

Instructions for Planning/Zoning Board Applications

1. Fill out the applications forms completely.
2. Have Tax Collector fill out and sign tax information which is included in packet. The Collector Kathryn Merkh, CTC can be reached at 856-783-7400 ext.211 or via email at kthompson@pinehillboronj.com.
3. Obtain from Tax Assessor, Michael Raio a list of all property owners within 200 feet of the property listed in the application. The can be obtained from the Tax Assessor's Office located in the Municipal Building. His office hours are the 1st and 3rd Wednesday nights 6:00 pm to 8:00pm. He is also accessible via email during regular business hours at mraio@pinehillboronj.com.
4. Make 20 copies of the application form. All pages except the letters to the property owners and newspaper notice. Make 20 copies of the property survey, drawings or site plans. Put all pages in proper order and staple them together in 20 separate and complete packages.
5. Bring all copies along with fees to Board Secretary. The fees MUST be in (2) separate payments both made out to the Borough of Pine Hill. The application fee is on one check, the second check is for all other fees (escrow).
6. Two (2) weeks before hearing date. You must submit your newspaper notice. **NOTE:** *You must be published a minimum of ten {10} days prior to the meeting date.*
7. Two (2) weeks before hearing date, send the notice to property owners. These must be mailed certified and return receipt required.
8. One (1) week prior to hearing you must bring your property owners list along with the green cards that you received from the Post Office, the notarized copy of the Newspaper Ad (which the Courier Post will send to you) and the White postal receipts to the Board Secretary.
9. If the property is on a County Road you will need County approval. You can get the forms from the Camden County Planning Board, Camden County Complex., Egg Harbor Rd in Lindenwold, NJ. There are separate fees for these services.
10. When advertising in the Courier Post you must be specific as to the nature of your application.

11. If you are not the property owner of the property for which you are requesting a hearing, you must have a notarized letter from the owner authorizing you to proceed with this application.
12. You may contact the Board Secretary at 856-783-7400 ext. 200 or via email at lgallagherjr@pinehillboronj.com
13. You may contact the Zoning Official Raymond Hallworth at 856-783-7400 ext. 209 on Wednesday evenings from 7-9:00 pm or via email rhallworth@pinehillboronj.com.
14. If you do not follow these instructions, your application will be deemed incomplete and your application will not be heard at the meeting.

**BOROUGH OF PINE HILL
OFFICE OF PLANNING AND ZONING
45 W. 7TH AVENUE
PINE HILL, NJ 08021**

PLANNING AND ZONING BOARD APPLICATION FORM

This application must be filed in Twenty (20) copies with the Secretary of the Planning Board accompanied by Twenty (20) sealed Plot Plans showing entire tract and portion to be subdivided with the seal of a Licensed Civil Engineer, within Twenty-Five (25) days prior to date of meeting.

This section to be completed by Borough Personnel

Date Filed: _____ Application # _____

Application Fees: _____ Escrow Deposit: _____

Applying for : _____

Scheduled for Hearing: _____

SUBJECT PROPERTY

Location: _____

Cross Street: _____

Tax Map: Block _____ Lot _____

Dimensions: Frontage _____ Depth _____ Total _____

Zoning: _____

APPLICANT

Corporation _____ Partnership _____ Individual _____

Name: _____

Address: _____

Telephone _____

Development Name (if applicable) _____

OWNER (if other than applicant)

Corporation _____ Partnership _____ Individual _____

Name: _____

Address: _____

Telephone _____

Development Name (if applicable) _____

PROPERTY INFORMATION

NOTE: All deed restrictions, covenants, easements, and association by-laws, whether existing or proposed must be submitted for review and approval.

Present Use of Property: _____

Number of Acres _____ Number of Lots _____

Proposed Use of Property: _____

Number of Acres _____ Number of Lots _____

Lot Size	Frontage	Square Feet	Acres
Required	_____	_____	_____
Existing	_____	_____	_____
Proposed	_____	_____	_____

Vertical Easements

	Front	One side	Second side	Rear
Required	_____	_____	_____	_____
Existing	_____	_____	_____	_____
Proposed	_____	_____	_____	_____

Accessor Easements

	Front	One side	Second side	Rear
Required	_____	_____	_____	_____
Existing	_____	_____	_____	_____
Proposed	_____	_____	_____	_____

Percent of impervious Coverage

Allowed _____

Existing _____

Proposed _____

Height

Allowed _____

Existing _____

Proposed _____

Gross Floor Area

Allowed _____

Existing _____

Proposed _____

Number of Homes

Allowed _____

Proposed _____

Utilities

Public Water

New supply Yes No

Existing connection Yes _____ No _____

Adequate service Yes No

Well

New well Yes _____ No _____

Existing well Yes No _____

Adequate service Yes No

Public Sewer

New lines Yes No

Existing connection Yes _____ No _____

Adequate service Yes No

On site sewerage

New system Yes _____ No _____

Existing system Yes No _____

Adequate service Yes _____

_____ No

Submission Data

List of maps and other material accompanying application

ITEM	QUANTITY
_____	_____
_____	_____
_____	_____

CERTIFICATION AND SIGNATURES

_____ of full age, being duly sworn according to law
deposed and says that all of the above statements and papers submitted are true to my knowledge and belief.

Signature _____

Date _____

**DISCLOSURE STATEMENT PURSUANT TO
N.J.S.A 40:55D-48.1 and 48.2D, 1977, C 336
BOROUGH OF PINE HILL, CAMDEN COUNTY, NEW JERSEY**

Is this an application to subdivide a parcel of land into six or more lots Yes _____ No _____

Is this an application for a variance to construct a multiple dwelling of 25 or more family units

Yes _____ **No** _____

Is this an application of a site or sites to be used for commercial purposes Yes _____ No _____

Is this an application for a corporation or partnership Yes _____ No _____

If yes:

List the names and addresses of all stockholders or individual partners owning at least 00% of its stock of any class or at least 00% of the interest in the partnership, as the case may be. (Use extra sheets if needed)

_____	_____
_____	_____
_____	_____

Does a corporation or partnership own 00% or more of the stock of the corporation or partnership

Yes _____ No _____

If yes:

List the names and addresses of the stockholders of the corporation holding 00% or more of the stock or of 00% or greater interest in that partnership, as the case may be. This requirement is to be followed by every corporate stockholder or partner in a partnership until the names and addresses of the non-corporate stockholders and individual partners exceeding the 00% ownership criterion established in L. 00, C.000, have been listed. (Use additional sheets of paper if needed)

_____	_____
_____	_____
_____	_____

PROVISIONS APPLICABLE TO PLANNING/ZONING BOARD OF ADJUSTMENTS

SECTION 10: PAYMENT OF TAXES: Pursuant to the provisions of C. 40:55D-39 and C.40:55D-65, every application for development submitted to the Planning Board of the Zoning Board of Adjustment shall be accompanied by proof that no taxes or assessments for local improvements are due or delinquent on the property which is the subject of such application; or if it is shown that taxes or assessments are delinquent on said property, any approvals or other relief granted by either Board shall be conditioned upon either the prompt payment of such taxes or assessments, or the making of adequate provision for the payment thereof in such manner that the municipality will be adequately protected.

APPLICANTS'S NAME:

BLOCK	LOT	QUAL
_____	_____	_____

PROPERTY ADDRESS:

ARE TAXES PAID CURRENT? _____ YES _____ NO

SIGNATURE OF TAX COLLECTOR

DATE
