



Haddon Township Planning Board
10 Reeve Avenue, Haddon Township, NJ 08108
856-833-6265 (Phone) 856-854-8773 (Fax)
www.haddontwp.com

LAND USE DEVELOPMENT APPLICATION INSTRUCTIONS

This Application package is being provided to assist you in meeting the requirements for submission of a complete application to the Planning Board and to advise you of the steps you must take as your application is processed. All application packages must be submitted to the Planning Board Secretary and to the Board's professionals. Questions should be directed to the Board Secretary at the number noted above.

STEP 1. APPLICATION SUBMISSION

1. An original application package with all required signatures plus 17 collated copies must be delivered to the Board Secretary 15 calendar days prior to a scheduled meeting in order to be considered for that meeting. Application packages that are not collated into sets will not be accepted.

Submission of a package before the deadline does not guarantee that the application will be heard at the Board's next meeting. No application will be scheduled for a hearing date until it is deemed complete.

The nonrefundable application fee and the plan review and/or initial escrow fee must be submitted with the original application. Application packages that are submitted without the required fee checks will not be accepted.

A completed Submission Checklist must be included with the original application package. Failure to submit all required items will delay your application and hearing.

2. In addition to the application packages submitted to the Board Secretary, packages must also be delivered to each of the Board's professionals 15 calendar days prior to a scheduled meeting. The name and address information for the Board professionals is provided on the Professionals Information Sheet. Please refer to the Meeting Schedule and Deadlines list for meeting and deadline dates.

3. Applicants must publish notice of an application in the Retrospect or Courier Post and provide notice to property owners within 200 feet of the subject property. A completed Request for List of Property Owners form should be submitted to the Planning Board Secretary. New Jersey law allows 7 business days for processing of the Request for List of Property Owners. **Adjoining Municipalities**—If the subject property is within 200 feet of an adjacent municipality, notice of the application must be served on the Clerk of that municipality. In addition, you must request a 200' list from the municipality and notice of your application must be served on the persons and entities whose names appear on that list.

STEP 2. COMPLETENESS REVIEW

Staff and professionals will review the application package within 45 calendar days of receipt and will check to ensure that all items required for submission have been received. All required documentation should be provided, however, you may request waivers from various checklist submission requirements.

The Planning Board has designated the Board's professionals (Engineer, Solicitor and Zoning Officer) to make completeness determinations. The Board's professionals will send you written notification advising you of your application status. If your application is deemed incomplete, the notice will advise you in what manner it is deficient. When all missing items are submitted or necessary corrections are made, the application will be placed on the Board's agenda.

Please be advised that some aspects of review may require several days. Submission of a package before the deadline does not guarantee that the application will be heard at the Board's next meeting. The Planning Board Secretary will notify you of the date your application will be heard. A final determination of completeness will be made by the Board at your hearing.

STEP 3. PUBLIC NOTIFICATION & SUBMISSION OF PROOF OF NOTICE

In accordance with N.J.S.A. 40:55D-12, notice must be published in the official newspaper of Haddon Township which is the Retrospect or Courier Post and provided to property owners within 200 feet of the subject property. Please review the instructions provided in the Public Notice section of this application package.

STEP 4. PREPARE THE PRESENTATION

The presentation to the Planning Board should be brief and concise but it should provide all relevant facts and address the requested variances. Photographs, sketches, witnesses and/or any other pertinent information may be presented. Copies of all exhibits used in the hearing must be given to the Board Secretary in advance of the hearing. The burden of proof is on you, the Applicant, to provide a sufficient number and clear copies of all Exhibits and all of the submissions in advance of the hearing on the Application because it is the Applicant's burden of proof to justify an exception to the Township's Zoning ordinance in the form of a request for relief such as a variance or a waiver. The Planning Board is required to consider certain tests in evaluating your application as specified in the Municipal Land Use Law.

The Board's professionals will prepare reviews of your Application. Copies of those comment letters will be provided to you and to the Board members approximately one week prior to the hearing on your application. Items in those reviews should be addressed at the hearing.

If you are a corporation, partnership, LLC or some other type of entity you must be represented by an attorney in order to appear before the Planning Board. Individuals are not required to be represented by an attorney.

Your professionals and experts will be qualified prior to giving testimony at the Planning Board hearing. The lack of a New Jersey license does not prohibit an individual from testifying but may preclude that person from being qualified as an expert witness by the Board.

STEP 5. ATTEND THE HEARING

The Planning Board typically meets on the first Thursday of each month at 7:30 PM in the Haddon Township Municipal Building located at 135 Haddon Avenue, Haddon Township, New Jersey. Please refer to the attached schedule for specific meeting dates. Meetings begin at 7:30 PM. Board agendas are posted on the Township website at <https://haddontwp.com>

STEP 6. AFTER THE HEARING

A resolution will be presented and memorialized by the Planning Board within 45 calendar days of their decision. A copy of the Resolution will be mailed or emailed to you and to the professionals listed on your application.

The applicant must submit a Notice of Decision to the Retrospect for publication within ten (10) calendar days of the memorialization of the Resolution. Any party interested in appealing the decision of the Planning Board must do so within 45 calendar days of the publication of the Notice of Decision.

