

BOROUGH OF WOODBURY HEIGHTS

PLANNING / ZONING BOARD

APPLICATION INSTRUCTIONS



The combined Planning/Zoning Board of the Borough of Woodbury Heights official meeting night is the first Monday of the month at 7:00 PM.

PLANNING / ZONING BOARD APPLICATION INSTRUCTIONS

The Planning/Zoning Board of the Borough of Woodbury Heights has jurisdiction as a land use board. All zoning and planning matters are heard before this Board. This package contains all of the necessary applications as well as sample forms. The ordinance is available on line at www.bwhnj.com. Please be sure of a scheduled agenda slot before performing notice requirements.

Applications received after the **21-day** deadline **will not** be considered for the agenda until the following month's meeting. Agendas are based on submission dates and availability of time.

Please follow the below instructions:

1. Return **15 Copies** of the **COMPLETED APPLICATION** (forms 1, 2 & 3) and **15 COPIES** of **ALL** plans and supporting documents to the Planning/Zoning Board Secretary (2 full size and 13 11x17)
2. Send Copies to our Board Professionals: **FULL SIZE** plans need to be submitted to our **Solicitor, Engineer** and **Professional Planner** (names and addresses are attached to this application).
 - A legible plot **PLAN** or **SURVEY** to scale, showing all existing and proposed structures, uses and/or variances **required**.
 - All Borough Application and Escrow Fees **must** be paid when application is submitted. **ONE** original required with submission on **ALL** documents submitted.

Additionally: Digital Plans are encouraged to be submitted for our record. They can also be displayed during our meeting on our screens, along with any other digital submissions or exhibits the applicant wishes to include in their presentation to the Board.

2. Proof of payment of taxes due and owing on the premises. Submit completed **FORM 4** to the **Tax Collector's Office for their signature**.
3. IF the applicant is a corporation or partnership, the names, addresses of all stockholders or partners owning a 10% or greater interest in said corporation or partnership shall be set forth below in accordance with P.L. 1977 Ch. 336 (use form 5). **Pursuant to NJ State Law, all corporations must be represented by legal counsel.**
4. **ESCROW FEES:** Complete Escrow Fee Schedule (**Form 11**) & Agreement (**Form 12**) and return checks and required paperwork to the Board Secretary with Application. Application will not be deemed complete until all escrow fees are received.
5. **NOTICE REQUIREMENTS: SUBMIT** to the Planning/Zoning Board Solicitor **1 WEEK** prior to the hearing, the **AFFIDAVIT (Form 6)** with all attachments, **as specified in the following text and in Form 6.**

NOTE: if affidavit is not submitted within specified time period, application will be deemed incomplete and removed from agenda schedule

→**Public Notice** to appear in the South Jersey Times, the official newspaper of the municipality at least ten (10) days prior to the meeting date. (**See Form 7**)

South Jersey Times
Attn: Legal Advertising
161 Bridgeton Pk., Bldg. E
Bridgeton, NJ 08062

Phone: 1-(800)-350-4169
Fax: (732) 243-2718
Email: SJTLegalAds@njadvancemedia.com

→**Public Notice to all affected property owners** within **200 feet** of subject property shall be given at least ten (10) days prior to the meeting (**Form 8**)

The certified property owners' list can be obtained through the Municipal Clerk. The cost for the list is \$10.00. (**Form 10**)

- Notice shall be given to the owners of all real property shown on the current tax duplicate, located within 200 feet in all directions of the property which is the subject of the hearing by serving the owner, or his/her agent in charge of the property or any member of the property owner's family over 14 years of age residing in said property, or by mailing a copy of the notice by certified mail to the property owner at his address as shown on the current tax duplicate. Notice to a partnership may be made by service upon any partner. Notice to a corporation or LLC may be made by service upon its president, vice president, secretary, manager or other person authorized by appointment or by law to accept service on behalf of the corporation or LLC.
- Notice of all hearings involving property located within 200 feet of an adjoining municipality shall be given by personal service or

certified mail to the Clerk of such municipality. **If the property is located within 200 feet of an adjoining municipality, a list of all property owners must be obtained from the Administrative Officer of the adjoining municipality.**

- Notice shall be given by personal service or certified mail to the Gloucester County Planning Board of a hearing involving property adjacent to an existing County road or proposed County road shown on the official County map or on the official County Master Plan or a hearing involving property situated within 200 feet of a municipal boundary. **(use Form 9)**
- Notice shall be given by personal service or certified mail to the Commissioner of Transportation of the State of New Jersey of a hearing involving property adjacent to a state highway:
New Jersey Department of Transportation
3096 Church Road
Mt. Laurel, NJ 08054-3403
Phone: 609-866-4914 (Robert Lee)
- Notice shall be given by personal service or certified mail to the New Jersey State Planning Commission of a hearing involving property which exceeds 150 acres or 500 dwelling units. The notice shall include a copy of any maps or documents required to be on file pertaining to the application.
- Notice shall be given to all utilities or other public entities as set out or attached to the Certified Property Owner's list.

