

## Planning Board Application Checklist

- A. Planning Board Application Instructions
- B. Development Application Form
- C. Development Application Checklist
- D. Request for Property Owners within 200 feet
- E. Notice of Public Hearing to Property Owners
- F. Legal Notice for Newspaper
- G. Affidavit of Notification of Property Owners
- H. Schedule of Fees
- I. Request for New Lot Numbers from Tax Assessor (Subdivisions Only)
- J. Request for Taxpayer Identification Number and Certification (W-9)   
Disclosure Statement (if the applicant is a corporation or partnership)
- K. County Development Review Application

The full copy of the City of Millville Land Use and Development  
Regulations – Chapter 30 can be found online at  
<http://www.ecode360.com/6286474>

**A. Planning Board Application Instructions - enclosed**

**B. Development Application Form**

- Complete 1-7
  - Be sure to get the signature of the tax collector certifying that no taxes or assessments are due under question #7. The tax collector is located on the 1<sup>st</sup> floor of City Hall
    - Tracey Gregoire
      - 12 S. High Street
      - Millville, NJ 08332
      - (856) 825-7000 \*7205
      - Tracey.Gregoire@millvillenj.gov
- Complete applicable sections 8 and/or 9
- Sign the application form
  - Owner signs as well, if different from applicant

**C. Development Application Checklist - enclosed**

**D. Request for Property Owners within 200 feet**

- Submit request to the Tax Assessor's office located on the 1<sup>st</sup> floor of City Hall
- The fee is \$10.00 for the first 40 names and .25 for each additional name and address

**E. Notice of Public Hearing to Property Owners**

- The notices required by this section shall be given by the applicant at least 10 days prior to the date of the hearing on the application for development.
- Do not notice until the Planning Board secretary has certified the application complete
- Property owners shall receive a copy of the Development Application Form with the Notice of Hearing Form
- Notices shall be sent via certified mail or can be hand delivered and signed for by the *property owner only*.
- Either the proof of certified mailing or signature list shall be submitted to the Planning Board secretary 4 days before the meeting date.

**F. Legal Notice for Newspaper**

- The notices required by this section shall be given by the applicant at least 10 days prior to the date of the hearing on the application for development.
- Do not notice until the Planning Board secretary has certified the application complete
- The notice attached shall be submitted to the Daily Journal – Legal Ads Department
  - For your convenience, the following contact information is current as of 1/27/2021, please be sure to confirm receipt of request.
  - 844-590-5995
  - [GanLegPubNotices@gannett.com](mailto:GanLegPubNotices@gannett.com)
- Proof of publication shall be submitted to the Planning Board secretary 4 days before the meeting date

**G. Affidavit of Notification of Property Owners**

- To be notarized and submitted with other notice forms 4 days prior to meeting date

**H. Schedule of Fees - enclosed**

**I. Request for New Lot Numbers from Tax Assessor  
(Subdivisions Only)**

- A request for new lot numbers shall be submitted to the Tax Assessor at the time of application with a copy of the subdivision plan.
  - Brian Rosenberger, Tax Assessor  
1<sup>st</sup> Floor, City Hall  
(856) 825-7000 \*7280  
brian.rosenberger@millvillenj.gov

**J. Request for Taxpayer Identification Number and Certification**

- W-9 is attached. This will be utilized whenever an escrow is collected.
- Corporations or partnerships must also complete a Disclosure Statement.

**K. County Development Review Application**

- The applicant is required to submit four (4) copies of the application and drawing to the Cumberland County Planning Board
  - Cumberland County Department of Planning  
164 W. Broad Street  
Bridgeton, New Jersey 08302

## **A. PLANNING BOARD - APPLICATION INSTRUCTIONS**

Application and required Plans must be submitted to the Planning Board Secretary in accordance with the following schedule:

<b>2022 Submission Date</b>	<b>2022 Meeting Date</b>
December 13	January 10
January 10	February 14
February 14	March 14
March 14	April 11
April 8	May 9
May 12	June 13

<b>2022 Submission Date</b>	<b>2022 Meeting Date</b>
June 11	July 11
July 12	August 8
August 9	September 12
September 13	October 11
October 13 (Wed)	November 14
November 8	December 12
December 13	January 9, 2023

The Planning Board meets on the **2nd MONDAY** of each month at 6:30 PM in the 4<sup>th</sup> Floor Richard C. McCarthy Commission Chambers, City Hall. All applicants or their representatives must be present.

Contact the Board Secretary at 825-7000 extension 7723 to confirm the scheduling of your application or if you have any questions concerning the application.

### **LAND USE APPLICATION PACKAGE OF THE CITY OF MILLVILLE PLANNING BOARD**

This Land Use Application Package provides a summary of the requirements to apply for Land Use Approval to the **Planning and Zoning Boards** of the City of Millville. This information is supplied as a courtesy to applicants who are solely responsible for meeting the requirements of the Municipal Land Use Law and the City of Millville Code.

This information covers applications for development as defined in **Article 6 of Chapter 30 of the Millville Municipal Code**, including:

- Minor Site Plan Approval;
- Preliminary and Final Major Site Plan Approval;
- Minor Subdivision Approval;
- Preliminary and final Major Subdivision Approval;
- Conditional Use Approval;
- Variance Relief;
- Appeals or Interpretations of decisions of the Zoning Officer;
- Certificates of Nonconformity; and
- Informal Conceptual Review.
- Amended Plan and Site Plan Waiver

The process, standards and regulations for a Land Use Application are contained in Chapter 30 of the Millville Municipal Code. The code is available at <http://www.ecode360.com/6286474>. In addition, the New Jersey Municipal Land Use Law (NJSA 40:55D-1 et seq.) governs municipal land use and is referenced in the municipal ordinance.

**NOTE:** Prospective applicants are encouraged to consult experienced land use professionals, such as attorneys, professional land surveyors, professional planners and engineers, prior to making any application.

