



**GIBBSBORO PLANNING BOARD**

**LAND USE APPLICATION**

Amy C. Troxel, Borough Clerk/Planning Board Secretary  
boroughclerk@gibbsborotownhall.com 856-783-6655 x105

Applicant Name: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Property Owner Name (if different from applicant): \_\_\_\_\_  
Property Owner Address: \_\_\_\_\_  
Property Owner Phone: \_\_\_\_\_ Property Owner Email: \_\_\_\_\_  
Existing Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Property Acreage: \_\_\_\_\_ Property Zone: \_\_\_\_\_ Historic District: Yes  No

**TYPE OF APPLICATION (check all that apply)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Site Plan Waiver  | <input type="checkbox"/> Preliminary        | <input type="checkbox"/> Conditional Use      |
| <input type="checkbox"/> Minor Site Plan   | <input type="checkbox"/> Final              | <input type="checkbox"/> Temporary Use        |
| <input type="checkbox"/> Amended Site Plan | <input type="checkbox"/> Appeal (a)         | <input type="checkbox"/> Non-Conforming Use   |
| <input type="checkbox"/> Major Site Plan   | <input type="checkbox"/> Interpretation (b) | <input type="checkbox"/> General Development  |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Bulk Variance (c)  | <input type="checkbox"/> Other (includes COA) |
| <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Use Variance (d)   | _____   |

**APPLICANT'S PROFESSIONALS**

**Attorney's Contact Information**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Professional's Contact Information**

**Field:** Engineering Planning Architecture Other

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Professional's Contact Information**

**Field:** Engineering Planning Architecture Other

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Professional's Contact Information**

**Field:** Engineering Planning Architecture Other

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### VARIANCE APPLICATION FORM

Cite the section in the Site Plan, Subdivision, or Zoning Code from which relief is requested as well as the precise relief/variance(s) requested pursuant to N.J.S.A. 40: 55D-70c/d for the subject application.

SECTION	NATURE OF RELIEF
<u>Example:</u> §400-10(d)	To allow shed in rear yard to have a rear yard setback of 7' where 10' is required
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Attach an additional copy of this sheet if more than six requests are being made.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Attorney, filing on behalf of Applicant

\_\_\_\_\_  
Date

SWORN and subscribed before me this ____ day of _____, 20 ____.  _____ Notary Public Signature
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**BOROUGH OF GIBBSBORO**

**HISTORIC PRESERVATION APPLICATION      Gibbsboro Code (Chapter 222)**

**Amy C. Troxel, Borough Clerk/Planning Board Secretary**  
boroughclerk@gibbsborotownhall.com      856-783-6655 x105

Property Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property is located in the Gibbsboro Historic District:       Yes       No

**Type of application:**

- Certificate of Appropriateness
- Exemption\*
- Emergency Repairs
- Demolition

\* Exemptions may be granted when the improvements constitute an exact replacement, when the improvement cannot be seen from the public street, or when the improvement is on the list of exemptions. Exemptions are approved by the Administrative Officer, and the applicant must provide all of the items on the checklist below in order for the Administrative Officer to review and approve the application.

**Nature of Work:**

- Addition
- Restoration
- Renovation
- Repair
- New Structure
- Other (List) \_\_\_\_\_

**Architectural Features Involved:**

- Window, Mounting
- Window Framing
- Dormers
- Doorway
- Door
- Roof
- Chimney
- Cornice
- Shutter
- Siding
- Steps
- Railing
- Porch
- Fence
- Cupula (Lantern)
- Balustrade
- Pent Eaves
- Sign
- Brick Work
- Other (List) \_\_\_\_\_

**Checklist (required for all types of applications):**

- Fourteen (14) copies of application
- Fourteen (14) copies of written description of proposed improvements
- Fourteen (14) copies of material specifications
- Fourteen (14) copies of sketch plan of proposed additions and/or alterations
- Photographs showing features to be replaced

