



## ZONING BOARD APPLICATION PACKET

The enclosed packet contains forms and instructions required in order to be make an application to the Cherry Hill Zoning Board of Adjustment. Please read through the instructions carefully, including the types of variance application and the standards for variances, as they are a guide to the application and hearing process. The items listed below are included with this application package:

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# INFORMATION ABOUT VARIANCES

## TYPES OF VARIANCES

### (a) Appeal of an Administrative Decision

An Appeal of an Administrative Decision is a request for the review of a decision made by the Zoning Officer to determine if the decision was in error under the provisions of the Zoning Ordinance or relevant statutes. Only the Zoning Board of Adjustment may hear such a request.

### (b) Interpretation or Special Question

An Interpretation is a request for the interpretation of the Zoning Ordinance or Map, or for a decision on “special questions” which may arise in connection with the administration of the Zoning Ordinance. Only the Zoning Board may hear such a request.

### Bulk (c) Variance

A bulk (c) variance (sometimes referred to as a “hardship” variance) is the relief of requirements from the Zoning Ordinance, which generally relates to physical features, such as lot and yard requirements. Either the Planning Board or Zoning Board has authority to hear bulk (c) variance requests.

### Use (d) Variance

A use (d) variance is a request to permit the following:

1. use or principal structure in a zone that restricts such a use or principal structure,
2. expansion of a non-conforming use,
3. deviation from a specification or standard pursuant to a conditional use,
4. an increase in the permitted density (permitted number of dwelling units/gross area),
5. an increase of more than ten (10') feet or 10% of the permitted height of a principal structure.

A use (d) variance may be heard only by the Zoning Board of Adjustment, approved only on the affirmative vote of five (5) members. All other requests may be decided by a simple majority of the Board members present and voting.

## STANDARDS FOR VARIANCES

The requirements of the Zoning Ordinance and other relevant laws and ordinances are presumed to further the purposes of zoning embodied in the Municipal Land Use Law (M.L.U.L.). Therefore, every variance must, at least presumptively and to some limited extent, create some detriment to the public interest. The burden of proof is on the applicant to show that the application meets certain tests.

### Bulk (c) Variance

1. The strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property
  - a. By reason of exceptional narrowness, shallowness or shape of a specific piece of property, or
  - b. By reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or
  - c. By reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon; or
2. In an application or appeal relating to a specific piece of property the purposes of the M.L.U.L. would be advanced by a deviation from the Zoning Ordinance requirements; that the variance can be granted without substantial detriment to the public good; that the benefits of this deviation would substantially outweigh any detriment; and that the variance will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

### Use (d) Variance

For use (d) variances, the Board must review the positive and negative aspects of the application. The applicant must demonstrate that:

1. Relief can be granted without substantial detriment to the public good and
2. Will not substantially impair the intent and purpose of the zone plan and zoning ordinance

Or that:

3. The proposed use is an inherently beneficial one;
4. It is not inherently beneficial, but the proposed site is particularly suited to the use; or
5. The property would be zoned into inutility without the variance.

# ZONING BOARD APPLICATION PROCEDURES

## **STEP I: APPLICATION SUBMISSION**

- A. Completed Land Use Development Application.
- B. Signed Escrow Agreement and W-9 tax form.
- C. All required Fee & Escrow payments as set forth in the Fee Schedule. Application fees are non-refundable. All checks should be made payable to the "Township of Cherry Hill". Separate checks should be submitted for fees and escrow. All checks for Camden County Planning Board application and escrow fees should be made payable to "Camden County Treasurer".
- D. Completed Application Checklist and Required Submission Materials as denoted in the Checklist. All Items denoted with an 'X' are required for that type of application. If an item on the Checklist is not applicable or inappropriate, a submission waiver may be requested with justification for such a waiver and require appropriate waiver fees.
- E. Property Owners List Request & associated fee.
- F. Request a Tax Search & submit associated \$10.00 fee to the Tax Collector. A search for municipal tax liens will show whether there are any outstanding taxes or liens on the subject property. This documentation of taxes paid and current must be provided before any application will be scheduled for a Planning Board hearing.
- G. For any Corporation or Partnership applying for a variance for non-residential purposes or to construct a multi-residential dwelling of 25 or more units, a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or 10% interest in the partnership and an affidavit verifying its accuracy.
- H. Completed Political Disclosure Statement. Please do not state 'not applicable'.

## **STEP II: COMPLETENESS REVIEW** (within 45 Days of submission)

- A. The application will be transmitted to all necessary Township professionals for review.
- B. The Department of Community Development will review the documentation submitted and check to ensure that all items required for submission in the Application Checklist have been submitted.
- C. All required documentation should be provided, or waivers may be requested from checklist submission items.
- D. If necessary items have not been submitted, a completeness review will be sent to the applicant (within 45 days of submission) indicating which items are outstanding. The required outstanding items must be addressed prior to being scheduled for a hearing.
- E. Once all necessary items are submitted, the application will be deemed complete and formally scheduled for a hearing date.

## **STEP III: PUBLIC NOTIFICATION** (a minimum of 10 days prior to hearing)

Notice must be provided (pursuant to *N.J.S.A. 40:55D-12*) in the official newspaper (The Courier Post) and to property owners within 200 feet of the subject parcel (utilize list provided by the Department of Community Development). Please review the following instructions regarding proper notice procedures:

- A. Do not provide notice until you have been formally scheduled for a Zoning Board hearing.
- B. Notice must be provided a minimum of ten (10) days prior to the hearing (not including the date of the meeting) or the application will be rescheduled to a later date, which will require new notice.
- C. Complete the NOTICE OF HEARING (Form ZB 1):
  1. The description of the relief sought must be provided on the form.
  2. Copies of the form must be distributed to all persons/entities listed on the Property Owners List either by Certified Mail or Hand Delivery in accordance with *N.J.S.A. 40:55D-12*.
  3. A copy of the Notice of Hearing must also be provided to all utility companies listed on the supplemental sheet attached to the Property Owners List.

- D. Complete the AFFIDAVIT OF SERVICE OF NOTICE (Form ZB 2):
1. If notice is provided via certified mail, the certified mail receipts must be attached to Form ZB 2.
  2. Should notice to property owners within 200 feet be hand delivered, the aforesaid owners must sign Form ZB 2 for proof of receipt. List all the block and lot numbers and names of those signing Form ZB 2. The recipient must sign the line next to their address. *This signature shows only that the person has been notified; it does not indicate approval or disapproval of the application.* If the list does not fit on this sheet, please use the reverse side or an additional sheet.
  3. Once all property owners have been notified, have your signature on the AFFIDAVIT OF SERVICE OF NOTICE (Form ZB 2) notarized. Public Notary services are available in the Municipal Building free-of-charge.
- E. Complete PUBLIC NOTICE of Zoning Board hearing (Form ZB 3) and submit it to the newspaper (contact information is also provided on Form ZB 3):
1. Legal notices must be submitted to the Courier Post at least two (2) working days prior to the date to be published. *Keep in mind that the notice must be published at least 10 days prior to the hearing.*
  2. The description of the relief desired should reflect that of the NOTICE OF HEARING (Form ZB 1).
  3. The newspaper will send you an affidavit of proof of publication, which must be submitted to the Department of Community Development prior to your scheduled hearing date.