Land Use Application Package contents:

1. Planning and Zoning Board Application Submission Procedures
2. Development Application Form (required)
3. Submission checklist
4. Request for Property Owners within 200 feet (courtesy copy)
5. Notice of Public Hearing to Property Owners (courtesy copy)
6. Legal Notice for Newspaper (courtesy copy)
7. Affidavit of Notification of Property Owners (courtesy copy)
8. Disclosure Statement (if the applicant is a corporation, LLC, LLP or partnership and is proposing development as outlined in 40:55D-48.1)
9. Schedule of Application Fees (for applicant's information)

## **SUBMISSION PROCEDURES**

### **A. Applications must be submitted on City of Millville application forms only. To be considered for completeness, an application should consist of:**

- Signed and dated Application form;
- Required fee and initial escrow payment:
  - i. Application fees are non-refundable;
  - ii. Separate checks should be submitted for application fee and escrow;
  - iii. A completed W-9 tax form must accompany the escrow fee.
- Completed Submission checklist with the signature of the person who completed it and every page initialed;
- A written statement of the rationale for each waiver requested;
- Corporate disclosure form if applicable under NJSA 40:55-48.1.

### **B. Copies**

- The filing for completeness shall consist of the original plus 15 copies of the application and all supporting documents.

**NOTE:** Applicants are required to submit a digital copy of all major applications in addition to the required hard copies. Submission of AutoCAD files of engineering drawings and/or ESRI shapefiles of parcel information are also encouraged and can also be submitted on a CD or by email to the board secretary.

### **C. Completeness**

- To be reviewed for completeness, applications must be accompanied by the application fee and the minimum escrow.
- Staff will review application for compliance with the Submission Checklist and carry out one of the following within 45 days of receipt of the application and fees:
  - i. Notify applicant that the application is ruled administratively complete and schedule a hearing date;
  - ii. Notify the applicant that the application is incomplete and specify the deficiencies from the Checklist;
  - iii. If the application requests waiver(s) requiring Board consideration, Staff will formulate a recommendation and the application will be heard for a completeness ruling by the Board of Jurisdiction at the first available Board meeting. A letter will be sent notifying applicant of completeness hearing date.

**NOTE:** Applications must be submitted at least 21 days prior to a Board meeting to be considered for completeness prior to the next Board meeting.

**D. Public Notification**

- Do not provide notice until you have been informed in writing of a scheduled date for a Board hearing.
- Notice must be provided a minimum of ten (10) days prior to the hearing (not including the date of the meeting) or the application will be rescheduled to a later date, which will require new notice. Submit to the Daily Journal- Legal Ads Department. #1-844-590-5995 Email=GanLegPubNotices@gannett.com
- Complete the NOTICE OF HEARING:
  - i. The description of the relief sought must be provided on the form.
  - ii. Copies of the form must be distributed to all persons/entities listed on the Property Owners List either by Certified Mail or Hand Delivery in accordance with N.J.S.A. 40:55D-12.
  - iii. Submit request to the Tax Assessor's office located on the 1<sup>st</sup> floor of City Hall with a \$10.00 fee. Be sure to get the signature of the Tax collector certifying no taxes are due. (1<sup>st</sup> Floor Tracey Gregoire)
  - iv. Applicants should take care to include all contacts as itemized in N.J.S.A. 40:55D-12 if relevant to the subject piece of property and/or their application.
- Submit the signed and notarized Affidavit of Notification of Property Owners, with original certified mail receipts and the newspaper notice publication Affidavit to the Planning Office at least four days prior to the Hearing.

The full copy of the City of Millville Land Use and Development Regulations – Chapter 30 can be found online at  
<http://www.ecode360.com/6286474>

**B. DEVELOPMENT APPLICATION FORM**

1. The undersigned makes application to the Millville Planning/Zoning Board and the Cumberland County Planning Board for the following (**check appropriate items**)

- SUBDIVISION    Sketch    Preliminary    Final    Minor    Other
- SITE PLAN    Major    Preliminary    Final    Minor    Other
- VARIANCE    Use    Area    Bulk    Other

CONDITIONAL USE: \_\_\_\_\_ Pursuant to section \_\_\_\_\_ of Municipal ordinance  
Explain Existing and Proposed Use: \_\_\_\_\_

2. **NAME OF DEVELOPMENT** (or Owner's Last Name) \_\_\_\_\_  
Location (i.e. "east side of Main St. near Oak Rd.") \_\_\_\_\_  
**Tax Map Sheet** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot(s)** \_\_\_\_\_
3. **NAME OF APPLICANT** \_\_\_\_\_ **INTEREST OF APPLICANT** \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_
4. **NAME OF PRESENT OWNER** \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_
5. **NAME OF ATTORNEY** \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_
6. Was a previous application submitted for the proposed development? ( ) YES; date \_\_\_\_ ( ) NO
7. THIS IS TO CERTIFY THAT NO TAXES OR ASSESSMENTS FOR LOCAL IMPROVEMENTS ARE DUE OR DELINQUENT ON THE PROPERTY IN QUESTIONS – *if applicable.*

Signature of Tax Collector \_\_\_\_\_

**8. SUBDIVISION APPLICATIONS ONLY**

Total Acreage \_\_\_\_\_ Area of Portion being Subdivided \_\_\_\_\_ #of New Lots \_\_\_\_\_  
Proposed Use of New Lot(s) ( ) Residential ( ) Commercial/Industrial ( ) Other \_\_\_\_\_  
If Final Plat is not identical to Preliminary Plat indicated material changes: \_\_\_\_\_

**9. SITE PLAN APPLICATIONS ONLY**

Acreage of Tract _____	Zoning Classification _____	Building Height _____
Square Footage of Structures: _____	Existing _____	Proposed _____
Parking Spaces _____	Employees: Existing _____	Proposed _____
Square Footage of On-Site Development Area: _____	Existing _____	Proposed _____
Seating Capacity _____	Dwelling Units _____	

