**Borough of Haddon Heights**
**514 W. Atlantic Avenue**
**Haddon Heights, NJ 08035**
**856-546-2580**

# PLANNING BOARD APPLICATION
## Procedures for Filing an Application

1. You are encouraged to discuss your application with the Zoning Enforcement Officer or the Board Secretary for referral to the Planning Board for the approvals needed.

2. Copies of the Borough Ordinances are available for purchase at the Clerk's Office. The procedures se forth therein should be strictly complied with in order to be eligible to secure Planning Board consideration for all development and variance applications.

3. All information required by the Land Development Ordinance should be included on the plans, and all application forms must be filled out completely by the applicant and/or applicant's representative(s).

4. The regularly monthly meeting of the Planning Board is held on the third (3rd) Thursday at 7:00PM in the Municipal Building located at 625 Station Avenue, Haddon Heights, NJ 08035.

5. In order to ensure expeditious proceeding of the application, the applicant should be careful to comply fully and promptly with all requirements. The time for the Planning Board's decision will not begin to run until the application is deemed complete, and the requisite fee(s) are paid.

6. An applicant desiring to have a concept plan informally reviewed by the Planning Board must so notify the Zoning Enforcement Officer at least thirty (30) days prior to the first regularly scheduled monthly meeting of the Planning Board.

7. The applicant must submit to the Zoning Enforcement Officer at least thirty (30) days prior to the regularly scheduled monthly meeting of the Planning Board, a fee in accordance with the Borough's Fee Ordinance and three (3) copies of the application and the minor or major subdivision/ site plan for a determination by the Zoning Enforcement Officer that the application is complete. Applicants will be notified by mail after a determination of completeness has been made.

8. Upon determining that the application is complete, the Zoning Enforcement Officer will sign the original application and the request fourteen (14) additional copies of the application and plans; upon receipt thereof will process the application. The Planning Board Secretary will issue a case number, and place the item on the Planning Board agenda. Once an application has been assigned a case number, such number must appear on all papers, maps, plats, or plans, photographs, and other documents submitted for processing in conjunction with the application.

9. The Zoning Enforcement Officer will retain one (1) copy of each of the completed application and minor or major plan and shall forward the remaining copies to the Secretary of the Panning Board. Upon receipt of the materials, the Secretary of the Planning Board shall distribute copies for review. Site Plan Applications (complete with signature from Zoning Officer) must be submitted at minimum thirty (30) days prior to the Planning Board meeting date so that the Borough Engineer can write a report.

10. Each minor or major plan must be drawn by and must bear the signature, seal, license number, and telephone number of a professional engineer, professional architect, and/or land surveyor licensed to practice in the State of New Jersey; provided, however, that all engineering data must be signed and sealed by a licensed professional engineer.

11. At least ten (10) days prior to the time appointed for a public hearing, the applicant must give personal notice to all owners of property within two hundred (200) feet in all directions of the property and. Where required, to adjacent municipalities, the County, public utilities, and the State by sending written notice by certified mail to the last known address of the property owner(s) or by hand delivering a copy to the property owner(s) or officials and such property owner signing that they received such notice. All addresses must be obtained by the applicant from the current tax records of the Borough or from a list of property owners prepared by the Planning Board Secretary upon request of the applicant and the payment of the prescribed fee. The applicant must arrange for the publication of notice of hearing in a newspaper of general circulation in the Borough, Courier Post or The Retrospect at least ten (10) days prior to the day before the hearing and provide proof of publication two (2) days before the hearing to the Planning Board Secretary for placement in the applicants file.

12. The Applicant must prepare and sign before a notary public, one (1) copy of the affidavit of proof of service provided and submit it together with a copy of the required notices to the Planning Board Secretary two (2) days before the hearing.

13. Soil Erosion and Sediment Control and Storm Water Management Plans must be included, where required.

14. If it is desired to present additional information, attach additional sheets or documents to the application.

15. All variances require fourteen (14) copies of the application and go to the Planning Board.

16. The following must be printed in the upper right hand corner of the top and/or first sheet of the plan.

APPROVED
BOROUGH OF HADDON HEIGHTS PLANNING BOARD

Number_____ Date _____

Chairman _____ Secretary_____

17. All checklists must be filled out by the applicant(s) and returned with the application in order for completeness to be determined by the Borough Planner, Borough Engineer and/ or Zoning Enforcement Officer. All items concluded to be necessary and/or missing shall be addressed by the applicant.

18. **PLEASE FOLD PLANS TO 8 ½" X 11"**

19. At the hearing, any party may appear for himself or be represented by an attorney-at-law. Corporations must be represented by an attorney-at-law. All attorneys must be licensed to practice in the State of New Jersey.

20. Major subdivision maps must be produced on 0.005 gauge mylar and minor subdivisions plats must conform to the "Map Filing Act". One (1) mylar and one (1) cloth copy of a minor subdivision plat must be presented to the County Clerk for filing.

21. All taxes, liens, and assessments due to the Borough must be paid prior to any application being filed, including water and sewer bills.

22. The action taken by the Planning Board will be published in a newspaper of general circulation (The Courier Post and/or The Retrospect.

