



*Borough of Clementon
Joint Planning & Zoning Board
101 Gibbsboro Road * Clementon, NJ 08021
(856) 783-0284
(856) 783-3419*

LAND DEVELOPMENT APPLICATION

Date Application Submitted: _____

Date Application Deemed Complete: _____

Application For:

☐ Variance
☐ Site Plan
☐ Subdivision

☐ Interpretation
☐ Appeal of Decision
☐ Certificate of Non-Conformity

SECTION 1 – GENERAL INFORMATION:

A. Subject Property Address: _____

B. Owner of Subject Property: _____

C. Owner's Mailing Address: _____

D. Owner's Telephone Number: _____

E. Owner's Email: _____

F. Applicant's Full Legal Name: _____

G. Applicant's Mailing Address: _____

H. Applicant's Telephone Number: _____

I. Applicant's Email: _____

J. Applicant is:

☐ Corporation ☐ Partnership ☐ Individual ☐ Other (Specify): _____

NOTE: IF THE ABOVE APPLICANT IS A CORPORATION OR PARTNERSHIP, APPLICANT MUST ATTACH A LIST OF THE NAMES AND ADDRESSES OF ALL PERSONS HAVING A 10% INTEREST

OR GREATER IN THE CORPORATIN OR PARTNERSHIP AND THE CORPORATION OR PARTNERSHIP *** **MUST BE REPRESENTED BY AN ATTORNEY*****

K. The relationship of Applicant to Property Owner is: _____

NOTE: IF NECESSARY, PLEASE ATTACH ADDITIONAL SHEETS HERETO

L. The relationship of Applicant to the subject property is:

☐ Owner ☐ Tenant or Lessee ☐ Contract Purchaser ☐ Other (Specify): _____

NOTE: IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY, APPLICANT MUST OBTAIN AND SUBMIT A COPY OF THIS APPLICATION SIGNED BY THE OWNER IN THE SPACE PROVIDED IN

M. Contact's Full Legal Name: _____

N. Contact's Mailing Address: _____

O. Contact's Telephone Number: _____

P. The Relationship of Contact to Property-Owner is: _____

Q. The Relationship of Contact to Applicant is: _____

SECTION 2 – SUBJECT PROPERTY INFORMATION:

A. Subject Property Address: _____

B. Subject Property's Block: _____ Lot: _____

C. Subject Property Zone: _____

D. The Subject Property is approximately _____ feet from the Intersection of _____ and _____

E. Dimensions of the Subject Property: _____

F. Area (in square feet) of the Subject Property: _____

G. The Subject Property is located:

1. Within 200' of another Municipality: ☐ Yes ☐ No _____
2. Adjacent to an existing or proposed County Road: ☐ Yes ☐ No _____
3. Adjacent to other County Land: ☐ Yes ☐ No _____
4. Adjacent to a State Highway: ☐ Yes ☐ No _____

H. Has to Subject Property been the subject of a previous Planning/Zoning Board of Adjustment hearing? ☐ Yes ☐ No

NOTE: IF THE ANSWER TO THE ABOVE QUESTION IS YES, APPLICANT MUST ATTACH A COPY OF THE WRITTEN DECISION (RESOLUTION) OF THE PLANNING/ZONING BOARD OF ADJUSTMENT.

SECTION 3 – INFORMATION ABOUT REQUESTED RELIEF:

- A. PROPOSAL – Applicant must attach a statement hereto entitled “Proposal” setting forth the physical changes, if any, to the subject property as well as the current use of subject property and the proposed use.
- B. REASON FOR RELIEF – Applicant must attach a statement hereto entitled “Reason for Relief” setting forth grounds upon which relief from the Ordinance in question is required.

C. NATURE OF APPLICATION – CHECK APPROPRIATE ITEMS:

- 1. Appeal of Action of Administrative Officer ☐
- 2. Interpretation of Zoning Ordinance or Map ☐
- 3. Special Question ☐
- 4. Variance
 - ☐ C Variance
 - ☐ D Use Variance
 - ☐ D Non-Use Variance
 - ☐ Subdivision
 - ☐ Subdivision Application to follow
 - ☐ Site Plan
 - ☐ Site Plan Application to follow
 - ☐ Certification of Non-Conformity

D. THE PROPOSED DEVELOPMENT IS CONTRARY TO:

Section: _____	Sub-Section: _____	Required: _____	Proposed: _____
Section: _____	Sub-Section: _____	Required: _____	Proposed: _____
Section: _____	Sub-Section: _____	Required: _____	Proposed: _____
Section: _____	Sub-Section: _____	Required: _____	Proposed: _____

NOTE: IF ADDITIONAL SPACE IS REQUIRED, APPLICANT MUST ATTACH A LIST OF THE ADDITIONAL VARIANCES REQUESTED HERETO.

