

## INSTRUCTIONS

***IT IS HIGHLY RECOMMENDED YOU HAVE AN ENGINEER OR SOLICITOR ADVISE YOU DURING THIS PROCESS. IF YOU ARE AN "LLC" OR "CORPORATION", YOU MUST BE REPRESENTED BY LEGAL COUNCIL AT YOUR PLANNING/ZONING BOARD MEETING.***

**APPLICATION, PLANS & FEES MUST BE RECEIVED IN BOROUGH OFFICES AND BY THOSE LISTED BELOW AT LEAST 30 DAYS PRIOR TO SCHEDULES MEETING**

1. After obtaining the application packet from the Borough, completely fill out each form pertaining to your needs.
2. Form 992-2 is a site plan review checklist designed to assist the applicant as to what is included the plan.
3. File 5 copies of the completed application and 5 copies of plans with the Borough Clerk. Please provide electronic version of application, plans and any supporting documentation to the Borough Clerk as well.
4. File 1 copy of the application and plan with the Planning Board Solicitor:  
David Rowan, Esquire  
Carlamere and Rowan  
1546 Blackwood- Clementon Road  
PO Box 1397  
Blackwood, New Jersey 08012
5. File 1 copy of the application and plan with the Planning Board Engineer:  
Steven Bach, PE, RA, PP, CME  
Bach Associates, PC  
304 White Horse Pike  
Haddon Heights, NJ 08035
6. File 1 copy of the application and plan with the Chairperson of the Board:  
Kandy Klehamer, Chairperson  
104 S. Oakland Avenue  
Runnemede, NJ 08078
7. It is only necessary to file with the Camden County Planning Board if your site is located on a County Road. Please check with the Zoning Officer, Borough Clerk or Planning Board Secretary to determine this and obtain the proper forms.
8. Form 493-1 is a "Fill in the Blank" form to be used to **advertise your intentions and have your notice published 10 days prior to the regular meeting of the Planning -Board.** If you are applying for a variance, you must notify all property owners within 200 feet of your site, also at least 10 days before the scheduled meeting, by certified/ return receipt mail or personal service. (A certified list of property owners can be obtained from the Clerk's office). **It is your responsibility to place and pay for the advertisement.** It is suggested you use The Courier Post or Retrospect for publication ***YOU MUST BRING THE PUBLICATION AFFIDAVIT AT LEAST 2 DAYS BEFORE THE MEETING AS PROOF OF ADVERTISEMENT, OR YOUR CASE WILL NOT BE HEARD.***
9. If you have any questions, **you should contact your attorney for advice** or the Borough Clerk at 856-939-5161, ext. 1006- who will provide you with information only, not advice.

**BLUEPRINT PLANS MUST BE SUBMITTED PROPERLY FOLDED**

## SITE PLAN CHECKLIST

The following checklist is designed to assist applicants in preparing their site plan for board review. Applicants should check off each item to ensure that it is included on the plan. *ITEMS OMITTED MAY DELAY CONSIDERATION BY THE BOARD.*

UTILITY PLANS, LANDSCAPING PLAN, ARCHITECTURAL ELEVATIONS, ETC., MAY BE SHOWN ON SEPARATE SHEETS.

- \_\_\_\_\_ Name and title of applicant, owner and person preparing map.
- \_\_\_\_\_ Place for signature of chairman and secretary of planning/zoning board.
- \_\_\_\_\_ Place for signature of Borough Engineer.
- \_\_\_\_\_ Tax map lot and block numbers.
- \_\_\_\_\_ Date, scale and "north" sign.
- \_\_\_\_\_ Key map of the site with reference to surrounding areas and to existing street locations.
- \_\_\_\_\_ Zone district in which property in question falls, zone district of adjoining properties and all property within a 200 radius of the property in question.
- \_\_\_\_\_ Names of owners of all contiguous land and adjacent property.
- \_\_\_\_\_ Dimensions of lot, setbacks, front yard, side yards and rear yard; size, kind and location of fences.
- \_\_\_\_\_ Location dimensions and details of all signs and exterior lighting including type of standards, location, radius of lighting and intensity in footcandles.
- \_\_\_\_\_ Method of solid waste disposal and storage.
- \_\_\_\_\_ Existing and proposed spot elevations based upon the U.S. Coastal Geodetic datum at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutters and other pertinent locations.
- \_\_\_\_\_ Existing and proposed contours of site at 2 foot intervals for areas less than 5 percent grade and 10 foot intervals above 5 percent grade.
- \_\_\_\_\_ Location of all existing trees or tree masses, indicating general sizes and species of trees.
- \_\_\_\_\_ Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants and trees and dimensions, approximate time of planting and method of planting (base rooted, ball and burlap).
- \_\_\_\_\_ Any other pertinent information as may be required by the board.

