

SUMMARY PROCEDURES FOLLOWING SITE PLAN APPROVAL

FROM THE PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT

After a plan is approved by either Board, the following procedures apply:

If the project requires Title 39 enforcement as a condition of approval, please see "Exhibit A" (page 4) of this document.

1. The following a,b,c and d may take place simultaneously:

a. Six (6) copies of the approved plan should be submitted to the Board Secretary for review and signature by the Board Engineer, certifying that the plans are as approved. (If any conditions of approval required that the plan be amended, that should be done before the six copies are submitted.

The applicant must also submit one copy of a PDF readable CD of the approved site plan.

b. All applicable outside agency approvals must be obtained (i.e., county planning board, wetlands delineation from DEPE, etc.) and the documentation submitted to the Board Secretary.

c. A financial guarantee must be given for the site improvements. The applicant's engineer should do an estimate of the cost of all improvements that will have to be done and submit that to the Board Secretary for forwarding to the Township Engineer. He will approve the amount proposed or give a different figure for the improvement guarantee. (All plans and documentation should go to the Board Secretary, even if it is to go to the engineer, so she can track where the application stands.)

A bond, letter of credit, certified check or cash in the amount of the required guarantee must be given to the Township Clerk. If a bond or letter of credit is given, the form must be reviewed and approved by the Township Solicitor. After such approval, the Clerk will put a resolution on the agenda for a Township Committee meeting. All guarantees - including cash - must be accepted by Committee at a public meeting. Along with the guarantee, additional money is required as an escrow to cover engineering inspections fees, as stated in the letter from the Township Engineer giving the amount of the required improvement guarantee.

When cash or a cash equivalent of \$5,000 or more is used as a guarantee, the Township deposits it into an interest bearing account. The

applicant is entitled to two-thirds of the interest earned. However, in order to do so, it is necessary for the Township to have a W9 form with an original signature on file. (copy of that form is attached.)

When the guarantee is accepted by Township Committee and the Development Agreement (see "d" below) is signed by all parties and recorded, the Township Clerk will sign the plans, certifying that the necessary guarantees are in place.

d. Township Code requires that a development agreement be entered into between the Township and the developer. This is drawn up by the Board Solicitor, reviewed by the Township Solicitor and accepted by Township Committee. Like the improvement guarantee, acceptance of the agreement would be listed on a Committee agenda by the Township Clerk after it is approved by the Township Solicitor. Once the agreement is signed by all parties, it is the applicant's responsibility to have it recorded with the County Registrar of Deeds. (This agreement is coordinated through the Planning/Zoning Office and is usually prepared after the resolution is memorialized.)

e. Completion of any other conditions of approval and documentation of such must be submitted to the Board Secretary before plans will be signed.

2. With bonding accepted, outside agency approvals and completion of all other conditions of approval, site plans are signed by the Board Secretary and distributed to other Township departments and the Township Engineer.

3. Application for a zoning permit will be accepted at this time. Zoning permits shall hereinafter be secured from the Zoning Officer prior to construction, erection or alteration of any structure or use of a structure or land. After issuance of a zoning permit, construction permits may be issued for any structure to be built.

4. A pre-construction meeting is held so that the applicant is aware of all requirements of the Township Engineer. These meetings are coordinated through the Township Engineering Office (428-5914). Any work within Township streets requires a road opening permit from the Township Clerk's office and a permit from the Voorhees Township Police Department.

5. When all site improvements are completed, an "as built" survey along with an application for Final Zoning Conformance shall be submitted to the Zoning Office, as outlined in Step III of the Zoning Permit Procedures.

6. If everything has been done in conformance with the approval, a Certificate of Compliance is issued by the Zoning Officer. If there are any deviations from the approved plan, the Certificate will not be issued.
7. Issuance of the appropriate certificate by the Construction Official for occupancy will be issued after the Zoning Officer's approval and satisfaction of all Uniform Construction Code requirements.
8. When a release of guarantees is requested (partial releases may also be done), inspections are done by the Township Engineer and a recommendation made to Township Committee. Committee acts on the request at a public meeting. In most cases, a final release of the performance guarantee is recommended conditioned on the posting of a two year maintenance guarantee along with additional inspection escrow.
9. Issuance of a Mercantile License by the Township Clerk, when needed.

ISSUANCE OF ALL PERMITS IS NOT AUTOMATIC. AN APPLICATION MUST BE MADE BY THE APPLICANT TO INITIATE THE NECESSARY PAPERWORK IN EACH CASE.

Some of the above procedures may vary with individual applications. The applicant should discuss with the Zoning Office or the Planning Office the specific steps that need to be taken.

PLEASE NOTE "It shall be unlawful to use or permit the use of any building, structure or part thereof hereafter created, erected, changed, converted, altered or enlarged wholly or partly in its use or structure until a certificate of compliance shall show that such building, structure or premises or part thereof is in conformity with the provisions of the Zoning Code and all ordinances of the Township, site plan or subdivision approvals or determinations of the Board of Adjustment which pertain to such building, structure or premises or part thereof."

Any deviation from the plan approved by the Board must come back to the Board for approval before the construction of those changes. Failure to do this will result in the withholding of the Certificate of Occupancy until such time the site as constructed agrees with the final approval of the approving Board.

"EXHIBIT A"

TITLE 39 PROCEDURES

Previously, site plans and major subdivisions were reviewed by the Township Police Department for compliance with Title 39 enforcement. Once applications were approved and plans were ready to be signed, two copies of the plan were forwarded to the Police Department for transmittal to the State for review and approval. The State is no longer involved with this procedure and has turned this review back to each municipality. Plans are now going to be reviewed by the Township Engineer and will require the following information on the site plan:

1. All signage, with details, in accordance with current MUTCD, NJDOT, the Uniform Construction Code and NJ Motor Vehicle and Traffic Laws, Title 39 requirements. All signage and posts should meet the current requirements of the standards of the NJDOT and MUTCD.
2. All striping, including color, width, etc. should meet the current requirements and standards of the NJDOT and MUTCD.
3. All ADA accessibility requirements of the Uniform Construction Code, including the location of handicapped ramps. Handicapped parking spaces, signage and accessible routes should be shown on the plan in accordance with NJAC 5:23 and NJSA 39:4.
4. Loading areas should be labeled. "No Idling" signs should be posted throughout the site, in accordance with NJAC 7:27-14, 15 and NJSA 39:3-72.
5. Fire lanes should be shown on the plan, with appropriate signage and/or striping, as approved by the Township's Fire Official.
6. Any roadways/alleys on-site or bounding the site should be labeled for reference. Sight triangles should be shown at major intersections.
7. The plan should be signed and sealed by a NJ Professional Engineer and dated (as this will be the Title 39 plan of record).
8. The plan should include a certification line, for signature by Environmental Resolutions, which states "This plan has been reviewed and found in compliance with New Jersey Motor Vehicle and Traffic Law Title 39".

To accomplish this, an additional check in the amount of \$1,000.00 is required to be deposited in your escrow account. Any unused escrow will be returned to the applicant following completion of the ordinance preparation.