

LAND DEVELOPMENT & SUBDIVISION

APPLICATION PROCESS

www.greenichtwp.com/planning.htm

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(856) 423-1038

a. Notice of Hearing

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GREENWICH TOWNSHIP PLANNING/ZONING BOARD MEMBERS:

Fred Stigale stigalefh@yahoo.com	(Chairperson)	423-9550
Kirk Fairley* kfairley@yahoo.com	(Vice-Chair)	423-7065
Geraldine Pohlig* pohlig@verizon.net	(Secretary/Recorder)	423-2407
Will Durham, Sr. zoningofficer@greenwichtwp.com	(Zoning Admin)	423-2188
George Shivery mayorgshivery@greenwichtwp.com	(Mayor)	423-2421
Raymond Williams grampwil@comcast.net	(Councilman)	423-6087
Michael Byrne* Houdini@snip.net	(Member)	423-4437
Edward Sholders ejsjr@snip.net	(Member)	423-8267
Herbold Wagner pigsfoot@comcast.net	(Member)	423-1723
Al Boultinghouse aboultinghouse@issistystems.com	(Alt. 1)	423-9906
Paula Hewes plhthepink@hotmail.com	(Alt. 2)	423-4557

GREENWICH TOWNSHIP CONSTRUCTION AND SUB-CODE OFFICIALS:

Hours: Monday Evenings 6:00 PM & 8:00 PM -
Construction Code Office, Broad Street
(Adjacent to the Municipal Building)

Kay Hewes 423-1038 x201 Construction Code Secretary

Bob DeAngelo 423-9129 x210 Construction Code Official

Will Durham, Sr. 423-9129 x214 Zoning Administrator

Ted Pohlig 423-9129 x214 Flood Plain Administrator

Phil Zimm 423-9129 x213 Building Sub-Code Official

Phil Zimm 423-9129 x213 Plumbing Sub-Code Official

Steve Walko 423-9129 x213 Electrical Sub-Code Official

William Angelini 423-9129 x213 Fire Code Official (Alt. 423-4226)

Kenneth Papp 423-9129 x213 Fire Code Inspector

423-9129 x213 Asst. Fire Code Inspector

GREENWICH TONWSHIP CONFLICT PROFESSIONALS:

Stephen Nardelli, PE, Conflict Engineer
Fraling Engineering
629 Shiloh Pike
Bridgeton, N.J. 80302
(856) 451-2990
(856) 455-9702 Fax
snardelli@fralinger.com

Mark B. Shoemaker, Solicitor
Ward Shoemaker, ESQ
36 Euclid St.

PLANNING BOARD PRIMARY PROFESSIONALS:

Woodbury, N.J. 08096
(856) 853-7770

Michael A. Aimino, Solicitor Aimino & (856)
Dennen, LLC 40 Newton Ave., Fax
Woodbury, N.J. 08096
(856) 686-9100 Fax (856) 686-9147
maimino@aimino-dennen.com

Jim Clancy, PE, LS, Planning Bd. Engineer 853-0146
Clancy & Associates, Inc 601 Asbury Ave
National Park, NJ 08063

(856) 853-7306 Fax: (856) 853-7381
jclancy.clancyassoc@comcast.net

Matthew Miller, AIA, Planner
PP Architecture Land Planning
203 S. Jackson Street
Woodbury, N.J. 08096

mshoemaker@wardshoemaker.com

(856) 853-1362 (856) 853-1362 Fax
mkmarchitect@verizon.net

J. Timothy Kernan, Master Plan Consultatnt,

Conflict Planner,
and Conflict
Engineer
935 Kings
Highway, Suite

100
Thorofare, N.J. 08086
tkernan@kernaneng.com

II. GENERAL INFORMATION

Ordinance No. 11-2008

Please note under Ordinance No. 11-2008 all applications made before the Greenwich Township Planning/Zoning Board will be required to conform to Ordinance No. 11-2008 regarding curbs and sidewalks, (see section VII. Forms for detailed information, pages 35 -37)

Types of Applications

1. Subdivision — Minor

A minor subdivision must not create more than five lots from one tract of land. The minor subdivision plan must be prepared by a professional engineer or land surveyor licensed in New Jersey and must meet the criteria of a minor subdivision under Township Code Sec. 131-12. Board action on the application occurs at scheduled meetings.

2. Subdivision -Major (preliminary & final)

A major subdivision is any subdivision of land creating more than five lots from one tract of land or one which is not within the criteria of a minor subdivision. A major subdivision requires submission of preliminary plans and thereafter final plans. Township Code Sec. 131-18 contains the requirements for preliminary plans and related materials and Sec. 131-24 contains the requirements for final plans and related materials.

3. Site Plan

A site plan is a development of one or more lots to be used for one or two dwelling unit buildings. A site plan must show the existing conditions of the lot, such as topography, vegetation, drainage, and wet lands, and the proposed buildings, driveways, parking spaces, drainage facilities, utility services, landscaping, lighting, screening and signs, General Layout Township Code Sec. 131-20 contains the requirements for site plans.

4. Use Variances

A use variance or conditional use requires Planning Board approval for that particular use request because the development requested for the property is not currently permitted in that zoning district. A Use Variance requires an affirmative vote of 5 out of the 7 members. Mayor and Council member are not permitted to participate or vote on a variance request. Community impact is critical in the evaluation of a use variance.

5. Bulk Variances

A "bulk" variance refers to lot area, yard areas, setbacks, etc., which do not conform to the current zoning ordinances. The applicant is seeking permission from the Planning Board to further develop his land or make improvement to his land, such as fencing and lighting determined by the Zoning Administrator to be out of compliance with municipal ordinances.