#### **STEP IV: SUBMIT PROOF OF NOTICE**

The following items must be submitted to the Department of Community Development no later than three (3) days prior to the hearing date, per §705.E.

- A. One copy of the NOTICE OF HEARING (Form ZB 1), and
- B. The AFFIDAVIT OF SERVICE OF NOTICE (Form ZB 2), and
- C. Original certified mail receipts, and
- D. The affidavit of proof of publication from the Courier-Post.

#### **STEP V: PREPARE THE PRESENTATION**

The presentation to the Zoning Board should be brief and concise, but present all relevant facts and address the requested variances. You may present photographs, sketches, witnesses, and/or any other pertinent information. The burden of proof is on the applicant since she or he is asking for an exception of the ordinance. **The Zoning Board is required to consider certain tests in evaluating your application, as specified in the Municipal Land Use Law (M.L.U.L.) and outlined in the Information about variances in this package.** The presentation should specifically address these points that are referenced in the Information about Variances section of these instructions for further information.

The Department of Community Development will prepare a review of each application. The Zoning Board members and the applicant will receive copies of the review before the hearing. The applicant should be prepared to address any questions or comments presented in the review(s).

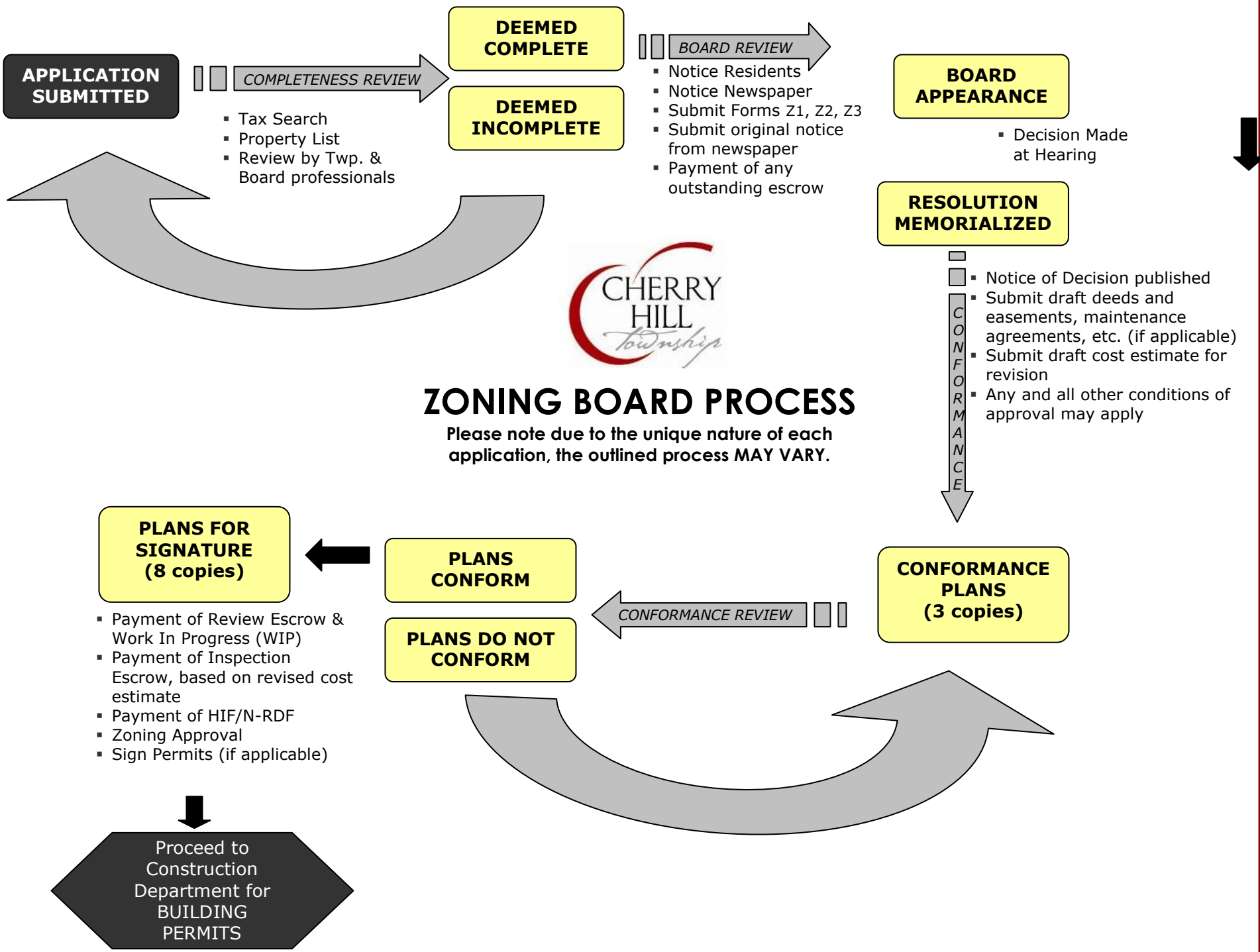
#### **STEP VI: ATTEND THE HEARING** (within 120 days of being deemed complete)

- A. The Zoning Board of Adjustment must hear the application within 120 days of the application being deemed complete. Board agendas are posted on the Township website at [www.cherryhill-nj.com](http://www.cherryhill-nj.com) before the hearing.
- B. The Zoning Board meets in Room 208 of the Municipal Building at 820 Mercer Street. The hearing begins at 7:30 p.m. and is preceded by a caucus at 7:00 p.m. A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney. The procedure for the hearing is as follows:
  1. Pledge of Allegiance & Roll call
  2. The Chair determines which applicants are present and announces the order of hearing.
  3. Generally, residential bulk (c) variances are first on the agenda. The applicant then presents their testimony regarding the proposal and variance request.
  4. When the application is called, the applicant or representative proceeds to the podium.
  5. The Chair swears in anyone giving testimony.

6. The Board members ask questions after the case is presented.
  7. The public is then allowed to ask questions or make a sworn statement.
  8. The Applicant has the opportunity to summarize their application and testimony.
  9. The Chair closes the hearing and asks for discussions by the Board. No further comments can be made by the applicant or designated representative or the public.
  10. A Board member makes a motion on the application and, if seconded, a vote is taken.
- C. Policies Governing the Re-Scheduling of Hearing Dates. If a full seven (7) member Board is not present for a use (d) variance, the applicant may request a postponement of the hearing, as five (5) affirmative votes are required for a use (d) variance.