**APPLICATION FOR VARIANCE**

TO THE BOARD OF ADJUSTMENT:

An application is hereby made for a (hardship) (use) variance from the terms of Article(s) and Section(s) \_\_\_\_\_ of the Zoning Ordinance so as to permit

\_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF PROPOSED STRUCTURE OR USE**

PREMISES AFFECTED known as Block \_\_\_\_\_ Lot \_\_\_\_\_,

Street address: \_\_\_\_\_, Runnemedede, New Jersey

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

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

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

Last previous occupancy \_\_\_\_\_

Size of Lot \_\_\_\_\_ Size of Building(s) (Present and/or Proposed):

At street level \_\_\_\_\_ ft. Front \_\_\_\_\_ ft. Deep

Percentage of lot occupied by building(s) \_\_\_\_\_ % Height of Building(s) \_\_\_\_\_ stories \_\_\_\_\_ ft.

Set back: Front property line \_\_\_\_\_ feet. From side (if corner lot) \_\_\_\_\_ feet

Zoning requirements frontage \_\_\_\_\_, side yards \_\_\_\_\_, set-back \_\_\_\_\_, rear yard \_\_\_\_\_

"Prevailing set-back" of adjoining buildings within one block \_\_\_\_\_ feet

Has there been any previous appeal involving these premises? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state character of appeal and date of disposition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Proposed Use:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION  
SUBDIVISION, SITE PLAN, SITE PLAN WAIVER, CONCEPT DESIGN**

**PLEASE FILE 15 COPIES OF THIS COMPLETED DOCUMENT 30 DAYS BEFORE THE REGULAR MEETING OF THE PLANNING BOARD.**

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

**Applying For**

\_\_\_\_\_ Subdivision \_\_\_\_\_ Site Plan \_\_\_\_\_ Site Plan Waiver \_\_\_\_\_ Concept Design, located at \_\_\_\_\_

Runnemede, New Jersey Block \_\_\_\_\_ Lot \_\_\_\_\_ Plate \_\_\_\_\_ Location of Nearest Intersection \_\_\_\_\_

**PLEASE PRINT**

Does this constitute \_\_\_\_\_ new application \_\_\_\_\_ revision or resubmission of a prior application?

**ATTACH A COPY OF ANY DEED RESTRICTIONS, COVENANTS OR EASEMENTS EFFECTING THIS PROPERTY**

Owner's Name (if different than applicant) \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_

Are you being represented by an attorney, real estate broker, or a land use professional? If so, please state:

Name \_\_\_\_\_

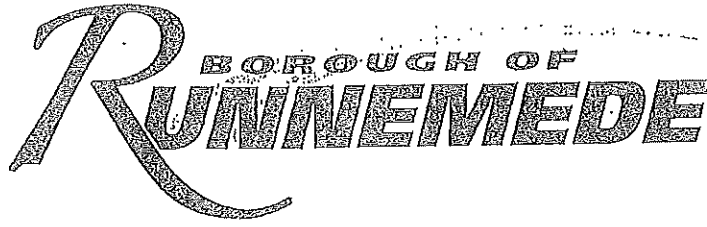
Address \_\_\_\_\_ Phone# \_\_\_\_\_

Interest of Applicant if other than the Owner \_\_\_\_\_

**STATEMENT OF LANDOWNER WHERE APPLICANT IS NOT THE OWNER:**

I, \_\_\_\_\_ owner of Lot(s) \_\_\_\_\_ in Block(s) \_\_\_\_\_ in the Borough of Runnemede, Camden County, New Jersey, hereby acknowledge that the application of \_\_\_\_\_ for a subdivision/ site plan approval/site plan waiver/concept design of said Lot(s) is made with my complete understanding and permission and in accordance with an agreement for purchase or option agreement entered into between myself and the applicant herein stated.

