VOORHEES TOWNSHIP PLANNING/ZONING BOARD

FILING PROCEDURES
REVISED: ***JANUARY 2011***

Applicants should note that these application procedures have been adopted by the Voorhees Township Planning/Zoning Board. It should also be noted that this procedural guideline is not intended to be a list of all pertinent zoning and land use procedures and law. These filing procedures apply to:

1. Conditional Uses
2. General Development Plan (Initial Preliminary)
3. Site Plans:
   - Conceptual
   - with Waivers
   - Minor
   - Preliminary
   - Final
4. Subdivisions:
   - Conceptual
   - Minor
   - Preliminary
   - Final
5. Variances

No partial submissions will be formally accepted. However, it is strongly recommended that before providing the entire submission package, a copy of the plan should be submitted for review in order that we may determine whether or not they contain all the required information. This will eliminate the costly need to revise multiple sets of plans should they be incomplete.

Prior to an applicant going to the expense of having a fully engineered plan prepared, the Planning/Zoning Board offers two (2) alternatives to assist an applicant before filing a formal application:

(1) The applicant may request an informal Development Review Meeting, which is a working session between the committee, the applicant and the applicant's professionals. This meeting is used to provide the applicant with an informal review of the proposed submission, to provide insight as to any concerns of the committee and to offer suggestions and recommendations for the improvement of proposed submission. No official action of the Board takes place at these meetings. The applicant should submit ten (10) copies of a concept plan that includes a zoning schedule. These meetings are scheduled on an as needed basis and require a $500 escrow deposit.

(2) The applicant may submit an application for a Conceptual Review with the entire Board. The applicant, along with council and engineer are encouraged to attend this meeting. By first attending a conceptual review, you may be able to save time, effort and money in seeking to secure the approval of a formal application from the Planning/Zoning Board. No formal action is taken at a conceptual hearing.

A. FILING AN APPLICATION

The following plans, forms and fees must be submitted to the Planning/Zoning Department before an application is accepted as complete and scheduled for a public hearing:

1. A completed application form, tax assessment form, affidavit of ownership and variance application if applicable.

2. A non-refundable application fee and engineering and legal escrow in accordance with the fee schedule.

3. A plan consisting of one or more sheets prepared by a licensed professional with the correct number of copies as follows:

	INITIAL SUBMISSION	REVISED PLAN
Conceptual Site Plan	24	N/A
Site Plan w/ Waivers	20	20
Minor Site Plan	22	22
Preliminary Site Plan	31	31
Final Site Plan	20	20
General Development	20	20
Conceptual Subdivision	24	N/A
Minor Subdivision	22	22
Preliminary Subdivision	31	31
Final Subdivision	20	20

Effective in 2010, we started requiring that major site plans and subdivisions include a disc in "pdf" format so it can be used with a laptop and our new audio visual projection system that has been installed in the court room. When submissions require this new procedure the applicant should submit three (3) full size sets of plans with the remaining copies being no less than 11 X 17 inches in size.

Other planning documents if required:

Traffic Impact Reports -	16 copies
Architectural Plan & Elevations -	16 copies
Drainage Calculations -	3 copies
Environmental Impact Reports -	12 copies

4. All plans being submitted **must be folded** except for mylars.

Applicants should note that the Planning/Zoning Department has forty-five (45) days to determine whether or not the application is complete and to schedule it for a public hearing.

In order to determine the completeness of an application, the Planning/Zoning Board Secretary schedules a completeness review meeting with the Board Solicitor and Board Engineer. The application is compared to a standard checklist that is received with the initial application forms and submitted as part of the application package.

If the application is incomplete, the applicant will receive a letter stating what must be submitted before the application will be deemed complete. No application (other than conceptual) will be scheduled for a meeting before it is deemed complete.

B. SCHEDULING A COMPLETE APPLICATION

Initial Submission

Applications to the Planning/Zoning Board require sufficient time for the board's consulting engineer, the planning department, the environmental commission and other local agencies to adequately review the proposal.