10. **SIGNATURE OF APPLICANT** \_\_\_\_\_ DATE \_\_\_\_\_
11. **SIGNATURE OF OWNER** \_\_\_\_\_ DATE \_\_\_\_\_

**MUNICIPAL SUBDIVISION CLASSIFICATION**

- A. ( ) **MINOR:** Public Notice Required? ( ) YES ( ) NO ( ) **MAJOR**
- B. Date Received by Municipality \_\_\_\_\_ and scheduled for action by Planning/Zoning Board on \_\_\_\_\_
- C. Will a copy of this application and four (4) drawings be sent directly to the Cumberland County Planning Board on behalf of the applicant? ( ) YES, date sent \_\_\_\_\_ ( ) NO
- D. Referred to \_\_\_\_\_ (date) \_\_\_\_\_ for review and comment
- E. Application and documentation was found to be complete on (date) \_\_\_\_\_
- F. Municipal Filing Fee \_\_\_\_\_

**SIGNED** \_\_\_\_\_

## **C. DEVELOPMENT APPLICATION CHECKLIST**

### **CHECKLIST – Authority**

#### **30-4 Definitions**

Development – The division of a parcel of land into two or more parcels; the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any building or other structure; any mining, excavation or landfill; any use or change in use of any building or other structure or land; or the extension of use of land for which permission may be required pursuant to NJSA 40: 55D-1 et seq.

#### **30-45 Plat and Plan Conformity and Details**

No development applications shall be accepted for consideration unless it conforms to the requirements as set forth herein as to form, content and accompanying information. All plats shall be drawn by a New Jersey licensed land surveyor and shall bear the signature, seal, license number and address of the surveyor and comply with the Map Filing Law. All drawings for improvements shall be signed by a professional engineer licensed to practice within the State of New Jersey.

You can access the full details of Chapter 30-45 using the url below or they may be obtained from the City Planning and Zoning Office:

Chapter 30: Land Use and Development Regulations  
Article VI: Conventional Development Review Procedures  
<http://ecode360.com/6286957>



**C. DEVELOPMENT APPLICATION CHECKLIST (cont'd)**

**All items must be completed; the applicant may request that one or more of the submission requirements be waived, in which event the municipal agency or its authorized administrative officer shall grant or deny the request within 45 days. The applicant shall set forth the reason why the waiver is requested.**

**I. MINOR SUBDIVISIONS & CONDITIONAL USE APPLICATIONS**

	Yes	No	N/A
1. Title Block			
2. Scale			
3. Name/Address Developer			
4. Name/Address Surveyor			
5. Tax Map/Block/Lot Number			
6. Name of Owner			
7. If corporation or partnership: List of Stockholders/Partners owning $\geq$ 10% as per 30-45			
8. Property Owners within 200'			
9. Number of Lots Created			
10. Acreage of Tract			
11. Key Map/North Arrow			
12. Street Name and Number			
13. P.E./Architect/L.S. Seal			
14. Encroachments/Easements			
15. Boundary Survey			
16. Setback Requirements			
17. Zoning Classification			

## II. MAJOR SUBDIVISIONS AND SITE PLANS

	Yes	No	N/A
1. All Info in Section A			
2. Elevation and Location of: <ul style="list-style-type: none"> <li>a. Gas mains</li> <li>b. Electric lines</li> <li>c. Telephone lines</li> <li>d. Sanitary sewer lines &amp; manholes</li> <li>e. Water lines, hydrants &amp; valves</li> <li>f. Storm sewers, manholes, catch basins, retention &amp; detention areas</li> <li>g. Lighting, site and street</li> <li>h. Curbs, sidewalks and driveways</li> <li>i. Plan/profile streets (new)</li> </ul>			
3. Drainage Plan/Calculations			
4. Percolation Test			
5. S.C.S. Plan			
6. Traffic Circulation Plan			
7. Off-Street Parking Plan			
8. Building Plan <ul style="list-style-type: none"> <li>a. Front Elevation</li> <li>b. Floor Plan</li> <li>c. Square Footage</li> </ul>			
9. Number of Employees			
10. % Lot Coverage			
11. Size, Location, # of Signs			

### III. DWELLING CONVERSIONS

	Yes	No	N/A
1. All Info on Section "A"			
2. Location Survey			
3. Floor Plans			
4. Storage Area Location			
5. Square Footage Each Unit			
6. Off-Street Parking Plan			
7. Exit/Entrance Locations			

**\*\*More detailed information on specific site plan standards can be found in the City's Development Standards**

**D. Request for List of Property Owners within 200 feet of:**

Block \_\_\_\_\_

Lot \_\_\_\_\_

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

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested by: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Pick Up: \_\_\_\_\_

Paid by: \_\_\_\_\_

Cash: \_\_\_\_\_

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

Other: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY**

Received by: \_\_\_\_\_

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

List Prepared by: \_\_\_\_\_

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

Released by: \_\_\_\_\_

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

**E. Notice Served on Owners Within 200'**

CITY OF MILLVILLE  
PLANNING BOARD  
NOTICE OF HEARING ON APPLICATION

TO: \_\_\_\_\_ OWNER OF PREMISES: \_\_\_\_\_

PLEASE TAKE NOTICE:

That the undersigned has filed an application with the Planning Board of the City of Millville for Development Plan Review in compliance with the Development Regulations of the City of Millville, Ordinance No. 41-2001, et. seq. on the premises at \_\_\_\_\_ and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the City of Millville Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity. A public hearing has been set down for the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ at 6:30PM., in the 4<sup>th</sup> Floor Richard C. McCarthy Commission Chamber, 12 S. High Street Millville, New Jersey, and when case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

The following described maps and papers are on file on the municipal website at <http://www.millvillemnj.gov/310/Planning> for viewing. Please contact the Board Secretary, to make arrangements to view the plans at (856) 825-7000 ext. 7723.

*(Here insert description of documents)*

\_\_\_\_\_  
This notice is sent to you by the applicant, by order of the Planning Board.

