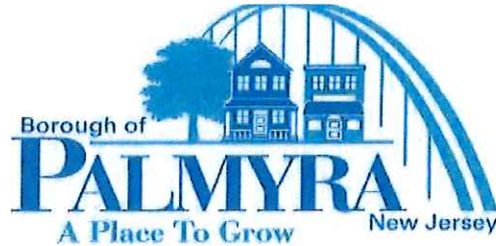


BOROUGH OF PALMYRA LAND USE BOARD



APPLICATION INFORMATION

Please read thoroughly as requirements have changed

When completely filled out this application meets requirements as set forth in N.J.S.A. 40:55D-10.3, the Municipal Land Use Law. The applicant must complete this application submission. Applicants should read and thoroughly understand this package of information to assure they prepare and complete applications for the relief they desire.

Responsibility for the completeness and accuracy of applications, compliance with Borough ordinances and statutory requirements for notification, advertising, copies, maps details, etc., are solely the responsibility of the Applicant. Borough Officials will try to assist Applicants with answers and guidance but this is not a substitute for competent legal counsel which is also the sole responsibility of the Applicant, if deemed necessary.

Please note the following:

A determination of completeness does not relieve the applicant of the obligation to prove in the application process that the Applicant is entitled to approval. Nor does a determination of completeness of this application relieve the applicant to prove to the Board that they are entitled to approval.

It is the APPLICANT'S responsibility to forward a copy of this entire application including any supporting documentation to the Board's solicitor and engineer for comment, if deemed so by the Land Use Board Secretary. If you receive notice that additional information is needed you need to provide it to the Board Secretary.

All applications, notices and initial escrow fees for the Land Use Board **MUST** be submitted for review prior to being placed on the agenda. Additional escrow fees shall be posted after the completeness review (if required).

CONDITION OF APPLICATION APPROVAL

Formal written application must be completed and submitted at least thirty (30) days prior to any expected meeting date. However, please be advised in accordance to Municipal Land Use Law, this application is subject to a forty-five (45) day completion review period.

The original, fourteen (14) copies and an electronic copy of the application and supporting data must be submitted to the Board Secretary, who will check for paperwork completeness of the application. This completeness, as appropriate includes the review letters from both the Board engineer and solicitor and posting of escrow fees.

If the Applicant needs to provide follow-up to questions from the Board professionals, this correspondence must be received by the Board Secretary, if not that information **WILL NOT** be part of the Board packet for review.

After initial application and supporting documentation is received by the Board professionals, under NO circumstances shall any additional information be given to anyone other than the Board secretary. She will disseminate any pertinent information to the Board and its professionals.

Should you have any questions concerning the application process please contact the Land Use Board Secretary, Doretha R Jackson (856)829-6100 ext. 124 or Zoning Officer, Tracy Kilmer, (856) 829-6100 ext. 136 they are also available at Borough Hall.

The Palmyra Land Use Board meets the 4th Wednesday of each month.

Joint Land Use Board includes combined powers of former Zoning Board of Adjustment and Planning Board



Submission Instructions / Examples / Application

Applicant Information and examples

Information Packet

Publication Information

- a) Notice for Newspaper Publication
- b) Notice to Residents of Certified Listing
- c) Proof of Certified List Notice

Contact Listing

Application

Land Use Board Secretary to Complete: **Section I:** Land Use Board Application

Applicant to Complete

Section II: **Applicant Information**

Section III: **Application Type**

- a) Subdivision
- b) Site Plan
- c) Request for Waiver

Section IV: **Variance Relief Sought**

Section V: **Additional Property Information**

- a) Bulk Requirements
- b) Off-Street Parking
- c) Sign(s)

Section VI: **FORMS**

- a) Disclosure Statement
- b) Owner Certifications
- c) Fee Computation Sheet
- d) Land Use Board Consent
- e) Tax Collectors Certification
- f) Request for Certified List of Owners

*****IMPORTANT NOTICE*****

A non-corporate applicant may represent his/her own matter. Corporate applicants must be represented by an attorney-at-law admitted to practice in the State of New Jersey. No case on behalf of any applicant may be presented by an engineer or an attorney not licensed to law practice in the State of New Jersey.

