

**INSTRUCTIONS  
TO APPLICANTS APPLYING TO THE  
PLANNING/ZONING BOARD**

An applicant shall submit to the Planning/ Zoning Board office application documents for verification of completeness. Upon receipt of an application, the Planning/Zoning Board Secretary will determine that the proper forms are completed and the appropriate numbers of copies are received.

The submitted application will be distributed for completeness review to the Board's professional staff and reports will be rendered within the time limits as prescribed by law.

The Board Secretary will notify you or your representative regarding the hearing date for the application. You must attend the meeting or the matter will not be considered.

**NOTE:** Applicants seeking Use Variances that may involve Site Plan review are advised to obtain an attorney. These applications may also require the services of other professionals, such as Planners or Engineers at the applicants' expense.

**NOTE: AN ATTORNEY MUST REPRESENT APPLICATIONS FOR ALL CORPORATIONS**

**ALL APPLICANTS MUST SUBMIT AS PART OF THE APPLICATION THE FOLLOWING ITEMS:**

1. **PLANNING/ZONING BOARD APPLICATIONS:** Completed **one (1) original** plus **fourteen (14) copies**. Fifteen (15) copies of a current survey of the site. Four (4) original pictures plus fourteen (14) copies of four (4) angles of the property in question must be submitted with the application.
2. Completed **one (1) original** plus **fourteen (14) copies** of the checklist for each application.
3. Proof of Payment of Taxes indicating that all property taxes are current.
4. Current "Certified List of Property Owners" within 200 feet of project, received by the Tax Assessor. Must be provided as part of the original application package.

The applicant must be the owner of the property, a representative of the owner of the property, or the prospective purchaser of the property. In the event that the applicant is the purchaser of the property then copies of an executed agreement of sale must be attached to the application.

The above-mentioned items must be completed and returned with the proper application fee(s) and escrow fee(s) to the Planning/Zoning Board Office. (Please make checks payable to the Borough of Swedesboro).

5. **Notice Requirements:**

- (a) A current "Certified List of Property Owners" from the Tax Assessor's office. This is a list of adjacent property owners within 200 feet of your property to request the list from the Tax Assessor's office that will be made available within seven (7) business days or less. Please note that this certified list of property owners must be less than six (6) months old to be considered current.

- (b) The Planning/Zoning Board Secretary will provide the applicant with the date of the scheduled meeting. You must notify the property owners within 200 feet of your property lines by certified mail or hand delivery at least ten (10) days prior to the date of the hearing. **NOTE:** the hearing date cannot be counted in the ten (10) days. For hand delivered notices: Applicant must provide a copy of the notice that has been signed and dated by the adjacent property owner as listed on the certified list of property owners, and;
- (c) A legal notice must also be advertised in “The South Jersey Times” or “The Courier Post” **no later than ten (10) days prior to the date of the meeting.** **NOTE:** The hearing date cannot be counted within these ten (10) days.

6. **The Proof of Service form and the completed Zoning attachments must be delivered to the Planning/Zoning Board no later than five (5) days prior to meeting date. In addition the following items must be submitted:**

- (a) A copy of the legal notice sent to adjacent property owners.
- (b) The certified list of property owners as issued by the Tax Assessor.
- (c) Original copy of the legal notice as published in the paper also known as the proof of publication.
- (d) The Proof of Service form notarized, signed and dated.
- (e) The original “white certified mail receipts” stamped by the post office with the date of mailing. **HAND DELIVERED NOTICED:** Proof that the notices were delivered to the surrounding property owners and a copy of that notice must be signed and dated by the surrounding property owners.

**Note: Failure to meet all of the notice requirements will prevent your application from being heard on the scheduled night.**

7. **Additional Information:**

You will receive an official “Decision & Resolution” within 45 days of your approval signed by the Chairman and the Planning/Zoning Board Secretary.

The Planning/Zoning Board office will publish a short legal notice of the Board’s decision that will appear in the official Borough newspaper following the hearing. It will include the applicant’s name, block and lot, a brief description of the application and board’s decision.

DATE SUBMITTED \_\_\_\_\_

APPLICATION # \_\_\_\_\_

ESCROW # \_\_\_\_\_

HEARING DATE \_\_\_\_\_

**BOROUGH OF SWEDESBORO PLANNING/ZONING BOARD  
1500 KINGS HIGHWAY, SWEDESBORO, NJ 08085**

**APPLICATION FOR PLANNING/ZONING USE BOARD**

**1. INFORMATION REGARDING THE APPLICANT:**

(A) APPLICANTS NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**2. APPLICANT IS THE (CHECK ONE)**

(A) OWNER \_\_\_\_\_  
(B) PURCHASER UNDER CONTRACT \_\_\_\_\_  
(C) OTHER-MUST EXPLAIN \_\_\_\_\_

**3. APPLICANT IS (CHECK ONE)**

(A) AN INDIVIDUAL \_\_\_\_\_  
(B) A PARTNERSHIP (ATTACH NAMES AND ADDRESSES OF ALL PERSONS HAVING A 10% INTEREST OR MORE IN THE PARTNERSHIP) \_\_\_\_\_  
(C) A CORPORATION (ATTACH NAMES AND ADDRESSES OF PERSONS HAVING A 10% INTEREST OR MORE IN THE CORPORATION) \_\_\_\_\_

