

SITE PLAN APPLICATION / FILING AND PROCESSING REQUIREMENTS:

\*Must be represented by an Attorney if the applicant is a business/or commercial LLC, Inc.

**COMPLETENESS:** Within 45 days of submission, the Board's Planner, will review the application for "completeness" of the required submission checklist items (MLUL, NJSA 40:55D-10.3). The application must be deemed "complete" before a hearing date can be scheduled. Should your application be deemed "incomplete" you will be notified in writing of the deficiencies of the application. All requested information must be submitted or a waiver explicitly requested in writing.

\*\*\*\*Please complete and submit the following documents to the Planning/Zoning Board Secretary:

- \_\_\_\_\_ 1. **20 copies Land Development Applications completed & signed (1 original plus 19 copies).** The application CAN NOT be accepted unless all questions are answered. If questions are not applicable, use N/A after those questions.
- \_\_\_\_\_ 2. **20 sets of folded plans.** Plans must be prepared, signed and sealed by a professional licensed to practice in the State of New Jersey. Applicant's signature must be on the plans and property owner's signature, if not the same.
- \_\_\_\_\_ 3 **Land Development Submission Checklist.** Complete "Applicant Check" column and return one completed copy for file record. Any item not submitted, *request a waiver along with a written explanation.*
- \_\_\_\_\_ 3(a) **List of Waivers requested** from Land Development Submission Checklist

Secretary will forward plans to the Board Members, Environmental commission and to the following professionals for review:

Board Solicitor: Dale T. Taylor, Esquire, 51 Forage Drive, Mickleton, NJ 08056  
Board Planner: Steve Bach, PE, RA, PP, CME, Bach Associates, PC, 304 White Horse Pike, Haddon Heights, NJ 08035  
Board Engineer: Stan Bitgood, PE, CME, Federici & Akin, 307 Greentree Road, Sewell, NJ 08080  
Environmental Commission, Elk Twp, 680 Whig Lane, Monroeville, NJ 08343

- \_\_\_\_\_ 4. **Major Site Plans** must provide additional plans for review to:  
\_\_\_\_\_ Fire Marshal, Gloucester County, 680 Whig Lane, Monroeville, NJ 08343  
\_\_\_\_\_ Chief of Police, 680 Whig Lane, Monroeville, NJ 08343
- \_\_\_\_\_ 5. **1 copy of the Gloucester County Site Plan Application** for Elk Twp file. Send the original to the County along with any required fees– contact the County Office at 856-307-6658 or 856-307-6650 with any questions.
- \_\_\_\_\_ 6. **Fees** – Review fee schedule and submit required fees. Application Fee and \*Escrow Fee are two separate checks. Make checks payable to "Elk Township." *\*The Escrow Fee collected is an initial deposit and is an estimate of professional fees only and should not be considered as a minimum or maximum fee which may be required of the applicant to compensate the township for legal, engineering, planning or other professional services.*
- \_\_\_\_\_ 7. **Escrow Agreement** - Complete form and have notarized. This is an agreement establishing the responsibility for the payment of escrow obligations to the Township of Elk.
- \_\_\_\_\_ 8. "**Affidavit of Applicant/Affidavit of Ownership**" form. Complete both sections and have notarized.
- \_\_\_\_\_ 9. **Tax Certification (taxes paid current).** *Complete form and submit to tax collector.* The tax collector will certify that taxes are current and paid to date. Taxes must be paid current on the property for which an application is made.
- \_\_\_\_\_ 10. **Corporate Disclosure Statement.** Use form provided or submit a letter listing the names of all stockholders if application is from a corporation or partnership. If application is from an individual, submit a letter stating such.
- \_\_\_\_\_ 11. **Authorization for Contract Purchaser.** Complete if applicable

**PUBLIC NOTICE:**

\* Refer to "Service on Property Owners" included in Site Plan Packet for procedures /guidelines.

- \_\_\_\_\_ 12. **200 Foot List Request Form.** Complete and forward request to the Township Clerk with the appropriate fee. Request will then be forwarded to Gloucester County Tax Assessor for certified list. The list may not be dated earlier than 60 days prior to the public hearing date. Serve the persons listed on the property owner's 200 foot list with the completed "Notice of Hearing Letter", by certified mail, return receipt.  
**\*IF THE PROPERTY IS WITHIN 200 FEET OF ANOTHER MUNICIPALITY, YOU MUST ALSO NOTIFY THE CLERK OF THAT MUNICIPALITY AND ALSO OBTAIN A LISTING OF PROPERTIES WITHIN THAT MUNICIPALITY.**
- \_\_\_\_\_ 13. **Notice of Hearing Letter.** **"Notice of Hearing" Letters must be mailed certified mail, return receipt or hand delivered at least 10 days prior to the hearing date.** Certified mail receipts (white date stamped receipts) must be given to the Board Secretary **at least 7 days prior to the meeting** along with a completed copy of the "Notice of Hearing" letter for the file.
- \_\_\_\_\_ 14. **Affidavit of Proof of Service/Notice.** Complete form and have notarized
- \_\_\_\_\_ 15. **Notice of Public Hearing.** Said Public/Legal Notice must be published in the South Jersey Times Newspaper for one (1) day, at least 10 days prior to the meeting date. (Submit one copy of completed Notice to the Board Secretary) Newspaper Address: South Jersey Times, 161 Bridgeton Pike, Bldg "E", Mullica Hill, NJ 08062  
Legal Advertising phone: 1-800-3504169
- \_\_\_\_\_ 16. **Affidavit of Publication.** The newspaper will send you a certified copy of your newspaper publication and you must submit the "Affidavit of Publication" to the Board Secretary upon receipt.

**MEETINGS:**

Planning/Zoning Board meetings are held the **third Wednesday** of each month at 7:00p.m. in the Elk Township Municipal Building court room. You must verify with the Board Secretary if your application is on the current month's Agenda, and if your attendance is required.

**NOTE: If applicable - After Board approval the Applicant is responsible to:**

1. Have deed(s) prepared and forward to the Planning Board Solicitor & Township Engineer after all the conditions of the Resolution are met for approval. Original deed(s) are to be mailed to the Board Secretary for signatures.
2. File deed(s) with the Gloucester County Clerk within the allotted time schedule of 190 days.

Board Secretary Hours: Anna Foley  
Hours: Monday - Thursday, 8:30a.m. to 4:30p.m., and Friday 8:30 am to 2:00 pm  
Address: 680 Whig Lane, Monroeville, NJ 08343  
Phone: 856-881-6525, ext. 111, Fax: 856-881-5750

Visit the Elk Township website at: [www.elktownshipnj.gov](http://www.elktownshipnj.gov)

## RESOLUTION 2022 - 01

### A RESOLUTION OF THE COMBINED ELK TOWNSHIP PLANNING/ZONING BOARD ESTABLISHING THE TIME, PLACE AND DATE OF ITS PUBLIC MEETINGS FOR THE YEAR 2022

BE IT RESOLVED by the ELK TOWNSHIP COMBINED PLANNING/ZONING BOARD that the following schedule represents the time, place and date of each of the PUBLIC MEETINGS of the combined Elk Township Planning/Zoning Board for the year 2022 and provides for the reorganization in the year 2023, which resolution shall be published in the official & secondary newspapers of Elk Township:

Time: 7:00 p.m.

Place: Elk Township Municipal Building Court Room, 680 Whig Lane, Monroeville, NJ

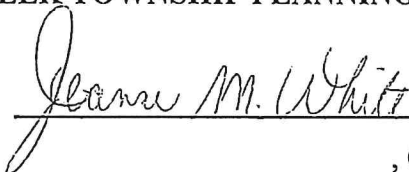
Dates: Third Wednesday of each month as follows:

February 16, 2022	August 17, 2022
March 16, 2022	September 21, 2022
April 20, 2022	October 19, 2022
May 18, 2022	November 16, 2022
June 15, 2022	December 21, 2022
Jul 20, 2022	January 18, 2023, Reorganization Only

Reorganization Meeting Only — January 18, 2023 at 7:00 p.m.

Action may be taken at any of the meetings.

#### ELK TOWNSHIP PLANNING/ZONING BOARD



, Chairperson

ATTEST:



Ann Marie Weitzel, Secretary

Res. #2022 - 01

#### CERTIFICATION

I hereby certify the above to be a true copy of a Resolution as Adopted and Memorialized by the combined Planning/Zoning Board of the Township of Elk, County of Gloucester at a meeting held on the 19th day of January, 2022, in the Municipal Building.



