

**PLANNING
BOARD
SUBDIVISION
APPLICATION**

If you should have any questions, please contact the Planning & Zoning Office:

John W. Adams
Planning & Zoning Coordinator
(856) 665-1000 *Ext. 128*

NOTICE

Prior to your appearance before the Pennsauken Planning Board, you are required to submit two (2) sets of plans to the *Merchantville-Pennsauken Water Commission, 20 West Maple Avenue, P.O. Box 1205, Merchantville, New Jersey 08109*, for the Commission's comments and approval of any water services to the site.

Also, you are required to submit one (1) copy of your site plan to the *Pennsauken Planning-Board Engineer, Ray Jordan of T & M Associates, 1256 North Church Street, Suite 3, Moorestown, New Jersey 08057*, for his review and comments.

Two (2) sets of plans submitted to the Merchantville-Pennsauken Water Commission on

(Date)

One (1) copy of plans submitted to the Planning Board Engineer

(Date)

Applicant's Name

Address of Property:_____

Plate _____, Block_____, Lot_____

Type of Application:_____

Please Return this notice to the Pennsauken Planning and Zoning Office prior to your hearing

The Township of Pennsauken
Application For The Planning Board
Subdivision

➤ Before making application with the Planning Board, please contact the Planning and Zoning Office to insure the property is not located in a redevelopment area of the township. ◀

Application is hereby made for the classification of a Site Plan of a proposed subdivision of land hereinafter more particularly described.

1. Applicant's name: _____

Address: _____

2. Name and address of present owner (if other than above)

Applicant's name: _____

Address: _____

3. Interest of applicant (if other than owner): _____

4. Address of subdivision: _____

Plate _____, Block _____ Lot (s) _____ in Zoning District _____

5. Number of Proposed lots: _____

6. Area of entire tract _____ and portion to be subdivided _____

7. Development plans:

- a. Sell lots only? (yes or no) _____
- b. Will construction of houses/building be put on the lot for Sale? (yes or no) _____
- c. Other? _____

8. Name and address of person preparing Site Plan. (12 copies)

Name: _____

Address: _____

Signature of Applicant: _____

Telephone #: _____ Date: _____

Township of Pennsauken
Planning and Zoning Office
Municipal Building
5605 N. Crescent Blvd.
Pennsauken, NJ 08110

Re: List of Property Owners Within 200 feet

Please supply me with a list of property owners within 200 feet of _____ ,

Plate _____, Block _____, Lot _____.

Signed: _____

Date: _____

NOTICE OF HEARING TO OTHER PROPERTY OWNERS

TO: _____

OWNER OF PREMISES : _____

PLEASE TAKE NOTICE:

That the undersigned has appealed to the Planning Board of the Township of Pennsauken for a variance from the terms of Articles and Sections of the Zoning Ordinance so as to permit

On the premises _____

Plate, _____, Block _____, Lot (s) _____

Which is within 200 feet of the property owned by you. A public hearing has been ordered for _____ at 6:30 P.M. in the Municipal Building, 5605 N.

Crescent Boulevard, Pennsauken, New Jersey, at which time you may appear either in person or by attorney, and register your approval or objection.

This notice is sent to you by the applicant pursuant to New Jersey Statute and Pennsauken Township Ordinance.

Respectfully:

(Applicant)

AFFIDAVIT OF SERVICE

In accordance with the New Jersey Statutes Revised, the undersigned does hereby certify that a copy of the attached Notice has been sent to the property owners within 200 feet of premises

(Address) _____

Known on the tax map of Pennsauken Township as Plate _____, Block _____,

Lot (s) _____, on (Date)_____.

A list of the property owners served showing how service was made (*Registered mail, Certified Mail or Personal Service*) is attached

hereto.

Signature of Person who Made Service

SWORN AND SUBSCRIBED TO:

BEFORE ME THIS DAY

OF :

(Signature of Notary Public & Date Commission Expires)

Courier-Post Newspaper

(Public Legal Notices)

A public legal notice must be run for 1 day specifying the reason for coming to the board (sample attached). The ad must be run at least *10 days* (including weekends) prior to scheduled hearing date. However, it is suggested that the sooner the ad is run, the better.

To expedite your legal notice, please contact Patty Rose Legal Clerk for the Courier Post in Cherry Hill, Phone # 888-516-9220; Email: cplegals@gannett.com or fax 888-516-9480. You will be asked general information such as your name, address, telephone number, and method of payment. Then, of course, they will need the specifics to your legal notice.

The cost to run an ad for 1 day is approximately \$50.00 and the Courier Post accepts Credit Cards, Checks and Cash.

