

**PLEASE LEAVE THE UDO
APPLICATION IN TACT! IF
THE PAGE DOESN'T APPLY,
LEAVE IT BLANK! THIS
INCLUDES THE NOTICES
(PAGES 16 & 17).**

**FAILURE TO DO SO WILL
RESULT IN YOUR APPLICATION
BEING DEEMED INCOMPLETE
AND YOU WILL BE REQUIRED
TO RESUBMIT!**



BOROUGH OF CLAYTON, NJ

125 NORTH DELSEA DRIVE, CLAYTON, NJ 08312

Phone: (856) 881-2882

Fax: (856) 881-0153

www.claytonnj.com

UNIFIED DEVELOPMENT APPLICATION

Combined Planning/Zoning Board of Adjustment

NOTICE TO ALL APPLICANTS

PLEASE BE ADVISED THAT ANY FEES INCURRED BY THE APPLICANT FROM THE BOROUGH PROFESSIONALS (I.E., SOLICITOR, ENGINEER, PLANNER (IN ADDITION TO ANY AND ALL PUBLISHING, WILL BE AT THE EXPENSE OF THE APPLICANT.

THAT IS, ANY WORK DONE BY THESE PROFESSIONALS SUCH AS REVIEWING THE APPLICATION, PREPARING LETTERS, PREPARING RESOLUTIONS, ETC., THE APPLICANT WILL BE REQUIRED TO PAY FOR THESE SERVICES.

IF THE PROPERTY IS WITHIN 200 FEET OF AN ADJACENT BOROUGH, NOTICE MUST BE GIVEN TO THE CLERK OF SAID BOROUGH

PLANNING BOARD APPLICATION INSTRUCTIONS

The purpose of the instructions is to assist an Applicant who wishes to file an application before the Board. Zoning and Land Use Law is very complicated. The requirements and mandates of State law and the Borough of Clayton Zoning Code/Development Ordinance (UDO) Chapter 88 Unified Development 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 that 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 **UNLESS** you are a Corporation or a Partnership and then you **MUST** be represented by Counsel and that attorney **MUST** be licensed in the State of New Jersey.

Please take your time and thoroughly read over the application. PRINT all information neatly and legibly (except where signature is required). Note that some sections require all the requested information be completed. **Required information that is missing will only delay the processing of your application and the listing of a hearing date.** Some of the requested information must be obtained from different Borough Offices. It is recommended that you first fill out the application with all of the information that you know and have available, and leave unanswered those requests for information that you either do not know or are unsure. When you have completed the application, bring It to the Board Secretary at Borough Hall, and he/she will assist you in finalizing the missing information. After your application has been completed, then sign it **before a Notary Public** where required.

A completed and properly signed application, including **all of the attached forms #1-6** and a **Certified list of property owners within 200 feet** must be returned to the Board Secretary.

DO NOT NOTIFY ANY PROPERTY OWNERS WITHIN 200 FEET, OR PUBLISH IN THE NEWSPAPER A NOTICE OF HEARING ON YOUR APPLICATION UNTIL AFTER THE BOARD SECRETARY HAS DEEMED YOU APPLICATION COMPLETE AND PROVIDES YOU WITH A HEARING DATE.

Failure to follow these instructions could result in a delay or a denial of your application.

A list of Fees and Escrow Deposit amounts can be obtained from the Board Secretary and found at the end of this application marked as Exhibit "A" OR found in the UDO under Section 88-84.

PLANNING BOARD MEETINGS ARE HELD ON THE FOURTH (4TH) MONDAY OF EACH MONTH @ 7 PM. ALL APPLICATIONS MUST BE SUBMITTED 25 DAYS PRIOR TO THE NEXT SCHEDULED PLANNING BOARD MEETING (Ex. - Mtg. scheduled Nov. 28th, completed application must be received no later than November 3rd - See attached schedule)

