



SECTION I: LAND USE BOARD APPLICATION

(THIS SECTION TO BE COMPLETED BY OFFICE ONLY)

Date Received: _____ Application No.: _____

The Zoning Officer of the Borough of Palmyra refused this request by reason of its being in violation of Section(s) _____ of the Palmyra Land Use Ordinance.

Forty-Five (45) Day Completeness Date: _____

Application Fees: _____

Escrow Deposit: _____

Review for Completeness: _____

Completeness Review Letter Sent: _____

Return of Review from: _____
Andrew M. Brewer, Esquire: Date: _____
Attorney

James Winckowski, PE: Date: _____
Engineer

Original Copy of 200 FT list received by Tax Assessor: Date: _____

Scheduled Date of Hearing: _____

Date Deed/Sub-division is to filed: _____



SECTION II: APPLICANT TO COMPLETE

LOCATION:

Street Address: _____

Block: _____ Lot(s): _____ Zone District(s): _____

APPLICANT:

Name: _____

Address: _____

Telephone: _____

E-Mail: _____

Date property acquired by owner: _____

Current Use of Property: _____

REPRESENTATION: Name of Law Firm: _____

(if applicable)

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

Name of Engineer: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

(a): SUBDIVISION:

Other approvals which may be requested. Enter the date if plans have been, or will be submitted to:

☐ Public Utilities (specify): _____

☐ Burlington County Soil Conservation Board: _____

☐ Burlington County Planning Board: _____

☐ New Jersey DEP (specify all permits required): _____

☐ Burlington County Health Department: _____

(b): SITE PLAN:

_____ Minor Site Plan Approval

_____ Site Plan Approval [Preliminary]

_____ Site Plan Approval [Final]

_____ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet or acreage): _____

Number of proposed dwelling units (if applicable): _____

List all off-tract improvements: _____

(c): REQUEST FOR WAIVER(S) FROM SITE PLAN REVIEW AND/OR APPROVAL

Waivers requested of development standards and/or submission requirements. [Attach additional pages as needed].

Reason: _____

SECTION IV: VARIANCE RELIEF

Please check all that apply.

_____ Informal / Conceptional Review

_____ Request for Rezoning

_____ Appeal of an Administrative Officer [N.J.S.A. 40:55D-70a]*

_____ Map or Ordinance Interpretation or Special Question [N.J.S.A. 40:55D—70b]

_____ Variance Relief ¹(hardship) [N.J.S.A. 40:55D-70c(1)]

_____ Variance Relief (substantial benefit) [N.J.S.A. 40:55D-70c (2)]

_____ Variance Relief ² (use) [N.J.S.A. 40:55D-70d]

_____ Conditional Use Approval [N.J.S.A. 40:55D-67]

_____ Other Relief: [specify]: _____

* If application is made for appeal from Zoning Officer's determination, state alleged error by Zoning Officer and basis of allegation: (Attach all correspondence relating to such.)

¹ By reason of exceptional narrowness, shallowness or shape of a specific piece of property, or by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property, or the structures lawfully existing thereon, the strict application of the ordinance would result in peculiar and exceptional practical difficulties to or exceptional or undue hardship upon the developer.

² All D variance applicants must include the following: (a) "Special reasons" to justify granting the relief requested, as required by statute. These special reasons must be shown to be unique or peculiar to the property for which variance is requested, and not generally applicable to neighboring properties. (b) Reasons why strict application of the zoning prohibition of the requested use or development would deprive the applicant of reasonable use of the land or building involved. (c) Evidence that the requested relief may be granted without detriment to the public good or impairment of the intent of the zoning plan (Master Plan & Zoning Ordinance), i.e. "Negative Criteria".