III. INSTRUCTIONS FOR APPLICATIONS

Instructions:

1. Completing the Application:

- It is recommended you contact the Zoning Administrator for questions regarding application types and ordinances.
- Complete the application form, (contact your engineer, contractor or legal representative for assistance; legal representation is required for businesses,
- For preliminary approval submit 5 applications and appropriate documentation to the Planning/Zoning Board Secretary.
- All applications must include a completed Federal W-9 form. Form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> or on our website.
- You will be notified whether or not the application is complete.
- Block, lot and tax information can be obtained at the municipal office.
- The applicant is responsible for contacting the Public Works Superintendent and / or the Township Engineer regarding the need to have plans for water and sewer service.
- The applicant is responsible for all items required for application completion.

2. Applications Deemed Complete:

Once you have been notified that the preliminary application is acceptable by the Planning/Zoning Board's Secretary and a minimum of 21 days (application dependant) prior to the next scheduled Planning/Zoning Board meeting:

- Submit 13 additional (18, if modifications initially requested) copies of the township application, plans and appropriate documentation addressed to the Planning/Zoning Board Secretary at the Municipal Office.
- Submit application fees -2 separate checks (see Fee & Escrow Schedules) made out to the Township of Greenwich.
 - Application Fee Check
 - Escrow Account Check

3. County Forms: *(if applicable)*

- The applicant is responsible for obtaining and submitting the county forms and fees.
- The county review process may take approximately four to six weeks for a review.
- The issuance of permits is also contingent on the demonstration of review and approval by all governmental agencies (county, etc), as needed.

4. Minor Subdivision Applications

- Eighteen copies of the application and eighteen copies of the final plan shall be submitted to the Secretary of the Planning Board.
- Include the necessary fees and application no less than twenty-one (21) days before the meeting of the Planning Board at which the application might be considered.
- Applications for minor subdivisions require a public hearing on notice as follows:

III. INSTRUCTIONS FOR APPLICATIONS (Cont.)

- Publication of a notice of public hearing in the Gloucester County Times at least 10 days before the date for hearing.
- Written notice of public hearing to the owners of property on the current tax list within 200 feet on all sides of the property which is the subject of the hearing, by personal delivery or by certified mail, at least 10 days before the date for hearing.
- If the subject property is within 200 feet of an adjoining municipality, written notice by the same method must be given to the clerk of that municipality, as well as owner of land in the adjoining municipality located within 200 feet of the subject property. The names of the owners as shown on the current tax list within 200 feet of the subject property may be obtained from the Township Clerk for a fee of \$10.00.
- If the subject property is adjacent to a county highway, written notice by the same method must be given to the Gloucester County Planning Board.
- If the subject property is adjacent to a State highway, written notice by the same method shall be given to the New Jersey Commissioner of Transportation in Trenton.
- The applicant must submit proof of publication and an affidavit of service on the property owners within 200 feet of the subject premises no later than the time of the public hearing at which the Planning Board will have jurisdiction to consider the matter.

5. Major Subdivision – Preliminary Applications

- Eighteen copies of the application and eighteen copies of the preliminary plans shall be submitted to the Secretary of the Planning Board.
- Include the necessary fees no less than twenty-one (21) days before the meeting of the Planning Board at which the plans are to be considered.

6. Major Subdivision – Final Applications

- Eighteen copies of the application and eighteen copies of the final plans and related materials shall be submitted to the Secretary of the Planning Board.
- Include the necessary fees, (see fee schedule) at least twenty-one (21) days prior to the Planning Board Meeting at which the plans might be considered. Failure to apply for final approval by submission of final subdivision plans within three (3) years of preliminary approval shall cause approval of the preliminary plans to expire.
- Submit a final review escrow deposit, plus the application fee, at the time the final plans and application are submitted to the Secretary of PLANNING Board or designee
- Application fee(s) must be paid with a separate check from escrow deposit(s)

III. INSTRUCTIONS FOR APPLICATIONS (Cont.)

- Applications for major subdivisions require a public hearing on notice as follows:
 - Publication of a notice of public hearing in the Gloucester County Times at least 10 days prior to the date for hearing.
 - Written notice of public hearing to the owners of property on the current tax list within 200 feet on all sides of the property which is the subject of the hearing, by personal delivery or by certified mail, at least 10 days prior to the date for hearing.
 - If the subject property is within 200 feet of an adjoining municipality, written notice by the same method must be given to the clerk of that municipality, as well as owner of land in the adjoining municipality located within 200 feet of the subject property. The names of the owners as shown on the current tax list within 200 feet of the subject property may be obtained from the Township Clerk for a fee of \$10.00.
 - If the subject property is adjacent to a county highway, written notice by the same method must be given to the Gloucester County Planning Board.
 - If the subject property is adjacent to a State highway, written notice by the same method shall be given to the New Jersey Commissioner of Transportation in Trenton.
 - The applicant must submit proof of publication and an affidavit of service on the property owners within 200 feet of the subject premises no later than the time of the public hearing at which the Planning Board will have jurisdiction to consider the matter.

7. Site Plan Review Applications

- Eighteen copies of the application and eighteen copies of the site plan shall be submitted to the Secretary of the Planning Board.
- Include the necessary fees, no less than twenty-one (21) days prior to the meeting of the Planning Board at which the site plan might be considered.
- Submit a preliminary review escrow deposit, plus a per lot fee; a final review escrow deposit, plus a per lot fee, must be provided with the application fee, at the time the site plan and application are submitted to the Secretary of the Planning Board or designee. Application fee(s) must be paid with a separate check from escrow deposit(s).
- Amended preliminary or final site plan reviews require escrow deposits for residential plans and per acre for non-residential land are required. *(At the discretion of the Planning Board, an applicant may seek preliminary and final review simultaneously, in which case the Board will combine the required fees and escrows.)*
- Applications for major subdivisions require a public hearing on notice as follows:
 - Publication of a notice of public hearing in the Gloucester County Times at least 10 days prior to the date for hearing.