23. There is normally a one (1) month wait after Planning Board approval before a building permit can be issued because the Official Resolution is not voted upon until the next regularly scheduled Planning Board meeting.

## REQUIREMENTS FOR PUBLIC HEARING

**WHEN REQUIRED** - Public notice and a public hearing are required to be given for hearings on bulk variances, use variances, appeals on the decision of the administrative officer, interpretation of Zoning Map or Ordinance, preliminary and final subdivisions, preliminary and final site plans, and conditional uses where permitted.

Obtain from the Secretary of the Planning Board the date and time set for the public hearing of the application.

**METHODS OF NOTICE** - At least ten (10) days prior to the hearing date, the applicant for any of the above-noted applications is responsible for serving the notice by publication in the official newspaper and serving all property owners within two hundred (200) feet of the site of application, and any other persons or officials required by law, by personal service or by certified mail.

**LIST OF PROPERTY OWNERS** - A list of all property owners who must be notified (including the property and officials of adjacent municipalities) shall be furnished by the Planning Board Secretary to the applicant within seven (7) days of the date of receipt of the fee for this list.

**COMBINED APPLICATION** - Where an application is made for more than one approval, such as a use variance and site plan, all requested approvals must be stated on the notice forms.

**QUESTIONS** - If you have any questions on filling out the forms or on the notice requirements, you may consult with the Zoning Enforcement Officer at (856) 546-2580. It is extremely important that the notice be made out and filed properly as the application and hearing may be voided if it is not done correctly.

**PUBLIC NOTICE (NEWSPAPER)** - SEE FORM NO. 3

**COUNTY PLANNING BOARD NOTICE** - SEE FORM NO. 4

**NOTICE OF HEARING TO CLERK OF ADJACENT MUNICIPALITY** - SEE FORM NO. 5

**NOTICE TO BE SERVED ON PROPERTY OWNERS** - SEE FORM NO. 6

### CERTIFIED LIST OF PROPERTY OWNERS

A list of all property owners who must be notified shall be furnished by the Planning Board Secretary to the applicant within seven (7) days of the date of receipt of a $10.00 fee for this list.

### APPEAL OF ADMINISTRATIVE DECISION OR INTERPRETATION

The applicant shall be required to pay $50.00 upon the submission of an appeal of an administrative decision or interpretation.

### CHECKLIST FORMS – SEE FORM NO. 2

All applications to Haddon Heights Borough will be presented to the Planning Board ONLY when each individual item required by the Land Development Ordinance has been drawn on the plans. For your convenience the enclosed checklists have been provided. To avoid an "incomplete" application as defined by the New Jersey Land Use Law, you are urged to thoroughly review the Land Development Ordinance to her your application started. If you wish to omit a required documentation item, then you need to petition for a specific waiver. Before making such a request, you are advised to contact the Borough Engineer, Borough Planner, and/or the Zoning Enforcement Officer for their advice.

### REVISIONS OF DRAWINGS

The applicant is to submit a letter detailing <u>all</u> revisions with a cross-reference to the specific drawing(s) and clearly indicate on the drawing(s) all revisions.

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Form No. 2

**Brief Description of Checklist Forms**

**Note**: Assistance in filling out checklist forms can be obtained from the Zoning Enforcement Officer.

**Form No. 3 – Public Notice:**
The applicant must arrange for publication of the Notice of Heating in a newspaper of general circulation in the Borough. Notice must be PUBLISHED at least ten (10) days prior to the date of hearing. The applicant is also responsible to present an Affidavit of Publication (provided by newspaper) to the Planning Board Secretary at least two (2) days prior to the date of the hearing.

**Form No. 4 – Notice of the Hearing to the County Planning Board:**
If the property in question fronts on a county highway, is within 200 feet of a municipal boundary or adjoins county-owned property or if the list of property owners provided by the Planning Board Secretary includes the county, then the applicant must notify the county thereof by certified mail or by hand delivering a copy of the notice to a county official. If the notice is served personally, it must be acknowledged by having an official signature in the appropriate location on Form No. 4.

**Form No. 5 – Notice of Hearing to Clerk of Adjacent Municipality:**
If the subject property is within 200 feet of properties in another municipality, then the applicant must notify the municipality thereof by certified mail or by hand delivering a copy of the notice to a municipal official. If the notice is served personally, it must be acknowledged by having an official signature in the appropriate location on Form No. 5.

**Form No. 6 – Notice of Hearing to Property Owners:**
At least ten (10) days prior to the date appointed for said hearing, the applicant shall give notice to all owners of adjacent property by sending them written notice thereof, by certified mail, to the last known address of the property owners, or by hand delivering a copy thereof to said property owner(s). All addresses shall be obtained from a list of property owners prepared by the Planning Board Secretary and given to the applicant on Form No. 13. Property owner notices that are served personally must be acknowledged by having said property owner(s) signature in the appropriate location on Form No. 14.

**Form No. 7 – Appeal Alleging Error in Administrative Decision:**
This form is filled out by the applicant and submitted to the Planning Board.

**Form No. 8 – Request for Interpretation of Land Development Ordinance Regulations or Map:**
This form is filled out by the applicant and submitted to the Planning Board.

