

## APPLICATION PROCEDURES

No partial submissions will be formally accepted.

Prior to making formal application to the Planning Board, an applicant may request:

1. **Development Review Meeting** – working session between the committee, the applicant and the applicant’s professionals. This meeting is used to provide the applicant with an informal review of the proposed submission, to provide insight as to any concerns of the committee, and the offer suggestions and recommendations for the improvement of proposed submission. No official action by the Board is taken at this meeting. Ten (10) copies of a concept plan, including a zoning schedule, must be submitted to the Administrative Officer. Fee/escrow requirements are \$250/\$1000. Meetings will be scheduled on an as-needed basis.
2. **Concept Plan Review** – informal presentation of concept plan before the entire Board. The applicant, along with their council and professionals, are encouraged to attend. No official action by the Board is taken, and no public notices are required. Ten (10) copies of a concept plan, including a zoning schedule, must be submitted to the Administrative Officer at least ten (10) days prior to a regularly scheduled meeting. Fee/escrow requirements are \$250/\$1000.

Before an application is formally accepted and scheduled for a public hearing, the following must be submitted (see checklists for exact quantities):

- Completed application
- Affidavit of ownership
- Tax assessment form
- Variance application (if applicable) – *all variances & waivers must be requested in writing*
- Historic Preservation application (if applicable)
- Non-refundable application fee(s) (see fee schedule)
- Engineering and legal escrow (see fee schedule)
- Plan (consisting of one or more sheets prepared by a licensed professional)

At least six (6) full-size sets (folded) of plans must be submitted. The remaining required copies may be full-size or not less than 11”x17” in size. A digital copy is also requested. Other planning documents that may be required include Traffic Impact Reports, Drainage Calculations, Environmental Impact Reports, Architectural Plans & Elevations.

Once an application is formally accepted, it will be forwarded to the Board professionals for review. The Planning Board has forty-five (45) days to determine whether or not the application is complete. Completeness is determined by the Board professionals based on the checklists included in the Land Use Application.

If the application is incomplete, the applicant will receive a letter indicating what must be submitted before the application can be deemed complete. No application (except for a Concept Plan) will be scheduled for a meeting before it is deemed complete.

## **SCHEDULING A COMPLETE APPLICATION**

Most applications require notice be given to property owners within two hundred (200) feet of the site at least ten (10) days prior to the meeting at which the plan will be reviewed. Once an application is deemed complete, it will be scheduled for a public hearing.

The Board professionals will issue review letters prior to the public hearing. Revised plans may be submitted in response to these reviews. If the revisions are extensive and the applicant has already provided public notice, the application will be opened by the Board and continued to the next meeting. If the plans have not been revised to the satisfaction of the Board and its professionals, the applicant may need to grant an extension of time for the Board to act.

If the applicant disagrees with the concerns raised in the review letters, they may discuss these items with the Board. Technical compliance items required by ordinance, design standards, and local regulations must be satisfied or a waiver must be requested prior to a formal review by the Planning Board at a public hearing.

## **PUBLIC NOTICE REQUIREMENTS**

Public notice is required for all applications except for site plan waivers, amendments to final site plans and subdivisions, concept plan reviews, sign applications not connected to a site plan, and Historic Preservation applications.

Public notice must be given by publishing a legal notice in the Courier Post:

Courier Post, Legal Department  
888-516-9220 (phone)  
888-516-9440 (fax)  
cplegals@gannett.com (email)

The applicant is responsible to provide the notice to the newspaper in writing in time for the advertising deadline. Notices that require extensive typing and proofing should be submitted in advance of the deadline to ensure timely publication. It is recommended that you contact the newspaper to confirm receipt and publication date of notice. All notices must be published at least ten (10) days prior to the public hearing date. A clipping of the notice and affidavit of publication from the newspaper must be provided to the Board Secretary at least 24-hours prior to the public hearing.

All property owners within two hundred (200) feet of the applicant's property must be notified of the public hearing at least ten (10) days prior to the public hearing date. The notice must state the nature of the application and contain the time, date, and location of the hearing. A form to be used for this purpose can be provided by the Board Secretary. Notices must be delivered by certified mail or by hand. If the notices are delivered by hand, the owner's signature and delivery date must be obtained to verify that it was received by the specified time.

A certified list of property owners should be requested from the Board Secretary (see fee schedule). Once the mailing is complete, the certified mail receipts must be submitted to the Board Secretary

for review at least 24-hours prior to the public hearing (receipts must contain the name and address of the property owner and be stamped by the Post Office).

If properties in another municipality fall within two hundred (200) feet of the applicant's property, those property owners and the Municipal Clerk of that municipality must also be notified by certified mail or hand delivery.

The Camden County Planning Board must also be notified certified mail if the application is:

- Adjacent to a County Road
- Adjacent to a proposed County Road (as depicted on the official County Map or County Master Plan)
- Adjacent to land owned by the County
- Within 200 feet of an adjoining Municipality
- Involves a Subdivision
- Affects a County facility
- Exceeds one (1) acre

All applications submitted to the County Planning Board must first be countersigned by the Board Secretary or another member of the Planning/Zoning Department. County Planning Board approval must be granted prior to the local Planning Board granting unconditional final site plan or subdivision approval. In the absence of County approval, conditional approval may be granted by the local Board. Zoning/building permits will not be issued and final plans will not be signed until County approval is obtained.

Camden County Division of Planning  
Charles J. DePalma Public Works Complex  
2311 Egg Harbor Road  
Lindenwold, NJ 08021

## **AFFIDAVITS**

Applicants must provide the following affidavits prior to being deemed complete:

Affidavit of Ownership (p.)

- Tax & Assessment Report (p.)
- Corporation Disclosure Statement (p.)
- Escrow Certification (p.)

Applicants must provide the following affidavits at least 24-hours prior to the scheduled public hearing:

- Property Owner Notification
- Proof of Publication