SUMMARY PROCEDURES FOLLOWING SUBDIVISION APPROVAL

FROM THE PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT

MINOR SUBDIVISIONS

Minor subdivisions must be recorded within 190 days from the date on which the resolution of municipal approval was adopted (N.J.S.A. 40:55D-47). Although they may be recorded by plat or deed, most minor subdivisions are recorded by deed. The applicant must submit the ORIGINAL new deed(s) and six (6) copies of the subdivision plan.

The Planning/Zoning Board Engineer will review the legal descriptions contained within the deed to ensure that they reflect what was approved and that the deeds and plans match. They do not sign the deeds but do send a letter stating that they are acceptable for filing.

The Planning/Zoning Board Solicitor will review the format of the deed and will notify the Board Secretary as to whether or not they are acceptable for filing. There is specific wording required by the Solicitor so please make sure you refer to "Exhibit A" (attached).

Once the deeds are determined to be acceptable for filing, they are signed by the Board Chairperson and Board Secretary and then returned to the owner for recording.

The owner should take a photo copy of the deed with them and have the Registrar of Deeds date stamp the copy to show the date of recording. Otherwise, we must wait for confirmation (which could take 6-8 weeks) before we can distribute the plans, which would then allow the applicant to begin the permitting process.

MAJOR SUBDIVISIONS

Major subdivisions must be recorded within 95 days of the date the plans are signed (N.J.S.A. 40:55D-54). Major subdivision plans being submitted for signature are the only ones that do not have to be folded prior to being signed. Mylars and linens are never folded. However, when the subdivision has been recorded and the paper copies are returned to the Planning/Zoning Office they must then be folded.

The following procedures apply once subdivision approval is received:

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

    a. The applicant must submit to the Board Secretary six (6) copies of the final plan of lots and three (3) copies of the detailed submission plan for review and signature by the

Board Engineer, certifying that the plans are as approved. In addition, the applicant must submit whatever mylars and linens are required by the County.

b. All applicable outside agency approvals must be obtained (i.e. county planning board, wetlands delineation from DEP, 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 the improvements that will have to be made and submit 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 they 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 such credit is given, the form must be reviewed by the Township Solicitor. After such approval, the Clerk will put a resolution on the agenda of a Township Committee meeting. All guarantees – including cash – must be accepted by Committee at a public meeting. Along with guarantee, additional money is required as an escrow to cover inspection fees (inspection escrow), 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 <u>original signature</u> on file.

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. The 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 though 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, subdivision plans are signed by the Board Secretary, Board Chairperson, Board Engineer, and Clerk and are distributed to other Township Departments and the Township reviewing/inspecting engineer.

3. 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 (856-428-5914). Any work within Township streets requires a road opening permit from the Township Clerk and a permit from the Voorhees Police Department.

4. Applications for zoning permits will be accepted at this time and applicant can find the latest zoning permit application information on the Zoning department section of the township website.

Some of the above procedures may vary with individual applications. The applicant should discuss with the Zoning or 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 premises 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 so 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”

Once minor subdivision approval is received and deeds are being prepared for filing with the County, the following wording must be included above the signature line:

“This deed is executed and recorded in order to memorialize subdivision approval granted by the Voorhees Township (Planning or Zoning) Board on _____ by Resolution No. _____, which was memorialized on _____. The undersigned makes no representations as to the accuracy of the legal descriptions or the preparation of the Minor Subdivision Deed. This minor subdivision is as shown on a minor subdivision plan prepared by _____ last revised _____ and is subject to all of the conditions of said Resolution of approval by the Voorhees (Planning or Zoning) Board. This minor subdivision Deed is being recorded in compliance with N.J.S.A. 40:55D-47d.”