**Form No. 9 – Application for Bulk Variance:**
Information provided on this form permits the Planning Board to thoroughly review and understand the reasons for requesting a bulk variance from the Land Development Ordinance.

**Form No. 10 – Application for Use Variance:**
Information provided on this forms permits the Planning Board to thoroughly review and understand the reasons for the requesting a use variance.

**Form No. 11 – Applicants Disclosure Statement (Corporation or Partnership):**
It is necessary for a corporation or a partnership to disclose the names and addresses of all persons, stockholders, or individual partners owning at least a ten (10%) percent interest in the project.

**Form No. 12 – Affidavit of Ownership:**
This form identifies the owner of the property and provides for legal authorization to make the application.

**Form No. 13 – Certified Copy of Tax Lists:**
This information will be provided by the Planning Board Secretary to identify those property owners who must be served this notice of the application and meeting date.
**NOTE**: If your property is located adjacent to another municipality, you must obtain a list of those property owners from the adjacent municipality. Those property owners in the adjacent municipality within 200 feet of your property must be served with notice. In addition, The Borough Clerk of the adjacent municipality must also be provided notice of your application.

**Form No. 14 – Affidavit of Proof of Service:**
The applicant shall prepare, and sign before a Notary Public; one copy of the Affidavit of Proof of Service provided and submits it together with a copy of all required notices to the Planning Board Secretary at least two (2) days prior to the date of the hearing.

**Form No. 15 – Historic District Application for Review:**
The completion of this form by the applicant permits complete review of applications submitted to the Historic Preservation Review Commission. (Separate paperwork not included)

**Form No. 16 – Minor Subdivision of Minor Site Plan Checklist:**
This list identifies items that must be submitted and included on plans.

**Form No. 17 – Preliminary Major Subdivision or Preliminary Major Site Plan Checklist:**
This list identifies items that must be submitted and included on plans.

**Form No. 18 – Final Major Subdivision or Final Major Site Plan Checklist:**
This list identifies items that must be submitted and included on plans.

**Form No. 19 – Use & Bulk Variance Checklist:**
This list identifies items that must be submitted and included on plans.

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Case No. _____

## PLANNING BOARD APPLICATION

File: _____ Date Application Received: _____
Applicants Name

Application Submitted:

_____ _____
Zoning Official Signature Date

Disposition:

{ } Approved

{ } Approved with Conditions

{ } Disapproved

Date of Public Hearing: _____

Time Required for Action: _____

Extension of Time Granted: _____

Fee Collected: _____ Date Collected: _____

Date Decision Published: _____

(DO NOT WRITE ABOVE THIS LINE)

I. Pursuant to the Borough of Haddon Heights Municipal Code & applicable New Jersey State Law, application is made to the Borough of Haddon Heights for the following:

| Check Application(s) Requested | Type of Application | Fee $ | Check Application(s) Requested | Type of Application | Fee $ |
|---|---|---|---|---|---|
| { } | Appeal of Admin. Decision | _____ | { } | Preliminary/Major Subdivision | _____ |
| { } | Interpretation | _____ | { } | Final Major Subdivision | _____ |
| { } | Bulk Variance | _____ | { } | Preliminary Site Plan | _____ |
| { } | Use Variance | _____ | { } | Final Site Plan | _____ |
| { } | Conditional Use | _____ | { } | Minor Site Plan | _____ |
| { } | Minor Subdivision | _____ | { } | Concept Plan | _____ |
| | | | | Total Fee | _____ |

II. Application Form No. 1 was filled out on _____, 20____ by_____
(Applicants Signature)

III. Check Forms No. 3 through 19 for your appropriate application forms.

IV. A "complete application" requires the following submissions; please check items submitted with this form:

{ } Copies of this application

{ } Plot Plans

{ } Copies of 200 foot radius map

{ } Copy of "authorized" application form if applicant is not the property owner

{ } List of property owners within 200 feet of the property

{ } List of owner's notice and newspaper notice

{ } List other required submissions, e.g. payment of taxes, payment of fees, etc.

V. Full legal name of Applicant: _____

Mailing Address: _____

Town: _____ State: _____ Zip: _____ Phone: _____

Applicant interest in property (owner, tenant, lessee, purchaser under contract, other: _____

_____

Applicant is a: { } Corporation ;{ } Partnership ;{ } Individual(s) ;{ } Other (specify) _____

If the applicant is a corporation or a partnership, please attach a list of the names and addresses of persons have a 10% interest or more in the corporation or partnership (Form No. 11).

If the applicant is not the owner of the property in question, the applicant must obtain and submit a copy of this application signed by the owner.

The applicant must also submit a list of witnesses and others working on behalf of the applicant to include the attorney, engineer, architect, planner, and others, identifying their mailing address, City, State, zip code, and telephone number.

Street Address of Property: _____Tax Map Sheet: _____

Block: _____ Lot(s): _____ Date filed with County Recorder: _____

Situated on the side of _____Street/Avenue distant_____feet in

a _____direction from the corner of the _____side of

_____ Street/Avenue.

Is the property served by public sewer system? { } Yes { } No; Public Water System { } Yes { } No

Is the applicant willing to dedicate land for the widening of roads in compliance with the Borough or County Master Plan? { } Yes { } No

Is the proposed use located on a { } Municipal { } County or { } State road?

