

BOROUGH OF MERCHANTVILLE



PLANNING / ZONING BOARD APPLICATION PACKET

The enclosed packet contains forms and instructions required in order to make an application to the Merchantville Planning / Zoning Board. Please read through the instructions carefully, as they are a guide to the application process. The items listed below are included with this application package:

Information & Instructions

Information about variances

Planning Board Application Procedures
Planning Board Process Chart

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Application Submission

Land use Development Application
Escrow Agreement
W-9 Form
Fee Schedule
Ownership Disclosure Statement
Site & Subdivision Plan Application Checklist
Property List Request form
Certification of taxes paid (COT94-1)

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Notification

Notice of Hearing property owners (Form PNH94-1)
Public Notice (Form PN94-1)
Affidavit of Service of Notice (Form APS94-1)
Notice to Clerk of Adjacent Community (PHAC94-1)
Notice of Hearing to County Planning Board (PCPB94-1)

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INFORMATION ABOUT VARIANCES

TYPES OF VARIANCES

(a) Appeal of an Administrative Decision

An Appeal of an Administrative Decision is a request for the review of a decision made by the Zoning Officer to determine if the decision was in error under the provisions of the Zoning Ordinance or relevant statutes. Only the Zoning Board of Adjustment may hear such a request.

(b) Interpretation or Special Question

An Interpretation is a request for the interpretation of the Zoning Ordinance or Map, or for a decision on "special questions" which may arise in connection with the administration of the Zoning Ordinance. Only the Zoning Board may hear such a request.

Bulk (c) Variance

A bulk (c) variance (sometimes referred to as a "hardship" variance) is the relief of requirements from the Zoning Ordinance, which generally relates to physical features, such as lot and yard requirements. Either the Planning Board or Zoning Board has authority to hear bulk (c) variance requests.

Use (d) Variance

A use (d) variance is a request to permit the following:

1. use or principal structure in a zone that restricts such a use or principal structure,
2. expansion of a non-conforming
3. deviation from a specification or standard pursuant to a conditional use,
4. an increase in the permitted density (permitted number of dwelling units/gross area),
5. an increase of more than ten (10') feet or 10% of the permitted height of a principal structure. A use (d) variance may be heard only by the Zoning Board of Adjustment, approved only on the affirmative vote of five (5) members. All other requests may be decided by a simple majority of the Board members present and voting.

STANDARDS FOR VARIANCES

The requirements of the Zoning Ordinance and other relevant laws and ordinances are presumed to further the purposes of zoning embodied in the Municipal Land Use Law (M.L.U.L.). Therefore, every variance must, at least presumptively and to some limited extent, create some detriment to the public interest. The burden of proof is on the applicant to show that the application meets certain tests.

Bulk (c) Variance

1. The strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property
 - a. By reason of exceptional narrowness, shallowness or shape of a specific piece of property, or
 - b. By reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or
 - c. By reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon; or
2. In an application or appeal relating to a specific piece of property the purposes of the M.L.U.L. would be advanced by a deviation from the Zoning Ordinance requirements; that the variance can be granted without substantial detriment to the public good; that the benefits of this deviation would substantially outweigh any detriment; and that the variance will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

Use (d) Variance

For use (d) variances, the Board must review the positive and negative aspects of the application. The applicant must demonstrate that:

1. Relief can be granted without substantial detriment to the public good and
 2. Will not substantially impair the intent and purpose of the zone plan and zoning ordinance
- Or that:
3. The proposed use is an inherently beneficial one;
 4. It is not inherently beneficial, but the proposed site is particularly suited to the use; or
 5. The property would be zoned into inutility without the variance.

PLANNING/ZONING BOARD APPLICATION PROCEDURES

STEP I: APPLICATION SUBMISSION

- A. Completed Land Use Development Application. 1 application, (if available a digital copy)
- B. Signed Escrow Agreement and W-9 tax form.
- C. All required Fee & Escrow payments as set forth in the Fee Schedule. Application fees are non-refundable. All checks should be made payable to the "Borough of Merchantville". Separate checks should be submitted for fees and escrow. All checks for Camden County Planning Board application and escrow fees should be made payable to "Camden County Treasurer".
- D. Completed Application Checklist and Required Submission Materials as denoted in the Checklist. All Items denoted with an 'X' are required for that type of application. If an item on the Checklist is not applicable or inappropriate, a submission waiver may be requested with justification for such a waiver and require appropriate waiver fees.
- E. Property Owners List Request & associated fee.
- F. Request a Tax Search & submit associated \$10.00 fee to the Tax Collector. A search for municipal tax liens will show whether there are any outstanding taxes or liens on the subject property. This documentation of taxes paid and current must be provided before any application will be scheduled for a Planning/Zoning Board hearing.
- G. For any Corporation or Partnership applying for a variance for non-residential purposes or to construct a multi-residential dwelling of 25 or more units, a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or 10% interest in the partnership and an affidavit verifying its accuracy.
- H. Completed Political Disclosure Statement. Please do not state 'not applicable'.

STEP II: COMPLETENESS REVIEW (within 45 Days of submission)

- A. The application will be transmitted to all necessary Borough professionals for review.
- B. The Merchantville Zoning Board will review the documentation submitted and check to ensure that all items required for submission in the Application Checklist have been submitted.
- C. All required documentation should be provided, or waivers may be requested from checklist submission items.
- D. If necessary items have not been submitted, a completeness review will be sent to the applicant (within 45 days of submission) indicating which items are outstanding. The required outstanding items must be addressed prior to being scheduled for a hearing.
- E. Once all necessary items are submitted, the application will be deemed complete and formally scheduled for a hearing date.