Ann Marie Weitzel, Secretary



**LAND DEVELOPMENT APPLICATION  
ELK TOWNSHIP, GLOUCESTER COUNTY, NEW JERSEY**

**Please complete all sections of the application form and submit all items required by the *Land Development Checklist* for your application. If you are requesting a waiver for any item, the request must be in writing and include written documentation in support of your waiver request(s). Any application that does not have all items submitted, or a waiver requested, will be deemed incomplete.**

**DO NOT PUBLISH PUBLIC NOTICE OR MAIL NOTICE TO THE OWNERS OF PROPERTY WITHIN 200 FEET UNTIL YOU HAVE RECEIVED THE DATE ASSIGNED FOR THE PUBLIC HEARING FROM THE BOARD SECRETARY.**

To be completed by Township staff:

Date Filed: \_\_\_\_\_

Application Number: \_\_\_\_\_

Application/Escrow Fees: \_\_\_\_\_

Date Deemed Incomplete: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Date Deemed Complete: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

**Check all applicable:**

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> New                  | <input type="checkbox"/> Re-submission     | <input type="checkbox"/> Concept     |
| <input type="checkbox"/> Minor Subdivision    | <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Variance(s) |
| <input type="checkbox"/> Minor Site Plan      | <input type="checkbox"/> Major Site Plan   |                                      |
| <input type="checkbox"/> Preliminary Approval | <input type="checkbox"/> Final Approval    | <input type="checkbox"/> Amended     |
|   |  | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Residential          | <input type="checkbox"/> Commercial        | <input type="checkbox"/> Industrial  |

**1. Subject Property**

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zone Designation: \_\_\_\_\_ Tax Map page: \_\_\_\_\_

Property Location: \_\_\_\_\_

Dimensions: Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_

**2. Applicant's Name:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

Applicant is a:  Corporation  Partnership  Individual

Nature of Applicant's equitable/possessory interest in the land: \_\_\_\_\_

3. Property Owner's Name: \_\_\_\_\_

\_\_\_\_\_

Company Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

email:

\_\_\_\_\_

**\*All titled owners of the property must sign the application evidencing their consent to the application. Attach a separate sheet for signatures, if necessary, and provide a copy of the current deed of ownership.**

4. Attorney's Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

5. Engineer's Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**For Site Plans:**

Commercial       Industrial       Other \_\_\_\_\_

Land to be developed \_\_\_\_\_ acres

Building size: \_\_\_\_\_ # of parking spaces \_\_\_\_\_

Proposed use: \_\_\_\_\_

**For Residential:**

Area of entire tract \_\_\_\_\_ acres

Portion to be subdivided \_\_\_\_\_

# of lots created \_\_\_\_\_ # of units planned \_\_\_\_\_

Proposed use: \_\_\_\_\_

Does the application require any variances?  Yes  No

Does the application require any conditional uses?  Yes  No

Please attach a separate sheet with a complete description of the variances requested and the reasons for relief. Please attach a statement as to the ways in which your project satisfies the requirements of the conditional uses. Your statements should cite the applicable Ordinance(s). Include the appropriate fees in your application and escrow fees.

Does the site front on a county road?  Yes  No Route # \_\_\_\_\_

Does the site front on a state road?  Yes  No Route # \_\_\_\_\_

Is the Site within 200 feet of another municipality?  Yes  No Name: \_\_\_\_\_

List all outside agencies to which application has been made regarding the proposed development:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (attach copies)  No Proposed \_\_\_\_\_

**\*Note: Copies of All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review.**

Present use of the premises: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Applicant's Planning Consultant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

9. Applicant's Traffic Engineer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

10. List any other Expert who will submit a report or who will testify for the Applicant. (attach additional sheets if necessary)

Name: \_\_\_\_\_  
Field of expertise: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

11. List all other witnesses who will testify at the public hearing on behalf of the Applicant. (attach additional sheets if necessary)

Name: \_\_\_\_\_  
Nature of testimony: \_\_\_\_\_

Name: \_\_\_\_\_  
Nature of testimony: \_\_\_\_\_

12. **Subdivision:** Number of lots created (include remainder): \_\_\_\_\_  
Number of proposed dwellings: \_\_\_\_\_

**Site Plan:** Area to be disturbed (square feet) \_\_\_\_\_  
Total number of proposed dwelling units: \_\_\_\_\_  
Commercial square footage: \_\_\_\_\_

**Site Plan Waiver:** Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Variance:**

Request is hereby made for permission to erect, alter, convert, use, a parcel contrary to the requirements of the Township Ordinances or for other relief as follows:  
(specify which ordinance sections are violated):

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13. Said property has dimensions of \_\_\_\_\_ and area of \_\_\_\_\_ and is improved with the following structures: \_\_\_\_\_

(If known, so indicate; or indicate whether dwelling or building; stating use thereof)

14. If less than the entire lot is to be utilized for the purpose hereinafter set forth, the area and dimensions of the portion of the lot to be utilized are: \_\_\_\_\_

15. Size of proposed building:

Square footage of Building footprint: \_\_\_\_\_ Total Square footage: \_\_\_\_\_

Feet wide: \_\_\_\_\_ Height: \_\_\_\_\_

Stories: \_\_\_\_\_

16. Setbacks of building (corner properties have 2 fronts):

Front: \_\_\_\_\_ Rear: \_\_\_\_\_

Side: \_\_\_\_\_ Side: \_\_\_\_\_

% Building Coverage: \_\_\_\_\_

% Impervious Coverage: \_\_\_\_\_

17. Date property acquired: \_\_\_\_\_

Prevailing zoning at time of acquisition: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

18. Has there been any previous appeal, request, or application to this or any other Township Boards or the Construction Official involving these premises? \_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, state the nature, date and the disposition of said matter and attach copies of all prior resolutions of this or any other Land Development Board.

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19. For a variance - What are the EXCEPTIONAL conditions of property preventing the applicant from complying with the Zoning Ordinance(s) (i.e. the positive and negative criteria)?

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20. For variances - Submit a statement of facts showing why relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

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21. All applicants must submit a copy of the Land Development Checklist and provide all of the information required in accordance with checklist. If waivers are sought, the applicant should submit a list of requested waivers with an explanation of the request.

22. Waivers requested of Development Standards and/or Submission Requirements (attach additional pages as needed):

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23. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of premises (attach additional pages as needed):

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24. Is a public water line available?     Y                     N

25. Is public sanitary sewer available?  Y                     N

26. Does the application propose a well and septic system?     Y                     N

27. Depict the location of the proposed well and septic on the plan submitted and the locations of any existing wells and septic systems on properties within 500 feet of the location of the proposed wells and septic systems.

28. Type of construction (frame, stone, brick, cement, etc.) \_\_\_\_\_

29. Present use of existing building(s) and premises: \_\_\_\_\_

30. Total proposed dwelling units: \_\_\_\_\_

31. Total proposed professional offices: \_\_\_\_\_

32. Total proposed floor area: \_\_\_\_\_

33. Total proposed parking spaces: \_\_\_\_\_

34. Are there any off-tract improvements required or proposed? \_\_\_\_\_

35. What form of security does the applicant propose to provide as performance and maintenance guarantees?  
\_\_\_\_\_

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

	Yes	No	Date Application Submitted
County Planning Board Approval	_____	_____	_____
County Health Department	_____	_____	_____
County Soil Conservation District	_____	_____	_____
Elk Municipal Utilities Authority	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
LOI (letter of Interpretation)	_____	_____	_____
Other _____	_____	_____	_____
Other _____	_____	_____	_____

**I hereby consent to the filing of this application and consent to allowing Township representatives to perform on site visits. (Both signatures are required.)**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

Sworn to and Subscribed  
before me this \_\_\_\_ day  
of \_\_\_\_\_ 20 .

\_\_\_\_\_  
Notary Public

Tax Certification



**ELK TOWNSHIP**  
Tax Collector's Office

680 Whig Lane  
Monroeville, NJ 08343  
Phone: 856-881-6525, ext. 112  
Fax 856-881-5750

Date:

To Whom It May Concern:

This is to confirm that the Real Estate Taxes on Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_  
in the Township of Elk, County of Gloucester, assessed to \_\_\_\_\_  
located on \_\_\_\_\_, are current as of the above date.

Next quarter due: \_\_\_\_\_

Respectfully Submitted,

Susan E. DeFrancesco, CTC

# ESCROW AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**BETWEEN:** Applicant/Developer and Owner of Land

**AND:** The Combined Planning & Zoning Board of the Township of Elk on behalf of the Township of Elk

This is an agreement establishing the responsibility for the payment of escrow obligations to the Township of Elk.

**NAME AND ADDRESS OF APPLICANT/DEVELOPER:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_  
Fax number: \_\_\_\_\_

**NAME AND ADDRESS OF PROPERTY OWNER:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

Block \_\_\_\_\_, Lot \_\_\_\_\_

1. Whenever a review fee shall be required the applicant/developer together with the Planning Board or Zoning Board of Adjustment, shall execute an agreement, in writing, with copies for each party providing the following as to escrow agreements:

- (a) The agreement shall be signed by the developer/applicant and the appropriate Board at the time of the application.
- (b) The subject matter of the application shall be specifically identified by lot and block designation as found on the Tax Map of Elk Township.
- (c) The full name of the applicant/developer with applicant's address, telephone number and fax number shall be included.
- (d) The purpose for the escrow shall be defined in accordance with the application.