■ **All notices as listed shall be given at least ten (10) days prior to the date fixed for the hearing. All notices required shall state the date, time and place of the hearing, the nature of the matters to be considered, identification of the property involved in the hearing by street address, if any, or by reference to the block and lot numbers as shown on the current tax duplicate in the County Assessor's office and the location and times at which the maps and documents in support of the application are available.**

1. A copy of the conditional contract or agreement of sale related to the application must be filed with the application, if applicable.
2. An application must be filed with the Gloucester County Planning Department.
3. Applications for other outside agency approvals must also be filed (i.e. Gloucester County Soil Conservation)

◆ **It is the applicant's responsibility to complete all of these steps.** Forms and applications can be found attached to this letter. If you have any questions on any of these procedures, please contact the Planning Board Secretary at **(856) 848-2832 ext. 10** or email to **planning@bwhnj.com**

Please note that appointments can be arranged by calling the number above.

PLANNING / ZONING BOARD

APPLICATION

APPLICATION NUMBER: _____

Please check all that apply:

- Subdivision Use Variance Appeal
- Major Conditional Use Concept Design
- Minor Variance Site Plan Review Waiver
- Site Plan Site Plan Review Sketch Plat Review/Informal
- With Bulk Variances

APPLICANT INFORMATION:

NAME: _____

ADDRESS: _____

Phone: _____ Fax: _____ Email: _____

Are you the Owner of the Property (If no, please complete below): YES NO

OWNER OF PROPERTY: _____

OWNER'S ADDRESS: _____

EMAIL ADDRESS: _____

LAND INFORMATION:

STREET ADDRESS: _____

Block: _____ Lot: _____ Plate: _____

(FORM 2)

Current Zoning: _____ Current Use: _____

Lot Size: _____ Proposed: _____

(For purpose of subdivision)

Depth: _____ Proposed: _____

Size of Buildings: _____ Proposed: _____

PROPOSED IMPROVEMENTS:

On Site: _____

Off Site: _____

Purpose of Application: _____

ATTORNEY:

Name: _____

Firm: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

PLAN DESIGNER:

Name: _____

Firm: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

List any materials and/or maps accompanying this application:

_____ Full Size Plans have been delivered to The Board Engineer, Planner & Solicitor (Page 16).

(FORM 3)

I certify that all of the information contained in this application is true, to the best of my knowledge. I know that I am subject to punishment if any information is willfully false; I further agree to pay all reasonable cost for professional review of this application and for any inspections of any improvements.

BY: _____
(Signature of Applicant)

NAME: _____
(Print or Type)

***If the applicant is not the owner of the property, have the owner sign the consent below or file with the application a letter signed by the owner consenting to the application:**

The foregoing application is hereby consented to this _____ day of _____, 2_____.

(Signature of Owner)

(Owner's name printed or typed)

Sworn and subscribed before me on this _____ day
of _____, 2_____.

Signature of Notary

BOROUGH OF WOODBURY HEIGHTS
TAX VERIFICATION

Section I (to be completed by the applicant):

_____ of _____

is making application to the Woodbury Heights Planning/Zoning Board for Block _____

Lot _____ located at _____.

The owner of record is _____

of _____.

I acquired an interest in this property on _____. I ask the tax collector to determine whether there are any delinquent taxes and/or assessments due.

Date

Applicant's Signature

Section II (to be completed by the Tax Collector):

I find that:

- () All taxes due have been paid
- () All assessments due have been paid
- () The following are delinquent and past due:

Tax Collector's Signature

Date

CORPORATE APPLICANTS ONLY

DISCLOSURE STATEMENT

Pursuant to N.J.S.A 40:55D-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.A. 40:55.2, 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.