\_\_\_\_\_  
Signature of Landowner



**ESCROW APPLICATION**

Date of Application: \_\_\_/\_\_\_/\_\_\_

Name of Project: \_\_\_\_\_

Address of Project: \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip \_\_\_\_\_

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

Application Fee: \$ \_\_\_\_\_ Cash / Check / Money Order (Circle)

Initial Deposit: \$ \_\_\_\_\_ Cash / Check / Money Order (Circle)

Check# \_\_\_\_\_ Check Received By: \_\_\_\_\_  
(Initial)

FAX ID # \_\_\_\_\_ W-9 Received By: \_\_\_\_\_  
(Initial)

**FOR OFFICE USE ONLY**

Date Activated: \_\_\_\_\_ Developer Name: \_\_\_\_\_

Sub-Account Number: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

Project Description: \_\_\_\_\_

Memo/Other Info: \_\_\_\_\_

Date Closed: \_\_\_\_\_ Date of Check: \_\_\_\_\_ Check Number: \_\_\_\_\_ (Attach Copy of Check)

Date Sent: \_\_\_\_\_ (Attach Copy of Resolution)

To Whom It May Concern:

Attached please find a copy of a W-9 Form. Any person or business making an application to the Planning/Zoning Board must complete this form.

BOROUGH OF RUNNEMEDE  
PLANNING BOARD  
24 N. BLACK HORSE PIKE  
RUNNEMEDE, NJ 08078

TAX AND ASSESSMENT PAYMENT REPORT

Section I (to be completed by the applicant)

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

has made application to the Planning Board for Block \_\_\_\_ Lot \_\_\_\_ located at

Whose record owner is \_\_\_\_\_

Owner's address \_\_\_\_\_

I request the Tax Collector to determine whether there are any delinquent taxes and/ or assessments due.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

\*\*\*\*\*

Section II (to be completed by the Tax Collector)

- I find that:
- All taxes due have been paid.
  - All assessments due have been paid.
  - The following are delinquent and past due.

\_\_\_\_\_  
Tax Collector

**BOROUGH OF RUNNEMEDE**

24 N. Black Horse Pike

Runnemede, NJ 08078

856.939-5161 phone

856.939.0202 fax

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

REQUESTOR: \_\_\_\_\_

REQUESTOR'S ADDRESS: \_\_\_\_\_

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

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

ADDRESS OF LOCATION 200 FT SEARCH FOR:

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

PLEASE CHECK PREFERRED METHOD OF DELIVERY:

\_\_\_\_\_ E-MAIL

\_\_\_\_\_ FAX

\_\_\_\_\_ MAIL

\_\_\_\_\_ PICK UP

FEE: \$10.00 PER SEARCH.

PLEASE MAKE CHECK PAYABLE TO THE BOROUGH OF RUNNEMEDE.

ADVERTISEMENT TO BE PLACED  
IN LOCAL NEWSPAPER  
(SUCH AS THE RETROSPECT)

ADVERTISEMENT MUST APPEAR AT LEAST 10 DAYS  
BEFORE THE SCHEDULED MEETING

TAKE NOTICE that the undersigned has applied to the Runnemede Planning/Zoning Board for a

\_\_\_\_\_ subdivision, \_\_\_\_\_ variance, \_\_\_\_\_ site plan, \_\_\_\_\_ site plan waiver as follows:

---

---

---

regarding application concerning: \_\_\_\_\_

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

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

A public hearing regarding this application will be held on \_\_\_\_\_ 20 \_\_, at 7:00 p.m. at the Borough Hall, 24 N. Black Horse Pike, Runnemede New Jersey, at which time you may appear either in person or by attorney and present any objections you may have to this application.

The application is available for examination at the Borough Hall Planning/ Zoning Office during normal business hours.

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

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



AFFIDAVIT OF PROOF OF SERVICE  
BOARD OF ADJUSTMENT

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST BE FILED AND  
VARIFIED WITH BOARD SECRETARY AT LEAST 2 DAYS PRIOR TO MEETING OR  
CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY COUNTY OF \_\_\_\_\_} ss.

\_\_\_\_\_, of full- age being duly sworn according to law, deposes  
and says, that he/she resides at \_\_\_\_\_ in the municipality  
of Runnemede, County of Camden, and the State of New Jersey being an appeal or application  
under the Zoning Ordinance, and relates to premise \_\_\_\_\_;  
that on \_\_\_\_\_, 20\_\_\_\_, he/she gave written notice of the hearing on this application to each  
and all of the persons upon whom service must be had, in the required form and according to  
the attached lists, and in the manner indicated thereon.

