

Instructions for applicants filing applications before the Glassboro Planning and Zoning Board of Adjustment Boards

The purpose of these instructions is to assist an applicant who wishes to file an application before the Planning Board or Zoning Board of Adjustment. New Jersey Municipal Land Use Law can be very complicated. The requirements of the NJMLUL and the Borough of Glassboro Development Regulations must be followed. Because of this, the Board is often limited in what it can or cannot do in granting the relief that you request. Therefore, it is always recommended an applicant consult with an attorney who is experienced in zoning and land use law. (You are not required to be represented by an attorney/counsel unless you are a corporation, a partnership or LLC. In addition, any attorney representing you must be licensed in the State of New Jersey.)

Application and checklist forms must be fully completed and returned as detailed below with the fees as shown in Appendix A. Your application will be reviewed by the completeness review committee on the second Tuesday of each month to determine completeness. The review period is 45 days.

Review for Completeness:

1. Five sets of fully completed and properly signed applications.
 - A. Two sets to the Board Coordinator with fees.
 - Kristine D'Amico (Planning Board) -
10 S. Poplar Street, Glassboro, NJ 08028
 - Terri Fanfarillo (Zoning Board) -
10 S. Poplar Street, Glassboro, NJ 08028
 - B. One set to the Planner: Douglas Cowan– Remington & Vernick
2059 Springdale Road, Cherry Hill NJ 08003
 - C. One set to the Engineer: Mark Brunermer – Sickels & Associates
833 Kings Highway, Woodbury, NJ 08096
 - D. One set to the Board Solicitor:
 - Allen Zeller (Planning Board)
120 Haddontowne Court, Cherry Hill, NJ 08034
 - John Alice (Zoning Board)
28 Cooper St, Woodbury, NJ 08096

You will be notified via email by the Coordinator if your application is deemed complete or incomplete. If deemed incomplete, you will need to provide additional information as noted by the professionals. If deemed complete, you will be provided with a hearing date and can proceed with the instructions on the next page.

Please note: after the application is deemed complete you will be responsible for sending the appropriate Board Coordinator thirteen (13) completed copies as noted on page two, as well as copies to the locations noted below:

Planning Board:

Borough of Glassboro Fire Department, 1 S Main Street, Glassboro, NJ 08028
Borough of Glassboro Water & Sewer Department, 1 S Main Street, Glassboro NJ 08028
Borough of Glassboro Highway Department, 1 S Main Street, Glassboro, NJ 08028
Borough of Glassboro Police Chief, 1 S Main Street, Glassboro, NJ 08028
Gloucester County Tax Assessor, 1200 North Delsea Drive, Clayton, NJ 08312

Zoning Board:

Borough of Glassboro Fire Department, 1 S Main Street, Glassboro, NJ 08028
Borough of Glassboro Water & Sewer Department, 1 S Main Street, Glassboro NJ 08028
Borough of Glassboro Highway Department, 1 S Main Street, Glassboro, NJ 08028
Borough of Glassboro Police Chief, 1 S Main Street, Glassboro, NJ 08028
Gloucester County Tax Assessor, 1200 North Delsea Drive, Clayton, NJ 08312

***Only for Use or Site Plan/Subdivision Application**

BOROUGH OF GLASSBORO

Office of Planning and Zoning

10 S Poplar Street

Glassboro NJ, 08028

PLANNING BOARD & ZONING BOARD of ADJUSTMENTS

DEVELOPMENT PLAN

FILE NO./APPLICATION NO.: _____ DATE: _____

TITLE OF PROPOSED DEVELOPMENT / FILE NAME: _____

APPLICANT: _____

ADDRESS OF SITE: _____

BLOCK(S): _____ LOT(S): _____

PERSON COMPLETING FORM: _____

ALL ATTACHED APPLICATION AND CHECKLIST FORMS MUST BE FULLY COMPLETED AND RETURNED WITH THE SITE PLAN OR SUBDIVISION APPLICATION WHEN FILED. **ALL OF THE FOLLOWING ITEMS MUST BE SHOWN OR ATTACHED THERETO OR FILED FOR THE APPLICATION TO BE CONSIDERED FOR COMPLETENESS REVIEW.** THE REVIEW PERIOD IS 45 DAYS. COMPLETE APPLICATION REQUIRED TO BE ON FILE A **MINIMUM** OF 21 DAYS PRIOR TO HEARING DATE. **NO EXCEPTIONS.**

DO NOT NOTIFY ANY PROPERTY OWNERS WITHIN 200 FEET OR PUBLISH A NOTICE OF HEARING FOR YOUR APPLICATION UNTIL THE BOARD SECRETARY/COORDINATOR HAS NOTIFIED YOU THAT YOUR APPLICATION HAS BEEN DEEMED COMPLETE AND YOU ARE PROVIDED WITH A HEARING DATE

1. Application & Plans:

A. All Applications:

1. Thirteen (13) copies of completed application with checklist.
2. Thirteen (13) copies each of the survey, site plans, architectural and/or engineering plans, and applicant's letter of denial or Notice of violation.
3. Electronic copies of all submission materials.

