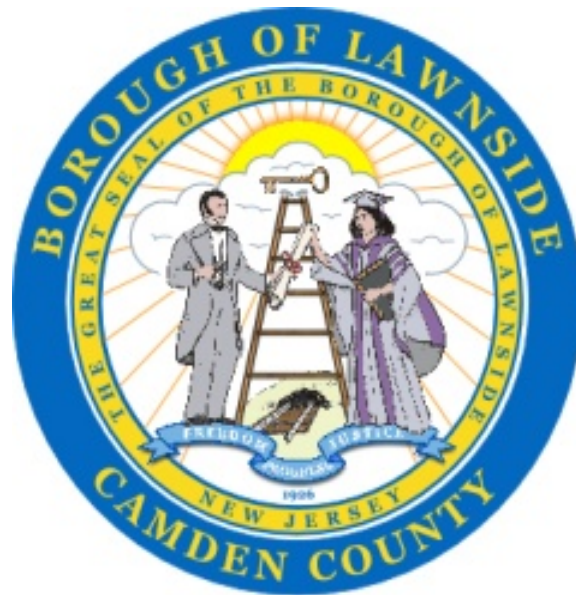


# **BOROUGH OF LAWNSIDE**

## **DIVISION OF PLANNING**



## **SITE PLAN APPLICATION AND SUBMISSION PACKAGE**

### **Any Questions, please contact:**

Marsharee Wright, CMR/TA  
Acting Municipal Clerk  
Borough of Lawnside  
4 Dr. Martin Luther King Jr. Road  
Lawnside, NJ 08045  
856 573-6200  
F 856 546-3232 [m.wright@lawnside.net](mailto:m.wright@lawnside.net)  
[lawnsideboroclerk@gmail.com](mailto:lawnsideboroclerk@gmail.com)

# **SITE PLAN APPLICATION AND SUBMISSION ITEMS PACKAGE**

## **TABLE OF CONTENTS**

<b>SITE PLAN CHECKLIST.....</b>	<b>Page 2</b>
<b>PLOT PLAN CHECKLIST.....</b>	<b>Page 3</b>
<b>PLANNING &amp; ZONING FEES.....</b>	<b>Page 6-8</b>
<b>SITE PLAN APPLICATION.....</b>	<b>Page 9-12</b>
<b>ESCROW AGREEMENT.....</b>	<b>Page 13</b>

### **COUNTY PLANNING BOARD APPLICATION:**

**(link to the Camden County Planning Board website  
if applicable)**

<http://www.camdencounty.com/government/offices-departments/planning-division>

**SITE PLAN APPLICATION  
CHECKLIST**

CHECK IF  
COMPLETED

FOR OFFICE  
USE ONLY

- |       |  |  |       |
|-------|--|--|-------|
| _____ | 1. Zoning Application                                      |  | _____ |
| _____ | 2. Site Plan Applications & Site Plans (12 copies of both) |  | _____ |
| _____ | 3. Proof of ownership (i.e. Deed, Tax Bill and/or Lease)   |  | _____ |
| _____ | 4. Signed escrow fee agreement                             |  | _____ |

**\*NOTE:**

- A. Incomplete applications will not be processed.**
- B. Submission hours are 9:00 a.m. to 4:00 p.m., Monday through Friday. All applications must be stamped "RECEIVED" by the Division of Planning. No outside drop-offs will be processed.**
- C. All plans must be folded with *Title Block* facing upward.**
- D. Whenever public notice is required, The Division of Planning shall prepare procedures for said notification and advise applicant of its readiness.**

