

**CITY OF ABSECON ZONING BOARD
500 MILL ROAD, ABSECON, NJ 08201
609-641-0663 EXT. 112**

SUBMISSION AND REVIEW PROCEDURES FOR ZONING APPLICATIONS

Listed below you will find important information regarding requirements for making applications to the Zoning Board for approval. Additionally, attached is the appropriate application form, which must be in full compliance for an application to proceed for review.

THE APPROPRIATE NUMBER OF COPIES OF THE APPLICATION, PLAN AND SUPPORTING DOCUMENTS **MUST ALL BE SUBMITTED TO THE BOARD SECRETARY**. ONCE THE APPLICATION IS DEEMED COMPLETE, THE APPLICANT WILL BE NOTIFIED WHEN THE APPLICATION WILL BE SCHEDULED TO BE HEARD.

FIRST STEP

Please fill out the application and attach all other necessary papers for your application process. (Example: survey, plot plan or any other supporting documents you feel will help you.)

Make 12 copies of all information detailed above and place each set into a separate envelope. An envelope should be addressed to each member of the Zoning Board (a list is attached for your use). The return address should read: City of Absecon, Zoning Board, 500 Mill Road, Absecon, NJ 08201.

Sufficient postage must be put on each envelope, but **DO NOT** seal the packages. You do not need postage on the package addressed to the secretary, since they all will be sent to the Zoning Board office. Please make sure to use an appropriately sized envelope. Don't fold surveys or plans up small.

SECOND STEP

After you have submitted your application and you have been told it has been deemed complete and scheduled for a Zoning Board meeting, the notices can be done. You need to acquire a 200 ft. list from the Tax Assessor's office. The people on this list need to be notified of the hearing date. Letters **must be mailed certified, return receipt requested**. The Notice of Hearing **also** needs to be placed in **The Press Legal Notice Section**. This notice must be advertised no less than **10 days** before you are scheduled to go before the Zoning Board. (A sample of the Notice of Hearing is attached). The Press will need a few days notice before the ad can be placed. When this is completed and the responses are returned to you, bring the white slips, green cards that have been returned so far, the certified 200 ft. list and the Proof of Publication from the Press to the Zoning Board office. Proof of Taxes Paid will be done before an application will be heard.

If you have any questions, you can contact Tina in the office, at 609-641-0663 ext. 112.

CITY OF ABSECON ZONING BOARD OF ADJUSTMENT
APPLICATION FOR VARIANCES & GROUNDS OF APPEAL
(Application must be accurately completed or it will not be accepted)

For Office Use Only:

Received: _____ **Application #:** _____ **Hearing:** _____

1. APPLICANT'S NAME: _____
STREET ADDRESS: _____
PHONE NUMBER: _____
E-MAIL ADDRESS: _____

☐ Check here if e-mail is preferred for delivery of all correspondence to the Applicant

INTEREST IN SUBJECT PROPERTY: _____
(Owner, contract purchaser, option holder, etc.)

2. OWNER'S NAME: _____
STREET ADDRESS: _____
OWNER'S CONSENT: _____
(Signature required)

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

Notary Public

3. BLOCK: _____ LOT: _____ ZONING DISTRICT: _____

STREET ADDRESS OR LEGAL DESCRIPTION OF PROPERTY:

4. Current use of property: _____
5. Proposed use of property: _____
6. Proposed physical changes to property (if any): _____
-

7. Lot area: _____ Number of parking spaces: _____
8. Building area (ground floor): _____ Building area (total): _____
9. Area in acres of any additional adjoining land owned by Owner or Applicant: _____

10. Was this property ever subject to a prior application to either the Planning or Zoning Board?
☐ Yes ☐ No

If yes, identify the application, what was requested, and the results:

11. Check if part of this application: ☐ Site Plan Review ☐ Subdivision Review
(if applicable, please attach appropriate site plan/subdivision application and documentation)