Once an application has been deemed complete, the minimum amount of lead time provided to the consultants for each category of submission is as follows:

1 . Conditional Use Permit – Ten (10) working days, unless filed in conjunction with a site plan or subdivision. In this event, the time period for review will be the same as required for a site plan or subdivision.

2. Conceptual Site Plan or Subdivision – Conceptual plans are reviewed by the Planning/Zoning Board as part of a regular meeting to provide the applicant with direction or input in an informal setting. No official action of the board takes place at these sessions.

The Planning Office will tentatively "hold" an agenda slot, which must be confirmed by the submissions of plans, applications and fees, a minimum of two weeks prior to the scheduled meeting.

3. All other applications – Other applications seeking Planning/Zoning Board approval must allow more time since it will take longer to determine if the application is complete. The department has forty-five (45) days in which to determine if an application is complete and desires at least three (3) weeks before the meeting for engineering review. Municipal Land Use Law allows municipalities 45-120 days in which to hear an application depending on the type of submission. In addition, many applications require that notice be given to property owners within two hundred (200) feet of the site at least ten (10) days before the meeting at which the plan will be considered. Therefore, after an application is determined to be complete the applicant will be assigned a date for the board to consider the proposal so that notices can be sent out. All applications will be brought to the board as soon as there is an opening on the agenda and the Planning/Zoning Board Engineer has had sufficient time to review the plan.

ENVIRONMENTAL COMMISSION

The Environmental Commission shall be provided with sufficient copies of every application for preliminary major site plan and preliminary major subdivision submitted to either the Planning or Zoning Board. The Commission shall review each application forwarded to it and may provide its advice to the respective reviewing board. This advice shall be conveyed through the delegation of one (1) of the Commission's members to testify orally at the hearing on the application and to explain any written report that may have been prepared and/or submitted to the respective reviewing board. Although it is not mandatory that an applicant attend the Environmental Commission meeting, it is **strongly** encouraged.

REVISED SUBMISSION

Depending upon the nature of the revision, it is desirable but not necessarily mandatory to submit a revised plan at least fourteen (14) working days prior to a formal hearing. Revised submissions that are received before the public hearing deadline, but still contain significant technical concerns may not be heard even if they have been placed on the Planning/Zoning Board agenda. If the applicant has already provided public notice, the application will be opened by the board and continued until the next available regularly scheduled hearing. If the plans have not been revised to the satisfaction of the reviewing agencies within the statutory review time, the applicant may need to grant an extension of time for the board to act.

DISAGREEMENT WITH REVIEW REPORTS

If the applicant disagrees with policy concerns that have been raised in the review reports, he or she may discuss these items with the Planning/Zoning Board. It should be noted that technical compliance items required by ordinance, design standards and local regulations must be satisfied or a waiver requested prior to the formal review by the Planning/Zoning Board at a public hearing. All variances or waivers should be requested in writing. The applicant should note that sidewalks are required in the right-of-ways of roads for all subdivision and site plans.

C. PUBLIC NOTIFICATION REQUIREMENTS

Consistent with Ordinance 156.010, public notice is required for all applications except for an amendment to final site plans or subdivisions. Public notice must be given at least ten (10) days prior to the date of the public hearing. Variances may not be considered on a final application.

1. NEWSPAPER NOTIFICATION

Public notice must be given by publishing a legal notice in the Courier Post.