- (e) The agreement shall provide the applicant/developer's responsibility to maintain an adequate reserve of funds for the payment in accordance with the provisions of this subsection.
- (f) In the event the escrow shall be deficient at any time the Board having jurisdiction shall declare the application incomplete.
- (g) Any excess funds remaining in the escrow fund after 45 days after final approval shall be returned to the applicant.
- (h) If an applicant, or any person who has greater than a 10 percent interest in any legal entity which is an applicant, shall at any time have a deficient escrow account on any parcel within Elk Township, such escrow account shall be brought current prior to the Planning Board or Zoning Board considering any new application for development of any parcel or parcels within Elk Township involving the person with the deficient escrow.
- (i) In addition to the other remedies provided to the Boards set forth herein, the applicant shall indemnify and reimburse Elk Township for the attorney's fees and costs relating to the collection of all delinquent or deficient escrow balances. All escrow balances shall be considered deficient if they are not paid in full within twenty (20) days of notification from the CFO.

2. If at any time the escrow fund is found to be insufficient to cover all reasonable fees for the required professional services, the applicant shall be notified, in writing, and the applicant shall within 10 days increase the fund as shall be determined by the CFO. In the event the applicant shall fail to deposit the required fees, the reviewing Board shall be entitled to declare the application incomplete. Any excess funds in the escrow fund remaining 45 days after final action has been taken by the reviewing Board shall be returned to the applicant.

APPLICANT/ DEVELOPER:

SWORN AND SUBSCRIBED BEFORE ME THIS  
 \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
 (Signature of Applicant/ Developer)

\_\_\_\_\_  
 (NOTARY)

PROPERTY OWNER:

SWORN AND SUBSCRIBED BEFORE ME THIS  
 \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
 (Signature of Property owner)

\_\_\_\_\_  
 (NOTARY)

Elk Township Planning/Zoning Board:

SWORN AND SUBSCRIBED BEFORE ME THIS  
 \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
 Anna Foley, Secretary

\_\_\_\_\_  
 (NOTARY)

AFFIDAVIT OF APPLICANT

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ }  
  ss.

\_\_\_\_\_, of full age being duly sworn according to law on oath deposed and says that all of the above statements and the statements contained in the papers submitted in connection with this application are true.

\_\_\_\_\_  
(Signature of Applicant)

Sworn and subscribed before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Print name of Applicant)

\_\_\_\_\_  
(Notary)

AFFIDAVIT OF OWNERSHIP

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ }  
  ss.

\_\_\_\_\_, of full age, being duly sworn according to law, on oath deposes and says, that deponent resides at \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_; and that I am the owner of all that certain lot, piece of parcel of land known as Block (s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ on the Tax Map of Elk Township, which property is the subject of the above application , and that said application is hereby authorized by me.

\_\_\_\_\_  
(Signature of Property Owner)

Sworn and subscribed before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Printed Name of Owner)

\_\_\_\_\_  
(Notary)

**AUTHORIZATION FOR CONTRACT PURCHASER**

(If contract purchaser is making this application, the following authorization must be executed)

To the Board of Adjustment:

\_\_\_\_\_ is hereby authorized to make the within application.

\_\_\_\_\_  
(Owner's signature)

Dated: \_\_\_\_\_

(Note: Contract purchaser must produce a signed copy of the contract for the Board of Adjustment at the hearing)

**DISCLOSURE STATEMENT**  
**PURSUANT TO L. 1977, C-336**

A. Is this application to subdivide a parcel or parcels of land into six or more lots?

YES \_\_\_\_\_  
NO \_\_\_\_\_

B. Is this application for a variance to construct a multiple dwelling of 25 or more family units?

YES \_\_\_\_\_  
NO \_\_\_\_\_

C. Is this application for approval of a site or sites to be used for commercial purposes?

YES \_\_\_\_\_  
NO \_\_\_\_\_

**IF ANY OF THE ABOVE ANSWERS WERE YES PROCEED TO "D".**

D. Is the applicant a corporation or partnership?

YES \_\_\_\_\_  
NO \_\_\_\_\_

If yes:

1. List the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be. (Use extra sheets if necessary.)



**TOWNSHIP OF ELK**  
680 Whig Lane Road  
Monroeville, New Jersey 08343  
856-881-6525, ext. 110  
Fax 856-881-5750

**REQUEST FOR ADJACENT PROPERTY OWNERS WITHIN 200 FEET:**

- 1) Forward completed request form and fee to Township Clerk  
(Fee \$10.00 per subject block. Make check payable to "Elk Township")
- 2) County Tax Assessor will provide a certified list within 7 days from the date the request is received. (MLUL 40:55D-12(c))

**\*NOTE: List must be current within 60 days of your hearing date.**

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_ PHONE # \_\_\_\_\_

Fee: \$10.00 per subject block. Make check payable to "Elk Township".

Pd. \_\_\_\_\_

**\*IF THE PROPERTY IS WITHIN 200 FEET OF ANOTHER MUNICIPALITY,  
YOU MUST ALSO NOTIFY THE CLERK OF THAT MUNICIPALITY AND ALSO  
OBTAIN A LISTING OF PROPERTIES WITHIN THAT MUNICIPALITY.**

## Service on Property Owners

### Guidance to applicants for Service on Property Owners within 200 feet & Formal Public Notice (Complete notice at least 10 days prior to the date of hearing (MLUL, N.J.S.A. 40:55D-12))

Applicant check off list:

#### 200 Foot List Request (Property owners within 200 feet & registered outside agencies)

The certified 200 foot list can be obtained from the Gloucester County Tax Assessor. Notice of public hearing must be given by personal service or by certified mail, return receipt, to all owners of real property located within 200 feet in all directions of the property which is the subject of the hearing and to all Governmental agencies, outside agencies, local utilities, public utilities and cable companies registered with the municipality. Submit your request in a timely fashion as the County Assessor has 7 days to make and certify the list. Complete request form and forward to the Elk Township Clerk with payment. Fee is \$10.00 per subject Block.

**LIST MUST BE CURRENT WITHIN 60 DAYS OF YOUR HEARING DATE.**

Special Service Requirements:

- If the property is within 200 feet of another municipality, a separate request must be made by you to the administrative office of the appropriate municipality (ies) to obtain a listing of properties within that municipality as well as providing notice to the Clerk(s) of adjoining municipality (ies).
- If your property is adjacent to an existing or proposed county road or adjacent to county owned land or is within 200 feet of an adjoining municipality, service must be made to the: Gloucester County Planning Board, Administrative Building, 1200 N. Delsea Drive, Clayton, NJ 08312.
- If your property is adjacent to a State Highway, service must be made to the: NJ Commissioner of Transportation, 1035 Parkway Avenue, Trenton, NJ 08625
- If your property exceeds 150 acres or involves more than 500 dwellings units, service must be made to the: Director of Division of State and Regional Planning, Department of Community Affairs, 329 West State Street, PO Box 176B. Trenton, NJ 08625

#### Notice of Hearing Letter (200 ft letter):

Mail letters certified mail, return receipt, or hand deliver to properties on 200 foot list – “Notice of Hearing” sample form letter included. Be sure to include the "nature of the matter to be considered" [indicate why you need a variance(s)]; refer to your *completeness* letter for guidance. *You must make this statement sufficiently precise so that all parties entitled to receive this notice are adequately informed concerning the nature of the application.*

A copy of the completed “Notice of Hearing” form letter must be served by the applicant to the owners of all real property located within 200 feet, in all directions from the property which is the subject of the application, whether located within the Township or adjacent municipalities as well as Governmental agencies, outside agencies, local utilities, public utilities and cable companies registered with the municipality.. **This notification must be mailed by certified mail, return receipt, at least 10 days prior to the date of the hearing.** Provide a completed copy to Board Secretary for the file.

All persons or companies on the list **MUST** be notified.

- If “Notice of Hearing” letter is delivered by certified mail, return receipt, **the postmarked white receipts must be submitted to the Board Secretary at least 7 days** prior to the meeting date. (Green return receipt cards may be submitted to the Board Secretary once they are received by the applicant.)
- If “Notice of Hearing” letter is delivered by hand, the person receiving it must sign next to his or her name on the list. (Said person must be a least 18 years of age.) **Do not leave “Notice of Hearing” at door. Said list with signatures must be submitted with application.**

\_\_\_\_\_ **Affidavit of Proof of Service: Complete form and include attachments.**

The form entitled "Affidavit of Proof of Service" must be completed by the person or persons who actually serve the "Notice of Hearing" letter on the property owners within 200 feet and on any required governmental and outside agencies.

The person who made service must complete and sign the "Affidavit of Proof of Service" form and his or her signature must be notarized. If more than one person served various property owners or any required governmental agencies, outside agencies, each person should sign and complete a separate "Affidavit of Proof of Service".

