

**PLANNING BOARD APPLICATION  
BOROUGH OF WEST CAPE MAY  
732 BROADWAY  
WEST CAPE MAY, NEW JERSEY 08204**

The original application, with supporting documentation, must be filed with the office of the Board Secretary not later than 45 days prior to the meeting at which the applicant wishes to be considered. **Please note: you must contact the Planning Board Secretary, Theresa Enteado, at 609-884-1005, ext. 2 or [tenteado@westcapemay.us](mailto:tenteado@westcapemay.us) to schedule an appointment to file your Planning Board Application.** If the applicant is uncertain as to how to prepare this application, it is recommended that a professional such as an attorney, engineer, surveyor, architect or planner be utilized. *Also note: State statute requires that the date and time of the hearing be included when completing the mandatory notice and advertisements, so this is done after the application is deemed complete and the applicant is offered a hearing date.*

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**To be completed by the Board Secretary**

Date Filed \_\_\_\_\_ Application No. \_\_\_\_\_

Planning Board \_\_\_\_\_ Zoning Board of Adjustment \_\_\_\_\_

Application Fees \_\_\_\_\_ Escrow Fees \_\_\_\_\_

Scheduled for:

Review of Completeness \_\_\_\_\_ Hearing \_\_\_\_\_

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**To be completed by the Applicant**

**1. SUBJECT PROPERTY**

Location: \_\_\_\_\_

Tax Map      Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

                    Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Dimensions: Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_

Zoning District \_\_\_\_\_

**2. APPLICANT (Note: if the applicant is a Corporation, Partnership, or Business entity, they must be represented by a New Jersey licensed lawyer.)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Applicant is a: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

3. DISCLOSURE STATEMENT

Pursuant to N.J.S. 40:55D 1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2, that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed (Attach pages as necessary to fully comply).

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

4. If Owner is other than the applicant, provide the following information on the Owner(s).

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

5. PROPERTY INFORMATION

Restrictions, covenants, easements, association by-laws, existing and proposed on the property:

Yes (attach copies) \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_

NOTE: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the premises: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. APPLICANT'S ATTORNEY

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

7. APPLICANT'S ENGINEER

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

8. APPLICANT'S PLANNING CONSULTANT

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

9. APPLICANT'S TRAFFIC ENGINEER

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

10. List any other Expert who will submit or who will testify for Applicant: (Attach additional sheets as may be necessary)

Name \_\_\_\_\_

Field of Expertise \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

\_\_\_\_\_ Minor Subdivision Approval

\_\_\_\_\_ Preliminary Subdivision Approval

\_\_\_\_\_ Final Subdivision Approval

Number of lots to be created (including remainder lot) \_\_\_\_\_

Number of proposed dwelling units (if applicable) \_\_\_\_\_

SITE PLAN:

\_\_\_\_\_ Minor Site Plan Approval

\_\_\_\_\_ Preliminary Site Plan Approval (Phases if applicable) \_\_\_\_\_

\_\_\_\_\_ Final Site Plan Approval (Phases if applicable) \_\_\_\_\_

Area to be disturbed (square feet) \_\_\_\_\_

Total number of proposed dwelling units \_\_\_\_\_

\_\_\_\_\_ Request for Waiver from Site Plan Review and Approval

Reason for request: \_\_\_\_\_

- \_\_\_\_\_ Informal Review
- \_\_\_\_\_ Appeal decision of an Administrative Officer (N.J.S. 40:55D-70a)
- \_\_\_\_\_ Map or Ordinance Interpretation of Special Question (N.J.S. 40:55D-70b)
- \_\_\_\_\_ Variance Relief (hardship) (N.J.S. 40:55D-70c (1))
- \_\_\_\_\_ Variance Relief (substantial benefit) (N.J.S. 40:55D-70c (2))
- \_\_\_\_\_ Variance Relief (use) (N.J.S. 40:55D-70d)
- \_\_\_\_\_ Conditional Use Approval (N.J.S. 40:55D-67)
- \_\_\_\_\_ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin (N.J.S. 40:55D-34)
- \_\_\_\_\_ Direct issuance of a permit for a lot lacking street frontage (N.J.S. 40:55D-35)