Respectfully,

\_\_\_\_\_  
Applicant

**F. NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER (DAILY JOURNAL)**

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at 6:30PM., a hearing will be held before the City of Millville Planning Board in the 4<sup>th</sup> Floor Richard C. McCarthy Commission Chamber, 12 S. High Street Millville, New Jersey, and when case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

The application of the undersigned for Development Plan Review in compliance with the Development Regulations of the City of Millville, Ordinance No. 41-2001 on the premises located at

and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the City of Millville Tax Map.

The following described maps and papers are available for inspection on the municipal website at <http://www.millvillemnj.gov/310/Planning>. Please contact the Board Secretary, to make arrangements to view the plans at (856) 825-7000 ext. 7223.

*(Herein insert description of documents)*

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\_\_\_\_\_  
Name of Applicant

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

**G. Affidavit of Notification of Property Owners**

Name of Applicant(s) \_\_\_\_\_

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

State of New Jersey)

SS

County of Cumberland

\_\_\_\_\_, being duly sworn upon this oath deposes and says:

On \_\_\_\_\_, I sent copies of the foregoing notice and of the Application for Variance by Certified Mail, Return Receipt Requested to the persons whose names and addresses appear on the attached list. Attached are receipts returned by the Post Office Department to me.

Sworn to and subscribed before me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public of New Jersey

\_\_\_\_\_  
Your Name

**NOTE:**        *Attach list of persons to whom notice was sent and also receipts.*

## H. Fee Schedule

APPLICATION TYPE	FILING FEE	REVIEW ESCROW INITIAL DEPOSIT
<b>VARIANCES</b>		
"A" Variance (Appeal)		
• Residential	\$150.00	\$350.00
• Non-Residential	\$150.00	\$350.00
"B" Variance (Interpretation)		
• Residential	\$50.00	\$350.00
• Non-Residential	\$100.00	\$1,000.00
"C" Variance (Bulk)		
• Residential	\$200.00	\$500.00
• Non-Residential	\$500.00	\$1,000.00
"D" Variance (Use)		
• Residential	\$300.00	\$500.00
• Non-Residential	\$500.00	\$2,000.00
Resolution	\$150.00	
<b>SUBDIVISION PLANS</b>		
Minor Subdivision Plan (Lot line adjustment)	\$100.00 + (\$50.00/lot)	\$500.00 + \$50/lot
Preliminary Major Subdivision Plan		
• Up to 10 lots	\$500.00	\$2,000 + \$100.00/lot
• 11 lots or more	\$500.00	\$10,000 + \$50.00/lot
Final Major Subdivision Plan		
• Up to 10 lots	\$500.00	\$1,000 + \$100.00/lot
• 11 lots or more	\$500.00	\$5,000 + \$50.00/lot
Amended Subdivision Plan	\$300.00	25% of preliminary escrow
Redivision when not creating a new lot	\$100.00	\$300.00
Extension of Subdivision preliminary or final approval	\$200.00	\$500
Certification of Subdivision Approval (40:55D-56)	\$100.00	
<b>SITE PLANS</b>		
Site Plan Waiver		\$500.00 per acre
Design Waiver		\$100 per waiver
Minor Site Plan	\$500.00	\$500.00 per acre
Preliminary Major Site Plan		
• Residential	\$500.00	\$1,000 + (\$50.00/unit)
• Non-Residential	\$500.00	\$2,500 + (\$200.00/acre)
Final Major Site Plan		
• Residential	\$500.00	\$1,000 + (\$50.00/unit)
• Non-Residential	\$500.00	\$2,500 + (\$100.00/acre)
Preliminary & Final Major Site Plan Review	\$1,000.00	\$3,000 + (\$50.00/unit) (\$200/acre)
Amended Site Plan (by Applicant)	\$300.00	25% of preliminary escrow
Extension of preliminary or final Site Plan approval	\$200.00	\$500.00
Stormwater Review		\$1,500.00
<b>SITE INSPECTIONS</b>		
Commercial Grading and Site Plan (Final Review)	\$250.00	\$1,000.00
Final Residential Site Inspection	\$100.00	\$500.00
Final Residential Grading Inspection	\$100.00	\$500.00
Grading Permit	\$200.00	None
Soil Removal Permit	\$250.00	\$200 minimum plus \$50/hr after 4hrs.



APPLICATION TYPE	FILING FEE	REVIEW ESCROW INITIAL DEPOSIT
<b>GENERAL DEVELOPMENT</b>		
Planned Development Review	\$1,500.00	\$5,000 + \$50/unit
Amendment to General Development Plan	\$500.00	\$1,000.00
Work site Inspection fees		Greater of \$500 or 3% of the cost of the improvements.
<b>MISCELLANEOUS</b>		
Conditional Use with no site plan	\$200.00	\$500.00
Special Meeting		\$500.00
Concept Plan Review during Regularly Scheduled Planning Board Meeting		\$300.00
Certificate of Non-Conformity	\$50.00	\$500.00
Request for a Relief of Condition of Approval	\$50.00	\$200.00
Property Owners List	\$0.25/name or \$10.00, whichever is greater.	
Appeal to City Commission from Zoning Board decision	\$100.00	\$500.00

The following schedule of fees has been established in accordance with the guidelines set forth in the Municipal Land Use Law. Every application for development shall be accompanied by the deposit required by this chapter and the established schedule of fees.

**I. Request for New Lot Numbers from Tax Assessor**

A request for new lot numbers shall be submitted to the Tax Assessor at the time of application with a copy of the subdivision plan.