Area of property: _____acres or _____square feet. Frontage on an improved

Street_____feet. The dimensions of the property are: _____.

Number of Proposed lots: _____ Present Zoning of Property: _____.

Present Use of Property: _____

Proposed Use of Property: _____

Describe proposed machinery, operation and products, if applicable: _____

_____

Description of all present structures: _____

_____

Name, Profession, and License No. of Person Preparing Plat: _____

_____

Does this constitute a: { } New Application { } Expansion { } Alteration

Size of proposed buildings: _____height in feet, _____height in stories

Number of proposed buildings _____ Floor area of all structures: _____ square feet

Use of existing buildings and premises: _____

Percentage of coverage by all buildings: _____By total impervious coverage: _____

Estimated costs: Proposed Buildings $_____Proposed Site Work $ _____

Has a building permit been refused? { } Yes { } No Date: _____

Has a subdivision previously been granted? { } Yes { } No Date: _____

Has a use variance previously been granted? { } Yes { } No Date: _____

Has a bulk variance previously been granted? { } Yes { } No Date: _____

Has a site plan previously been granted? { } Yes { } No Date: _____

Parking spaces required: _____ and provided: _____

Are there any existing or proposed covenants or deed restrictions on the property? { } Yes { } No

If yes, pleases explain: _____

_____

Is a variance requested? { } Yes { } No If yes, describe in detail the section of the Land Development

Ordinance from which the applicant seeks relief: _____

_____

_____

_____

_____

_____

If this application has arisen as the result of a denial of a zoning permit, please secure from the Zoning Enforcement Officer a letter giving reasons for denying the zoning permit and submit it with this application.
Have there been any previous Planning Board hearings involving this property? { } Yes { } No
If the answer is **yes**, please attach a copy of the written decision(s) adopted by the applicable board.

Attach a brief statement entitled "Proposal" setting forth the particulars of the proposed use of the property (if other than single family residential) and a description of the proposed physical changes to the property. (Include all physical improvements, such as structures, additions, landscaping, etc.)

Applicant is responsible to publish and serve notice of this application in accordance with the Borough's Land Development Ordinance; however, notice may not be affected until this application is certified by a notary.

VI. Attach a list of all plans, calculations, data and other exhibits submitted, by title and date, indicating names, addresses, license number, and phone number(s) of preparer.

VII. I – hereby certify that the above statements, information, and exhibits herewith submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the signatories of the above authorization. I further authorize Borough officials to inspect the site noted above.

_____ _____
(Signature of Owner) (Date)

_____ _____
(Signature of Applicant) (Title)

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

_____
(NOTARY)

Person to be contacted regarding matters Pertaining to this application, if other than myself:

Name: _____

Phone Number: _____

## AGREEMENT TO PAY FOR PROFESSIONAL REVIEW

Date: _____

Applicants Address: _____Block: _____ Lot: _____.

_____, agrees to pay for any professional review necessary for
(Name of Developer)

the above construction.

_____ _____
(Signature) (Title)

**Borough of Haddon Heights**

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Case No. _____

**Planning Board**
**Use & Bulk Variance Application Checklist**

Applicant: _____ Phone: _____

Address: _____ Site Location: _____

Signature of Applicant: _____ Date: _____

{ } Application form and plans for completeness review (3 copies).

{ } Application form (14 copies).

{ } Plat of plans (14 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with title block revealed.

{ } Scale of not less than 1" = 30' on one of the following standard sheet sizes:
(8 ½' x 13"; 15" x 21"; 24" x 36" or 30" x 42"

{ } Key map no less than 1" = 30'.

{ } Title block:

Name of subdivision or development, Borough of Haddon Heights, Camden County;

Name, title, address and telephone number of subdivider or developer;

Name, title, address and license number of the professional(s) who prepared the plot or plan;

Name, title, and address of the owner(s) of record;

Scale; and,

Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.

{ } Acreage figures (both with and without areas within public rights-of-way), to the nearest tenth of an acre.

{ } North arrow.

{ } Approval signature lines.

{ } Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map.

{ } Subdivision or redevelopment boundary line (heavy solid line).

{ } The location of existing and proposed property lines (with bearings & distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as wetlands and treed areas, both within the tract and within two hundred (200') of its boundary.

{ } Owner certification.

{ } The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.

{ } Zoning districts affecting the tract, including district names and requirements.

{ } All adopted master plan proposals affecting the proposed development.

{ } Proposed buffer and landscaped areas.

{ } Delineation of wetlands and wetland buffers.

{ } Contours as shown on the U.S.G.S topographic sheets.

{ } Marshes, ponds and land subject to flooding within the tract and within one hundred feet (100') thereof.

{ } The names of all adjacent property owners as they appear on the most recent tax list prepared by the Board Secretary.

{ } Certification from the Borough Tax Collector that all taxes and assessments are paid to date.

{ } Concerning minor subdivisions only, existing and proposed monuments.

{ } Road right-of-way dedication and improvements, as applicable.

{ } Sight triangle easements, as applicable.

{ } Deed descriptions, including metes and bounds, easements, covenants, restrictions,, and roadway and sight triangle dedications.