## **STEP VII: AFTER THE HEARING**

- A. Memorialization of Resolution within 45 days of decision:
1. After the hearing the Zoning Board Solicitor (attorney) will prepare a legal document called a Resolution which will include all of the facts that were presented to the Board and the Board's reasoning for the approval/denial of the variance request.
  2. The Board must vote on the Resolution at a hearing within forty-five (45) days of the decision. They are basically voting to agree that the facts presented in the Resolution are the facts upon which their decision was based and that all conditions of approval (if applicable) are addressed appropriately in the Resolution. *The applicant is not required to attend the hearing at which the resolution is memorialized.*
  3. A copy of the Resolution will be mailed to the applicant.
- B. Notice of Decision. A Notice of Decision will be submitted by Department staff to the Courier Post for publication by the Zoning Board Secretary within ten (10) days of the memorialization of the Resolution.
- C. Time Period for Appeal. Any party interested in appealing a decision of the Zoning Board, must do so within forty-five (45) days of the publication of the Notice of Decision.
- D. Items to Submit After the Hearing:
1. Conditions of Approval (if applicable). Any and all conditions of approval must be satisfied (example: if modifications to the plans are required as a condition of approval, the revised plans must be submitted to the Department of Community Development). The Department and the Zoning Board Engineer (when applicable) may review the revised plans for conformance to ensure that any and all required documentation/modifications have been submitted.
  2. Conformance Plans. Three (3) copies of revised plans, which address needed completeness items and comments from staff and Board professionals, should be submitted to the Department of Community Development for review. Revise as necessary.
  3. Escrow. Any outstanding bond payments, inspection escrow, and/or review escrow must be submitted prior to the issue of any permits. Should a positive balance remain in the escrow account after the project is complete and all bills are submitted, a written request for the refund of the remaining escrow must be submitted to the Department of Community Development.
  3. Zoning Permit. A Zoning Permit application (page 24) may be submitted once the above items have been completed. A processing fee of \$20.00 for residential projects or a \$50.00 for non-residential projects is required.
  4. Housing Impact Fee (HIF). A Housing Impact Fee may apply for new construction of single-family homes and larger development, in accordance with the Ordinance. Similarly, a Non-Residential Development Fee (N-RDF) is required for applicable commercial developments, per Township Ordinance.
  5. Building Permits may be applied for at the Construction Department (Room 205). A pre-construction meeting should be scheduled with the Department of Engineering (856.424.3203) with a preliminary schedule prepared for the meeting.



# ZONING BOARD PROCESS

Please note due to the unique nature of each application, the outlined process MAY VARY.

**APPLICATION SUBMITTED**

COMPLETENESS REVIEW

- Tax Search
- Property List
- Review by Twp. & Board professionals

**DEEMED COMPLETE**

**DEEMED INCOMPLETE**

BOARD REVIEW

- Notice Residents
- Notice Newspaper
- Submit Forms Z1, Z2, Z3
- Submit original notice from newspaper
- Payment of any outstanding escrow

**BOARD APPEARANCE**

- Decision Made at Hearing

**RESOLUTION MEMORIALIZED**

- Notice of Decision published
- Submit draft deeds and easements, maintenance agreements, etc. (if applicable)
- Submit draft cost estimate for revision
- Any and all other conditions of approval may apply

CONFORMANCE

**CONFORMANCE PLANS (3 copies)**

CONFORMANCE REVIEW

**PLANS CONFORM**

**PLANS DO NOT CONFORM**

**PLANS FOR SIGNATURE (8 copies)**

- Payment of Review Escrow & Work In Progress (WIP)
- Payment of Inspection Escrow, based on revised cost estimate
- Payment of HIF/N-RDF
- Zoning Approval
- Sign Permits (if applicable)

Proceed to Construction Department for BUILDING PERMITS



**Department of Community Development**

820 Mercer Street, Cherry Hill, NJ 080002

856-488-7870 (Phone) 856-661-4746 (Fax)

[www.Cherryhill-NJ.com](http://www.Cherryhill-NJ.com)

**LAND USE DEVELOPMENT APPLICATION**

Submission Date: \_\_\_\_\_

Application No.: \_\_\_\_\_

PLANNING BOARD

ZONING BOARD OF ADJUSTMENT

**FOR OFFICE USE ONLY**

TAXES PAID YES/NO \_\_\_\_\_ (INITIAL)

FEES \$ \_\_\_\_\_ PROJ. # \_\_\_\_\_

ESCROW \$ \_\_\_\_\_ ESCR. # \_\_\_\_\_

**1. APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Interest in Property: \_\_\_\_\_

**2. OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**3. TYPE OF APPLICATION (check all that apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> Minor Subdivision                          | <input type="checkbox"/> Interpretation <sup>1</sup>                 |
| <input type="checkbox"/> Preliminary Major Subdivision <sup>1</sup> | <input type="checkbox"/> Appeal of Administrative Officer's Decision |
| <input type="checkbox"/> Final Major Subdivision                    | <input type="checkbox"/> Certificate of Non-Conformity               |
| <input type="checkbox"/> Minor Site Plan                            | <input type="checkbox"/> Use (d) Variance <sup>1</sup>               |
| <input type="checkbox"/> Preliminary Major Site Plan <sup>1</sup>   | <input type="checkbox"/> Bulk (c) Variance <sup>1</sup>              |
| <input type="checkbox"/> Final Major Site Plan                      | <input type="checkbox"/> Conditional Use <sup>1</sup>                |
| <input type="checkbox"/> Amended Plan                               | <input type="checkbox"/> Street Vacation Request                     |
| <input type="checkbox"/> Site Plan Waiver                           | <input type="checkbox"/> Rezoning Request <sup>1</sup>               |
| <input type="checkbox"/> Concept Plan                               | <input type="checkbox"/> Other: _____                                |

<sup>1</sup> Legal advertisement and notice is required to all property owners within 200 feet.

**4. ZONE (check all that apply)**

RESIDENTIAL		COMMERCIAL	OFFICE	OTHER	OVERLAY
RA	RA/PC	B1	O1	IR	FP
R1	R7	B2	O2	IN	SBC
R2	R10	B3	O3		IR/B
R3	R20	B4			A-H/C

**5. ATTORNEY (A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney)**

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**6. APPLICANT'S PROFESSIONALS (Engineer, Surveyor, Planner, etc.)**

Name: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone:(\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone:(\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**7. LOCATION OF PROPERTY**

Street Address: \_\_\_\_\_ Block(s): \_\_\_\_\_  
Tract Area: \_\_\_\_\_ Lot(s): \_\_\_\_\_

**8. LAND USE**

Existing Land Use: \_\_\_\_\_  
Proposed Land Use (be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. PROPERTY**

Number of Existing Lots: \_\_\_\_\_  
Number of Proposed Lots: \_\_\_\_\_  
Are there Existing Deed Restrictions or Easements? \_\_\_\_\_  
Are there Proposed Deed Restrictions or Easements? \_\_\_\_\_

Proposed Form of Ownership:  
 Fee Simple     Condominium  
 Rental         Cooperative  
 No                 Yes (please attach copies)  
 No                 Yes (please attach copies)

**10. UTILITIES (check all that apply)**

Public water       Public sewer       Private well       Private septic system

**11. APPLICATION SUBMISSION MATERIALS**

List all plans, reports, photos, etc. (use additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. PREVIOUS OR PENDING APPLICATIONS**

List all previous or pending applications for this parcel (use additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_



**13. ZONING SCHEDULE** (complete all that apply)

	REQUIRED	EXISTING	PROPOSED
<i>Minimum Lot Requirements</i>			
Lot Area			
Frontage			
Lot Depth			
<i>Minimum Yard Requirements</i>			
Front Yard			
Secondary Front Yard			
Rear Yard			
Side Yard			
Aggregate Side Yard			
Building Height			
<i>Lot Requirements</i>			
Residential Buffer Strip			
Open Space	25%		
<i>Parking Setbacks</i>			
Parking Setback to non-residential	5'		
Parking Setback to residential	15'		
Parking Setback to Right-of-Way	20'		

	REQUIRED	EXISTING	PROPOSED
<i>Accessory Uses</i>			
Garage Area			
Garage Height			
Fence Height			
Pool Depth			
Shed Area			
Shed Height			
<i>Signage Requirements</i>			
Façade Sign area 1			
Façade Sign area 2			
Freestanding Sign area			
Freestanding Sign height			
Functional Sign(s) area			
Building Façade area			
Distance from Driveway			
Distance from R.O.W.			