III. INSTRUCTIONS FOR APPLICATIONS (Cont.)

- Written notice of public hearing to the owners of property on the current tax list within 200 feet on all sides of the property which is the subject of the hearing, by personal delivery or by certified mail, at least 10 days prior to the date for hearing.
- If the subject property is within 200 feet of an adjoining municipality, written notice by the same method must be given to the clerk of that municipality, as well as owner of land in the adjoining municipality located within 200 feet of the subject property. The names of the owners as shown on the current tax list within 200 feet of the subject property may be obtained from the Township Clerk for a fee of \$10.00.
- If the subject property is adjacent to a county highway, written notice by the same method must be given to the Gloucester County Planning Board.
- If the subject property is adjacent to a State highway, written notice by the same method shall be given to the New Jersey Commissioner of Transportation in Trenton.
- The applicant must submit proof of publication and an affidavit of service on the property owners within 200 feet of the subject premises no later than the time of the public hearing at which the Planning Board will have jurisdiction to consider the matter.

8. Use Variances Applications

Eighteen copies of the application and eighteen copies of the plan shall be submitted to the Secretary of the Planning Board. Include the necessary fees no less than twenty-one (21) days prior to the Planning/Zoning Board Meeting at which the application might be considered. Applications for major subdivisions require a public hearing on notice as follows:

- Publication of a notice of public hearing in the Gloucester County Times at least 10 days prior to the date for hearing.
- Written notice of public hearing to the owners of property on the current tax list within 200 feet on all sides of the property which is the subject of the hearing, by personal delivery or by certified mail, at least 10 days prior to the date for hearing.
- If the subject property is within 200 feet of an adjoining municipality, written notice by the same method must be given to the clerk of that municipality, as well as owner of land in the adjoining municipality located within 200 feet of the subject property. The names of the owners as shown on the current tax list within 200 feet of the subject property may be obtained from the Township Clerk for a fee of \$10.00.
- If the subject property is adjacent to a county highway, written notice by the same method must be given to the Gloucester County Planning Board.

III. INSTRUCTIONS FOR APPLICATIONS (Cont.)

If the subject property is adjacent to a State highway, written notice by the same method shall be given to the New Jersey Commissioner of Transportation in Trenton.

The applicant must submit proof of publication and an affidavit of service on the property owners within 200 feet of the subject premises no later than the time of the public hearing at which the Planning Board will have jurisdiction to consider the matter.

9. Bulk Variances

- Eighteen copies of the application and eighteen copies of the plan shall be submitted to the Secretary of the Planning Board
- Include the necessary fees no less than twenty-one (21) days prior to the Planning/Zoning Board Meeting at which the application might be considered.
- Applications for major subdivisions require a public hearing on notice as follows:
 - Publication of a notice of public hearing in the Gloucester County Times at least 10 days before the date for hearing.
 - Written notice of public hearing to the owners of property on the current tax list within 200 feet on all sides of the property which is the subject of the hearing, by personal delivery or by certified mail, at least 10 days prior to the date for hearing.
 - If the subject property is within 200 feet of an adjoining municipality, written notice by the same method must be given to the clerk of that municipality, as well as owner of land in the adjoining municipality located within 200 feet of the subject property. The names of the owners as shown on the current tax list within 200 feet of the subject property may be obtained from the Township Clerk for a fee of \$10.00.
 - If the subject property is adjacent to a county highway, written notice by the same method must be given to the Gloucester County Planning Board.
 - If the subject property is adjacent to a State highway, written notice by the same method shall be given the New Jersey Commissioner of Transportation in Trenton.
 - The applicant must submit proof of publication and an affidavit of service on the property owners within 200 feet of the subject premises no later than the time of the public hearing at which the Planning Board will have jurisdiction to consider the matter.

IV. THE MEMORIALIZATION OF RESOLUTION

All decisions of the Planning/Zoning Board upon an application for development of land or appropriate variance must be memorialized by a written resolution. Approvals of applications require a notice of decision to be published in the Gloucester County Times. The Planning/Zoning Board Attorney prepares the The Notice of Decision.

The only avenue of appeal from a decision of the Planning/Zoning Board under present law is to the Superior Court of New Jersey, within 45 days of notice of the Board's approval or disapproval.

The applicant is responsible for filing with the county clerk a minor subdivision plat, or deed describing the minor subdivision, signed by the Chairman and Secretary of the Planning/Zoning Board, within 190 days from the date of approval or the approval will expire. Thereafter the applicant must receive re-approval before filing of the plat or deed.

GREENWICH TOWNSHIP PLANNING/ZONING BOARD FEE SCHEDULE SUMMARY

Fee Schedule: Fees must be submitted with the application prior to the regularly scheduled Planning/Zoning Board meeting. Adjustments to the escrow accounts may be periodically necessary to replenish. Notice of additional fees will be submitted in writing by the CFO. When any escrow amount has been depleted so that less than one-half thereof remains, the applicant must replenish the escrow account, to the full amount within twenty (20) days of written notice from the Municipality.