\_\_\_\_\_ **Notice of Public Hearing:** (advertisement in newspaper):

"Notice of Public Hearing" must be published in the South Jersey Times Newspaper, 161 Bridgeton Pike, Bldg "E", Mullica Hill, NJ 08062. Legal Advertising phone: 1-800-350-4169.

Said notice must be published for one day at least 10 days prior to the meeting date. **Submit one copy of completed Notice to the Board Secretary at least 7 days prior to the hearing date.**

\_\_\_\_\_ **Affidavit of Publication:**

The newspaper will supply you with a certified copy of your notice. Submit the "Affidavit of Publication" to the Board Secretary for file upon receipt.

**Failure to publish the Notice of Hearing, or a late publication, will prevent a hearing on your application**

**TOWNSHIP OF ELK**  
680 Whig Lane  
Monroeville, New Jersey 08343  
856-881-6525, ext. 110  
Fax 856-881-5750

**REQUEST FOR ADJACENT PROPERTY OWNERS WITHIN 200 FEET:**

- 1) Forward completed request form and fee to Township Clerk  
(Fee \$10.00 per subject block. Make check payable to "Elk Township")
- 2) County Tax Assessor will provide a certified list within 7 days from the date the request is received. (MLUL 40:55D-12(c))

**\*NOTE: List must be current within 60 days of your hearing date.**

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_ PHONE # \_\_\_\_\_

Fee: \$10.00 per subject block. Make check payable to "Elk Township".

Pd. \_\_\_\_\_

**\*IF THE PROPERTY IS WITHIN 200 FEET OF ANOTHER MUNICIPALITY,  
YOU MUST ALSO NOTIFY THE CLERK OF THAT MUNICIPALITY AND ALSO  
OBTAIN A LISTING OF PROPERTIES WITHIN THAT MUNICIPALITY.**

Notice to publish in the South Jersey Times Newspaper for one day, at least 10 days prior to the hearing date.

**PUBLIC NOTICE**

**NOTICE OF PUBLIC HEARING  
BEFORE THE COMBINED PLANNING/ZONING BOARDS OF  
THE TOWNSHIP OF ELK**

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, at 7:00 p.m., a hearing will be held before the Elk Township combined Planning/Zoning Board at the Municipal Building, 680 Whig Lane, Monroeville, New Jersey on the appeal or application of the undersigned for a variance or other relief so as to permit

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition, any additional variances or waivers that the Board may deem necessary are also requested on the property located at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Tax Map of Elk Township.

All documents related to this application are on file with the Planning/Zoning Board Secretary located at 680 Whig Lane, Monroeville, NJ, and may be inspected by the public during regular business hours, Monday - Thursday 8:30am to 4:30 pm, and Friday 8:30am to 2:00pm.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the combined Planning/Zoning Board.

\_\_\_\_\_  
(Name of applicant)

- \*Notary Required
- \*attach "white" certified mail receipts- "Exhibit A"
- \*attach copy of notice mailed-"Exhibit B"
- \*attach certified 200 ft list- "Exhibit C"
- \*attach proof of newspaper publication- "Exhibit D"

**AFFIDAVIT OF PROOF OF SERVICE**

STATE OF \_\_\_\_\_  
 COUNTY OF \_\_\_\_\_ ss.

\_\_\_\_\_, of full age, being duly sworn according to law, on his oath,  
 (applicant)  
 deposes and says that he resides at \_\_\_\_\_ in the \_\_\_\_\_  
 County of \_\_\_\_\_, and State of \_\_\_\_\_ and that he did on \_\_\_\_\_, 20\_\_\_\_\_,  
 (municipality)  
 at least ten (10) days prior to the hearing date, gave personal notice to all owners of property situated within or without  
 the Township of Elk as shown by the most recent tax lists of this Township, whose property or properties as shown by  
 said list(s) are located within 200 feet of the property of which I make this application. Notice was also published in the  
 official newspaper of the municipality as required by law.

Said notice was given either by handing a copy to the property owner, and no one else, or by sending said notice by  
 certified mail, return receipt.

**Attached** to this affidavit and marked "***Exhibit A***" are the white, date stamped, certified mail receipts  
 or/and if hand delivered to the property owners, attach the list with the names and addresses including block  
 and lot numbers with signatures of all property owners who were served personally.

Notices were also served upon:  
 (check if applicable):

- ( ) The Clerk of Elk Township
- ( ) Gloucester County Planning Board
- ( ) Director of the Division of State and Regional Planning
- ( ) Department of Transportation
- ( ) The Clerk of adjoining municipalities

**Attached** to this affidavit and marked "***Exhibit B***" is a copy of said notice mailed.

**Attached** to this affidavit and marked "***Exhibit C***" is the certified list(s), prepared by the Tax Assessor of the  
 Municipality, of property owners within 200 feet of the affected property who were served, showing the block  
 and lot numbers of each property as same appear on the municipal tax map.

**Attached** to this affidavit and marked "***Exhibit D***" is a copy of the proof of publication of notice in the official  
 newspaper of the municipality.

\_\_\_\_\_  
 Signature of Applicant

Sworn and subscribed before me this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Notary Signature



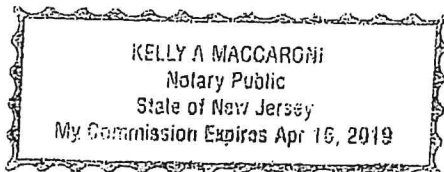
State of New Jersey,) ss  
County of Gloucester)

Ed Kaul being duly sworn, deposes that he/she is principal clerk of NJ Advance Media; that South Jersey Times is a public newspaper, with general circulation in Camden, Cumberland, Gloucester, and Salem Counties, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

South Jersey Times 12/06/2018

Principal Clerk of the Publisher

Sworn to and subscribed before me this 7th day of December 2018

  
Notary Public

PUBLIC NOTICE

TAKE NOTICE that on the 19th day of December, 2018, at 7:30 p.m., a hearing will be held before the Elk Township Combined Planning/Zoning Board in the Municipal Building, 680 Whig Lane, Monroeville, New Jersey on the application of Coal Builders LLC for a variance so to permit construction of a single family home on the property situate at 539 7th Avenue also known as Lot 3 in Block 7 on the tax map of Elk Township (situate at the intersection of Fifth Avenue and Dunbar Boulevard). The property is 10,026 square feet in size. The Elk Township Zoning Ordinance requires lots in a Moderate Density Residential Zoning district to have a minimum area of 10,000 square feet. In addition, the applicant will request all other additional variances, waivers and relief that the Board may deem necessary. All documents related to this application are on file with the Planning/Zoning Board Secretary located at 680 Whig Lane, Monroeville, New Jersey and may be inspected by the public during regular business hours, Monday - Thursday, 8:30 a.m. to 4:30 p.m., and Friday, 8:30 a.m. to 2:00 p.m. Any interested party may appear at the hearing and participate therein in accordance with the rules of the Combined Planning/Zoning Board.

EXAMPLE

Cost \$42.87  
(8927132) 1t 12/6/18

## Chapter 70

### LAND DEVELOPMENT FEES

#### ARTICLE I

##### Application and Other Fees; Escrow

§ 70-1. Nonrefundable application fees.

§ 70-2. Creation of escrow accounts.

§ 70-3. Fees and escrows.

#### ARTICLE II

##### Mandatory Development Fees

§ 70-4. Mandatory Development Fees.

[HISTORY: Adopted by the Township Committee of the Township of Elk as indicated in article histories. Amendments noted where applicable.]

#### ARTICLE I

##### Application and Other Fees; Escrow

[Adopted 11-5-1998]

§ 70-1. Nonrefundable application fees.

Each applicant who files an application before the Elk Township Planning Board shall pay the applicable application fee listed below for such application. The application fee provided for herein shall be nonrefundable and is required for purposes of offsetting the administrative and clerical costs of operating the Planning Board and for costs which may be incurred by the Planning Board in the normal processing of such applications (exclusive of the legal, planning, engineering and other professional services deemed necessary by the Planning Board).

§ 70-2. Creation of escrow accounts.

A. In addition to the nonrefundable application fees referred to above, each applicant before the Planning Board shall establish and make the required payments to an escrow account to be maintained by the township for the purpose of providing sufficient moneys to pay the costs of review by professionals engaged by the Planning Board.

