



Date Received:	_____
Application #:	_____
Received By:	_____
Date of Completion:	_____

PLANNING/ZONING BOARD APPLICATION

TYPE OF APPROVAL REQUESTED:

- | | |
|---|--|
| <input type="checkbox"/> A Variance – Appeal of Zoning Officer | <input type="checkbox"/> Minor Subdivision (1-3 lots) |
| <input type="checkbox"/> B Variance – Interpretation of Zoning Map and/or Ordinance | <input type="checkbox"/> Minor Subdivision (4+ lots) |
| <input type="checkbox"/> C Variance -- Bulk Variance Site Plan | <input type="checkbox"/> Major Subdivision (Preliminary) |
| <input type="checkbox"/> D Variance – Use Variance | <input type="checkbox"/> Major Subdivision (Final) |
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Minor Site Plan |
| <input type="checkbox"/> Amend Prior Approval | <input type="checkbox"/> Major Site Plan |
| <input type="checkbox"/> Informal Review/Concept Plan | <input type="checkbox"/> Waiver of Development Standards |

******If you are unfamiliar with the Gloucester City Ordinance requirements, please contact an attorney prior to completing this application.***

SUBJECT PROPERTY

Property Address: _____
 Block: _____ Lot(s): _____
 Zoning District: _____

APPLICANT INFORMATION

Name of Applicant: _____

Present Home Address (street, city, state, zip code):

Home Phone #: _____ Work #: _____

Fax #: _____ Email: _____

Applicant is a: Corporation Partnership Individual

If the applicant is a corporation or partnership, please refer to section entitled "CORPORATION/PARTNERSHIP DISCLOSURE STATEMENT:" listing all names and addresses of persons having 10% interest or more in the corporation or partnership.

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If other than to the applicant, to whom should the City reports and correspondence be sent:

Name: _____

Address: _____

PROPERTY OWNER INFORMATION

If the owner is someone other than the applicant, provide the following information and refer to the attachment "CERTIFICATION OF OWNER."

Name of Property Owner: _____

Present Home Address (street, city, state, zip code): _____

Home Phone #: _____ Work #: _____

Fax #: _____ Email: _____

Relationship of the applicant to the property in question:

Owner _____ Leasee _____ Purchaser Under Contract _____ Other _____

PROPERTY INFORMATION

Present/Existing Use of property:

Proposed Use of property:

Type of Road Frontage:

State Highway _____ County Highway _____ Municipal _____

Total area in square feet or acres: _____

Frontage: _____ Depth: _____

If corner lot, please specify both frontages: _____

Are there restrictions, covenants, easements, association by-laws, existing or proposed on the property?

Yes (attach copies) _____ No _____ Proposed _____

****All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be reviewed.***

Have there been any previous applications filed with respect to this property to the Gloucester City Planning/Zoning Board? Yes _____ No _____ Month/Year _____

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If yes, please state the type of application submitted and the outcome:

Describe any deed restrictions affecting the property.

Describe any deed restriction proposed by the applicant.

Describe any easements or rights of way affecting by the applicant.

Describe any easements or rights of way proposed by the applicant.

PROFESSIONAL INFORMATION

Applicant's Attorney:

Address:

Phone #:

Fax #:

Applicant's Engineer:

Address:

Phone #:

Fax #:

Applicant's Planning Consultant:

Address:

Phone #:

Fax #:

Applicant's Traffic Engineer:

Address:

Phone #:

Fax #:

****Please attach a list with any other expert who will submit a report or who will testify for the Applicant (include name, address, telephone #, profession, and itemization of material submitted).***

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ADDITIONAL DATA:

List maps, reports, and other material accompanying this application. Please include the specific item, who it was prepared by and the date of the last revision (attach supplemental sheet if needed):

- a. _____
- b. _____
- c. _____
- d. _____

CORPORATION/PARTNERSHIP DISCLOSURE STATEMENT:

Pursuant to NJSA 40:55D-48.1, the names and addresses of all persons owning 10% or more stock or 10% or great interest in partnership of said applicant shall list the names and addresses of its stockholders:

Name: _____	Address: _____	Interest: ____%
Name: _____	Address: _____	Interest: ____%
Name: _____	Address: _____	Interest: ____%
Name: _____	Address: _____	Interest: ____%
Name: _____	Address: _____	Interest: ____%

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TAX CERTIFICATION

****Please visit the Tax Office in the Municipal Building at 512 Monmouth Street, Gloucester City, NJ to complete this form. Signature is needed by the Tax Collector prior to submission of this application.***

The Planning Board requests current certification of payment of taxes from the Tax Collector's Office of Gloucester City on the below referenced property prior to submission to the Board for approval.

TO BE COMPLETED BY TAX COLLECTOR:

Property Address: _____

Block: _____ Lot(s): _____

As of _____,

Taxes are current: _____

Taxes are delinquent: _____ Delinquent amount: \$ _____

Tax Certification by: _____

Date: _____

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CERTIFICATION OF APPLICANT:

I certify that the foregoing statements and the materials submitted are true and correct. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. I understand that if any of the foregoing statements are willfully false, I am subject to punishment.

I also understand that the sum of \$_____ has been deposited in an escrow account. In accordance with the Ordinances of the City of Gloucester, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned upon a letter written by the applicant seeking these monies. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Signature of Applicant : _____

Print Name: _____

Print Title: _____

Date: _____

****TO BE COMPLETED BY THE CITY CLERK'S OFFICE OR OTHER NOTARY PUBLIC:***

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public Signature

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CERTIFICATION OF OWNER:

**If the owner is a corporation this certification must be signed by an authorized corporate officer.*

If the owner is a partnership, this certification must be signed by a general partner.