STEP III: PUBLIC NOTIFICATION (a minimum of 10 days prior to hearing) Notice must be provided (pursuant to N.J.S.A. 40:55D-12) in the official newspaper (The Courier Post or Retrospect) and to property owners within 200 feet of the subject parcel (utilize list provided by the Borough Clerk's Office). Please review the following instructions regarding proper notice procedures:

- A. Do not provide notice until you have been formally scheduled for a Zoning Board hearing.
- B. Notice must be provided a minimum of ten (10) days prior to the hearing (not including the date of the meeting) or the application will be rescheduled to a later date, which will require new notice.
- C. Complete the NOTICE OF HEARING (Form ZB 1):
 - 1. The description of the relief sought must be provided on the form.
 - 2. Copies of the form must be distributed to all persons/entities listed on the Property Owners List either by Certified Mail or Hand Delivery in accordance with N.J.S.A. 40:55D-12.
 - 3. A copy of the Notice of Hearing must also be provided to all utility companies listed on the supplemental sheet attached to the Property Owners List.

- D. Complete the AFFIDAVIT OF SERVICE OF NOTICE (Form ZB 2):
1. If notice is provided via certified mail, the certified mail receipts must be attached to Form ZB 2.
 2. Should notice to property owners within 200 feet be hand delivered, the aforesaid owners must sign Form ZB 2 for proof of receipt. List all the block and lot numbers and names of those signing Form ZB 2. The recipient must sign the line next to their address. This signature shows only that the person has been notified; it does not indicate approval or disapproval of the application. If the list does not fit on this sheet, please use the reverse side or an additional sheet.
 3. Once all property owners have been notified, have your signature on the AFFIDAVIT OF SERVICE OF NOTICE (Form ZB 2) notarized. Public Notary services are available in the Municipal Building free-of-charge.
- E. Complete PUBLIC NOTICE of Zoning Board hearing (Form ZB 3) and submit it to the newspaper (contact information is also provided on Form ZB 3):
1. Legal notices must be submitted to the Courier Post at least two (2) working days prior to the date to be published. Keep in mind that the notice must be published at least 10 days prior to the hearing.
 2. The description of the relief desired should reflect that of the NOTICE OF HEARING (Form ZB 1).
 3. The newspaper will send you an affidavit of proof of publication, which must be submitted to the Department of Community Development prior to your scheduled hearing date.

STEP IV: SUBMIT PROOF OF NOTICE

The following items must be submitted to the Zoning Department no later than three (3) days prior to the hearing date.

- A. One copy of the NOTICE OF HEARING (Form ZB 1), and
- B. The AFFIDAVIT OF SERVICE OF NOTICE (Form ZB 2), and
- C. Original certified mail receipts, and
- D. The affidavit of proof of publication from the Courier-Post or Retrospect

STEP V: PREPARE THE PRESENTATION

The presentation to the Zoning Board should be brief and concise, but present all relevant facts and address the requested variances. You may present photographs, sketches, witnesses, and/or any other pertinent information. The burden of proof is on the applicant since she or he is asking for an exception of the ordinance. **The Zoning Board is required to consider certain tests in evaluating your application, as specified in the Municipal Land Use Law (M.L.U.L.) and outlined in the Information about variances in this package.** The presentation should specifically address these points that are referenced in the Information about Variances section of these instructions for further information.

The Zoning Department prepare a review of each application. The Zoning Board members and the applicant will receive copies of the review before the hearing. The applicant should be prepared to address any questions or comments presented in the review(s).

STEP VI: ATTEND THE HEARING (within 120 days of being deemed complete)

- A. The Zoning Board of Adjustment must hear the application within 120 days of the application being deemed complete. Board agendas are posted on the Borough website at www.merchantvillenj.gov and on the bulletin boards inside and outside borough hall, before the hearing.
- B. The Zoning Board meets in Court Room of the Municipal Building at 1 W Maple Ave. The hearing begins at 7:30 p.m. A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney. The procedure for the hearing is as follows:
 1. Pledge of Allegiance & Roll call
 2. The Chair determines which applicants are present and announces the order of hearing.
 3. Generally, residential bulk (c) variances are first on the agenda. The applicant then presents their testimony regarding the proposal and variance request.
 4. When the application is called, the applicant or representative proceeds to the podium.
 5. The Applicant is sworn in anyone giving testimony.

6. The Board members ask questions after the case is presented.
7. The public is then allowed to ask questions or make a sworn statement.
8. The Applicant has the opportunity to summarize their application and testimony.
9. The Chair closes the hearing and asks for discussions by the Board. No further comments can be made by the applicant or designated representative or the public.
10. A Board member makes a motion on the application and, if seconded, a vote is taken.

C. Policies Governing the Re-Scheduling of Hearing Dates. If a full seven (7) member Board is not present for a use (d) variance, the applicant may request a postponement of the hearing, as five (5) affirmative votes are required for a use (d) variance.

STEP VII: AFTER THE HEARING

A. Memorialization of Resolution within 45 days of decision:

1. After the hearing the Zoning Board Solicitor (attorney) will prepare a legal document called a Resolution which will include all of the facts that were presented to the Board and the Board's reasoning for the approval/denial of the variance request.
2. The Board must vote on the Resolution at a hearing within forty-five (45) days of the decision. They are basically voting to agree that the facts presented in the Resolution are the facts upon which their decision was based and that all conditions of approval (if applicable) are addressed appropriately in the Resolution. *The applicant is not required to attend the hearing at which the resolution is memorialized.*
3. A copy of the Resolution will be mailed to the applicant.

B. Notice of Decision. A Notice of Decision will be submitted by Board to the Courier Post for publication within ten (10) days of the memorialization of the Resolution.

C. Time Period for Appeal. Any party interested in appealing a decision of the Zoning Board, must do so within forty-five (45) days of the publication of the Notice of Decision.

D. Items to Submit After the Hearing:

1. Conditions of Approval (if applicable). Any and all conditions of approval must be satisfied (example: if modifications to the plans are required as a condition of approval, the revised plans must be submitted to the Zoning Department). The Department and the Zoning Board Engineer (when applicable) may review the revised plans for conformance to ensure that any and all required documentation/modifications have been submitted.
2. Escrow. Any outstanding bond payments, inspection escrow, and/or review escrow must be submitted prior to the issue of any permits. Should a positive balance remain in the escrow account after the project is complete and all bills are submitted, a written request for the refund of the remaining escrow must be submitted to the Zoning Department.
3. Zoning Permit. A Zoning Permit application (page 24) may be submitted once the above items have been completed. A processing fee of \$25.00.