*The following checklist pertains to PLOT PLANS:*

**CHECK IF  
COMPLETED**

**FOR OFFICE  
USE ONLY**

_____	1.	Name and address of owner and applicant	_____
_____	2.	Name, signature, licenses #, seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect (as applicable).	_____
_____	3.	Title block denoting type of application, tax map sheet, county municipality, block and lot, and street address.	_____
_____	4.	Key map not less than 1" – 1000" showing location of tract to surrounding streets, municipal boundaries, etc. within 500'.	_____
_____	5.	Schedule for required and proposed zone requirements for lot area, frontage, setbacks, impervious coverage, parking, etc.	_____
_____	6.	North arrow to top of sheet, scale and graphic scale	_____
_____	7.	Signature block for board chair, secretary and engineer.	_____
_____	8.	Date of property survey	_____
_____	9.	Acreage of tract to nearest tenth	_____
_____	10.	Date of original and all revisions	_____
_____	11.	Size and location of existing or proposed structures and their dimensioned setbacks	_____
_____	12.	Location and dimensions of any existing or proposed streets	_____
_____	13.	All proposed lot lines and area of lots in square feet	_____
_____	14.	Copy of and plan delineation of any existing or proposed deed restriction	_____
_____	15.	Any existing or proposed easement or land reserved or dedicated for public use	_____
_____	16.	Existing streets, other right-of-way or easements; water courses, wetlands, soils floodplains, or other environmentally sensitive areas within 200' of tract	_____

<b>CHECK IF COMPLETED</b>			<b>FOR OFFICE USE, ONLY</b>
_____	17.	Topographical features of subject property from USGS 7.5 minute maps	_____
_____	18..	Boundary, limits, nature and extent of wooded areas, specimen trees and other significant physical features.	_____
_____	19.	Drainage calculations	_____
_____	20.	Proposed utilities: sanitary sewer, water, storm water management, telephone, cable TV and electric	_____
_____	21.	Soil erosion and sediment control plan if more than 5,000 SF	_____
_____	22.	Spot and finished elevations at all property corners, corners of structures, existing or proposed first floor elevations	_____
_____	23.	Construction details road and paving cross-sections and profiles if profiles needed	_____
_____	24.	Lighting plan and details	_____
_____	25.	Landscape plan and details	_____
_____	26.	Site identification signs traffic control signs, and directional signs	_____
_____	27.	Sight triangles	_____
_____	28.	Vehicular and pedestrian circulation patterns	_____
_____	29.	Parking plan indicating spaces, size and type aisle width internal collectors, curb cuts, drives and driveways and all ingress and egress areas with dimensions	_____
_____	30.	Preliminary architectural plan and elevations	_____
_____	31.	Environmental impact report; parcels 2 acres or larger	_____
_____	32.	Plan paper size should be 24 by 36	_____

**BOROUGH OF LAWNSIDE  
SCHEDULE OF PLANNING AND ZONING BOARD FEES**

§ 96-16

**LAND DEVELOPMENT**

§ 96-17

**B. In the event that development proposed by an application for development requires an approval by a governmental agency other than the approving authority, the approving authority shall, in appropriate instances condition its approval upon the subsequent approval by such government agency, provided that the appropriate approving authority shall make a decision on any application for development within the time period provided in this chapter or within an extension of such period as has been agreed to by the applicant, unless the approving authority is prevented or relieved from so acting by the operation of law.**

**§ 96-16 Fees. [Amended 3-13-85 by Ord. No. 5-1985; 4-7-93 Ord. No. 08-FY93; 5-3-95 by Ord. No. 13-FY1995; 3-1-00 by Ord. No. 16-FY2000; 11-13-06 by Ord. No. 05-FY2007**

**A. The following fee schedule established for the Planning Board be adhered to.**

**Planning Board Fee Schedule**

	<b>Application Fee</b>	<b>Engineer Escrow</b>	<b>Legal Escrow</b>
<b>Minor Subdivision (3 lots or fewer)</b>	<b>\$100.00</b>	<b>\$500.00</b>	<b>\$200.00</b>
<b>Major Subdivision (4 + lots)</b>			
<b>Preliminary</b>	<b>\$300.00</b>	<b>\$1,100.00 + \$ 100.00/lot</b>	<b>\$1,000.00</b>
<b>Final</b>	<b>\$200.00</b>	<b>\$ 850.00 + \$100.00/lot</b>	<b>\$1,000.00</b>