SECTION V: ADDITIONAL PROPERTY INFORMATION

Describe nature of request and reason for same (Be specific). Explain in detail the exact nature of the application and the changes to be made to the premises including the proposed use of the premises:

Existing Use:

Proposed Use:

Is proposed use a permitted principal/accessory/conditional use? ☐ YES ☐ NO

Date applicant acquired property:

Previous Action:

To the best of your knowledge has either the owner or the applicant have any other previous action been taken by the Borough of Palmyra Land Use Board. State the name, date and disposition of same:

(a): BULK REQUIREMENTS

(A Variance is required for non-conformance)

	Required	Existing	Proposed	Variance (Y/N)
PRINCIPAL STRUCTURES				
Minimum Lot Area in SF				
Minimum Lot Width				
Minimum Lot Depth				
Minimum Lot Frontage				
Minimum Front Yard				
Minimum Side Yard (1)				
Minimum Side Yard (Total)				
Minimum Rear Yard				
Maximum Building Coverage				
Maximum Hard Surface Coverage				
Minimum Dwelling Unit in SF				
Maximum Number of Stories				
Maximum Height				
ACCESSORY STRUCTURES				
Area in SF				
Minimum Front Yard				
Minimum Side Yard				
Minimum Rear Yard				
Maximum Height				
Distance from Principal Structure				
Distance from other Principal Structures				
Total % Building Coverage on Lot				
Total % Hard Surface Coverage on Lot				

(b): OFF-STREET PARKING

(If applicable)

Off site parking spaces as required by Land Use Ordinance Section 503(E)(2).

Existing number of spaces: _____ Location: _____

Proposed number of spaces: _____ Location: _____

(c): SIGN(S)

(If applicable)

(List each sign separately indicating type, size and location)

Existing: _____

Proposed:



SECTION VI: FORMS

(a): DISCLOSURE STATEMENT:

Pursuant to NJSA 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporation, LLC or in any Partnership applicant must be disclosed. In accordance with NJSA 40:55D-48.2 that disclosure requirement applies to any corporation, LLC or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders, members and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to fully comply).

Name _____

Address _____

Interest _____

Name _____

Address _____

Interest _____

Name _____

Address _____

Interest _____



(b): OWNER CERTIFICATION(S)

Authorized Owner Certification

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual Applicant or that I am a Member, Officer or General Partner of the LLC, the Corporate or Partnership Applicant, as the case may be, and that I am duly authorized by said entity to sign the application on its behalf. I agree to be bound by the application, the representations made and the decision. I also hereby authorize and permit zoning officers, other pertinent Borough of Palmyra officials and members of the Land Use Board to inspect the property under consideration at reasonable times.

Sworn to and subscribed before me this

_____ day of _____, 20 ____.

Notary Public

Signature of Applicant

Owner Authorizing an Agent

I certify that I am the Owner of the property 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 hereby authorize and permit zoning officers, other pertinent Borough of Palmyra officials and members of the Land Use Board to inspect the property under consideration at reasonable times. [If the owner is an entity, this must be signed by a duly authorized Corporate Officer, Member or General Partner, as the case may be]

Sworn to and subscribed before me this

_____ day of _____, 20 ____.

Notary Public

Signature of Owner



(c): FEE COMPUTATION SHEET

I understand that the sum of \$ _____ has been deposited in an escrow account. In accordance with the Borough of Palmyra Ordinance, 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, public hearing and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. 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.

Date

Signature of Applicant

The fee calculation has been derived from the from the following fee schedule as adopted by the Palmyra Land Use Board, as contained in the Borough of Palmyra Land Use Ordinance Section 801 Fees:

A. Every application for development shall be accompanied by a check payable to the Borough of Palmyra in an amount required by the following schedule along with the number of copies of applications and plans per the following schedule, and by the deadlines listed in the following schedule:

Type of Application	Fee	Professional Escrow	Amount
1. Subdivisions (Submit 14 copies) 14 days prior to LUB Mtg.			
a. Conceptional (Submit 14 copies) 14 days prior to LUB Mtg.	\$25.00	\$300.00	
b. Minor (Submit 14 copies) 14 days prior to LUB Mtg.	\$100.00	\$600.00/lot	
c. Preliminary – Major (Submit 14 copies) 14 days prior to LUB Mtg.	\$100.00 + \$25.00/lot	\$1500.00 + 200/lot	
d. Final – Major (Submit 14 copies) 14 days prior to LUB Mtg.	\$100.00 + \$25.00/lot	\$1500.00 + 100.00/lot	