I certify that I am the owner of the property at _____, Block _____, Lot(s) _____, which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

I also hereby give permission to the members of Gloucester City Planning Board and its authorized representatives and experts, to enter onto my property for the purpose of evaluation of this application presently pending before the Board.

Signature of Owner: _____

Print Name: _____

Date: _____

****TO BE COMPLETED BY THE CITY CLERK'S OFFICE OR OTHER NOTARY PUBLIC:***

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public Signature

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NOTICE OF HEARING TO PROPERTY OWNERS

**Any variance, site plan, or major subdivision application requires public notice and must be given to all owners of real property, as shown on the current tax duplicate, located within 200' in all directions of the applicant's property. This notice must be personally served or sent by certified or registered mail at least 10 days before the day of the hearing, however it shall not be sent until the applicant receives written confirmation from the Planning Board Secretary that the application is deemed complete. An affidavit of service establishing that the notice was sent to all subject property owners must be signed and filed at least 2 days prior to the applicant's hearing date. If sending the notice via certified mail, copies of the certified receipts must be attached to the affidavit. If hand delivering the notice, the notice must be personally handed to the property owner and signed by the actual property owner showing that they received the notice. A listing of all signatures must be attached to the affidavit. Attached is the notice to be completed and sent to the property owners.*

**NOTICING PROPERTY OWNERS WITHIN 200' IS NOT NECESSARY FOR THOSE APPLICANTS
APPLYING FOR A MINOR SUBDIVISION ONLY, HOWEVER YOU MUST STILL SUPPLY
APPROPRIATE LEGAL NOTICE.**

INSTRUCTIONS ONLY – DO NOT INCLUDE THIS PAGE WHEN SUBMITTING APPLICATION

NOTICE OF HEARING

To property owner(s) situated within 200 feet of property to be affected

To Whom It May Concern:

Notice is hereby given that a hearing will be held before the Gloucester City Planning Board on _____ (date of meeting) at 7:30 p.m. in the Police Administration

Building at 313 Monmouth Street, Gloucester City, NJ on the application of

_____ (name of applicant) for a

_____ (list relief being sought) to

_____ (describe proposed

use of premises) on property located at (property address) _____ and known as Block _____ and Lot(s) _____ on the Gloucester City Tax Map, which is 200' from your property.

Any and all persons affected by this application may be heard at the meeting, in which this application shall be heard. The application and corresponding documents are on file in the City Clerk's Office of Gloucester City at 512 Monmouth Street, available for public inspection between the hours of 9:00 am and 4:30 pm Monday through Friday.

Signature/Address of Applicant Date _____

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AFFIDAVIT OF PROOF OF SERVICE & PUBLICATION (N.J.S.A. 40:55d-12b)

****Proof of service of notices required by statute must be filed and verified with the Planning Board Secretary at least two (2) days prior to meeting date or the application will not be heard, however DO NOT send out property owner or publication notice until notified in writing by the Planning Board Secretary that your application is deemed complete.***

NAME OF APPLICANT _____

SUBJECT PROPERTY ADDRESS _____

I _____, acting as the _____ (*applicant, agent, or attorney*) hereby certify that at least ten (10) days prior to the scheduled Gloucester City, NJ Planning Board meeting to take place on _____, I have served 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; and to the official newspaper of Gloucester City as indicated on the attached Proof of Publication.

A true copy of the notice and a list of the names and addresses of all persons notified indicating the date and manner of service are attached.

I certify that the foregoing statements are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature of Applicant

Date

****TO BE COMPLETED BY THE CITY CLERK'S OFFICE OR OTHER NOTARY PUBLIC:***

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public Signature

NOTE TO APPLICANT: ATTACH LIST OF ALL PERSONS SERVED (w/ certified receipts or list of signatures) AND PROOF OF PUBLICATION.

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NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

****As the applicant, it is your responsibility to publish the required notice(s) of hearing(s). Publication must occur at least ten (10) days prior to the hearing date, however it shall not be sent to the newspaper until the applicant receives written confirmation from the Planning Board Secretary that the application is deemed complete. Official newspapers for Gloucester City are the Courier Post (daily circulation) and the Gloucester City News (weekly circulation). All costs associated with this publication are the responsibility of the applicant. The following must be published as a legal notice in the newspaper listed above and upon publication, a proof of publication (from the newspaper) should be attached to the affidavit of service):***

Take notice that on the _____ day of _____, 20____, at 7:30 p.m., a hearing will be held before the Gloucester City Planning Board at the Police Administration Building, 313 Monmouth Street, Gloucester City, NJ on the application of

_____ (name of applicant)
for a _____ (list relief being sought) to (describe proposed use of premises) _____

_____ on property located at (property address) _____ and known as Block _____ and Lot(s) _____ on the Gloucester City Tax Map.

Application and corresponding documents are on file in the City Clerk's Office of Gloucester City at 512 Monmouth Street, available for public inspection between the hours of 9:00 am and 4:30 pm Monday through Friday.

Signature/Address of Applicant

Date

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REQUEST FOR LIST OF PROPERTY OWNERS

****To obtain the list of owners of real property, as shown on the current tax duplicate, located within 200' in all directions of the applicant's property, please fill out the following information and return to the City Clerk's Office.***

Pursuant to the provisions of N.J.S. 40:55D-12C, the Administrative Officer of the Municipality shall within seven (7) days after receipt of a request and upon receipt of payment of 25 cents per name or \$10 whichever is greater, certify a list from the current tax duplicate including names and addresses of owners to whom the applicant is required to give notice.

Date of request: _____

Name of Applicant: _____

Address of Applicant: _____

Phone #: _____

To the Administrative Officer of the Municipality:

I hereby request a certified list of property owners within 200 feet of Block _____ and Lot(s)

_____.

Enclosed please find the required fee of \$ _____

Signature of Applicant

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