1. Complete application in full. Including the UDO/Land Development Application Checklist. Pages 10, 11, 13, and 17 **MUST** be signed before a Notary Public. **DO NOT REMOVE ANY PAGES EVEN IF THEY ARE BLANK AND DO NOT PERTAIN.**
2. **Once the application is complete you will need a total of 16 copies and with attached plans and a PDF of the plans.** An original and 12 copies must be dropped off to the board secretary. **One (1) copy must be provided to each professional AS DIRECTED (Solicitor, Planner and/or Engineer) either via mail or dropped off at their respective offices.** Their names and addresses are attached to the application on a separate sheet. At the time that you drop off your applications, you must provide three (3) checks, one for the application fee, one check for your escrow account, and payment for a copy of the 200' list. If the application is not provided to the professionals within a timely fashion prior to your mtg., your matter cannot be heard.
3. Once your application is received by the Planning Board Secretary, you will receive a letter advising you that your application has been deemed either complete or incomplete.
4. On page 11 of your application, you must write in the hearing date provided in your letter and any additional information that is requested. PLEASE NOTE THAT A COPY OF YOUR NOTICE MUST BE FAXED TO THE PLANNING BOARD SECRETARY FOR REVIEW BY THE SOLICITOR BEFORE FORWARDING TO THE REQUIRED RESIDENTS. Once you get the Solicitor's approval, you must provide a copy of this Notice to everyone listed on your 200' list printout received from the Assessor's Office. This notice either has to be sent by certified mail or you can deliver them door-to-door having each resident sign a sheet saying they were served with the Notice.
5. Page 12 of your application MUST ALSO BE FAXED TO THE PLANNING BOARD SECRETARY FOR REVIEW BY THE SOLICITOR. Once you get the Solicitor's approval, please forward to the NEW JERSEY TIMES OR SENTINEL, to be published in their paper 10 days prior to your hearing date.
6. Please complete the Affidavit of Service (page 13) after you have sent your Notices and provide same to the Planning Board Secretary. The Affidavit of Publication that you receive from the newspaper must also be given to the Board Secretary. If pages #12 and #13 are not provided to the Board Secretary prior to the meeting, your matter will not be heard.
7. After your application is heard and if approved, a Resolution will be adopted at the next Planning Board meeting in which a copy will be forwarded to you.
8. After all invoices have been paid and if any funds are remaining in escrow, you must submit in writing to the Planning Board Secretary your request for a refund.

Any questions, please do not hesitate to contact me.

Debbie Schlosser
Planning/Zoning Board Secretary
(856) 881-2882 ext. 123

2026 LAND USE BOARD

MEETING DATES AND DEADLINES

MEETING DATES

DEADLINES

JANUARY 26, 2026 (REORG.)	REORG MTG. ONLY; NO APPLICATIONS
FEBRUARY 23, 2026	JANUARY 29, 2026
MARCH 23, 2026	FEBRUARY 27, 2026
APRIL 27, 2026	APRIL 2, 2026
MAY 11, 2026 ***	APRIL 13, 2026
JUNE 22, 2026	MAY 27, 2026
JULY 27, 2026	JULY 2, 2026
AUGUST 24, 2026	JULY 30, 2026
SEPTEMBER 28, 2026	SEPTEMBER 3, 2026
OCTOBER 26, 2026	OCTOBER 2, 2026
NOVEMBER 23, 2026	OCTOBER 30, 2026
DECEMBER 14, 2026***	NOVEMBER 20, 2026
JANUARY 25, 2027 (REORG.)	REORG MTG. ONLY; NO APPLICATIONS

*** Meeting dates are moved up two weeks due to Holidays falling on regularly scheduled meeting dates (i.e., Memorial Day & Christmas week).

Check list – Please comply with the instructions below or the application will be deemed incomplete.

1. Taxes have to be current
2. Complete application (**DO NOT REMOVE PAGES**. If it doesn't comply leave blank, put N/A, or put a line through the page) but include it.
3. Total 16 copies – original and 12 copies delivered to the Secretary at Borough Hall along with a ***PDF of application and all other plans and documents emailed to the Board Secretary at dschlosser@claytonnj.com***. ***The other three copies to be mailed/hand delivered to the professionals (names and addresses are included in the application).***

COMPLETION CHECKLIST

Planning/Zoning Board of Adjustment

Application Number: _____ **Date Received:** _____

Applicant: _____

Property: BLOCK _____ LOT _____ STREET ADDRESS _____

Received:

_____ Application Fee in Amount of \$ _____

_____ Escrow Deposit in Amount of \$ _____

_____ Certification of Taxes Paid

_____ Proposed "Notice of Public Hearing"

_____ Signed Escrow Agreement

_____ Certified List of Property Owners Within 200 Feet

Action Taken:

_____ Copy of Application to Board Attorney on: _____

_____ Copy of Application to Board Engineer on: _____

_____ Copy of Application to Public Works Department on: _____

_____ Copy of Application to Fire Department on: _____

_____ Letter of [] "Completeness" [] "Incompleteness" sent on: _____

_____ Hearing Date Set for: _____

NOTES: _____

Borough of Clayton

[illegible]

include times indicated

BOBOLIGH OF CLAYTON

[illegible]

*Submission of concept plan is optional; if submitted, include times indicated

Borough of Clayton

required; for concept plan only, no survey is required)