Name _____ Interest (%) _____

Address _____

Name _____ Interest (%) _____

Address _____

Name _____ Interest (%) _____

Address _____

Name _____ Interest (%) _____

Address _____

(Attach pages if necessary to fully comply)

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY
COUNTY OF GLOUCESTER

_____, being duly sworn according to law upon his/her oath,
deposes and says:

1. I am the applicant in this matter; a public hearing is schedule for _____ approval before the Borough of Woodbury Heights Planning/Zoning Board.
2. On _____, which was at least ten (10) days prior to the hearing, I gave personal notice to all owners of property situated within or without this municipality, as shown on the Certified Tax List whose properties are located within 200 feet of the subject property, by certified mail to the address shown on said list. Copies of the registered receipts are attached hereto and marked "**EXHIBIT A**".
3. Notices are also served on:
 - a. () The Clerk of the Borough of Woodbury Heights
 - b. () The Gloucester County Planning Board
 - c. () The Department of Transportation
 - d. () The Clerk of Adjoining Municipalities
 Copy of all said notices are attached hereto and marked "**EXHIBIT B**".
4. Notice was also published in the South Jersey Times, the official newspaper of the municipality as required by law. Attached is a copy of the proof of publication of notice, which is marked "**EXHIBIT C**".
5. Attached to this affidavit and marked "**EXHIBIT D**" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map and certified by the Municipal Tax Assessor.

(Signature of Applicant)

Sworn and subscribed to before me this

_____ day of _____, 2_____.

(Signature of Notary)

(FORM 7)

EXAMPLE OF NEWSPAPER NOTICE

PUBLIC NOTICE OF HEARING

A public hearing will be held by the Planning/Zoning Board of the Borough of Woodbury Heights on Monday, _____ at 7:00 PM in the Woodbury Heights Municipal Building, 500 Elm Avenue, Woodbury Heights, NJ 08097.

The object of the hearing will be to consider _____

The property affected is known as Block _____ Lot _____ on the tax map of the Borough of Woodbury Heights.

Any person interested in the application can be heard at the public hearing referred to above.

You are not required to appear at the hearing unless you wish to object to the action desired by the appellant.

All documents related to this application may be inspected by the public between the hours of 8:30 AM and 4:30 PM Monday thru Thursday at the Woodbury Heights Municipal Building, 500 Elm Avenue, Woodbury Heights, NJ. 08097

(Applicant's Name)

(Address)

(FORM 8)

EXAMPLE OF NOTICE TO PROPERTY OWNERS

NOTICE OF HEARING

Take notice that a public hearing will be held before the Planning/Zoning Board of the Borough of Woodbury Heights, at the municipal building, 500 Elm Avenue, Woodbury heights, New Jersey, on _____ 7:00 PM on the following application:

Applicant: _____

Property Effected: _____

Aka Block_____, Lot_____, Plate_____

Nature of Application: _____

A copy of this application and of the map of the minor subdivision is currently on file at the office of the Planning/Zoning Board Secretary located at the Municipal Building, 500 Elm Avenue, Woodbury Heights, New Jersey. This information may be inspected during regular business hours.

You are being advised of this hearing because you are an owner of property within 200 feet and are required to be notified according to the law.

You are not required to appear at this hearing unless you wish to object to the action desired by the applicant.

(FORM 9)

NOTICE OF HEARING TO THE COUNTY PLANNING BOARD

TO: Gloucester County Planning Board
1200 North Delsea Drive
Clayton, NJ 08312

PLEASE TAKE NOTICE:

That _____, the undersigned has applied to the Combined Planning and Zoning Board of the Borough of Woodbury Heights for relief from the Zoning Ordinance to permit:

at _____

on Lot(s) _____ and Block(s) _____, of the tax maps of Woodbury Heights, which property fronts upon a County road, or adjoins County owned property, or is within two hundred (200) feet of a municipal boundary. A hearing in this matter will be held at _____ PM on _____, 20____ in the Municipal Building in the Borough of Woodbury Heights.

Signature

Date

AFFIDAVIT OF OWNERSHIP FOR COUNTY
MUST BE COMPLETED AND RETURNED WITH NOTICE

1. Name of Company/Organization:
2. Is Company a Corporation?
3. Name of State where Incorporated:
4. Is Company a Partnership?

PLEASE LIST ANY AND ALL INDIVIDUALS WHO ARE OWNERS (FULL OR PART) OF THE COMPANY/ORGANIZATION AND IF A NON-PROFIT ORGANIZATION, PLEASE LIST ALL BOARD MEMBERS.

