Planning Department
Office: 856-429-2427

Zoning Department
Office: 856-429-0647

www.voorheesnj.com

DAILY OFFICE HOURS
8:30 A.M. TO 4:30 P.M.
2400 Voorhees Town Center
Voorhees, NJ 08043

VOORHEES TOWNSHIP

PLANNING/ZONING BOARD

FILING PROCEDURES
REVISED: SEPTEMBER 2026

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:
    a. Conceptual
    b. With waivers
    c. Minor
    d. Preliminary
    e. Final
4. Subdivisions:
    a. Conceptual
    b. Minor
    c. Preliminary
    d. Final
5. Variances

No partial submissions will be formally accepted. However, it is strongly recommended that before providing the physical submission package, the application submission is sent digitally via email to determine whether it contains all the required information and items. This will eliminate the costly need to revise multiple sets of plans and application forms 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. These meetings are scheduled on an as-needed basis and require a $500 escrow deposit. The application submission materials for Development Reviews can just be one hard copy of each item (plans, application forms, etc.) along with digital submission of all materials as these meetings are done via Zoom.

(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. The applicant should submit three (3) copies of full-size concept plans and fourteen (14) reduced-size copies that include a zoning schedule. 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 as 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 (see below):

   3 full-size sets (folded) and 14 reduced size in tabloid (11 x 17 inches) size

3 copies of each of the following documents should also be submitted if required:

- **Traffic Impact Report**
- **Architectural Plans & Elevations**
- **Drainage Calculations/Stormwater Management Documents**
- **Environmental Impact Reports**

Digital copies of application materials, including the application forms, plans, surveys, etc. should also be submitted, either as individual pdf files, or via a cloud drive link with all necessary application materials uploaded. The digital copies of any plans or surveys submitted should be the original files from the engineer/architect/licensed professional. Any traffic, environmental and/or stormwater reports or drainage documents as well as any architectural plans & elevations should also be included in the digital submission. These electronic materials can be circulated to board professionals and members quickly.

The Court Room is now equipped with two (2) large television screens, so you are now encouraged to prepare a PowerPoint presentation for all site plan/subdivision applications. This will eliminate the need to have several (or any) display boards/easels, and both the board and the public will be able to see the proposal.

Our setup requires that you have a laptop with at least one functional, available USB Type A (flat, rectangular shape) port to connect the necessary device for screen casting to the tvs. If you do not have a compatible laptop, you may borrow ours as long as you notify us prior to the meeting.

Applicants should note that the Planning/Zoning Department has forty-five (45) days to determine whether 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 or development review) 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, 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.

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 engineer 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.

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 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 Reviewing 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 are 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 rights-of-way of roads for all subdivision and site plans.

C. PUBLIC NOTIFICATION REQUIREMENTS

Consistent with Ordinance 150.010, public notice is required for all applications, except for amendments to final site plans/subdivisions or extensions of approval. 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: (800) 560-7434
E-Mail: cplegals@gannett.com

ADVERTISING DEADLINES FOR LEGAL NOTICES

Date of Publication Deadline

Publishing Date	Submission Deadline
Monday	Wednesday before 2:00PM EST
Tuesday	Thursday before 10:00AM EST
Wednesday	Friday before 10:00AM EST
Thursday	Monday before 10:00AM EST
Friday	Tuesday before 10:00AM EST
Saturday	N/A
Sunday	Wednesday before 2:00PM EST

Please note that the above deadlines were provided in 2025 and can change at any time without notice. For the most up to date publication deadlines, contact the following email: cplegals@gannett.com.

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 should always be emailed in to cplegals@gannett.com, but if it must be faxed, the number is 800-560-7434 (primary). If you do not get through to the primary fax, you can use the following fax #: 877-943-0443. Legals ordered but cancelled during the production process will be billed at established composing rates, with a minimum of one-half hour charge.

NOTE

Please submit all Ad requests in a Word or Excel format, and/or paste it into the body of the email, then email the request to CPLegals@gannett.com.

NOTE

It is recommended that you contact the newspaper to confirm the receipt and publication of 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 (or digital proof of notice) and the affidavit must be submitted to the Planning/Zoning Department prior to the public hearing as proof that the notice appeared. Notice postings can also be obtained digitally from the Courier Post website by searching the Legals section

Holidays will have accelerated deadlines. Please email cplegals@gannett.com or call 732-643-4450 (option 3).

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 INFORMATION

   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.

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 or $0.25 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/Zoning 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/copy of the notice along with an affidavit that the notice appeared. This clipping/copy 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 OF PARTNERSHIP DISCLOSURE

   When a corporation or partnership makes an application, they must submit an affidavit stating the names and addresses 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 certificate 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, and 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 procedures of site inspections.

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.