**For New Residential Construction Only:**

- Fourteen (14) copies of elevations
- Fourteen (14) copies builder plans

TO BE COMPLETED BY THE ADMINISTRATIVE OFFICER

I hereby certify that the required items are

- complete
- not complete

\_\_\_\_\_
Municipal Clerk

\_\_\_\_\_
Date

No certificate of appropriateness is required for the following activities:

- Maintenance, repair, and replacement of existing windows and doors using substantially similar material; installation of storm windows that are compatible with the architectural period or design of the subject structure;
- Maintenance, repair, and replacement of existing roof material, involving no change in the design, scale, material or appearance of the structure;
- Maintenance, repair, and replacement of existing roof structures, such as cupolas, dormers and chimneys, using substantially similar materials, which will not alter the exterior architectural appearance of the structure;
- Maintenance, repair, and replacement of existing shingles, clapboards, or other siding maintaining the architectural integrity of the structure;
- Maintenance, repair, and replacement of existing shingles, clapboards or other siding, using substantially similar materials as that being repaired or maintained;
- Exterior painting of existing structures;
- Maintenance, repair, and replacement to existing signs shutters, outdoor displays, fences, hedges, street furniture, awnings, off-street driveway and parking materials and sidewalks using substantially similar materials for those items noted above being repaired;
- The addition of new plantings;
- Installation of fences; and
- Sidewalks, paving, patios, stairways and decks.

TO BE COMPLETED BY THE ADMINISTRATIVE OFFICER WHEN AN EXEMPTION IS REQUESTED

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## AFFIDAVIT OF OWNERSHIP

I, \_\_\_\_\_, being duly sworn, depose and say: I certify that I am the owner of the land known as Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_, and/or the structures located on same. Permission and consent are hereby granted for the making of this application as well as the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency, and I approve and agree to the terms and conditions of any approvals granted to same.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Printed Name

SWORN and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public Signature

## PROPERTY DETAILS

Existing Land Use: \_\_\_\_\_

Proposed Land Use (be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Existing Lots: \_\_\_\_\_      Number of Proposed Lots: \_\_\_\_\_

Are there any Existing Deed Restrictions of Easements?     No                       Yes (attach copy)

Are there any Proposed Deed Restrictions or Easements?     No                       Yes (attach copy)

Utilities (check all that apply):     Public Water     Public Sewer     Private Well     Septic

## ESCROW ACCOUNT CERTIFICATION

I understand that the sum of \$\_\_\_\_\_ will be deposited into an escrow account. In accordance with §240-28 of the Borough of Gibbsboro Municipal Code, I further understand that the escrow account is established to cover the cost of any professionals employed by the Planning Board to review and make recommendations concerning the nature and substance of this application, to pay the services of said professional personnel and the costs and expenses incurred by them. This includes but is not limited to the costs and expenses to draft, finalize, and publish the official Tax Map and/or Zoning Map of the Borough. Sums not utilize 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 ten (10) days after receipt of written notice from the Planning Board Secretary.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## TAX & ASSESSMENT REPORT

Property Address: \_\_\_\_\_, Gibbsboro, NJ 08026

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qualifier: \_\_\_\_\_

I request that the Tax Collector determine whether any delinquent taxes, assessments and/or liens are due.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

### TO BE COMPLETED BY THE TAX OFFICE

All taxes, assessments and/or liens are paid in full

The following are delinquent and/or past due

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Tax Collector

\_\_\_\_\_  
Date



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**BOROUGH OF GIBBSBORO**

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**PROPERTY LIST REQUEST**

**Amy C. Troxel, Borough Clerk/Planning Board Secretary**  
boroughclerk@gibbsborotownhall.com 856-783-6655 x105

Indicate the application type (check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Site Plan Waiver  | <input type="checkbox"/> Preliminary        | <input type="checkbox"/> Conditional Use      |
| <input type="checkbox"/> Minor Site Plan   | <input type="checkbox"/> Final              | <input type="checkbox"/> Temporary Use        |
| <input type="checkbox"/> Amended Site Plan | <input type="checkbox"/> Appeal (a)         | <input type="checkbox"/> Non-Conforming Use   |
| <input type="checkbox"/> Major Site Plan   | <input type="checkbox"/> Interpretation (b) | <input type="checkbox"/> General Development  |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Bulk Variance (c)  | <input type="checkbox"/> Other (includes COA) |
| <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Use Variance (d)   | _____   |

