



BOROUGH OF Westville
Gloucester County
New Jersey
Land Use Board Application

INSTRUCTIONS FOR APPLICANTS FILING APPLICATIONS WITH THE LAND USE BOARD

How To File Your Application

NOTE:

These instructions are for the purpose of providing guidance and assistance to applicants. They are subject to errors and omissions which shall neither be relied upon by an applicant, nor relieve an applicant from full compliance with all state and local statutes and ordinances. Applicants are urged to review all applicable local ordinances, the state municipal land use law (N.J.S.A. 40:5D-1 et seq). And to see the advice of an attorney competent in land use law in the state of New Jersey.

No later than thirty (30) days before the desired hearing date, the applicant must file with the Land Use Board, Borough of Westville, the following:

1. **Fifteen (15) copies of the Application Form.** The original form must be signed and **notarized.**
2. One (1) copy of the “**Affidavit of Service**” form signed and notarized, as well as, receipt stubs for all certified mailings.
3. One (1) copy of the completed “**Notice of Hearing**” form.
4. Proof of Publication of the “**Notice of Hearing**” Form in the Gloucester County Times. You may provide such proof either by submitting the full page from the Gloucester County Times exhibiting the published “**Notice of Hearing**” from or by securing an “**Affidavit of Publication**” from the Gloucester County Times. If proof is not available by the required filing date, you must file the proof of publication immediately after it is available. **The “Notice of Hearing” Form must be published in the Gloucester County Times at LEAST TEN (10) DAYS PRIOR to the hearing date.**
5. **Fifteen (15) copies of plans reports and supporting data.**
6. **REQUIRED FEES ~ See attached FEE SCHEDULE**
 - A. **[Separate checks to be submitted for escrow & application fees.]**
7. Evidence in the form of a certification from the Tax Collector, that all Municipal Real Estate Taxes, charges & liens or assessments for local improvements for the property have been paid and are not delinquent.
8. **ADDRESS PREPARATION:** A \$10.00 fee shall be charged for the preparation of current listing of property owners as per the current tax duplicate record in the Borough of Westville, if requested by the applicant in writing and presented to the Borough Clerk.

IMPORTANT NOTICE

All submissions must be reviewed by the Borough of Westville Land Use Board Professional Staff and the cost for the review is borne by the applicant. Incomplete & incorrect submittals will take longer to review and place a larger financial burden on the applicant.

BE ADVISED:

All escrows & approvals must be completed before any permits or review is done by the Construction Department. Refunding on any escrow money, may take up to six (6) months.

GENERAL INFORMATION

1. Obtain date, time and place of hearing from the Secretary of the Land Use Board. Meeting Date is scheduled for the first Monday of each month, unless it falls on a Holiday, or is re-scheduled to another date.
2. File all papers with the Secretary

NOTICE

ADDRESS PREPARATION

- a. Notice shall be given to the owners of all real property shown on the current tax duplicate, located within 200 feet in all directions of the property which is the subject of the hearing by serving the owner, shown on the current tax duplicate or his/her agent in charge of the property or any member of the property owner's family over 14 years of age residing in said property, or by mailing a copy of the notice by **certified mail** to the property owner at his address as shown on the current tax duplicate. Notice to a partnership may be made by service upon any partner. Notice to a corporation may be made by service upon its president, vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation.
- b. Notice of all hearings involving property located within 200 feet of an adjoining municipality shall be given by personal service or certified mail to the Clerk of such municipality. If the property is located within 200 feet of an adjoining municipality, a list of all property owners must be obtained from the Administrative Officer of the adjoining municipality.
- c. Notice shall be given by personal service or certified mail to the **Gloucester County Planning Board** of a hearing **involving property adjacent to an existing County road or proposed county road** shown on the official County map or on the official County master plan of a hearing involving property situated within 200 feet of a municipal boundary.
- d. Notice shall be given by personal service or certified mail to the **Commissioner of Transportation of the State of New Jersey** of a hearing **involving property adjacent to a State highway**.
- e. Notice shall be given by personal service or certified mail to the New Jersey State Planning Commission of a hearing involving property which exceeds 150 acres or 500 dwelling units. The notice shall include a copy of any maps or documents required to be on file pertaining to the application.