APPLICATION SUBMITTED

COMPLETENESS REVIEW

- Tax Search
- Property List
- Review by Boro. & Board Professionals

DEEMED COMPLETE

DEEMED INCOMPLETE

BOARD REVIEW

- Notice Residents
- Notice newspaper
- Submit forms PH94-1, APS94-1, PN94-1, PHAC94-1, PCPB94-1
- Submit Original Notice from newspaper
- Payment of any outstanding escrow

BOARD APPEARANCE

- Decision Made At Hearing

RESOLUTION MEMORIALIZED

- Notice of Decision published
- Submit original proof of Publication
- Submit draft feeds and easements, maintenance Agreements, etc. (if Applicable)
- Submit draft cost estimate for Revision
- Any and all other conditions of approval may apply



PLANING / ZONING BOARD PROCESS

Please note due to the unique nature of each application, the outlined process MAY VARY.

PLANS FOR SIGNATURE (# copies)

- Payment of Review Escrow
- Payment of Inspection Escrow, based on revised cost estimate
- Zoning Approval
- Sign Permits (if applicable)

PLANS CONFORM

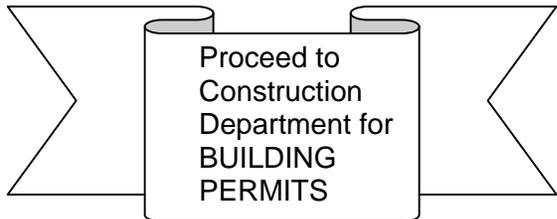
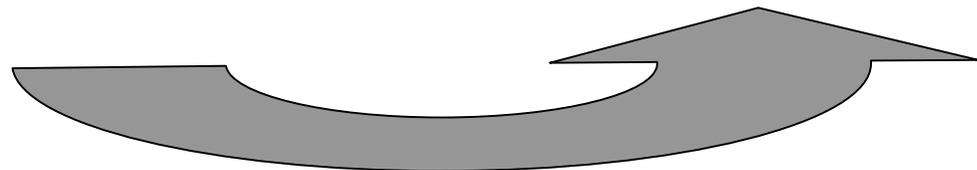
PLANS DO NOT CONFORM

CONFORMANCE PLANS (# copies)

CONFORMANCE REVIEW

CONFORMANCE

Proceed to Construction Department for **BUILDING PERMITS**





Borough of Merchantville

1 W Maple Avenue
Merchantville, NJ 08109
856-6622474 x 310

LAND USE DEVELOPMENT APPLICATION

Submission Date: _____ Application No.: _____

PLANNING BOARD ZONING BOARD OF ADJUSTMENT

FOR OFFICE USE ONLY

TAXES PAID YES / NO _____ (initial)

FEES \$ _____

ESCROW \$ _____ ESCR.# _____

1. APPLICANT

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone:(_____) _____ Fax:(_____) _____

Email: _____

Interest in Property: _____

2. OWNER

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone:(_____) _____ Fax:(_____) _____

Email: _____

3. TYPE OF APPLICATION (Check all that apply)

- Minor Subdivision
- Preliminary Major Subdivision 1
- Final Major Subdivision
- Minor Site Plan
- Preliminary Major Site Plan 1
- Final Major Site Plan
- Amended Plan
- Site Plan Waiver
- Concept Plan

- Interpretation 1
- Appeal of Administrative Officer's Decision
- Certificate of Non-Conformity
- Use (d) Variance 1
- Bulk (c) Variance 1
- Conditional Use 1
- Street Vacation Request
- Rezoning Request 1
- Other: _____

1 Legal advertisement and notice is required to all property owners within 200 feet.

4. ZONE (check all that apply)

RESIDENTIAL R1 R2 R3 R4

COMMERICAL B1 B2

5. ATTORNEY (A corporation, partnership, limited Liability company or partnership must be represented by a New Jersey Attorney)

Name: _____ City: _____ State: _____ Zip: _____

Address: _____ Phone: (_____) _____ Fax:(_____) _____

_____ Email: _____

6. APPLICANT'S PROFESSIONALS (Engineer, Surveyor, Planner, etc.)

Name: _____

Profession: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone:(_____) _____ Fax:(_____) _____

Email: _____

Name: _____

Profession: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone:(_____) _____ Fax:(_____) _____

Email: _____

7. LOCATION OF PROPERTY

Street Address: _____

Block(s): _____ Lot(s): _____

8. LAND USE

Existing Land Use: _____

Proposed Land Use (be specific): _____

9. PROPERTY

Proposed Form of Ownership:

Number of Existing Lots: _____

Fee Simple Condominium

Number of Proposed Lots: _____

Rental Cooperative

Are there Existing Deed Restrictions or Easements?

No Yes (please attach copies)

10. UTILITIES (check all that apply)

Public water Public sewer Private well Private septic system

11. APPLICATION SUBMISSIONS

List all plans, reports, photos, etc. (use additional sheets if necessary): _____

12. PREVIOUS OR PENDING APPLICATIONS

List all previous or pending applications for this parcel (use additional sheets if necessary):

13. ZONING SCHEDULE

	REQUIRED	EXISTING	PROPOSED		REQUIRED	EXISTING	PROPOSED
Minimum Lot Requirements				Accessory Uses			
Lot Area				Garage Height			
Frontage				Fence Height			
Lot Depth				Shed Area			
Minimum Yard Requirements				Shed Height			
Front Yard				Signage Requirements			
Secondary Front Yard				Façade Sign Area			
Rear Yard				Façade Sign Area (window)			
Side Yard				Freestanding Sign Area			
Aggregate Side Yard				Building Façade Area			
Building Height							
Lot Requirements							
Residential Buffer Strip							
Open Space							
Parking Setbacks							
Parking Setback to non-residential							
Parking Setback to Residential							
Parking Setback to Right of Way							
				Is the proposed site on an inside or corner lot?			
				Inside		Corner	

14. PARKING REQUIREMENTS

Number of Parking Spaces Required: _____

Number of Parking Spaces Provided: _____

15. RELIEF REQUESTED (check all that apply)

- Zoning Variances are requested.
- Exceptions from Municipal Requirements are requested (*N.J.S.A. 40:55D-51*).
- Exceptions from New Jersey Residential Site improvement standards (R.S.S.I.) are Requested (*N.J.S.A. 5:21-3.2*).
- Waivers from New Jersey Residential Site improvement Advisory Board.
Requires application to and approval of New Jersey Site Improvement Advisory Board.