include times indicated

BOROUGH OF CLAYTON
SUBMISSION REQUIREMENT LIST FOR ALL PLANNING BOARD APPLICATIONS

							Existing rights-of-way and/or easements on and within 200 feet of tract (for concept plan only, tax map data sufficient)	COMPLIES		
34 X	X	X	X	X	X	X		N.A.		
								EXCEPTION		
							Topographical features of subject property from best, readily-available, published (public) source	COMPLIES		
35 X			X					N.A.		
								EXCEPTION		
							Existing and proposed contour intervals based on U.S.C. and G.S. data. Contours to extend at least 200 feet beyond subject property as follows: UP to 3% grade = 1 foot, Between 3% and 10 % grade = 2 feet, 10% grade and above = 5 feet	COMPLIES		
36	X	X	X	X	X	X		N.A.		
								EXCEPTION		
							Boundary, limits, nature and extent of wooded areas, and other significant physical features	COMPLIES		
37 X			X					N.A.		
								EXCEPTION		
							Boundary, limits, nature and general extent of wooded areas, specimen trees of eight inches or more in diameter measured four feet above grade, and other significant physical features. (Map all and indicate those features to be disturbed.)	COMPLIES		
38	X	X		X	X	X		N.A.		
								EXCEPTION		
							Existing system of drainage of subject site and preliminary design of proposed system of drainage (including preliminary drainage calculations)	COMPLIES		
39				X	X			N.A.		
								EXCEPTION		
40					X	X	Detailed engineering design of proposed system of drainage of subject site	COMPLIES		
								N.A.		
								EXCEPTION		
41				X	X	X	Drainage area map for existing and developed site condition	COMPLIES		
								N.A.		
								EXCEPTION		

*Submission of concept plan is optional; if submitted, include times indicated

**BOROUGH OF CLAYTON
SUBMISSION REQUIREMENT LIST FOR ALL PLANNING BOARD APPLICATIONS**

42							X	X	Final drainage calculations	COMPLIES		
										N.A.		
										EXCEPTION		
43									An environmental inventory including a general description of natural and cultural resources, and the probable impact of the development on the environmental attributes of the site.	COMPLIES		
										N.A.		
										EXCEPTION		
									An open-space plan showing the proposed land area of parks and conservation set-asides, improvements proposed, and plans for their operation and maintenance	COMPLIES		
44						X				N.A.		
										EXCEPTION		
										COMPLIES		
45							X	X	X	Recreation facilities plan and details, where applicable	N.A.	
										EXCEPTION		
										COMPLIES		
46							X	X	X	General soil information from best, readily-available published sources	N.A.	
										EXCEPTION		
										COMPLIES		
47							X	X	X	Will topsoil be removed from the site and/or transported outside municipal boundaries? If yes, explain	N.A.	
										EXCEPTION		
										COMPLIES		
48										A community facility plan including, but not limited to, educational or cultural facilities, historic sites, libraries, hospitals, firehouses, and police stations.	N.A.	
										EXCEPTION		
										COMPLIES		
49	X	X	X	X	X	X	X	X	X	Plan meets, Barrier-Free Sub code requirements, if applicable	N.A.	
										EXCEPTION		
										EXCEPTION		

*Submission of concept plan is optional; if submitted, include times indicated

BOROUGH OF CLAYTON

[illegible]

include times indicated

BOROUGH OF CLAYTON
SUBMISSION REQUIREMENT LIST FOR ALL PLANNING BOARD APPLICATIONS

58					X			Finished spot elevations at all building corners and finished first floor elevations of proposed buildings	COMPLIES				
									N.A.				
									EXCEPTION				
59				X	X	X	X	Road and paving cross-sections(at 50-foot intervals) and profiles	COMPLIES				
									N.A.				
									EXCEPTION				
60				X	X	X	X	Lighting plan and details	COMPLIES				
									N.A.				
									EXCEPTION				
61				X	X	X	X	Landscape plan and details, including any tree protection plan(s)	COMPLIES				
									N.A.				
									EXCEPTION				
									COMPLIES				
62				X		X	X	Location of containers for solid waste, including recyclables, and design/details of containers	N.A.				
									EXCEPTION				
63				X	X	X	X	Site identification signs, traffic control signs, and directional signs	COMPLIES				
									N.A.				
									EXCEPTION				
									COMPLIES				
64	X			X	X	X	X	Parking plan, where applicable, showing spaces (size and type) aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimension (for concept plan, general information only)	N.A.				
									EXCEPTION				
									COMPLIES				
65				X		X	X	Preliminary architectural plan and elevations (required where new building or alterations to existing building are proposed)	N.A.				
									EXCEPTION				

*Submission of concept plan is optional; if submitted, include times indicated

COMBINED PLANNING BOARD & ZONING BOARD APPLICATION FORM

To be completed by BOROUGH staff only.

Date Filed _____

Application No. _____

Applicant: _____

Planning Board _____

Zoning Board of Adjustment _____

Application Fees _____ Escrow Deposit _____

Scheduled for: Review for Completeness _____ Hearing _____

=====

1. SUBJECT PROPERTY Location: _____

Block _____ Lot(s) _____

Dimensions Frontage _____ Depth _____ Total Area _____

Zoning District _____

2. APPLICANT Name _____

Address _____

Telephone Number _____ Email Address _____

Applicant is a Corporation ☐ Partnership ☐ Individual ☐

3. DISCLOSURE STATEMENT Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate application, with supporting documentation, must be filed with the Office of the Borough Clerk and must be delivered to the professionals for review at least fifteen [15] business days prior to the meeting at which the application is to be considered. stockholders and partners exceeding the 10% ownership criterion have been disclosed. **[Attach pages as necessary to fully comply.]**

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

4. If Owner is other than the applicant, provide the following information on the Owner(s):

Owner's Name _____

Address _____

Telephone Number _____

5. PROPERTY INFORMATION: Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes [attach copies] _____ No _____ Proposed _____

