

## **PLANNING/ZONING BOARD APPLICATION INSTRUCTIONS & SUGGESTIONS**

### **MEETING DATES:**

Planning/Zoning Board meetings are open public meetings held on the 3<sup>rd</sup> Wednesday of the month at 7:30 pm at City Hall, 313 Monmouth Street, Gloucester City, NJ unless otherwise noted:

### **APPLICATION REQUIREMENTS:**

In order for your application to be deemed complete, applicants must submit the following in its entirety AT LEAST 3 WEEKS BEFORE THE MEETING THEY'D LIKE TO BE HEARD:

1. Eighteen (18) copies of completed application.
2. Eighteen (18) copies of the plan – folded, not rolled. Rolled plans will not be accepted.
3. Two (2) copies of deeds showing ownership.
4. Certification that taxes are currently paid.
5. Certification by applicant that the appropriate fees and escrow amounts were sent in.
6. Certification by owner, if applicant is someone other than the real property owner.
7. Affidavit of proof of service and publication -- TO BE HANDED NO LATER THAN TWO (2) DAYS PRIOR TO THE HEARING – this affidavit states that you published the required notice(s) of hearing(s) in the official Gloucester City newspaper and that you notified all real property owners located within 200' in all directions of your property at least (10) ten days prior to the hearing date. If sending the notice via certified mail, copies of the white certified mail receipts date stamped by the Post Office, along with a copy of the property listings within 200' 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 *notarized* affidavit as well as the property listing of all properties within 200'. THE NOTICES SHOULD NOT BE SENT UNTIL YOU RECEIVED WRITTEN NOTIFICATION FROM THE PLANNING BOARD SECRETARY THAT YOUR APPLICATION HAS BEEN DEEMED COMPLETE.
8. Three separate check(s) made payable to the CITY OF GLOUCESTER – see attached fee list. Publication Fee, Application Fee and Escrow Fee. Completed W9 for escrow account.
9. Three (3) copies of Camden County Planning Board application (if needed.)
10. Application checklist

### **OTHER INFORMATION/SUGGESTIONS:**

- 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, complete the attached paperwork and return to the City Clerk's Office.
- For all paperwork needing notarization, you can obtain your own notary or have it notarized at our City Clerk's office at 512 Monmouth Street from Monday through Wednesday 8 am - 5 pm, Thursday 10 am – 7 pm.
- If applying for final site plan approval, upon ordinance from the City Council of Gloucester City, as a condition of final site plan approval, the reviewing board shall require the applicant to execute and deliver to the Mayor and City Council, along with a performance guarantee as determined to be appropriate by the City Solicitor, a Developer's Agreement in a form prepared by the City Solicitor after consultation with the reviewing board Solicitor, the applicant, the reviewing board engineer and the reviewing board planner. All performance guarantees submitted with respect to any particular application shall reference such agreement by name, parties, and date of execution. All applicants shall be given a copy of this code section and the then current draft form of the Developers Agreement with the application package. Any amendments or modifications to such agreement after the date the same is approved and accepted by the Mayor and Council shall be completed and approved by the reviewing board and then submitted to the Mayor and Council for execution. The Developer's Agreement and any amendments thereto shall be recorded against the real property, which is the subject of the application prior to the issuance of a zoning permit. Evidence in the form of a recorded cop of the agreement time-stamped by the Register of the Deeds of Camden County shall be submitted to the City Clerk. Upon completion of the improvements, release of the performance guarantees and submission and approval of the required maintenance guarantee, the City shall execute a release of the Agreement, in recordable form. The cost of preparation and recording of such release shall be borne by the Applicant.
- Make sure to utilize the attached application checklist so we/you are assured that you've completed and submitted all the proper documentation.

### **COMPLETENESS REVIEW PROCESS:**

1. The Planning Board Secretary will review your application for compliance with the submission requirements, fees, escrow, and other administrative requirements.
2. The Board Engineer will then perform a technical review of site plan, subdivision and variance applications and will recommend whether or not your application may be deemed complete.
3. Your application will be deemed complete or incomplete within 45 days of submission according to law.

4. When your application has been deemed complete, the Board Secretary will notify you in writing of a hearing date. **Do not assume that you are on that next month's agenda after submission, unless you hear otherwise from the Board Secretary.**
5. Upon notification that your application is complete you are to publish and serve the notices according to law and as stated above. Remember:
  - a. At least ten (10) days prior to the scheduled hearing you must serve the property owner notices and legal notice (see attached information sheet)
  - b. Obtain an affidavit of publication from the newspaper and submit to the Board secretary no later than two (2) days prior to the hearing. For the purposes of notice, you may publish in the Courier Post or Gloucester City News. Please be aware that the GC News only publishes once a week so you must be sure to get your notice in on time.
  - c. If the subject property lies within 200' of a County or State road, the appropriate County or State agency must be served notice.

#### **PUBLIC HEARING PROCESS:**

1. The Planning Board is hearing your application as a *quasi-judicial* body. At your hearing you will be asked (under oath) to describe to the Board the development and/or changes you propose to make and if applicable why you are entitled to relief according to law. The burden of proof is upon you, the applicant, to establish the elements of your case. The Board will reach a determination on your case based upon the findings of fact and the proofs according to law.
2. You must appear in person and/or be represented by an Attorney at your public hearing(s). Any applicant, other than a corporation, may present their own matter w/out representation by an Attorney. The night of the hearing, you must appear **IN PERSON** and/or be represented by an Attorney. Any applicant other than a corporation may present their own matter without representation by an Attorney. If applicant is a corporation, an attorney licensed to practice in the State of NJ must represent you. The attorney on behalf of the corporation should file the application. Applicants are cautioned that particularly with applications involving requests for variances and conditional use permits, there are specific requirements imposed by the Laws of the State of NJ and you may wish to consider seeking adequate legal advice.
3. When your application has been considered fully, the Board will make a determination base upon testimony from the applicant, professionals and witnesses plus reports and reviews by various departments and outside agencies having jurisdiction over the matter. The Board Attorney will be asked to prepare a Resolution of approval or denial. This Resolution will be memorialized (acted upon) at the following month's meeting, however you do not need to be present at the memorialization.

**These instructions and suggestions are an attempt to assist the applicant and are not intended to be a complete list of requirements pursuant to the Municipal Land Use Law, other State Statutes, and applicable Ordinances of the City of Gloucester City. The sole responsibility of presentation of the application and procedural requirements is upon the applicant.**

**Planning/Zoning Board Secretary – Adrienne Moore (856) 456-3970 ext. 209**

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