For any type of the above relief requested, a separate exhibit should be attached stating the factual basis, legal theory, and/or previously granted relief.

16. SIGNATURE OF APPLICANT

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 authorized to sign the application for the Corporation, or General Partner of the partnership application.

SWORN & SUBSCRIBED to before me this
_____ day of _____ 20____ (year)
_____ (notary)

Signature (applicant) **Date**

Signature (applicant) **Date**

17. CONSENT OF OWNER

I certify that I am the Owner of the property which is the subject of this application, hereby consent to the making of this application and approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency (if owned by a corporation, a resolution must be attached authorizing the application and officer signature).

SWORN & SUBSCRIBED to before me this
_____ day of _____ 20____ (year)
_____ (notary)

Signature (applicant) **Date**

Signature (applicant) **Date**

18. DISCLOSURE STATEMENT (circle all that apply)

Pursuant to N.J.S.A. 40:55D-48.1 & 48.2, please answer the following questions:

- Is this application to subdivide a parcel of land into six (6) or more lots? Yes No
- Is this application for a variance to construct a multiple dwelling of twenty-five (25) or more units? Yes No
- Is this an application for approval of a site (or sites) for non-residential purposes? Yes No
- Is this applicant a corporation? Yes No
- Is the applicant a limited liability corporation? Yes No
- Is the applicant a partnership? Yes No

If you responded **YES** to any of the above, please answer the following (use additional sheets if necessary):
List the names and addresses of all stockholders or individual partners owing at least 10% in stock of any class or at least 10% of the interest in Partnership (which ever is applicable).

Does a corporation or partnership own 10% or more of the stock in this corporation or partnership? If yes, list the names and addresses of Stockholders of that corporation holding at least 10% or more of the stock or 10% or greater interest in that partnership (which ever is applicable). This requirement is to be followed by every corporate stockholder or partnership, until the names and addresses of the non-corporate stockholders and individual partners with 10% or more ownership have been listed.

SIGNATURE (applicant) **DATE**

19. SURVEY WAIVER CERTIFICATION

As of the date of this application, I hereby certify that the survey submitted with this application, under the date of _____, 20____ shows and discloses the premises in its entirety, described as Block(s) _____ Lot(s) _____; and I further certify that no buildings, fences, or other facilities have been constructed, installed, or otherwise located on the premises after the date of the survey with the exception of the structures shown.

SWORN & SUBSCRIBED to before me this
_____ day of _____ 20____ (year)

_____ (notary)

State of New Jersey; County of Camden:
_____ of full age, be
PRINT NAME

SIGNATURE (applicant / owner) DATE

.....
FOR OFFICE USE ONLY

The application was reviewed in accordance with the rules of the applicable board and Ordinances of the Borough of Merchantville and determined that all the checklist items are in order and this application has been deemed complete. The time within which the applicable Board must act on this application pursuant to N.J.S.A. 40:55d-1 et seq., has commenced from this date.

SIGNATURE (administrative officer) Date

ESCROW AGREEMENT

THIS AGREEMENT made this ____ day of _____, 20____
(Name) _____ is hereinafter referred to as the "Applicant",
the Planning or Zoning Board of the Borough of Merchantville is hereinafter referred to as "Board",
and the Borough of Merchantville in the County of Camden is hereinafter referred to as "Borough".

WHEREAS, the Applicant is proceeding under Ordinances 94-108 (Zoning Ordinance), 73A-4
(Subdivision Ordinance), (hereinafter "Ordinance"), for approval of _____

_____ ; and

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

NOW, THEREFORE,

SECTION 1. PURPOSES The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of its duties.

SECTION 2. ESCROW ESTABLISHED The Applicant hereby creates an escrow to be established within the Borough.

SECTION 3. ESCROW FUNDED The Applicant, upon execution of this agreement, shall pay to the Borough such sums as are required by Ordinance to be deposited in the repository referred to in Section 2.

SECTION 4. INCREASE IN ESCROW FUND

If, during the existence of this Escrow Agreement, the funds held by the escrow shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Chief Financial Officer of the Borough of Merchantville or designee. The Applicant shall, within fourteen (14) days of receipt of written notice, deposit additional sums with the escrow holder to cover the amount of the deficit referred to above and such additional amount reasonably anticipated by the Borough needed to complete the application process. **Additionally, until such funds are fully replenished, no further consideration, review, processing of any pending application shall be permitted by the Planning Board or Zoning Board, nor shall any further inspections be performed by or on behalf of the Borough until such additional escrow has been deposited.** Failure to post sufficient escrow funds to cover costs incurred or anticipated shall toll the period for action by the approving authority, as required by N.J.S.A. 40:55D-1 et seq and particularly N.J.S.A. 40:55D-51 and N.J.S.A. 40:55D-73 thereby barring an applicant from seeking a default approval under N.J.S.A. 40:55D-10.4.

The written notice referred to in this paragraph shall be sent to:

NAME

ADDRESS

Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after mailing. The notice required under this paragraph shall be in the form of a Project Account Statement sent from Office of the Controller.

After a period of forty five (45) days from the notice from the Borough, the applicant's failure to deposit the additional funds shall be grounds for denial of the application or for dismissal of the application without prejudice. In the event the Board approves the application, the obligation to pay for professional plan reviews fees by depositing the funds in escrow shall be a condition of the approval granted by the Board.

If the escrow funds are depleted, after the application is filed or granted, the applicant shall pay additional funds upon demand within the aforementioned fourteen (14) day period. The failure to pay, the demanded funds may also result in a voiding of any prior approvals upon due notice to the applicant by the Board. In addition to the foregoing, the Applicant hereby agrees that in the event the reasonable and necessary amounts charged by the professionals for review of the application are not paid, the outstanding fees shall be deemed a lien on the above-described property and shall be collectable as in the case of taxes by the adoption of a resolution by the Borough's governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement. Negative escrow balances shall incur interest at 1.5% per month.

