

SECTION 9 GENERAL APPLICATION REQUIREMENTS - SUBDIVISION & SITE PLAN REVIEW

Applications for subdivision and site plan review and approval shall be made to the Gloucester City reviewing board following the procedures contained in this ordinance.

All applications for subdivision, site plan or conditional use review and approval shall include or be accompanied by:

- A. Fifteen (15) copies of the appropriate application form(s), completely filled in. If any item is not applicable to the Applicant, it should be so indicated on the application form(s).
 - B. Certification that no taxes or assessments for local improvements are due or delinquent on the subject property.
 - C. Receipt indicating that all fees are paid.
 - D. Affidavit of ownership. If the applicant is not the owner, the applicants interest in the land (e.g. tenant, contract purchaser, lienholder, etc.) and the signed consent of the owner shall be provided.
 - E. If a corporation or a partnership, a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by NJSA 40:55D-48.1 et seq.
 - F. Fifteen (15) copies of any required plot plan, site plan or subdivision plan.
 - G. Either:
 - 1. A letter of interpretation from NJDEP identifying the absence of freshwater wetlands or verifying the delineation of the boundaries of a freshwater wetlands area; or
 - 2. A letter from NJDEP certifying that the proposed activity is exempt from the regulation under the Freshwater Wetlands Protection Act; or
 - 3. A copy of any application made to NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands.
- The reviewing board may waive the above requirements where it can be established by the applicant and verified by the board and its professionals that no wetlands exist on site or on any contiguous property.
- H. Statements as to the exact nature of any waiver or variance required by this application and the reasons why the waiver(s) or variance(s) should be granted.