B. All plans submitted must be folded with the title block showing.

2. Application filing fees (including escrows).
3. Certification by the Tax Collector that all taxes are current.
4. Completed State of New Jersey W-9 form (with ORIGINAL signature).
5. Disclosure of 10% ownership interest of Corporation or Partnership which is 10% owner of applying Corporation or Partnership (N.J.S.A. 40:55D.48.2)

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION
CONTACT FORM

I. APPLICANT / DEVELOPER INFORMATION

Applicant's Name/Contact: _____ Company Name: (if applicable): _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

II. PROPERTY OWNER INFORMATION (if different from above)

Property Owner's Name/Contact: _____ Company Name: (if applicable): _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

III. ATTORNEY INFORMATION

Contact Person: _____ Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

IV. ENGINEER INFORMATION

Contact Person: _____ Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

V. ARCHITECT INFORMATION

Contact Person: _____ Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

VI. SURVEYOR INFORMATION

Contact Person: _____ Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

VII. PLANNER INFORMATION

Contact Person: _____ Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email Address: _____

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

I. SITE INFORMATION (cont.)

14. Proposed Form of Ownership:

_____ : Fee Simple _____ : Condominium
_____ : Rental _____ : Cooperative
_____ : Homeowners Association _____ : Other: _____

15. Describe any proposed Deed Restrictions, Easements, Covenants and/or Homeowners Association Documents which affect this Development: _____

16. Is the property located in or a part of a Redevelopment Area or Plan: _____ Yes _____ No

If yes, please attach a copy of the Redevelopment Plan and/or Agreement.

17. Provide the number of parking spaces proposed on site: _____

II. BULK REQUIREMENTS

	<u>EXISTING</u>	<u>PROPOSED</u>	<u>REQUIRED</u>
Lot area	_____	_____	_____
Total building coverage	_____	_____	_____
Total lot coverage (all structures)	_____	_____	_____
Total number of parking spaces	_____	_____	_____
Total number of loading zones	_____	_____	_____
Number of employees	_____	_____	_____
Gross floor area (non-residential)	_____	_____	_____
Total number of dwelling units	_____	_____	_____
Total number of bedrooms	_____	_____	_____
Front lot width	_____	_____	_____
Lot depth	_____	_____	_____
Front yard setback	_____	_____	_____
Rear yard setback	_____	_____	_____
Side yard setback	_____	_____	_____
Max. height (ft.) principal structure	_____	_____	_____
Max. height (stories) principal structure	_____	_____	_____
Max. height (ft.) accessory structure	_____	_____	_____
Max. height (stories) accessory structure	_____	_____	_____
Accessory structure:			
Use	_____	_____	_____
Front yard setback	_____	_____	_____
Rear yard setback	_____	_____	_____
Side yard setback	_____	_____	_____
Usable open space	_____	_____	_____
Impervious Coverage Percent	_____	_____	_____
Parking Coverage	_____	_____	_____

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

III. VARIANCES REQUESTED — Include Ordinance number and description (May attach a separate sheet if necessary): _____

IV: WAIVERS REQUESTED — Any application or design waivers must be applied for in written form. Include Ordinance number and description (May attach separate sheet if necessary) : _____

V. OTHER COMMENTS AND/OR PERTINENT INFORMATION (May attach separate sheet if necessary):

VI. FEES

All fees must be calculated by the applicant according to guidelines of ordinance 107-15. Failure to submit required fees will automatically deem application incomplete. See Appendix A for fee schedule.

A. Site Plan: Preliminary \$ _____ Final \$ _____ Revision \$ _____

B. Subdivision: Preliminary \$ _____ Final \$ _____ Revision \$ _____

C. Variance: \$ _____

D. Appeal/Interpretation \$ _____

E. GIS Fee \$ _____

TOTAL ESCROW FEE \$ _____

TOTAL APPLICATION FEE \$ _____

VII. PUBLIC NOTICE REQUIREMENT

Pursuant to N.J.S.A. 35:3-1, et seq., if legal notice is required for an application, the notice set forth below should be published on the Borough of Glassboro Planning/Zoning Board website homepage at least 10 days prior to the scheduled hearing date. Said notice must be served to property owners within 200 feet at least 10 days prior to the public hearing date. Applicants are also required to publish notice of decision after the adoption of a resolution by the Planning/Zoning Board.