Note: All deed restrictions, covenants, easements, association bylaws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the premises: _____

6. Applicant's Attorney _____

Address _____

Telephone Number _____

FAX Number _____

7. Applicant's Engineer _____

Address _____

Telephone Number _____

FAX Number _____

8. Applicant's Planning Consultant _____

Address _____

Telephone Number _____

FAX Number _____

9. Applicant's Traffic Engineer _____

Address _____

Telephone Number _____

FAX Number _____

10. List any other Expert who will submit a report or who will testify for the Applicant: [Attach additional sheets as may be necessary]

Name _____

Field of Expertise _____

Address _____

Telephone Number _____

FAX Number _____

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

_____ Minor Subdivision Approval

_____ Subdivision Approval [Preliminary]

_____ Subdivision Approval [Final]

Number of lots to be created _____

Number of proposed dwelling units _____

(including remainder lot)

(if applicable)

SITE PLAN:

_____ Minor Site Plan Approval

_____ Preliminary Site Plan Approval [Phases (if applicable) ____]

_____ Final Site Plan Approval [Phases (if applicable) ____]

_____ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet) _____

Total number of proposed dwelling units _____

_____ Request for Waiver from Site Plan Review and Approval

Reason for request: _____

_____ Informal Review

_____ Appeal decision of an Administrative Officer [N.J.S. 40:55D70a]

_____ Map or Ordinance Interpretation of Special Question [N.J.S. 40:55D-70b]

_____ Variance Relief (hardship) [N.J.S. 40:55D-70c (1)]

_____ Variance Relief (substantial benefit) [N.J.S. 40:55D-70c (2)]

_____ Variance Relief (use) [N.J.S. 40:55D-70d]

_____ Conditional Use Approval [N.J.S. 40:55D-67]

_____ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S. 40:55D-34]

_____ Direct issuance of a permit for a lot lacking street frontage [N.J.S. 40:55D-35]

12. Section(s) of Ordinance from which a variance is requested: _____

13. Waivers Requested of Development Standards and/or Submission Requirements: [attach additional pages as needed] _____

14. Attach a copy of the Notice to appear in the official newspaper of the Borough and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.

An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [attach pages as needed] _____

16. Is a public water line available? _____

17. Is public sanitary sewer available? _____

18. Does the application propose a well and septic system? _____

19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? _____

20. Are any off-tract improvements required or proposed? _____

21. Is the subdivision to be filed by Deed or Plat? _____

22. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____

23. Other approvals which may be required and date plans submitted:

	YES	NO	DATE PLANS SUBMITTED
Clayton Utilities Authority	_____	_____	_____
Gloucester County Health Department	_____	_____	_____
Gloucester County Planning Board	_____	_____	_____
Gloucester County Soil Conservation District	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

24. Certification from the Tax Collector that all taxes due on the subject property have been paid.

25. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff [Engineer, Planning Consultant, Attorney for the Board to which the application is submitted] for their review. The documentation must be received by the professional staff at least TWENTY-FIVE [25] business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

Quantity	Description of Item
_____	_____
_____	_____
_____	_____

26. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals:

Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

Applicant's Professional	Reports Requested
Attorney: _____	_____
Engineer: _____	_____
Planner: _____	_____

CERTIFICATIONS

27. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

[If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]

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

NOTARY PUBLIC

SIGNATURE OF APPLICANT

28. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. [If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.]

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

NOTARY PUBLIC

SIGNATURE OF APPLICANT

29. I understand that the sum of \$ _____ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Ordinances of the Borough of Clayton, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

DATE

SIGNATURE OF OWNER

ESCROW AGREEMENT

THIS AGREEMENT ("the Agreement") made this _____ day of _____, 20____,

By and between the COMBINED PLANNING/ZONING BOARD (the "Board") OF THE BOROUGH OF CLAYTON ("the Borough") and (Name) _____, (hereinafter referred to as the "Applicant").

