

# CAMDEN COUNTY PLANNING BOARD APPLICATION SUBMISSION REQUIREMENTS CHECKLIST APPLICATION COVER PAGE



***Documents must be submitted to the Planning Division Staff at least thirty (30) working days prior to the scheduled Planning Board meeting. No provisional approvals will be issued at Planning Board meeting.***

## **Subdivision Requirements:**

- Two (2) Copies of the County Planning Board Application (Municipal use section must be filled out and bottom of this page must be signed)
- One (1) Copy of Local Municipal Application
- One (1) Copy of the Fee Schedule, Filled Out and Signed (Checks made payable to *Camden County Treasurer*)
- Two (2) Sets of Plans
- Two (2) Copies of the Affidavit of Ownership
- One (1) Copy of Pinelands Certificate of Filing (If applicable)

## **Site Plan & Site Plan Revision Requirements**

- Two (2) Copies of the County Planning Board Application (Municipal use section must be filled out and bottom of this page must be signed)
- One (1) Copy of Local Municipal Application
- One (1) Copy of the Fee Schedule, Filled Out and Signed (Checks made payable to *Camden County Treasurer*)
- Two (2) Sets of Plans of Signed and Sealed Plans (Only 24" by 36" Site plans will be accepted)  
(Plans must reflect all requirements contained in Subdivision and Site Plan Procedures, Engineering and Planning Standards Vol. 1 & Development Regulations Vol. 2)
- Two (2) Copies of County Road Improvement Plans (If applicable and not included in Original Set of Plans)
- Two (2) Copies of a Signed and Sealed Survey  
(Conducted by a licensed surveyor if existing documents are referenced in accordance with NJAC 13:40-7.2 (a).1)
- Two (2) Sets of Drainage Calculations (Data based upon 10 YEAR-PRE & 25 YEAR-POST Year Storm Event)
- Two (2) Sets of Traffic Impact Study (If available)
- Two (2) Copies of the Local Engineer Report
- Two (2) Copies of the Affidavit of Ownership
- One (1) Copy of Pinelands Certificate of Filing (If applicable)
- One (1) Copy of All Dedication, Easement, Deed, and Other Relevant Documents

## **Please Submit the Following Additional Items:**

- Map or Most Recent Aerial Photo of Site
- Digital Copy of the Site Plan, Subdivision Plan or Major Subdivision

X \_\_\_\_\_  
*Certification of Completeness  
Signature By Local Official*

X \_\_\_\_\_  
*Signature of Agent or Applicant*

# CAMDEN COUNTY PLANNING BOARD APPLICATION



Making It Better, Together.

## Application for County Approval of Subdivision, Site & Development Plans

### Camden County Planning Board

Charles J. DePalma Public Works Complex  
2311 Egg Harbor Road  
Lindenwold, NJ 08021

Phone: 856.566.2978 Fax: 856.566.2988  
E-mail: [planningdivision@camdencounty.com](mailto:planningdivision@camdencounty.com)

This application must be completed in full, duplicated, signed and filed with the municipality. Please also submit a copy of local application and approval. See County Submission requirement list for all documents necessary for a complete application.

**(PLEASE TYPE OR PRINT LEGIBLY)**

### Project Information:

Project Name: \_\_\_\_\_

Project Address (if applicable) & Municipality: \_\_\_\_\_

Abuts County Road: \_\_\_\_\_ County Route No.: \_\_\_\_\_

### Type of Submission (please check one):

- New Site Plan
- New Minor Subdivision
- New Major Subdivision
- Request for Letter of No Impact or Waiver Review
- Revision to Prior Site Plan

Original Site Plan Application No.: \_\_\_\_\_ Date Originally Approved: \_\_\_\_\_

- Resubmission of Major Subdivision

Original Major Subdivision Application No.: \_\_\_\_\_ Date Originally Approved: \_\_\_\_\_

### Tax Map Data:

Plate(s): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Block(s): \_\_\_\_\_

Variance(s) Required: \_\_\_\_\_

Lot(s): \_\_\_\_\_

The Camden County planning process concerns itself primarily with a review of factors that directly impact county facilities such as County owned roads and stormwater management systems. This application as well as Subdivision and Site Plan Procedures, Engineering and Planning Standards Vol. 1 & Development Regulations Vol. 2 can be found on the Camden County Planning Division website: <https://www.camdencounty.com/service/public-works/planning/> . If you have any questions please call 856-566-2978.