Please be advised that Glassboro requires submission of legal notices at least 3 business days prior to the date to be published on the Planning/Zoning Board webpage. Affidavit of service and proof of service must be submitted to the Planning and Zoning office at least 5 working days prior to the public hearing date.

VIII. APPLICATION PROCEDURE/PLAN REQUIREMENTS

Any application for development must be accompanied by appropriate plans. All plans submitted must be folded with the title block showing.

IX. CONSENT FOR SITE REVIEW

The applicant and owner realize that as part of the Planning Board/ Zoning Board of Adjustment review of its application, that the Board may determine it necessary or advisable to visit the subject premises for the purposes of performing a site inspection and review. The applicant and owner do hereby give permission to any member of the Borough of Glassboro Planning Board, Zoning Board of Adjustment, as well as any other Borough employee or officer to enter the subject premises for the purpose of performing a site inspection and review.

Owner's Initials

Date

Applicant's Initials

Date

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

X. AFFIDAVIT OF APPLICANT

State of New Jersey

County of _____:

I, _____, of full age, being duly sworn according to law, upon my oath, depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

Applicant's signature

Notary public

XI. AFFIDAVIT OF OWNERSHIP & STATEMENT OF THE LANDOWNER

State of New Jersey

County of _____:

- A. I hereby certify that I am the owner on record of the site depicted and that I concur with the plans presented to the Planning Board/Zoning Board of Adjustment
- B. Applicant is made with my complete understanding and permission in accordance with the agreement of purchase or other option entered into between me and the applicant.
- C. Permission is here by granted to: _____, otherwise known as the Applicant, to submit the proposed development plans on my behalf as the: (Tenant or Contract Purchaser)

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

Owner's signature

Notary Public

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

XII. AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY

COUNTY OF: _____

I, _____ being duly sworn according to law upon this oath, do hereby depose and say:

1. I am the applicant for a variance or special exception before the Borough of Glassboro Zoning Board of Adjustment/ Planning Board.
2. At least 10 days prior to the hearing, I gave personal notice to all owners of property within or without the Borough of Glassboro, as shown by the most recent tax lists of this Borough, whose property or properties as shown by said lists are located within 200 feet of the property for which I make this application.
3. The notice was given by handing a copy thereof to said owner personally and said owner signing their name on the Borough list or by sending written notice thereof by certified return receipt mail to the owner or owners as shown by the recent tax list dated _____.
4. Following are the names and addresses of all owners who were served personally which are attached.
5. Following are the names and addresses of all owners of property who were served by certified return receipt mail for which the return receipts are attached and made part of this application.

Signature of Applicant

Sworn and Subscribed before me this _____ day of _____, 20_____.

Notary

A Notary Public of the State of New Jersey

XIII. STATEMENT REGARDING PROFESSIONAL REVIEW AND COST

Pursuant to Section 107-15 of the Borough of Glassboro Development Regulations and Zoning— Fees:

I [or we], the Applicant of the below mentioned subdivision and/or site plan hereby agrees to pay all fees and escrow payments for all professional reviews of the plans and documents for inspections and improvements required by Glassboro or their designee pursuant to the Borough of Glassboro Development Regulations and Zoning—Fees. All fees shall be made payable to the Borough of Glassboro. The Borough of Glassboro will be responsible for the payment of all invoices submitted by the professional staff. Under no circumstances should payment be made directly to any professional without prior authorization of the Borough of Glassboro.

Date: _____

Block: _____ Lot(s): _____

Applicant: _____

Address: _____

Phone number: _____

Signature: _____

Print Name: _____

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

PLANNING BOARD - PUBLIC NOTICE

PUBLIC HEARING NOTICE

BOROUGH OF GLASSBORO, GLOUCESTER COUNTY, NJ

PLANNING BOARD, 1 SO. MAIN ST., GLASSBORO, NJ 08028

PLEASE TAKE NOTICE, that pursuant to N.J.S.A. 35:3-1, et seq., if legal notice is required for an application, the notice set forth below should be published on the Borough of Glassboro Planning Board website homepage at least 10 days prior to the scheduled hearing date. Applicants are also required to publish a notice of decision after the adoption of a resolution by the Planning Board. Below is the information for providing said notice and sample format for legal notices and the specific nature of the application and requested relief.