A. Minor Subdivision:	\$200 (non-refundable)
B. Major Subdivision	
Preliminary:	\$200 (non-refundable)
Final or Preliminary/Final:	\$500 (non-refundable)
C. Major Subdivision	
Amended Prelim- or Final:	\$250 (non-refundable)
D. Site Plan Review	
Preliminary:	\$300 (non-refundable)
Final or Prelim/Final:	\$500 (non-refundable)
E. Amended Preliminary or Final Site Plan:	\$300 (non-refundable)
F. Use Variance:	\$500 (non-refundable)
G. Conditional Use:	\$300 (non-refundable)
H. Other Variances:	\$250 (non-refundable)

Escrow Deposits: (Escrow deposits are applied toward Engineering, Planning, and Legal costs)

A. Minor Subdivision:	\$1000 + \$500/lot
B. Preliminary Major Subdivision:	
Ten (10) or fewer lots:	\$5000 + \$100/lot
Eleven (11) or more lots:	\$7500 + \$200/lot
C. Final Major Subdivision:	
Ten (10) or fewer lots:	\$5000
Eleven (11) or more lots:	\$7500 + \$50/lot
D. Amended Preliminary Major Subdivision:	
Ten (10) or fewer lots:	\$5000
Eleven (11) or more lots:	\$5000 + \$50/lot
E. Site Plan Review:	
Preliminary:	\$2500, or \$1000/acre, or \$5000/building area in excess of 20,000 sq. ft.
Final or Preliminary/Final:	\$1500 + \$1000/acre, or \$5000/building area in excess of 20,000 sq. ft.
Amended Preliminary Final:	\$1500 + \$1000/acre, or \$5000/building area in excess of 20,000 sq. ft.

Note: In the discretion of the Planning Board, an applicant may seek preliminary and final review simultaneously in which case the Board may combine or reduce the required deposits.

F. Conditional Use Application:	\$2500 + applicable site plan escrow
G. Use Variance:	\$1500 + applicable site plan escrow
H. Variances, other than use:	\$1000 + applicable site plan escrow
I. Oversize Sign Applications:	\$1000
J. Waiver of Site Plan Approval:	\$1000

APPLICATION FOR LAND DEVELOPMENT

Greenwich Township Planning/Zoning Board
Municipal Building
Gibbstown, New Jersey 08027

Number: _____
Date: _____

Application is hereby made for approval of Land Development as herein described and shown on the accompanying plans in accordance with the Code of the Township of Greenwich, Chapter 131 entitled "Subdivision of Land and Site Plan Review," Chapter 97 entitled "Land Use Procedures," Chapter 148 entitled "Zoning," and the fees relating to such land development applications Included in said Code.

Check type of application submitted:

SUBDIVISION: Concept _____ Major, Preliminary _____ Minor _____ Major, Final _____

SITE PLAN: Concept _____ Major (Conventional) _____

CONDITIONAL USE: _____

Conditional Use Requested: _____

VARIANCE: _____

Variance Requested: _____

GENERAL INFORMATION

1. Applicant _____
Phone: _____
Address: _____
Zip: _____
(correspondence will be sent to the above)

2. Owner of Premises: _____ Phone: _____
Address: _____ Zip: _____

3. Nature of applicants' interest, if other than owner:

4. If applicant is a partnership, corporation or company, give the name and address of the principals:

Name: _____ Title: _____

Address: _____ Zip: _____

5. Location of Property:

Street Address: _____
Tax Map Page ___ Block # ___ Lot # ___

Zoning Classification: _____, Tract area: _____ acre(s)

6. List and types of all streets on which the development abuts: _____
State Highway _____ County Highway _____ Municipal Highway _____

7. Dimensions of Property: _____
Total area in square feet or acres _____ frontage _____ If corner lot, specify both frontages: _____

8. Indicate Present Use:

9. Proposed Use, if other than Present:

10. Proposed Development Name: _____

GENERAL INFORMATION (CONT.)

11. Professionals: Attorney of Record

_____ Name

_____ Address

Associates Telephone _____

Planner/Engineer - _____

Name and Professional Address _____

Associates Telephone _____

Other professionals submitting plans, data, or reports: (Please attach a separate sheet listing name, address, telephone, profession and itemization of material submitted.)

12. Property is part of minor or major subdivision granted on (date) _____.

13. The Board of Adjustment () or Planning Board () granted a special exception or conditional use () or a Bulk () or Use () variance on ((date) _____.

14. Description of the proposed development. Indicate present use; if subdivision, include number of lots; if site plan, indicate proposed use: _____

15. Are the following utilities existing? **Paved Streets** YES NO **Storm Sewers** YES
NO **Curbs** YES NO **Water** YES NO **Sidewalks** YES NO **Gas** YES NO
Sanitary Sewer YES NO **Electric** YES NO Other _____
(Specify): _____

16. Property taxes and / or assessments for local improvements levied against the property proposed to be developed / subdivided have been paid through _____, 20__ Proof of payment must accompany this application.

GENERAL INFORMATION (CONT.)

17. List plans and documents submitted. (See appropriate Code for submission requirements, number of copies, etc. All development plans submitted for review and action by the Planning Board MUST be prepared by a professional Engineer, Architect and / or Land Surveyor licensed by the State of New Jersey, as indicated by Code.)

PLAN OR DOCUMENT -Title and Date
PREPARED BY ?

18. If a public hearing and notice is required, copy of notice and affidavit of service is required at the public hearing.