1. **PURPOSE.** The board authorizes its professional staff to review, inspect, report to the Board, and study all plans, documents, statements, improvements and provisions submitted by, or made by the Applicant to the Board or pursuant to relief granted to the Applicant by the Board. The Board is entitled to reimbursement from an Applicant for all reasonable costs/fees incurred by Applicants in accordance with N.J.S.A 40:55D-8, and N.J.S.A. 40:55D-53 et. Seq/ pf the New Jersey Municipal Land Use Law ("MLUL").
2. **ESCROW ESTABLISHED.** The Board, Borough, and Applicant, in accordance with the provisions of this agreement, hereby create an escrow deposit account to be establish with the designated financial office of the Borough of Clayton.
3. **ESCROW FUNDED.** The applicant, by execution of this agreement, shall pay to the Borough to be deposited in the depository referred to in paragraph 2 immediately above, such sums as required by the applicable Borough Ordinances governing the same.
4. **IINCREASE IN ESCROW AMOUNT DEPOSITED.** If, during the existence of this escrow agreement, the funds deposited into said escrow account are insufficient to cover any voucher or bill submitted by the Board's professional staff, and shall, within fourteen (14) days of receipt of a notice from the Board or the Borough that a deficiency in the applicants escrow exist, provide such funding as required to fund existing deficit as well as to pay for projected costs and fees associated with ongoing Professional reviews, inspections, etc., pursuant to applicable Borough Ordinances governing the same, as well as the MLUL (specifically, N.J.S.A. 40:55D- 53.1 and 53.2). Interest earned on such escrow deposits, if the amount of such interest exceeds \$100.00 shall, if any, be paid to the Applicant in accordance with section 53.1 of the MLUL.
5. **DISPUTES AND APPEALS.** Should any disputes arise by and between the Applicant and the Borough and/or the Board with respect to either the funding of, or payment from, the escrow deposit account established herein, then the settlement of any and all disputes including any appeals from any decisions made by the Borough and/or the Board regarding such escrow deposit accounts, shall be made as called for by the applicable ordinance of the Borough Of Clayton and the provisions of the MLUL, specifically N.J.S.A. 40:55D-53.2.a
6. **COLLECTION OF DELINQUENT ESCROW BALANCES.** Should the Applicant fail to adequately and on a timely basis fail to fund its escrow deposit account so that the payment of all necessary and reasonable fees of the Board's professionals can be made in accordance with law, then the Borough and/or the Board shall be entitled to pursue all remedies available at either law of in equity, including but not limited to all amounts due, reasonable attorney's fees incurred in the collection of such amounts due, and simple interest at a rate of 18% per annum on all sums unpaid, beginning from 30 days after the Applicant received notice of such deficiencies, if permitted by law. The Borough and/or the Board shall be permitted to place a lien against any

and all properties within the Borough owned by the Applicant until such time as all sums due and owed have been paid. The Borough shall also have the right to withhold and/or suspend any building permits, the conduct of construction inspections, the issuance of certificates of occupancy, and other actions, unless and until all escrow deficiencies have been satisfied by the applicant.

Date

(Signature of Applicant)

Print Name of Applicant

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

NOTARY PUBLIC

Date

Borough of Clayton Borough

Date

Borough of Clayton Combined Planning/Zoning Board of Adjustment

**NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC. OF SUBJECT
PROPERTY
BOROUGH OF CLAYTON, COUNTY OF GLOUCESTER, STATE OF
NEW JERSEY
NOTICE OF PUBLIC HEARING OR APPLICATION**

TO: _____ OWNER OF PREMISES

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application COMBINED PLANNING/ZONING BOARD OF
ADJUSTMENT OF THE BOROUGH OF CLAYTON (the "Board" for the following relief:

on the premises located at: _____ and
designated as Block(s) _____ Lot(s) _____ on
the Tax Maps of the Borough. This notice is sent to you as an owner of property within 200' feet of the
subject application.

A public hearing has been set down for _____, 20____,
_____ P.M., in the Clayton Borough Municipal Building, 125 N Delsea Drive, Clayton, New
Jersey, 08312 (856-881-2882) and when the case is called you may appear either in person, or by
agent or attorney, and present any objections which you may have to the granting of the relief sought in
the petition.

Copies of the application and all documents, maps or other papers filed in connection with this application
are on file in the office of the Board Secretary in the Borough's Municipal Bldg. and are available for
inspection.

This notice is sent to you by the applicant, by order of the Clayton Borough Combined Planning and Zoning
Board of Adjustment.

Respectfully,

(Applicant)

**NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER OF THE
BOROUGH OF CLAYTON**

NOTE: Publication of this notice must appear at least ten (10) days prior to the scheduled hearing date.

NOTICE OF PUBLIC HEARING

CLAYTON BOROUGH COMBINED PLANNING/ZONING BOARD OF ADJUSTMENT

TAKE NOTICE that on the _____ day of _____ 20____,

at _____ o'clock p.m., a hearing will be held before the COMBINED PLANNING/ZONING BOARD OF ADJUSTMENT of the Borough of Clayton (the "Board") at Borough's Municipal Building, 125 North Delsea Drive, Clayton, NJ 08312 (856)881-2882 on the

appeal or application of the undersigned for a variance or other relief so as

to permit _____

on the premises located at _____

and designated as Block(s) _____ Lot(s) _____ on the
tax maps of the Borough.

This application, along with all maps, papers and supporting documents filed with the application, are on file in the Office of the Board Secretary in the Borough Municipal Building and are available for the public inspection during the Borough's regular business hours, or by appointment.

Any interested party may appear at said hearing and participate therein accordance with the rules of the COMBINED PLANNING/ZONING BOARD OF ADJUSTMENT.

(Name of Applicant)

Publication Date: _____

AFFIDAVIT OF SERVICE

State of New Jersey:

County of _____:

_____ of full age, being duly sworn according to law, on his oath deposes and says that he resides at _____ in the [Borough] _____ of _____ County of _____, and State of _____, and that he did on _____ 20_____, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by application known as: _____ located at _____ on _____ the Tax Maps of the Borough of Clayton.