Name

Address

Title

Signature and Title

Print Name and Title

(FORM 10)

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS

I, _____, make application for a certified list of property owners within 200 feet of the following block and lot:

Block: _____ Lot: _____

By: _____
(Name of applicant)

(address for form to be mailed to)

Phone Number: _____ Fax Number: _____

***All requests must be accompanied by a \$10.00 fee to “The Borough of Woodbury Heights” to be processed. Note: fee is charged per block and lot**

Deliver request to: Shannon Elton, Municipal Clerk
Borough of Woodbury Heights
500 Elm Avenue
Woodbury Heights, NJ 08097

BOROUGH OF WOODBURY HEIGHTS
PLANNING/ZONING BOARD
500 ELM AVENUE
WOODBURY HEIGHTS, NJ 08097
(856) 848-2832 EXT. 16

INFORMATION SHEET

MEETING DATE:

Meetings are scheduled to be held on the first Monday of each calendar month at 7:00 PM, with the exception of July & September. Please note that the Board will only meet if there is an agenda. Each application will be assigned an agenda slot based on time of submission.

SOLICITOR:

B. Michael Borelli
40 N. Woodbury-Glassboro Rd
Pitman, NJ 08071

Phone (856) 582-8288
mborelli@aol.com

ENGINEER:

Mark Brunermer, PE, CMC
Sickels and Associates
Sherwood Mew
833 Kings Highway
Woodbury, NJ 08096

mrb@sickelsassco.com

Phone (856) 848-6800

PROFESSIONAL PLANNER:

Tiffany Morrissey, PP, AICP
7 Equestrian Drive
Galloway, NJ 08205

tcuviello@verizon.net
856-912-4415 (cell)
Phone (609) 652-0271

LEGAL PUBLICATION:

South Jersey Times
Attn: Legal Advertising
161 Bridgeton Pk., Bldg. E
Bridgeton, NJ 08062

Phone: 1-(800)-350-4169
Fax: (732) 243-2718
Email: SJTLegalAds@njadvancemedia.com

SECRETARY TO THE BOARD

Shannon Elton
500 Elm Avenue
Woodbury Heights, NJ 08097

Phone (856) 848-2832 ext. 10
Fax (856) 848-1763
planning@bwhnj.com

FEE SCHEDULE:

Please refer to Borough Ordinance 10-2008, which is included as part of this package. All fees are due at the time that the application is filed. **Separate checks must be presented for the escrow fees and the application/publication fees.** Both checks should be made payable to **“The Borough of Woodbury Heights”**.

All escrow accounts are held in trust by the Borough of Woodbury Heights in the applicant’s name and tax identification number (or social security number).

DIRECTIONS:

Fill in the following information:

CLIENT NAME: _____
(Should be the name in which the application was filed.)

ADDRESS: _____
(Address of the applicant)

APPLICANT’S DOB: _____
(If Applicable)

TAX ID NUMBER: _____
(Corporate TIN or social security number for individuals)

TAX PAYER’S SIGNATURE: _____
(Signature of the applicant)

***The bank requires a W-9 be completed and submitted with any initial escrow fees. Please include form with the submission of the fees to the Board with the application.**

APPLICATION FEES ARE NON-REFUNDABLE

In the event the escrow amount posted by the Applicant as required is not sufficient to cover professional charges incurred, then the applicant shall pay the amount required over and above the previously posted escrow. No zoning or building permits, certificates of occupancy or any other types of permits will be issued in respect to the application until all bills have been paid.

I have read the above paragraph and agree with the conditions therein.

APPLICANT:

Signature Date

APPEALS AGAINST CHARGES

- ◆ Appeals must be filed within forty-five (45) days of receipt of voucher. If voucher is not received, then within sixty (60) days of receipt of account statement.
- ◆ For an appeal of any charges the applicant must notify the Governing Body, Board Secretary and Professional in writing.
- ◆ Governing Body or designee has reasonable time to fix any charges.
- ◆ If applicant is not satisfied by local efforts, they must go to the County Construction Code Appeal Board.
- ◆ Appeal must be in writing and copies sent to all parties affected by the appeal.
- ◆ During an appeal process, all work on the application or project must continue normally, without any adverse action by the municipality or applicant.