B. SUBDIVISION INFORMATION: (Complete if subdivision requested)

1. Number of Proposed Lots: _____

2. Average Lot Size in square foot or acres: Proposed _____
Required _____

3. Average Street Frontage: Proposed _____
Required _____

4. Will any new streets be created? Yes _____ No _____

5. Purpose of Subdivision: **Existing** Residential _____
Proposed Industrial _____ Mixed Use _____ Commercial _____
Required Office _____ Agriculture _____

1. Minimum Lot Area:

C. SITE PLAN INFORMATION: (Complete if site plan requested)

2. Building Coverage Limit

3. Front Yard

4. Side Yard

5. Rear Yard:

15

6. Frontage

7. Impervious Coverage Limit _____

GENERAL INFORMATION (CONT.)

	Existing	Proposed	Required
8. Clearing Limit	_____	_____	_____
9. Vegetated Area	_____	_____	_____
10. Number of Curb Cuts	_____	_____	_____
11. Parking Spaces	_____	_____	_____
12. Building Height	_____	_____	_____
13. Gross Floor Area	_____	_____	_____

14. How is the Site Plan being presently used?

15. Does the Site Plan contemplate use of existing building(s)? Yes ___ No ___

16. Briefly describe what the site plan proposes: _____ -

D. WAIVER (S): (Complete if waiver requested)

1. Site Plan / Subdivision Filing:

Briefly describe each filing requirement waiver you are seeking:

2. Site Plan / Subdivision Design Standards:

Briefly describe each filing requirement waiver you are seeking:

E. OTHER AGENCIES: (Other approvals required and date plans submitted)

1. NJ Department Environmental Protection: YES__ NO__ MONTH, DAY ,YR
2. Gloucester County Soil Conservation District YES__ NO__ MONTH, DAY ,YR
3. Gloucester County Planning Board YES__ NO__ MONTH, DAY ,YR

GENERAL INFORMATION (CONT.)

4. New Jersey Department of Transportation YES__ NO__ MONTH, DAY ,YR

5. Other: _____ YES__ NO__ MONTH, DAY ,YR

F. SUPPLEMENTAL INFORMATION:

1. Have there been previous application(s) filed with respect to the property within the last five years: YES ____ NO ____ If yes, state the nature, date and disposition of each prior application:

2. Expert Witness (When Applicable) List the name, address and field of expertise each witness proposed to be used:

<u>Name</u>	<u>Address</u>	<u>Field</u>

3. Describe any deed restriction(s) affecting the property:

4. Describe any deed restriction proposed by the applicant.

5. Describe any easement(s) or right(s) of way affecting the property.

6. Describe any easement(s) or right(s) of way proposed by the applicant.

GENERAL INFORMATION (CONT.)

7. If other than to the applicant, to whom should Greenwich Township reports and correspondence be sent:

Name /Address

G. CERTIFICATION OF APPLICANT:

The undersigned certify that the applicant(s) named in the foregoing application is/are legally authorized to submit the foregoing application and sign this Certification on behalf of the applicant. The undersigned certify that the information stated in the foregoing application and submissions therewith are true and correct. The undersigned realize that if any of the foregoing statements are willfully false, they are subject to

punishment.

Signature _____

Signature _____

Print Name: _____

Print Name: _____

Print Title: _____

Print Title: _____

Date: _____

Date: _____

GENERAL INFORMATION (CONT.)

H. CERTIFICATION OF OWNER:

The undersigned hereby certify _____ is/are the owner(s) of the property which is the subject of the foregoing application and that the applicant named therein has been authorized to submit said application to the Greenwich Township Planning Board. The undersigned certify that they are said owner(s) or is/are legally authorized to sign this Certification on behalf of the owner. The undersigned realize that if any of the foregoing statements are willfully false, they are subject to punishment.

Signature _____

Signature _____

Print Name: _____

Print Name: _____

Print Title: _____

Print Title: _____

Date: _____

Date: _____

For Township Use Only:

Received on: _____

Certification completed on: _____ **by:** _____

Submitted to GCP/ZB on: _____

Fee Amount \$ _____

Action Taken _____

Meeting on: _____

GENERAL INFORMATION (CONT.)

I. CERTIFICATION CORPORATE/PARTNERSHIP:

To be completed if the applicant is a corporation or partnership and if the application seeks permission to subdivide a parcel of land into six (6) or more lots, or seeks a variance to construct a multiple dwelling of twenty-five (25) or more family units, or seeks site plan approval of a site to be used for commercial purposes in accordance with N.J.S.A. 40:55D 48.1.

The undersigned hereby certifies that he is an authorized representative of the applicant(s) named in the foregoing application and that the applicant is a corporation () / partnership (). The undersigned hereby certifies that the name and address of all shareholders or individual partners owning at least 10% of the stock of the corporation or at least 10% of the interest in the partnership is: _____

Signature(s) _____

Print Name(s): _____

Print Address: _____

The undersigned realize that if any of the foregoing statements are willfully false, they are subject to punishment.

Signature(s): _____

Print Name(s): _____

Print Title(s): _____

Date: _____

(If any of the above owner(s) is a corporation or partnership, the applicant is required to disclose the name and address of each individual holding a 10% interest, or greater, in the named corporation or partnership which shall be divulged in the same format as the above pursuant to the N.J.S.A. 40:55D-48.2) Attach a separate sheet if needed.

This Application was prepared by: _____

Print Name: _____

GENERAL INFORMATION (CONT.)

APPLICANT:

I SWEAR THAT THE ABOVE APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature: _____

Print Name and Title: _____
(Name) *(Title)*

Sworn to and Subscribed before me this _____ day of _____, 20__ .

_____ Notary Public Signature and Seal

APPLICATION FOR VARIANCE.