Once the ad is run for a day, the Courier Post will send you an affidavit of publication. When you receive this document, the original must be filed in the Planning and Zoning Office.

If you should have any questions or need further assistance, please contact the Planning and Zoning Office, We'll be glad to help.

SAMPLE LEGAL NOTICE

T A K E N O T I C E

That a meeting will be held by the Planning Board of the Township of Pennsauken on _____
at the Pennsauken Municipal Building, 5605 N. Crescent Boulevard, Pennsauken, New Jersey at 6:30 P.M. to
consider _____

Application by _____

Said Application is to _____

Located at _____

Known as Block _____, Lot (s) _____ of the Township of Pennsauken.

The following described maps and papers are on file in the Planning & Zoning Office and are available for
inspection during the hours of 8:30 AM and 4:30 PM.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the
Pennsauken Planning Board.

Dated: _____

Applicant

SAMPLE LEGAL NOTICE

TAKE NOTICE

That the Planning Board of the Township of Pennsauken granted approval to _____ for
Plate _____, Block _____, Lot _____. A public meeting was held on _____
and a formal Resolution # _____ was adopted by the Board. Said Resolution approving the
_____ is on file at the Township Municipal Building, 5605 N. Crescent Blvd.,
Pennsauken, N.J.

Dated: _____

Applicant

NOTICE TO ALL APPLICANTS FOR LICENSES, PERMITS AN/OR OTHER APPROVALS WITHIN THE TOWNSHIP OF PENNSAUKEN:

The governing body of the Township of Pennsauken has adopted Ordinance No. 1989-28. This ordinance requires that any person or entity applying for permissive approvals from the Township of Pennsauken or any board, commission or political subdivision thereof, provide satisfactory evidence that the applicant and/or any entity in which the applicant owns an interest shall have fully paid any and all real property tax due to the Township of Pennsauken and/or has complied with all requirements of the ordinances the Township of Pennsauken, the laws of the State of New Jersey or the United States pertaining to the condition of real property which is the subject of the application or where any permit and/or license will be used. It is the burden of the applicant to provide to the issuing authority a statement from the Tax Collector of the Township of Pennsauken evidencing that all real property tax has been paid and current, where applicable, and that any real property covered by the ordinance, complies and that any real property covered by the ordinance, complies with the requirements of the Uniform Construction Code, the ordinances of the Township of Pennsauken or any other law relating to the condition of such property, where applicable.

These statements must be submitted to the issuing authority prior to the approval of any license, permit or other approvals. In the event that the statement from the office of the Construction Code Official evidences the existence of unabated violations, that statement shall be presumptive evidence of those violations and your application may be denied. However, you have the right to request a hearing to rebut the presumption before the body authorized to issue the permit, license or approval requested. You must request such a hearing prior to the ruling by the issuing authority on your application.

A full and complete copy of Ordinance No. 1989-28 may be obtained through the office of the Township Clerk of the Township of Pennsauken.

I HEAREBY ACKNOWLEDGE RECEIPT OF THE WITHIN NOTICE.

Applicant

Dated: _____

Affidavit of Ownership

The undersigned Property Owner _____
(Owner's Name)

being of full age, upon our oaths, do depose and say:

I/We are the owner (s) of the property designated as Block _____, Lot _____,

known as _____
(Address)

Date: _____

Owners Signature: _____

Acknowledgement

STATE OF NEW JERSEY:

COUNTY OF CAMDEN

On this _____ day of _____ 200____, before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared who deposes and states that he/she executed the foregoing Affidavit of Ownership and acknowledged the same to be his/her free act and deed. I am duly authorized by the laws of the State of New Jersey to administer oaths in said State.

Notary Public

REQUIREMENTS FOR WORK SESSION

Applicant: _____

Block _____, Lot (s) _____

- _____ 12 Copies Planning Board Application Submitted to Planning & Zoning Office
- _____ 12 Copies Site Plan Submitted to Planning & Zoning Office
- _____ 2 Copies of Application and Plans sent to the Water Commissioner.
- _____ 1 Copy of Application and Plans sent to the Planning Board Engineer
- _____ Fees Paid
- _____ Hearing Date Scheduled
- _____ Request 200 Foot Property Owner's List

REQUIREMENTS FOR PUBLIC HEARING

Please be certain to submit these documents to our office at least ***10 Days*** prior to your hearing or your case will not be heard:

- _____ Notice to Other Property Owners
- _____ Certified Mail Receipts
- _____ Affidavit of Service
- _____ Proof of Publication From Newspaper
- _____ Hearing Date Scheduled