

Randall W. Teague, Mayor
*Director of the Department of
Public Works, Parks and Public Property*

John C. Foley, Commissioner
*Director of the Department
of Revenue & Finance*

Paul Dougherty, Commissioner
*Director of Public Safety
& Department of Public Affairs*



where community thrives

Denise P. Adams
Municipal Clerk / Treasurer

Dorothea M. Jones
Tax Collector

Timothy J. Higgins, Esq.
Solicitor

Tele: (856) 854-1176
Fax: (856) 858-8335
Web: www.haddontwp.com

Dear Applicant:

Attached, please find the Procedures and Application when applying to the Haddon Township Planning Board.

If you have any questions regarding the attached, please contact my office between the hours of 8:30 a. m. and 4:30 p.m., Monday through Friday.

The phone number for this office is (856) 854-1176 extension 4122.

Sincerely,

A handwritten signature in cursive script that reads 'Bonnie'.

Bonnie Richards
Planning Board Administrator

TOWNSHIP OF HADDON
PLANNING BOARD PROCEDURES AND INFORMATION

BACKGROUND:

All requests for review or approval of applications for construction of a property in the Township of Haddon must be brought before the Planning Board, and will be subject to the procedures set forth herein, and all the applicable State Statutes and Township Ordinances. All applicants should, therefore, be familiar with the "Municipal Land Use Law," laws of NJ, Chapter 291, as amended, N.J.S.A. 40:55D-1 et seq; and the three ordinances recently adopted by the Township Commissioners which govern the use of land within in the township: (1) the Zoning Ordinance; (2) the Subdivision Ordinance, and; (3) the Site Plan Review Ordinance. These ordinances have been adopted in order to implement the master plan of the Township. Copies of the Township Ordinances are available at the Township Clerk's Office.

APPLICABILITY: *(Do these procedures apply to you?)*

Subdivisions: Planning Board approval must be obtained prior to subdividing or resubdividing any and all land in the Township of Haddon, as defined in the Subdivision Ordinance.

Building Permits: A permit is required in accordance with the State Uniform Construction Code, P.L. 1975 c. 217, and must be obtained from the Municipal Construction Official before starting any construction, revision, remodeling, alteration, repair, moving, addition, or enlargement to any building structure, lot or land, parking area, fence, sign, equipment, etc.

Site Plan Review – General: No building permit shall be issued until a site and building plan is submitted and approved by the Planning Board in accordance with the Site Plan Review Ordinance. No certificate of occupancy shall be issued unless all construction and development conform to the plans as approved by the reviewing Board.

Site Plan Review – Residential: Site plan approval shall not be required for any detached one family dwelling (residential) or any uses accessory thereto, such as a private garage or storage shed incidental to residential uses.

Site Plan Review – Waiver: The reviewing Board may waive site plan approval requirements if the construction or alteration or change does not affect existing circulation, drainage, relationship of appearance, and other considerations of site plan review.

Variances – Planning Board: The Planning Board may grant certain variances involving lot size, lot lines, setbacks, square footage requirements, etc., in conjunction with its review of subdivisions, site plans, and use variance.

APPLICATION FOR HEARING:

(Procedures to follow)

Before an application for subdivision request or for site plan review will be scheduled on the Board's agenda, certain requirements must be satisfied, as follows:

- An application form must be filed with the Board Secretary in the Municipal Building at least 21 days before the normal scheduled meeting of the Board. Application forms may be obtained from the Board's Secretary, and meetings are normally held on the first calendar Thursday of each month at 7:30pm at the Municipal Building. A Work Session for Planning Board Applicants is held on the third Monday of each month to review application. Before completing the application, the applicant should review and be familiar with the ordinance requirements, copies of which are available in the Clerk's office, and with these procedures, a copy of which will be provided.
- The applicant shall state on the application the nature of their request, specifically whether it is for new construction, and/or modification, or alterations (the Board will classify the site plan as either major or minor); subdivision of property (the Board will classify the subdivision as either major or minor); proposed use of property.
- The applicant should submit complete descriptive documentation of what is requested, including: a completed application checklist (the checklist will be given to the applicant with the application form); detailed plans to include all pertinent site details, such as elevation and drainage, which shall be signed and sealed by a properly accredited architect or engineer; State and County approvals, if required; Soil Conservation approval, if required; any unusual subdivision features, i.e. dimensions, setbacks, or any other features which deviate from the permitted configurations in the Zoning Ordinance.
- The applicant shall pay a filing fee in accordance with the fee schedule attached.
- The applicant shall file proof that no taxes or assessments for local improvements are due or delinquent on the property which is the subject of the application, and proof that said taxes are paid, all of which may be obtained from the Township Tax Collector's Office.
- Upon receipt of the application, plan and checklist, the appropriate subcommittee of the Board will review the materials, and the applicant will be advised whether or not the application is complete. If complete, a date for a public hearing will be assigned. If incomplete, the materials will be returned with a request for additional information or materials as noted on the checklist.
- The applicant, upon submission of a completed application, will also be notified as to the tentative classification of his application as major or minor, and shall be prepared to submit the required number of sketch plats as called for by the appropriate ordinance. Normally, eight copies are required, and shall include the details as described in the ordinance and outlined in the checklist.
- If the application involves a major subdivision or major site plan review, or involves a request for a variance, the applicant will be required to notify all adjacent property owners within 200 feet of the property boundaries, and will be required to provide proof of said notification, as well as proof of publication of the notice in an official newspaper as outlined in the respective ordinances.
- In accordance with the Municipal Land Use Law, applicants will be notified within 45 days of receipt of the application as to whether or not the application is complete or incomplete.

