuminated? Yes _____ No _____

5. Dimensions: _____ X _____ = _____ sq. ft.

6. Distance between ground and lowest part of sign is _____ ft.

7. Distance between ground and highest part of sign is _____ ft.



8. Material of sign: _____ (#5)

9. Color(s) on sign(s): _____

10. Illustration/Wording: _____

=====

THIS APPLICANT CERTIFIES THAT THE ABOVE INFORMATION HAS BEEN COMPLETED TO THE BEST OF HIS/HER KNOWLEDGE and FURTHER UNDERSTANDS THAT IF THE SIGN EXCEEDS THE MAXIMUM REQUIREMENT A VARIANCE THROUGH THE PLANNING BOARD OF THE CITY OF CAMDEN MUST BE REQUESTED.

(Date)

(Signature of Applicant)

(Name of Corporation or Association)

PLEASE READ

ASSESSMENT CERTIFICATION

Section A: Applicant shall complete

SECTION A	<u>OWNER</u>
Name of OWNER of Property _____	
Address: _____	
Search Address: _____	
Block: _____	Lot: _____ Account: _____

Section B: Applicant shall take this form to the City of Camden Tax Office, Room 117 (1st floor) for completion to indicate whether taxes are paid up to date. Applicant must also go to the PNC Bank (Broadway & Market St) for water and sewer to make sure water /sewer is paid up to date.

Upon completion, this form shall be submitted with original application. **NO APPLICATIONS WILL BE ACCEPTED** – if any money is owed for Taxes or Water/Sewer, no permit can issued until accounts are paid in full-proof of payment must be brought back before turning application in.

Section C: TAX OFFICE & PNC BANK

An application for Zoning/Sign permit has been submitted to the Division of Planning. Please check your record to be certain that the account is current

I HEREBY CERTIFY THAT THE PROPERTY ASSESSMENT ARE:

Account Type	Qtr.	Due date	Amount Owed	Other
(Taxes/W&S/Other	_____	_____	_____	_____
(Taxes/W&S/Other	_____	_____	_____	_____
(Taxes/W&S/Other	_____	_____	_____	_____
(Taxes/W&S/Other	_____	_____	_____	_____

COMMENTS: _____