Applicants are cautioned that the burden of proof of showing justification for the requested development is upon the applicant under the Laws of the State of New Jersey. Applicants are further cautioned that particularly with applications involving requests for variances and conditional use permits, that there are specific legal requirements imposed by the Law of the State of New Jersey and applicants are, therefore, cautioned to consider seeking adequate legal advice.

**The Zoning Office will furnish forms upon request and are prepared to give general advice concerning their use and submission. However, any information so provided shall not be construed as legal.



CERTIFICATION OF REQUIRED SUBMISSION DOCUMENTS

The applicant hereby certifies that the list of Required Submission Documents and items set forth as Exhibit 409A of Ordinance 409 of the Borough of Palmyra Land Development Code has been reviewed by the applicant's professionals and that said check list items are, wherever applicable, duly incorporated in the plans and submissions filed herein. Plans which fail to meet the requirements of Ordinance 409 may be deemed incomplete resulting in postponement of the public hearing.

NJSA 40:55d-12c: the Tax Assessor shall within seven (7) days after receipt of a request therefore and upon receipt of a fee of \$10.00 or \$0.25 per name, whichever is greater, make and certify a list form the current tax duplicates of names and addresses of owners to whom the applicant is required to give Notice pursuant to Section 720 of the Land Development Code.

Attach a copy of the completed Notice to appear in the official newspaper of the Borough of Palmyra and to be mailed by Certified Mail to or served on the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application, including those in any adjacent municipality. The Notice must also be served on PSE&G, on Comcast Cable Co., Borough of Palmyra Sewer Department, New Jersey American Water Company and any other public utilities, the Clerk of any adjacent municipality within 200 feet and to the Burlington County Planning Board or other governmental bodies as required by law and also as set forth in Ordinance 719B. The Notice must specify the sections of the Ordinances from which relief is sought, if applicable.

The publication and the services on the affected owners, utilities and municipal clerk of any adjacent municipality must be accomplished at least 10 days prior to the date scheduled for the hearing.

An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

At the hearing, the Applicant may appear for her/himself, or be represented by an attorney at law of the State of New Jersey. It is recommended that all applicants seek legal advice in preparation of complex applications or presentations. Corporations and Limited Liability Companies must be represented by an attorney.

PUBLICATION INFORMATION

Attach a copy of the completed Notice to appear in the official newspaper of the Borough of Palmyra and to be mailed by Certified Mail or served on the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is subject of this application, including those in any adjacent municipality, borough or township.

The Notice must also be served on PSE&G, Comcast Cable Co., Borough of Palmyra Sewer Department, New Jersey American Water and any other public utilities, the Clerk of any adjacent municipality, Borough or Township within 200 feet and to the Burlington County Planning Board or other governmental bodies as required by law and also as set forth in Ordinance 719B. The Notice must specify the sections of the Ordinances from which relief is sought, if applicable.

The Notice must be personally served or sent by certified or registered mail at least 10 days prior to the date scheduled for the hearing. Proof of service must be given to the Board Secretary at least seven (7) days before the day of the hearing.

An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

At the hearing, the Applicant may appear for her/himself, or be represented by an attorney at law of the State of New Jersey. It is recommended that all applicants seek legal advice in preparation of complex applications or presentations. Corporations and Limited Liability Companies must be represented by an attorney.

Notice: List shall not be no more than ninety (90) days old.

Official Newspapers of the Borough of Palmyra:

The Burlington County Times

**EXAMPLE OF NOTICE TO BE PUBLISHED IN
OFFICIAL NEWSPAPER
FOR
BOROUGH OF PALMYRA LAND USE BOARD**

Take notice that on the _____ day of _____ @ 7:00 PM.

Borough Hall of Palmyra (2ⁿd Floor) 20 W. Broad Street, Palmyra, New Jersey.