Is the proposed site on a inside or corner lot?  
 Inside                      Corner

**14. PARKING & LOADING REQUIREMENTS**

Number of Parking Spaces REQUIRED: \_\_\_\_\_ Number of Loading Spaces REQUIRED: \_\_\_\_\_  
 Number of Parking Spaces PROVIDED: \_\_\_\_\_ Number of Loading Spaces PROVIDED: \_\_\_\_\_

**15. RELIEF REQUESTED** (check all that apply)

- Zoning Variances are requested.
- Exceptions from Municipal Requirements are requested (*N.J.S.A. 40:55D-51*).
- Exceptions from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested (*N.J.A.C. 5:21-3.1*).
- Waivers from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested (*N.J.A.C. 5:21-3.2*).  
 Requires application to and approval of the New Jersey Site Improvement Advisory Board.

*For any type of the above relief requested, a separate exhibit should be attached stating the factual basis, legal theory, and/or previously granted relief.*

**16. SIGNATURE OF APPLICANT**

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant, or that I am an Officer of the Corporate applicant and authorized to sign the application for the Corporation, or a General Partner of the partnership application.

SWORN & SUBSCRIBED to before me this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (year)  
 \_\_\_\_\_ (notary)

\_\_\_\_\_  
**SIGNATURE (applicant)                      DATE**  
 \_\_\_\_\_  
**PRINT NAME**

**17. CONSENT OF OWNER**

I certify that I am the Owner of the property which is the subject of this application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency (if owned by a Corporation, a resolution must be attached authorizing the application and officer signature).

SWORN & SUBSCRIBED to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (year) \_\_\_\_\_ (notary)

\_\_\_\_\_  
**SIGNATURE (owner)                      DATE**  
\_\_\_\_\_  
**PRINT NAME**

**18. DISCLOSURE STATEMENT (circle all that apply)**

Pursuant to N.J.S.A. 40:55D-48.1 & 48.2, please answer the following questions:

- Is this application to subdivide a parcel of land into six (6) or more lots? Yes    No
- Is this application for a variance to construct a multiple dwelling of twenty-five (25) or more units? Yes    No
- Is this application for approval of a site (or sites) for non-residential purposes? Yes    No
- Is the applicant a corporation? Yes    No
- Is the applicant a limited liability corporation? Yes    No
- Is the applicant a partnership? Yes    No

If you responded YES to any of the above, please answer the following (use additional sheets if necessary):

List the names and addresses of all stockholders or individual partners owing at least 10% in stock of any class or at least 10% of the interest in partnership (whichever is applicable).

Does a corporation or partnership own 10% or more of the stock in this corporation or partnership? If yes, list the names and addresses of stockholders of that corporation holding 10% or more of the stock or 10% or greater interest in that partnership (whichever is applicable). This requirement is to be followed by every corporate stockholder or partnership, until the names and addresses of the non-corporate stockholders and individual partners with 10% or more ownership have been listed.

\_\_\_\_\_  
**SIGNATURE (applicant)                      DATE**

**19. SURVEY WAIVER CERTIFICATION**

As of the date of this application, I hereby certify that the survey submitted with this application, under the date of \_\_\_\_\_, 20\_\_\_\_ shows and discloses the premises in its entirety, described as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_; and I further certify that no buildings, fences, or other facilities have been constructed, installed, or otherwise located on the premises after the date of the survey with the exception of the structures shown.

State of New Jersey; County of Camden:

SWORN & SUBSCRIBED to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (year) \_\_\_\_\_ (notary)

\_\_\_\_\_ of full age, being duly  
**PRINT NAME**  
\_\_\_\_\_  
**SIGNATURE (applicant/owner)                      DATE**

**FOR OFFICE USE ONLY**

The application was reviewed in accordance with the rules of the applicable Board and Ordinances of the Township of Cherry Hill and determined that all the checklist items are in order and this application has been deemed complete. The time within which the applicable Board must act on this application pursuant to *N.J.S.A. 40:55d-1 et seq.*, has commenced from this date.

\_\_\_\_\_  
**SIGNATURE (administrative officer)                      DATE**

**E S C R O W   A G R E E M E N T**

# \_\_\_\_\_

**THIS AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_(Name) is hereinafter referred to as the "Applicant", the Planning or Zoning Board of the Township of Cherry Hill is hereinafter referred to as "Board", and the Township of Cherry Hill in the County of Camden is hereinafter referred to as "Township".

**WHEREAS**, the Applicant is proceeding under Ordinances 2013-18 (Zoning Ordinance), as amended, (hereinafter "Ordinance"), for approval of \_\_\_\_\_; and

**WHEREAS**, the Ordinance requires the Applicant to establish an escrow whereby work required to be performed by professionals employed by the Board will be paid for by the Applicant as required under the provisions of the Ordinances cited above;

**NOW, THEREFORE,**

**SECTION 1. PURPOSES**

The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of its duties.

**SECTION 2. ESCROW ESTABLISHED**

The Applicant hereby creates an escrow to be established within the Controller of the Township.

**SECTION 3. ESCROW FUNDED**

The Applicant, upon execution of this agreement, shall pay to the Township such sums as are required by Ordinance to be deposited in the repository referred to in Section 2.

**SECTION 4. INCREASE IN ESCROW FUND**

If, during the existence of this Escrow Agreement, the funds held by the escrow shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Director of the Department of Community Development or the Director's designee. The Applicant shall, within fourteen (14) days of receipt of written notice, deposit additional sums with the escrow holder to cover the amount of the deficit referred to above and such additional amount reasonably anticipated by the Director needed to complete the application process. **Additionally, until such funds are fully replenished, no further consideration, review, processing of any pending application shall be permitted by the Planning Board or Zoning Board, nor shall any further inspections be performed by or on behalf of the Township until such additional escrow has been deposited.** Failure to post sufficient escrow funds to cover costs incurred or anticipated shall toll the period for action by the approving authority, as required by *N.J.S.A. 40:55D-1 et seq* and particularly *N.J.S.A. 40:55D-51* and *N.J.S.A. 40:55D-73* thereby barring an applicant from seeking a default approval under *N.J.S.A. 40:55D-10.4*.