**4. INFORMATION REGARDING APPLICANTS PROFESSIONALS:**

(A) ATTORNEYS NAME: \_\_\_\_\_  
ATTORNEY TELEPHONE: \_\_\_\_\_  
ATTORNEY ADDRESS: \_\_\_\_\_  
ATTORNEY EMAIL: \_\_\_\_\_

(B) ENGINEERS NAME: \_\_\_\_\_  
ENGINEERS TELEPHONE: \_\_\_\_\_  
ENGINEERS ADDRESS: \_\_\_\_\_  
ENGINEERS EMAIL: \_\_\_\_\_

(C) PLANNERS NAME: \_\_\_\_\_  
PLANNERS TELEPHONE: \_\_\_\_\_  
PLANNERS ADDRESS: \_\_\_\_\_  
PLANNERS EMAIL: \_\_\_\_\_

**II. INFORMATION REGARDING PROPERTY:**

1. STREET ADDRESS: \_\_\_\_\_

2. BLOCK # \_\_\_\_\_ LOT# \_\_\_\_\_

3. ZONE DISTRICT: \_\_\_\_\_

4. HAVE THERE BEEN ANY PREVIOUS BOARD OF ADJUSTMENT OR PLANNING BOARD HEARINGS INVOLVNG THIS MATTER? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, ATTACH A COPY OF THE WRITTEN DECISION ADOPTED BY THE APPLICABLE BOARD.

5. IS THIS APPLICATION SUBMISSION A RESULT OF ANY ZONING VIOLATIONS \_\_\_\_\_ YES  
\_\_\_\_\_ NO. IF YES, WHAT WAS THE VIOLATION: \_\_\_\_\_

6. NATURE OF APPLICATION, CHECK APPROPRIATE ITEMS.

(1.) INTERPRETATION OF DEVELOPMENT ORDINANCE OR MAP \_\_\_\_\_

(2.) APPEAL OF ACTION OF ZONING OFFICER \_\_\_\_\_

(3.) VARIANCE: "C" VARIANCE(S) \_\_\_\_\_

"D" USE VARIANCE \_\_\_\_\_

"D" NON-USE VARIANCE \_\_\_\_\_

(4) SUBDIVISION (MAJOR OR MINOR) \_\_\_\_\_ (HOW MANY LOTS) \_\_\_\_\_

(5) SITE PLAN (MAJOR OR MINOR) \_\_\_\_\_

(6) WAIVER OF LOT TO ABUT STREET REQUIREMENT \_\_\_\_\_

(7) OTHER \_\_\_\_\_

7. DESCRIBE THE PRESENT STATUS OF THE PROPERTY: (VACANT LOT, SINGLE- FAMILY RESIDENCE, COMMERCIAL, ETC.)

\_\_\_\_\_

8. SET FORTH ALL OF THE VARIANCES REQUESTED, AND THE FACTUAL AND LEGAL BASIS FOR EACH TO SUPPORT EACH REQUEST FOR VARIANCE. USE ADDITIONAL SHEETS IF NECESSARY.

VARIANCE REQUESTED: RELIEF FROM THIS SECTION \_\_\_\_\_

OF ZONING ORDINANCE WHICH REQUIRES \_\_\_\_\_

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REASON FOR VARIANCE(S):

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		CODE REQUIRED	EXISTING CONDITIONS	PROPOSED IMPROVEMENTS	CONFORMITY STATUS ****
USE					
LOT AREA					
LOT WIDTH					
LOT DEPTH					
S E T B A C K S	FRONT YARD				
	RIGHT SIDE				
	LEFT SIDE				
	REAR YARD				
BUILDING HEIGHT					
BUILDING COVERAGE					
TOTAL SITE COVERAGE					
PARKING SPACES					
BOROUGH OR COUNTY ROAD CLASSIFICATION					
ACCESSORY STRUCTURE					
ACCESSORY BUILDING SIZE & SQ. FEET					

\*\*\*\* Enter C, ENC or DNC in the above box that applies to the application.

**C** = Conforms to Land Use Ordinance of the Borough of Swedesboro

**DNC** = Does not conform to Land Use Ordinance of the Borough of Swedesboro

**ENC** = Exists currently and does not conform

1. Is the subject property connected to public water & sewer?    Yes     No  \_\_\_\_\_  
(please check applicable answer)

2. If no, has an application been made for connection?    Yes     No  \_\_\_\_\_  
(please check applicable answer)

III. AFFIDAVIT OF APPLICANT

STATE OF NEW JERSEY:

Ss:

AFFIDAVIT

COUNTY OF GLOUCESTER

I do dispose upon my oath and state:

1. I am the applicant subject to this application.
2. The statements made by me and the statements and information contained in the papers submitted in connection with this application are true.
3. I am aware that if any of the foregoing statements are willfully false, I am subject to punishments.