- f. All notices required in sub-paragraphs (b) through (f) inclusive, shall be given at least ten (10) days prior to the date fixed for hearing. The applicant shall file an Affidavit of Service with the Land Use/Zoning Board of Adjustment prior to commencement of the hearing.
- g. Any notice by certified mail, return receipt requested, shall be deemed complete upon mailing.
- h. Upon the written request of an applicant, the Administrative Officer of the Borough of Westville shall, within seven (7) days, make and certify a list from said Borough of Westville tax duplicates of names and addresses of owners to whom the applicant is required to give notice pursuant to sub-paragraph (b). The applicant shall be entitled to rely upon the information contained in such list, and failure to give notice to any owner not on the list shall not invalidate any hearing or proceeding. A sum of \$10.00 will be charged for such list.
- i. All notices required to be given shall state the date, time and place of the hearing, the nature of the matters to be considered, identification of the property involved in the hearing by street address, if any, or by reference to Lot and Block numbers as shown on the current tax duplicate in the Tax Assessor's office and the location and times at which the maps and documents in support of the application are available.

A. THE AFFIDAVIT

- 1. Fifteen (15) of the affidavit will be prepared.
- 2. All the property owners as determined in Paragraph B, Section 1,b (Page 1, INFORMATION) above will be listed under Item #3 (listed below), if given the notice in person or under Item #4 (listed below), if given the notice by certified mail, return receipt requested.
- 3. The proofs of mailing for certified mail must be **attached to the affidavit** if any notices were so served.
- 4. The affidavit is to be notarized.

B. THE SKETCHES

- a. **Fifteen (15) copies of all sketches and maps of the property and all other documents will be prepared and submitted to the Secretary.**
- b. The following will be shown on the sketches and maps:

1. Shape of property.
2. Boundary dimensions
3. Location of public and private roads.
4. Location of any easements.
5. Location and identification of immediate adjoining property owners.
6. Location of all existing buildings on property including boundary dimensions and distances from property lines.
7. Location and dimensions of desired new buildings and/or additions or signs.
8. The sketch should be in approximate scale and easy to read.

E. **PAYMENT OF PROPERTY TAXES**

Pursuant to SECTION 65-10 of the WESTVILLE LAND USE ORDINANCE, every application for development submitted to the Zoning Board of Adjustment must be accompanied by a **statement obtained from the Borough of Westville Property Tax Office** setting forth that not taxes or assessments are owed on the property which is the subject of the application. Said statement must be submitted to the Board Secretary ten (10) days prior to the date of the hearing.

F. **COMPLETENESS OF APPLICATION**

An application shall be complete for purposes of commencing the applicable time period for action by the Land Use/Zoning Board of Adjustment when so certified by the Land Use Board/Zoning Board or its authorized designee. In the event that the Land Use/Zoning Board or its designee does not certify the application to be complete within forty-five (45) days, of the date of its submission, the application shall be deemed complete upon the expiration of the forty-five (45) day period for purposes of commencing the applicable time period for action by the Zoning Board. If within the forty-five (45) day period, the Land Use/Zoning Board or its designee notifies the applicant, in writing or personally, of the deficiencies in the application, it shall be deemed incomplete. An applicant may request that one or more of the submission requirements be waived, in which event the Land Use/Zoning Board shall grant or deny the request within forty-five (45) days.

G. **GENERAL PROCEDURE**

1. Fifteen (15) copies of the application, fifteen (15) copies of the Affidavit, fifteen (15) copies of the sketch, fifteen (15) copies of the Notice must be in the hands of the Secretary **thirty (30) days prior to the date of the hearing.**
2. On the date of the hearing the appellant or his/her agent must be present to answer any questions the Board may have on the application. **Failure to appear will result in denial of the application.**
3. Action taken by the Land Use Board will be advertised in the Gloucester County Times newspaper, and such publication will be arranged by the Land Use Board Secretary.

INSTRUCTIONS FOR APPLICANTS FILING APPLICATIONS BEFORE THE LAND USE BOARD OF THE BOROUGH OF WESTVILLE

Attached to these instructions is an application for the Land Use Board of the Borough of Westville, along with all necessary forms and supporting documentation and information, which must be completed & filed with the application.

Applicant's Responsibility: The purpose of these instructions is to provide some guidance & assistance to the applicant in completing the application and other required forms. However, applicants must remember that it is not the responsibility of the Board to assist an applicant in completing these forms. The Board through its Secretary, or other Board designee, can answer any questions that an applicant may have, but it is the applicant's sole responsibility to complete the application in a satisfactory manner. The applicant is urged to review the Borough of Westville Municipal Code and the State of New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.