12. Section(s) of Ordinance from which a variance is requested:  
\_\_\_\_\_  
\_\_\_\_\_

13. Waivers Requested of Development Standards and/or Submission Requirements:  
(Attach additional pages as needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Attach a copy of the Notice to appear in the official Newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: (attach pages as needed)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? \_\_\_\_\_

17. Are any off-tract improvements required or proposed? \_\_\_\_\_

18. Is the subdivision to be filed by Deed or Plat? \_\_\_\_\_

19: Other approvals which may be required and date plans submitted:

	Yes	No	Date Plans Submitted
Cape May County Municipal Utilities Authority	___	___	_____
Cape May County Health Department	___	___	_____
Cape May County Planning Board	___	___	_____

Cape Atlantic Soil Conservation District	___	___	_____
NJ Department of Environmental Protection	___	___	_____
Sewer Extension Permit	___	___	_____
Sanitary Sewer Connection Permit	___	___	_____
Stream Encroachment Permit	___	___	_____
Waterfront Development Permit	___	___	_____
Wetlands Permit	___	___	_____
Tidal Wetlands Permit	___	___	_____
CAFRA	___	___	_____
NJ Department of Transportation	___	___	_____

- 20. Certification from the Tax Collector that all taxes due on the subject property have been paid.
- 21. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the Board Secretary.

<u>Quantity</u>	<u>Description of Item</u>
_____	_____
_____	_____
_____	_____

- 22. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals:  
Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

Applicant's Professionals:	Reports Requested
Attorney _____	_____
Engineer _____	_____
_____	_____
_____	_____

23. Affidavit of Ownership and Certifications (as applicable)

- A. I certify that the foregoing statements and the material submitted are true. I further certify that I am the individual applicant or that I am an Officer of the corporation applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

(If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner).

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF APPLICANT

- B. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

(If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF OWNER

PLEASE NOTE:

Applicant must be present at the public hearing or have a licensed New Jersey attorney there on his behalf or his application may be postponed.

- C. I understand that the initial sum of \$\_\_\_\_\_ has been deposited in an escrow account in accordance with the Ordinance of the Borough of West Cape May. I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within (15) days. I further understand that all escrow charges which are due and owing shall become a lien on the premises, and shall remain so until paid.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER/AGENT

## ESCROW FEES

<b>Type of Application</b>	<b>Application Fee</b>	<b>Escrow Deposit</b>
Minor Subdivision Approval	\$400.00	\$1,000.00
Preliminary Major Subdivision Approval	\$500.00	\$1,200.00
Final Major Subdivision Approval	\$300.00	\$800.00
Preliminary Site Plan Approval	\$500.00	\$1,800.00
Final Site Plan Approval	\$300.00	\$800.00
Minor Site Plan Approval	\$500.00	\$1,200
Request for Site Plan Waiver	\$250.00	\$800.00
Appeal (NJSA 40:55D-70(a))	\$300.00	\$600.00
Interpretation (40:55D-70(b))	\$200.00	\$800.00
"C" Variance (40:55D-70(c))	\$225.00	\$600.00
"D" Variance (40:55D-70(d))	\$400.00	\$1,000.00
Permit Application (40:55D-34 & -35)	\$200.00	\$800.00

### 26-2.2 Miscellaneous Fee:

In the event a particular application is not specifically covered by the fee schedule established in section 26.2, the application fee shall be one hundred (\$100.00) dollars and the escrow fee shall be one hundred (\$100.00).

**BOROUGH OF WEST CAPE MAY**

**CHECK LIST**

**DETAILS REQUIRED FOR SITE PLANS**

- \_\_\_\_\_ Application Form (20 copies)
- \_\_\_\_\_ Plans (20 copies) signed and sealed by a NJ Professional Land Surveyor, Architect or Engineer.
- \_\_\_\_\_ Title and location of property
- \_\_\_\_\_ Name and address of applicant and record owner
- \_\_\_\_\_ Name, address, professional license and seal of professional who prepared the site plan.
- \_\_\_\_\_ Date of plan and revision date(s)
- \_\_\_\_\_ Proposed use or uses of land and buildings
- \_\_\_\_\_ Scale and graphic scale, minimum 1" = 50', maximum 1"= 20'
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Size, location, dimensions and ownership of properties within 200'.
- \_\_\_\_\_ Lines, boundaries and dimensions of all streets, easements, rights of way and areas dedicated to public use.
- \_\_\_\_\_ Location and dimension of all existing and proposed structures, bridges, culverts, paving, lightning and signs
- \_\_\_\_\_ First floor elevation of all existing and proposed structures (NGVD)
- \_\_\_\_\_ Zoning district in which the property is located