The written notice referred to in this paragraph shall be sent to:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after mailing. The notice required under this paragraph shall be in the form of a Project Account Statement sent from Office of the Controller.

After a period of forty five (45) days from the notice from the Township, the applicant's failure to deposit the additional funds shall be grounds for denial of the application or for dismissal of the application without prejudice. In the event the Board approves the application, the obligation to pay for professional plan reviews fees by depositing the funds in escrow shall be a condition of the approval granted by the Board. If the escrow funds are depleted, after the application is filed or granted, the applicant shall pay additional

funds upon demand within the aforementioned fourteen (14) day period. The failure to pay, the demanded funds may also result in a voiding of any prior approvals upon due notice to the applicant by the Board. In addition to the foregoing, the Applicant hereby agrees that in the event the reasonable and necessary amounts charged by the professionals for review of the application are not paid, the outstanding fees shall be deemed a lien on the above-described property and shall be collectable as in the case of taxes by the adoption of a resolution by the Township governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement. Negative escrow balances shall incur interest at 1.5% per month.

In the event of the sale or transfer of property which is the subject of a development application or a change in the identity of the applicant, all funds on deposit pursuant to this agreement shall run with the development application affecting the property in questions and shall be considered to be the asset and/or obligation of any subsequent owner or applicant unless the initial owner or applicant provides written notice to the approving authority, and to the professionals providing review services, that the initial owner or applicant has specifically reserved ownership rights of the escrow account. In the event such a notice is received by the Township officials and professionals, no further review shall be undertaken by relevant professionals until the new or subsequent owner or applicant has established an escrow account and signed an escrow agreement.

**SECTION 5. TIME OF PAYMENT**

The professionals referred to in this Agreement, upon the conclusion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the Township for vouchers of the type and kind referred to under this paragraph. Said vouchers shall include the amounts of all fees and costs incurred as a result of the services set forth under Section 1 of this Agreement.

**SECTION 6. PAYMENTS FROM ESCROW FUNDS**

The Director or designee shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this Agreement. Upon making a determination that said services have been performed properly, the Director or his designee shall process said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Township. At the conclusion of this processing, the amounts specified in said vouchers shall be paid by the escrow holder from the escrow established pursuant to this agreement.

**SECTION 7. APPLICANT NOTIFICATION TO DISPUTE CHARGES**

Pursuant to *N. J. S. A. 40:55D -53. et seq.* applicants shall notify in writing Cherry Hill Township, Department of Community Development, and the professional whenever applicants disputes the charges made by a professional for service rendered to the municipality in reviewing applications for development, review and preparation of documents, inspection of improvements, or other charges made. The Township, or its designee, shall within a reasonable time period attempt to mediate any disputed charges. If the matter is not resolved to the satisfaction of the applicant, the applicant may appeal to the Camden County Construction Board of Appeals.

**SECTION 8. RETURN OF UNUSED ESCROW FUNDS**

Escrow funds cannot be refunded for at least one hundred twenty (120) days from the time of a final decision of the Planning or Zoning Board. After one hundred twenty (120) days, a request to refund unused escrow may be made by letter.

**IN WITNESS WHERE OF**, the parties hereto have set their hands and seals the date first written above.

---

SIGNATURE (*Applicant\**)

*\* If the applicant is a corporation, this signature must be attested to by an attorney.*

## Request for Taxpayer Identification Number and Certification

**Give form to the requester. Do not send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**

Signature of U.S. person ▶

Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

## F E E S C H E D U L E

APPLICATION TYPE	FILING FEE	REVIEW ESCROW
<b>VARIANCES</b>		
"A" Variance (Appeal)		
Residential	\$50.00	\$500.00
Non-Residential	\$100.00	\$500.00
"B" Variance (Interpretation): Certificate of Non-Conformity, Bldg Permit in Mapped Street		
Residential	\$50.00	\$500.00
Non-Residential	\$100.00	\$800.00
"C" Variance (Bulk)		
Residential	\$200.00	\$700.00
Non-Residential	\$500.00	\$1,000.00
"D" Variance (Use)		
Residential	\$300.00	\$700.00
Non-Residential	\$500.00	\$1,000.00
<b>SUBDIVISION PLANS</b>		
Minor Subdivision Plan	\$300.00 + (\$50.00/lot)	\$1,500.00/lot
Preliminary Major Subdivision Plan		
Up to 30 lots	\$500.00 (+ \$50.00/lot)	\$2,000 + (\$500.00/lot)
31 lots or more	\$500.00 (+ \$50.00/lot)	\$10,000 + (\$100.00/lot)
Final Major Subdivision Plan		
Up to 30 lots	\$500.00 (+ \$50.00/lot)	\$1,000 + (\$300.00/lot)
31 lots or more	\$500.00 (+ \$50.00/lot)	\$5,000 + (\$50.00/lot)
Preliminary & Final Major Subdivision Plan		
Up to 30 lots	\$800.00 (+ \$50.00/lot)	\$3,000 + (\$800.00/lot)
31 lots or more	\$800.00 (+ \$50.00/lot)	\$15,000 + (150.00/lot)
Amended Subdivision Plan	\$300.00	25% of preliminary escrow
<b>SITE PLANS</b>		
Site Plan Waiver	\$100.00	\$1,000.00
Minor Site Plan	\$500.00	\$5,000.00
Preliminary Site Plan		
Residential	\$500.00	\$4,000 + (\$50.00/unit)
Non-Residential	\$500.00	\$5,000 + (\$100.00/acre)
Final Site Plan		
Residential	\$500.00	\$4,000 + (\$50.00/unit)
Non-Residential	\$500.00	\$5,000 + (\$100.00/acre)
Preliminary & Final Site Plan		
Residential	\$1,000.00	\$4,000 + (\$100/unit)
Non-Residential	\$1,000.00	\$5,000 + (\$200.00/acre)
Amended Site Plan	\$300.00	25% of preliminary escrow
General Development Plan	\$1,000.00	\$10,000.00

<b>MISCELLANEOUS</b>		
Concept Plan Workshop	\$100.00	\$1,000.00
Conditional Use	\$200.00	\$300.00
Field Modification	-	\$100.00
Grading Plan Checklist Review	-	\$100.00
Inspection Escrow	-	5% of cost estimate
Maintenance Inspection Escrow	-	\$500.00
Property Owners List	\$0.25/name or \$10.00, whichever is greater.	
Publication of Decision	\$45.00	-
Redevelopment Plan as requested by private party (subject to escrow agreement for all costs related to preparation & adoption of a Redevelopment Plan)	\$1,500.00	\$10,000.00
Request for a Relief of Condition of Approval	\$50.00	\$200.00
Request for an Extension of Approval	\$100.00	\$300.00
Rezoning Request	\$500.00	\$2,500.00
Street Vacation	\$500.00	\$2,500.00
Submission and/or Design Waiver	-	\$100.00
Zoning Verification Letter	-	\$50.00
<b>ADMINISTRATIVE AGENT SERVICES</b>		
Affirmative Marketing	-	\$50.00 per hour
Initial Application Processing	-	\$50.00 per hour
Application Lottery	-	\$100.00
Lottery Outreach	-	\$50.00 per hour
Income Certification	-	\$50.00 per case
<i>*Any and all municipal employee and/or consultant rates billed to the Township will be carried through to the developer and/or landlord</i>		
<i>**All direct expenses incurred by the Township, including but not limited to printing, overnight mailings, or photocopying, will be carried through to the developer and/or landlord, and shall be established at the rates designated by the Open Public Records Act</i>		
<i>***All Administrative Agent Services are subject to consent of the Township and require a contractual agreement between any relevant party</i>		
<b>PERMITS</b>		
Sign Permit Application	\$20.00	-
Sign Permit	\$2.00/square foot or \$50.00, whichever is greater.	
Sign Permit Renewal	\$20.00	-
Zoning Permit		
Residential	\$20.00	-
Non-Residential	\$50.00	-
Temporary Use Permit	\$50.00 per day of use	