Said notice was given either by handing a copy to the property owner (_____), or by sending said notice by certified mail (_____. Copies of the registered receipts are attached hereto.

Notices were also served upon:

(Check if applicable)

- ☐ 1. The Clerk of the Borough of Clayton
- ☐ 2. Gloucester County Planning Board
- ☐ 3. The Director of the Division of State and Regional Planning
- ☐ 4. The Department of Transportation
- ☐ 5. The Clerk of Adjoining Municipalities
- ☐ 6. Comcast Cable
- ☐ 7. Gloucester County Utilities Authority (GCUA)
- ☐ 8. AC Electric Company
- ☐ 9. Verizon Communications
- ☐ 10. South Jersey Gas Co.
- ☐ 11. Other _____

A copy of said notices are attached hereto and marked "Exhibit A."

Notice was also published in the official newspaper of the Borough as required by law.

Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the Borough tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Borough of Clayton which is marked "Exhibit C."

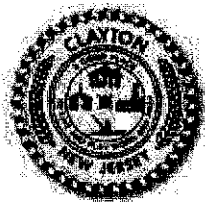
There is also attached a copy of the proof of publication of notice in the official newspaper of the Borough, which is marked "Exhibit D."

(Signature of Applicant)

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

NOTARY PUBLIC

*For notice requirements, see N.J.S. 40:55D-12.



COMBINED PLANNING/ ZONING BOARD
125 NORTH DELSEA DRIVE
CLAYTON, NJ 08312
856-881-2882

LIST OF PROFESSIONALS

SOLICITOR

ALEXIS SMITH
PARKER McCAY PA
9000 MIDLANTIC DR., SUITE 300
P.O. BOX 5054
MT. LAUREL, NJ 08054-5054
Phone: (856) 596-8900
Fax: (856) 489-6980

BOARD ENGINEER & PLANNER

WAYNE L. ROORDA, JR., P.P.
BRYSON & YATES
307 Greentree Road
Sewell, NJ 08080
Phone: (856) 589-1400
Fax: (856) 582-7976

BOROUGH ENGINEER

MARK BRUNERMER
SICKELS & ASSOCIATES
833 Kings Hwy
, West Deptford, NJ 08096
Phone: (856) 848-6800
Fax: (856) 848-8520

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff, Engineer, Planner and Attorney for the Board for their review. **Proof must be submitted to the secretary within ten (10) days after submitted to the professionals.**

**BOROUGH OF CLAYTON
UTILITIES AND OTHERS ENTITLED TO NOTICE**

GAS:

South Jersey Gas Headquarters
1 South Jersey Plaza
Hammononton, NJ 08037
Phone: (973)202-1587

PHONE SERVICE:

Verizon Communications
Corporate Headquarters
1095 Avenue of Americas
New York, NY 10013
Phone Number: (212)395-1000

ELECTRIC:

Atlantic City Electric
Corporate Offices
1333 Atlantic Avenue
Atlantic City, NJ 08401
Phone Number: (609)348-3001

CABLE:

Comcast Headquarters
1701 JFK Boulevard
Philadelphia, PA 19103
Phone: (215)286-1700

IF PROPERTY IS ADJACENT TO A STATE HIGHWAY:

New Jersey Department of Transportation Planning Division
P.O. Box 600
Trenton, New Jersey 08625-0600

**IF PROPERTY IS ADJACENT TO AN EXISTING COUNTY ROAD,
OR WITHIN 200 FEET OF A MUNICIPAL BOUNDARY:**

Gloucester County Planning Board
1200 North Delsea Drive
Clayton, New Jersey 08312

**IF THE PROPERTY IS WITHIN 200 FEET OF AN ADJACENT BOROUGH
NOTICE MUST BE GIVEN TO THE CLERK OF SAID BOROUGH**

Verification of Tax Payment Report

This form must be filed and approved by the Tax Collector of the Borough of Clayton, prior to issuance of any permits or appearance before the Combined Planning/Zoning Board for the hearing of applicant's application.

NAME: _____

HOME ADDRESS: _____

TELEPHONE #: _____ CELL/WORK #: _____

EMAIL ADDRESS: _____ FAX #: _____

PROPERTY ADDRESS REQUESTING APPROVAL: _____

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

FORMER OWNER (IF KNOWN): _____

ALL PROPERTY OWNERS MUST HAVE TAXES CURRENT PRIOR TO APPROVAL

SIGNATURE: _____ DATE: _____

BOARD SECRETARY

TAX COLLECTOR: TAXES CURRENT () YES () NO

 TAX TITLE LIEN () YES () NO

SIGNATURE: _____ DATE: _____

TAX COLLECTOR

REQUEST FOR 200 FOOT LIST

Date: _____

I, _____, am requesting a 200-foot list for the property at
(Applicant's Name – Print)

2

_____, which is located in the Borough of Clayton,

Block: _____ Lot(s): _____

When the list is completed, I would like to be contacted by:

_____ Phone: _____

_____ Fax: _____

_____ Mail: _____
(Street Address) (City) (State) (Zip Code)

_____ Email address: _____

List is \$10.00 per lot

Paid By:

_____ Cash

_____ Check #

EXHIBIT "A"

FEES AND ESCROWS

The following is a schedule of fees to be paid by the applicant upon filing an application:

Fees and escrows. The following is a schedule of fees to be paid by the applicant upon filing an application:

[Amended 12-9-2021]

(1) Development Review Committee Conceptual: major subdivision or site plan.