PLEASE BE ADVISED THAT GLASSBORO REQUIRES SUBMISSION OF LEGAL NOTICES AT LEAST 3 BUSINESS DAYS PRIOR TO THE DATE TO BE PUBLISHED ON THE PLANNING BOARD WEBPAGE.

SAMPLE PUBLIC NOTICE

PLEASE TAKE NOTICE that the undersigned Applicant has applied to the Glassboro Planning Board for (type of relief, i.e. site plan, subdivision, etc.) as well as for relief from Sections _____ of the Glassboro Zoning Ordinances for variances, waivers and approvals as follows: _____

_____ together with any other variances, waivers or approvals deemed necessary by the Planning Board.

Property Involved:

Street Address: _____

Boro Tax Map Plate: _____ Block: _____ Lot: _____

Application No.: _____ Zoning District: _____

Present Use: _____ Proposed Use: _____

PLEASE TAKE FURTHER NOTICE that in accordance with the requirements of Glassboro Ordinances, N.J. Municipal Land Use Law, N.J.S.A. 40:55D-1, et seq. and N.J.S.A. 35:3-1, et seq., you are hereby noticed that an application has been filed by the undersigned with the Planning Board Coordinator. The Application plans, exhibits and documents will be available for examination and review free of charge at least 10 days before the hearing on the Glassboro Planning Board's website at <https://www.glassboro.org/planning-board> and with the NJ Secretary of State Legal Notices internet webpage <https://nj.gov/state/statewide-legal-notices-list.shtml> established for this purpose. You may also contact the Glassboro Planning Board Coordinator at 856-881-9230 Ext. 88350 or by email at kdamico@glassboro.org for definitive information or consideration of the application.

PLEASE TAKE FURTHER NOTICE that in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., a public hearing will be held in person on the ____ day of _____, 20__, at 7:00 p.m. in the Boro Council Meeting Room, 1 So. Main St., Glassboro, NJ. Members of the public will have full access to the meeting/hearing and will be able to give public comment, ask questions, present objections and cross-examine witnesses on the application being heard by the Planning Board.

PLEASE TAKE FURTHER NOTICE that the Planning Board may at its discretion adjourn, postpone or continue the said hearings from time to time and you are hereby notified that you should make diligent inquiry of the Planning Board Coordinator concerning such adjournments, postponements or continuations.

Date: _____, 20 ____

Applicant

Applicant's Address

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

PLANNING BOARD- NOTICE OF HEARING

NOTICE OF HEARING
TO: PROPERTY OWNERS WITHIN 200 FEET OF SUBJECT PROPERTY TO BE HEARD BY THE PLANNING BOARD OF GLASSBORO

PLEASE TAKE NOTICE that in accordance with the requirements of the Glassboro Ordinances, Municipal Land Use Law, N.J.S.A. 40:55D-12 and N.J.S.A. 35:3-1, et seq., you are hereby notified that an application has been filed by the undersigned with the Planning Board Coordinator, Borough of Glassboro, 1 So. Main St., Glassboro, NJ. The specific nature of the application and requested relief is detailed below. The application plans, exhibits and documents will be available for examination and review at least 10 days before the hearing on the Glassboro Planning Board website at <https://www.glassboro.org/planning-zoning> and with the NJ Secretary of State Legal Notices internet webpage <https://nj.gov/state/statewide-legal-notice-list.shtml> established for this purpose. You may also contact the Planning Board Coordinator at 856-881-9230 Ext. 88350.

PLEASE TAKE FURTHER NOTICE that in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et. seq., a public hearing will be conducted before the Planning Board in connection with this application in person on the ____ day of ____, 20__, at 7:00 p.m. in the Boro Council Meeting Room, 1 So. Main St., Glassboro, NJ. Members of the public will have full access to the meeting/hearing and will also be able to give public comment, ask questions, present objections and cross-examine witnesses on the application being heard by the Planning Board.

Property Involved:

Street Address: _____

Boro Tax Map Plate: _____ Block: _____ Lot: _____

Application No.: _____ Zoning District: _____

Present Use: _____ Proposed Use: _____

Nature of Application: _____

Nature of Relief, Variances or Waivers Required: _____

together with any other variances, waivers or approvals deemed necessary by the Planning Board

PLEASE TAKE FURTHER NOTICE that the Planning Board may, at its discretion, adjourn, postpone or continue the hearing from time to time and you are hereby notified that you should make diligent inquiry of the Planning Board Coordinator concerning any such adjournments, postponements or continuations.

