

Alloway Township Planning Board
49 South Greenwich Street - P.O. Box 425
Alloway, NJ 08001
Planningbd@allowaytownship.com
Phone: (856) 935-4080, Ext 208

Enclosed is the official application you requested. The Planning Board is a combined board (both planning and zoning) and meets on the 2nd Wednesday of each month at 7:00 pm at the Alloway Township Municipal Building located at 49 South Greenwich Street, Alloway. **I must receive all necessary application documents and fees 21 days before the meeting in order to be on the agenda.** Pursuant to N.J.S.A. 40:27-1, et seq., municipal entities shall defer action on site plans and major/minor subdivision plans requiring County Planning Board approval until submitted to the County Planning Board.

It is your responsibility to complete and file. Upon receipt of your application, the Board has 45 days to determine whether or not it is complete. If the application is deemed incomplete you will be notified, in which event you may request a "waiver hearing" from providing said information, or provide same.

Once the application is deemed complete or required items waived, I will advise you of a hearing date. It will then be your responsibility to notify all the necessary parties of the requested relief in accordance with the Municipal Land Use Law, i.e., N.J.S.A. 40:55D-11 and -12.

I am not an attorney, and as such am not permitted to provide any legal advice regarding the required notice, description of relief requested, etc. It is your responsibility to assure compliance with the legal requirements associated with the processing of your application. Be further advised that the Board's professionals (engineer, planner, and solicitor) bill against your escrow which will be required to be replenished before a hearing is scheduled and/or payment of same will be made a condition of any approval.

The necessary documents required are:

- 18 collated copies of the application and applicable checklists must be submitted (Schedule A applies for Minor Subdivisions & Preliminary & Final Major Subdivisions) along with your cover letter.
- 18 collated copies of your site plan, signed and sealed by a licensed surveyor.
- Proof of taxes paid to date on the property.
- You must contact the Salem County Planning Board (856-935-7510, Ext. 8619) to obtain fees and procedures for application to that Board.
- Fees: See enclosed fee schedule: Make checks payable to: ***Alloway Township***
Application fee: Non-Refundable (varies) / Escrow Fee: \$1,000.00 minimum

There are several options for returning the documents to the Board Secretary:

You can MAIL them to P.O. Box 425, Alloway, NJ 08001; OR, you may deliver the documents to the Board Secretary during regular hours at the municipal building: Wednesday ~~from 2:30 - 3:30 P.M.~~; OR, you may leave them with the Municipal Clerk, or Deputy Clerk, who serve as the Planning Board's receiving clerks during regular business hours: M-F 9:00-1:00 P.M.

Should you wish to deliver your documents to one of the "receiving clerks", YOU will be responsible for placing your documents in an envelope provided by the Clerk and will have to sign a receipt with the date and time stamped on it. The "receiving clerk" will NOT be responsible, in any way, for reading or counting your documents, for handling them in any fashion (except for placing them for pick up by the Board Secretary), or answering any questions regarding the application. PLEASE address any issues, concerns, or questions, to the Board Secretary. The Clerk will advise the Board Secretary the documents are at the municipal office and ready for pickup.

Should you have any questions, do not hesitate to contact the Planning Board office. Regular office hours are Wednesday, 2:30 P.M. – 3:30 P.M. You may also call and leave a message at (856) 935-4080, Extension 208, or email me at: planningbd@allowaytownship.com.

Sincerely,

Stephanie Shane
Planning Board Secretary

Enclosures

Block ___, Lot ___

Application No. _____

**APPLICATION TO THE ALLOWAY TOWNSHIP
PLANNING AND ZONING BOARD**

SECTION 1. GENERAL INFORMATION

A. APPLICANT: Name _____
Company Name (if applicable) _____
Address _____
Telephone Number _____
E-Mail _____

B. The applicant is a: CORPORATION _____ PARTNERSHIP _____
INDIVIDUAL _____ LLC _____
OTHER (please specify) _____

C. If the applicant is a corporation, partnership or LLC, please attach a list of the names and addresses of persons having a 10% interest or more in the corporation, partnership, or LLC.