(a) Application fee: \$200.

(b) Professionals escrow: \$1,000.

(2) Minor subdivision: re-subdivision or lot line adjustment.

(a) Application fee:

[1] Residential: \$250

[2] Commercial: \$1,000.

(b) Professionals escrow:

[1] Residential: \$500.

[2] Commercial: \$2,000.

(3) Major subdivision: preliminary and/or final.

(a) Application fee.

[1] Residential: \$750.

[2] Commercial: \$1,500.

(b) Professionals escrow:

[1] Residential: \$1,500 < 5 acres; \$3,000 > 5 acres

[2] Commercial: \$3,000 < 5 acres; \$5,000 > 5 acres

(4) Major subdivision: amended.

(a) Application fee: \$300.

(b) Professionals fee: \$500 plus \$50 per lot.

(5) Site plan waiver.

(a) Application fee: \$250.

(b) Professionals fee: \$750.

(6) Minor site plan.

(a) Application fee: \$250.

(b) Professionals fee: \$1,500.

(7) Major site plan: preliminary.

(a) Application fee: \$300 plus \$50 per acre.

(b) Professionals fee: \$2,000 plus \$200 per acre.

(8) Major site plan: final.

(a) Application fee: \$300.

(b) Professionals fee: \$2,000 plus \$100 per acre.

(9) Major site plan: amended.

(a) Application fee: \$300.

(b) Professionals fee: \$2,000 plus \$500 per acre.

(10) Use variance (applications made under N.J.S.A. 40:55D-70d).

(a) Application fee: \$250.

(b) Professionals fee.

[1] Residential: \$1,000.

[2] Commercial: \$2,000.

(11) Bulk variance (applications made under N.J.S.A. 40:55D-70c).

(a) Application fee: \$150.

(b) Professionals fee.

[1] Residential: \$500.

[2] Commercial: \$750.

(12) Appeals (applications made under N.J.S.A. 40:55D-70a).

(a) Application fee: \$150.

(b) Professionals fee: \$500.

(13) Interpretations (applications made under N.J.S.A. 40:55D-70b).

(a) Application fee: \$100.

(b) Professionals fee: \$350.

(14) Conditional use (if subdivision or site plan approval is needed, the fees for the appropriate application shall be charged in addition to the following).

(a) Application fee: \$150.

(b) Professionals fee.

[1] Residential: \$500.

[2] Commercial: \$750.

(15) Environmental consultant review.

(a) Escrow fee: \$2,500.

(16) Zoning Permit Application

(a) Application fee: \$ 35.

(17) Certificate of nonconformity.

(a) Application fee: \$35

(18) Copies of minutes and other documents: per the Open Public Records Act (OPRA).^[1]

[1] *Editor's Note: See N.J.S.A. 47:1A-1 et seq.*

D. Professional fees. The engineering, traffic engineering, legal and planning escrows as set forth in the aforesaid provisions are minimum amounts representing an estimate of the anticipated costs for such services based on the hourly rates of the respective professional. The hourly rates to be charged each applicant for the services of such professionals shall be the same as those set forth in the contracts between the Borough and said professionals. These fees may need to be replenished as project continues. This is the minimum escrow to be maintained until project is deemed completed.

Chapter 88. Unified Development

Article V. Design and Improvement Standards

§ 88-29. Streets.

N.

Street names. Proposed names for any new street(s) or for the extensions of existing street(s) must be approved by the Planning Board but based upon the following guidelines and procedures:
[Amended 10-25-2008 by Ord. No. 13-2008]

(1)

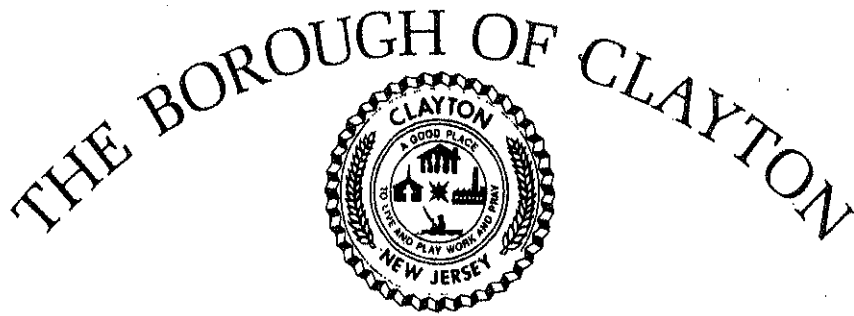
Borough Council shall provide to the Planning Board a list of names broken down into two categories (i.e., veterans killed in active duty and historically significant names) which shall be used in the naming of new street(s) or for the extensions of existing street(s) in the Borough as follows:

(a)

First selection shall be given to utilizing the list of veterans killed in active duty.