Signature \_\_\_\_\_

Sworn to and Subscribed before me

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

**NOTE: Attach list of all persons served.**

FOR SUBDIVISION APPLICATIONS ONLY

Number of proposed lots \_\_\_\_\_ Proposed density per acre \_\_\_\_\_ Number of dwelling units per acre \_\_\_\_\_
Area of entire tract \_\_\_\_\_ Portion being subdivided \_\_\_\_\_
Lot Sizes \_\_\_\_\_ Building Area (ground floor) \_\_\_\_\_ Building Area (total sq. ft.) \_\_\_\_\_
Number of proposed parking spaces per lot \_\_\_\_\_ Area in acres of any additional adjoining lot(s) owned by Owner \_\_\_\_\_
Or applicant \_\_\_\_\_

Why is subdivision being requested? \_\_\_\_\_ to sell lots \_\_\_\_\_ construct houses for sale \_\_\_\_\_ other (please explain) \_\_\_\_\_

Name (of person preparing plan) \_\_\_\_\_ Phone# \_\_\_\_\_
Address \_\_\_\_\_

ALL OTHER APPLICATIONS
PROPOSED DEVELOPMENT

Title of Proposal \_\_\_\_\_
Site Plan Dated \_\_\_\_\_ Prepared by \_\_\_\_\_
Present Use \_\_\_\_\_ Proposed Use \_\_\_\_\_
Property part of subdivision approved on \_\_\_\_\_
Board of Adjustment action required \_\_\_\_\_ yes \_\_\_\_\_ no; variance(s) granted on \_\_\_\_\_
Total tract \_\_\_\_\_ (acres to nearest tenth)
Building Coverage \_\_\_\_\_ % of lot area
Paved Coverage \_\_\_\_\_ % of lot area
Maximum # of stories \_\_\_\_\_; and not more than feet

FOR RESIDENTIAL PROPOSALS

Total # of dwelling units \_\_\_\_\_
# of efficiency units \_\_\_\_\_ % of total
# of 1 bedroom units \_\_\_\_\_ % of total
# of 2 bedroom units \_\_\_\_\_ % of total
# of 3 bedroom units \_\_\_\_\_ % of total

FOR NON RESIDENTIAL PROPOSALS

Total # of square feet in gross floor area. \_\_\_\_\_
Gross floor area in warehouse facilities \_\_\_\_\_
Gross floor area in other facilities \_\_\_\_\_
Gross floor area in mfr. research \_\_\_\_\_

ACTUAL NUMBER OF OFF STREET PARKING SPACES PROPOSED \_\_\_\_\_

Parking space dimensions and access aisles conform to ordinance \_\_\_\_\_ YES \_\_\_\_\_ NO
Now served by existing street improved to municipal specifications \_\_\_\_\_ YES \_\_\_\_\_ NO
New street being constructed \_\_\_\_\_ YES \_\_\_\_\_ NO
Existing street being widened \_\_\_\_\_ YES \_\_\_\_\_ NO
Public water now available \_\_\_\_\_ YES \_\_\_\_\_ NO
Public water to be extended \_\_\_\_\_ YES \_\_\_\_\_ NO
Sufficient capacity in public water system to serve the proposed use \_\_\_\_\_ YES \_\_\_\_\_ NO
Public sanitary sewage treatment available to proposed use \_\_\_\_\_ YES \_\_\_\_\_ NO
Public sanitary sewage treatment to be extended to the proposed use \_\_\_\_\_ YES \_\_\_\_\_ NO

APPLICANT

LANDOWNER

PLAN PREPARER

SIGNATURE\*

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone #

\_\_\_\_\_

\*NOTE The signature indicates an understanding of all the codes and regulations applicable to this application and of matters contained on this application

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

BOROUGH OF RUNNEMEDE



24 NORTH BLACK HORSE PIKE  
RUNNEMEDE, NEW JERSEY 08078-0267  
856-939-5161  
WWW.RUNNEMEDENJ.ORG

FEE SCHEDULE

Section 1

Schedule of Planning Fees

A. (Minor Subdivision)

1. Application Fee \$ 250.00
2. Engineer & Legal Review 1,275.00
3. \*See ordinance for Tax Map revision charge.

B. Major Subdivision (Preliminary)

1. Application Fee \$ 125.00 per lot
2. Engineer/Planner/Legal Review 325.00 per lot/\$2,000 min
3. \*See ordinance for Tax Map revision charge.

C. Final Major Subdivision

1. Application Fee \$ 75.00 per lot
2. Engineer/Legal/Planner Review 225.00 per lot/\$1000 min
3. \*See ordinance for Tax Map revision charge.