{ } Photographs of site and neighboring properties.

Key: (X) Complete (W) Request Waiver (N/A) Non Applicable

The Planning Board may waive submission of any required exhibits in appropriate cases and for specific reasons. Requests for such waivers shall accompany a variance application, stating the reasons that such a waiver is being requested. The Planning Board reserves the right to acquire additional information before granting variance approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not limited to, drainage calculations and traffic analyses, provided, however, that no application shall be declared incomplete for lack of such additional information.

_____ _____

Signature & Title of person who completed checklist Date

If requesting a waiver, please explain:

**Borough of Haddon Heights**

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Case No. _____

**PLANNING BOARD**
**APPLICATION FOR BULK VARIANCE**
(See N.J.S.A. 40:55D-70c and Land Development Ordinance)

1. Application is hereby made on _____, 20____, for a variance from the strict application of the following provisions of the Land Development Ordinance (check applicable boxes & specify parts of Ordinance involved):

{ } Lot area – Section _____ { } Side yard setback – Section _____

{ } Lot width – Section _____ { } Rear yard setback –Section _____

{ } Building coverage – Section _____ { } Building height – Section _____

{ } Lot coverage – Section _____ { } Other – Section _____

{ } Front yard setback – Section _____

2. The applicant requests a variance to the following extent (set forth specific variances requested): _____

_____

_____

_____

3. The strict application of said provisions would result in (complete one or both of the following in detail):

A. The following peculiar and exceptional practical difficulties: _____

_____

_____

B. The following exceptional and undue hardship: _____

_____

_____

4. Said difficulties or hardship are by reason of: _____

_____

_____

5. Said reasons are unique and peculiar to the lands or building for which the variance is sought and do not apply generally to lands or buildings in the neighborhood because: _____

_____

_____

_____

6. The requested variance is the minimum reasonably needed because: _____

_____

_____

_____

7. The following purpose(s) of the Municipal Land Use Law would be advanced by a deviation from the zoning requirements; the benefits of the proposed deviation would substantially outweigh any detriment because: _____

_____

_____

_____

_____

8. The variance requested will not result in substantial detriment to the public good because: _____

_____

_____

_____

_____

9. The variance will not substantially impair the intent and purpose of the Land Development Ordinance and Master Plan because: _____

_____

_____

_____

_____

**Borough of Haddon Heights**

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**Planning Board**
**Affidavit of Ownership**

STATE OF NEW JERSEY
ss.
COUNTY OF CAMDEN

_____, of full age, being duly sworn according to law on oath deposes and says that the deponent resides at _____ in the _____ of _____ in the County of _____ And the state of _____; that _____ is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Borough of Haddon Heights, New Jersey, and known and designated as Block _____, Lot _____.

Sworn to and subscribed before me this

_____ day of _____, 20___.

_____
Notary

AUTHORIZATION

(If anyone other than above owner is making this application, the following authorization must be executed.)

To the Planning Board:

_____ is hereby authorized to make the within application.

_____ _____
Signature of Applicant Date

**Borough of Haddon Heights**

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Case No. _____

**PUBLIC NOTICE**
**(Newspaper)**

Take notice that _____ has applied to the Planning Board of the Borough of Haddon
Name of Applicant

Heights for approval of a _____ for _____
Type of Application Briefly Describe Application

_____

_____

_____

at premises located on Block _____ Lot _____, at _____
Address

A hearing on said application will be held by the Planning Board on _____, 20_____, at the regularly scheduled meeting place of the Planning Board, at which time any interested person may be heard concerning said application, or you may appear either in person or by attorney to present any comments or objections concerning the application.

All documents relating to this application may be inspected by the public and are on file in the Service Operations Facility in the office of the Secretary of the Planning Board located at 514 W. Atlantic Avenue Haddon Heights, NJ 08035. The documents may be inspected between the hours of 8:00am and 12:00pm Monday – Friday, at least ten (10) days before the date of the hearing.

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Case No. _____

## NOTICE OF HEARING TO CLERK OF ADJACENT MUNICIPALITY

To: Municipal Clerk _____ of _____ NJ

PLEASE TAKE NOTICE:

That _____, the undersigned, has appealed to the Planning Board of the Borough of Haddon Heights for relief from _____

_____

to permit _____

_____

_____

at _____ Block _____, Lot _____, _____

of _____ which property is within two hundred (200) feet of your municipality.

A hearing in this matter will be held on _____, 20___, at the Municipal Building at 625 Station Avenue, Haddon Heights, NJ 08035. The applicant is seeking a { } Hardship, { } Use Variance, { } Subdivision, { } Site Plan, { } Conditional Use Approval. This notice is given Pursuant to the provisions of N.J.S.A. 40:55D-12d.

_____ _____
Signature of Applicant Date

NOTE: This notice must be personally served or sent by certified mail at least ten (10) days before the day of the hearing, and proof of service given to the Secretary of the Haddon Heights Planning Board at least two (2) days before the day of the hearing.