Courier Post
Legal Department
Fax: (866) 829-5015
Phone: (888) 516-9220
E-Mail: cplegals@gannett.com

ADVERTISING DEADLINES FOR LEGAL NOTICES

Date of Publication	Deadline
Monday	Friday, 12:00 pm
Tuesday	Friday, 4:00 pm
Wednesday	Monday, 4:00 pm
Thursday	Tuesday, 4:00 pm

Friday .....Wednesday, 4:00 pm
Saturday .....Thursday, 4:00 pm
Sunday ....Thursday, 4:00 pm

The above deadlines are for most legal advertising. Notices that require extensive typing and proofreading (such as budgets or multi-page lists of liens or foreclosures) should be submitted in advance of the established deadlines to ensure proper and timely publication. All legals MUST BE SUBMITTED IN WRITING. Legal advertising notices notices can be emailed to cplegals@gannett.com or faxed to 1-866-829-5015. Please call the Legal Notice Department's toll free number 1-888-516-9220 to confirm receipt of the material and to assure there are no problems or questions. Legals ordered but cancelled during the production process will be billed at established composing rates, with a minimum of one-half hour charge. .

****NOTE****

It is recommended that you contact the newspaper to confirm the receipt and publication date of notice. All notices must be published at least ten (10) days prior to your hearing date. All deadlines should be confirmed with the newspaper. This clipping and the affidavit must be submitted to the Planning/Zoning Department prior to the public hearing as proof that the notice appeared.

****IMPORTANT****

WHEN SUBMITTING YOUR LEGAL AD YOU WILL BE REQUIRED TO PROVIDE THE LEGAL DEPARTMENT WITH A CREDIT CARD NUMBER TO PAY FOR THIS SERVICE UNLESS YOU HAVE ANOTHER FORM OF PAYMENT (I.E. ACCOUNT WITH THE PAPER).

2. PROPERTY OWNER NOTIFICATION

All property owners, including condominium owners, within two hundred (200) feet of the applicant's property must be notified of the public hearing at least ten (10) days prior to the hearing. This is accomplished by delivering a notice, which states the nature of the application, and the time, date, and location of the hearing. A form to be used for this purpose is provided by the Planning/Zoning Department. These notices may be delivered by certified mail or by hand. If the notice is delivered by hand, the owner's signature and delivery date must be obtained to verify that it was received by the specified time.

If the applicant's property is within two hundred (200) feet of a horizontal property regime, or if an applicant is a co-owner in a horizontal property regime, (co-op apartment), adequate public notice is given by notifying the horizontal property regime.

Notice to a partnership owner may be made to any partner. Notice to a corporate owner may be made to any president, vice-president, secretary or other person authorized by appointment or law to accept the public notice on behalf of the corporation. Notice to a condominium association, horizontal property regime, community trust, or homeowners association, located within 200 feet of the

applicant's property, because of its ownership of common elements such as lawns, landscaping or recreation facilities, may be made in the same manner as a corporation without further notice to unit owners, co-owners, or homeowners on account of the common elements or areas. State law now also requires notification of utilities (electric, gas, water & cable TV) who have land or easements within 200 feet. Since such easements are not always known applicants are being told to notify all utility companies with jurisdiction in the area.

3. ADJOINING MUNICIPALITIES NOTIFICATION

Should a proposed development lie within 200 feet of an adjoining municipality, the applicant must notify the clerk of the adjoining municipality, in the same manner as #2 above, at least ten (10) days prior to the public hearing.

4. CAMDEN COUNTY PLANNING/ZONING BOARD NOTIFICATION

The County Planning Board must be notified, in the same manner as #2 above if an application for development is:

1. Adjacent to a county road. The Planning/Zoning Department maintains a list of county and state roads.
2. Adjacent to a proposed county road depicted on the official county map or county master plan.
3. Adjacent to land owned by the county.
4. If the development proposal is within 200 feet of an adjoining municipality.
5. If the application involves a subdivision.
6. If the application affects a county facility.
7. If the application is over one (1) acre.

All applications submitted to the County Planning Board must first be countersigned by the Planning/Zoning Department. The Planning/Zoning Board of Voorhees has set a policy that approval from the Camden County Planning Board must be obtained prior to the unconditional granting of final site plan or subdivision approval. In the absence of County approval, Township approval will only be given on the condition of obtaining such approval. Zoning and building permits and signed plans will not be given to the developer until County approval is obtained.