(b)

Second selection shall be given to utilizing the list of historically significant names in the Borough of Clayton provided by the Clayton Historic Advisory Committee, Veterans Committee, other Borough organizations and committees, volunteer organizations within the Borough or Borough residents.⁽²⁾



125 NORTH DELSEA DRIVE, CLAYTON, NEW JERSEY 08312

Fax: (856) 881-0153

Phone: (856) 881-2882

www.claytonnj.com

Dear Applicant:

Enclosed with this application is a 12 page (65-item) list of submission requirements needed to be included on the plans that you submit for review. If you are requesting a waiver from any of these requirements, it must be noted on the Submission Requirement List and on the plans submitted and the completed list (2 copies) must be returned with the application.

Definitions:

Minor Site Plan: Any development plan which is limited to the proposed construction of any permitted accessory use(s), such as a sign, home occupation or off-street parking area, or any development plan consisting of an expansion of, or an addition to, an existing conforming structure and use note exempted from site plan review by this chapter and not accounting for more than 15% additional building coverage and not exceeding 10,000 cubic feet of enclosed and roofed area, provided that such development plan does not involve the installation of any new road improvements or the expansion of any off-tract improvement for water, sewer, drainage, streets or similar improvement otherwise required, and does not adversely affect the development of an adjoining property or properties.

Minor Subdivision: A subdivision of land for the creation of not more than four (4) lots (3 new lots and the remaining parcel), provided that such subdivision does not involve: (a) a planned development; (b) any new street, or the provision of any off-tract improvement otherwise required for water, sewer, drainage, or a similar purpose; and (c) contains the information reasonably required in order to make an informed determination as to whether the requirements established by this chapter for approval of a minor subdivision have been met. The limit as to the maximum number of lots in a minor subdivision shall include all lots created from the same tract or tracts within the previous five (5) years, which shall be certified to by the applicant.

If you have any questions or require additional information, please feel free to call me.

Sincerely,


Debbie Schlosser
Planning Board Secretary

Chapter 88. Unified Development

Article V. Design and Improvement Standards

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(b)

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**BOROUGH OF CLAYTON
SUBMISSION REQUIREMENT LIST FOR ALL PLANNING BOARD APPLICATIONS**

PART 1: PROJECT INFORMATION					ITEM DESCRIPTION	STATUS	COMPLETION
SUBMISSION REQUIREMENTS							
	MINOR	MAJOR	PRELIM	FINAL			
1	X	X	X	X	Name, address, telephone and fax numbers of owner and applicant.	COMPLIES	
2	X	X	X	X	Name, signature, license number, seal and address of engineer, land surveyor, architect, professional planner and /or landscape architect; as applicable, involved in preparation of plat.	COMPLIES	
3	X	X	X	X	Title block denoting date of preparation, date(s) of revision(s), type of application, tax map sheet, County, name of Municipality, Block and Lot, and street location.	COMPLIES	
Submission of concept plan is optional; if submitted, include times indicated							

**BOROUGH OF CLAYTON
SUBMISSION REQUIREMENT LIST FOR ALL PLANNING BOARD APPLICATIONS**

											EXCEPTION		
4 X	X	X	X							A key map at a specified scale with a North arrow, showing location of tract with reference to surrounding properties, streets, zone lines, abutting zones, and Municipal boundaries, within 1,000 feet.	COMPLIES		
											N.A.		
											EXCEPTION		
5				X	X	X	X	X	X	A key map at a specified scale with a North arrow, showing location of tract with reference to surrounding properties, streets, zone lines, abutting zones, and Municipal boundaries, within 500 feet.	COMPLIES		
											N.A.		
											EXCEPTION		
6 X	X	X	X	X	X	X	X	X	X	A schedule of mandated and provided zone district(s) requirements including lot area, width, depth, yard setbacks, building coverage, open space, and parking.	COMPLIES		
											N.A.		
											EXCEPTION		
7			X							A general land use plan at a scale specified by ordinance, indicating the tract area and general locations of the land uses to be included. (Residential density and a nonresidential floor area ration shall be provided. Extent to which Municipal Housing obligation under the Fair Housing Act, P.L. 1985, C. 222, will be fulfilled shall be included.)	COMPLIES		
											N.A.		
											EXCEPTION		
8	X	X	X	X	X	X	X	X	X	Signature blocks for Chairperson, Secretary, Borough Clerk (if posting of a bond is required for monuments or Borough improvements), and Borough Engineer.	COMPLIES		
											N.A.		
											EXCEPTION		
9	X					X				If applicant intends to file map, appropriate certification blocks as required by the Map Filing Law.	COMPLIES		
											N.A.		
											EXCEPTION		
10	X			X		X				Where applicable, proposed monumentation as specified by the Map Filing Law.	COMPLIES		

*Submission of concept plan is optional; if submitted, include times indicated