Greenwich Township Planning/Zoning Board
Municipal Building
Gibbstown, NJ 08027

NUMBER: _____
DATE: _____

Application is hereby made for approval of Land **Development** as herein described and shown on the accompanying plans in accordance with the Code of the Township of Greenwich, Chapter 1 3 1 entitled "Subdivision of Land and Site Plan Review," Chapter 91 entitled "Land Use **Procedures**," Chapter 148 entitled "Zoning," and the fees relating to such land development applications Included in said Code.

Check type of application submitted:

CONDITIONAL USE _____ Conditional Use Requested: _____

VARIANCE: _____ Variance Requested: _____

GENERAL INFORMATION

1. Applicant: _____ Phone :() _____

Address: _____ Zip: _____

(Correspondence will be sent to the above)

2. Owner of Premises: _____ Phone: () -----

Address: _____ Zip: _____

3. Nature of applicant's interest, if other than owner: -----

4. If applicant is a partnership, corporation or company, give the name and address of the principals:

Name: _____ Title: _____

Address: _____ Zip: _____

5. Location of Property: Street Address _____

Tax Map: _____ Page, _____ Block(s): _____ Lot(s): _____

Zoning Classification: _____ Tract area: _____ acres

List all streets on which the development abuts: _____

6. Property is part of minor __ or major __ subdivision granted on _____, 20

The Board of Adjustment () or Planning Board () granted a special exception or conditional use () or a Bulk () or Use () variance on _____.

8. Description of the proposed development. Indicate present use, if subdivision, include number of lots; if site plan, indicate proposed

use: _____

9. Are the following utilities existing?

Paved Streets
Yes ___ No ___

Storm Sewers
Yes ___ No ___

Curbs
Yes ___ No ___

Water
Yes ___ No ___

Sidewalks
Yes ___ No ___

Gas
Yes ___ No ___

Sanitary Sewer
Yes ___ No ___

Other (Specify):

_____ Electric _____
_____ Yes ___ No ___

accompany this application.

PLAN OR DOCUMENT – Title and Date

PREPARED BY

VARIANCE QUESTIONS

Complete if variance(s) requested.

1. Briefly describe each variance requested, and for each variance requested list the section(s) of the code from which relief is being sought. _____

2. If a "Use" variance is requested, state the special reason(s) the applicant relies upon to support the application. _____

3. If a "Bulk" variance is requested, what are the exceptional conditions of the property preventing the applicant from complying with the zoning ordinance?

~~4. If a Bulk variance is requested and the applicant does not contend there are exceptional conditions of the property, what purpose of the Municipal Land Use Act will be advanced if the variance(s) is/are granted and in what way will the benefits to be derived from granting the variance will outweigh any detriment?~~

~~11. List plans and documents submitted. (See appropriate Code for submission requirements; number of copies, etc. All development plans submitted for review and action by the Planning Board **MUST** be prepared by a professional Engineer, Architect and / or Land Surveyor licensed by the State of "New Jersey, as indicated by Code.)~~

5. Supply a brief statement of fact showing why the relief requested can be granted without substantial detriment to the public good and without impairment to the intent and purpose of the Township's Master Plan and Zoning Ordinance:

VARIANCE CHECKLIST

(REQUIRED SUBMISSION by APPLICANT)

Date: _____

Submit 5 copies of the preliminary Application and Supporting Documents (application dependent) for determination of completeness.

Requirements for Submittal:

1. _____ Application Form (18 Copies)
2. _____ Monthly Meeting Date
3. _____ Application Deadline
4. _____ Application Fees
5. _____ Escrow Fees
6. _____ Site Plans (Plot Plan -18 Copies)
7. _____ Proof of Taxes Paid to Date
8. _____ Request for List of Property Owners
9. _____ List of Property Owners within 200'
10. _____ Certification of Service Notice upon Adjoining Land Owners
11. _____ Notices of Certified Mail (Green Cards/Receipts)
12. _____ Proof of Publication
13. _____ Copy of County Planning Board Application
14. _____ Variance Questions Answered

*6. Greenwich Township
Planning Board: Variance Requirements*

NOTICE OF HEARING

TAKE NOTICE that on _____, the _____ day of _____, 20__, at 7:30 P.M. before the Planning/Zoning Board of the Township of Greenwich, at 21 North Walnut Street (second floor), Gibbstown, New Jersey, a public hearing will be held on the application of _____, for approval of _____, as to Lot _____, Block _____, Plate _____, on the Tax Map of the Township of Greenwich, Gloucester County, New Jersey.

Any interested party may appear at the hearing to speak for or against the application.

A copy of the application and plans are on file in the municipal building of Greenwich Township at 420 Washington Street, Gibbstown, New Jersey, and may be examined during business hours between 9:00 A.M. and 4:00 P.M., Monday to Friday.

Dated: _____, 20__ Signed: _____

(Applicant)

AFFIDAVIT OF SERVICE

Application of: _____

for approval of: _____

STATE OF NEW JERSEY _____ COUNTY OF GLOUCESTER

_____, being of full age, being duly sworn according to law, Upon _____ oath, deposes and says.

I am the _____ of _____ applicant for approval of _____ by the Greenwich Township Planning/Zoning Board.

2 On _____, 20__, I caused to be published in the Gloucester County Times, a newspaper published daily in Gloucester County, a Notice of Hearing, in the form annexed, in relation to the public hearing on the said application. A copy of the newspaper proof of publication is also annexed.

3 On _____, 20__, I served personally with a copy of the Notice of Hearing, the property owners contained on the attached list at the addresses shown.

4 On _____, 20__, I mailed a copy of the Notice of Hearing by certified mail to the property owners contained on the attached list at the addresses shown.