**LOCATION**

Block: \_\_\_\_\_ Lot(S): \_\_\_\_\_

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

Name Of Development: \_\_\_\_\_

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

Applicant \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**PLAN REVIEWED**

Title of Plan: \_\_\_\_\_

Date of Plan: \_\_\_\_\_ Date of Latest Revision: \_\_\_\_\_

Plan Prepared By: \_\_\_\_\_

Sheet: \_\_\_\_\_ Of: \_\_\_\_\_

Brian P. Rosenberger, C.T.A.  
Assessor

City of Millville  
12 South High Street  
P.O. Box 609  
Millville, NJ 08332  
Ph: (856) 825-7000 Ext. 7280  
Fax: (856) 327-6670  
www.millvillenj.gov

**OK. DISCLOSURE STATEMENT**  
*(If applicant is a corporation or partnership)*

**NAME OF DEVELOPMENT APPLICATION** \_\_\_\_\_

A. Is this application to subdivide a parcel or parcels of land into six (6) or more lots?

YES \_\_\_\_\_ NO \_\_\_\_\_

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

YES \_\_\_\_\_ NO \_\_\_\_\_

C. Is this application for approval of a site or sites to be used for commercial purposes?

YES \_\_\_\_\_ NO \_\_\_\_\_

**IF ANY OF THE ABOVE ANSWERS WERE YES, PROCEED TO D. IF NOT, SIGN AND SUBMIT**

D. Is the applicant a corporation or partnership?

YES \_\_\_\_\_ NO \_\_\_\_\_

**IF YES:**

1. List the names and addresses 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  
*(Use extra sheets if necessary)*

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

2. Does a corporation or partnership own 10% or more of the stock of this corporation or partnership? of any class or at least 10% of the interest in the partnership, as the case may be  
*(Use extra sheets if necessary)*

YES \_\_\_\_\_ NO \_\_\_\_\_

**IF YES:**

List the names and addresses of the stockholders of that corporation holding 10% or more of the stock or of 10% 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 noncorporate stockholders and individual partners exceeding 10% ownership criterion established in L. 1997, C.336 have been listed *(Use extra sheets if necessary)*.

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

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

**APPLICANT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**30-45 Plat and Plan Conformity and Details**

A. Minor site plan.

- (1) For purposes of determining site plan details required to be shown, a site plan will be deemed a minor site plan when it involves any lots not abutting an arterial or collector road or street as shown on the City Master Plan and where:
  - (a) A proposed building or use or a specific lot(s) which conforms to the maximum and minimum building standards as set forth in this chapter will not require more than five off-street parking spaces as required by § 30-137 and is not subject to the provisions of Article XVIII of this chapter; or
  - (b) The proposed expansion or alteration of an existing building or use on a specific lot(s) will not result in additional lot coverage in excess of 10% of the existing coverage, will conform to the maximum and minimum building standards as set forth in this chapter, and will not increase the number of off-street parking spaces by more than five or eliminate existing required parking spaces and said building or use is not subject to the requirements of Article XVIII of this chapter.
- (2) Minor site plan details. A minor site plan shall include the same data as required in § 30-45A except that the graphic scale shall not be less than 50 feet to the inch. All distances shall be in decimals of a foot, and all bearings shall be given to the nearest 10 seconds. The error of closure shall not exceed one in 10,000. In addition to the aforementioned data required, the site plan shall also show:
  - (a) Existing schools, special districts and areas proposed for dedication for public use.
  - (b) Location of all proposed buildings and all other structures, such as but not limited to walls, fences, culverts, bridges and sidewalks, with spot elevations of such structures.
  - (c) The proposed use or uses of land and buildings and the location of proposed buildings or individual sites, such as in the case of campgrounds, including proposed grades.
  - (d) The location and design of any off-street parking and loading areas, showing size and locations of bays, aisles and barriers and the number of parking and loading spaces.
  - (e) All buffered and landscaped areas and means of vehicle access and egress existing and proposed for the site, showing the size and location of driveways and curb openings.
  - (f) The square footage of each building, total number of employees and of the employees in the largest working shift and where applicable, seating capacity of the structure(s).
  - (g) If a sign or signs are to be erected, attached or otherwise located on the site, the site plan shall be accompanied by additional details and information as provided in § 30-45G.
  - (h) If the applicant is a corporation or partnership, a list of the names and addresses 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. If a corporation or partnership owns 10% or more of the stock of a corporation or 10% or greater interest in a partnership,

subject to a disclosure as set forth above, the corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or 10% or greater interest in the partnership, as the case may be, and this requirement shall be followed by every corporate stockholder or partner in a partnership, until the names and addresses of the noncorporate stockholders and individual partners, exceeding the ownership criterion of 10% as set forth in N.J.S.A. 40:55D-1 et seq. have been listed.

- (i) A limits of disturbance plan showing the construction line for all building, parking and vehicular use areas, all stormwater retention areas, and areas of required cut and fill.

B. Preliminary subdivision plat. The preliminary plat shall be clearly and accurately drawn or reproduced at a suitable scale. Preliminary plats shall be designed in accordance with the provisions of Article XVIII of this chapter and shall show or be accompanied by the following information:

- (1) The plat shall have a graphic scale of not less than one inch equals 100 feet and be based on a certified boundary survey and drawn by a land surveyor licensed in New Jersey with design and improvements drawn by a professional engineer also licensed to practice in New Jersey. Sheet size shall be 30 inches by 42 inches, 24 inches by 36 inches, 15 inches by 21 inches, or 8 1/2 inches by 13 inches. If more than one sheet is required to show the entire subdivision, a separate composite map shall be drawn showing the entire subdivision and the sheets on which the various sections thereof are shown.
- (2) The plat shall have a key map with North arrow, showing the entire subdivision in relation to surrounding areas, including the names of principal roads, and at a scale of not less than one inch equals 2,000 feet.
- (3) Title block with the name of the subdivision; any development names previously associated with the application; the name of the municipality; Tax Map sheet, block and lot numbers; date of preparation and most recent revision; meridian, graphic scale; the names, addresses, phone numbers and signatures of the owner, subdivider and person(s) who prepared the plat(s), including the seal(s) of the latter. If the subdivider is not the owner, of the subject property, the plat shall be accompanied by a statement indicating the interest of the applicant. If the applicant is a corporation or partnership, said corporation or partnership shall list the names and addresses 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. Listing shall be in accordance with the provisions of § 30-45B(2)(h).
- (4) The names of property owners within 200 feet of the extreme limits of the subdivision as disclosed on the most recent municipal tax records.
- (5) Tract acreage to the nearest 0.001 of an acre; the number of new lots, each lot line dimension, scaled to the nearest foot; and each lot area, to the nearest square foot.
- (6) Existing and proposed contours at two-foot intervals. All elevations shall be related to a bench mark noted on the plan and wherever possible shall be based on USGS mean sea level datum or approved local datum. Contours should show existing ground elevations and proposed elevations in any area to be regraded.
- (7) The natural features map shall delineate natural tree cover by a circumferential line around all stands of trees with similar characteristics such as the type or species based on the outer perimeter of the dripline of the individual trees. Specific locations of specimen trees which are healthy and have a diameter at breast height of 24 inches or greater or are otherwise noteworthy because of species, age, size, or other exceptional quality such as rarity, uniqueness or status as landmark or species specimen shall be noted on the natural features map.