D. The relationship of the applicant to the property in question is:
OWNER _____ LESSEE _____ PURCHASER UNDER CONTRACT _____
OTHER (please specify) _____

E. OWNER: NAME _____
ADDRESS _____
TELEPHONE NUMBER _____ FAX NO. _____
EMAIL ADDRESS _____

F. ATTORNEY: NAME _____
ADDRESS _____
TELEPHONE NUMBER _____ FAX NO. _____
EMAIL ADDRESS _____

G. ENGINEER: NAME _____
ADDRESS _____
TELEPHONE NUMBER _____ FAX NO. _____
EMAIL ADDRESS _____

H. ARCHITECT: NAME _____
ADDRESS _____
TELEPHONE NUMBER _____ FAX NO. _____
EMAIL ADDRESS _____

Block __, Lot __

Application No. _____

I. SURVEYOR: NAME _____
ADDRESS _____
TELEPHONE NUMBER _____ FAX NO. _____
EMAIL ADDRESS _____

J. PLANNER: NAME _____
ADDRESS _____
TELEPHONE NUMBER _____ FAX NO. _____
EMAIL ADDRESS _____

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SECTION 2. TYPE OF APPLICATION (Check one)

- _____ Minor Subdivision
- _____ Major-Preliminary Subdivision
- _____ Major-Final Subdivision
- _____ "C" Variance
- _____ "D" Variance
- _____ Conditional Use
- _____ Minor Site Plan
- _____ Preliminary Site Plan
- _____ Final Site Plan
- _____ Interpretation
- _____ Classification of division for agricultural purposes
- _____ Permission to build on a lot not abutting an improved road
- _____ Permission to build on mapped street, flood plain, etc.
- _____ Conditional Use
- _____ Appeal from Zoning Officer's Decision
- _____ Certificate for non-confirming use – structure

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SECTION 3. INFORMATION REGARDING THE PROPERTY

A. The street address of the property is _____
_____.

B. The location of the property is approximately _____ feet from the intersection of _____.

C. Block number(s) _____; Lot number(s) _____

D. Use of Property: Existing use _____
Proposed use _____.

Block ____, Lot ____

Application No. _____

E. The zone in which the property is located is _____. (The Building Inspector's office can help determine this information).

F. Acreage of entire tract _____.

G. Number of lots proposed and size of each _____.

H. Is the subject property located on a county road? Yes____, No____;
State road Yes____, No____; or within 200 feet of a municipal boundary? Yes____
No_____

I. Was the property subject to a prior subdivision? _____ If yes, list dates of prior subdivisions and attach resolutions or minutes.

J. Number of lots created on tract prior to this application. _____

K. Are there any existing or proposed deed restrictions, easements, rights-of-way or Other dedication? _____ If yes, attach a copy.

L. Improvements: List all proposed on site and off-tract improvements.
(may attach separate sheet if necessary)

M. Plat submission: List maps and other exhibits accompanying this application.
(may attach separate sheet if necessary)

N. Does the owner or applicant own or have an interest (buyer, tenant, will) in any contiguous property to the present property? If yes, list blocks, lots and addresses.

O. Give a brief description of the application. (may attach separate sheet if necessary)

.....

Block ____, Lot ____

Application No. _____

SECTION 4. VARIANCE/WAIVER INFORMATION

- A. Describe any proposed "C" variances requested, their location (proposed lot and block) and the sections of the zoning ordinances from which relief is granted.

- B. Describe any proposed "D" variances requested, their location (proposed lot and block) and the section of the zoning ordinances from which relief is granted.

- C. Additional relief required for approval

- a. Waiver of lot to abut street _____
- b. Application for construction on mapped street, public drainage way, flood control basin or public area _____

SECTION 5. CHECKLIST AND WAIVER REQUESTS

- A. Checklist together with requested waivers from ordinance and/or checklist requirements together with a statement setting forth the reasons therefore must be attached.