HEARING:

The regular meetings of the Planning Board are held on the first Thursday of each month at 7:30pm at the Municipal building. Special Meetings, if necessary, will be announced and advertised.

The applicant shall appear at the meeting at which the application is scheduled, and shall present the necessary documents and any witnesses who shall testify on the subject matter of the application. No application will be considered unless the owner, or his/her attorney, appears to present the application. No application, of course, will be considered unless all prerequisites as set forth by a completed application have been fulfilled.

Continuances or postponements may be granted at the request of the applicant at the discretion of the Board, for good cause shown.

All proceedings before the Board are transcribed on tape. The applicant may, if desired, make arrangements for the attendance and transcription of the proceedings by a certified court reporter. In the event the applicant chooses to do so, the applicant shall pay for the attendance at the hearing and the costs of transcribing the proceeding, and the applicant shall provide a copy of the transcript to the Township.

The testimony of all witnesses shall be taken under oath or affirmation and a right of cross-examination shall be permitted as to all interested parties, subject to the discretion of the presiding officer. Technical rules of evidence shall not be applicable to the hearing, but the Board may exclude irrelevant, immaterial, or unduly repetitious evidence.

The Board may defer its decision on any application and take under advisement on the night when originally presented, and may render a decision at the next public meeting, or no later than 45 days after the presentation has been completed. This is in accordance with the Municipal Land Use Law.

DECISIONS OF THE BOARD:

The decision on any application pending before the Planning Board shall be made at a public meeting, and shall be further formalized by resolution, which shall include findings of facts, as required by the Municipal Land Use Law.

The secretary of the Board shall mail a copy of the Board's decision to the applicant or the applicant's attorney within ten days.

The Secretary of the Planning Board shall publish a brief notice of every final decision in the official newspaper within ten days.

DEFINITIONS:

- **Minor Subdivision:** Any subdivision resulting in not more than three lots, not involving a planned development, any new street or road, or the extension of municipal facilities or off-tract improvements, the cost of which to be pro-rated pursuant to N.J.S.A. 40:55(d)-42, and not adversely affecting the development of the remainder of the parcel or adjoining property, and not in conflict with any provision of the master plan, official map, Zoning Ordinance, or this ordinance.
- **Major Subdivisions:** All subdivisions not classified as minor subdivisions.
- **Minor Site Plan Review:** Any application for site plan approval covering not more than three (3) lots proposing new development within the scope of developments specifically permitted by ordinance as a minor site plan, and not involving planned development, any new street or extension of any municipal facilities or off tract improvements which to be pro-rated pursuant to N.J.S.A. 40:55(d)-42, and which contains the information reasonably required in order to make an informed determination as to whether the requirements established by ordinance for approval of a minor site plan have been met.
- **Applicant:** Applicant shall mean the legal owner of the property in question, or the equitable owner (the individual or entity which has signed an agreement of sale to purchase the property in question), or such person or entity's attorney, who is a licensed attorney in the State of New Jersey. All corporations must be represented by Counsel.
- **Official Newspaper:** The Courier-Post and Retrospect are considered the official newspapers for the Township of Haddon.

APPLICATION CHECKLIST

The following checklist is designed to assist applicants in preparing applications for Board review. Applicant must check off each item that is included on the plan. Items omitted could result in an incomplete application. Upon receipt of the application, plan, and checklist, the appropriate subcommittee of the Board will review the materials and the applicant will be advised whether or not the application is complete. If complete, a date for a public hearing will be assigned. If incomplete, the materials will be returned with a request for additional information or materials as noted on the checklist.

- **Forms and Fees:** Application filled out, fees paid, and proof of taxes paid.
- **Names:** Name and title of applicant, owner and person preparing map or plan, with seal.
- **Signatures:** Signature lines for chairman and administrator of the planning board and for township engineer.
- **Notices:** Proof of service and advertising where required (e.g. variance requests.)
- **Location:** Tax map lot and block numbers, and street numbers.
- **Scale:** Date, scale, and 'North' sign. For total site drawings, scale shall be 1" to 10 feet.
- **Key Map:** Key map of the site with reference to surrounding areas and to existing street locations.
- **Utilities:** All existing and proposed utility lines within and adjacent to the subject property.
- **Elevations and Floor Plans:** Floor plans and elevations, including front, side, and rear elevations and building materials.
- **Sewage Disposal and Water:** Existing proposed sanitary sewage disposal system. Show percolation test holes and results and soil log data; water supply system.
- **Waste Disposal:** Method of solid waste disposal and storage, location of trash receptacles and enclosures.
- **Spot Elevations:** Existing and proposed spot elevations based on the U.S. Coast Geodetic datum at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutters, and other pertinent locations.
- **Contours:** Existing and proposed contours of site at 2 foot intervals for areas less than 5 percent grade and 10 foot intervals above 5 percent grade.
- **Trees:** Location of all existing trees or tree masses, indicating general sizes and species of trees.
- **Landscaping and Buffers:** Landscaping and buffer plan showing what will remain and what will be planted, names of plants and trees and dimensions, approximate time of planting and method of planting (base rooted, ball and burlap.)
- **Soil Conservation:** Soil conservation review for properties of 5,000 square feet or greater.
- **Other:** Any other pertinent information as may be required by the board.