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Case No._____

## NOTICE OF HEARING TO PROPERTY OWNERS

(Cross out inapplicable sections)

TO WHOM IT MAY CONCERN:

In compliance with Section ____**450-149**___ of the Land Development Ordinance of the Borough of Haddon Heights, NJ, notice is hereby served upon you to the effect that (I) (We) _____

Do hereby propose to (give detailed information) _____

_____

_____

Location _____

The Zoning Enforcement Officer of the Borough of Haddon Heights, New Jersey refused this request by Reason of its being in violation of Section _____ of the Land Development Ordinance, from which decision (I) (We) hereby appeal. (I) (We) have applied to the Planning Board for a: { } Hardship, { } Use Variance, { } Subdivision, { } Site Plan, { } Conditional Use Approval. Any person or persons Affected by this (appeal) (application) may have an opportunity to be heard at the meeting to be held on _____, 20____, at _____P.M. in the Municipal Building, 625 Station Ave, Haddon Heights, New Jersey 08035.

_____ _____

Signature of Applicant Date

NOTE: This notice must be personally served or sent by certified or registered mail at least ten (10) days before the day of the hearing, and proof of service to the Secretary of the Haddon heights Planning Board at least two (2) days before the day of the hearing.

**Borough of Haddon Heights**

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Case No. _____

## NOTICE OF HEARING TO COUNTY PLANNING BOARD

To: County Planning Board, Lindenwold, New Jersey 08021

PLEASE TAKE NOTICE:

That _____, the undersigned, has applied to the Haddon Heights Planning Board for _____

_____

_____

to permit _____

_____

at _____

Block _____, Lot _____, _____

of _____ which property front upon a county road, or adjoins county-owned property, or is within two hundred (200) feet of a municipal boundary. A hearing in the matter will be held on _____, 20_____ at the Municipal Building at 625 Station Avenue, Haddon Heights, NJ 08035. The applicant is seeking a { } Hardship, { } Use Variance, { } Subdivision, { } Site Plan, { } Conditional Use Approval. This notice is given pursuant to the provisions of N.J.S.A. 40:55D-12e.

_____ _____

Signature of Applicant Date

NOTE: This notice must be personally served or sent by certified mail at least ten (10) days before the day of the hearing, and proof of service given to the Secretary of the Haddon Heights Planning Board at least two (2) days before the day of the hearing.

**Borough of Haddon Heights**

514 W. Atlantic Avenue
Haddon Heights, NJ 08035
(856) 546-2580

Case No. _____

**Planning Board**
**Applicants Disclosure Statement**
**(Corporation or Partnership)**

A corporation or partnership applying to the Planning Board:

A. Subdivision with six (6) or more lots; or
B. Site Plan for Commercial Purpose; or
C. Variance to construct multi-dwelling of twenty-five or more family units;
Must complete the following:

The names and addresses of all persons, stockholders, or individual partners owning at least a ten (10%) percent interest in the corporation, partnership, or applicant are as follows:

| | |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
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| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Signature of Applicant

Date

**Borough of Haddon Heights**

514 W. Atlantic Avenue
Haddon Heights, NJ 08035
(856) 546-2580

Case No. _____

**Planning Board**
**Application for a Use Variance**
**(See N.J.S.A. 40:55D-70d and Land Development Ordinance)**

1. Application is hereby made on _____, 20____, for the granting of a variance from the Land Development Ordinance to allow the following structures or uses:

_____

_____

_____

_____

2. Said structures or uses are proposed to be located in the _____ Zoning District, which is restricted against the same by the following provisions of the Land Development Ordinance:

_____

_____

_____

_____

3. This application is based upon the following special reasons:

_____

_____

_____

_____

4. Said special reasons are unique and peculiar to the lands or buildings for which the variance is sought and do not apply generally to land or buildings in the neighborhood because:

_____

_____

_____

_____

5. The strict application of the regulations prohibiting said structure or use would deprive the applicant of the reasonable use of the lands or buildings involved because:

6. The requested variance is the minimum reasonably needed because:

7. The requested variance will not result in substantial detriment to the public good because:

8. The requested variance will not substantially impair the intent and purpose of the Land Development Ordinance and Master Plan because:

**Borough of Haddon Heights**

514 W. Atlantic Avenue
Haddon Heights, NJ 08035
(856) 546-2580

Case No. _____

**Planning Board**
**Minor Subdivision or Minor Site Plan Checklist**

Applicant: _____

Address: _____

Phone: _____ Site Location: _____

Date: _____ Signature of Applicant: _____

**Note:** See Section 103-157 fir further details of submission requirements and procedures.

{ } Application form and plans for completeness review (3 copies)

{ } Application form (14 copies)

{ } Plats or plans (14 copies) signed and sealed by a N.J. Professional Land Surveyor or N.J. Professional Engineer, as required, and folded into eighths with title block revealed.

{ } Scale of not less than 1 inch = 30' on one of the following standard sheet sizes ( 8 ½" X 13", 15" X 21", 24" X 36" or 30" X 42").

{ } Key map no less than 1 inch = 100'.

{ } Title block:

Name of subdivision or development, Borough of Haddon Heights, Camden County;

Name, title, address and telephone number of sub divider or developer.

Name, title, address and license number of the professional(s) who prepared the plot or plan.

Scale; and,

Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.

{ } Acreage figures (both with and without areas within public rights-of-way), to the nearest tenth of an acre or square footage.

