

**PLANNING-ZONING 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 Assistant. Upon submission, the Board Engineer has a total of **45 days** to complete a review of the application. **Please note: you must contact the Planning-Zoning Board Assistant, Tricia Oliver, at 609-884-1005, ext. 109 or toliver@westcapemay.us with any questions or concerns regarding an application.**

Fully assembled sets/packets are required upon submission, not individual piles of pages; plans must be folded (rolled plans will not be accepted). If the applicant is uncertain as to how to prepare this application, **it is HIGHLY 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.*

To be completed by the Board Assistant

Date Filed _____ Application No. _____
Planning Board _____ Zoning Board of Adjustment _____
Application Fees _____ Escrow Fees _____
Scheduled for:
Review of Completeness _____ Hearing _____

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 _____

Email _____

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)
 - _____ N.J.S. 40:55D-70d (1) Use not permitted
 - _____ N.J.S. 40:55D-70d (2) Expansion of Non-conforming Use
 - _____ N.J.S. 40:55D-70d (3) Does NOT meet conditions of conditional use
 - _____ N.J.S. 40:55D-70d (4) FAR
 - _____ N.J.S. 40:55D-70d (5) Density
 - _____ N.J.S. 40:55D-70d (6) Height
- _____ 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 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>

PLEASE NOTE:

Applicant must be present at the public hearing or have a licensed New Jersey attorney present on his/her behalf or the 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

Type of Application	Application Fee	Escrow Deposit
Minor Subdivision	\$400.00+\$150.00 each newly described lot	\$1,000.00
Major Subdivision Preliminary	\$500.00+\$150.00 each newly described lot	\$1,200.00 + \$150.00 each newly described lot
Major Subdivision Final	\$400.00	\$1,500.00
Administrative Map Fee *to be added to all subdivision applications	\$100.00 per lot	NA
Minor Site Plan	\$500.00	\$1,200.00
Major Site Plan Preliminary	\$500.00	\$1,500.00
Major Site Plan Final	\$400.00	\$1,200.00
Request for Site Plan Waiver	\$400.00	\$800.00
Appeal (NJSA 40:55D-70(a))	\$400.00	\$800.00
Interpretation (40:55D-70(b))	\$400.00	\$800.00
“C” Variance (40:55D-70(c))	\$400.00 + \$150.00 each additional variance	\$1,000.00 + \$150.00 each additional variance
“D” Variance (40:55D-70(d))	\$400.00 + \$150.00 each additional variance	\$1,000.00 + \$150.00 each additional variance
Permit Application (40:55D-34 & -35)	\$200.00	\$800.00
Informal Review	\$200.00	\$800.00
Special Meeting At applicant’s request	\$400.00	\$600.00
Revision by Applicant	\$200.00	\$600.00
Extension of Approval	\$200.00	\$200.00
Wind/Ground Based Solar Installation	\$500.00	\$1,200.00
Wind/Ground Based Solar Installation W/ Site Plan	\$250.00	\$1,000.00

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 (2 pages)**

DETAILS REQUIRED FOR SITE PLANS

- _____ Electronic version of application, survey, plans emailed to secretary
- _____ 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 (4 pages)**

**DETAILS REQUIRED FOR PRELIMINARY
SUBDIVISION PLATS**

- _____ Electronic version of application, survey, plans emailed to secretary
- _____ 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

Signature and Title of person who prepared checklist

Date

**BOROUGH OF WEST CAPE MAY
CHECK LIST (2 pages)**

DETAILS REQUIRED FOR VARIANCE APPLICATIONS

- _____ Electronic version of application, survey, and all plans emailed to secretary
- _____ 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