- \_\_\_\_\_ All setback lines, landscape strips, landscape buffers, and all other zoning bulk requirements
- \_\_\_\_\_ Reference to any existing or proposed deed restrictions
- \_\_\_\_\_ Existing and proposed contours, etc. per Ordinance Section 24-3.9 o
- \_\_\_\_\_ Storm drainage information per Ordinance Section 24-3.9 p
- \_\_\_\_\_ Distance measured along right of way lines of existing streets abutting the property, to the nearest intersection with other streets.
- \_\_\_\_\_ Quantitative aspects of the proposal per Ordinance Section 24-3.9 r
- \_\_\_\_\_ Location and design of any off street parking areas, service, trash or loading areas showing size and location of bays, aisles, barriers, planters, maneuvering areas and traffic patterns.
- \_\_\_\_\_ Means of vehicular ingress and egress
- \_\_\_\_\_ Location and design of storm water and utility lines per Ordinance Section 24-3.9 u
- \_\_\_\_\_ Location and design of screening and landscaping
- \_\_\_\_\_ Lighting design per Ordinance Section 24-3.9 w
- \_\_\_\_\_ Location and design of signs
- \_\_\_\_\_ Provisions for garbage and refuse disposal
- \_\_\_\_\_ Approval signature block
- \_\_\_\_\_ One set of four photographs of site showing front, both sides & rear

\_\_\_\_\_  
Signature and Title of person who prepared checklist

\_\_\_\_\_  
Date

BOROUGH OF WEST CAPE MAY

CHECK LIST

DETAILS REQUIRED FOR PRELIMINARY  
SUBDIVISION PLATS

- \_\_\_\_\_ Application Form (20 copies)
- \_\_\_\_\_ Plats or Plan (20 copies) signed and sealed by a NJ Professional Land Surveyor, Architect or Engineer
- \_\_\_\_\_ Scale of not less than 1" = 100'
- \_\_\_\_\_ Key Map
- \_\_\_\_\_ Title block
- \_\_\_\_\_ Name of subdivision
- \_\_\_\_\_ Name and address of sub divider
- \_\_\_\_\_ Name and address of the owner or owners of record
- \_\_\_\_\_ Name, address and license number of the professional who prepared the plan
- \_\_\_\_\_ Area to be subdivided in square feet
- \_\_\_\_\_ Total number of proposed lots or total number of proposed units in cases involving apartments, hotels, motels or rooming houses and other multi-family dwellings
- \_\_\_\_\_ Date of original submission and each subsequent revised submission

- \_\_\_\_\_ Sufficient elevations or contours to determine the general slope and natural drainage of the land and the high and low points extending two hundred (200') feet beyond the subdivision boundary
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Subdivision boundary line (heavy solid line)
- \_\_\_\_\_ The location of existing and proposed bulkheads, property lines, streets, buildings, water courses, railroads, bridges, culverts, drain pipes, and any natural features such as wooded areas and rock formations to the proper scale
- \_\_\_\_\_ Streets and Rights-of-Way
- \_\_\_\_\_ Street rights-of-way on subdivision and within two hundred (200') feet of its boundaries
- \_\_\_\_\_ Name each street
- \_\_\_\_\_ Location and width
- \_\_\_\_\_ Centerline elevation at intersections and other critical points
- \_\_\_\_\_ Typical cross section and centerline profiles for all proposed new streets
- \_\_\_\_\_ Other rights-of-way and easements on the subdivision and within two hundred (200') feet of its boundaries
- \_\_\_\_\_ Identification and description
- \_\_\_\_\_ Location and width
- \_\_\_\_\_ Restrictions of use, if any
- \_\_\_\_\_ Drainage structures on the subdivisions and within two hundred (200') feet of its boundaries
- \_\_\_\_\_ Type of structure
- \_\_\_\_\_ Location, invert elevation, gradients, and sizes of all pipe and other structures where applicable