B. Upon submitting an application for the development to the Planning Board, the applicant shall be required to deposit with the Township Treasurer the sums hereinafter provided and execute an escrow agreement requiring the applicant to pay all necessary and reasonable costs incurred by the township for technical and professional review by the approving authority. The escrow agreement shall be in a form approved by the Township Committee. **The amounts specified below to be placed in escrow are estimates of professional fees only and should not be considered as a minimum or maximum fee which may be required of the applicant to compensate the township for legal, engineering, planning or other professional services.** Said fees must be paid prior to the Board certifying the application as complete; provided, however, that payment of the fee in and of itself shall not be deemed as making the application complete. In the event that the amounts required to be posted by this section are not sufficient to cover the professional charges incurred by the Township of Elk for such application, then the applicant shall pay the



**§ 70-3. Fees and escrows.**

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

**A. Schedule of subdivision and site plan fees.**

**(1) Minor subdivision:**

[Amended 3-6-2003 by Ord. No. O-1-2003; 9-4-2003 by Ord. No. O-14-2003; 3-16-2004 by Ord. No. O-2004-2; 8-21-2007 by Ord. No. O-2007-11; 4-3-2008 by Ord. No. O-2008-3]

- (a) Application fee: \$ 200.
- (b) Initial escrow fee deposit: \$1,500.
- (c) Publication fee: \$ 25.<sup>1</sup>

**(2) Preliminary major subdivision:**

- (a) Application fee: \$500.
- (b) Engineer review: \$1,000, plus \$50 per lot created.
- (c) Legal review: \$400.
- (d) Planning review:
  - [1] Residential: \$500, plus \$10 per lot.
  - [2] Nonresidential: \$500, plus \$100 per acre or a portion thereof.
- (e) Publication: \$25.<sup>1</sup>

**(3) Final major subdivision:**

- (a) Application fee: \$200.
- (b) Engineer review: \$800, plus \$50 per each lot created.
- (c) Legal review: \$300.
- (d) Planning review:
  - [1] Residential: \$200, plus \$10 per lot.
  - [2] Nonresidential: \$300, plus \$100 per acre or portion thereof.
- (e) Publication: \$25.<sup>2</sup>

**(4) Planned unit development:**

- (a) Sketch plat:
  - [1] Application fee: \$500.
  - [2] Engineer review: \$1,000.
  - [3] Legal review: \$200.
  - [4] Planning review: \$1,000.
  - [5] Publication: \$25.<sup>3</sup>
- (b) Master development plan approval:
  - [1] Application fee: \$1,000.
  - [2] Engineer review: \$1,500, plus \$40 each unit and \$40 per acre nonresidential.
  - [3] Legal review: \$1,000.
  - [4] Planning review: \$1,000, plus \$40 each unit and \$40 per acre nonresidential.
  - [5] Publication: \$25.<sup>4</sup>

**D. Appeals** (applications made under N.J.S.A. 40:55D-70a):  
[amended 6-4-2009 by Ord No. O-5-2009]

Application fee	\$ 200.
Initial escrow fee deposit	\$1,500.
Publication fees	\$ 25.

**E. Interpretation** (applications made under N.J.S.A. 40:55D-70b):  
[amended 6-4-2009 by Ord No. O-5-2009]

Application fee	\$ 100.
Initial escrow fee deposit	\$ 500.

**F. Administrative Non-substantial Design Change Request:**  
[amended 6-4-2009 by Ord No. O-5-2009]

Application fee	\$ 100.
Initial escrow fee deposit	\$ 500.
Publication fees	\$ 25.

**G. Miscellaneous (i.e., informal review):**  
[amended 6-4-2009 by Ord No. O-5-2009]

Application fee	\$ 100.
Initial escrow fee deposit	\$ 500.
Publication fees	\$ 25.

**H. Applications for vacation of streets.**

Engineering review: \$500.  
[Added 12-21-2004 by Ord. No. O-2004-10]

**I. Zoning permits.** Zoning permits shall hereafter be secured from the Zoning Office prior to the issuance of a building permit or upon a change in the use of a structure or land. Each application shall be accompanied by a fee of \$50. [Added 5-5-2005 by Ord. No. O-2005-3]

1 Editor's Note: former Subsection A (2) (f), establishing a GIS Map fee, added 9-4-2003 by Ordinance No. O-14-2003, which immediately followed this subsection, was repealed 4-3-2008 by Ord. No. O-2008-3.

2 Editor's Note: former Subsection A (3) (f), which contained a Tax Map revision fee, added 3-6-2003 by Ord. No. O1-2003 was repealed 8-21-2007 by Ord. No. O-2007-11.

3 Editor's Note: Former Subsection (2) (f), establishing a FIS Map fee, added 9-4-2003 by Ord. No. O-14-2003, which immediately followed this subsection, was repealed 4-3-2008 by Ord. No. O-2008-3.

4 Editor's note; Former Subsection A (4) (b) [6], establishing a GIS Map fee, added 9-4-2003 by Ord. No. O-14-2003, which immediately followed this subsection, was repealed 4-3-2008 by Ord. No. O-2008-3.

5 Editor's Note: Former Subsection A (4) (c) [6], establishing a GIS Map fee, added 9-4-2003 by Ord. No. O-14-2003, which immediately followed this subsection, was repealed 4-3-2008 by Ord. No. O-2008-3.

6 Editor's Note: Former Subsection A (5) (c), establishing a GIS Map fee, added 9-4-2003 by Ord. No. O-14-2003, which immediately followed this subsection, was repealed 4-3-2008 by Ord. No. O-2008-3.

MIXED USE DEVELOPMENT -- Any development which includes both a nonresidential development component and a residential development component, and shall include developments for which:

- (1) There is a common developer for both the residential development component and the nonresidential development component, provided that for purposes of this definition, multiple persons and entities may be considered a common developer if there is a contractual relationship among them obligating each entity to develop at least a portion of the residential or nonresidential development, or both, or otherwise to contribute resources to the development; and
- (2) The residential and nonresidential developments are located on the same lot or adjoining lots, including but not limited to lots separated by a street, a river, or another geographical feature.

#### NONRESIDENTIAL DEVELOPMENT

- (1) Any building or structure, or portion thereof, including but not limited to any appurtenant improvements, which is designated to a use group other than a residential use group according to the State Uniform Construction Code promulgated to effectuate the State Uniform Construction Code Act, P.L. 1975, c. 217 (N.J.S.A. 52:27D-119 et seq.), including any subsequent amendments or revisions thereto;
- (2) Hotels, motels, vacation timeshares, and child-care facilities; and
- (3) The entirety of all continuing care facilities within a continuing care retirement community which is subject to the Continuing Care Retirement Community Regulation and Financial Disclosure Act, P.L. 1986, c. 103 (N.J.S.A. 52:27D-330 et seq.).

NONRESIDENTIAL DEVELOPMENT FEE -- The fee authorized to be imposed pursuant to Sections 32 through 38 of P.L. 2008, c. 46 (N.J.S.A. 40:55D-8.1 through N.J.S.A. 40:55D-8.7).

RELATING TO THE PROVISION OF HOUSING -- Shall be liberally construed to include the construction, maintenance, or operation of housing, including but not limited to the provision of services to such housing and the funding of any of the above.

SPENDING PLAN -- A method of allocating funds collected and to be collected pursuant to an approved municipal development fee ordinance or pursuant to P.L. 2008, c. 46 (N.J.S.A. 52:27D-329.1 et al.) for the purpose of meeting the housing needs of low- and moderate-income individuals.

#### D. Residential development fees.

- (1) Within all zoning districts in the Township, developers of all new residential dwelling units not exempt from the collection of development fees in accordance with § 70-4F shall pay a fee of 1 1/2% of the equalized assessed value for residential development, provided no increased density is permitted.
- (2) When an increase in residential density pursuant to N.J.S.A. 40:55D-70d(5) (known as a "d" variance) has been permitted, developers may be required to pay a development fee of 6% of the equalized assessed value for each additional unit that may be realized. However, if the zoning on a site has changed during the two-year period preceding the filing of such a variance application, the base density for the purposes of calculating the bonus development fee shall be the highest density permitted by right during the two-year period preceding the filing of the variance application.
- (3) Example. If an approval allows four units to be constructed on a site that was zoned for two units, the fees could equal 1 1/2% of the equalized assessed value on the first two units; and 6% of the equalized assessed value for the two additional units.

G. Collection of fees.

- (1) For residential development, 50% of the development fee will be collected at the time of issuance of the building permit. The remaining portion will be collected at the issuance of the certificate of occupancy. The developer shall be responsible for paying the difference between the fee calculated at building permit and that determined at issuance of certificate of occupancy.
- (2) For nonresidential development, the development fee will be collected prior to the issuance of a certificate of occupancy.

H. Contested fees. Imposed and collected development fees that are challenged shall be placed in an interest-bearing escrow account by the Township of Elk. If all or a portion of the contested fees are returned to the developer, the accrued interest on the returned amount shall also be returned.

I. Affordable housing trust fund.

- (1) There is hereby created a separate, interest-bearing housing trust fund for the purpose of depositing development fees collected from residential and nonresidential developers, payments in lieu of constructing units on site, and proceeds from the sale of affordable housing units with extinguished controls. All development fees and payments in lieu paid by developers pursuant to this ordinance shall be deposited into this fund.
- (2) Within seven days from the opening of the trust fund account, the Township of Elk shall provide COAH with written authorization, in the form of a three-party escrow agreement between the municipality, the bank and COAH to permit COAH to direct the disbursement of the funds as provided for in N.J.A.C. 5:94-6.16(b).
- (3) No funds shall be expended from the affordable housing trust fund unless the expenditure conforms to a spending plan approved by COAH. All interest accrued in the housing trust fund shall only be used on eligible affordable housing activities approved by COAH.