§ 96-16

**LAWNSIDE CODE**

§ 96-17

	<b>Application Fee</b>	<b>Engineer Escrow</b>	<b>Legal Escrow</b>
<b>Site Plan Review</b>			
<b>Preliminary</b>	<b>\$300.00 (non- residential)</b>	<b>\$1,600.00 for less than 0.50 acres</b>	<b>\$500.00</b>
	<b>\$150.00 (residential)</b>	<b>\$1,600.00 for 0.50 acres or more</b>	
<b>Final</b>	<b>\$200.00 (non- residential)</b>	<b>\$1,100.00 for less than 0.50 acres</b>	<b>\$1,000.00</b>
	<b>\$200.00 (residential)</b>	<b>\$1,600.00 for 0.50 acres or more</b>	

**B. Economic Development Fee Schedule**  
**[Added 3-1-00 by Ord. No. 16-FY2000]**

	<b>Application Fee</b>	<b>Engineer Escrow</b>	<b>Legal Escrow</b>
<b>Designated Developer Application</b>	<b>\$500.00</b>	<b>\$750.00</b>	<b>\$1,000.00</b>
<b>Pilot Negotiations</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	

**C. Escrow Fees. [Added 8-8-93 by Ord. NO. 03-FY1994; Amended 3-1-00 by Ord. No. 16-FY2000**

- (1) All fees referenced above, including application fees, inspection escrows and miscellaneous fees shall be escrow fees to pay the services of any professional personnel employed by the Planning Board, Zoning /Board or Borough Council concerning the nature and substance of the applicant's application and/or to pay the services of any such professional personnel and the costs and expense incurred by such professional**



# SITE PLAN APPLICATION

Please Answer ALL questions)

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX# \_\_\_\_\_

OWNER OF PROPERTY \_\_\_\_\_

(if other than applicant)

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

IF APPLICANT IS INCORPORATION OR A PARTNERSHIP, LEGAL REPRESENTAION IS REQUIRED.  
PLEASE PROFIDE THE FOLLOWING:

Attorney's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

PLEASEAE PROVIDE THE FOLLOWING INFORMATION BELOW:

Engineer and/or Architect's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

**ADDRESS OF DEVELOPMENT** \_\_\_\_\_

**BLOCK NO.(S) / LOT NO.(S)** \_\_\_\_\_ **ZONE** \_\_\_\_\_

PRESENT USE(S) \_\_\_\_\_

(attach separate sheet if needed) \_\_\_\_\_

SQUARE FOOTAGE OF PROPOSED USE \_\_\_\_\_

LOT AREA (Measured in Square Footage) \_\_\_\_\_

BUILDING AREA OF GROUND FLOOR \_\_\_\_\_

BUILDING AREA (Total SF – all floors) \_\_\_\_\_

NO. OF PROPOSED PARKING SPACES \_\_\_\_\_

NO. OF EXISTING PARKING SPACES \_\_\_\_\_

AREA IN ACRES OF ANY ADDITION ADJOINING LAND OWNED BY APPLICANT \_\_\_\_\_

DOES THIS APPLICATION CONSTITUTE:

(Please check appropriate box)  New Application

Preliminary  Preliminary and Final

Revision or Resubmission of a prior application

\*IS THIS APPLICATION FOR A VARIANCE TO CONSTRUCT A MULTIFAMILY DWELLING OF 25 OR MORE FAMILY DWELLING UNITS? (please check) YES\_\_\_\_ NO\_\_\_\_

\*IS THIS APPLICATION INTENDED FOR COMMERCIAL PURPOSE(S)? (please check) YES\_\_\_\_ NO\_\_\_\_

IF THE ANSWER TO (A) OR (B) IS “YES”, AND/OR IF APPLICANT IS A CORPORATION OR PARTNERSHIP, PLEASE PROVIDE THE FOLLOWING:

1. Name and address of all stockholders or individual partners owning at least 10% of its stock, of any class, or at least 10% of the interest in the partnership, as the case may be. (Additional sheet may be attached if needed).