SECTION 4 – PROFESSIONALS/EXPERTS:

The following Professionals and/or experts will assist and/or represent the Applicant in connection with this application:

A. Attorney's Name: _____
Address: _____
Telephone: _____

- B. Engineer's Name: _____
Address: _____
Telephone: _____
- C. Architect's Name: _____
Address: _____
Telephone : _____
- D. Planner's Name: _____
Address: _____
Telephone: _____
- E. Other: _____
Address: _____
Telephone: _____

SECTION 5- REQUESTED EXHIBITS: A COMPLETE APPLICATION REQUIRES THE FOLLOWING TO BE INCLUDED WHEN APPLICATION IS BEING SUBMITTED. PLEASE NOTE THESE ITEMS ARE REQUIRED FOR APPLICATION TO BE DEEMED COMPLETE:

- A. Fifteen (15) copies of this application (Five (5) pages) – **DO NOT INCLUDE INSTRUCTIONS**
- B. Fifteen (15) sets of plans:
1. Fifteen (15) sets of current and proposed surveys;
 2. Fifteen (15) sets of current and proposed floor plans;
 3. Fifteen (15) sets of current elevation drawings or photographs;
 4. Fifteen (15) sets of proposed elevation drawings.
- C. Legal Notice: All properties within 200' of subject property must be noticed either by Certified Mail OR by hand delivering the Notice to each property owner. Signature is required by each property owner. Notice must be given at least ten (10) days prior to the scheduled Planning/Zoning meeting and must not include the day of said meeting. Notice also must be advertised in the local newspaper and Proof of Service of such advertisement is required.
- D. A Request for Property Owner's List must accompany this application.
- E. Executed Escrow Agreement.
- F. Executed W-9.
- G. All Escrow and Application fees must be submitted with this application.

SECTION 6 – APPLICANT’S VERIFICATION:

I HEREBY CERTIFY THAT THE ABOVE STATEMENTS AND INFORMATION MADE BY ME CONTAINED IN THIS APPLICATION ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT

Dated: _____

Applicant’s Signature

Print Name

SECTION 7 – OWNER’S SIGNATURE:

I HEREBY CERTIFY THAT I RESIDE AT _____ IN THE COUNTY OF _____, AND THE STATE OF _____ AND THAT I AM THE OWNER OF THE PLAT OR PARCEL OF LAND KNOWN AS BLOCK(S) _____; LOT(S) _____ ON THE TAX MAP OF THE BOROUGH OF CLEMENTON, WHICH IS THE SUBJECT PROPERTY LISTED IN THE ABOVE APPLICATION.

Dated: _____

Owner’s Signature

Print Name

SECTION 8 – OWNER’S CONSENT TO VISIT SITE:

I HEREBY CONSENT TO VISITING THE SITE AT THE PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION FOR THE LIMITED PURPOSES OF VERIFYING THE ACCURACY OF THE PLANS SUBMITTED AND THAT STATEMENTS CONNECTED HEREIN.

Dated: _____

Owner’s Signature

Print Name



*Borough of Clementon
Joint Planning & Zoning Board
101 Gibbsboro Road * Clementon, NJ 08021
(856) 783-0284
(856) 783-3419*

REQUEST FOR PROPERTY OWNER'S LIST

FEE: \$10.00

NAME: _____

ADDRESS: _____

REQUEST FOR LIST OF PROPERTY OWNER'S WITHIN 200' OF:

BLOCK(S): _____

LOT(S): _____

EXAMPLE NOTICE TO PROPERTY OWNERS WITHIN 200'

In accordance with the requirements of the Borough of Clementon Zoning Ordinance and Section 40:55 of the Revised Statutes of the State of New Jersey, you are hereby notified that the Petition of Appeal has been filed by the undersigned with the Secretary of the Planning/Zoning Board, and is available for examination in the Office of the Secretary located at 101 Gibbsboro Road, Clementon, New Jersey 08021.

A public hearing will be conducted before the Planning/Zoning Board in connection with the appeal at the Municipal Building located at 101 Gibbsboro Road, Clementon, New Jersey on the _____ day of _____, 20__ at 7:00 p.m.

PROPERTY INFORMATION

Street Address: _____
Block(s) _____ Lot(s) _____ Zone _____
Present Use: _____
Proposed Use: _____

RELIEF OF VARIANCE DESIRED.