Sample of
PUBLIC NOTICE

Notice is Hereby Given that on the _____ day of _____, 20 _____,
at 7:30pm local time, a Public Hearing will be held before the
Planning Board of the Township of Haddon, at the Municipal
Building, 135 Haddon Avenue, Westmont, New Jersey, upon the
request of application of _____,
Block _____ Lot(s) _____ for _____

All persons interested will be given an opportunity to be heard.

Applicant's Name

Applicant's Address

ARTICLE V. General Provisions
Section 43-38 Site Plan Review Subdivision Fees and Escrows

A. Application Fees The application fees are as follows:

1. Residential Applications (Bulk Variances) \$50.00
2. Application for a Use Variance \$85.00
3. Site Plan Review
 - a) Minor site plan review without variance \$75.00
 - b) Minor site plan review with variance \$125.00 *
 - c) Major site plan \$200.00
4. Subdivision Fees
 - a) Minor subdivision without variance \$75.00 *
 - b) Minor subdivision with variance \$125.00
 - c) Major subdivision \$200.00

B. Escrow Fees

The following fees will be escrowed with the Secretary of the Planning Board to cover the professional services and review, including engineers, legal and other incidental expenses connected with processing, reviewing and checking all materials:

1. Minor site plan without variance..... \$250.00
2. Minor site plan with variance \$1,000.00 -
3. Major site plan \$2,000.00
4. Major subdivision with variance \$2,000.00 plus \$25.00 per lot.

C. Request for Waiver

1. The applicant may request that the escrow deposit specified herein be waived, provided that the applicant demonstrates to the appropriate subcommittee of the Planning Board that the services and expenses contemplated hereby will not be required. The decision of the appropriate subcommittee of the Planning Board shall be final, and in the event that an escrow deposit is required, any application will be returned as incomplete until the deposit is posted.
2. Sums not utilized in review and inspection process shall be returned to the applicant. If additional sums are deemed necessary, the applicant shall be notified of the required additional amount and shall add same to the escrow.
3. Each applicant who shall submit a plan for site plan approval shall agree in writing to pay all reasonable costs for professional review of the said site plan and for improvements required by the Planning Board. Such costs must be paid in full before a certificate of occupancy is issued.

Please return this page only along with application check made payable to:
"The Township of Haddon." Retain the rest of this application for your records.

TOWNSHIP OF HADDON – PLANNING BOARD
Application for: Subdivision, Site Plan Review, or Variance

Submit in triplicate: _____ Application #: _____ Date: _____

Minor Site Plan Review: _____ Major Site Plan Review: _____
Minor Subdivision: _____ Major Subdivision: _____

Premises known as: Lot(s) _____ Block(s) _____

Street Address: _____ Phone _____

Applicant: _____

Address: _____

Owner: _____

Address: _____

Interest of Applicant (if other than owner): _____

Size of Lot or Tract: _____ Sq. Ft.: _____

Size of Structure: _____ Sq. Ft.: _____

USE: Residential: _____ Commercial: _____ Industrial: _____ Other: _____

Present Zoning: _____ Other: _____

Percent of Lot(s) occupied by Building(s): _____

Height of Buildings: _____ Stories: _____ Feet.

Proposed Setbacks: Frontage _____ Side _____ Side _____ Rear _____

Parking Spaces Required by Zoning: _____ Spaces Provided: _____

Area of Tract: _____ Area being Subdivided: _____ No. Lots: _____

Describe Variance or Approval Being Requested: _____

Signature of Applicant: _____ Date: _____



Reserved for Municipal Use

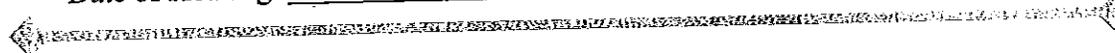
Disposition: _____

Conditions: _____

Signature of Chairman: _____

Secretary: _____

Date of Hearing: _____



To Applicant

The notice for the newspaper and the notice to all neighbors on list MUST be done by _____ which is 10 days prior to the meeting.

The newspaper can either be The Retrospect 732 Haddon Ave, Collingswood. Or the Courier-Post, 301 Cuthbert Blvd, Cherry Hill.

You can either hand deliver the notice to the people on the list (You must get their signature and you must have your signature notarized with a statement that all of the signature are correct.) or sent certified mail.

Thank you
Bonnie Richards
Secretary to the
Planning/Zoning Board