LIST REQUEST -PROPERTY OWNERS

Pursuant to the provisions of C.40:55D-12c, the Administrative Officer of (he Municipality shall within seven (7) days after receipt of a request and upon receipt of payment of a fee of \$0.25 per name, or \$10 whichever is greater, certify a list from the current tax duplicate of name(s) and address(es) of owners to whom the applicant is required to give notice.

DATE: _____, 20__

NAME: _____

ADDRESS: _____

PHONE: _____

TO WHOM IT MAY CONCERN: I _____ HEREBY

REQUEST A CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET OF:

BLOCK: _____ LOT: _____ ENCLOSED

PLEASE FIND THE REQUESTED FEE OF \$ _____

SIGNATURE _____

Sworn to and Subscribed

Applicant before me

this _____ day of _____, 20__

NOTICE OF HEARING TO PROPERTY OWNERS

Date: _____

TO WHOM IT MAY CONCERN:

Notice is hereby given that a public hearing will be held before the Greenwich Township Planning/Zoning Board on _____ at _____ in the
(DATE) (TIME)

Second floor meeting room at 21 North Walnut Street, Gibbstown, New Jersey on the application of _____
[Name -Applicant(s) / Owner(s)] for a

Minor Subdivision

Major Subdivision

Minor Site Plan

Major Site Plan

to: _____

on property located at: _____

and known as Block _____, and Lot _____ of the Greenwich Township Tax Map.

Application and corresponding documents are on file in the Municipal Clerk's Office of Greenwich Township and are available for public inspection between the hours of 9:00 A.M. and 4:30 P.M., Monday through Friday

(Applicants Name and Mailing Address)

NOTICE-This notice must be personally served and / or received by certified or registered mail at least 10 days prior to the hearing date.

SUBDIVISION, SITE PLAN CHECKLIST

(REQUIRED SUBMISSION by APPLICANT)

Date _____ Submit 5 copies of the preliminary Application and Supporting Documents (application dependent) for determination of completeness

PART 1 -Important Information to be Supplied

1. _____ Application Form, Site Plan (1 8 Copies each of FINAL) and Required Fee
2. _____ True and Accurate Plot at Scale. Uniform sheet size, Block, Lot, Plate, Track Name Owner(s) of Record
3. _____ Zoning Classification of Property, Location of Proposed Buildings, Open Space, Parking or Recreation Areas.
4. _____ Soil Conservation Service Soil Classification
5. _____ Acreage of Tract to nearest 1/10thAcre
6. _____ Contours at 2 Foot Intervals maximum, extended 200 Feet beyond Lot Lines where possible.
7. _____ Location of Water Sources; their Extent Surface Elevation, Depths and their Flood Plains; Wetlands Delineation
8. _____ All Lot Lines, Setback Lines, Railroads and their Right of Ways, Location and Purpose of any Easement. Underground or Overhead Utility Lines of any Street which abut the Property
9. _____ Parking Schedule in Accordance with Zoning Ordinance
10. _____ Parking and Circulation Plan showing Location, and Arrangement Vehicular Accessways and the Location, Size, and Capacity of All Parking and Loading Areas.
11. _____ Complete Landscape Plan, including Size and Type of All Plantings.
12. _____ Paving Construction Detail: Sidewalk, Curbs and All Other Areas Devoted to Pedestrian Use.
13. _____ Drainage Plan Containing Size, Location, and Slope of any existing or Proposed Pipes.

SUBDIVISION, SITE PLAN CHECKLIST(Cont.)

(Required Submission by Applicant)

14. _____ Size, Type, Invert Elevation and Location of any Existing or Proposed Drainage Inlets
15. _____ Proposed Contours with Intervals of 1 Foot for more than 3% but less than 15% and 5 feet when 15% or more. Show Location Ditches, Swales, Berms, and Streams.
16. _____ Drainage Calculations to Substantiate the Capacity of Drainage System.
17. _____ Buildings Front, Side and Rear Elevations and Floor Plan
18. _____ Key Map Showing Location of Site within Township
19. _____ Site Lighting Plan
20. _____ Copy of Protective Covenants. Submit Deed Restrictions Applying to Tract.
21. _____ Any Other Information which is Deemed to be Necessary for the Review of the Site Plan by the Board

Part II -Requirements for Submittal

1. _____ Application Form (18 Copies)
2. _____ Monthly Meeting Date
3. _____ Application Deadline
4. _____ Application Fees
5. _____ Escrow Fees
6. _____ Site Plans (Plot Plan -18 Copies)
7. _____ Proof of Taxes Paid to Date
8. _____ Request for List of Property Owners
9. _____ List of Property Owners within 200'
10. _____ Certification of Service Notice upon Adjoining Land Owners

SUBDIVISION, SITE PLAN CHECKLIST (Cont)
(Required Submission by Applicant)

- 11. _____
Notices of Certified Mail (Green Cards/Receipts)
- 12. _____
Proof of Publication
- 13. _____
Copy of County Planning Board Application
- 14. _____
Variance Questions Answered

**AN ORDINANCE AMENDING CHAPTER 129,
ARTICLE I OF THE GREENWICH TOWNSHIP CODE
PERTAINING TO "CURBS AND SIDEWALK"**

ORDINANCE NO. 11 -2008

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWNSHD?

OF GREENWICH AS FOLLOWS:

WHEREAS, the Mayor and City Council have reviewed the Code of Greenwich Township, specifically Chapter 129, Article I pertaining to curbs and sidewalks; and

WHEREAS, the Mayor and City Council have considered the mechanism in place for the waivers of curb and sidewalk installation and repair; and

WHEREAS, the Mayor and City Council have determined that the Greenwich Township Planning/Zoning Board is a more appropriate forum for consideration of waiver requests;

BE IT ORDAINED AND ENACTED by the Mayor and City Council of the Township of Greenwich, County of Gloucester and State of New Jersey as follows:

Chapter 129, §129-3 is hereby repealed and replaced with the following:

§129-3 Variances and/or waiver requirements.

