

## 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

**Not Applicable**

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: \_\_\_\_\_, Runnemede, 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 L2L Runnemede Urban Renewal, LLC

Address c/o Saul Urban, 7700 Old Georgetown Rd., Suite 700, Bethesda, MD 20814 Phone # \_\_\_\_\_

**Applying For**

Subdivision  Site Plan  Site Plan Waiver  Concept Design, located at 109 Ninth Avenue

Runnemede, New Jersey Block 135 Lot 32 Plate \_\_\_\_\_ Location of Nearest Intersection 9th Avenue/Clements Bridge Road  
Clements Bridge Road

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) Same as Applicant

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

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

Name Niall J. O'Brien, Esquire, Archer & Greiner, P.C.

Address 1025 Laurel Oak Road, Voorhees, NJ 08043 Phone# (856) 616-2696

Interest of Applicant if other than the Owner Owner and Applicant are the designated Redeveloper for the property

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

N/A 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: 6 /      / 2024

Name of Project: La Quinta Apartment Conversion

Address of Project: 109 Ninth Avenue

City Borough of Runnemede, State New Jersey, Zip 08078

Name of Applicant: L2L Runnemede Urban Renewal, LLC

Address of Applicant: 7700 Old Georgetown Road, Suite 700

City Bethesda, State Maryland, Zip 20814

Telephone Number: (301) 986-6020 Fax Number:                     

Application Fee: \$ 500.00 Cash / Check / Money Order (Circle)

Initial Deposit: \$ 4,500.00 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 L2L Runnemed Urban Renewal, LLC

Address 7700 Old Georgetown Road, Suite 700, Bethesda, MD 20814

has made application to the Planning Board for Block 135 Lot 32 located at  
109 Ninth Avenue, Runnemed

Whose record owner is L2L Runnemed Urban Renewal, LLC  
7700 Old Georgetown Road, Suite 700, Bethesda, MD 20814

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

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

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

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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

**Not Applicable.**

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**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