{ } North Arrow

{ } Approval signature lines on drawing.

{ } Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map.

{ } Subdivision or development boundary line (heavy solid line).

{ } The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such wetlands and treed areas, both within the tract and within two hundred (200') of its boundary.

{ } Owner certification.

{ } The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.

{ } Zoning districts affecting the tract, including district names and requirements.

{ } Proposed buffer and landscaped areas.

{ } Delineation of flood plains, including both floodway and flood fringe areas.

{ } Delineation of wetlands and wetland buffers.

{ } Contours as shown on the U.S.G.S. topographic sheets, but no less than one (1) foot intervals.

{ } Marshes, ponds and land subject to flooding within the tract and within one hundred (100') thereof.

{ } The names of all adjacent property owners as they appear on the most recent tax list prepared by the Planning Board Secretary.

{ } Certification from the Borough Tax Collector that all taxes and assessments are paid to date.

{ } Concerning minor subdivisions only, existing and proposed monuments.

{ } Road right-of-way dedication and improvements, as applicable.

{ } Sight triangle easements, as applicable.

{ } Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications.

{ } Plans of proposed improvements and/or utility layouts as required by Ordinance; and required letters from appropriate state and county agencies granting approval for the extension of utility service(s).

{ } Proposed and existing signs (detail).

{ } Architectural or historical significance of any existing buildings to remain or to be removed.

{ } Photographs of any unusual topographic, environmental, historic or physical aspect.

{ } Location of existing building to remain or to be removed.

{ } Traffic statement, including present and anticipated volumes, roadway capacity, network problems, and needed improvements.

{ } Indicate improvement coverage and land areas:

Number of units;

Square feet of construction;

Density and building coverage;

Number of employees;

Number of residents;

Number of school children.

{ } Schedule of desired development time frame from Borough review function to completion & occupancy.

Key: (X) Complete (W) Request Waiver

The Planning Board any waive submission of any required exhibits in appropriate cases and for specific reasons. Request for such waivers shall accompany a minor subdivision or site plan application, stating the reasons that such a waiver is being requested.

The Planning Board reserves the right to acquire additional information before granting minor approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not limited to: drainage calculations and traffic analysis, provided, however, that no application shall be declared incomplete for lack of such information.

_____ _____

Signature and title of person who completed checklist Date

**Borough of Haddon Heights**

514 W. Atlantic Avenue
Haddon Heights, NJ 08035
(856) 546-2580

Case No. _____

**Planning Board**
**Preliminary Major Subdivision or Preliminary Major Site Plan Checklist**

Applicant: _____

Address: _____

Phone: _____ Site Location: _____

Date: _____ Signature of Applicant: _____

**Note: See Section 103 – 158 for further details of submission requirements and procedures.**

{ } Application form and plans for completeness review (3 copies)

{ } Application form (14 copies)

{ } Plats or plans (14 copies) signed and sealed by a N.J. Professional Land Surveyor or N.J. Professional Engineer, as required, and folded into eighths with tile block revealed.

{ } Scale of not less than 1 inch = 30' on one of the following standard sheet sizes (8 ½" X 13", 15" X 21", 24" X 36" or 30" X 42").

{ } Key map not less than 1 inch = 100'

{ } Title block:

Name of subdivision or development, Borough of Haddon Heights, Camden County;

Name, title, address and telephone number of sub divider or developer;

Name, title, address and license number of the professional(s) who prepared the plot or plan;

Name, title and address of the owner(s) of records;

Scale (written & graphic); and,

Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.

{ } North arrow.

{ } Certification of ownership or authorization to file application.

{ } Approval signature lines on drawing.

{ } Acreage figures, to the nearest tenth of an acre, or square footage of the area of the tract to be disturbed.

{ } All adopted master plan proposals affecting the proposed development.

{ } The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details, and luminaries.

{ } The proposed screening, buffering and landscaping plan, with the information required by Ordinance.

{ } The location and design of any off – street parking area, showing size an locations of bays, aisles, and barriers.

{ } All means of vehicular access or egress to and from the sire onto public streets, with the information required by Ordinance.

{ } Plans and computations for any storm drainage systems as required by the Borough Engineer.

{ } The location of existing utility structures on the tract and within 200 feet of its boundaries.

{ } Plans of proposed improvements and utility layouts as required by Ordinance; and required letters from appropriate state and county agencies granting approval for the extension of utility service(s).

{ } Plans, typical cross sections and construction details, horizontal and vertical alignment of the center line of all proposed streets and of existing streets abutting the tract as required by Ordinance.

{ } A copy of any protective covenants or deed restrictions applying to the land being developed or an indication of them on the submitted plat or plan.

{ } The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.

{ } Proposed permanent monuments.

{ } Certification from the Borough Tax Collector that all taxes and assessments are paid to date.

{ } Architectural or historical significance of any existing buildings to remain or to be removed.

{ } Scale model of proposed development.

{ } Traffic study, including but not necessarily limited to:

Anticipated traffic volumes

Capacity of existing and proposed roadways

Traffic volume impact from other developments

Roadway network problems, e.g. unsafe intersections, turns, grades

Need for traffic signals and other improvements

{ } Photographs of any unusual topographic, environmental, historic, or physical aspect.