*\*Separate checks should be provided, one for escrow and another for fees, payable to the 'Township of Cherry Hill'.*

# O W N E R S H I P   D I S C L O S U R E   S T A T E M E N T

**NAME OF CORPORATION, PARTNERSHIP, LLC, OR LLP:** \_\_\_\_\_

Listed below are the names and addresses of all owners of 10% or more of the stock/interest\* in the above referenced corporation, partnership, limited liability corporation (LLC) or limited liability partnership (LLP):

	NAME	ADDRESS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

\*If a corporation or a partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, and this requirement shall be followed until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% ownership criterion established have been listed.

SWORN & SUBSCRIBED to before me this  _____ Day of _____, 20____(year)  _____ (Notary)
--

SIGNATURE (OFFICER/PARTNER)	DATE
TITLE	



# POLITICAL CONTRIBUTION DISCLOSURE STATEMENT

1. Application Type Subject to Disclosure. Any applicant to either the Cherry Hill Planning Board or Zoning Board of Adjustment, including **a Use (d) Variance (N.J.S.A. 40:55D-70(d)) or Bulk (c) Variance (N.J.S.A. 40:55D-70(c)) in conjunction with a major subdivision plan or a major site plan.**
2. Individuals & Entities Subject to Disclosure Requirements. Any individual or entity listed below that is party to an application for a request for approval of any application type listed in the above paragraph pursuant to the following stock or ownership standard:
  - a. All owners or Developers; and
  - b. All associates of said Developers who would be subject to disclosure pursuant to *N.J.S.A. 40:55D-48.1* or *40:55D-48.2*.
  - c. All persons or entities holding an option or contract to purchase or other enforceable proprietary interest in such land or project.
3. Contribution Disclosure Statement must be updated until a decision is rendered by the Planning Board or Zoning Board of Adjustment for any application subject to the requirements of Ordinance 2008-9.

Listed below are the date, amount, and the recipient of any and all Contributions (as defined by Ordinance 2008-9) made to or on behalf of any Cherry Hill candidate, candidate committee, joint candidate committee, or political action committee or political party committee of, or pertaining to, made **up to one year prior** to filing the application subject to disclosure and/or during the pendency of the application process, and required to be reported pursuant to *N.J.S.A. 19:44A-16(f)*:

APPLICANT: \_\_\_\_\_  OWNER: \_\_\_\_\_  
*Name of Individual* *Name of Individual*

DEVELOPER: \_\_\_\_\_  
*Name of Individual* *Name of Business*

POLITICAL CONTRIBUTION RECIPIENT	DATE	AMOUNT

*Attach a separate sheet if necessary. Do not write 'not applicable', state 'none' instead.*

By signing below, I understand and certify to the above and have reviewed Ordinance 2008-9 and am aware that if I have misrepresented in whole or in part of this certification, I and/or the business entity, will be liable for any penalty permitted under the law.