- B. Property taxes paid to date ____ yes ____ no

- C. Fees paid _____

- D. Affidavit of mailing and publication, if required _____

.....

Block ___, Lot ___

Application No. _____

SECTION 5. CHECKLIST AND WAIVER REQUESTS

I certify the statements and information contained in this application are true.

Date

Applicant's Signature

I authorize the applicant to submit this application and seek approval.

Date

Owner's Signature

FOR OFFICIAL USE ONLY

DATE APPLICATION RECEIVED _____

DATE APPLICATION DEEMED COMPLETE _____

DATE(S) APPLICATION HEARD _____

OUTCOME OF BOARD'S DECISION AND DATE _____

DATE OF MEMORIALIZATION OF RESOLUTION _____

PUBLICATION DATE OF NOTICE OF DECISION _____

January 22, 2024

LAND USE

75 Attachment I Township of Alloway Schedule A

Part I
[Amended 11-14-1996 by Ord. No. 311; 3-15-2007 by Ord. No. 398; 9-18-2008 by Ord. No. 417]

General Requirements

- () 1. Eighteen copies of the appropriate application form(s), completely filled in. If any item is not applicable to the applicant, it should be so indicated on the application form(s).
- () 2. Certificate that taxes are paid.
- () 3. Receipt indicating that fees are paid.
- () 4. Eighteen copies of any required plot plan, site plan or subdivision plan.
- () 5. Affidavit of ownership. If the applicant is not the owner, the applicant's interest in land, e.g., tenant, contract/purchaser, lienholder, etc. Further, the applicant and/or the owner of the property shall disclose any interest (either equitable, beneficial, optional, etc.) the applicant and/or the owner of the property may have in any land within 200 feet of the property which is the subject of the application.
- () 6. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.
- () 7. Number of witnesses and their expertise, if any.
- () 8. Environmental impact statement.

Plat Specifications

- () 9. Plat clearly drawn or reproduced at a scale to show entire lot(s) on one sheet so long as said plat is legible; recommended scale of 1 inch equals 50 feet preferred.
- () 10. Sheet size either 15 inches x 21 inches, 24 inches x 36 inches or 30 inches x 42 inches.
- () 11. Plans shall be prepared by an engineer or land surveyor if the application involves only the location of proposed buildings and their relationship to the site and immediate environs.
- () 12. Plans shall be prepared by an engineer or land surveyor if the application involves only the location of drives, parking layout, pedestrian circulation and means of ingress and egress.
- () 13. Plans shall be prepared by an engineer if the application involves only drainage facilities for site plans of 10 acres or more or involves stormwater detention facilities or is traversed by a watercourse.
- () 14. Plat prepared to scale based on deed description, Tax Map or similarly reasonable accurate data for the purpose of review and discussion by the municipal agency.

General Information

- () 15. Metes and bounds description of the parcel in question based upon current land survey information. Same may be submitted as a condition of approval if so requested.
- () 16. Property line shown in degrees, minutes and seconds.
- () 17. Key map showing location of the tract to be considered in relation to surrounding area within 1,000 feet.
- () 18. Title block containing the name of the applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.
- () 19. Each block and lot numbered in conformity with the Municipal Tax Map as determined by the Municipal Tax Assessor.
- () 20. Scale of map, both written and graphic.