A hearing will be heard before the Palmyra Land Use Board on the appeal or application of the undersigned for a variance or other relief so as to permit: _____

On the premises located at _____

On the Tax Map of the Borough of Palmyra located in a _____ zone or district.

The following described maps and papers are on file in the office of the Borough Planning and Zoning Office and are available for inspection your review. (Applicant's information)

Any interested party may appear at said hearing and participate therein accordance with the rules of the Land Use Board.

Name of Applicant

Publication Date: _____

NOTICE OF HEARING ON APPEAL OR APPLICATION
NOTICE SERVED ON OWNERS WITHIN 200 FEET

To: _____
Name of Owner

Address

PLEASE TAKE NOTICE:

(Mr./Ms/Mrs.): _____

Address: _____

Have filed an appeal or application for development with the Land Use Board of the Borough of Palmyra for: (Check all that apply).

_____ Informal 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) 40:55D-70c(1)]

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

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

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

_____ Other Relief: [specify]: _____

In accordance with seeking this variance *and other variances as needed* from the requirements of the Land Use Ordinance they wish to do the following:

At the premises located at: _____

As designated by Block: _____, Lot(s): _____ on the Borough tax map, and this notice is sent to you as an owner of property located within 200 feet of said referenced property.

The applicant will appear before a public hearing on:

_____ day of _____, at _____ pm.

The hearing will be held at the Borough Hall of Palmyra, 20 West Broad Street in Palmyra, New Jersey.

You may appear either in person, or by agent, or attorney to present any objections which you have to the granting of the relief sought.

You may view documents, including building plans, site plans pertaining to this application which are on file with Land Use Board Secretary, Doretha R Jackson.

This Notice is sent to you by the applicant by order of the Land Use Board.

Respectively,

(Applicant)



PROOF OF SERVICE
LIST OF PROPERTY OWNERS SERVED

The list of required names and addresses shall be obtained from the most recent tax lists of the Borough. This form shall be completed and attached to it shall be the white receipts stamped by the post office indicating date that Notice was sent. This form shall be typed or neatly hand written, clearly indicating the name and address of the person(s) served and type of service. Please include a copy of the list provided to you by the Tax Assessor. Forward this to the Land Use Board Secretary at least seven (7) days prior to the scheduled hearing.

Name/Address	Type of Service
1.	
2.	
3.	
4.	
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6.	
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25.	

If you need additional spaces, please attach them to this list



SECTION (VIII): BOROUGH OF PALMYRA UTILITY MAILING LIST

CONTACTS: The following names, addresses and phone numbers are provided to assist you in your filing process.

PSE&G

300 Connecticut Drive
Burlington, NJ 08016
Office: (609) 239-2410

NEW JERSEY AMERICAN WATER

213 Carriage Lane
Delran, NJ 08075

COMCAST

Government & Community Affairs Dept. 540 Broad St.

1 Cable TV Lane
Sicklerville, New Jersey 08081

Office: (856) 7404144

Fax: (856) 7404104

www.comcast.com

VERIZON

Newark, NJ 07101

PALMYRA SEWER DEPT. PUBLIC WORKS

Attn: Alan Berg, Supervisor
20 W. Broad Street
Palmyra, New Jersey 08065
Office: (856) 829-1476

BURLINGTON COUNTY SOIL CONSERVATION DISTRICT

1971 Jacksonville - Jobstown Road
Columbus, NJ 08022
Office: 609-267-7410



LAND USE BOARD PROFESSIONALS

LAND USE BOARD ENGINEER

Michael Roberts, PE, CME

CME Associates

1 Market Street, Suite 1F

Camden, New Jersey 08102

Phone: 732-410-2651

mroberts@cmeusaj.com

LAND USE BOARD SOLICITOR

Andrew M. Brewer, Esquire

Maraziti Falcon, LLP

240 Cedar Knolls Road, Suite 301

Cedar Knolls, 07927

Phone: 973- 912-9008

abrewer@mfhenylaw.com

LAND USE BOARD PLANNER

Megan Stanley, AICP, P.P

236 Broad Street

Red Bank, NJ 07701

Phone: 732-741-2900

mstanley@hgapa.com