Use of an Attorney: Although not required by law (EXCEPT if the applicant is a Corporation), an applicant need not be represented by an attorney. However, because zoning and land use is a complicated field of law, the applicant is well advised to seek the assistance and/or representation of an attorney licensed in the State of NJ who is well versed in zoning and land use law.

PLEASE THOROUGHLY FILL OUT EVERY APPLICABLE SECTION OF THE ATTACHED APPLICATION.

THE APPLICATION

- 1. **SUBJECT PROPERTY:** *This section must be completed in its entirety. The required information can be retrieved from a number of sources, including the Borough's Tax Records, a Tax Bill, Survey, Deed and by consulting the Borough's Zoning Map.*

- 2. **APPLICANT:** Complete all requested information.

- 3. **DISCLOSURE STATEMENT:** *Pursuant to N.J.S.A. 40:55-D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S.A. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to fully comply.)*

Name _____
Address _____
Interest _____

Name _____
Address _____
Interest _____

Name _____
Address _____
Interest _____

- 4. **If Owner is other than the applicant,** provide the following information on the owners(s):
Owner's Name _____
Owner's Address: _____
Telephone Number: Day _____ Evening _____

- 5. **PROPERTY INFORMATION:**
Restrictions, covenants, easements, association by-laws, existing or proposed on the property:
Yes (attach copies) No Proposed

Note: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the premises:

Applicant's Attorney _____

Reason for request:

RELIEF BEING REQUESTED: (Continued)

Informal Review of

Appeal decision of an Administrative Officer (N.J.S.A. 40:55D-70a) Describe nature of Appeal: _____

Map or Ordinance Interpretation of Special Question N.J.S.A. 40:55D-70b)
Description

Variance Relief (hardship) [N.J.S.A. 40:55D-70c(1)] Provide reasons:

SITE PLAN: (continued)

Variance Relief (substantial benefit) [N.J.S.A. 40:55D-70c(2) Provide reasons:

Variance Relief (use) [N.J.S.A. 40:55D-70d Provide reasons:

Conditional Use Approval [N.J.S.A. 40:55D-67] Cite applicable section of the Ordinance

Direct issuance of a permit for a structure within a mapped street, public drainage way, or flood control basin [N.J.S.A. 40:55D-34] Describe:

Direct issuance of a permit for a lot lacking street frontage [N.J.S.A. 40:55D-35] Block ____ Lot ____ Reason for Request:

7. **Section(s) of Ordinance from which a variance is requested:**

8. **Waivers Requested** of Development Standards and/or Submission Requirements: [Attach additional pages as needed.]

9. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the City and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable. **The publication and the service on the affected owners must be accomplished at least ten (10) days prior to the date scheduled by the Administrative Officer for the hearing.**

An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

10. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [Attach pages as needed.]

SITE PLAN: (continued)

11. Have any proposed new lots been reviewed with the Tax Assessor to determine

appropriate lot and block numbers? _____

12. Are any off-tract improvements required or proposed? Explain:

13. Is the subdivision to be filed by Deed or Plot?

14. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____

15. Other approvals that may be required and date plans submitted:

Department	Yes	No	Date Plans Submitted
Westville Fire Department/Fire Marshall			
Westville Police Department/Chief of Police			
Gloucester County Planning Board			
Gloucester Soil Conservation District			
NJ Department of Environmental Protection			
“ Sewer Extension Permit			
“ Sanitary Sewer Connection Permit			
“ Stream Encroachment Permit			
“ Waterfront Development Permit			
“ Wetlands Permit			
“ Tidal Wetlands Permit			
“ Potable Water Construction Permit			
Other			
Department of Transportation			
Public Service Electric & Gas Company			
Downtown Redevelopment Committee/Downtown Preservation/Streetscape Plan			

16. Property Taxes and/or Assessments for local improvements levied against all properties involved in the application have been paid through _____, 2____. This application shall not be considered unless all taxes or assessments are paid current to the Borough of Westville. **A certification from the Tax Collector confirming that all taxes and assessments have been paid must be submitted with this application.**

SITE PLAN: (Continued)

22. List of Maps, Plans, Reports and other materials accompanying the application (attach additional pages as required for complete listing.)

*It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff (Board Engineer, Planning Consultant, Solicitor) for their review. The documentation must be received by the professional staff at least thirty (30) business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. **A list of the professional staff is attached to the application form.***

23. Is the property located within the Downtown Redevelopment Area? Yes[] No[].
Is the property located within the area designated as a Redevelopment Zone?
Yes[] No[].
If yes, has application been made for approvals from the Downtown Redevelopment Committee? Yes[] No[]. From Mayor and Council if in the Redevelopment Zone?
Yes[] No[].