PLEASE DESCRIBE THE RELIEF YOU ARE ASKING FOR.

Signature: _____
Address: _____
Date: _____

*****This notice shall be sent by Certified Mail or by hand delivering a copy of same to every property owner within 200' of the subject property. All Certified Mail Receipts and/or hand-delivered notices with obtained signatures must be submitted to the Planning/Zoning Department prior to the Planning/Zoning Board Meeting. *****

EXAMPLE OF ADVERTISEMENT TO NEWSPAPER

Notice is hereby given that the undersigned has applied to the Joint Planning/Zoning Board of the Borough of Clementon for:

STATE RELIEF BEING REQUESTED.

For the property located at _____, Block ____ Lot ____ . A public hearing will be held on _____ (date of meeting) at 7:00 p.m. at the Clementon Borough Hall, 101 Gibbsboro Road, Clementon, New Jersey 08021. This notice serves for any and all variances which may be needed. This application and supporting documentation are on file in the Office of the Board Secretary, and are available for examination during normal business hours.

****** THIS ADVERTISEMENT NOTICE MUST BE ADVERTISED A MINIMUM OF 10 DAYS PRIOR TO THE MEETING DATE (EXCLUDING THE DAY OF THE MEETING), IN THE CENTRAL RECORD OR COURIER POST ******



BOROUGH OF CLEMENTON
ESCROW AGREEMENT

THIS AGREEMENT made this _____ day of _____ Two Thousand and _____ between _____, hereinafter referred to as "Applicant", the **JOINT PLANNING /ZONING BOARD OF THE BOROUGH OF CLEMENTON**, hereinafter referred to as "Board", and the Borough of Clementon, in the County of Camden, hereinafter referred to as "Borough".

WHEREAS, Applicant is proceeding under Ordinance No. 2017-10 (hereinafter "Ordinance"), for approval of all applicable items listed below:

- | | |
|--------------------------------------|--|
| ☐ Variance | ☐ Interpretation |
| ☐ Site Plan | ☐ Appeal of Decision |
| ☐ Subdivision | ☐ Certificate of Non-Conformity |

WHEREAS, the Ordinance requires the Applicant to establish an escrow whereby work required to be performed by professionals employed by the Board will be paid for by the Applicant as required under the provisions of the Ordinance as cited above.

NOW, THEREFORE, the parties agree as follows:

Section 1. Purposes

The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of duties.

Section 2. Escrow Established

The Applicant hereby creates an escrow to be established within the Joint Planning/Zoning Board of the Borough of Clementon.

Section 3. Escrow Funded

The Applicant, upon execution of this Agreement, shall pay to the Borough, and the escrow be deposited in the Borough's escrow account.

Section 4. Increase in Escrow Funds

If during the existence of this Escrow Agreement, the funds held by the Escrow Holder shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Board or the Board's designee, the Applicant shall, within (14) fourteen days from the date of receipt of written notice, deposit additional sums with the escrow holder to cover the amount of the deficit referred to above and such additional amounts reasonably anticipated by the Board to be needed to complete the application process. The written notice referred to in this paragraph shall be sent to the following agent or representative: **MUST BE SIGNED BY APPLICANT**

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Said notice shall be in the form attached to this Agreement. Unless otherwise shown, receipt shall be presumed to have occurred (3) three days after mailing. The notice required under this paragraph shall be given by the Director or his designee.

Section 5. Time of Payment

The professionals referred to in this Agreement, upon the conclusion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the Borough for vouchers of the type and kind referred to under this paragraph. Said voucher shall include the amount of all fees and costs incurred as a result of the service set forth under Section 1 of this Agreement.

Section 6. Payment from Escrow Funds

The Board or the Board's designee shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this Agreement. Upon making a determination that said services have been performed properly, the Board or the Board's designee shall process said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Borough. At the conclusion of this processing, the amount specified in said vouchers shall be paid by the escrow holder from the escrow established pursuant to this Agreement.

Section 7. Return of Unused Escrow Funds

In order to receive any unused escrow funds, the following procedures will be followed:

- A. The applicant must send a certified letter to the Chief Financial Officer after plot plans have been signed by the appropriate Borough Officials.
- B. The Chief Financial Officer or his/her designee will request the professionals to prepare a final bill for services within (30) thirty days.
- C. The Chief Financial Officer shall issue a final accounting of escrow funds (45) forty five days after the final statements are received from the professionals.
- D. Any balances due the developer will be processed with the final statement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the date first written above.