Type of Application	Fee	Professional Escrow	Amount
2. Site Plan Minor (Submit 14 copies) 14 days prior to LUB Mtg.	\$200.00 \$100.00 additional for each 500sq ft of new construction or portion thereof	\$1600.00	
a. Site Plan Waiver (Submit 14 copies) 14 days prior to LUB Mtg.	\$100.00	\$800.00	
b. Site Plan Major, Preliminary (Submit 14 copies) 14 days prior to LUB Mtg.	\$100.00	\$2,500.00	
c. Site Plan Major, Final (Submit 14 copies) 14 days prior to LUB Mtg.	\$150.00	\$1500.00 + \$200.00 per acre	
d. Amended, Final (Submit 14 copies) 14 days prior to LUB Mtg.	\$100.00	\$2,000.00	
e. Concept, Plan Review (Submit 14 copies) 14 days prior to LUB Mtg.	\$25.00	\$300.00	
3. Variances			
a. Appeals (N.J.S.A.40:55D-70a) (Submit 14 copies) 14 days prior to LUB Mtg.	\$100.00	\$0.00	
b. Interpretation (N.J.S.A.40:55D-70c) (Submit 14 copies) 14 days prior to LUB Mtg.	\$50.00	\$200.00	
c. Bulk (N.J.S.A.40:55D-70c) (Submit 14 copies) 14 days prior to LUB Mtg.	\$50.00 (Per Variance)	\$400.00	
d. Use (N.J.S.A.40:55D-70d) (Submit 14 copies) 14 days prior to LUB Mtg.	\$50.00	\$400.00	
e. Permit (N.J.A.C.40:55D-34&35) (Submit 14 copies) 14 days prior to LUB Mtg.	\$200.00	\$0.00	

Type of Application	Fee	Professional Escrow	Amount
4. Conditional Use Permit (Submit 14 copies) 14 days prior to LUB Mtg.	\$200.00	\$0.00	
5. Appeals to Council of Approved Use Variances (Submit 10 copies) Within 30 days of Notice of Decision published in legal newspaper	\$50.00	\$0.00	
6. Signs (Submit 14 copies) 28 days before LUB Mtg.	\$25.00	\$0.00	
7. Swimming Pools (Submit 5 copies) 14 days before issuance of construction permit.	\$50.00	\$0.00	
8. Fences (Submit 5 copies) 5 days before issuance of construction permit.	\$46.00	\$0.00	
9. Certified List of Property Owners Submission Deadline: 7 days before list is needed (minimum 17 days before hearing).	\$0.25/name \$10.00 whichever is greater	\$0.00	

TOTAL FOR APPLICATION FEES:

TOTAL FOR ESCROWS:

SEPARATE CHECKS FOR APPLICATION
AND ESCROW FEES



FORM (d): LAND USE BOARD CONSENT FORM

Application Number: _____

Date: _____

Applicant Name: _____ Received By: _____

Address: _____

I (we), as owner(s) of lot(s) _____ in block(s) _____ as shown on the Borough of Palmyra Tax Map, which is the subject of an application for development before the Borough of Palmyra Land Use Board under the referenced application number, do hereby consent to have said premises inspected by members of the Land Use Board, its consultants and other Borough Officials pertaining to this application. This shall include the privilege of entering into upon and over the premises.

Date: _____

Owner (Print or Type)

Owner (Signature)

Owner (Print or Type)

Owner (Signature)



FORM (e): TAX COLLECTOR'S CERTIFICATION

Property Owner's Name(s): _____

Property Address: _____

Block: _____ Lot(s): _____

I, _____, Tax Collector of the Borough of Palmyra do hereby
certify and affirm that no taxes or assessment for local improvements are due or delinquent on
above referenced block and lot(s) are paid thru _____.

Delinquent amount: \$ _____

Year: _____

Quarters: _____

Authorized Signature: _____

Title: _____

Date: _____

PLEASE RETURN TO:

Doretha R Jackson, RMC

Palmyra Land Use Board Secretary

FORM (f): REQUEST FOR CERTIFIED LIST OF OWNERS

Date: _____

Borough of Palmyra
Attn: Tax Assessor
20 W. Broad Street
Palmyra, New Jersey 08065

To Whom It May Concern:

Please provide me with a 200 ft property owner listing surrounding:

Block _____,

Lot(s) _____, _____, _____ within the Borough of Palmyra.

I have enclosed a check # _____ in the amount of \$10.00. Payable to the Borough of Palmyra.

Thank you for your immediate attention.

Sincerely,

Signature

Property Owner: _____
(Please print)

Address: _____

Phone # _____

The completed Certified List will be forwarded to the above-named applicant within the statutory deadline of seven (7) working days from date request is received in the Assessor's Office.