24 The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant’s professionals:

<u>Applicant’s Professional(s)</u>	<u>Reports Requested</u>
[] Attorney	
[] Engineer	
[] Planning Consultant	
[] Traffic Consultant	
[] Other	

CERTIFICATIONS

I CERTIFY THAT the foregoing statements and materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

Sworn to and subscribed before me this
_____ day of _____, 20_____.

NOTARY PUBLIC

SIGNATURE OF APPLICANT

I CERTIFY THAT I AM THE Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application,

the representations made and the decision in the same manner as if I were the applicant. [If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this

____ day of _____, 20____.

NOTARY PUBLIC

Signature of Owner

I understand that the sum of \$_____ has been deposited in an escrow account. In accordance with the Ordinances of the Borough of Westville, I further understand that the escrow account is established to cover the cost of professional services including engineering, planing, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within thirty (30) days. I FURTHER UNDERSTAND, ACKNOWLEDGE AND AGREE THAT ANY DECISION MADE REGARDING MY APPLICATION SHALL BE SUBJECT TO THE PAYMENT OF ALL ESCROWS DUE AND OWING UPON A FINAL DETERMINATION OF THIS APPLICATION, AND THAT A FAILURE TO PAY ALL ESCROW SUMS DUE WILL RESULT IN LEGAL ACTION BEING TAKEN AGAINST ME, INCLUDING LIENS AGAINST ANY PROPERTY THAT I MAY OWN (IF PERMISSIBLE) AND THAT I WILL BE FURTHER RESPONSIBLE FOR THE PAYMENT OF ALL LEGAL FEES OR FURTHER RESPONSIBLE FOR THE PAYMENT OF ALL LEGAL FEES OR OTHER COSTS OF COLLECTION INCURRED BY THE BOROUGH OF WESTVILLE ASSOCIATED WITH THE BOROUGH'S EFFORTS TO OBTAIN ALL SUCH AMOUNTS OWED BY ME.

Date

Signature of Applicant/Owner

NOTICE OF APPEAL/APPLICATION

Appeal No. _____

Date _____

Appeal/Application is hereby made by the undersigned (Check applicable item.) from the action of the Land Use/Zoning Officer in refusing my application for a Land Use/Zoning Approval, dated _____.

Appellant: _____, _____
Name Address

Owner: _____, _____
Name Address

Attorney(If Any): _____, _____
Name Address

Interest of appellant, if not owner (Agent, Lessee, etc.): _____

CHECK APPLICABLE ITEM/ITEMS:

1. Application relates to: Use Lot Area Yards Height
Existing Building Proposed Building Other

2. Brief description of real estate affected:

Location: _____

Lot Size: _____

Present Use: _____

Present Zoning Classification: _____

Present Improvements Upon Land: _____

ARE YOUR TAXES PAID UP TO DATE? YES NO

3. If this is an appeal from an action of the Building Inspector, complete the following:

Date determination was made: _____

Your statement of alleged error of Building Inspector: _____

4. Action desired by appellant: _____

5. Reason(s) appellant believes Board should approve desired action. (Refer to SECTION or SECTIONS of Ordinance under which it is felt that desired action may be allowed and note whether hardship is (or is not) claimed and the specific hardship.)

Has previous appeal been filed in connection with these premises? YES NO

NOTE: Attach ten (10) copies of plan of real estate affected, indicating location and size of lot, size of improvements now erected and proposed to be erected thereon, or other changes desired, also any other information required by Board of Adjustment. If more space is required, attach a separate sheet and make specific reference to the question being answered. In Question #5, above, include the factual and legal grounds for the granting of the appeal or variance. State separately, your objections to the action of the Building Inspector with respect to each question of law and fact which is sought to be reviewed.

I hereby dispose and say that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Appellant's Signature (In Front of a Notary Public)

Sworn and Subscribed before me this
_____ Day of _____

Notary Public

A copy of said notices are attached hereto and marked "Exhibit A". If notice was given by certified mail, return receipt requested, all Certified Mail Receipts are also a part of Exhibit A. Notice was also published in the Gloucester County Times, Woodbury, New Jersey, the official newspaper of the Borough of Westville within ten (10) days of the hearing date in accordance with law, and an Affidavit of Publication issued by said newspaper is attached hereto as Exhibit B. Attached to this Affidavit as Exhibit C is a list of interested parties and property owners within 200 feet of the affected property who were served, showing the block and lot numbers of each property, and the mailing address of each property owner, as the same appears on the tax records of the Borough of Westville (and such other municipality is within 200 feet of an adjacent property).