I request a certified list of Property Owners within 200 feet of the following property:

Property Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

If a single property consists of multiple lots, a fee of \$10 must be included. If a single application requires a list for multiple properties, a separate request and fee of \$10 must be submitted **for each property**. If a single list exceeds forty (40) properties, the total fee will be calculated at \$0.25 per property and the balance will be due upon completion of the list.

## CORPORATE DISCLOSURE STATEMENT

Name of Company/Organization: \_\_\_\_\_

Is Company a Corporation?  Yes  No

Name of State in which incorporated? \_\_\_\_\_

Is Company a Partnership?  Yes  No

Is Company owned by an Individual?  Yes  No

List the names and addresses of all individuals who are owners (full or part) of 10% or more of the stock/interest in the undersigned applicant corporation/partnership. If a Non-Profit Organization, list all board members. If Company is owned by an individual, give individual's information below.

Name of Individual (s)	Individual(s) Title (at Company)	Individual's Address

Where corporation/partnerships own 10% or more of the stock/interest in the undersigned or in another corporation/partnership so reported, this requirement shall be followed until the names and address of the non-corporate stockholder/individual partners exceeding the 10% ownership criterion have been listed.

The above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature (Owner, Applicant, Developer, as applicable) Date

\_\_\_\_\_  
Printed Name of Signer

*Attach additional copies of this sheet if necessary.*



## FEE SCHEDULE

Application Type	Required Fee	Required Escrow
<b>APPLICATION FEE</b> (all applications)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$1500
<b>SITE PLAN</b>		
Site Plan Waiver	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1500
Minor Site Plan	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Amended Site Plan	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Preliminary Major Site Plan	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Final Major Site Plan	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Preliminary & Final	<input type="checkbox"/> \$250	<input type="checkbox"/> \$5000
General Development	<input type="checkbox"/> \$250	<input type="checkbox"/> \$5000
<b>SUBDIVISION</b>		
Minor Subdivision	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Amended Subdivision	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Preliminary Major Subdivision	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Final Major Subdivision	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2500
Preliminary & Final	<input type="checkbox"/> \$250	<input type="checkbox"/> \$5000
<b>VARIANCE &amp; ZONING BOARD</b>		
Appeal (a)	<input type="checkbox"/> \$100	<input type="checkbox"/> \$5000
Interpretation (b)	<input type="checkbox"/> \$100	<input type="checkbox"/> \$500
Bulk Variance (c)*	<input type="checkbox"/> \$250	<input type="checkbox"/> \$500
Use Variance (d)*	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Temporary Use	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Non-Conforming Use	<input type="checkbox"/> \$100	<input type="checkbox"/> \$500
* Per variance requested (maximum fee \$1000)		
<b>MISCELLANEOUS</b>		
Concept Plan Review	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Rezoning Request	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Street Vacation	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Conditional Use/Change of Use	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Development Review Meeting	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1000
Sign Application	<input type="checkbox"/> \$25 + \$1 per square foot	<input type="checkbox"/> \$250
Grand Opening Sign	<input type="checkbox"/> \$25	None
Street Opening	<input type="checkbox"/> \$100	<input type="checkbox"/> \$250
Property Owner's List	<input type="checkbox"/> \$10 or \$0.25 per name (whichever is greater)	
<b>HISTORIC PRESERVATION (No Fees)</b>		
Certificate of Appropriateness (existing residential structure)		None
Certificate of Appropriateness (new residential structure)		<input type="checkbox"/> \$250
Certificate of Appropriateness (existing commercial structure)		<input type="checkbox"/> \$250
Certificate of Appropriateness (new commercial structure)		Included with Site Plan

<b>Number of application types:</b>	<b>Total Fees Due:</b>	<b>Total Escrow Due:</b>
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## 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