In the event of the sale or transfer of property which is the subject of a development application or a change in the identity of the applicant, all funds on deposit pursuant to this agreement shall run with the development application affecting the property in questions and shall be considered to be the asset and/or obligation of any subsequent owner or applicant unless the initial owner or applicant provides written notice to the approving authority, and to the professionals providing review services, that the initial owner or applicant has specifically reserved ownership rights of the escrow account. In the event such a notice is received by the Borough officials and professionals, no further review shall be undertaken by relevant professionals until the new or subsequent owner or applicant has established an escrow account and signed an escrow agreement.

SECTION 5. TIME OF PAYMENT

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

SECTION 6. PAYMENTS FROM ESCROW FUNDS

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

SECTION 7. APPLICANT NOTIFICATION TO DISPUTE CHARGES

Pursuant to N. J. S. A. 40:55D -53. et seq. applicants shall notify in writing Borough of Merchantville, and the professional whenever applicants disputes the charges made by a professional for service rendered to the municipality in reviewing applications for development, review and preparation of documents, inspection of improvements, or other charges made. The Borough, or its designee, shall within a reasonable time period attempt to mediate any disputed charges. If the matter is not resolved to the satisfaction of the applicant, the applicant may appeal to the Camden County Construction Board of appeals.

SECTION 8. RETURN OF UNUSED ESCROW FUNDS

Escrow funds cannot be refunded for at least one hundred twenty (120) days from the time of a final decision of the Planning or Zoning Board. After one hundred twenty (120) days, a request to refund unused escrow may be made by letter.

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

SIGNATURE (Applicant*)

*If the applicant is a corporation, this signature must be attested to by an attorney.

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see Instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

Social security number
or
Employer identification number

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

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

MERCHANTVILLE PLANNING / ZONING BD FEE SCHEDULE

APPLICATION	FILING FEE	REVIEW ESCROW
VARIANCES		
"A" Variance (Appeal & Interpretation)	\$150.00	\$250.00
Bulk "C" Variance	\$300.00	\$500.00
Use "D" Variance	\$300.00	\$500.00
Fence Exception	\$25.00	\$250.00
Fences Front Yard (ornamental)	\$50.00	N/A
SITE PLAN REVIEW		
Minor Site Plan Review Escrow shall be waived for change of use, sign application, or exterior changes visible from a public street.	\$150.00	\$250.00
Major site Plan Review Preliminary or Final	\$300.00	\$1,500.00
SUBDIVISION PLANS		
Minor Subdivision	\$300.00	\$300 + \$200 per lot
Major Subdivision Preliminary	\$500.00	\$1,000 + \$200 per lot
Final	\$200.00	\$200 + \$75.00 per lot
HISTORIC PRESERVATION COMMISSION		
General Review	\$50.00	Demolition \$250.00
Structure Changes or Building Modifications	\$100.00	\$250.00 as per 94-51.6
New Construction	\$200.00	\$250.00 as per 94-51.6
MISCELLANEOUS		
Property owner list	\$10.00	N/A
Similar change in tenancy / use	\$50.00	N/A
Zoning Permit	\$25.00	N/A
Fence Approval, Sign Approval, Handicap Ramp in Residential zone	None	N/A

OWNERSHIP DISCLOSURE STATEMENT

NAME OF CORPORATION, PARTNERSHIP, LLC, OR LLP: _____

Listed below are the names and addresses of all owners of 10% or more of the stock/interest* in the above referenced corporation, partnership, limited liability corporation (LLC) or limited liability partnership (LLP):

NAME		ADDRESS

*If a corporation or a partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, and this requirement shall be followed until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% ownership criterion established have been listed.

SWORN & SUBSCRIBED to before me this _____ Day of _____, 20____ (year) _____ (Notary)

SIGNATURE (OFFICER/PARTNER) DATE

TITLE

SITE & SUBDIVISION PLAN CHECKLIST

APPLICATION NO.: _____ BLOCK(s): _____ LOTS: _____

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
1	Original, Completed Application, Digital copy if available	X	X	X	X	X	X	X		
2	Fees & Escrow with original, completed Escrow Agmt. & W-9.	X	X	X	X	X	X	X		
3	Two (2) Completed Checklists,	X	X	X	X	X	X	X		
4	Three (3) copies of traffic Impact Study.			X	X					
5	Three (3) copies of Environmental Impact Report			X	X					
6	Three (3) copies of Environmental Impact Assessment	X		X	X					
7	Three (3) copies of Drainage Calculations.			X	X					
8	Three (3) copies of Stormwater Management Report.			X	X					
9	Three (3) copies of Basin Maintenance Manuel.			X	X					
10	Three (3) copies of Recycling Report.			X	X					
11	Three (3) copies of any additional reports.	X	X	X	X					
12	Three (3) copies of Development Plans, clearly and legibly drawn.	X	X	X	X	X	X	X		
13	Three (3) copies of Half-Size Plans, no smaller than 11" x 17". More may be required once deemed complete.	X	X	X	X	X	X	X		
14	Photographs showing the site in question.	X	X	X	X	X	X	X		
15	Required Approvals. List and provide applications permits of regulatory agencies (NJDOT, NJDEP, CCSC, etc.).	X	X	X	X	X	X	X		
16	Summary. A written description of the proposed uses(s) and operation(s) of the building(s), i.e., the number of employee or users of non-residential buildings, the proposed number of shifts worked, the maximum number of employees on each shift, expected truck traffic, noise, glare, radiation, heat, odor, safety hazards, air and water pollution.	X		X		X				
17	Plan Title appropriately as follows:									
a	"Minor Site Plan for [name of development]"	X								
b	"Minor Subdivision Plan for [name of development]"		X							
c	"Preliminary Site Plan for [name of development]"			X						
d	"Preliminary Subdivision Plan for [name of development]"				X					
e	"Final Site Plan for [name of development]"					X				
f	"Final Subdivision Plan for [name of development]"						X			