Date: _____, 20 ____

Applicant

Applicant's Address

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

ZONING BOARD - PUBLIC NOTICE

PUBLIC HEARING NOTICE

BOROUGH OF GLASSBORO, GLOUCESTER COUNTY, NJ

ZONING BOARD OF ADJUSTMENT, 1 SO. MAIN ST., GLASSBORO, NJ 08028

PLEASE TAKE NOTICE, that pursuant to N.J.S.A. 35:3-1, et seq., if legal notice is required for an application, the notice set forth below should be published on the Borough of Glassboro Zoning Board website homepage at least 10 days prior to the scheduled hearing date. Applicants are also required to publish a notice of decision after the adoption of a resolution by the Zoning Board. Below is the information for providing said notice and sample format for legal notices and the specific nature of the application and requested relief.

PLEASE BE ADVISED THAT GLASSBORO REQUIRES SUBMISSION OF LEGAL NOTICES AT LEAST 3 BUSINESS DAYS PRIOR TO THE DATE TO BE PUBLISHED ON THE PLANNING BOARD WEBPAGE.

SAMPLE PUBLIC NOTICE

PLEASE TAKE NOTICE that the undersigned Applicant has applied to the Glassboro Zoning Board for (type of relief, i.e. bulk "c", use "d", subdivision, etc.) as well as for relief from Sections _____ of the Glassboro Zoning Ordinances for variances, waivers and approvals as follows: _____

_____ together with any other variances, waivers or approvals deemed necessary by the Zoning Board.

Property Involved:

Street Address: _____

Boro Tax Map Plate: _____ Block: _____ Lot: _____

Application No.: _____ Zoning District: _____

Present Use: _____ Proposed Use: _____

PLEASE TAKE FURTHER NOTICE that in accordance with the requirements of Glassboro Ordinances, N.J. Municipal Land Use Law, N.J.S.A. 40:55D-1, et seq. and N.J.S.A. 35:3-1, et seq., you are hereby noticed that an application has been filed by the undersigned with the Zoning Board of Adjustment Secretary. The Application plans, exhibits and documents will be available for examination and review free of charge at least 10 days before the hearing on the Glassboro Zoning Board of Adjustment's website at <https://www.glassboro.org/zoning-board-of-adjustment> and with the NJ Secretary of State Legal Notices internet webpage <https://nj.gov/state/statewide-legal-notice-list.shtml> established for this purpose. You may also contact the Glassboro Zoning Board of Adjustment Secretary at 856-881-9230 ext. 88310 or by email at tfanfarillo@glassboro.org for definitive information or consideration of the application.

PLEASE TAKE FURTHER NOTICE that in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., a public hearing will be held in person on the ____ day of _____, 20__, at 7:00 p.m. in the Boro Council Meeting Room, 1 So. Main St., Glassboro, NJ. Members of the public will have full access to the meeting/hearing and will be able to give public comment, ask questions, present objections and cross-examine witnesses on the application being heard by the Zoning Board.

PLEASE TAKE FURTHER NOTICE that the Zoning Board of Adjustment may at its discretion adjourn, postpone or continue the said hearings from time to time and you are hereby notified that you should make diligent inquiry of the Zoning Board Secretary concerning such adjournments, postponements or continuations.

Date: _____, 20__

Applicant

Applicant's Address

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

ZONING BOARD- NOTICE OF HEARING

NOTICE OF HEARING
TO: PROPERTY OWNERS WITHIN 200 FEET OF SUBJECT PROPERTY TO BE HEARD BY THE ZONING BOARD OF ADJUSTMENT

PLEASE TAKE NOTICE that in accordance with the requirements of the Glassboro Ordinances, Municipal Land Use Law, N.J.S.A. 40:55D-12 and N.J.S.A. 35:3-1, et seq., you are hereby notified that an application has been filed by the undersigned with the Zoning Board Secretary, Borough of Glassboro, 1 So. Main St., Glassboro, NJ. The specific nature of the application and requested relief is detailed below. The application plans, exhibits and documents will be available for examination and review at least 10 days before the hearing on the Glassboro Zoning Board of Adjustment website at <https://www.glassboro.org/zoning-board-of-adjustment> and with the NJ Secretary of State Legal Notices internet webpage <https://nj.gov/state/statewide-legal-notices-list.shtml> established for this purpose. You may also contact the Zoning Board Secretary at 856-881-9230 Ext. 88310.

PLEASE TAKE FURTHER NOTICE that in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et. seq., a public hearing will be conducted before the Zoning Board of Adjustment in connection with this application in person on the ____ day of _____, 20__, at 7:00 p.m. in the Boro Council Meeting Room, 1 So. Main St., Glassboro, NJ. Members of the public will have full access to the meeting/hearing and will also be able to give public comment, ask questions, present objections and cross-examine witnesses on the application being heard by the Zoning Board of Adjustment.