Signature of Applicant *(Before a Notary Public)*

Sworn to and Subscribed before
me this _____ day of _____

Notary Public

**NOTICE TO BE SENT TO ALL REAL PROPERTY SHOWN ON TAX
DUPLICATE LOCATED WITHIN 200 FEET IN ALL DIRECTIONS OF
APPELLATE**

A public hearing will be held by the Land Use Board of the Borough of Westville on _____ at 7:30p.m. in the Borough Hall, 114 Crown Point Road.

The object of this hearing will be to consider an application for an APPEAL [_____] or a VARIANCE [_____] by the undersigned appellant for the following purposes:

_____The property which is the subject of this hearing is located at _____, Westville, New Jersey, also known as Block # _____ Lot # _____, on the Tax Map of the Borough of Westville.

You are advised of this hearing because you are the owner of property within 200 feet and are required to be notified according to Law.

You are not required to appear at this hearing unless you wish to object to the action desired by appellant. Objection may also be filed in written form; however, for the written objection to be considered, attendance at the meeting is mandatory.

All written objections must be sent to the Land Use Board of Adjustment, 1035 Broadway, Westville, New Jersey 08093, before the hearing date.

Date

Appellant

Address

NOTICE TO BE PUBLISHED AT LEAST TEN (10) DAYS PRIOR TO THE HEARING DATE IN THE GLOUCESTER COUNTY TIMES:

A public hearing will be held by the Land Use Board of the Borough of Westville on _____ at 7:30p.m. in the Borough Hall, 114 Crown Point Road, Westville, New Jersey.

The object of this hearing will be to consider an application for a variance by the undersigned appellant for the following purpose: _____

___The property which is the subject of the hearing is located at _____, Westville, New Jersey, also known as Block # _____, Lot _____, on the Tax Map of the Borough of Westville.

Documents and/or maps pertaining to the above may be examined in the Westville Municipal Building, located at 1035 Broadway, between the hours of 9:00a.m. until 4:00p.m. any business day.

Signature of Appellant

Street Address of Appellant

Town, State & Zip Code

NOTE: EACH APPLICATION REQUIRES A SEPARATE FEE.

ADDRESSES FOR NOTICE:

P S E & G
Manager ~ Corporate Properties
80 Park Plaza, T6B
Newark, New Jersey 07102

COMCAST CABLE VISION, Inc.
1250 Haddonfield-Berlin Road
Cherry Hill, NJ 08034

BOROUGH OF WESTVILLE
1035 Broadway

Westville, NJ 08093
(856-456-0030)

BOROUGH ENGINEER/ CES
Norman K. Rodgers, III
150 Delsea Drive
Sewell, NJ 08080
(856-228-2200)

Solicitor Gary D. Thompson
10 Pitman Avenue
Pitman, NJ 08071 (856-589-6300)

Gloucester County Planning Board
1200 North Delsea Drive
Clayton, NJ 08312 (856-307-6658)

Notice as called for herein is jurisdictional. Noncompliance or improper compliance means that the Board has no jurisdiction or power to act on or hear an application.

#23

An Affidavit of Service must be submitted to the Board prior to the hearing, evidencing that the proper notifications have been made. A form Affidavit of Service is attached to this package for your use. A copy of the notices given, along with the original Certified Mail receipts shall be attached as Exhibit A. The Affidavit of Publication from the Gloucester County Times shall be attached as Exhibit B. The certified list, or personally obtained list, of property owners within 200 feet upon which the applicant relied upon in serving notice shall be attached as Exhibit C.

23. NATURE OF THE APPLICATION. Give an explanation of the nature of the application, detailing any changes you proposed to be made to the property.

BOROUGH OF WESTVILLE ~ SITE PLAN CHECKLIST

the following checklist is designed to assist applicants in preparing site plans for review by the Land Use Board. Applicant should check off each item to ensure that it is included on the plan. **ITEMS OMITTED MAY DELAY CONSIDERATION BY THE BOARD.** Utility plans, landscaping plans, architectural elevations, etc., may be shown on separate sheets.

