

PLANNING APPLICATION

CITY OF BURLINGTON LAND USE BOARD APPLICATION

APPLICATION FOR:

- Informal Review
- Sketch Plan Review
- Minor Subdivision Review
- Site Plan Review Waiver
- Preliminary Subdivision Review
- Preliminary/Final Subdivision Review
- Final Site Plan Review
- Change of Use Review
- Variance(s)

FOR OFFICIAL USE ONLY:

- Fee Paid: _____
- Date Paid: _____
- Plans Attached: _____
- Date Submitted: _____
- Hearing Date: _____
- Proof of Service: _____
- Disposition: _____

Case #: _____

1. IDENTIFICATION OF PARTIES

Applicant: Name: _____
Address: _____
Telephone: _____

Check One: () Owner () Lessee () Purchaser () Developer () Other _____

Property Owner: Name: _____
Address: _____
Telephone: _____

2. SURVEYOR/ENGINEER PREPARING PLANS

Name: _____
Address: _____
Telephone: _____

3. PROPERTY IDENTIFICATION

Street Address: _____
Tax Map: Sheet _____ Block(s) _____ Lot(s) _____ Zone: _____

4. PROPERTY DESCRIPTION PRIOR TO PROPOSED CHANGES

Area: _____, Square Feet **Frontage:** _____, Feet

Depth: _____, Feet **Width:** _____, Feet

Road Jurisdiction _____
(Municipal, County or State)

Nature of Surrounding Area (Residential, Commercial, Industrial, Vacant)

North _____ South _____
East _____ West _____

5. PROPOSED SUBDIVISIONS

Subdivision Name (if any): _____

Present Uses: _____

Number of Proposed Lots: _____

Area of Each Lot to be Subdivided: _____

_____ Square Feet

Development Plans (explain plans, whether to sell lots, construct buildings, divide existing buildings, etc.): _____

Proposed Uses (explain plans of proposed uses, such as residential homes, commercial buildings, industrial buildings, storage areas, etc.): _____

Proposed Retention (explain plans, whether owner will retain certain area, convey certain area, etc.): _____

6. PROPOSED SITE REVIEW

Site Name (if any): _____

Present Uses: _____

Proposed Use: _____

Proposed changes to existing land and structures (explain plans for signs, number of employees, traffic patterns, lighting, type of service or product, etc.): _____

7. EXISTING STRUCTURES

Description: _____

Perimeters: _____ Feet by _____ Feet

Setback: _____ Feet Rear Yard _____ Feet

Side Yards: _____ Feet and _____ Feet

Height: _____ Feet Floor Area: _____ Sq. Feet

Percentage of Building to Lot Area: _____ %

Percentage of Impervious Cover to Lot Area: _____ %

Prevailing Setback of Adjacent Buildings: _____ Feet

ZONING REQUIREMENTS:

Setback _____; Rear Yards _____; Side Yard _____;
Height _____; Floor Area _____; Percentage Building _____

Is This Structure to be Demolished or Altered? _____

**8. PROPOSED STRUCTURES (use separate sheet for each structure)
See Attachment "A".**

Description: _____
Perimeters: _____ Feet by _____ Feet
Setback: _____ Feet Rear Yards: _____ Feet
Side Yards: _____ Feet and _____ Feet
Height: _____ Feet Floor Area: _____ Sq. Ft.
Percentage of Building to Lot Area: _____ %
Percentage of Impervious Cover to Lot Area: _____ %

9. RELIEF REQUEST

Type of Relief Requested (appeal, use variance, etc.):

Description of Relief Requested: _____

Reasons Supporting Relief Requested: _____

10. PRIOR APPEALS

Describe the nature and indicate the disposition of any prior appeals involving the subject property as may have been previously considered by the City of Burlington Zoning Board of Adjustment or the Planning Board (attach a copy of any decision):

11. ADDITIONAL APPROVALS

Check the following appropriate columns are to any approvals which are required from other agencies: (check only if applicable). Attach copy of same.

<u>Burlington City</u>	<u>Date Submitted</u>	<u>Date Approved</u>
<input type="checkbox"/> Historic Commission	_____	_____
<input type="checkbox"/> Zoning Board of Adjustment	_____	_____
<u>Burlington County</u>		
<input type="checkbox"/> Planning Board	_____	_____
<input type="checkbox"/> Soil Conservation District	_____	_____
<u>State of New Jersey</u>		
<input type="checkbox"/> Sewer Extension	_____	_____
<input type="checkbox"/> Stream Encroachment	_____	_____
<input type="checkbox"/> Waterfront Development	_____	_____
<input type="checkbox"/> Wetlands	_____	_____
<input type="checkbox"/> Riparian Conveyance	_____	_____
<input type="checkbox"/> Department of Transportation	_____	_____
<u>Regional/Federal</u>		
<input type="checkbox"/> Delaware River Basin Commission	_____	_____
<input type="checkbox"/> Army Corps of Engineers	_____	_____
<u>Others (describe)</u>		
<input type="checkbox"/> _____		

12. OTHER SUPPORTING INFORMATION OR DOCUMENTS: _____

CERTIFICATION IN LIEU OF NOTARY

I hereby certify that I am the owner of the subject property and that the information and exhibits submitted in this application are true and correct and that I am subject to punishment if found to be false.