Camden County Planning Board
County Highway Complex
Egg Harbor Road
Lindenwold, New Jersey 08021

5. STATE HIGHWAY NOTIFICATION

The Commissioner of Transportation must be notified in the same manner as #2 above, if an application for development is located adjacent to a State Highway.

Commissioner of Transportation
Department of Transportation
1035 Parkway Avenue
Trenton, New Jersey 08625

6. STATE PLANNING COMMISSION NOTIFICATION

The Executive Director of the State Planning Commission must be notified in the same manner as #2 above if an application for development exceeds 150 acres or 500 dwelling units. The notification must also include all of the plans, maps, documents or other submissions made to the Township.

Executive Director
NJ Office of State Planning
150 West State Street
Trenton, New Jersey 08625

7. OBTAINING A LIST OF PROPERTY OWNERS

For the payment of $10.00 or $.25 per name, whichever is greater, the Tax Assessor's office will prepare a certified list of all property owners meeting the statutory requirements. Applicants also have the option of producing their own list using the tax maps and the duplicate tax records in the Tax Assessor's office.

D. AFFIDAVITS

A series of affidavits must be completed and submitted to the Planning Department prior to the scheduled hearing date.

1. PROPERTY OWNER NOTIFICATION

A copy of the notice sent to the adjacent property owners.

2. PROOF OF PUBLICATION

An affidavit of proof of service which states that the statutory requirements for notifying property owners or governmental agencies, if required, have been met. The Planning/Zoning Department has a form for this purpose.

3. PARCEL OWNERSHIP

An affidavit of ownership is a form verifying that you are the actual owner of the property or have the authority to submit an application on the parcel. The Planning/Zoning Department has a form for this purpose.

4. LEGAL NOTICE PROOF

The newspaper will send the applicant a clipping of the notice along with an affidavit that the notice appeared. This clipping and affidavit must be supplied to the Planning/Zoning Department prior to the public hearing as proof that the notice appeared.

5. PAYMENT OF TAXES

A report from the Township Tax Collector which states that no property taxes or special assessment payments are presently due and payable on the property prior to the public hearing.

6. CORPORATION OR PARTNERSHIP DISCLOSURE

When a corporation or partnership makes an application, they must submit an affidavit stating the names and addressed of all individuals who own ten or more percent of the stock of the company making the application.

7. PAYMENT OF ENGINEERING ESCROW

A report from the Township Finance office that no outstanding engineering escrow bills are presently due and payable on the property at the time of public hearing.

8. TAXES

Taxes on the property in question are expected to be up-to-date. If the taxes are not paid, the Board may make this a condition of the approval and no plans will be signed nor will certificates of occupancy be issued until the debt is satisfied.

E. APPLICATION TO OTHER AGENCIES

Certain types of development will require permits from other county, state or federal agencies. These include, for example, developments with septic fields, those which encroach on streams, those which require state highway access, or need to fill wetlands. It is the applicant's responsibility to obtain these approvals.

The Planning/Zoning Board of Voorhees has a set policy that approval from other agencies must be obtained prior to the unconditional granting of final site plan or subdivision approval. In the absence of other agency approvals, Planning/Zoning Board approval will only be given on the condition of obtaining such approvals. Final plans will not be signed until all conditions of approval, including agency approvals, have been met. Zoning and Building permits may not be obtained until plans are signed.

F. PROCEDURES AFTER BOARD APPROVAL

The applicant should obtain the appropriate Site Plan or Subdivision Summary Procedures from the Planning or Zoning Department. These documents outline the procedures required following Board approval of the application, including the need for a Developer's Agreement with the Township.

The applicant should also obtain a copy of the Site Inspection Procedures. This document explains the site inspection procedures

Should you have any questions regarding these procedures, please contact the Planning Office at (856) 429–2427 or the Zoning Office at (856) 429-0647.