Property Involved:

Street Address: _____

Boro Tax Map Plate: _____ Block: _____ Lot: _____

Application No.: _____ Zoning District: _____

Present Use: _____ Proposed Use: _____

Nature of Application: _____

Nature of Relief, Variances or Waivers Required: _____

_____ together with any other variances, waivers or approvals deemed necessary by the Zoning Board of Adjustment.

PLEASE TAKE FURTHER NOTICE that the Zoning Board of Adjustment may, at its discretion, adjourn, postpone or continue the hearing from time to time and you are hereby notified that you should make diligent inquiry of the Zoning Board of Adjustment Secretary concerning any such adjournments, postponements or continuations.

Date: _____, 20__

Applicant

Applicant's Address

Borough of Glassboro Public Hearing – Variance Information

Certified Notices must be sent at least ten days prior to property owners within 200 feet and as listed below:

- Gloucester County Planning Board
1200 N Delsea Drive
Clayton, NJ 08312
- Gloucester County Highway Department
1200 N Delsea Drive
Clayton, NJ 08312
- New Jersey State Department of Transportation
Attn: Planning Division
PO Box 600
Trenton, NJ 08625-0600
- South Jersey Gas Company
Attn: Engineering Manager
1 South Jersey Plaza
Folsom, NJ 08037
- Comcast Cable Co.
Attn: Construction Department
901 West Leeds Avenue
Absecon, NJ 08201
- Atlantic City Electric/Exelon Co.
Attn: Mike Powers
5100 Harding Highway
Mays Landing, NJ 08330
- Verizon – New Jersey, Inc.
PO Box 16801
Newark, NJ 07101

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

Land Development Review Checklist
[Added 5-26-2015 by Ordinance No. 15-19]

Item#	Submission Request	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision	Use "D" Variance	Use "C" Variance
1	Land development review application	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐
2	Application fee	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐
3	Escrow fee for engineering, planning and legal	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐
4	Escrow responsibility form, signed and notarized; tax ID number	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		Yes ☐	Yes ☐
5	Proof of current tax payment	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐
6	Affidavit of ownership of the applicant	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐
7	Variance application or waiver request with statement in support of each waiver and summary of waivers and variances on cover sheet of plans - Use or Bulk Variance application request, the written statement must explain why the applicant's proposal satisfies the "Positive" and "Negative" criteria	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐
8	List of applications made, or to be made, to other review agencies necessary for approval, if applicable	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐
9	Name, address and notarized signatures of all titled owners and applicants on the Borough application forms	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐
10	Name, signature, license number, seal, and address of engineer, architect, planner, landscape architect or land surveyor	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

Item#	Submission Request	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision	Use "D" Variance	Use "C" Variance
11	Schedule of required zoning regulations, and project's conformance - If the application is for a Bulk Variance, the applicable bulk requirements on the Development Plan Application must be completed	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		Yes ☐
12	Signature block for Board Chair, Secretary, Board Engineer, Borough Engineer and Municipal Clerk						Yes ☐		
13	Certified, sealed existing conditions survey with date of field survey (Date of field survey must be less than one year from application date)	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐
14	Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
15	Sheet size either 11x17, 18x24, 24x36, 30x42	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
16	Dates of original drawings and all revisions	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
17	Plans shall be prepared by an architect or engineer if application involves only the location or proposed buildings and their relationship to the site and the immediate environs	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
18	Preliminary architectural elevations, including perspectives and floor plans, type of building proposed, including conformance to Community Architectural Design Ordinance	Yes ☐		Yes ☐		Yes ☐			

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

Item#	Submission Request	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision	Use "D" Variance	Use "C" Variance
19	Plans shall be prepared by an engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
20	Parking plan indicating spaces, size and type, aisle width, curb cuts, drives, and driveways, with dimensions	Yes ☐		Yes ☐	Yes ☐	Yes ☐	Yes ☐		
21	Plans shall be prepared by engineer if application involves only drainage facilities for site plans of 10 acres or more, or involving stormwater detention facilities, or traversed by a watercourse	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
22	Existing and proposed drainage system, including any larger parcel of which the site is a part, depicted on drainage divide map			Yes ☐	Yes ☐	Yes ☐	Yes ☐		
23	Plan delineation of any existing or proposed deed restriction, protective covenant, recorded easements, prescriptive easements, and right-of-way	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
24	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 (concept discussion)		Yes ☐		Yes ☐		Yes ☐		
25	Metes and bounds description of parcel in question based upon current land survey information within past year	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