12. Appeal is being made under (check all that apply):

- ☐ N.J.S.A. 40:55D-68 (certificate of nonconforming use or structure)
- ☐ N.J.S.A. 40:55D-70-A (administrative appeal)
- ☐ N.J.S.A. 40:55D-70-B (request for interpretation)
- ☐ N.J.S.A. 40:55D-70-C ("c" bulk variance)
- ☐ N.J.S.A. 40:55D-70-D ("d" use, floor area ratio, density, and/or height variance)

Describe non-conforming conditions: _____

13. State specifically, by numbered paragraphs, each reason why you believe you are entitled to deviate from the zoning ordinance. Attach additional pages if necessary.
- _____
- _____
- _____

14. Professional consultants (attach additional pages if necessary):

A. Name: _____

Street Address: _____

E-mail Address: _____

Phone: _____ Fax: _____

B. Name: _____

Street Address: _____

E-mail Address: _____

Phone: _____ Fax: _____

C. Name: _____

Street Address: _____

E-mail Address: _____

Phone: _____ Fax: _____

Signature of Applicant, Owner or Agent

Date

Sworn to and subscribed before me this _____

day of _____, 20____.

Notary Public



CITY OF ABSECON
Municipal Complex
500 Mill Road
Absecon, New Jersey 08201

PLANNING & ZONING

PH. (609) 641-0663 ext. 112
FAX (609) 645-5098

Application #: _____

Project Name: _____

Project Address _____

Block # _____ Lot # _____

CERTIFICATION OF UNDERSTANDING

I, _____ Applicant, applying to appear before the
Print Name

Absecon ~~Planning~~ ^{Zoning} Board, do hereby Certify that I understand that:

- The original deposit and subsequent amounts posted into my escrow account may not be adequate to cover invoices presented by the Planning Board Professionals;
- If said escrow is depleted, I will be required to post additional funds into the account in accordance with NJS 40:55D-53.2;
- Until such additional funds are deposited, all work on the part of the Board professionals will cease until said funds are posted;
- In the event that sufficient deposits are not made to the escrow account to cover costs, the City has the authority to file suit to collect any unpaid costs. The Applicant will be responsible for all costs of collection, including reasonable attorney's fees in accordance with §224-195C of the Absecon Developmental Ordinance; and
- In the event of a dispute as to any invoice(s) submitted, I, as the applicant, have the option to first apply to the City Council for remediation of the disputed charges. If not resolved to my satisfaction, I have the option of applying to the Atlantic County Construction Board of Appeals in accordance with NJS 40:55D-53.2a.

Signature of Applicant date _____

Fees & Escrows

(224-195)

E. Application fees.

(1) **Minor-subdivision:** \$ 100.00 plus \$ 50.00 per lot.

(2) **Major-subdivision:**

(A) **Preliminary:** \$ 200.00 plus \$ 30.00 per lot

(B) **Final:** \$ 100.00 plus \$ 20.00 per lot

(3) **Site Plan:**

A. Preliminary:

[1] **Minor Non-Residential** (new building, structure or addition that is 5,000 Sq. ft. or less requiring 25 parking spaces or less): \$ 100.00 plus \$25.00 per 1,000 Sq. ft. or fraction up to 5,000 Sq. ft.

[2] **Residential:** \$ 250.00 plus \$ 25.00 per unit up to 24 units: \$ 15.00 per unit thereafter.

[3] **Major Non-Residential** (new building, structure or addition that is 5,001 Sq. ft. or greater requiring 26 parking spaces or more): \$ 300.00 plus \$ 25.00 per 1,000 Sq. ft. or fraction up to 7,500 Sq. ft.; \$ 10.00 per 2,000 Sq. ft. thereafter.

[4] **Minor Non-Residential**, site improvements only, no building or structures, 25 or less existing or proposed parking spaces: \$ 100.00.

[5] **Major Non-Residential**, site improvements only, no buildings or structures, 25 or more existing or proposed parking spaces: \$ 300.00.

B. Final:

[1] **Non-Residential:** ½ of the preliminary fee.

[2] **Residential:** ½ of the preliminary fee.

[3] **Minor & Major Non-Residential**, site improvements only: ½ of the preliminary fee.