{ } Location of all structures with all setbacks, heights, yards, and floor area ratios, and finished floor elevations.

{ } Sketches, plans and photographs of other known similar developments.

{ } Common open space including acreage calculations and proposed recreation facilities.

Key: (X) Complete (W) Request Waiver

The Planning Board may waive submission of any required exhibits in appropriate cases and for specific reasons. Requests for such waivers shall accompany a major subdivision or site plan application, stating the reasons that such a waiver is being requested.

The Planning Board reserves the right to acquire additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to: drainage calculations and traffic analysis provided, however, that no application shall be declared incomplete for lack of such information.

_____ _____

Signature and title of person who completed checklist Date

**Borough of Haddon Heights**

514 W. Atlantic Avenue
Haddon Heights, NJ 08035
(856) 546-2580

Case No. _____

**Planning Board**
**Final Major Subdivision or Final Major Site Plan Checklist**

Applicant: _____

Address: _____

Phone: _____ Site Location: _____

Date: _____ Signature of Applicant: _____

**Note: See Section 103 – 159 for further details of submission requirements and procedures.**

{ } Application form and plans for completeness review (3 copies).

{ } Application form (14 copies).

{ } Plats or plans (14 copies) signed and sealed by a N.J. Professional Land Surveyor or N.J. Professional Engineer, as required, and folded into eighths with title block revealed.

{ } Scale of not less than 1 inch = 30' on one of the following standard sheet sizes (8 ½" X 13", 15" X 21", 24" X 36" or 30" X 42").

{ } All details stipulated in other applicable sections of the Ordinance.

{ } All additional details required at the time of preliminary approval.

{ } A section or staging plan, if proposed.

{ } Detailed architectural and engineering data as required by Ordinance.

{ } Certification from the Borough Tax Collector that all taxes and assessments are paid up to date.

{ } Letters directed to the Chairman of the Planning Board & signed by a responsible official of all utility companies, etc., providing service to the tract as required by Ordinance.

{ } Certification in writing from the applicant to the Planning Board that the applicant has:

(a) Installed all improvements in accordance with the requirements of the Ordinance; and/or,

(b) Posted a performance guarantee.

{ } A statement from the Borough Engineer that all installed improvements have been inspected.

{ } Detailed soil erosion and sediment control plan.

{ } Detailed engineering data including:

Ground floor or other floor plans;

Cross sections, profiles and established grades of all streets, aisles, lanes and driveways;

Sanitary sewer and water mail profiles;

All dimensions of the exterior boundaries of any subdivision.

{ } Architectural elevations for all proposed buildings, walls, fences and signs, and samples of building materials to be used shall be submitted to the Planning Board for approval. Architectural elevation drawings shall include:

Fully dimensioned exterior building walls.

Architectural features and design.

Exterior doors and windows.

Exterior materials to be used and treatment of materials.

Roof design and method of screening air conditioning units, etc.

Fully dimensional building signs.

Fully dimensional retaining walls and fences.

{ } Approximate date of project beginning/completion.

{ } Estimated cost of project.

{ } Photographs of project sire and neighboring properties.

Key: (X) Complete (W) Request Waiver

The Planning Board may waive submission of any required exhibits in appropriate cases and for specific reasons. Requests for such waivers shall accompany a final subdivision or site plan application, stating the reasons that such a waiver is being requested.

The Planning Board reserves the right to acquire additional information before granting final approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to: drainage calculations and traffic analysis provided, however, that no application shall be declared incomplete for lack of such information.

Signature and title of person who completed checklist

Date

**Borough of Haddon Heights**

514 W. Atlantic Avenue
Haddon Heights, NJ 08035
(856) 546-2580

Case No. _____

**Planning Board**
**Affidavit of Proof of Service**

State of New Jersey
ss.
County of Camden

_____, being duly sworn according to law, upon oath deposes and says:

I served a notice, of which the attached is a true copy, upon each of the persons hereinafter listed (they being all the owners of the property within two hundred (200) feet of the subject property) on the dates and in the manner hereinafter indicated:

| Name & Address | Date Served | Signature | Certified Mail |
|---|---|---|---|
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| Name & Address | Date Served | Signature | Certified Mail |
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Sworn to and subscribed before me this

_____ day of _____, 20___.

_____
(Signature of Applicant)

_____
(NOTARY)

_____
(DATE)

BOROUGH OF HADDON HEIGHTS
MUNICIPAL BUILDING
625 STATION AVENUE
HADDON HEIGHTS, NJ 08035
WWW.HADDONHTS.COM
PHONE: 856-547-7164 · FAX: 856-547-5259
EDWARD S. FORTE, JR., MAYOR

HADDON HEIGHTS
THE FRIENDLY COMMUNITY

DATE: _____

NAME: _____ PHONE: _____

ADDRESS: BLOCK____ LOT____

_____

_____

_____

I am requesting a '200 foot property list' from the Borough of Haddon Heights for the above listed property. I understand the fee for this list is $10.00 payable upon receipt of the list. I am aware that this list is only valid for 60 days.

I am also requesting a statement from the Tax Office verifying that the property taxes are paid in full.

Thank you,

Applicant Signature: _____

_____