

**PLANNING/ZONING BOARD DEVELOPMENT APPLICATION CHECKLIST**

**Application Requirements**

All Applications & Forms must be separated into 18 separate sets consisting of one of each form.

Application packages/set must be submitted at least 20 days prior to public hearing. (see Meeting Schedule for dates)

	Applicant Checklist	Office Checklist
1. Appropriate Fees – Two checks made payable to “City of Estell Manor”, one for application fees & the other for escrow fees. (Please see “Schedule of Fees & Deposits” for amounts)	_____	_____
2. Development Application – 1 original & 17 copies	_____	_____
3. Plans – 1 original sealed survey & 17 copies (all surveys must be folded to fit a 10 x 15 envelope)	_____	_____
4. Pinelands Certificate of Filing – 18 copies	_____	_____
5. Tax Certification – 1 original & 1 copy	_____	_____
6. Agreement by Applicant Form – 1 signed original & 1 copy	_____	_____
7. Tax Map Sheet – 17 copies	_____	_____
*** For <b>Undersized Lots</b> there are additional forms that will need to be completed & submitted (Please see “Notice to Applicants Regarding Undersized Lots”).	_____	_____

**Public Notice Requirements**

The following must be submitted no less than 3 days prior to meeting. -

1. Letter sent to Adjacent Property Owners – 1 copy	_____	_____
2. List of Property Owners within 200’ – 1 copy	_____	_____
3. Certified Mail Receipts from Post office – Originals (dated at least 10 days prior to meeting date)	_____	_____
4. Certification of Publication from Newspaper – Original with Seal (published at least 10 days prior to meeting date)	_____	_____

**Meeting Date/Time and Cutoff Dates**

Meeting times are 7:00 pm on the first Tuesday of the month unless otherwise posted. (please refer to “Meeting Dates & Application Deadlines” schedules for exact dates)

\*\*\*Applicant must be present at meeting, unless represented by an attorney.\*\*\*

City of Estell Manor  
 Revised Chart – 06/06/12  
 Schedule of Fees and Deposits  
 Planning/Zoning Board

<u>Type</u>	<u>Application Fees</u>	<u>Escrow Fees</u>	
		<u>Attorney</u>	<u>Engineer</u>
Minor Subdivision ♦	\$150	\$500	\$750
Major Subdivision ♦			
- Preliminary	\$400 plus \$25/Lot	\$1,500	\$4,000
- Final	\$400 plus \$25/Lot	\$500	\$500
Tax Map Revision	\$150 per each new lot created		
Site Plan (Minor)	\$400	\$500	\$1,500
Site Plan (Major)			
- Commercial	\$500	\$750.00	\$3,000
- Residential	\$500	\$500	\$4,000
Hardship Variance	\$300	\$650	\$500
Use Variance	\$400	\$750	\$1000
Conditional Use Permit	\$300	\$500	\$500
Appeals and Interpretations	\$300	\$500	\$500
Re-Hearings	\$100	\$500**	\$500**
Informal Review	\$150*	\$100	\$100

\*Credit toward application fee for formal review pursuant to N.J.S.A. 40:55D-10.1

\*\* Escrow fees are refunded if request for re-hearing is denied.

♦ This application is subject to the Tax Map Revision Fees, which are refunded should the application be denied. A separate check is required.

**CITY OF ESTELL MANOR**

P.O. Box 102  
Estell Manor, NJ 08319  
609-476-2692  
FAX: 609-476-4588

**AGREEMENT BY APPLICANT**

RE: \_\_\_\_\_  
(Name of Development and Block & Lot Description)

I, \_\_\_\_\_, the applicant or agent in the above captioned matter, do hereby agree to pay to the City of Estell Manor all reasonable costs for professional review of the above captioned application and for inspection of the improvements required by the Board. Final approval is contingent upon receiving additional sums where applicable.

I understand that any sums not utilized in the review process shall be returned to me.