Item#	Submission Request	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision	Use "D" Variance	Use "C" Variance
26	Location and extent of watercourses or bodies, freshwater or riparian wetlands, floodplains, or other environmentally sensitive areas	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
27	Boundary, limits, predominant general, and extent of wooded areas	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
28	Location of existing structures and their setbacks from existing and proposed property lines	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
29	Location of existing easements or right-of-way, including power lines	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
30	Location of existing railroads, bridges, culverts, drainpipes, water and sewer mains and other man-made installations affecting the tract	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
31	Locations of existing wells and septic systems	Yes ☐	Yes ☐	Yes ☐	Yes ☐				
32	Deeds to convey right-of-way, site triangles, basin lot, open space lot, easements, restrictions, wetlands, wetland buffers and legal descriptions, defined in metes and bounds	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
33	Traffic control signs and directional signs; site identification sign	Yes ☐		Yes ☐	Yes ☐	Yes ☐	Yes ☐		
34	Traffic impact report, including traffic generation and assignment, analysis of impact and mitigation; measures to be provided in hard copy and electronic PDF file			Yes ☐	Yes ☐				

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

Item#	Submission Request	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision	Use "D" Variance	Use "C" Variance
35	Property line showing length in feet and hundredths, bearings in degree, minutes and seconds	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
36	Key map showing location of tract to be considered in relation to surrounding area within 2,000 feet	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
37	Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment, and zoning district	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
38	Each block and lot numbered in conformity with the Municipal Tax Map as determined by the Municipal Tax Assessor	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
39	Tax Assessor assigned block and lot numbers and street addresses, per ordinance	Yes ☐	Yes ☐			Yes ☐	Yes ☐		
40	Scale of map, both written and graphic	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
41	North arrow giving reference meridian	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
42	Space for signatures of Chairman and Secretary of the Municipal Agency	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
43	Surrounding streets, properties, addresses, block and lot numbers of all property owners within 200 feet of development			Yes ☐	Yes ☐	Yes ☐	Yes ☐		
44	Locations of all existing structure and proposed property lines, with dimensions in feet to the nearest two decimal places	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
45	Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor, area ratio, and density, both as to required and proposed	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION

Item#	Submission Request	Minor Site Plan	Minor Subdivision	Preliminary Site Plan	Preliminary Major Subdivision	Final Site Plan	Final Major Subdivision	Use "D" Variance	Use "C" Variance
46	Acreage of affected parcel to the nearest hundredth of an acre	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
47	Contours to determine the natural drainage of the land	Yes ☐		Yes ☐	Yes ☐	Yes ☐	Yes ☐		
48	Aquifer recharge areas, including safe sustained groundwater yield	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
49	All areas to be disturbed by grading or construction			Yes ☐	Yes ☐	Yes ☐	Yes ☐		
50	Road construction details, including cross-sections, profiles, curbing, sidewalks, paving, whether on site or off			Yes ☐	Yes ☐	Yes ☐	Yes ☐		
51	Circulation plan for vehicles, pedestrians and bicyclists, including access, parking, loading and relation to surrounding development			Yes ☐	Yes ☐	Yes ☐	Yes ☐		
52	Location and description of monuments, whether set or to be set		Yes ☐				Yes ☐		
53	Landscaping plan, including the types, quantity, size and location of all proposed vegetation (the scientific and common names of all vegetation shall be included)	Yes ☐		Yes ☐	Yes ☐	Yes ☐	Yes ☐		
54	Environmental impact statement, to be provided in hard copy and electronic PDF file			Yes ☐	Yes ☐				
55	Soil erosion and sediment control plan consistent with the requirements of the local Soil Conservation District	Yes ☐		Yes ☐	Yes ☐	Yes ☐	Yes ☐		
56	Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements	Yes ☐		Yes ☐	Yes ☐	Yes ☐	Yes ☐		

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DEVELOPMENT PLAN APPLICATION

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57	Any sections for which a waiver is specifically being requested, and a narrative paragraph explaining why the Applicant is entitled to such waiver	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐		
58	Provisions for solid waste management and recycling, per ordinance	Yes ☐		Yes ☐	Yes ☐	Yes ☐	Yes ☐		
59	Lighting plan, with location and type of exterior fixtures, wattage, anchoring method and details	Yes ☐		Yes ☐	Yes ☐	Yes ☐	Yes ☐		
60	Approval of County and State Agencies, if applicable; Fire Department; Water and Sewer Department; Police Department	Yes ☐		Yes ☐	Yes ☐	Yes ☐	Yes ☐		
61	Cover sheet; existing conditions plan; proposed conditions plan; architectural elevations of all sides of the buildings			Yes ☐	Yes ☐	Yes ☐	Yes ☐		
62	At least three recent photographs of the property which represent the subject of the proposed application	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐	Yes ☐
63	A concept plan or an application for a site plan (if site improvements are proposed). The applicant may request a waiver for a concept plan or site plan application with written justification							Yes ☐	Yes ☐