\_\_\_\_\_  
SIGNATURE (applicant, owner, or developer)      DATE

\_\_\_\_\_  
PRINT NAME

## SITE & SUBDIVISION PLAN CHECKLIST

APPLICATION NO.: \_\_\_\_\_ BLOCK(s): \_\_\_\_\_ LOT(s): \_\_\_\_\_ ELECTRONIC SUBMISSION

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
1	Original, Completed Application, double-sided copy.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
2	Fees & Escrow with original, completed Escrow Agmt & W-9.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
3	Two (2) Completed Checklists, double-sided copy.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
4	Three (3) copies of Traffic Impact Study (see §817).			X	X				<input type="checkbox"/>	<input type="checkbox"/>
5	Three (3) copies of Environmental Impact Report (see §818).			X	X				<input type="checkbox"/>	<input type="checkbox"/>
6	Three (3) copies of Environmental Assessment (see §819).	X		X	X				<input type="checkbox"/>	<input type="checkbox"/>
7	Three (3) copies of Drainage Calculations.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
8	Three (3) copies of Stormwater Management Report.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
9	Three (3) copies of Basin Maintenance Manual.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
10	Three (3) copies of Recycling Report (see §807.B.15).			X	X				<input type="checkbox"/>	<input type="checkbox"/>
11	Three (3) copies of any additional reports.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
12	Three (3) copies of Development Plans, clearly and legibly drawn in accordance with §802-J.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
13	Three (3) copies of Half-Size Plans, no smaller than 11"x 17" (see 18.). More may be required once deemed complete.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
14	Photographs of the site showing area in question.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
15	Required Approvals. List and provide applications and permits of regulatory agencies (NJDOT, NJDEP, CCSC, etc.).	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
16	Summary. A written description of the proposed use(s) and operation(s) of the building(s), i.e., the number of employee or users of non-residential buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift, expected truck traffic, noise, glare, radiation, heat, odor, safety hazards, air and water pollution.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
17	Plan Title appropriately as follows:									
a	"Minor Site Plan for [name of development]"	X							<input type="checkbox"/>	<input type="checkbox"/>
b	"Minor Subdivision Plan for [name of development]"		X						<input type="checkbox"/>	<input type="checkbox"/>
c	"Preliminary Site Plan for [name of development]"			X					<input type="checkbox"/>	<input type="checkbox"/>
d	"Preliminary Subdivision Plan for [name of development]"				X				<input type="checkbox"/>	<input type="checkbox"/>
e	"Final Site Plan for [name of development]"					X			<input type="checkbox"/>	<input type="checkbox"/>
f	"Final Subdivision Plan for [name of development]"						X		<input type="checkbox"/>	<input type="checkbox"/>
18	Plan Size. Plans shall be presented on sheets of one of the following dimensions: 30"x48", 30"x42", 24"x36", 15"x21" or 11"x17". If site is larger than one acre, 15" x 21" reduced size required.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
19	<i>Key Map.</i> If more than one sheet is required to show the entire development, a separate composite map shall be drawn showing the entire development on the sheets of which various sections are shown, and each detail sheet shall include a key map showing its relationship.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
20	<i>Survey.</i> Three (3) copies of a survey by a licensed NJ Land Surveyor (PLS), certified on a date within six (6) months of the date of submission.		X				X		<input type="checkbox"/>	<input type="checkbox"/>
21	<i>Title Block</i> containing block and lot number for the tract and the name of the Township.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
22	<i>North Arrow.</i>	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
23	<i>Name &amp; Address</i> of applicant and owner, with signed consent of latter, if different from applicant.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
24	<i>Preparer.</i> Name, address, telephone number, email, website, and signature and seal of the Plan preparer.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
25	<i>Scale</i> not less than 1"=50' with graphic and written scales shown.		X					X	<input type="checkbox"/>	
26	<i>Scale</i> not less than 1"=100' with graphic and written scales shown.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
27	<i>Date</i> of original drawing with subsequent revision dates.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
28	<i>Area Map</i> with north arrow showing the entire development and its relation to surrounding areas at a scale of not less than 1"=2,000'.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
29	<i>Surrounding Properties.</i> The names, addresses, block and lot numbers of all property owners within 200 feet of the development.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
30	<i>Existing Structures.</i> Locations of all existing structures and their uses within 200 feet of the tract.	X		X	X				<input type="checkbox"/>	<input type="checkbox"/>
31	<i>Zones</i> in which property in question falls, zones of adjoining properties and all property within a 200' the property.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
32	<i>Zoning Schedule</i> showing required, existing, and proposed lot & yard requirements for relevant zone(s) including, area, frontage, depth, setbacks, height, etc.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
33	<i>Building Cover.</i> Existing and proposed building coverage in square feet and as a percentage of lot area.	X	X	X			X		<input type="checkbox"/>	<input type="checkbox"/>
34	<i>Open Space.</i> Existing and proposed open space in acres of square feet and as a percentage of lot area.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
35	<i>Building Plans.</i> Proposed structures and uses on the tract, i.e., size, height, location, arrangement, an architect's scaled elevation of the front, side and rear of any structure to be modified, with building lighting details and attached signs.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
36	<i>Floor Plans</i> where multiple dwelling units or more than one use is proposed that have different parking standards.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>
37	<i>Signs.</i> Existing and proposed signs, including the location, size, height and necessary measurements and a Sign Location Plan.	X		X		X		X	<input type="checkbox"/>	<input type="checkbox"/>
38	<i>Streets.</i> Existing and proposed street and lot layout, with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
39	<i>Easements &amp; ROW.</i> Name, width, and location of existing and proposed easements, right-of-ways, deed restrictions or covenants with reference source. The plans should note if none exist.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
40	<i>Monuments.</i> Location and descriptions of all existing or proposed boundary control monuments and pipes.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
41	Area of original tract to the nearest one hundredth of an acre.	X	X		X				<input type="checkbox"/>	<input type="checkbox"/>
42	Existing lot lines to be eliminated.		X		X				<input type="checkbox"/>	<input type="checkbox"/>
43	Number of lots being created.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
44	<i>Lot Area</i> of each proposed lot correct to one-tenth of an acre.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
45	<i>Tax Map.</i> Each block and each lot shall be numbered, as approved by the Tax Assessor.		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
46	<i>Existing Structures &amp; Uses</i> on the tract to include the shortest distance between any existing building and proposed or existing lot line, and as indication of those to be removed.	X	X	X	X	X			<input type="checkbox"/>	<input type="checkbox"/>
47	<i>Setbacks.</i> All side, rear, and front setback lines with dimensions.	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
48	<i>Phasing Plan</i> of staging of overall development.			X		X				
49	<i>Signatures.</i> Appropriate places for the signature of the Chair, Secretary, and various Professionals of the subject Board, the dates of the official Board actions, and dates of signatures.	X	X			X	X		<input type="checkbox"/>	<input type="checkbox"/>
50	Existing elevations and contour lines over the entire area of the proposed development and two (2) permanent bench marks based upon U.S.G.S. datum.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
51	Contours shall be shown at not more than two (2) foot intervals for areas with less than twenty (20%) percent slope, five (5) foot intervals for areas in excess of twenty (20%) percent slope.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
52	Proposed grades in sufficient numbers to illustrate the proposed grading scheme.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
53	Locations and dimensions of artificial and/or natural features such as railroad rights-of-way, bridges, dams, soil types, wooded areas, etc.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
54	<i>Tree Location.</i> Location, species, and size of trees eight (8") inches or more at breast height diameter.		X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
55	Locations of all existing and proposed water courses (i.e. lakes, streams, ponds, swamps or marsh areas, or underdrain) within 500 feet of the development, show the location and water level elevations.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
56	<i>Flood Plain</i> limits as determined by most recent FEMA FIRM maps and onsite evaluations by a licensed professional engineer.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
57	<i>Freshwater Wetlands &amp;</i> transition area boundaries, and stream buffer with NJDEP or accepted reference.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
58	<i>Landscaping Plan</i> showing number, size, species, and location.	X	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
59	<i>Design Calculations</i> showing proposed drainage facilities in accordance with the appropriate drainage runoff requirements. Calculations must be accompanied by pre- and post-development drainage shed maps, and soil types as shown by Soil Conservation Survey Map.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
60	<i>Soil Borings.</i> Test boring, percolation rates and water levels shall be obtained by a licensed engineer.			X	X				<input type="checkbox"/>	<input type="checkbox"/>
61	<i>Utilities.</i> Plans and profiles for all storm lines, underdrains and ditches whether onsite or off-tract, affected by the development including:	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
a	Location of each inlet, manhole or other appurtenance.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
b	Slope of line.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
c	Pipe material type.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
d	Strength, class or thickness.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
e	Erosion control and soil stabilization methods.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
62	Septic System infrastructure.	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
63	Names, locations and dimensions of all existing streets and existing driveways, and any connections by the development to existing streets, sidewalks, bike routes, water, sewer, or gas mains within 200'	X	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
64	Streets. Plans for all proposed streets or road improvements, whether onsite or off-tract, showing:			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
a	Acceleration/deceleration lanes.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
b	Traffic channelization.			X					<input type="checkbox"/>	<input type="checkbox"/>
c	Fire lanes.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
d	Driveway aisle widths and dimensions.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
e	Parking spaces with size, number, location, and ADA spaces.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
f	Loading areas.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
g	Curbs.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
h	Radii of curb line.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
i	ADA ramps, signage, striping, etc.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
j	Sidewalks and bicycle routes.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
k	Any related facility for the movement and storage of goods, vehicles, persons, etc.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
l	Directional and traffic signs with scaled drawings.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
m	Sight triangle easements at intersections and driveways.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
n	Location of street names and signs.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
o	Traffic control devices.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
p	Street lights.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
q	Fencing, railroad ties, bollards, and parking bumpers.	X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
r	Cross sections.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
s	Proposed grades.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
t	Center line profiles at horizontal scale not less than 1"=50' for all existing adjoining streets and proposed streets.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
u	Standard details for curbing, sidewalks, bike paths, paving, stoned or graveled surfaces, bollards, railroad ties and fences.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
65	Lighting Plan showing photometric patterns, isolux, footcandles, etc.	X		X					<input type="checkbox"/>	<input type="checkbox"/>
66	Sewer & Water. Plans and profiles of water, and sewer layouts whether onsite, offsite or off-tract showing:			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
a	Size and types of pipes and mains.	X		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
b	Slope.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
c	Pumping Stations.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
d	Fire hydrants.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
e	Standard details.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
f	Trench repair details for street crossings.			X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
67	If service is to be provided by an existing water or sewer utility company, a letter from that company shall be submitted, indicating that service shall be available before occupancy of any proposed structures.	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
68	Soil Erosion & Sediment Control Plan, per County Soil Conservation.			X	X				<input type="checkbox"/>	<input type="checkbox"/>