(4) **Conditional use application** (in addition to standard application fee): \$ 300.00

(5) Variances:

(A) NJSA 40:55D-70 (c): \$ 100.00 for each variance

(B) NJSA 40:55D-70 (d): \$ 450.00

(C) NJSA 40:55D-70 (a): \$ 150.00

(6) Miscellaneous Requests:

(A) Interpretations, NJSA 40:55D-70 (b): \$ 100.00 each meeting

(B) Site Plan Waivers (article XXVIII): \$ 50.00 each meeting

(C) Informal meetings or site plan waiver request before full board: \$ 100.00 @ meeting

(D) Extensions, continuations caused by applicant or special meeting before a full board: \$ 100.00 each meeting

CITY OF ABSECON

ORDINANCE 09-2011

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF ABSECON, CHAPTER 224,
LAND USE AND DEVELOPMENT, ARTICLE XXVI, SECTION 224-195 FEES & ESCROWS**

**NOW THEREFORE, BE IT ORDAINED BY THE MUNICIPAL COUNCIL OF THE CITY OF
ABSECON CITY, NEW JERSEY** that Chapter 224, Article XXVI, Section 224-195, Paragraph 3-C, is
amended to include as new;

3. Site Plans

C. Amended Site Plans - ½ of regular site plan fee

BE IT FURTHER ORDAINED that Paragraphs F through J are amended as follows:

F. Escrows

1. Minor Subdivision \$2,500

2. Major Subdivision:

A. Preliminary:

[1] Six or fewer lots \$4,000

[2] Seven to twenty-four lots \$7,000

[3] Twenty-five or more lots \$10,000

B. Final

[1] Six or fewer lots \$2,000

[2] Seven to twenty-four lots \$3,500

[3] Twenty-five or more lots \$5,000

3. Site Plans, Preliminary:

(A) Non-residential

1. Minor:

<u>Building size all floors (sq. ft.)</u>	<u>Escrow Amount</u>
---	----------------------

Up to 1,000	\$3,000
-------------	---------

1,001 to 3,000	\$5,000
----------------	---------

3,001 to 5,000	\$7,000
----------------	---------

2. Major

<u>Building Size all floors (sq. ft.)</u>	<u>Escrow Amount</u>
5,001 to 7,500	\$4,000
7,501 to 15,000	\$6,000
Over 15,000	\$8,000

(B) Residential

<u>Size (units)</u>	<u>Escrow Amount</u>
Up to 24	\$4,000
24 to 100	\$6,000
Over 100	\$8,000

(C) Non-Residential, site improvements only, no buildings or structures, or existing building with no changes:

<u>Lot Size (Sq. ft.)</u>	<u>Escrow Amount</u>
Up to 4,000	\$1,000
4,001 to 12,000	\$2,000
12,001 to 20,000	\$2,500
20,001 to 30,000	\$3,000
30,001 to 60,000	\$4,000
Over 60,000	\$5,000

4. Site Plans, Final

(A) Non-Residential:

- (1) Minor – ½ of preliminary escrow
- (2) Major – ½ of preliminary escrow

5. Conditional Use: \$1,000 (in addition to standard escrow fees)

6. Variances:

- (A) NJSA 40:55D-70(c): \$1,000
- (B) NJSA 40:55D-70(d) \$5,000

7. Miscellaneous Requests:

- (A) NJSA 40:55D-70(a): \$1,000
- (B) NJSA 40:55D-70(b): \$1,000
- (C) Site Plan Waivers - \$500
- (D) Informal Meetings - \$500
- (E) Extensions, continuations caused by Applicant or Special Meetings before full board \$700

8. AMENDED SITE PLANS

Preliminary ½ the amount of an original application
Final ½ of the preliminary amount

G. Tax Map Maintenance Fee

The following fees shall be paid by the applicant of a subdivision or site plan that includes a condominium form of ownership as a condition of approval. The fees are intended to offset the cost of the City Engineer to revise the municipal tax maps as a result of the approval of a subdivision and/or site plan that includes a condominium form of ownership. Such maintenance of the municipal tax maps are required by State law.