- \_\_\_\_\_ Other utility structures such as water and gas mains and power lines on the subdivision and within two hundred (200') feet of its boundaries, showing location and size or capacity
- \_\_\_\_\_ Marshes, ponds, streams and land subject to periodic or occasional flooding, or similar conditions on the subdivision and within two hundred (200') feet of its boundaries showing the location and area covered, indicating apparent high water level, the water line on date of survey with the survey date, and the maximum depth of water at critical points
- \_\_\_\_\_ Borough or other public lands, including lands designated as parks, open spaces or for some other public use
- \_\_\_\_\_ Buildings and other structures located on the subdivision and located on lots contiguous to the subdivision
- \_\_\_\_\_ Relationship of subdivision to the primary and secondary highway system and main intersections (both existing and proposed)
- \_\_\_\_\_ Boundary lines of zoning districts, special districts and municipal areas
- \_\_\_\_\_ Boundaries of properties within and adjacent to the subdivision and the property owners' names
- \_\_\_\_\_ Proposed site conditions
- \_\_\_\_\_ Streets
- \_\_\_\_\_ Location
- \_\_\_\_\_ Width
- \_\_\_\_\_ Proposed street names
- \_\_\_\_\_ Tentative centerline elevations at intersections and other critical points
- \_\_\_\_\_ Centerline gradient shown in percent of slope
- \_\_\_\_\_ Typical Cross section
- \_\_\_\_\_ Lot Layout
- \_\_\_\_\_ Lot line and dimensions to nearest foot

- \_\_\_\_\_ Building setback line (dashed) and its dimensions from the street line
- \_\_\_\_\_ Existing zoning and the boundaries thereof
- \_\_\_\_\_ Identification of lots or other parcels for land use dedication (parks, play-grounds, public uses, multi-family, shopping centers, churches, industry or other uses)
- \_\_\_\_\_ Easements and restricted areas with notation as to purpose of restrictions
- \_\_\_\_\_ Preliminary storm water drainage
- \_\_\_\_\_ Drainage structures
- \_\_\_\_\_ Outline of watersheds tributary to drainage structures and their approximate area in acres
- \_\_\_\_\_ Existing trees located on the subdivision which are to remain standing
- \_\_\_\_\_ Landscaping and Vegetation Plan per Section 27-36
- \_\_\_\_\_ One set of four photographs of site showing front, both sides & rear

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Signature and Title of person who prepared checklist                      Date

**BOROUGH OF WEST CAPE MAY**

**CHECK LIST**

**DETAILS REQUIRED FOR VARIANCE APPLICATIONS**

- \_\_\_\_\_ Application Form (20 copies)
- \_\_\_\_\_ Plans (20 copies)
- \_\_\_\_\_ Scale of not less than 1" = 100' one of four of the following standard sheet sizes (8 1/2" x 14"; 15" x 21"; 24: x 36; or 30: x 42")
- \_\_\_\_\_ Key map at not less than 1" = 100'
- \_\_\_\_\_ Title block
- \_\_\_\_\_ Name, address of applicant
- \_\_\_\_\_ Name and address of the owner or owners of record
- \_\_\_\_\_ Approval signature lines
- \_\_\_\_\_ Existing block and lot numbers(s) of the lot(s) to be developed as they appear on the Borough Tax Map
- \_\_\_\_\_ The location of existing property lines with distances, streets, structures with their numerical dimensions including distances from setback lines, an indication as to whether existing structures will be retained or removed, parking spaces, loading areas, driveways, sufficient spot elevations as required by the Board Engineer and storm water management plan if required by the Board Engineer. This information is to be prepared by a licensed surveyor or engineer.
- \_\_\_\_\_ Zoning districts affecting the tract, including district names and requirements

\_\_\_\_\_ The names of all adjacent property owners as they appear on the most recent tax list prepared by the Borough Tax Assessor

\_\_\_\_\_ Certification from the Borough Tax Collector that all taxes and assessments are paid to date

\_\_\_\_\_ Waiver of any of the above items requested by applicant?

\_\_\_\_\_ Landscaping and Vegetation Plan per Section 27-36

\_\_\_\_\_ One set of four photographs of site showing front, both sides & rear

\_\_\_\_\_  
Signature and Title of person who prepared checklist

\_\_\_\_\_  
Date