Dated: _____
(Signature of Applicant)

If owner is different than the applicant, a notarized signature of the owner shall be provided on Page -P5-.

APPLICATION MUST BE SUBMITTED IN DUPLICATE, ACCOMPANIED BY PAYMENT OF REQUIRED FEES AND FIFTEEN (15) COPIES OF PROPOSED PLANS AS DETAILED IN ARTICLE V OF THE ZONING ORDINANCE.

cc: Secretary, Planning Board / County Planning Board / File Copy

AUTHORIZATION BY OWNER

I hereby consent to the filing of this application, plans and documents as well as other materials submitted herewith.

I further consent to the inspection of this property in connection with this application by relevant municipal officials.

(Signature of Owner) _____ Date: _____

(Owner's Name – please print)

Owner's signature is to be notarized if the Owner is someone other than the Applicant.

CERTIFICATION IF PARTNERSHIP OR CORPORATION

Date: _____

I, _____, an authorized representative of _____
Which is a corporation, or partnership, applying to the Land Use Board of the City of Burlington for permission to subdivide a parcel of land into six (6) or more lots or applying for a variance to construct a multiple dwelling of twenty-five (25) or more family units, or for the approval of a site to be used for commercial purposes, do hereby disclose, pursuant to the requirements of NJSA 40:55D-48.1 the name and address of all stockholders and individual partners owning at least 10% of the stock of the corporation, or at least 10% of the interest in the partnership which are hereby listed as follows:

Name: _____	Address: _____
Name: _____	Address: _____
Name: _____	Address: _____
Name: _____	Address: _____
Name: _____	Address: _____

If any of the above owners 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 NJSA 40:55D-48.2.

(Signature of Authorized Representative) _____

Date: _____

APPENDIX A

Checklist

Checklist

Minor Site Plan

Minor Subdivision

- | | |
|--|---|
| <p>___ 1. Application Form(s) and Checklist(s) (12 copies).</p> <p>___ 2. Escrow Fees as required by Ordinance.</p> <p>___ 3. Plat(s) or Plan(s) signed and sealed by NJPLS or NJPE, as required (12 copies).</p> <p>4. The Plat should show the following:</p> <p>___ a. Location of that portion to be subdivided in relation to the entire tract.</p> <p>___ b. All existing structures and wooded areas within the portion to be subdivided and within 200 feet.</p> <p>___ c. The name of the owner and all adjoining property owners as disclosed by the most recent municipal tax records.</p> <p>___ d. The tax map sheet, block and lot numbers.</p> <p>___ e. All streets or roads proposed, mapped or built and streams within 500 feet of the subdivision.</p> <p>___ f. Scale in accordance with the Map Filing Law and County requirements.</p> <p>___ g. Tract boundary line.</p> | <p>___ 1. Application Form(s) and Checklist(s) (12 copies).</p> <p>___ 2. Escrow Fees as required by Ordinance.</p> <p>3. Plan(s) that show the following (12 copies). The plan may be drawn by the applicant.</p> <p>___ a. All existing improvements on the site.</p> <p>___ b. All proposed improvements to the site.</p> <p>___ c. North Arrow.</p> <p>___ d. Drawn to scale, scale shown on plan.</p> <p>___ e. Zoning district of the property.</p> <p>___ f. Tax map lot and block number of the property.</p> |
|--|---|

Checklist

Final Major Subdivision

- ___ 1. Application Form(s) and Checklist(s) (12 copies).
- ___ 2. Escrow Fees as required by Ordinance.
- ___ 3. Plat(s) or Plan(s) signed and sealed by NJPLS or NJPE, as required (12 copies).
- ___ 4. The Final Plat shall be drawn in ink at a scale not less than one inch equals 100 feet and shall include the following:
 - ___ a. The date, name and location of the subdivision.
 - ___ b. Name of owner.
 - ___ c. Graphic scale.
 - ___ d. Reference Meridian.
 - ___ e. Tract boundary lines.
 - ___ f. Right-of-way lines of streets.
 - ___ g. Street names.
 - ___ h. Easements and other rights-of-way.
 - ___ i. Lands to be reserved or dedicated to public use.
 - ___ j. All lot lines and other site lines with accurate dimensions, bearing or deflection angles, radii arcs and central angles of all curves.
 - ___ k. Each block numbered and the lots within each block numbered consecutively beginning with one.
- ___ l. Minimum building setback line on all lots.
- ___ m. Location and description of all monuments.
- ___ n. Names of owners of adjoining unsubdivided land.
- ___ o. Certifications as required by the Map Filing Law.
- ___ p. Cross-sections and profiles of streets.
- ___ q. Contours at five-foot intervals for slopes averaging 10% or greater and at 2-foot intervals for lands of lesser slope.
- ___ r. Plans and profiles of storm and sanitary sewers and water main.
- ___ 5. A certificate from the tax collector that all taxes have been paid to date.
- ___ 6. The purpose of any easement of land reserved or dedicated to public use shall be designated and the proposed use of sites other than residential shall be noted.