\_\_\_\_\_ Dated: \_\_\_\_\_

\_\_\_\_\_  
Agency Name (if applicable)

**City of Estell Manor**  
Office of the Tax Collector  
**P.O. Box 54**  
**Estell Manor, NJ 08319**  
**(609) 476-2692 x2    fax: (609) 476-4386**

Date: \_\_\_\_\_

This is to certify that taxes are paid on Block \_\_\_\_\_ Lot \_\_\_\_\_ Q\_\_\_\_\_.

The Next payment is due in our office on\_\_\_\_\_.

Owner:\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Tax Office

City Of Estell Manor

Assessment Department

PO Box 102

Estell Manor, NJ 08319

(609) 476-3132

fax (609) 476-4588

For Official Use

Date Paid \_\_\_\_\_

Check # \_\_\_\_\_

Authorized By: \_\_\_\_\_

TO: \_\_\_\_\_ TAX ASSESSOR \_\_\_\_\_

FROM: \_\_\_\_\_  
( please print )

RE: \_\_\_\_\_ 200' PROPERTY LIST \_\_\_\_\_

DATE: \_\_\_\_\_

I would like to request a certified list of property owners located within 200 feet of

**Block #** \_\_\_\_\_, **Lot #** \_\_\_\_\_, also known as:

\_\_\_\_\_, located in the City of Estell Manor.  
( property location address )

Please mail certified list to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\* Please note that a fee of \$ 10.00 must be paid prior to any list being generated.  
Make checks payable to the "City of Estell Manor".**

CITY OF ESTELL MANOR  
PLANNING/ZONING BOARD

**LEGAL NOTICE**

The Press of Atlantic City  
1000 W. Washington Ave.  
Pleasantville, NJ 08232  
609-272-1100  
609-272-7085 (fax)

Please insert the following for publication on \_\_\_\_\_.

TAKE NOTICE, that \_\_\_\_\_ has filed an application with the Estell Manor Planning/Zoning Board in the County of Atlantic and the State of New Jersey for \_\_\_\_\_ from the terms of Articles and Sections of the Zoning Ordinances so as to:

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A public hearing will be held by the Planning/Zoning Board at the Municipal Building, 148 Cumberland Avenue, Estell Manor, New Jersey on \_\_\_\_\_, \_\_\_\_\_ at 7:00pm at which time and place all persons interested will be given an opportunity to be heard thereon.

CITY OF ESTELL MANOR  
PLANNING/ZONING BOARD

**NOTICE OF HEARING TO OWNERS WITHIN 200 FEET**

**Please Take Notice:**

That the undersigned has filed an application with the Planning/Zoning Board of the City of Estell Manor, Pursuant to Title 40:55D on: (check one(s) which apply)

- |                                                                 |                                                                 |
|-----------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Minor Site Plan – Preliminary Approval | <input type="checkbox"/> Major Site Plan – Preliminary Approval |
| <input type="checkbox"/> Minor Site Plan – Final Approval       | <input type="checkbox"/> Major Site Plan – Final Approval       |
| <input type="checkbox"/> Minor Subdivision                      | <input type="checkbox"/> Major Subdivision – Preliminary Plat   |
| <input type="checkbox"/> Redivision                             | <input type="checkbox"/> Major Subdivision – Final Plat         |
| <input type="checkbox"/> Other: (specify) _____                 |                                                                 |

**Variance(s) for:**

- |                                            |                                                       |
|--------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Lot Area          | <input type="checkbox"/> Side Yard                    |
| <input type="checkbox"/> Lot Frontage      | <input type="checkbox"/> Rear Yard                    |
| <input type="checkbox"/> Lot Depth         | <input type="checkbox"/> Height                       |
| <input type="checkbox"/> Building Coverage | <input type="checkbox"/> Minimum Habitable Floor Area |
| <input type="checkbox"/> Front Yard        | <input type="checkbox"/> Other _____                  |