Fee: \$100 per lot/condo unit up to 20 lots/units
\$50 per lot/condo unit thereafter

- H. Notice of publication of hearings as required: paid by applicant
- I. Publication of final decision: \$15.00 plus cost of publication
- J. Copies of Expert witness transcripts, transcript of recordings: actual costs

BE IT FURTHER ORDAINED that:

1. Any Ordinance or parts of ordinances, which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of any such inconsistency.
2. This ordinance shall take effect upon final adoption and publication as required by Law.

DATED: July 7, 2011

SIGNED: 
Peter C. Elco, Mayor

ATTEST: 
Carie A. Crone, RMC, Municipal Clerk

Passed on first reading at a work and regular meeting of the Municipal Council held on June 16th, 2011. Laid over and advertised for public hearing and final adoption on July 7th, 2011. Notice is hereby given that the foregoing Ordinance was approved for final adoption by the Municipal Council of the City of Absecon at a work and regular meeting held on July 7, 2011.

NOTICE OF HEARING

TO ALL PROPERTY OWNERS LOCATED WITHIN 200 FT. OF
BLOCK _____, LOT _____ ON THE TAX MAP OF THE
CITY OF ABSECON AND ALL OTHER INTERESTED PERSONS

PLEASE TAKE NOTICE that an application has been made by

_____ to the Zoning Board of Adjustment of the City of

Absecon seeking a variance(s) for

and any and all other variances that may be deemed necessary by the Zoning Board as
ancillary to this application. The premises are commonly known as

_____ also known as Block _____, Lot _____.

A hearing on the application will be conducted by the Zoning Board of Adjustment on

_____, at **7:00** p.m. or as soon thereafter as the

matter may be heard in Council Chambers, Absecon Municipal Complex, 500 Mill

Road, Absecon, New Jersey. All maps and other documents in support of this

application are available for public inspection during normal business hours in the

Office of the Planning and Zoning Board Secretary, 500 Mill Road, Absecon, New

Jersey. If you have any comments with respect to this application, you may appear

before the Board and you will be heard.

(Signature)

**(On the above lines, please provide detailed information concerning type of
application and variance(s) requested.) If you have questions, or if you need
legal assistance, please consult an attorney.**

2026 ZONING BOARD MEMBERS

MIKE FAMULARO
602 Marlborough Ave.
Absecon, NJ 08201
Term: 1/1/23 to 12/31/26

MATTHEW LAWLER
21 Hobart Avenue
Absecon, NJ 08201
Term: 1/1/26 to 12/31/29

CHRIS COTTRELL
304 Pine Street
Absecon, NJ 08201
Term: 1/1/23 to 12/31/26

PAT MALIA, **CHAIR**
911 Seaside Avenue
Absecon, NJ 08201
Term: 1/1/23 to 12/31/26

ABIGAIL CURRAN, **ALT. II**
1107 Lavender Lane
Absecon, NJ 08201
Term: 1/1/25 to 12/31/26

BOB SMITH, **BOARD ENGINEER**
Remington Vernick
2819 Fire Road – 1st Floor
Egg Harbor Township, NJ 08234
Phone: 609- 645-7110 Fax: 645-7076

MIKE REILLY
444 4th Street
Absecon, NJ 08201
Term: 1/1/26 to 12/31/29

GREG SEHER, **VICE-CHAIR**
625 Yarmouth Ave.
Absecon, NJ 08201
Term: 1/1/26 to 12/31/29

STEVE BALTERA
636 Franklin Blvd.
Absecon, NJ 08201
Term: 1/1/23 to 12/31/26

BRIAN HEUN, **SOLICITOR**
Law Office of Brian D. Heun
P.O. Box 299
Linwood, NJ 08221

ARIANNE SELLERS, **ALT. I**
66 Natalie Terrace
Absecon, NJ 08201
Term: 1/1/26 to 12/31/27

TINA LAWLER, **BOARD SECRETARY**
500 Mill Road
Absecon, NJ 08201
Office: 641-0663 ext. 112
Fax: 609-645-0598