J. Use of funds.

- (1) Funds deposited in the housing trust fund may be used for any activity approved by COAH to address the municipal fair share. Such activities include, but are not limited to, rehabilitation, new construction of affordable housing units, ECHO housing, purchase of land for affordable housing, improvement of land to be used for affordable housing, purchase of housing for a market to affordable program, green building strategies for affordable housing, maintenance and repair of affordable housing units, extensions or improvements of roads and infrastructure to affordable housing sites, financial assistance designed to increase affordability, or administration necessary for implementation of the Housing Element and Fair Share Plan. The expenditure of all funds shall conform to a spending plan approved by COAH.
- (2) At least 30% of all development fees collected and interest earned shall be used to provide affordability assistance to low- and moderate-income households, at least half of which shall be available to low- and moderate-income households in affordable units included in the municipal Fair Share Plan. One-third of the affordability assistance portion of development fees collected shall be used to provide affordability assistance to very-low-income households.
  - (a) Affordability assistance programs may include down payment assistance, security deposit assistance, low-interest loans, and rental assistance.
  - (b) Affordability assistance to very-low-income households may include offering a subsidy to developers of inclusionary or one-hundred-percent affordable

SITE PLAN APPLICATION  
Gloucester County Planning Board  
1200 N. Delsea Drive  
Clayton, NJ 08312  
(856) 307-6650 Fax (856) 307-6656

All information on this application and the submission checklist must be completed and the proper fees enclosed in order to start county review. Failure to comply with submission requirements will classify this application as "incomplete".

Municipality: \_\_\_\_\_ Code No. \_\_\_\_\_ (County Use Only)

New Application \_\_\_\_\_ Revised Application \_\_\_\_\_ Signatures \_\_\_\_\_

Sketch \_\_\_\_\_ Preliminary \_\_\_\_\_ Final \_\_\_\_\_

1. **Applicant's Name:** \_\_\_\_\_  
**Applicant's Mailing Address:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_  
Phone# \_\_\_\_\_

2. **Owners Name:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone# \_\_\_\_\_

3. **Attorney's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone# \_\_\_\_\_

4. **Location of Site:**  
Street \_\_\_\_\_  
Tax Map Plate \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

5. **Commercial** \_\_\_\_\_ **Industrial** \_\_\_\_\_ **Other** \_\_\_\_\_  
Bldg. Size: \_\_\_\_\_ sq. ft. Land to be Developed \_\_\_\_\_ acres No. of Parking Spaces: \_\_\_\_\_  
**Residential:** Square Footage: \_\_\_\_\_ No. of Units: \_\_\_\_\_ No. of Parking Spaces: \_\_\_\_\_

6. **Proposed Construction:** Alteration \_\_\_\_\_ New \_\_\_\_\_  
Description: \_\_\_\_\_

7. **Does the site front on a County road?**  Yes  No Co. Rt.# \_\_\_\_\_

8. **Fee Schedule: (Please check appropriate category)**  
\_\_\_\_\_ Fee Waived (Governmental Units/Non-Profit Organizations)  
\_\_\_\_\_ Sketch Review \$25  
\_\_\_\_\_ SITES NOT FRONTING A COUNTY ROAD \$200 Preliminary/Final  
\_\_\_\_\_ SITES FRONTING A COUNTY ROAD \$350 Preliminary/Final \_\_\_\_\_ Plus \$5 per parking space

**Amount Enclosed \$** \_\_\_\_\_ **Please make your check payable to: "Gloucester County"**

I hereby consent to the filing of this application.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Board of  
Chosen Freeholders

County Of Gloucester  
State of New Jersey

**FREEHOLDER DIRECTOR**  
**Robert M. Damminger**

**FREEHOLDER LIAISON**  
**Heather Simmons**



**AFFIDAVIT OF OWNERSHIP**

**MUST BE COMPLETED AND RETURNED**



1. Name of Company/Organization: \_\_\_\_\_

2. Is Company a Corporation? \_\_\_\_\_

3. Name of State Which Incorporated: \_\_\_\_\_

4. Is Company a Partnership? \_\_\_\_\_

**Department of Public Works**  
**Planning Division**

Public Works Director  
**Vincent M. Voltaggio, P.E.**

Office of Government  
Services  
1200 N. Delsea Drive  
Clayton, NJ 08312

Phone: 856.307.6650  
(Development Review  
856-307-6650)  
Fax: 856.307.6656

Web:

[www.co.gloucester.nj.us](http://www.co.gloucester.nj.us)

New Jersey Relay Service -711  
Gloucester County Relay Service  
(TTY/TTD) - 856- 848-6616

**PLEASE LIST ANY AND ALL INDIVIDUALS WHO ARE OWNERS (FULL OR PART) OF THE COMPANY/ORGANIZATION, AND IF A NON-PROFIT ORGANIZATION, PLEASE LIST ALL BOARD MEMBERS.**

<u>Name</u>	<u>Address</u>	<u>Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
**Signature and Title**

\_\_\_\_\_  
**Please PRINT Name & Title**

The County of Gloucester complies with all state and federal rules and regulations and does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex in admission to, access to, or operations of its programs, services, activities or in its employment practices. In addition, Gloucester County encourages the participation of people with disabilities in its programs and activities and offers special services to all County residents 60 years of age and older. Inquiries regarding compliance may be directed to the EEO office at (856)384-6903 or through the County's ADA Coordinator at (856) 384-6842/New Jersey Relay Service 711

**NJPDES Stormwater Checklist**  
**New Major Development and Redevelopment**  
**Gloucester County Planning Board**  
**Preliminary Plat and Site Plan Applications**

1. Does the site front on a county road? Yes\_\_\_ No\_\_\_
2. Will new development result in additional right-of-way and/or roadway owned and operated by the County? Yes\_\_\_ No\_\_\_
3. Does the site discharge stormwater to the County's storm sewer system? Yes\_\_\_ No\_\_\_
4. Will development result in additions or modifications to the County's storm sewer system? Yes\_\_\_ No\_\_\_
5. Will new development result in any stormwater BMPs that will be owned and operated by the County? Yes\_\_\_ No\_\_\_

If the answer is "Yes" to questions 1 or 2, the applicant must certify that all aspects of this new development's stormwater management system will meet the requirements of the NJDEP's Stormwater Management rules (N.J.A.C. 7:8) and have been reviewed and approved by the local planning board;

"I certify that all aspects of this new development's stormwater management system will meet the requirements of the NJDEP's Stormwater Management rules (N.J.A.C. 7:8) and have been reviewed and approved by the local planning board."

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the answer is "Yes" to questions 3, 4, or 5, the applicant must provide the above certification AND provide the following documents for review and approval by the County Planning Board:

1. Documents demonstrating that the new development (especially any stormwater discharges to County storm sewer system and/or roadways) will meet the requirements of the NJDEP's Stormwater Management rules (N.J.A.C. 7:8) establishing stormwater management design and performance standards and including low impact development and the groundwater recharge, stormwater runoff quantity and stormwater runoff quality requirements (see NJDEP BMP Manual); AND
2. Provisions for the long term operation and maintenance of new stormwater BMPs that the applicant intends to be owned and operated by the County (if any); AND
3. Documents indicating that all new storm drain inlets (if any) are designed to control the passage of solids and floatables in accordance with the NJDEP design standards (see municipal or county stormwater permits Attachment C).

(All other County requirements for review of on-site and off-site drainage remain in full affect)

**SUBMISSION CHECKLIST  
FOR A PRELIMINARY PLAT OF A SITE PLAN**

The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.

**Required documents:** Submission of an application of a preliminary plat of a site plan to the Gloucester County Planning Department shall include all of the following items.

- ( ) Five (5) sets of plans and attachments
- ( ) Two (2) copies of any required supporting documentation
- ( ) One (1) copy of the County application form for site plan approval
- ( ) One (1) copy of this checklist form
- ( ) Completed Affidavit of Ownership Form
- ( ) Payment of the proper application fee set forth in the County Land Development Resolution

**SUBMISSION TO OUTSIDE AGENCIES**

- ( ) A listing of the outside governmental agencies retaining jurisdiction over the application.
- ( ) Status of the application with those agencies retaining jurisdiction.
- ( ) For development applications in the Pinelands Area of Gloucester County, a copy of one (1) of the items set forth in Section 804A of the County Land Development Resolution shall be submitted to the County.
- ( ) Other submittals that may be required by the County Engineering Department, County Planning Department, or federal, state or local law.