PROCEDURES FOR ESCROW CHARGES

- ◆ **Professionals send copies of invoices to applicants and the planning board.**
- ◆ **Bank Statements can be obtained through the Board Secretary upon request. .**
- ◆ **If Insufficient Funds arise, Board Secretary sends notice to the applicant. **Township cannot stop work without giving reasonable time for the applicant to replenish funds.**
- ◆ **Applicant must notify Board Secretary when project is complete by way of certified mail.**
- ◆ **Board Secretary notifies professionals. Professionals have thirty (30) days to submit all final bills if determined complete.**
- ◆ **Board secretary has forty-five (45) days after the thirty (30) days to submit a final account statement and refund any escrow.**

**§70-48 LAND DEVELOPMENT §70-48
ARTICLE IX
FEES, GUARANTEES; INSPECTIONS**

§70-48 [Amended 6-18-86 by Ord. No. 5-86; 2-15-89 by Ord. No. 5-89; 7-17-92 by Ord. No. 11- 92 and 10-15-2008 by Ord. No. 10-2008 and 5-18-2022 by Ord. No. 10-2022]

(a) The following list of applications must be accompanied, at the time of submission of the application, by the fees and escrow amounts set forth in Schedule 2-1, below. These fees and escrow amounts shall consist of the sum of the following: 1) in Column A, an Administrative Fee which is charged to the applicant to cover the costs associated with the clerical processing and filing of the application, which fee shall be non-refundable; and 2) in Column B, a professional review escrow amount which shall be deposited into the Professional Review Escrow Account, maintained by the Municipal Treasurer. The deposit required of the applicant and deposited into the Professional Review Escrow Account shall cover the costs associated with the required review of the application by the Zoning Board of Adjustment or Planning Board’s engineer, planner, attorney or other professional consultant and for applications submitted pursuant to N.J.S.A. 40:55D-70d, such other professionals as the Zoning Board of Adjustment may reasonably require, which review shall include a written report on the application to be submitted to the Board.

**SCHEDULE 2-1
MANDATORY DEVELOPMENT FEES**

Type of Development Application	Column A Administrative Fee	Column B Prof. Review Escrow
Planning Board Fees:		
A. Residential.		
(1) Minor Subdivision:	\$350.00	\$1,400.00
(2) Preliminary Major Subdivision: (Including Amended Applications)	\$1050.00	\$5,600.00
(3) Final Major Subdivision:	\$1050.00	\$3,500.00
B. Non-Residential.		
(1) Minor Subdivision:	\$1,400.00	\$2,100.00
(2) Preliminary Major Subdivision:	\$2,100.00	\$4,200.00
(3) Final Major Subdivision:	\$2,100.00	\$4,200.00

C.	Site Plan.		
	(1) Preliminary Site Plan:	\$2,100.00	\$4,200.00
	(2) Final Site Plan:	\$1,050.00	\$2,800.00
	(3) Site Plan Waiver:	\$1,050.00	\$1,400.00
D.	Sketch Plat Review:	\$420.00	\$700.00

Zoning Board Fees:

E.	Bulk Variances.		
	(1) Residential:	\$350.00	\$1,050.00
	(2) Nonresidential:	\$350.00	\$1,750.00
F.	Use Variance:	\$700.00	\$2,100.00
G.	Appeals:	\$700.00	\$700.00
H.	Permits:	\$490.00	\$490.00
I.	Interpretation:	\$210.00	\$700.00
J.	Legal Notice	\$70.00	~N/A~

(b) Where one (1) application for development includes several approval requests, the aggregate sum of the individual required fees shall be paid.

(c) Each applicant for subdivision or site plan approval shall agree in writing to pay all reasonable costs for professional review of the application and for inspection of the improvements. All such costs for review and inspection must be paid before any construction permit is issued, and all remaining costs must be paid in full before any occupancy of the premises is permitted or certificate of occupancy issued.

(d) If an applicant desires a certified court reporter, the cost of taking testimony and transcribing it and providing a copy of the transcript to the Borough shall be at the expense of the applicant, who shall also arrange for the reporter's attendance.

NOTE: The affidavit of ownership must be completed and filed with the Gloucester County Planning Board.

NOTE: The \$70 LEGAL NOTICE PUBLICATION FEE **MUST** BE ADDED TO THE ADMINISTRATIVE FEES LISTED ABOVE WITH YOUR APPLICATION.

(FORM 12)

**AGREEMENT OF ESCROW BETWEEN
APPLICANT AND BOROUGH OF WOODBURY HEIGHTS**

APPLICATION FEES ARE NON-REFUNDABLE

In the event the Escrow amount posted by the Applicant as required by the Borough of Woodbury Heights is not sufficient to cover Professional charges incurred by the Borough of Woodbury Heights or its professionals for such application, then the Applicant shall pay the amount required which is over and above funds previously posted and/or collected and shall not receive any approvals or permits from the Borough until such fees are **paid in full**. No zoning permits, building permits, certificates of occupancy or other types of permits may be issued with respect to any approved application for development until all bills for professional services have been paid by the Applicant and/or developer.

I have read the above paragraph and agree with the conditions therein.

APPLICANT:

Signature

Date