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
18	Plan Size. Plans shall be presented on sheets of one of the following dimensions: 30"x48", 30"x42", 24"x36", 15"x21" Or 11" x17". If site is larger than one acre, 15" x 21" reduced size required.	X	X	X	X	X	X			
19	Key Map. If more than one sheet is required to show the entire development, a separate composite map shall be drawn showing the entire development on the sheets of which various sections are shown, and each detail sheet shall include a key map showing its relationship.			X	X	X	X			
20	Survey. Two (2) copies of a survey by a licensed NJ Land Surveyor (PLS), certified on a date within six (6) months of the date of submission.		X				X			
21	Title Block containing block and lot number for the tract and the name of the Borough.	X	X	X	X	X	X			
22	North Arrow.	X	X	X	X	X	X	X		
23	Name & Address of applicant and owner, with signed consent of latter, if different from applicant.	X	X	X	X	X	X	X		
24	Preparer. Name & address, telephone number, email, website, and signature and seal of the Plan preparer.	X	X	X	X	X	X	X		
25	Scale not less than 1"= 50' with graphic and written scales shown.		X					X		
26	Scale not less than 1"= 100' with graphic and written scales shown.	X		X	X	X	X			
27	Date of original drawing with subsequent revision dates.	X	X	X	X	X	X	X		
28	Area Map with north arrow showing the entire development and its relation to surrounding areas at a scale of not less than 1' = 2,000'.	X	X	X	X	X	X	X		
29	Surrounding Properties. The names, addresses, block and lot numbers of all property owners within 200' of the development.	X	X	X	X					
30	Existing Structures. Locations of all existing structures and their uses within 200' of the tract.	X		X	X					
31	Zones in which property in question falls, zones of adjoining Properties and all property within a 200' the property.	X	X	X	X					
32	Zoning Schedule showing required, existing, and proposed lot & yard requirements for relevant zone(s) including, area, frontage, depth, setbacks, height etc.	X	X	X	X	X	X	X		
33	Building Cover. Existing and proposed building coverage in square feet and as a percentage of lot area.	X	X	X			X			
34	Open Space. Existing and proposed open space in acres of square feet and as a percentage of lot area.	X		X		X				
35	Building Plans. Proposed structures and uses on the tract, i.e., size, height, location, arrangement an architect's scaled elevation of the front, side and rear of any structure to be modified, with building lighting details and attached signs.	X		X		X		X		

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
36	Floor Plans where multiple dwelling units or more than one use is proposed that have different parking standards.	X		X		X		X		
37	Sign. Existing and proposed signs, including the location, size, height and necessary measurements and a Sign Location Plan.	X		X		X		X		
38	Streets. Existing and proposed street and lot layout, with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract.	X	X	X	X	X	X			
39	Easements & ROW. Name, width, and location of existing and proposed easements, right-of-ways, deed restrictions or covenants with reference source. The plans should note if none exist.	X	X	X	X	X	X			
40	Monuments. Location and descriptions of all existing or proposed boundary control monuments and pipes.		X		X		X			
41	Area of original tract to the nearest one hundredth of an acre.	X	X		X					
42	Existing lot lines to be eliminated.		X		X					
43	Number of lots being eliminated.		X		X		X			
44	Lot of each proposed lot correct to one-tenth of an acre.		X		X		X			
45	Tax Map. Each block and each lot shall be numbered, as approved by the Tax Assessor		X		X		X			
46	Existing Structures & Uses on the tract to include the shortest distance between any existing building and proposed or existing lot line, and as identification of those to be removed.	X	X	X	X	X				
47	Setbacks. All side, rear, and front setback lines with dimensions.	X	X	X	X	X	X	X		
48	Phasing Plan of staging of overall development.			X		X				
49	Signatures, Appropriate places for the signature of the Chair, Secretary, and various Professionals of the subject board, the dates of official Board actions, dates of signatures.	X	X			X	X			
50	Existing elevations and contour lines over the entire area of the proposed development and two (2) permanent bench marks based upon U.S.G.S. datum.	X		X	X	X	X			
51	Contours shall be shown t not more than two (2) foot intervals for areas with less than twenty (20%) percent slope, five (5) foot intervals for areas in excess of twenty (20%) percent slope.	X	X	X		X				
52	Proposed grades in sufficient numbers to illustrate the proposed grading scheme.	X	X	X		X				
53	Locations and dimensions of artificial and/or natural features such as railroad rights-of-way, bridges, dams, soil types, wooded areas, etc.	X	X	X		X				
54	Tree Location. Locations, species, and size of trees eight (8') inches or more at breast height diameter.		X	X		X				
55	Locations of all existing and proposed water courses (i.e. lakes, Streams, ponds, swamps or marsh areas, or under drain) within 500 feet of the development. Show the location and water level elevations.	X	X	X		X				
56	Flood Plain limits as determined by most recent FEMA FIRM maps and onsite evaluations by a licensed professional engineer.	X	X	X	X					

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
57	Freshwater Wetlands & transition area boundaries, and stream buffer with NJDEP or accepted reference.	X	X	X	X					
58	Landscaping Plan showing number, size, species and location.	X	X	X	X					
59	Design calculations showing proposed drainage facilities in accordance with the appropriate drainage runoff requirements. Calculations must be accompanied by pre- and post-development drainage shed maps, and soil types as shown by Soil Conservation Survey Map.			X	X	X	X			
60	Soil Borings. Test boring, percolation rates and water levels shall be obtained by a licensed engineer.			X	X					
61	Utilities, Plans and profiles for all storm lines, under drains and ditches whether onsite or off-tract, affected by the development including:	X		X	X	X	X			
a	Location of each inlet, manhole or other appurtenance.	X		X	X	X	X			
b	Slope of line.	X		X	X	X	X			
c	Pipe material type.	X		X	X	X	X			
d	Strength, class or thickness.	X		X	X	X	X			
e	Erosion control and soil stabilization methods.	X		X	X	X	X			
62	Septic System infrastructure.	X	X	X		X				
63	Names, locations and dimensions of all existing streets and existing driveways, and any connections by the development to existing streets, sidewalks, bike routes, water, sewer, or gas mains within 200'.	X	X	X		X				
64	Streets. Plans for all proposed streets or road improvements, whether onsite or off-tract, showing:				X		X			
a	Acceleration / deceleration .lanes			X	X	X	X			
b	Traffic channelization.			X						
c	Fire lanes.	X		X		X				
d	Driveway isle widths and dimensions.	X		X		X				
e	Parking spaces with size, number, location, and ADA spaces.	X		X		X				
f	Loading areas.	X		X		X				
g	Curbs.	X		X	X	X	X			
h	Radii of curb line.	X		X	X	X	X			
i	ADA ramps, signage, striping, etc.	X		X	X	X	X			
j	Sidewalks and bicycle routes.	X		X	X	X	X			

