

**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*

**Nancy L. Ellis**  
Administrative & Zoning Board Secretary  
(856) 665-1000 *Ext. 129*

**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)



## **Courier-Post Newspaper**

### **(Public Legal Notices)**

1. Copy of ad from your Township.
2. Name, address and phone number.
3. Pre-payment (1 day run is approximately \$50.00). We require a \$50.00 prepayment.  
We except, Credit cards, Checks and Cash.
4. To expedite your ad being published, please call Christine Brown at 856-486-2659, and give your information (Name, address and telephone number, along with credit card information) then fax the Notice (your Township will provide the notice) to her at 856-486-2487.
5. You will then receive an affidavit of publication, (by mail or you can pick it up, let Christine know which you would prefer) your Township will need this Affidavit in order for your case to be heard.

Christine Brown  
Legal Notice Representative  
Courier-Post Newspaper  
856-486-2659 Phone  
856-486-2487 Fax

**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.

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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