ALLOWAY CODE

Township of Alloway Schedule A Part 2

		Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
() 21.	North arrow giving reference meridian.	X	X	X	X	X
() 22.	Space for signatures of the Chairman and Secretary of the municipal agency.	X	X	X	X	X
() 23.	Names of all property owners within 200 feet of the subject property.	X	X	X	X	X
() 24.	Location of existing and proposed property lines with dimensions in feet to the nearest 2 decimal places.	X	X	X	X	X
() 25.	Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio and density, both as to required and proposed. Indicate the above both written and graphically.	X	X	X	X	X
() 26.	Acreage of affected parcel to the nearest hundredth of an acre.	X	X	X	X	X
() 27.	Number of lots following subdivision, including areas in acres if 1 acre or over or in square feet if under 1 acre.	X		X		X
Natural Features (Topography)						
Topography of the site for minor subdivision and within 200 feet thereof for all other applications						
() 28.	Contours to determine the natural drainage of the land. Intervals shall be up to 5% grade: 1 foot; over 5% grade: 2 feet.		X	X		
() 29.	Floodplains.	X	X	X	X	X
() 30.	Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.	X	X	X	X	X
() 31.	Wooded areas indicating predominant species and size.		X	X	X	X
() 32.	Location of trees 12 inches or more in diameter, as measured 1 foot above ground level, outside of wooded area, designating species of each.		X	X		
() 33.	Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	X	X	X		X
() 34.	Delineation approved by the New Jersey Department of Environmental Protection (NJDEP), or opinion letter signed by an engineer or other person, of freshwater wetlands together with transition area.	X	X	X	X	X
() 35.	All areas to be disturbed by grading or construction.		X	X	X	X
Man-Made Features on Site for Minor Subdivisions and Within 200 Feet for All Other Applications						
() 36.	Location of existing structures and their setbacks from existing and proposed property lines.	X	X	X	X	X
() 37.	Location of existing easements or rights-of-way, including power lines.	X	X	X	X	X
() 38.	Location of existing railroads, bridges, culverts, drainpipes, water and sewer mains and other man-made installations affecting the tract.	X	X	X	X	X
() 39.	Location of existing wells and septic systems.	X	X	X		
() 40.	If conventional septic system is proposed, the location thereof, site of soil sampling and analysis thereof, together with the engineer's evaluation that the system may be constructed at the site.		X	X		
() 41.	Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.		X	X	X	X
() 42.	Location and description of monuments, whether set or to be set.	X			X	X
() 43.	Location, names and widths of all existing and proposed streets on the property.	X	X	X	X	X
() 44.	Required road dedication.		X	X	X	X
() 45.	Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.		X	X		

LAND USE

Township of Alloway Schedule A Part 3

	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision
() 46. Proposed sight easements where required.	X	X	X	X	X
() 47. Proposed drainage easements where required.	X	X	X	X	X
() 48. Natural resource inventory information, including:					
() a. Soil types as shown by the current Soil Conservation Survey maps.		X	X	X	
() b. Soil depth to restrictive layers of soil.		X	X	X	
() c. Soil depth to bedrock.		X	X	X	
() d. Permeability of the soil by layers.		X	X	X	
() e. Height of soil water table and type of water table.		X	X	X	
() f. Floodplain soil (status).		X	X	X	
() g. Limitation for foundation.		X	X	X	
() h. Limitation for septic tank absorption field (only where septic tank is proposed to be used).		X	X	X	
() i. Limitation for local road and streets.		X	X	X	
() j. Agricultural capacity classifications.		X	X	X	
() k. Erosion hazard.		X	X	X	
() 49. Landscaping plan, including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.		X	X	X	
() 50. Soil erosion and sediment control plan consistent with the requirements of the local soil conservation district.		X	X	X	
() 51. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements.		X	X	X	
() 52. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated, and the proposed use of sites other than residential shall be noted.	X	X	X	X	X
() 53. Any sections for which a waiver is specifically being requested and narrative paragraph explaining why the applicant is entitled to such a waiver.	X	X	X	X	X
() 54. Any special information required by the Board or its professionals.	X	X	X	X	X

LAND USE

75 Attachment 2

Township of Alloway
Schedule B
Part 1

[Amended 11-14-1996 by Ord. No. 311]