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
k	Vehicles, Persons, etc.	X		X		X				
l	Directional and traffic signs with scaled drawings.	X		X		X				
m	Sight triangle easements at intersections and driveways.			X	X	X	X			
n	Location of street names and signs.			X	X	X	X			
o	Traffic control devices.			X	X	X	X			
p	Street lights.			X	X	X	X			
q	Fencing, railroad ties, bollards, and parking bumpers.	X		X		X				
r	Cross sections.			X	X	X	X			
s	Proposed grades.	X		X	X	X	X			
t	Center line profiles at horizontal scale not less than 1"-50' for all existing adjoining streets and proposed streets. Standard details for curbing, sidewalks, bike paths, paving, stone or graveled surfaces, bollards, railroad ties and fences.			X	X	X	X			
u	Fences.									
65	Lighting Plan showing photometric patterns, isolux, footcandles, etc.	X		X						
66	Sewer & Water. Plans and profiles of water, and sewer layouts whether onsite, off-tract showing:			X	X	X	X			
a	Size and types of pipes and mains.	X		X	X	X	X			
b	Slope.			X	X	X	X			
c	Pumping stations.			X	X	X	X			
d	Fire Hydrants.			X	X	X	X			
e	Standard details.			X	X	X	X			
f	Trench repair details for street crossings.			X	X	X	X			
67	If service is to be provided by an existing water or sewer utility company, a letter from that company shall be submitted, indicating, that service shall be available before occupancy of any proposed structures.	X	X	X	X	X	X			
68	Soil Erosion & Sediment Control Plan, per County Soil Conservation.			X	X					

PROPERTY LIST REQUEST

I am requesting a list of property owners within two hundred (200') feet to the following subject property.

ADDRESS: _____

OWNER: _____

Block(S): _____ LOT(S): _____

DATE: _____

REQUESTOR'S NAME: _____

ADDRESS: _____

EMAIL: _____ PHONE NUMBER: _____

SIGNATURE: _____

A fee of \$10.00 is required to be paid when picked up. Checks or Money Orders made payable to the Borough of Merchantville.

**BOROUGH OF MERCHANTVILLE
CERTIFICATION OF PAYMENT OF TAXES**

Property Address:

Block: Lot:

CERTIFICATION

This is to certify that the real estate taxes for the above referenced property (are) (are not) current for the tax year.

Borough Official

Date

MERCHANTVILLE PLANNING BOARD

NOTICE OF HEARING TO PROPERTY OWNERS

Date: _____

To Whom It May Concern:

Notice is hereby given that on the _____ day of _____, 20____ at 7:30 PM local time, a public hearing will be held before the Merchantville Planning Board at the Borough Hall, Maple Ave and Centre St., Merchantville, NJ, on the application of the undersigned at which time and place all interested persons will be given the opportunity to be heard.

Nature of the appeal or application (give detailed information):

A copy of the application and exhibits are on file at the Borough Hall for inspection during normal work hours at least 10 days before hearing date.

Location of premises: _____ Block(s): _____ Lot(s): _____

(Signature of Appellant or Applicant)

PUBLIC NOTICE

Notice is hereby given the on the _____ day of _____, 20____ at 7:30 PM local time, a public hearing will be held before the Planning/ Zoning Board of the Borough of Merchantville at the Borough Hall, Maple Ave and Centre St., Merchantville, New Jersey, Upon the application of (Applicant(s) Name) _____ for a variance from Article (s) _____ Section (s) _____ of the Zoning Ordinance of the Borough of Merchantville to permit:

This variance is sought on Block(s) _____ Lot(s) _____ located at _____, Merchantville, NJ. All interested parties will be given an opportunity to be heard. A copy of the application and exhibits are on file at the Borough Hall for inspection during normal working hours, at least 10 days before the date of the hearing.

MERCHANTVILLE PLANNING BOARD

AFFIDAVIT OF PROOF OF SERVICE

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUE MUST BE FILED AND VERIFIED WITH BOROUGH CLERK AT LEAST 2 DAYS PRIOR TO MEETING DATE OR CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY)
COUNTY OF _____)SS

_____, of full age, being duly sworn accordings to law, deposes and says, that (s)he resides at:

_____ in the municipality of _____, County of _____ and State of _____, that (s)he is (are) the applicant(s) in a proceeding before Merchantville Planning/ Zoning Board, Merchantville, New Jersey, being an appeal or application under the Zoning Ordinance, and which has the File No. _____ and relates to premises _____ that on _____, 20_____, he gave written notice of the hearing on this application to each and all of the persons upon whom service must be had, in the required from and according to the attached lists, and in the manner indicated thereon.

Applicant(s) Name

Sworn to and Subscribed for me
this _____ day of _____ 20 _____

(NOTE TO APPLICANT: Attach list of all persons served)

MERCHANTVILLE PLANNING BOARD

NOTICE OF HEARING TO CLERK OF ADJACENT COMMUNITY

TO: MUNICIPAL CLERK

of (address) _____

******PLEASE TAKE NOTICE******

That (Applicant(s) Name) _____, the undersigned, has made application to the Planning/Zoning Board of the Borough of Merchantville, NJ, for relief from Article(s) _____ Section(s) _____ of the Merchantville Zoning Ordinance _____

to permit

at (Location of Property) _____

Block(s) _____ Lot(s) _____, Borough of Merchantville, which property is within (200) feet of your municipality. A hearing in this matter will be held at 7:30PM local time on _____, 20____, at the Borough Hall, Maple Ave and Centre St., Merchantville, NJ. This notice is given in pursuant to the provisions of NJSA 40:55D-12.