**Conditional Use For:**

- |                                                                                                    |                                                                |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Undersized Lot of Record                                                  | <input type="checkbox"/> School (Public, Parochial or Private) |
| <input type="checkbox"/> Home Crafts                                                               | <input type="checkbox"/> Places of Worship                     |
| <input type="checkbox"/> Home Professionals Occupation                                             | <input type="checkbox"/> Public Utilities                      |
| <input type="checkbox"/> Quasi-Public Buildings & Recreations Areas                                | <input type="checkbox"/> Mobile Home Parks                     |
| <input type="checkbox"/> Resource Extraction                                                       | <input type="checkbox"/> Shops, Stores and Markets in RV Zone  |
| <input type="checkbox"/> Motor Vehicle Service Station ( Including Tire & Battery Sales & Service) |                                                                |
| <input type="checkbox"/> Neighborhood Business Use in RV Residential Village Zone                  |                                                                |
| <input type="checkbox"/> Exemption from Flood Hazard Outside Wetlands restrictions                 |                                                                |
| <input type="checkbox"/> Development in a Flood Hazard Outside Wetlands                            |                                                                |
| <input type="checkbox"/> Development in or near Wetlands                                           |                                                                |
| <input type="checkbox"/> Other: (specify) _____                                                    |                                                                |

**On Premises at** \_\_\_\_\_, proposed by \_\_\_\_\_ and designated as Block \_\_\_\_\_, Lot \_\_\_\_\_ on the City of Estell Manor Tax Map, and this Notice is sent to you as an Owner of property in the immediate vicinity.

A Public hearing will be held on \_\_\_\_\_, \_\_\_\_\_ at 7:00 pm, in Council Chambers, City Hall, 148 Cumberland Avenue, Estell Manor, New Jersey, and when the case is called, you may appear either in person, or by agent or attorney, and present any objections which you may have to granting the application.

The maps and Documents are on file in the Office of the City Clerk and are available for inspection. This notice is sent to you by the applicant, by order of the Planning/Zoning Board.

Respectfully,

\_\_\_\_\_  
Signature of Applicant

## City Estell Manor Planning/Zoning Application Checklist

The following checklist is designed to assist applicants in preparing plans for Planning Board / Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included with the plans. **ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD.**

		Preliminary Subdivision	Final Subdivision	Minor Development	""C"" Variance	""D"" Variance	Informal Review
1.	Plat clearly and legibly drawn or reproduced at a scale not smaller "than 1" = 100'."	X	X	X	X	X	X
2.	Sheet size either 15 x 21, 24 x 36 or 30 x 42.	X	X	X	X	X	
3.	Plat prepared to scale based on "deed description, tax map or " similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency.	X	X	X	X	X	
4.	Metes and bounds description of parcel in question based upon current land survey information.	X	X	X	X	X	
5.	Property line shown - length in "feet and hundredths, bearings in" "degree, minutes and seconds."	X	X	X	X	X	
6.	Key map showing location of tract to be considered in relation to surrounding area within 200 feet.	X	X	X	X	X	
7.	Title block containing name of "preparer, lot and block" "numbers, date prepared, date of" last amendment and zoning district.	X	X	X	X	X	
8.	Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.	X	X	X	X	X	X
9.	"Scale of map, both written and" graphic.	X	X	X	X	X	
10.	North arrow giving reference meridian.	X	X	X	X	X	
11.	Space for signatures of Chairman and Secretary of the Municipal Agency.		X	X			
12.	Names of all property owners within 200 feet of subject property.	X	X	X	X	X	
13.	Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	X	X				X

14.	Zoning district in which parcel "is located, indicating all setbacks," "lot coverage, height, floor area" "ratio, and density, both as to " required and proposed. Indicate the above both written and graphically.	X	X	X	X	X	X
15.	Acreage of affected parcel to the nearest hundredth of an acre.	X	X	X	X	X	
16.	Number of lots following subdivision including areas in acres if one acre or over or in square feet if under one acre.	X	X				X
17.	Provide a polaroid or other similar photograph of the premises in question taken from the opposite side of the street.	X	X	X	X	X	
18.	Contours to determine the natural drainage of the land. Contours shall be at 2 ft. intervals.	X		X	X		
19.	"Natural and artificial watercourses," "streams, shorelines and water" boundaries and encroachment lines.	X		X	X	X	X
20.	Wooded areas indicating pre- dominant species and size.	X		X	X	X	
21.	Location of trees 6 inches or"more in diameter, as measured""four feet above ground level, outside of wooded area, designating" species of each.	X		X	X	X	
22.	Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	X		X			
23.	All areas to be disturbed by grading or construction.	X		X			X
24.	Location of existing structures and their setbacks from existing and proposed property lines.	X		X	X	X	X
25.	Location of existing easements or rights of way including power lines.	X	X	X	X	X	X
26.	"Location of existing railroads," "bridges, culverts, drain-pipes," water and sewer mains and other man-made installations affecting the tract.	X		X	X	X	X
27.	Location of existing wells and septic systems.	X		X	X	X	X