Applicant Signature

Applicant (print name)

ATTEST:

(signature)

(print name)

MAIL OUT REGULAR MAIL UTILITY COMPANIES TO NOTIFY

Camden County M.U.A.
1645 Ferry Avenue
Camden, New Jersey 08101
856-541-3700

Camden Co. Planning Board
Camden County Complex
2311 Egg Harbor Road
Lindenwold, New Jersey 08021

Atlantic City Electric
P.O. Box 13610
Philadelphia, PA 19101

South Jersey Gas Co.
1 South Jersey Plaza
Hammonton, New Jersey 08037

Comcast
1250 Berlin Road
Cherry Hill, New Jersey 08003

Verizon Communications
Attn: Land Use Matters
680 Park Avenue
East Orange, New Jersey 07017

Clementon Public Works
Borough of Clementon
101 Gibbsboro Road
Clementon, New Jersey 08021

NOTICE IS ALSO REQUIRED TO BE SERVED ON THE FOLLOWING SHOULD THE EVENT BE APPLICABLE:

- | | |
|---|---|
| 1. Property within 200 feet of an adjoining Municipality | Clerk of the municipality
AND Property owners
Within 200' in adjacent
Municipality |
| 2. Property adjacent a county road, or proposed road on county official map or on county master plan, adjoining other county land or situate within 200 ft. of a municipal boundary | County Planning Board |
| 3. Property adjacent a State Highway | Commissioner of Transportation
N.J. Department of Transportation
P.O. Box 600
Trenton, New Jersey 08625-0600 |
| 4. Development exceeding 150 acres or 500 dwelling units. | State Planning Commission
Department of State
P.O. Box 820
Trenton, New Jersey 08625-0820 |

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

*Borough of Clementon, NJ
Tuesday, May 14, 2019*

Chapter 38. Land Use Procedures

Article IV. Fees

§ 38-13. Schedule of fees.

- A. An applicant shall pay application fees and deposit with the Borough of Clementon a certain sum to be placed in escrow by the Borough to cover the cost of professionals employed by the Planning Board and/or Zoning Board of Adjustment to make reviews and Inspections of the applications and plans submitted as well as site inspection, if necessary, in accordance with the following schedule:
[Amended 10-18-2007 by Ord. No. 2007-10; 11-21-2017 by Ord. No. 2017-10]

Planning and Zoning Applications	Application Fee (Check No. 1)	Escrow for Review Fees (Legal and Engineering) (Check No. 2)	Tax Map Revision Fee¹ (Check No. 3)	Escrow for Inspection Fee² (Check No. 4)
Minor subdivision	\$250	\$2,700	\$300	Yes
Major subdivision				
Preliminary approval	\$500	\$3,000 plus \$100 per lot created		
Final approval	\$350.00	\$2,000 plus \$50 per lot created	\$300 plus \$30 per lot created	Yes
Site plans				
Minor	\$250	\$3,500		Yes
Major	\$350	\$3,500 plus \$100 per lot		
Preliminary				
Residential	\$350	\$3,500 plus \$150 per additional acre		
Nonresidential	\$300	\$2,000 plus \$50 per lot		
Final				
Residential	\$300	\$2,000 plus \$100 per additional acre		Yes
Nonresidential	\$300	\$2,000		Yes
Waiver	\$300	\$500		

Planning and Zoning Applications	Application Fee (Check No. 1)	Escrow for Review Fees (Legal and Engineering) (Check No. 2)	Tax Map Revision Fee¹ (Check No. 3)	Escrow for Inspection Fee² (Check No. 4)
Single variance	\$100	\$350		
Multiple variances	\$200	\$450		
Residential use variance	\$160	\$400		
Commercial or industrial				
Bulk single variance	\$250	\$2,500		
Bulk multiple variances	\$350	\$3,000		
Use variance	\$350	\$2,500		
List of property owners	\$10			

NOTES:

- ¹ Amount due upon final approval, before subdivision plans will be signed by the Borough.
 - ² Amount due is 5% of the performance guarantee. The performance guarantee and inspection escrow are due prior to the Borough signing final plans and/or issuing building permits.
- B. In the event inspection and review costs exceed the sum deposited in escrow by the applicant, the applicant shall immediately deposit a sum equal to 50% of the initial escrow fee and shall continue to deposit a like sum when necessary to cover professional fees relating to said application.
- C. In the event an applicant fails to maintain the escrow account as set forth above, the Planning Board and/or Zoning Board of Adjustment shall delay any action on said application, and no approvals or permits shall be issued until such a time that the applicant has complied with the requirements of this section.
- D. Certificates of occupancy shall not be issued for any development or part thereof unless the applicant has deposited with the Borough of Clementon all sums necessary to pay all professional fees.