NAME

ADDRESS

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

DOES THIS APPLICATION INCLUDE:

1. AN ADDITION OF 1,000 SF OR MORE TO AN EXISTING STRUCTURE?  
(Please circle)      YES      NO

---

**THIS APPLICANT CERTIFIES THAT THE ABOVE INFORMATION HAS BEEN COMPLETED TO  
THE BEST OF HIS/HER KNOWLEDGE.**

---

DATE

---

APPLICANT'S NAME (PLEASE PRINT)

---

APPLICANT'S SIGNATURE

PLEASE READ

ASSESSMENT CERTIFICATION

<b>SECTION A</b>	<b><u>OWNER</u></b>
Name of OWNER of Property _____	
Address _____	
SEARCH Address _____	
Block _____	Lot _____ Account _____

**SECTION B:** Applicant shall take this form to the Borough of Lawnside Tax Office for completion to indicate whether taxes are paid up to date. Applicant must also go to the Water and Sewer departments (5 E. Dr. Martin Luther King Jr. Road, Lawnside, New Jersey) to make sure water / sewer is paid up to date. Upon completion, this form shall be submitted with original application. **NO APPLICATIONS WILL BE ACCEPTED – if any money is owe for Taxes or Water/Sewer, no permit can be issued until accounts are paid in full – proof of payment must be brought back before turning application in.**

**SECTION C:** TAX OFFICE AN WATER AND SEWER OFFICES

An application for /Zoning/Sign permit has been submitted to the Diviosn of Planning. Please check your records to be certain that the account is current.

I HEREBY CERTIFY THAT THE PROPERTY ASESSMENT ARE:

Account Type	Qtr.	Due date	Amount Owed	Other
(Taxes/W&S/Other)	_____	_____	\$ _____	_____
(Taxes/W&S/Other)	_____	_____	\$ _____	_____
(Taxes/W&S/Other)	_____	_____	\$ _____	_____
(Taxes/W&S/Other)	_____	_____	\$ _____	_____
(Taxes/W&S/Other)	_____	_____	\$ _____	_____

**COMMENTS:-**

---



---



---

**DATED:** \_\_\_\_\_ **PREPARED BY:** \_\_\_\_\_

**ESCROW DEPOSIT AGREEMENT BETWEEN THE BOROUGH OF LAWNSIDE AND  
DEPOSITOR \_\_\_\_\_**

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Telephone NO.** \_\_\_\_\_ **Check No.** \_\_\_\_\_

**Depositor herewith deposits the sum of** \_\_\_\_\_

**Dollars (\$ \_\_\_\_\_ ) with the Borough of Lawnside in accordance with and subject to  
the provision of the Borough of Lawnside Ordinance No. 05-FY2007, being incorporated  
by reference and made a part hereof, and agrees to the following:**

- 1. Depositor's payment of said deposit is made in connection with an application for:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**At (provide address with block and lot number):** \_\_\_\_\_

- 2. The Treasurer of the Borough of Lawnside shall be authorized to disburse to the Engineer from the funds deposited, those fees required to be paid for technical and professional review by the Zoning Board of Adjustment and/or Planning Board pursuant to the terms of Ordinance No. 16-FY2000.**
- 3. All fees shall be disbursed upon reconciliation of the Engineer & Insurance Escrow Accounts by Ordinance No. 16-FY2000.**
- 4. If there are insufficient funds in the depositor's escrow account to pay all pending bill attributable to the aforementioned project, depositor shall be notified by the appropriate agency and requested to make an additional deposit into the escrow account.**