- (8) Existing and proposed streams, lakes, ponds, and marsh areas accompanied by the following data:
- (a) When a running stream with a drainage area of 1/2 square mile or greater is proposed for alteration, improvement or relocation, or when a structure or fill is proposed over, under, in or along such running stream, evidence of approval, required alteration, lack of jurisdiction or denial of the improvement by the New Jersey Division of Water Policy and Supply shall accompany the plat.
  - (b) Cross sections and profiles of watercourses at an appropriate scale showing the extent of the flood fringe area, top of bank, normal water level and bottom elevations at the following locations:
    1. All watercourses within or adjacent to the development and at any point where a watercourse crosses a boundary of the development (profile and cross-section).
    2. At fifty-foot intervals for a distance of 300 feet upstream and downstream of any existing or proposed culvert or bridge within the development (cross section).
    3. At a maximum of one-hundred-foot intervals, but at no less than two locations, along each watercourse which runs through or adjacent to the development (cross section).
    4. When ditches, streams, brooks or watercourses are to be altered, improved or relocated, the method of stabilizing slopes and measures to control erosion and siltation during construction as well as typical ditch sections and profiles shall be shown on the plan or accompany it.
  - (c) The total upstream acreage in the drainage basin of any watercourse running through or adjacent to a development, for the flowing streams, small-scale watershed maps developed from the USGS sheets shall be submitted.
  - (d) The total acreage in the drainage basin to the nearest downstream drainage structure and the acreage in that portion of the development which drains to the structure.
  - (e) The location and extent of all existing and proposed drainage and conservation easements and flood hazard area and floodway lines.
  - (f) The location, extent and water level elevation of all existing or proposed lakes or ponds on or within 300 feet of the development.
  - (g) Plans and computations for any storm drainage systems, including the following:
    1. All existing and proposed stormwater sewer lines within or in lands or roads adjacent to the development and for all required off-site and off-tract drainage improvements showing size, profile and slope of lines, direction of flow and the location of each catch basin, inlet, manhole, culvert and headwall.
    2. The location and extent of any proposed dry wells, groundwater recharge basins, retention basins, flood control devices, sedimentation basins, or other water conservation devices.
- (9) The names, locations and dimensions, including cartway and right-of-way widths, of all existing streets within a distance of 200 feet of the boundaries of the development, existing driveways and any connections from proposed streets, sidewalks and bike routes in the development to any adjoining street(s), sidewalk(s) or bike route(s) and what off-site extensions, if any, will be made to nearby arterial and collector streets as those streets are shown on the adopted Master Plan.

- (10) Plans, cross sections, center-line profiles, tentative grades and details of all proposed and existing streets in the tract and within 300 feet of the subdivision based on the United States Geological Survey datum, together with full information as to the disposal of surface runoff, including plans, cross sections and profiles of streets, storm drains and drainage structures. Typical street cross sections shall indicate the type and width of pavement and the location of curbs, sidewalks, bike routes, typical underground utilities and shade tree planting. At intersections, the sight triangles, radii of curblines, crosswalks and street sign locations shall be shown. Final street naming may be deferred. For streets where curbs and/or sidewalks are to be provided, separate curb and sidewalk profiles shall be required at street intersections.
- (11) The names, locations, paved widths, right-of-way widths and purpose(s) of existing and proposed easements, driveways and other rights-of-way in the proposed subdivision. The text of any deed restrictions shall accompany the plat.
- (12) The location and description of all easements, existing and tentatively proposed.
- (13) All proposed lot lines, and all existing lot lines to remain and those to be eliminated. All setback lines required by this chapter with the dimensions thereof and any municipal boundary line where the boundary is within the tract or within 200 feet of the tract. Any lot(s) to be reserved or dedicated to public use shall be identified. Each block shall be numbered, and the lots within each block shall be numbered consecutively beginning with the number one.
- (14) Locations of all existing structures and their use(s) in the tract and within 200 feet thereof, showing existing and proposed front, side and rear yard setback distances, structures of potential historic significance and an indication of all existing structures and uses to be retained and those to be removed.
- (15) Plans and profiles of proposed improvements and utility layouts (sanitary sewers, storm sewers, erosion control, excavation, etc.) showing location, size, slope, pumping stations and other details as well as feasible connections to any existing or proposed utility systems. If private utilities are proposed, they shall comply fully with all municipal, county and state regulations. If service will be provided by an existing utility company, a letter from that company shall be submitted stating that the service will be available before occupancy of any proposed structures. When on-lot water supply or sewerage disposal is proposed, the proposed location of the well and the location and results of percolation tests shall be submitted.
- (16) Zoning district(s) and zoning district lines in which the subdivision is located.
- (17) Identification of an area to be reserved for public use and acceptable for City recreational purposes, approved by the Planning Board, comprising not less than 15% of the land area to be developed. Such lands, when approved by the Planning Board, constitute an amendment to the Master Plan of the City of Millville and will be reserved for a period of one year from the date of preliminary approval, during which time the City may institute acquisition procedures.
- (18) An itemization of all improvements to be made to the site, as required in Articles XIV, XVI, XVIII, XXIII and XXIV and such other improvements on site, off site and off tract as the public interest may require, together with a listing of the work and materials to be used in installing such improvements, including estimated quantities of necessary materials, sufficient to enable the City Engineer to formulate a performance guaranty estimate.