**1. PLAT REQUIREMENTS**

**(General Requirements)**

Any preliminary plat of a site plan submitted to the County approving authority for its approval shall be prepared, signed and sealed by a professional licensed to practice in the State of New Jersey, as detailed below:

**Depiction of existing conditions on a site plan**

- € Survey: Showing existing conditions and exact locations of physical features including metes and bounds, drainage, waterways, specific utility locations, and easements: by a land surveyor.
- € Survey information may be transposed to the site plan if duly noted as to the date of the survey, by whom, and for whom.
- € Vegetation, general flood plain determination, or general locations of utilities, buildings, or structures: by an architect, planner, engineer, land surveyor, or other person acceptable to the reviewing governmental body.



### Preparation of site plan

- € The locations of proposed buildings and their relationship to the site and the immediate environs: by an architect or engineer
- € The locations of drives: parking layout: pedestrian circulation; and means of ingress and egress: by an architect, planner, or engineer.
- € Drainage facilities for site plans of ten (10) acres or more; or involving stormwater detention facilities; or traversed by a water course: by an engineer only.
- € Other drainage facilities: by an architect or engineer.
- € Utility connections and on-tract extensions: by an engineer or architect
- € Off-tract utility extensions: by an engineer only
- € On-site sanitary sewage disposal or flow equalization facilities: by an engineer only.
- € Landscaping, signs, lighting, screening or other information not specified above: by an architect, planner, engineer, or other person acceptable to the reviewing governmental body.
- € The general layout of a preliminary site plan for a multiple building project, showing the development elements including their relationship to the site and immediate environs: by an architect, planner or engineer.

Site plans shall not be drawn at a scale smaller than one (1) inch equals fifty (50) feet nor larger than one (1) inch equals ten (10) feet. If the size of the site would require the use of sheets larger than thirty by forty-two (30 x 42) inches in order to show the entire site on one (1) sheet, the detailed information for the site plan shall be shown in sections on sheets not larger than thirty by forty-two (30 x 42) inches, which sheets shall be keyed to an overall plat of the site drawn at a scale of not less than one (1) inch equals two hundred (200) feet. The site plan shall be based on a monumented, current certified boundary survey prepared, signed and sealed by a land surveyor licensed to practice in the State of New Jersey. The plan shall be certified by the surveyor as to the boundaries and physical conditions of the site. The date of the survey and the name of the person making same shall be shown on the map. If twelve (12) months or more have passed since the date of (or date of last recertification of) the survey, it shall be recertified and, if necessary, brought up-to-date.

## 2. TITLE BLOCK

- ( ) The title block shall include the information required pursuant to NJAC 13:40-1.

The following information shall appear on all sheets and shall be located outside of, but adjacent to the title block:

- € ( ) Title of "Preliminary Plat – Site Plan."
- € ( ) Name of the development, if any.
- € ( ) Tax Map sheet, block and lot numbers of the site, as shown on the latest municipal Tax Map, the date of which should also be shown.
- € ( ) Date of the original plan and all revisions thereto.
- € ( ) Names and addresses of the owner and development, so designated.
- € ( ) Names, signatures, addresses and license numbers of the engineer, architect, land surveyor or planner who prepared the plan. The plat shall bear the embossed seal of said professional.
- € ( ) If the site plan contains more than one (1) sheet, each sheet shall be numbered and titled.

3. A SCHEDULE SHALL BE PLACED ON THE SITE PLAN INDICATING:

- € ( ) The acreage of the tract and site (the portion of the tract involved in the site plan).
  - € ( ) The floor area of the existing and proposed buildings, listed separately.
  - € ( ) The proposed use or uses, and the floor area devoted to each use.
  - € ( ) Proposed and required lot dimensions and front, rear and side yard setbacks.
  - € ( ) Proposed and required off-street parking spaces.
  - € ( ) Acreage, square footage and percentage of the site retained in unoccupied open space.
4. ( ) A key map, at a scale of not less than one (1) inch equals two thousand (2000) feet, which shall be based on a reproduction of the municipal Tax Map sheet, or portions thereof, and shall show the subject site with reference to surrounding areas, existing streets, the names of all such streets, and any municipal boundary within five hundred (500) feet of the property-in-question.
5. ( ) The names and addresses of all owners of, and property lines of, parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality within which the site is located. The list of property owners shall also indicate the status of all parcels within two hundred (200) feet of the subject site.
6. ( ) North arrow.
7. ( ) Written and graphic scales.
8. ( ) The tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated, or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Engineering Department in the limits. In cases where all or a portion of a site is located in a unnumbered "A" Zone as shown on the Flood Insurance Rate Maps of the Federal Emergency Management Agency, the applicant shall undertake and submit such studies as are necessary to determine the base flood elevations.
9. ( ) Driveway locations and pavement and right-of-way widths of existing streets within two hundred (200) feet of the site.
10. ( ) The boundary, nature and extent of wooded areas, swamps, bogs, wetlands and ponds within the site and within two-hundred (200) feet thereof.
11. ( ) Existing and proposed manholes, sewer lines, fire hydrants, waterlines, utility poles and all other topographical features of a physical or engineering nature within the site and within two hundred (200) feet thereof.
12. ( ) All existing structures and buildings within the site and within two-hundred (200) feet of the site, including their use.
13. ( ) All existing structures and buildings on the site, and indication of those which are to be destroyed or removed, and the front, rear and side yard setbacks of those to remain, referenced to existing and proposed lot lines.
14. ( ) Locations, use, finished grade level, ground coverage, first floor and basement elevations, front, rear and side yard setbacks of all existing buildings and other pertinent improvements.
15. ( ) All existing and proposed public easements or rights-of-way and the purposes thereof.

16. ( ) A grading plan showing existing and proposed grading contours at one (1) foot intervals throughout the tract, except that if slopes exceed five percent (5%), a two (2) foot interval is permissible. Data shall be National Oceanographic and Atmospheric Administration (NOAA) data (formerly known as U.S. Coast and Geodetics) (MSL=0), and the source of data shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be shown to clearly delineate proposed grading.

#### 17. ON-SITE DRAINAGE PLAN

- € ( ) The drainage plan shall be present in graphic form which shall clearly show the street and lot layout, and those items which are pertinent to drainage, including existing and proposed contours as previously required.
- € ( ) The plan shall outline each area contributing to each inlet.
- € ( ) All proposed drainage shall be shown with pipe type and sizes, invert and grate or rim elevations, grades and directions of flow. The direction of flow of all surface waters and of all streams shall be shown.
- € ( ) The drainage plan shall be accompanied by complete drainage calculations made in accordance with the standards set forth in the County Specification Manual.

#### 18. OFF-SITE DRAINAGE PLAN.

The plat shall also be accompanied by an off-site drainage plan prepared in accordance with the following standards:

- € ( ) The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basins for determining basin limits shall be shown.
- € ( ) The pertinent off-site existing drainage shall be shown with elevations of inverts and grades to the nearest one-tenth (0.1) foot.
- € ( ) All existing plans for drainage improvements shall be shown.
- € ( ) In the event that a temporary drainage system is proposed, full plans of that system shall be shown.
- € ( ) The off-site drainage plans shall be accomplished by profiles of all proposed drainage, showing existing details; pipe sizes, types, inverts and crowns and slopes; all proposed structures and connections; and design hydraulic grade lines for all conduits designed to carry forty or more cubic feet per second. Cross sections at the intervals not exceeding one hundred feet shall be shown for all open channels.

19. ( ) All sites which are the subject of a preliminary site plan application and which are located within the distances as shown in the table below shall have at least two (2) concrete monument bench marks on the National Oceanographic and Atmospheric Administration (NOAA) datum (formerly known as U.S. Coast and Geodetics). All contours shall be based and referenced to these bench marks. The elevation of the monuments shall be shown on the plans as part of the site plan application to the County. The preferable precision shall be 0.035 run in miles. The monuments shall be set at the intersection of the parcel property lines with the proposed right-of-way line, and each monument shall be located by centerline station and offset dimension. These monuments shall be set prior to dimension. These monuments shall be set prior to the submission of preliminary site plans, and shall be shown on preliminary and final site plans.

<u>Site Plan</u>	<u>Distance to Nearest Horizontal Control</u>
Less than 2 acres	2 miles
2 - 50 acres	6 miles
Over 50 acres	12 miles

20. NEW JERSEY SYSTEM OF PLANE COORDINATES.

- € ( ) The property lines of a tract which is the subject of a site plan application shall be placed on the New Jersey System of Plane Coordinates if they are located within the distances as shown in the table above. The coordinates of all monuments shall be shown on the preliminary and final site plan plats.
- € ( ) Sites not located within the criteria set forth in the table above may not be required to use the New Jersey System of Plane Coordinates, at the discretion of the County Engineer. In that case, existing and proposed lines shall be shown. A closed traverse shall be run to current acceptable standards with preferable precision of at least (1) one in twenty thousand (20,000).