Checklist

Preliminary Major Subdivision

- | | |
|--|--|
| <p><input type="checkbox"/> 1. Application Form(s) and Checklist(s) (12 copies).</p> <p><input type="checkbox"/> 2. Escrow Fees as required by Ordinance.</p> <p><input type="checkbox"/> 3. Plat(s) or Plan(s) signed and sealed by NJPLS or NJPE, as required (12 copies).</p> <p><input type="checkbox"/> 4. The Plat should show the following:</p> <p style="padding-left: 20px;"><input type="checkbox"/> a. Key map showing entire subdivision and surrounding areas.</p> <p style="padding-left: 20px;"><input type="checkbox"/> b. Tract name, tax map sheet, block and lot numbers.</p> <p style="padding-left: 20px;"><input type="checkbox"/> c. Date, reference meridian, graphic scale.</p> <p style="padding-left: 20px;"><input type="checkbox"/> d. Certification that applicant is owner of the land or his/her authorized agent. Name and address of applicant and/or agent shall be provided.</p> <p style="padding-left: 20px;"><input type="checkbox"/> e. Name and address of subdivider.</p> <p style="padding-left: 20px;"><input type="checkbox"/> f. Name and address of person who prepared the map.</p> <p style="padding-left: 20px;"><input type="checkbox"/> g. Acreage of tract to nearest tenth of an acre.</p> <p style="padding-left: 20px;"><input type="checkbox"/> h. Location of existing and proposed</p> <p style="padding-left: 40px;"><input type="checkbox"/> streets</p> <p style="padding-left: 40px;"><input type="checkbox"/> property lines</p> <p style="padding-left: 40px;"><input type="checkbox"/> buildings</p> <p style="padding-left: 40px;"><input type="checkbox"/> watercourses</p> | <p><input type="checkbox"/> railroads</p> <p><input type="checkbox"/> bridges</p> <p><input type="checkbox"/> culverts</p> <p><input type="checkbox"/> drain pipes</p> <p><input type="checkbox"/> natural features</p> <p><input type="checkbox"/> i. Utility Layout for sanitary sewer, water, drainage, gas, electric showing feasible connection to existing or proposed utility systems.</p> <p><input type="checkbox"/> 5. Certification from tax collector that all taxes are paid to date.</p> <p><input type="checkbox"/> 6. Environmental Impact Statement (6 copies).</p> |
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Checklist

Preliminary and Final Site Plan

- 1. Application Form(s) and Checklist(s) (12 copies).
- 2. Escrow Fees as required by Ordinance.
- 3. Plat(s) or Plan(s) signed and sealed by NJPLS or NJPE, as required (12 copies).
- 4. The plans should show the following:
 - a. Scale of not less than one inch equals fifty feet.
 - b. Key map.
 - c. Name and address of the owner and site plan applicant.
 - d. Name and address of the owners of all contiguous lands and of property directly across the street.
 - e. Name, address and title of person preparing plan and accompanying data.
 - f. Appropriate place for signatures of the Planning Board Chairperson, Secretary and City Engineer.
 - g. Tax map sheet, lot and block numbers.
 - h. Acreage of the tract to the nearest tenth of an acre.
 - i. Date, scale and North arrow.
 - j. Zoning district in which the lot(s) is located.
 - k. Lot line dimension.

- 1. Location of all
 - structures
 - streets
 - entrances and exits
 on the property and contiguous property and across the street.
- m. Location of all existing and proposed structures with dimensions and elevations.
- n. Lot lines.
- o. Building set back lines.
- p. Railroads and their right-of-ways.
- q. Location and purpose of easements.
- r. Location of all underground and overhead utility lines on any street that abuts the property.
- 5. Building front, side and rear elevations and floor plan.
- 6. Drainage Plan which shows:
 - a. Size, location and slope of existing and proposed storm drainage pipes.
 - b. Size, type, invert elevation and location of any existing or proposed drainage inlets.
 - c. Disposition of drainage downstream.
 - d. Location of any ditches, swales, berms or streams.
 - e. Drainage calculations.

Checklist**Preliminary and Final Site Plan****Page two**

- ___ 7. Copy of any protective covenants or deed restrictions applying to the land.
- ___ 8. Topography showing existing and proposed contours. A reference bench mark shall be clearly designated.
- ___ 9. Parking, loading and unloading areas shall be indicated with dimensions, traffic patterns, access aisles and curb radii.
- ___ 10. Improvements such as roads, curbs, bumpers and sidewalks shall be indicated with cross-sections, design details and dimensions.
- ___ 11. Landscaping and Buffering Plan.
- ___ 12. Lighting details.
- ___ 13. Location, dimensions and details of existing and proposed signs.
- ___ 14. Environmental Impact Statement when the proposed involves more than two acres, 12 dwelling units or 10,000 s.f. of commercial or office industrial space. (6 Copies)