	A Appeal	B Interpretation or Special Question	C Variance	D Variance	Conditional Use	Planning Variance
General Requirements						
() 1. Eighteen copies of the appropriate application form(s), completely filled in. If any item is not applicable to the applicant, it should be so indicated on the application form(s).	X	X	X	X	X	X
() 2. Certificate that taxes are paid.	X	X	X	X	X	X
() 3. Receipt indicating that fees are paid.	X	X	X	X	X	X
() 4. Eighteen copies of any required plot plan, site plan or subdivision plan.	X	X	X	X	X	X
() 5. Affidavit of ownership. If the applicant is not the owner, the applicant's interest in land, e.g., tenant, contract/purchaser, lienholder, etc.	X	X	X	X	X	X
() 6. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.	X	X	X	X	X	X
() 7. Number of witnesses and their expertise, if any.	X	X	X	X	X	X
() 8. Environmental impact statement.	X	X	X	X	X	X
Plat Specifications						
() 9. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 50 feet.			X	X	X	X
() 10. Sheet size either 15 inches x 21 inches, 24 inches x 36 inches or 30 inches x 42 inches.			X	X	X	X
() 11. Plans shall be prepared by an engineer, land surveyor or the applicant, where appropriate.			X	X	X	X
() 12. Plat prepared to scale based on deed description, Tax Map or similarly reasonable accurate data for the purpose of review and discussion by the municipal agency.			X	X	X	X
General Information						
() 13. Metes and bounds description of the parcel in question based upon current land survey information.			X	X	X	X
() 14. Property line shown in degrees, minutes and seconds.			X	X	X	X
() 15. Key map showing location of the tract to be considered in relation to surrounding area within 1,000 feet.			X	X	X	X
() 16. Title block containing the name of the applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.			X	X	X	X
() 17. Each block and lot numbered in conformity with the Municipal Tax Map as determined by the Municipal Tax Assessor.			X	X	X	X
() 18. Scale of map, both written and graphic.			X	X	X	X
() 19. North arrow giving reference meridian.			X	X	X	X
() 20. Space for signatures of the Chairman and Secretary of the municipal agency.					X	X
() 21. Names of all property owners within 200 feet of the subject property.	X	X	X	X	X	X
() 22. Location of existing and proposed property lines with dimensions in feet to the nearest 2 decimal points.			X	X	X	X

ALLOWAY CODE

Township of Alloway
Schedule B
Part 2

[Amended 11-14-1996 by Ord. No. 311]

	A Appeal	B Interpretation or Special Question	C Variance	D Variance	Conditional Use	Planning Variance
() 23. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio and density, both as to required and proposed. Indicate the above both written and graphically.			X	X	X	X
() 24. Zone requirements per ordinance and per application.			X	X	X	X
() 25. Statement of reasons why relief should be granted.	X	X	X	X	X	X
() 26. Acreage of affected parcel to the nearest hundredth of an acre.			X	X	X	X
() 27. Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street.			X	X	X	X
Natural Features (Topography)						
Topography of the site and within 200 feet thereof						
() 28. Contours to determine the natural drainage of the land. Intervals shall be up to 5% grade: 1 foot; over 5% grade: 2 feet.				X	X	X
() 29. Floodplains.				X	X	X
() 30. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.				X	X	X
() 31. Delineation, approved by the Department of Environmental Protection, of freshwater wetlands together with transition area.				X	X	X
() 32. Wooded areas indicating predominant species and size.				X	X	X
() 33. Location of trees 12 inches or more in diameter, as measured 1 foot above ground level, outside of wooded area, designating species of each.				X	X	X
() 34. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.				X	X	X
() 35. All areas to be disturbed by grading or construction.				X	X	X
Man-Made Features on Site and Within 200 Feet thereof						
() 36. Location of existing structures and their setbacks from existing and proposed property lines.			X	X	X	X
() 37. Location of existing easements or rights-of-way, including power lines.			X	X	X	X
() 38. Location of existing railroads, sewer mains and other man-made installations affecting the tract.			X	X	X	X
() 39. Location of existing wells and septic systems.			X	X	X	X
() 40. If conventional septic system is proposed, the location thereof, site of soil sampling and analysis thereof, together with the engineer's evaluation that the system may be constructed at the site.			X	X	X	X
() 41. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.			X	X	X	X
() 42. Location and description of monuments, whether set or to be set.			X	X	X	X

**Township of Alloway
Schedule B
Part 3**

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75 Attachment 2:3