21. Where work is to be done in the County right-of-way, a detailed plan at a scale of not less than one (1) inch equals thirty (30) feet showing the layout of any intersection including driveways with a county road. This plan shall show the following:

- € ( ) Road profiles showing existing elevations along the centerline of the County road, that shall conform to County stationing, every twenty five (25) feet, extending one-hundred (100) feet beyond the property line or the end of road improvements, whichever is greater. Pipe sizes, slope, type, inverts and grate or rim elevations of drainage and sanitary sewage facilities shall also be shown.
- € ( ) Proposed gutterline elevations and top of curb grades shall be determined by the applicant's engineer, and supplied to the County Engineer's office for review and approval.
- € ( ) Full cross-sections every fifty (50) feet and at critical points along the County road, that shall conform to County stationing, shall be provided, and shall be drawn at a scale of one (1) inch equals five (5) feet horizontal and vertical. These cross-sections shall give the elevations for the existing centerline and edge of road, the proposed gutterline and top of curb grades, and the cross-slope of any widened section of pavement along the County road. These sections shall be extended to the proposed right-of-way line to show any regarding (cut or fill) required within the shoulder area.

- € ( ) Pavement markings, signs, and traffic control islands.
  - € ( ) Existing and proposed signs, lighting standards, utility poles, and trees of eight (8) inches in diameter or larger and thirty (30) inches or higher within the County right-of-way, except in heavily wooded areas.
- 22.( ) Boring Logs. Unless the County Engineer shall determine that no boring logs are required, or that, when required, boring logs may be deferred to the final plat stage, the preliminary plat shall be accompanied by a set of boring logs and soil analyses. Boring logs shall show soil types and characteristics encountered, groundwater depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one-tenth (0.1) foot.
  - 23.( ) Tax map sheet, lot and block numbers and property lines of parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the municipality, or of adjoining municipalities.
  - 24.( ) The plat shall show the location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as open space, indicating the facilities to be provided in such areas.
  - 25.( ) The capacity of off-street parking areas and the location and dimensions of all access drives, aisles and parking stalls shall be shown on the site plan. The location and treatment of existing and proposed entrances and exits to public right-of-way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other devices necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single-unit trucks or buses and semitrailers that will enter the site each day.
  - 26.( ) A graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation shall be provided. If the developer desires to have the appropriate provisions of Title 39 of the New Jersey Revised Statutes governing motor vehicle operation made applicable to the site, thereby allowing municipal police regulation of traffic control devices, he shall submit a formal request and a detailed plan meeting the requirements of the New Jersey Department of Transportation. The County Engineer shall advise the developer regarding the details of such a plan.
  - 27.( ) The location and size of proposed loading facilities.
  - 28.( ) Locations of curbs and sidewalks.
  - 29.( ) Cross sections showing the composition of pavement areas, curbs and sidewalks.
  - 30.( ) Location of signs and drawn details showing the size, materials of construction, height and content of all signs.
  - 31.( ) Location of handicapped facilities, including parking spaces and ramps, where applicable.
  - 32.( ) A "tree-save" plan shall be submitted, which generally outlines the limits of tree removal and disturbance within existing and proposed County rights-of-way and easements.

33. ( ) A Traffic Impact Study shall be submitted, which addresses the requirements set forth in the County Specification Manual.
34. ( ) Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site, and provisions to be made for site maintenance.
35. Sectionalization and Staging Plan. If large uses, such as shopping centers, multi-family dwelling developments, industrial parks or other such uses are proposed to be developed in stages, the developer shall submit a sectionalization and staging plan showing the following:
- € ( ) The anticipated date for commencing construction of each section or stage. The staging of development on the site shall be such that if development of the site were discontinued after the completion of any state, the developed portion of the site would comply in all respects to the requirements of the County Land Development Resolution and be provided with adequate drainage and utility systems.
  - € ( ) Those improvements that will be completed in each stage prior to application for Certificate of Occupancy. The plan should demonstrate that the staging of construction will minimize adverse effects upon occupied buildings on the site and adjoining properties.
36. ( ) The applicant shall submit such other information as the County Departments of Engineering and Planning may require or request for preliminary site plan review.

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Preparer of Checklist

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Date

**TOWNSHIP OF ELK**  
**PROCEDURES FOR SIGNING OF SUBDIVISION PLATS OR SITE PLANS**

Contact Telephone Numbers:

Dale T. Taylor Esquire, Board Solicitor – (856) 687-5444  
Stan Bitgood, Federici & Akin, Board Engineer & Township Engineer – (856) 589-1400  
Steven Bach, Bach Associates, Board Planner- (856) 546-8611  
Brian Duffield, Township Solicitor – (856) 478-9900  
Anna Foley, Planning Board Secretary – (856) 881-6525, ext. 11  
Debora Pine, Township Clerk – (856) 881-6525, ext. 10

- \_\_\_\_\_ 1. Review your resolutions of preliminary and final approval to ensure that you have complied with all of the conditions of approval, including the receipt of all outside agency approvals and permits.
- \_\_\_\_\_ 2. Submit a cost estimate to the Planning Board Engineer for a bond estimate.
- \_\_\_\_\_ 3. Send all documents to be reviewed by the Planning Board Solicitor to her with a letter itemizing your submissions and requesting that she begin a review of your documents. She will issue a written report to you after her review regarding any deficiencies or additional documentation that may be needed.
- \_\_\_\_\_ 4. Submit the Deeds to dedicate the bed of the roadways to the Township directly to the Township Solicitor for his review and approval. (If applicable)
- \_\_\_\_\_ 5. Compliance Review. Submit one copy of the final plat and one copy of the final design (engineering) plan to the Planning Board Engineer and the Board Planner. They will review the plat and the plan for conformance with the subdivision or site plan approvals and inform you if there are any deficiencies in your plans or if they conform.
- \_\_\_\_\_ 6. Residential subdivisions, once the plats are approved by the Planning Board Engineer and the Board Planner, submit the correct number of plats to the Gloucester County Planning Board for their signature.

*The Elk Township Planning Board will retain 2 Mylar copies and 7 paper copies of the plats. The copies you require for filing and your records will be in addition to 2 Mylar and 7 paper copies which the Township will keep. Please submit a sufficient number of each to the County Planning Board in order to ensure that you will have enough copies of the signed plats. After the Gloucester County Planning Board signs the plats, they must be delivered to the Planning Board Engineer for their signature.*

- \_\_\_\_\_ 7. Once the Planning Board Engineer approves your final design (engineering) plan, you must **submit 10 full copies** to him for signature. Two signed copies will be returned to you after they are signed by the Planning Board Chair and Secretary.
- \_\_\_\_\_ 8. Once you receive your bond estimate, contact the Township Clerk regarding the procedure for submitting the bonds to the Township Solicitor for review.
- \_\_\_\_\_ 9. After the plats and plans have been signed by the Planning Board Engineer and the County of Gloucester (#5, 6 and 7 above), arrange for their delivery to the Township Planning Board office.
- \_\_\_\_\_ 10. **The Planning Board Solicitor will inform the Secretary when all of the documents are in order and the plats can be signed.**

TOWNSHIP OF ELK  
PROCEDURES FOR SIGNING OF SUBDIVISION PLATS OR SITE PLANS

- \_\_\_\_\_ 11. The Township Clerk will inform the Secretary when the bonds have been approved by the Township Solicitor.
- \_\_\_\_\_ 12. *Contact the CFO (856-881-6525, ext. 15) for the status of your review escrow account and any replenishment that may be necessary prior to plat signing.*
- The inspection escrow must be posted prior to plat signing and/or a pre-construction meeting with the Township Engineer. Any outstanding review escrows must be paid current before the signed plats will be released by the Township.
- \_\_\_\_\_ 13. The Planning Board Secretary will arrange for the Township Engineer and Clerk's signatures on the plats.
- \_\_\_\_\_ 14. Remember the Roadway deeds (if any) must be filed before any acquisition or construction financing lien document. These may not be subordinate to any other interest. If your approval includes a developer's agreement, that too must be filed prior to the plats and any other documents.
- \_\_\_\_\_ 15. **After the documents have been recorded, return one full set, showing the recording stamps, to the Planning Board Secretary with a cover letter listing all of the enclosed documents. A copy of the cover letter must be sent directly to the Planning Board Solicitor.**
- \_\_\_\_\_ 16. Send all legal descriptions for the easements, restrictions, roadways and other required design features to the Board Engineer for his review and approval.
- \_\_\_\_\_ 17. Provide the Planning Board Secretary with two (2) fully signed copies of all of the documents which the Planning Board Solicitor has reviewed. One set of the fully signed documents will remain on file with the Township. The other set must be filed with the County Clerk and recorded on the County Land Records once the Mayor and the Chairperson of the Planning Board have affixed their signatures to the appropriate documents.
- \_\_\_\_\_ 18. If your subdivision plats are being signed by phase, you must follow the above procedures as necessary for your particular circumstances. You may want to consider recording all easements, restrictions, Homeowner's Association documents and other encumbrances with the first phase to stream line the review at the time the plats for the other phases are presented for signature.