- (19) Details and information on any proposed signs to be erected, constructed or to be placed anywhere on the property involved in accordance with the provisions of Article XXIII of this chapter.
- (20) In the case of a cluster development, the preliminary plat shall be accompanied by a set of detailed development plans showing density patterns, site design, open land designations, building locations, utilities and other improvements and landscaping proposals.
- (21) Environmental impact statement. An environmental impact statement in accordance with the requirements of § 30-46E shall be submitted.

C. Preliminary site plan.

- (1) Every preliminary site plan shall be at a minimum graphic scale of one inch equals 10 feet, 20 feet, 30 feet, 40 feet or 50 feet; certified by a New Jersey licensed architect or engineer, including accurate lot lines certified by a New Jersey licensed surveyor, submitted on one of four of the following standard sheet sizes: 8 1/2 inches by 13 inches, 15 inches by 21 inches, 24 inches by 36 inches, or 30 inches by 42 inches. If one sheet is not sufficient to contain the entire territory, a separate composite map shall be drawn showing the entire development and the sheets on which the various sections are shown. The site plan shall include the following data:
  - (a) All lot lines and the exterior boundaries of the tract;
  - (b) North arrow;
  - (c) Zone district(s) in which the lot(s) is(are) located;
  - (d) Date of original drawing and each subsequent revision or amendment;
  - (e) Existing and proposed street(s) and street name(s);
  - (f) Existing and proposed contours at two-foot intervals throughout the tract and within 100 feet of any building or paved area under review;
  - (g) Title of plan and development name;
  - (h) Watercourse location;
  - (i) Total area to one square foot;
  - (j) Total number of parking spaces required and to be provided;
  - (k) All dimensions, areas and distances needed to conform with the chapter such as, but not limited to, building lengths, building coverage, lot lines, parking spaces, loading spaces, setbacks and yard dimensions;
  - (l) A small key map giving the general location of the parcel within the City; and
  - (m) A separate map showing the site in relation to all remaining lands in the present owner's ownership.
- (2) Site plan information for preliminary and final approval. Each site plan shall have the following information shown thereon or be annexed thereto and shall be designed to comply with the applicable provisions of this chapter:
  - (a) Building and use plan. The size, height, location, arrangement and use of all proposed buildings, structures, and signs, including an architect's sealed elevations of the front, side and rear of any structures and signs to be erected or modified, to the extent necessary to apprise the Planning Board of the scope of the proposed work, shall be shown. Any existing structures shall be identified either to remain or to be removed. A written description of the proposed use(s) and operation(s) or nonresidential building(s), including the number of shifts to be worked and the maximum number of employees on each shift; seating capacity; expected truck and tractor-trailer traffic; emission or noise, glare, vibration, heat, odor and air and water pollution; safety hazards; and anticipated expansion plans incorporated in the building design. Floor plans shall be submitted upon request of the Planning Board.



- (b) Circulation plan. This plan shall show access streets and street names, acceleration/deceleration lanes, curbs, aisles and lanes, access points to public streets, sight triangles, traffic channelization, easements, fire lanes, driveways, number and location of parking and loading spaces/loading berths and/or docks, pedestrian walks and all related facilities for the movement and storage of goods, vehicles and persons on the site and including lights, lighting standards, signs and driveways within the tract and within 100 feet of the tract. Sidewalks shall be shown from each entrance/exit along expected paths of pedestrian travel, such as but not limited to access to parking lots, driveways, other buildings on the site and across common yard areas between buildings. Plans shall be accompanied by cross sections of new streets, aisles, lanes, driveways, and sidewalks. Any expansion plans for the proposed use shall show feasible parking and loading expansion plans to accompany building expansion.
- (c) Natural resource plan. This plan shall show existing and proposed wooded areas; buffer areas including the intended screening devices and buffers; grading at two-foot intervals inside the track and within 50 feet of its boundaries; seeded and sodded areas; ground cover; retaining walls; fencing; signs; recreation areas; shrubbery; trees; and other landscaping features. These plans shall show the location and type of man-made improvements and the location, species and caliper of plant material and trees to be located on the track. The natural tree cover also shall be delineated by a circumferential line around all stands of trees with similar characteristics such as the species or type based on the outer perimeter of the dripline of the individual trees. Specific locations of specimen trees which are healthy and have a diameter at breast height of 24 inches or greater, or are otherwise noteworthy because of age, size, species, or other exceptional quality such as rarity or uniqueness or status as a landmark or species specimen, shall be noted on the natural features map. All portions of the property not utilized by building or paved surfaces shall be landscaped utilizing combinations such as landscaping fencing, shrubbery, lawn area, ground cover, rock formations, contours, existing foliage and the planting of coniferous and/or deciduous trees native to the area in order to maintain or reestablish the tone of the vegetation in the area and lessen the visual impact of the structures and paved areas. The established grades and landscaping on any site shall be planned for aesthetic, drainage and erosion control purposes.
- (d) Facilities plan. This plan shall show the existing and proposed locations of all drainage and stormwater runoff; open space; common property; fire hydrants; gas, electric, telephone, sewerage and water line locations; and solid waste collection and disposal methods, including proposed grades, sizes, capacities and materials and/or equipment to be used for facilities installed by the developer. Installations by utility companies need only show their locations on the plan. All easements acquired or required on the tract and across adjacent properties shall be shown, and copies of legal documentation that support the granting of an easement by an adjoining property owner shall be included. All proposed lighting shall be shown, including the direction, angle, height and reflection of each source of light. All utilities shall be installed underground. All required state and federal approvals for environmental considerations shall be submitted prior to preliminary approval or shall be a condition of approval. Drainage

facilities shall include facilities to comply with stormwater runoff provisions of this chapter. The method of sewage treatment and solid waste disposal or collection shall be shown, and percolation tests and soil borings from sufficient locations on the site to allow a determination of adequacy by the Board of Health shall be included where septic tanks and leaching fields are permitted and are proposed.

