

**BOROUGH OF PEMBERTON
50 EGBERT STREET
PEMBERTON, NJ 08068**

THE 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 TEN [10] BUSINESS DAYS PRIOR TO THE MEETING AT WHICH THE APPLICATION IS TO BE CONSIDERED.

TO BE COMPLETED BY BOROUGH STAFF ONLY

Date Filed _____ Application No. _____

Planning Board _____

Zoning Board _____ Application Fees _____

Escrow Deposit _____

Scheduled for: Review for completeness _____ Hearing _____

1. SUBJECT PROPERTY

Location: _____
Tax Map Page _____ Block _____ Lot(s) _____
Page _____ Block _____ Lots(s) _____
Dimensions Frontage _____ Depth _____ Total Area _____
Zoning District _____

2. APPLICANT

Name _____
Address _____
Telephone Number _____
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% interest in any owning 10% stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N. J. S. 40:55D-48.2 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 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 _____
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 by-laws, 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. 40:55D-70a]
_____ 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 municipality 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 section 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
Pemberton Borough Municipal Utilities Authority	_____	_____	_____
Burlington County Health Department	_____	_____	_____
Burlington County Planning Board	_____	_____	_____
NJ Dept. of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Public Service Electric & Gas Company	_____	_____	_____

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 ten [10] 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	_____
_____	_____
_____	_____

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 Pemberton, 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 amounts and shall add the sum to the escrow account within fifteen (15) days.

Date

SIGNATURE OF OWNER

NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC.

**BOROUGH OF PEMBERTON
PLANNING/ZONING BOARD OF ADJUSTMENT**

NOTICE OF HEARING ON APPEAL OR APPLICATION

TO: _____ OWNER OF PREMISES _____

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Board of Adjustment of the Borough of Pemberton for a _____ variance from the requirements of the Zoning Ordinance so as to permit _____

on the premises at _____ and designated as Lot _____ Block _____ on the Borough Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

A public hearing has been set down for _____, 20____, _____ P.M., in the Municipal Building, 50 Egbert Street, Pemberton, New Jersey, 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.

All documents and plans required for this hearing are on file in the office of the Municipal Clerk and are available for inspection.

This notice is sent to you by the applicant, by order of the Board of Adjustment.

Respectfully,

(Applicant)

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

**BOROUGH OF PEMBERTON
PLANNING/ZONING BOARD OF ADJUSTMENTS**

TAKE NOTICE that on the _____ day of _____ 20____ ,
at _____ o'clock p.m., a hearing will be held before the Pemberton Borough
Planning/Zoning Board of Adjustment at the Municipal Building, 50 Egbert Street,
Pemberton, New Jersey 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 _____ Lot _____ on the Pemberton Borough Tax Map.

All documents and plans required for this hearing are on file in the office of the
Municipal Clerk and are available for inspection.

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

(Name of Applicant)

Publication Date: _____

AFFIDAVIT OF SERVICE

State of New Jersey:

County of Burlington: s

_____ of full age, being duly sworn according to law, on his oath deposes and says that he resides at _____ in the [municipality] _____ 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 whose property is located at _____.

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 Pemberton
- 2. 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

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

Notice was also published in the official newspaper of the municipality 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 municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality, which is marked "Exhibit C."

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

(Signature of Applicant)

Sworn and subscribed to

_____ day of _____, 20

NOTARY PUBLIC

SIGNATURE OF APPLICANT

BOROUGH OF PEMBERTON

50 Egbert Street
Pemberton, NJ 08068
609-894-8222

APPLICATION CHECKLIST

THE FOLLOWING MUST BE SUBMITTED TO THE PLANNING/ZONING BOARD SECRETARY
AT LEAST 10 DAYS BEFORE THE SCHEDULED MEETING

- _____ Send notice to owners/residents within the 200 foot radius of intended action (ordered through Tax Assessor - \$10.00 list fee) Doug Kolton same phone number and address as above.
- _____ Advertise in local newspaper the notice of intended action (The Burlington County Times is the Borough's primary paper or The Central Record)
- _____ Application & Plans (submit 12 sets to Planning/Zoning Board Secretary)
- _____ Deliver 1 set of plans and application to each of the Borough Professionals. (See below for Professionals List)
- _____ Submit appropriate fee.
- _____ Submit proof of notice of advertisement and 200-foot radius mailings.
- _____ Attend hearing to address the Board

PEMBERTON BOROUGH PROFESSIONAL STAFF

Engineer & Planner

Abbingon Engineering, LLC
912 State Route 33
Freehold NJ 07728

732-431-1440

Planning/Zoning Board Attorney

Robert Kingsbury
30 Jackson Road, B-3
Medford, NJ 08055

609-654-1778