Applicant's name: _____

Form completed by: _____

Date: _____

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION
APPENDIX A - FEES

The applicant shall, at the time of filing a submission, pay the following fees to the Borough by certified check or bank money order, to be deposited in an escrow account for that development. These fees shall be used to pay Borough costs, including professional and staff fees, related to the application. All fees shall be made payable to the Borough of Glassboro. The Borough of Glassboro will be responsible for the payment of all invoices submitted by the professional staff. Under no circumstances should payment be made directly to any professional without prior authorization of the Borough of Glassboro. Proposals involving more than one use shall pay a fee equaling the sum of the fees for the component elements of the plat. Proposals requiring a combination of approvals such as subdivision, site plan and/or a variance shall pay a fee equal to the sum of the fee for each element. Where the fee at any stage exceeds \$2,000, each time the amount in the escrow fund declines to \$1,000, the applicant shall deposit another \$4,000 into the account. Whenever there are unspent funds from the previous review stage, this unspent money shall be credited against the required fee for the next review stage, and the applicant shall pay only the difference. Upon completion of the application, or in the event an applicant withdraws the application, any unspent funds after all expenses have been paid shall be refunded to the applicant.

Upon the written request of an applicant, the administrative officer shall, within seven days, make and certify from the current tax duplicates a list of the names and addresses of owners to whom the applicant is required to give notice pursuant to N.J.S.A. 40:55D-12b. In addition, the administrative officer shall include on the list the names, addresses, and positions of those persons who, not less than seven days prior to the date in which the applicant requested the list, have registered to receive notice pursuant to N.J.S.A. 40:55D-12h. The applicant shall be entitled to rely upon the information contained in such list, and the failure to give notice to any owner or to any public utility, cable television company or local utility not on the list shall not invalidate any hearing or proceeding. The fee for said list shall be \$10 or \$0.25 per name, whichever is greater.

In accordance with Chapter 223 of the Borough Code, the applicant shall be made aware that, in addition to these fees, an affordable housing fee is required to be paid. One-half the estimated affordable housing fee is to be paid at the time the construction permit is issued. The remainder of the fee is to be paid prior to the time the certificate of occupancy is issued.

I have read and understand the policy above: _____
(Owner's Initials)

FEE SCHEDULES

APPLICATION FEE	ESCROW FEE
\$50	\$400

SUBDIVISIONS:

	APPLICATION FEE	INITIAL ESCROW FEE
MINOR SUBDIVISION	\$500	\$3000
PRELIMINARY MAJOR SUBDIVISION PLAT	\$2250 AND \$50 PER LOT	\$5000 AND \$50 PER LOT
REVISED PLANS	—	\$50 PER LOT
REVISED APPLICATION	\$2000	—
FINAL MAJOR SUBDIVISION PLAT	2250 AND \$50 PER LOT	1/2 OF PRELIMINARY FEE
GIS MAP FEE	\$50 PER APPLICATION	—

BOROUGH OF GLASSBORO
DEVELOPMENT PLAN APPLICATION
Appendix A-FEES

SITE PLANS:

RESIDENTIAL MINOR

	APPLICATION FEE	INITIAL ESCROW FEE
RESIDENTIAL MINOR APPLICATION	\$500	\$2000

PRELIMINARY RESIDENTIAL & COMMERCIAL

	APPLICATION FEE	INITIAL ESCROW FEE
RESIDENTIAL MAJOR APPLICATION	\$2250	\$5000
COMMERCIAL APPLICATION	\$2250	\$5000

FINAL RESIDENTIAL MAJOR & COMMERCIAL

APPLICATION FEE	INITIAL ESCROW FEE
\$2250	\$5000

GIS MAP FEE

\$50

VARIANCES

HARDSHIP “c” VARIANCES

APPLICATION FEE	INITIAL ESCROW FEE
\$300	\$1500

USE “d” VARIANCES

	APPLICATION FEE	INITIAL ESCROW FEE
RESIDENTIAL	\$500	\$2000
COMMERCIAL	\$2250	\$5000

APPEALS & INTERPRETATIONS

APPLICATION FEE	INITIAL ESCROW FEE
\$150	\$500

GIS MAP FEE

\$50