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(APPLICANT'S SIGNATURE)

Sworn to and subscribed before

me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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NOTARY PUBLIC

IV. AFFIDAVIT OF OWNER

STATE OF NEW JERSEY:

Ss:

AFFIDAVIT

COUNTY OF GLOUCESTER

I do dispose upon my oath and state:

4. I am the legal or equitable owner of the property subject to this application.
5. The statements made by me and the statements and information contained in the papers submitted in connection with this application are true.
6. I am aware that if any of the foregoing statements are willfully false, I am subject to punishments.

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(OWNERS SIGNATURE)

Sworn to and subscribed before

me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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NOTARY PUBLIC

# PROOF OF PAYMENT OF TAXES

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

Applicant's name: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualifier \_\_\_\_\_

Location \_\_\_\_\_



DO NOT WRITE BELOW THESE LINES: **FOR TAX COLLECTOR ONLY**

The taxes are paid through and including: 1Q 2Q 3Q 4Q Year \_\_\_\_\_

The following taxes are unpaid and delinquent: \$\_\_\_\_\_ with

Interest calculated until \_\_\_\_\_.

\_\_\_\_\_  
Kim Fleetwood, Tax Collector

This form must be complete and submitted with no taxes due, for an application to be deemed complete.



**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

To: The Borough of Swedesboro

Re: Block \_\_\_\_\_ Lot \_\_\_\_\_

Property Address \_\_\_\_\_

I, the undersigned hereby agree to indemnify and hold harmless the Borough of Swedesboro for any accident, injury, or other occurrence(s) or liability which may occur as a result of the issuance of a Resolution of Final Approval for the above stated property to myself, \_\_\_\_\_ owner(s) of said property. This Indemnification and Hold Harmless Agreement is given for the purpose of inducing the Borough of Swedesboro to issue the said Resolution of Final Approval.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT

State of New Jersey

County of \_\_\_\_\_

I certify that on \_\_\_\_\_ 20\_\_\_\_\_, \_\_\_\_\_ personally came before me and acknowledged under oath, to my satisfaction, that this person (or if more than one, each person):

1. Is named in and personally signed the attached document; and
2. Signed, sealed, and delivered this document as his or her act and deed.

\_\_\_\_\_  
Notary Public

**AFFIDAVIT OF PROOF OF SERVICE**

I, \_\_\_\_\_ of full age being duly sworn according to law, depose and say, I reside at \_\_\_\_\_ and I am the applicant, proceeding before the Planning & Zoning Board of the Borough of Swedesboro, County of Gloucester and that the proceeding is an appeal or application under the Planning & Zoning Ordinance of the municipality. This application relates to the property located at \_\_\_\_\_ and also known as Block \_\_\_\_\_ & Lot(s) \_\_\_\_\_. Written notice was given to each and all of the persons who service must be had, in the required form and in accordance with the attached list and in the manner indicated there on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**PROOF OF SERVICE OF NOTICE REQUIRED BY STATUTE MUST BE FILED WITH THE SECRETARY OF THE PLANNING/ZONING BOARD THREE DAYS PRIOR TO THE MEETING.**

*Publication of this **sample** notice in the newspaper must be done at least 10 days prior to the scheduled meeting date. The meeting date does not count as part of the 10-days. The same notice **must** also be used for each individual listed on the 200'foot list.*

***PUBLIC NOTICE***

Please be advised that on \_\_\_\_\_, \_\_\_\_\_ 20\_\_\_\_ at 7:00 p.m. at the Borough of Swedesboro Borough Hall, 1500 Kings Highway, Swedesboro, County of Gloucester in the State of New Jersey, the Planning/Zoning Board will hold a public hearing on the application of \_\_\_\_\_ (name of applicant) at which time and place all interested persons will be given the opportunity to be heard.

The property is located on \_\_\_\_\_ (address of application) in the \_\_\_\_\_ zoning district and is known as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_.

The applicant is seeking a/an approval for (specify and explain each variance and/or planning approval request including what the zoning code permits):

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and any and all other variances and waivers that may be required and granted by the Board.

A copy of said application and related documents, are on file in the Office of the Secretary of the Planning & Zoning Board and may be reviewed by all interested parties prior to the meeting.

Said office hours are Monday thru Friday from 8:30 a.m. to 4:30 p.m.

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Name of Applicant

***Please NOTE:***

***(If the applicant hand delivers the Public Notice to anyone listed on the 200'foot list, a proof of service must be completed for each hand delivery and the applicant must obtain the signature of each owner the notice is hand delivered to.)***

**APPLICATION**  
**CERTIFIED LIST OF PROPERTY OWNERS**

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

Borough of Swedesboro  
Tax Assessor

RE: Certified List

This is to request a certified list of property owners within 200 feet of Block \_\_\_\_\_,

Lot \_\_\_\_\_ as shown on the Borough of Swedesboro Tax Map.

Purpose of List: \_\_\_\_\_

Request Made By:

Name: \_\_\_\_\_

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

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Fee of \$10.00 per each Block & Lot as prescribed by Law.

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

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