- Name and title of applicant, owner and person preparing map
- Place for signature of Chairman and Secretary of Land Use Board
- Place for signature of Land Use Board Engineer
- Tax map lot and block number
- Date plans prepared and all revisions; scale-written and graphic, and North Arrow
- Key map of the site with reference to surrounding areas and existing street locations
- Zone district in which property in question falls, zone district of adjoining properties and all property within 200' radius of the property in question

- Names of owners of all contiguous land and adjacent property
- Dimensions of lot, front yard, side yard and rear yard setbacks; size, kind and location of fences
- Location, size and height dimensions and details of all signs, including site identification signs, traffic control signs and directional signs
- Lighting plan with location and type of all exterior fixtures, wattage, isolux footcandle lines at grade, pole type and details.
- The outside dimensions of existing and/or proposed principal building(s) and all accessory structures
- Storm drainage plan showing location of inlets, pipes, swales, berms and other storm drainage facilities including roof leaders. Indicate existing and proposed runoff calculations
- Rights-of-way, easements and all lands to be dedicated to the municipality or reserved for specific uses
- The entire property in question, even though only a portion of said property is involved in the site plan; provided, however, where it is physically impossible to show the entire property on the required sheet, a separate map at an appropriate scale may be submitted
- Significant existing physical features including streams, water courses, rock outcrops, swampy soil, etc.

- Bearings and distances of property lines
- Plans of off-street parking area layout and off-street loading facilities showing location and dimensions of individual parking spaces, loading areas, aisles, traffic patterns and driveways for ingress and egress
- All driveways and streets within 100 feet of site
- All existing and proposed curbs and sidewalks
- All existing and proposed utility lines within and adjacent to the subject property
- Typical floor plans and elevations
- Existing and proposed on-site and off-site sanitary sewer system
- Existing and proposed on-site and off-site water system and fire suppression system
- Method of solid waste disposal and storage
- Existing and proposed spot elevations based upon the U.S. Coastal Geodetic datum at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutter and other pertinent locations
- Existing proposed contours of site at 2 foot intervals for areas of less than 5 percent grade and 5 foot intervals above 5 percent grade
- Location of all existing trees or tree masses, indicating general sizes and species of trees
- Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants and trees and dimensions, approximate time of planting and method of planting (base rooted, ball and burlap)
- And other pertinent information as may be required by the Land Use Board

LAND USE CHECK SHEET
(For use of Board only)

BLOCK _____ **LOT** _____

STREET ADDRESS OF PROPERTY _____

OWNER _____

APPLICANT _____

- APPLICATION FOR**
- MINOR SUBDIVISION**
 - MAJOR SUBDIVISION (Preliminary)**
 - MAJOR SUBDIVISION (Final)**
 - SITE PLAN (Preliminary)**
 - SITE PLAN (Final)**
 - VARIANCE**

DATE APPLICATION FILED _____

DETERMINATION OF COMPLETENESS _____

DATE ACTION REQUIRED BY _____

HEARING SCHEDULED FOR _____

DATE OF NOTICE BY PUBLICATION _____

AFFIDAVIT OF SERVICE FILES _____ (Official List used)

- SERVICE MADE ON:**
- County Planning Board
 - Clerk(s) of Adjoining Municipality(s)
 - Commissioner of Transportation
 - Department of Community Affairs

REVIEWED BY:

Review Committee _____

Engineer _____

Planning Consultant _____

Attorney _____

Environmental Commission _____

Department of Public Works _____

Board of Health _____

County Planning
Board _____
Soil Conservation Dist. _____
Department of Environmental
Protection _____
Other (Specify) _____

BOARD ACTION TAKEN

- () Hearing Continued with Consent of Applicant
 to: _____
 Reason: _____

- () Application
 Dismissed _____
 For: _____
- () Minor Subdivision
 Denied _____
- () Minor Subdivision Approved Granted

- () Preliminary Approval
 Denied _____
- () Preliminary Approval Granted _____
- () Final Approval Granted _____
- () Variance Denied

- () Variance Granted _____

CONDITIONS ATTACHED TO APPROVAL

- () Subject to approval of County Planning Board
- () Subject to approval of Soil Erosion Plan
- () Subject to Site Plan Review
- () Subject to variances for

- () Subject to conditions specified in resolution of
 approval _____
 -

NEWSPAPER NOTICE OF ACTION PUBLISHED

TO: THE LAND USE OFFICER, CONSTRUCTION OFFICIAL

Application for:

- Minor Subdivision
- Major Subdivision (Preliminary)
- Major Subdivision (Final)
- Site Plan (Preliminary)
- Site Plan (Final)
- Variance for _____

Has been () granted () denied

You () are

You () are not authorized to issue construction and use permits () unconditionally

() subject to the conditions set forth above.

Dated: _____

Chairperson, Land Use Board