Applicant's Signature

MERCHANTVILLE
PLANNING BOARD

NOTICE OF HEARING TO COUNTY PLANNING BOARD

TO: CAMDEN COUNTY PLANNING BOARD
CHARLES J. DE PALMA COMPLEX
2311 EGG HARBOR ROAD LINDENWOLD, NJ 08021

PLEASE TAKE NOTICE:

That _____, the undersigned, has applied to the
Merchantville Planning/Zoning Board for relief from _____

to permit _____

at _____

Lot _____, Block _____, _____ of

_____ which property fronts upon a county road, or adjoins owned property, or is within two (200) feet of a municipal boundary. A hearing in this matter will be held on _____, 20_____, at the Borough Hall in Merchantville. This notice is given pursuant to the provisions of NJSA 40:55D-12.

Applicant(s) Signature



Borough of Merchantville Zoning Permit Application Instructions

PROCESS

1. The Zoning Permit application must be completed up to and including a phone number / e-mail address to contact and notify the applicant. All applications must be complete, including an address of the property in question, block, lot, and zone completed on the zoning permit application. See Zoning Ordinance § 94-104 for more information.
2. For a **Certificate of Permitted use**, which includes a change of use, change of owner, change of occupancy, a zoning permit is required to ensure the use is permitted in that zone. The existing and/or prior use and the proposed use needs to be provided on the application. Please be specific when indicating the use (for example, the term's "office", "general office", "retail", etc. are not acceptable).
3. For **Building Permits**, a Zoning permit is required to ensure the improvement complies with the required setbacks. The type of proposed structure and/or improvement needs to be identified on the Zoning Permit Application. Two (2) scaled copies of a property survey (usually included with personal mortgage documents), which indicate the location of the proposed structure / improvement are required when submitting a Zoning Permit Application. Applicant's MUST provide the following information on the survey and the application:
 - Shed: floor area, height, distance from property lines (setback), and distance from the principal building (setback)
 - Fence: height, type of fence, linear footage (length)
 - Pool: above or below ground, depth of pool, distance from property line (setback), distance from principal building (setback)
 - Decks: area, dimensions, height (from ground), distance from property line (setback)
 - Additions: area, dimensions, height, distance from property line (setback). Floor plans and elevations
 - Please allow 10 business days for review and processing of a complete Zoning Permit Application. Please allow for the full ten days before inquiring on the status of the application, as this may delay the process. Department staff will notify the listed applicant when the zoning Permit is ready. A signature from the applicant, owner, or designated representative is required at the time of issue.

FEES

Payment is due at the time a Zoning Permit application Completed. Checks or money orders, made payable to the "Borough of Merchantville", are preferred; however cash is also accepted. Once Code Enforcement receives the paid receipt the Zoning Permit can be issued. § Per 94-108 C (8) the following fees apply;
Zoning Permit: \$25.00 Fence Approval, Sign Approval residential, Handicap ramp in residential zone: none

APPROVAL

Due to the specific nature of a Zoning Permit, additional permits may be required:

- Building Permits or Certificate of Occupancy are available in the code enforcement/construction office
- Sign permits (Business Districts) are available in the code enforcement/zoning office
- Planning Board / Zoning Board of adjustments

Please return application to the Code/Zoning Office or Borough Clerks Office.



Merchantville Zoning Permit application

ADDRESS: _____ BLOCK (S): _____

ZONE: _____ LOT (S): _____

ZONING PERMIT (Fee: \$25.00) CONFORMING FENCE (Fee: None)

EXISTING USE: _____

PROPOSED IMPROVEMENTS AND/OR USE (be specific): _____

CERTIFICATE OF OCCUPANCY

CHANGE OF USE CHANGE OF OWNER CHANGE OF OCCUPANCY

BUILDING PERMIT (scaled copy of survey required, please complete information in box)

FENCE DECK/PATIO NEW DWELLING ACCESSORY USE
 SHED POOL/HOT TUB ADDITION OTHER _____

SIZE: _____' x _____' <small style="display: inline-block; width: 100px; text-align: center;">LENGTH</small> <small style="display: inline-block; width: 100px; text-align: center;">WIDTH</small> HEIGHT: _____' DEPTH: _____'
SETBACKS: FRONT: _____' REAR: _____' SIDE: _____' BOTH SIDES: _____'
Is the lot an inside or corner lot? <input type="checkbox"/> INSIDE LOT <input type="checkbox"/> CORNER LOT

Was Planning Board or Zoning Board approval required for this improvement and/or property?

NO YES If Yes, what is the APPLICATION No.: _____ DATE APPROVED: _____

APPLICANT SAME AS OWNER

OWNER

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CITY, STATE, ZIP: _____

EMAIL: _____

EMAIL: _____

PHONE: _____

PHONE: _____

PERMIT NO.: _____ DATE SUBMITTED: _____ DATE PROCESSED: _____

DATE FEE PAID: _____ APPROVED: _____ DENIED: _____ APPROVED BY: _____

REASON: _____

CONSENT TO ASSUME LIABILITY
Relative to (45 day) Time Frame for Appeal

PROPERTY INVOLVED:

APPLICANT'S NAME: _____

PROPERTY ADDRESS: _____ BLOCK(S): _____ LOT(S): _____

APPLICATION No.: _____

NATURE OF RELIEF OR VARIANCES REQUESTED:

The undersigned applicant, or attorney on behalf of the applicant, hereby acknowledges that the time frame for appeal of the decision of the Merchantville Borough Planning/Zoning Board, relative to the above mentioned application, has not expired pursuant to N.J.S.A. 40:55D-17. The applicant agrees that he/she will not hold Borough of Merchantville liable for any damages arising from the use of the property prior to the appeal period having expired.

SIGNATURE (APPLICANT / ATTORNEY)