**P R O P E R T Y   L I S T   R E Q U E S T**

I am requesting a list of property owners within two hundred (200') feet of the following subject property:

ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_                      LOT(S): \_\_\_\_\_

DATE: \_\_\_\_\_                      APPLICATION No.: \_\_\_\_\_

REQUESTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_                      PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_                      DATE: \_\_\_\_\_

A fee of \$10.00 or \$.25/name is required, whichever is greater. Checks or money orders made payable to 'The Township of Cherry Hill' can be submitted to the Department.

FEE RECEIPT No.: \_\_\_\_\_

**N O T I C E   O F   H E A R I N G (Form ZB 1)**

**To Property Owners within 200 feet of Subject Parcel to be heard before the Zoning Board**

In accordance with the requirements of the Cherry Hill Township Ordinances and Municipal Land Use Law N.J.S.A. 40:55D-12 of the Revised Statutes of New Jersey, you are hereby notified that an application has been filed by the undersigned with the Zoning Board Administrator. The application and plans are available for examination in the Department of Community Development during normal business hours. You may contact the Zoning Board Administrator and the Department of Community Development at (856) 488-7870 for definitive information on consideration of the application.

Take notice that a public hearing will be conducted before the Planning Board in connection with this application in the Council Chambers (Room 208) of the Municipal Building on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ at 7:30 p.m.

**PROPERTY INVOLVED:**

APPLICATION No.: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

TOWNSHIP TAX MAP PLATE: \_\_\_\_\_ BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

PRESENT USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

NATURE OF RELIEF OR VARIANCES REQUESTED: \_\_\_\_\_

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

*and any other variances, waivers or approvals deemed necessary by the Zoning Board.*

Further take notice that said Zoning Board may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Planning Board Secretary concerning such adjournments, postponements, or continuations.

\_\_\_\_\_  
APPLICANT





**P U B L I C   N O T I C E (Form ZB 3)**

The Courier Post is the official newspaper of the Township of Cherry Hill. If legal notice is required for an application, the notice should be published at least ten days prior to the scheduled hearing date. Applicants are also required to publish a notice of decision after the adoption of a resolution by the Zoning Board. Below is the contact information for the Courier Post and sample formats for legal notices:

THE COURIER POST  
301 CUTHBERT BOULEVARD  
CHERRY HILL, NJ 08002  
PHONE: (888) 516-9220  
FAX: (866) 829-5015  
EMAIL: [cplegals@gannett.com](mailto:cplegals@gannett.com)

*PLEASE BE ADVISED THAT THE COURIER POST REQUIRES SUBMISSION OF LEGAL NOTICES TWO (2) DAYS PRIOR TO THE DATE TO BE PUBLISHED.*

**SAMPLE PUBLIC NOTICE**

PLEASE TAKE NOTICE that the undersigned has applied to the Zoning Board of the Township of Cherry Hill for relief from: \_\_\_\_\_

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

and any other variances, waivers or approvals deemed necessary by the Zoning Board.

On property located at: \_\_\_\_\_

and more specifically known as Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

A Public Hearing will be held regarding Application # \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, at 7:30 PM in the Council Chambers (Room 208) of the Municipal Building, 820 Mercer Street, Cherry Hill, New Jersey at which time you may appear either in person or by attorney and present objections you may have to this Application. The application and plans are available for examination in the Department of Community Development, 820 Mercer Street, Cherry Hill, New Jersey from 9:00 AM to 5:00 PM Monday to Friday. This notice is being given in accordance with the requirements of the Cherry Hill Township Ordinances and Municipal Land Use Law *N.J.S.A. 40:55D et. seq.*

Further take notice that said Zoning Board may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Zoning Board Secretary concerning such adjournments, postponements, or continuations.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
ADDRESS



You couldn't pick a better place.

# Zoning Permit application

ADDRESS: \_\_\_\_\_ BLOCK(S): \_\_\_\_\_

ZONE: \_\_\_\_\_ LOT(S): \_\_\_\_\_

RESIDENTIAL (Fee: \$20.00)       NON-RESIDENTIAL (Fee: \$50.00)

EXISTING USE: \_\_\_\_\_

PROPOSED IMPROVEMENTS AND/OR USE (be specific): \_\_\_\_\_

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

### CERTIFICATE OF OCCUPANCY

TENANT FIT-UP       CHANGE OF USE       CHANGE OF OWNER       CHANGE OF OCCUPANCY

### BUILDING PERMIT (scaled copy of survey required, please complete information in box)

FENCE       DECK/PATIO       NEW DWELLING       ACCESSORY USE  
 SHED       POOL/HOT TUB       ADDITION       OTHER

SIZE: _____' x _____'	HEIGHT: _____'	DEPTH: _____'
LENGTH                      WIDTH		
SETBACKS: FRONT: _____'	REAR: _____'	SIDE: _____'      BOTH SIDES: _____'
Is the lot an inside or corner lot? <input type="checkbox"/> INSIDE LOT <input type="checkbox"/> CORNER LOT		
Will TREES be removed? <input type="checkbox"/> NO <input type="checkbox"/> YES      If Yes, how many? _____ # OF TREES		

Was Planning Board or Zoning Board approval required for this improvement and/or property?

NO       YES      If Yes, what is the APPLICATION No.: \_\_\_\_\_      DATE APPROVED? \_\_\_\_\_

**APPLICANT**       SAME AS OWNER

**OWNER**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

PERMIT No.: \_\_\_\_\_      DATE SUBMITTED: \_\_\_\_\_      DATE PROCESSED: \_\_\_\_\_

**C O N S E N T   T O   A S S U M E   L I A B I L I T Y**  
**Relative to (45 day) Time Frame for Appeal**

**PROPERTY INVOLVED:**

APPLICANT'S NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_                      BLOCK(S): \_\_\_\_\_      LOT(S): \_\_\_\_\_

APPLICATION No.: \_\_\_\_\_

NATURE OF RELIEF OR VARIANCES REQUESTED: \_\_\_\_\_

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

The undersigned applicant, or attorney on behalf of the applicant, hereby acknowledges that the time frame for appeal of the decision of the Cherry Hill Township Zoning Board, relative to the above mentioned application, has not expired pursuant to *N.J.S.A. 40:55D-17*. The applicant agrees that he/she will not hold Cherry Hill Township liable for any damages arising from the use of the property prior to the appeal period having expired.

\_\_\_\_\_  
SIGNATURE (APPLICANT / ATTORNEY)

\_\_\_\_\_  
DATE