Any property owner or party under contract to purchase a property may seek a variance from the provisions set forth above by making application to the Planning/Zoning Board of the Township of Greenwich under the following terms and conditions.

A. VARIANCE SEEKING RELIEF FROM THE REQUIREMENT OF INSTALLING SIDEWALKS AND CURBS.

A property owner or party under contract to purchase a property, seeking relief from the requirement of installing or replacing sidewalks or curbs as

required by this Ordinance, may make application to the Planning/Zoning Board of the Township of Greenwich for a variance. The application shall be treated and reviewed in accordance with and under the same laws and criteria as apply to a variance sought under the provisions of N.J.S.A. 40:55D-70d. The lack of sidewalks comports with the nature and character of the area or neighborhood where the property is located; and

The lack of sidewalks does not detrimentally impact the

b.

surrounding properties; and

The lack of sidewalks does not constitute a hazardous

c.

B. VARIANCES SEEKING RELIEF FROM THE CURB AND SIDEWALK SPECIFICATIONS.

A property owner or a party under contract to purchase a property, seeking relief from the curb and sidewalk specifications required by this Ordinance, may make application to the Planning/Zoning Board of the Township of Greenwich for a variance. The application shall be treated and reviewed in accordance with and under the same laws and criteria as apply to a variance sought under the provisions of N.J.S.A. 40:55D-70c. commonly referred to as a "C" variance. In addition to the criteria applied by law to such a variance, the applicant must meet each of the following conditions:

- a. The variance from the specifications comports with the nature and character of the area or neighborhood where the property is located; and
- b. The variance from the specifications does not detrimentally impact the surrounding properties; and
- c. The variance from the specifications does not or will not create a hazardous condition.

All appeals from decision of the Planning/Zoning Board pursuant to this Ordinance must be taken to the Superior Court of New Jersey by an Action in Lieu of Prerogative Writ brought within 45 days of the publication of the notice of decision.

This Ordinance shall take effect twenty (20) days after adoption and publication as required by law.

Introduced at a regular meeting of the Mayor and Council of the Township of Greenwich held on the _____ day of _____, 2008 and passed upon a second reading of the Mayor and Council held on the _____ day of _____, 2008.

ATTEST
: _____ TOWNSHIP OF
GREENWICH

X _____
LORI L. BIERMANN, Acting
Municipal Clerk

X _____
GEORGE W. SHIVERY,
JR, MAYOR

C. FEES, COSTS, AND ESCROWS IN CONNECTION WITH SIDEWALK AND CURBING VARIANCE APPLICATIONS.

Any applicant seeking a variance under this section shall be responsible for the payment of all fees, costs, escrows and that are required in an application for a variance before the Planning/Zoning Board of Greenwich Township.

F:\WPDOCS\Greenwich\GT009_Curbs&SidewalkOrdinanceOrdinance_Revise-Wpd

**AFFIDAVIT TO THE GREENWICH TOWNSHIP ZONING OFFICIAL
REQUEST FOR WAIVER OF SITE PLAN APPROVAL PURSUANT TO ORDINANCE
§131-3(F)**

Applicant(s): _____

Address: _____

Telephone Number: _____ Fax: _____

Lot: _____ Block: _____ Zoning District: _____

Property Address: _____

Prior/Present Use of the Property:

I, _____, of full age, upon my oath, do hereby depose and say:

1. Choose One:

- A. I am the purchaser of the above property
- B. I am the purchaser of the property and business on the above property
- C. I am the purchaser of the business on the above property or intend to operate the same business on the property

2. I intend to operate the same business or same type business that is presently being operated on the property or which was the last business operated on the property. This business shall consist of:

3. I have reviewed the provisions of §131-3(E). My operation of the business on the property will meet all of the conditions set forth in said ordinance. Specifically, my operation of the business on said property:

- A. Will involve the existing building;
- B. Will require no new construction;
- C. Will not require any additional parking requirements or need;
- D. Will not involve any significant change in on-site traffic or traffic flow;
- E. Will not require the construction of a building for agricultural purposes; F. Will not require any off-site improvements;
- G. Will not cause any change in the existing drainage;
- H. Will not require any additional utility connections.

4. The site is in full compliance with any and all prior site plan approvals, if any.

5. The site is in full compliance with all sidewalk and curb requirements or an appropriate waiver has been obtained.

6. I represent that the above statements are true to the best of my knowledge, information and belief and I understand that if any of the above is willfully false, that I am subject to punishment. I further understand and acknowledge that Greenwich Township and the Greenwich Township Zoning Official are relying upon the truthfulness of my statements contained in this affidavit in connection with their decision to grant or deny my request for a waiver of site plan approval and that in the event any of the above statements are false or inaccurate that the Zoning Official may revoke my approval upon seven (7) days notice to me.

Applicant (Print name): _____

Applicant (Print name): _____

STATE OF NEW JERSEY :

: ss

COUNTY OF _____:

BE IT REMEMBERED that on this _____ day of _____, 20____, before me, the undersigned authority, being a Notary Public of the State of New Jersey, personally appeared _____, to me known to be the individual(s) described in and who executed the foregoing affidavit, and who acknowledged to me that the statements contained therein were true to the best of their knowledge, information and belief, and that the execution thereof by such individual(s) was done freely and voluntarily for the purposes therein expressed.

Notary Public: _____