Items to submit after the hearing:

1. Conditions of Approval. Any and all conditions of approval must be satisfied (legal documents, additional information, revisions to design plans, additional documentation). Items must be submitted to the Board Secretary and to the appropriate Board professional for review.
2. Conformance Plans. Plans should be submitted to the Board Engineer and Board Planner for review and an informational copy should be submitted to the Board Secretary.
3. Escrows. Any outstanding bond payments, inspection escrows and/or additional review escrows must be paid prior to the issuance of any permits. Should a positive balance remain in an escrow account after the project is complete and all invoices are submitted, a written request for the refund of the remaining escrow must be submitted to the Board Secretary.
4. Permits. Permit applications may be obtained from the Construction Technical Assistant. Applicants who apply for permits prior to the expiration of the 45 day time period for appeal must sign a Consent to Assume Liability form.

Please contact the Planning Board Secretary, Kimberly Schemeley, at 856-833-6265 or via email at kschemeley@haddontwp.com with any questions regarding this application package.

HADDON TOWNSHIP PLANNING BOARD
2026 PROFESSIONALS INFORMATION SHEET

<u>Zoning Officer:</u>		
Lee Palo lpalo@haddontwp.com	10 Reeve Avenue Haddon Township, NJ 08108	856-833-6266
<u>Engineer and Professional Planner:</u>		
Gregory B. Fusco, PE, PP, CME	Key Engineers, Inc. 80 South White Horse Pike Berlin, New Jersey 08009 gfusco@keyengineers.com	856-767-6111 Ext. 27
<u>Attorney</u>		
M. Lou Garty, Esq. lgarty@gartylaw.com	The Garty Law Firm 712 East Main Street, Suite 2A Moorestown, NJ 08057	856-382-0383

Haddon Township Planning Board 2025/2026 Meeting Schedule and Deadlines

Meetings are typically held on the 1st Thursday of each month and begin at 7:30 PM. Exceptions are noted on the schedule.

Meeting Date	Application Deadline⁽¹⁾	Publication/Property Owners Deadline⁽²⁾
November 6, 2025	October 16, 2025	October 24, 2025
December 4, 2025	November 11, 2025	November 19, 2025
January 8, 2026	December 16, 2025	December 29, 2025
February 5, 2026	January 14, 2026	January 26, 2026
March 5, 2026	February 11, 2026	February 23, 2026
April 2, 2026	March 12, 2026	March 23, 2026
May 7, 2026	April 16, 2026	April 27, 2026
June 4, 2026	May 13, 2026	May 25, 2026
July 2, 2026	June 11, 2026	June 22, 2026
August 6, 2026	July 16, 2026	July 27, 2026
September 3, 2026	August 13, 2026	August 24, 2026
October 1, 2026	September 11, 2026	September 21, 2026
November 5, 2026	October 15, 2026	October 26, 2026
December 3, 2026	November 10, 2026	November 23, 2026

⁽¹⁾ Applications must be delivered to the Board professionals and the Board Secretary at least fifteen business (15) days prior to the meeting for completeness determination.

⁽²⁾ The deadline for publication of public notice and postmark for certified mail notice to property owners on 200' list and must be provided at least ten business (10) days prior to the hearing.

Note: The Board's Professional consultants, including the Board's Engineer, Solicitor, Professional Planner and the Zoning Officer will provide their comments on the completeness determinations made by or for the Board.

**HADDON TOWNSHIP
PLANNING BOARD APPLICATION
SUBMISSION CHECKLIST**

(Give one completed checklist to Board Secretary with the original application)

Applicant's Name: _____

Email: _____ Phone: (____) _____

Property Address: _____ Block: _____ Lot: _____

A. The following items must be included in all application packages:

- ☐ Copy of the Application for Zoning Permit (include if you went to the Zoning Officer first)
- ☐ Land Use Development Application (5 pages)
- ☐ Affidavit of Non-Collusion
- ☐ Ownership Disclosure Statement (include if you answered "Yes" to any question under Section 20 of the Land Use Development application)
- ☐ Appropriate Completeness Checklist that pertains to your application type and all additional information required by that Checklist. Full size sets of plans must be folded.

B. The following items must be included in the original application package only:

- ☐ Signed Agreement to Pay Fees
- ☐ Completed Fee Calculation Worksheet with nonrefundable Application Fee and plan review and/or initial Escrow Fee. Checks must be made payable to the Township of Haddon. NO APPLICATION WILL BE ACCEPTED WITHOUT THE APPROPRIATE FEES.
- ☐ Request for List of Property Owners—Submit request to Planning Board Secretary's Office when application package is submitted.

C. The following items must be submitted to the appropriate Township department by the applicant:

- ☐ Property Tax Certification
- ☐ Letter of Satisfaction from the Camden County Municipal Utilities Authority
- ☐ Business License Certification (if applicable)

One completed original of each item listed in Section C. must be received by the Board Secretary in order for an application to be placed on the Planning Board's agenda.

**HADDON TOWNSHIP
PLANNING BOARD APPLICATION
SUBMISSION CHECKLIST**

Applicant's Name: _____

Email: _____ Phone: (____)_____

Property Address: _____ Block: _____ Lot: _____

FOR OFFICE USE ONLY

DATE RECEIVED:_____ REVIEWED BY:_____

COMMENTS:_____

DATE REVIEW COMPLETED:_____

DATE FORWARDED TO CHAIRPERSON:_____