- (e) Environmental impact statement. An environmental impact statement in accordance with the requirements of § 30-46E shall be submitted.
  - (f) In the case of multifamily and apartment developments, five copies of a housing market analysis which shall describe and demonstrate the need for the proposed project in terms of the regional housing market shall be submitted. Analysis shall include data and information on vacancy rates, type and location of other housing facilities within the City and the region. Such analysis shall clearly indicate how it will meet a need reasonably shown to exist for the type and cost of housing proposed and is in compliance with the City Master Plan Housing Element.
  - (g) In the case of residential development for which a homeowners association is required, the site plan shall be accompanied by such information as will permit the approval authority to make detailed findings concerning the ability of the proposed association to adequately perform the function for which it is designed. Information to be submitted by the applicant in this regard and subject to approval or revision is as follows:
    - 1. The time when the association is to be created in relation to the project's timetable.
    - 2. Mandatory or automatic nature of membership in the organization by a resident and his/her successor(s).
    - 3. Permanence of open space and recreational area protective covenants.
    - 4. Liability of organization for insurance, taxes and maintenance of all facilities.
    - 5. Provisions made for pro rata sharing of costs and assessments.
    - 6. Capacity of the organization to administer common facilities and preserve the benefits of the open space and recreational areas.
    - 7. The restrictions, covenants and other devices establishing automatic membership in the association and the responsibilities of that membership.
  - (h) An application form completed in full, accompanied by such other information or data as may be required by the Planning Board in order to determine that the proposed development is in accordance with the City Master Plan, the provisions of this chapter and all other applicable City ordinances. If the applicant is a corporation or partnership, the corporation or partnership shall list the names and addresses 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. Such listing shall be in accordance with the provisions of § 30-45B(2)(h) of this article.
  - (i) A sustainability plan as outlined in § 30-179A of these regulations.
- (3) The Planning Board, at its sole discretion, may waive or reduce the details and/or data required to be shown on a preliminary site plan, so long as such waiver or reduction will not unreasonably hamper or impede the Planning Board's review of

the proposed development in relation to the City Master Plan and all applicable ordinances.

D. Final subdivision plat. The final plat shall be drawn in ink on tracing cloth or Mylar at a suitable scale and in compliance with all provisions of Chapter 141 of the Laws of 1960 (N.J.S.A. 46:23-9.9 et seq.). The final plat shall show or be accompanied by only the following information and those details as specified in the aforementioned New Jersey Map Filing Law and as follows:

- (1) Date, name and location of the subdivision; name of the owner, graphic scale; and reference meridian.
- (2) The purpose of any easement of land reserved or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.
- (3) Minimum building setback lines on all lots and other sites.
- (4) Names of owners and adjoining unsubdivided land.
- (5) Signature blocks for the Planning Board, City Engineer and other endorsements required by law.
- (6) Tract boundary lines; municipal boundary line if within 200 feet of the tract being subdivided; street names; all lot lines and other site lines with accurate dimensions, bearing or deflection angles and radii, arcs and chart bearings and distances of all curves based on an actual survey by a land surveyor licensed to practice in the State of New Jersey, with minimum building setback lines and the area of each lot shown to the nearest square foot. All dimensions, both linear and angular, of the exterior tract boundaries shall be based on and calculated from surveyed transversing which shall have an apparent error of field closure of 1:10,000 or better and shall be corrected by accepted balancing methods to final errorless closure; all final exterior and lot boundaries shall be similarly balanced to final errorless closure. All dimensions, angles and bearings given on the map must be referred to by at least two permanent monuments which shall be indicated on the map.
- (7) Block and lot numbers in accordance with established standards and in conformity with the Municipal Tax Map, as prepared and certified by a licensed New Jersey land surveyor, and all street numbers where appropriate shall be designated as specified by the approval authority.
- (8) Plans, cross sections, profiles and established grades of all streets and easements as approved by the City Engineer.
- (9) Plans and center line profiles of all storm and sanitary sewers and water mains as approved by the City Engineer.
- (10) Location and description of all monuments as required by this chapter and Map Filing Law (N.J.S.A 46:23-9.9 et seq).
- (11) By separate exhibits, information regarding required improvements and detailing the stage of completion of installing said improvements, including the following certifications:
  - (a) By a New Jersey licensed professional land surveyor as to the accuracy of the plat and of the surveyed dimensions.
  - (b) That the applicant is agent or owner of the land, or that the owner has given consent under an option agreement or contract of sale.
  - (c) Approvals of the City Engineer.
  - (d) Appropriate local, county and state approvals.
  - (e) By the Municipal Tax Collector that all taxes are paid to date.
  - (f) Other certifications that may be required by law.

E. Final site plan. The final site plan shall include all data required on the preliminary site plan drawn to incorporate all changes required as a condition of preliminary approval and drawn by persons and to specifications as required for a preliminary plan. To the extent

applicable, the final site plan shall be accompanied by the same certifications as required by § 30-45E(11).

F. Site plan for signs. Unless otherwise provided by this chapter, an application for a sign permit shall be accompanied by a site plan of the proposed sign(s) which shall show the following:

1. Name, address and telephone number of the applicant, the person preparing and/or constructing the sign(s) and the person erecting the sign(s).
2. Location of the building, the structure and/or the lot to which the sign(s) is to be erected, attached or located.
3. A scaled drawing showing the size of the existing or proposed sign; the location of the sign on the building to which it is to be attached or on the property on which it is to be placed (in which case setback dimensions shall be shown); the materials to be utilized in the construction of the sign, including whether or not the sign will be illuminated; and the message, lettering, artwork, illustrations, color and appurtenances to be placed or shown on the sign(s).
4. In the case of signs to be erected, constructed or placed on property or attached to structures not belonging to or owned by the applicant, evidence of the property or structure owner's approval or permission for the locating of said sign(s).
5. Such other information as required by the Planning Board.