# CAMDEN COUNTY PLANNING BOARD APPLICATION

## Applicant & Agent Contact Information (please type or print legibly or your application may be delayed):

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Town & State: \_\_\_\_\_

Email: \_\_\_\_\_ Zip.: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Town & State: \_\_\_\_\_

Email: \_\_\_\_\_ Zip.: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Town & State: \_\_\_\_\_

Email: \_\_\_\_\_ Zip.: \_\_\_\_\_

## Proposed Use (please check all that apply):

### Residential

- Single Family Detached
- Town Homes
- Duplex
- Apartments
- Condominiums
- Medical Care Residential

### Commercial

- Retail
- Office
- Restaurant/ Food Establishment
- Hospitality/ Hotel Space
- Medical Use
- Sports or Entertainment

### Industrial

- Maintenance/ Repair Shop
- Flex Space
- Storage/ Warehouse
- Distribution Center
- Manufacturing
- Other:** \_\_\_\_\_

## Project Description & Statistics:

Short Description of Project: \_\_\_\_\_

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Increase in Impervious Coverage?: YES / NO      Total Increase or Decrease: \_\_\_\_\_

Total Amount of Land Disturbed: \_\_\_\_\_

Total Gross SF of all Buildings/ Development: \_\_\_\_\_

Total New Residential Units: \_\_\_\_\_

Total New Jobs Created: \_\_\_\_\_

**Subdivision Description (if applicable):**

Does this application include a lot consolidation? YES / NO

Will new lots be created? YES / NO      How Many New Lots? \_\_\_\_\_

Size of Existing Lot(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Portion to be Subdivided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Municipal (applicant/agent must bring to municipality for signature)**

Title of Municipal Official: \_\_\_\_\_

Authorized Municipal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Transmittal Date (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Signatures Required:**

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Agent Completing Application: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

|   |
|---|
| <p><b><u>For County Use:</u></b></p> <p>Classification of Application: _____</p> <p>Fees Included with Application: YES / NO</p> <p>County Plan Number: _____</p> |
|---|

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|--|
| <p><b><u>Stamp Date Received Below</u></b></p> |
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# CAMDEN COUNTY PLANNING BOARD APPLICATION FEE SCHEDULE



Making It Better, Together.

Applicant's Name: \_\_\_\_\_

Project Name: \_\_\_\_\_ Municipality: \_\_\_\_\_

Project Address: \_\_\_\_\_ Plate: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

### Type of Plan

- Minor Subdivision (3 lots or less)     
  Major Subdivision (4 lots or more)     
  Site Plan

### Subdivision Fees

- Minor Review Fee (\$200.00)..... \$ \_\_\_\_\_  
 Major Review Fee (\$500.00) ..... \$ \_\_\_\_\_

### Site Plan and Subdivision Fees

- Design Review Fee (\$500.00) site plan only ..... \$ \_\_\_\_\_  
 Total Parking Spaces (\$8.00/Space) include any off street parking spaces for subdivisions and site plans..... \$ \_\_\_\_\_  
 Dwelling Units (\$16.00/Unit) include in subdivisions and site plans ..... \$ \_\_\_\_\_  
 Dedication, Easement, Deed, Etc. Review Fee (\$150.00) ..... \$ \_\_\_\_\_  
 Inspection Fee (\$200.00) ..... \$ \_\_\_\_\_

### Additional/ Other Fees

- Preliminary / Concept Drawing Review Fee (\$200.00)..... \$ \_\_\_\_\_  
 Site Plan Revision(\$200.00) ..... \$ \_\_\_\_\_  
 Request for Waiver Review/Letter of No Impact/ Exemptions (\$200.00) ..... \$ \_\_\_\_\_  
 Signing of Filing Plats (\$150.00)..... \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

X \_\_\_\_\_  
*Signature of Agent or Applicant*

\_\_\_\_\_  
*Date*

### SPECIAL PROVISIONS

The Fee Schedule Check is Payable to the Camden County Treasurer. Fees paid are non-refundable once the review process begins.  
All Plans, Applications, Dedications, Easements, Deeds, etc. **MUST** be submitted to the Planning Board at Least Thirty (30) Working Days Prior to the Scheduled Planning Board Meeting. All Complete Plan and Application