28.	When applicant intends to use a conventional septic disposal "system: location of test holes," test results and approximate location of the intended disposal field.	X		X	X	X	
29.	Plans and profiles of proposed "utility layouts, such as sewers," "storm drains, water, gas, ""communications and electric," showing feasible connections to existing or proposed utility systems.	X		X	X	X	X
30.	Location and description of monuments whether set or to be set.	X	X	X			
31.	"Location, names and widths of" all existing and proposed streets on the property and within 200 feet of the tract.	X	X	X	X	X	X
32.	Required road dedication.	X	X	X			
33.	Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.	X					
34.	Proposed sight easements where required.	X	X	X			
35.	Proposed drainage easements where required.	X	X	X			
36.	Landscaping plan including the "types, quantity, size and location" of all proposed vegetation. The scientific and common names of all vegetation shall be included.	X		X			
37.	Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.	X		X			
38.	Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements	X					
39.	The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	X	X				
40.	Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.	X	X	X	X	X	

CITY OF ESTELL MANOR  
Municipal Building  
148 Cumberland Ave.  
Estell Manor, New Jersey 08319

The application, with supporting documentation, must be filed with the Office of the city Clerk and must be delivered to the professionals for review at least fifteen (15) business days prior to file meeting at which the application is to be considered.

**To be completed by City staff only.**

Date Filed _____	Application No. _____
Planning Application _____	
Zoning Application _____	Application Fees _____
Scheduled for, Review for Completeness _____	Escrow Deposit _____
	Hearing _____

**To be completed by Applicant.**

**SUBJECT PROPERTY**

Location: \_\_\_\_\_

Tax Map	Page _____	Block _____	Lot(s) _____
	Page, _____	Block _____	Lot(s) _____
Dimensions Frontage _____	Depth _____	Total Area _____	
Zoning District _____			

**APPLICANT**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Applicant is a    Corporation \_\_\_\_\_    Partnership \_\_\_\_\_    Individual \_\_\_\_\_

**DISCLOSURE STATEMENT**

Pursuant to N.J.S. 40:55-D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2, that disclosure requirement applies to any corporation 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 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 _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____

4. If Owner is other than the applicant, provide the following information on the Owner(s)  
Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

5. PROPERTY INFORMATION:  
Restrictions, covenants, easements, association by-laws, existing or proposed on the property:  
Yes [attach copies] \_\_\_\_\_ No. \_\_\_\_\_ Proposed \_\_\_\_\_

Note: 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 approved.

Present use of the premises: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Applicant's Attorney \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

7. Applicant's Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

8. Applicant's Planning Consultant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

9. Applicant's Traffic Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

10. List any other expert who will submit a report or who will testify for the Applicant: [Attach additional sheets as may be necessary]  
Name \_\_\_\_\_  
Field of Expertise \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

\_\_\_\_\_ Minor Subdivision Approval  
 \_\_\_\_\_ Subdivision Approval [Preliminary]  
 \_\_\_\_\_ Subdivision Approval [Final]  
 Number of lots to be created \_\_\_\_\_ Number of proposed dwelling units \_\_\_\_\_  
 (Including remainder lot) (If applicable)

SITE PLAN:

\_\_\_\_\_ Minor Site Plan Approval  
 \_\_\_\_\_ Preliminary Site Plan Approval [Phases (if applicable) \_\_\_\_\_ ]  
 \_\_\_\_\_ Final Site Plan Approval [Phases (if applicable) \_\_\_\_\_ ]  
 \_\_\_\_\_ Amendment of Revision to an Approved Site Plan  
 Area to be disturbed (square feet) \_\_\_\_\_  
 Total number of proposed dwelling units \_\_\_\_\_  
 \_\_\_\_\_ Request for Waiver From Site Plan Review and Approval  
 Reason for request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Informal Review  
 \_\_\_\_\_ Appeal decision of an Administrative Officer [N.J.S. 40:55D-70a]  
 \_\_\_\_\_ Map of Ordinance Interpretation of Special Question [N.J.S.40:55D-70b]  
 \_\_\_\_\_ Variance Relief (hardship) [N.J.S. 40:55D-70c(1)]  
 \_\_\_\_\_ Variance Relief (substantial benefit) [N.J.S. 40:55D-70c(2)]  
 \_\_\_\_\_ Variance Relief (use) [N.J.S. 55D-70D-70d]  
 \_\_\_\_\_ Conditional Use Approval [N.J.S. 55D-67]  
 \_\_\_\_\_ Direct issuance of a permit for a structure in bed of a mapped street, public  
 drainage way, or flood control basin [N.J.S. 40:55D-34]  
 \_\_\_\_\_ Direct issuance of a permit for a lot lacking street frontage [N.J. 40:55D-35]

12. Section(s) of Ordinance from which a variance is requested: \_\_\_\_\_

13. Waivers Requested of Development Standards and/or Submission Requirements: [attach additional pages as needed] \_\_\_\_\_

14. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the official tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

**The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative for the hearing.**

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

15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [attach pages as needed] \_\_\_\_\_

16. List all political contributions made by the Applicant or the professionals involved in this Application to any candidate for office in Estell Manor \_\_\_\_\_  
 \_\_\_\_\_

17. Has any application of any type ever been made to the Planning/Zoning Board of adjustment of the City of Estell Manor in connection with the lot in question? If so, please state the following:

1. Nature of application \_\_\_\_\_
2. Board before which application was presented \_\_\_\_\_
3. Decision of Board and date of decision \_\_\_\_\_

18. Is a public water line available? \_\_\_\_\_

19. Has any application regarding the subject premises ever been made to the Pinelands Commission? If so, please provide the docket number of the Pinelands Commission and the action taken. \_\_\_\_\_  
 \_\_\_\_\_

20. Is public sanitary sewer available? \_\_\_\_\_

21. Does the application propose a well and septic system? \_\_\_\_\_

22. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? \_\_\_\_\_

23. Are any off-tract improvements required or proposed? \_\_\_\_\_

24. Is the subdivision to be filed by Deed or Platt? \_\_\_\_\_

25. What form of security does the applicant propose to provide as performance and maintenance guarantees. \_\_\_\_\_

26. Other approvals which may be required and date plans submitted:

	Yes	No	Date Plans Submitted
Pinelands Commission	_____	_____	_____
Atlantic County Health Department	_____	_____	_____
Atlantic County Planning Board	_____	_____	_____
Atlantic County Soil Conservation District	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Conectiv Real Estate Dept	_____	_____	_____

- 27. Certification from the Tax Collector that all taxes due on the subject property have been paid. \_\_\_\_\_
- 28. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).

It is the responsibility of the applicant to mail or deliver 16 copies of the application form and all supporting documents to the members of the professional staff [ Engineer, planning Consultant, Attorney for the Board to which the application is submitted] for their review. The documentation must be received by the professional staff at least 15 business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the Application form.

Quantity	Description of Item
_____	_____
_____	_____
_____	_____

- 29. The applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant’s professionals:

Specify which reports are requested for each of the applicant’s professionals or whether all reports would be submitted to the professional listed.

Applicant’s Professional	Reports Requested
Attorney _____	_____
Engineer _____	_____
_____	_____
_____	_____

**CERTIFICATIONS**

- 30. I understand that the sum of \$\_\_\_\_\_ has been deposited in an escrow account (Builder’s Trust Account). In accordance with the Ordinances of the City of Estell Manor, 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. 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 15 days.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