D. Minor Site Plan

1. Applicant Fee \$ 250.00
2. Engineer /Legal Review 1,500.00

Section 2

A. Preliminary Site Plan

1. Application Fee \$ 250.00
2. Engineer/Legal/Planner Review 3,000.00

B. Final Site Plan

1. Application Fee \$ 250.00
2. Engineer/Legal/Review 1,500.00

Section 3

Inspection Fee Escrow

A. Prior to the construction of any improvements required by the Planning Board and/or Zoning Board Adjustment and prior to final approval of major subdivision/minor subdivision, apartment project, shopping center, or other site plan, the applicant shall deposit and maintain with the Borough a fund of not less than five percent (5%) of the estimated cost of the required on- and off-site improvements as determined by the Municipal Engineer, to cover the costs of inspection and improvements, provided, however, that the minimum escrow deposit shall be Two Hundred Dollars (\$200.00) and the maximum escrow deposit shall be Ten Thousand Dollars (\$10,000.00).

B. If any time during the inspection of the construction of the said improvements it becomes evident that the escrow deposit is or will be insufficient to cover the cost thereof, the applicant shall make additional deposits in amounts to be determined by the Municipal Engineer based upon the estimated remaining costs required to properly review and inspect the on- and off-site improvements.

Section 4

Zoning Board Adjustment Fees

A. Use Variance (application made under N.J.S.A 40:55-70d)

	<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>
1. Application	\$ 250.00	\$ 500.00	\$ 500.00
2. Engineer/Legal Review	700.00	1,500.00	1,500.00

B. Bulk Variance (applications made under N.J.S.A 40:55-70C)

1. Application	\$ 50.00	\$ 75.00	\$ 100.00
2. Engineer/Legal Review	\$ 475.00	\$ 725.00	\$ 725.00

C. Appeals (application made under N.J.S.A 40:55-70A)

1. Application	\$ 50.00	\$ 75.00	\$ 100.00
2. Engineer/Legal Review	\$ 475.00	\$ 725.00	\$ 725.00
3.			

D. Interpretations (applications made under N.J.S.A 40:55d-70B)

1. Application	\$ 50.00	\$ 75.00	\$ 100.00
2. Engineer/Legal Review	\$ 475.00	\$ 725.00	\$ 725.00

## Section 5

Engineering, Legal and Planning set forth in the aforesaid provisions and minimum amounts representing an estimate of the anticipated costs based on the hourly rates of the respected professionals. The hourly rates shall be the same as those set forth in the contracts between the Borough and said professionals. In the event that actual costs exceed the minimum deposits, the applicant shall be responsible for the difference between the actual amount and the minimum. If the actual cost is less than the minimum, the applicant shall receive a refund of the difference.

\*Tax Map Revision Runnemede Code Chapter 153-15. Costs.

- A. Once final subdivision and/or new lot approval has been received, an escrow account shall be established by the applicant and maintained by Runnemede Borough for the express purpose of maintaining the Tax Map/GIS database. *Editor's Note: See Ch. 331, Subdivision of Land and Site Plan Review.* No construction permit shall be issued until said cost are posted with Runnemede Borough, as outlined below:
  1. \$65.00 per lot for minor subdivisions (three lots or less).
  2. Major subdivisions are broken down as follows:
    - a. \$ 45.00 per lot for 1-25 lots.
    - b. \$ 45.00 per lot for 26 or more lots.
    - c. \$ 800.00 per commercial site plan.
    - d. \$ 1000.00 per condominium site plan, plus \$ 20.00 per unit for residential condominium projects.
  3. \$ 45.00 per lot or per change for each lot/Tax Map revision due to deed discrepancies, lot line adjustment, easement detailing, ownership labeling, acreage calculation and labeling, street name changes, and other minor revisions.
- B. If any portion of the escrow account remains unused following the appropriate revisions to the Tax Map/GIS database, it shall be refunded to the applicant.
- C. In the event that any application for development is denied and the application is no longer pending before the respected Board, then any portion of the aforementioned

fee which has not been expended by the engineer responsible for maintaining the Tax Map/GIS database shall be refunded to the applicant.

- D. In addition to the maintenance fees noted, each approved applicant must supply a map of the new subdivision ~~or new lot in a scale suitable for inclusion on the Runnemede Borough Tax Map/GIS database.~~ Said Map must be submitted in hardcopy format, and must be complaint with current New Jersey Map Filing Law guidelines (N.J.S.A. 46:23-9.9 et seq.). *Editor's note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. 1).*

Each applicant and/or developer for any approval which results in the creation of any new lots, revisions of any existing lots, and/or other alterations to the Tax Map/GIS database, shall be responsible for paying all reasonable charges incurred by the Runnemede Borough Engineer in updating said Tax Map/GIS database. These costs shall include, but not limited to, update to the GIS database, revisions to existing Tax Map plates, creation/addition of new Tax Map plates, appropriate revisions to the Key Map(s), reprographic services for applicable Borough, county and state submission copies, as well as any reasonable shipping and handling fees involved.