

**TOWNSHIP OF WINSLOW
PLANNING & ZONING BOARD
125 S. ROUTE 73
WINSLOW TOWNSHIP, NJ 08037-9422
PHONE: (609) 567-0700
FAX: (609) 567-6340**

MINOR SUBDIVISION APPLICATION INSTRUCTIONS

Definition:

Minor Subdivision- Any subdivision containing not more than three (3) lots fronting on an existing minor street, not involving any new street, road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map or Zoning Ordinance.

INSTRUCTIONS

- 1.) Submit the completed Minor Subdivision Application form to the Planning and Zoning Office along with the following forms and/or information:
 - a.) Affidavit of Ownership
 - b.) Tax & Assessment Payment Report
 - c.) Block & Lot Assignment Form
 - Submit original form and certified receipt (see below) with the application.
 - By certified mail submit (3) three full size development plans of the subdivision to the Assessor's Office with a copy of the Block & Lot Assignment Form to:
Tax Assessors Office
402 Tansboro Road
Berlin, NJ 08009
 - d.) Sewer Moratorium Notification
 - e.) Land Development Check List (Make sure the Check List you are using is Version #2, which is stated in the lower left hand corner)
 - f.) Sample of Newspaper Advertisement (See #7a.)
 - g.) Sample of Notice to Property Owners (See #7b.)
 - h.) Affidavit of Service Notice (See #7c.)
 - i.) Escrow Agreement
 - j.) Form W-9 (Request for Taxpayer Identification Number & Certification)
 - k.) Corporate Disclosure (when applicant is not an individual)
 - l.) Current title report (including protective covenants or deed restrictions applying to the property) that is less than one year old at the time of application submission.

- m.) List of requested checklist waivers (including justification for each waiver request).
 - n.) List of requested bulk variances from the Township's ordinance (including justification for each variance request).
 - o.) List of requested design waivers from the Township's ordinance (including justification for each waiver request).
 - p.) List of requested variances, waivers and de minimus exceptions from the NJRSIS (for residential projects only).
 - q.) List of all agencies having jurisdiction over the project and a status of application/permit.
 - r.) Developer's Agreement acknowledgement form.
- 2.) A Certificate of filing from the Pinelands Commission must be submitted if the property is located within a Pinelands District.
- 3.) The applicant shall file with the Secretary of the Planning and Zoning Board, at least thirty (30) days prior to the monthly scheduled meeting of the Board.
- 4.) **Fee Schedule:**
- | | |
|------------------|------------|
| Application Fee: | \$425.00 |
| Escrow Fee: | \$2,000.00 |
- 5.) For the applicant's convenience, a Camden County Planning Board Application has been enclosed in your application package. After said application is completed by the applicant and signed by the Planning and Zoning Board Secretary, it is the applicant's responsibility to submit said application to the Camden County Planning Board.
- 6.) The applicant shall submit the following plans at the time of filing:
- a.) Eight (8) **Full Sets of Plans** to be distributed as follows:
 - Seven (7) Full Sets submitted to Planning & Zoning Office
 - One (1) Full Set sent by certified mail to:

**Winslow Township Fire Marshall
9 Cedar Brook Road
Sicklerville, NJ 08081
Attn: Michael Scardino, Fire Marshall
- **As proof of mailing, please provide the postmarked certified receipt to the Planning and Zoning Board Office at the time of filing.
- b.) Two (2) **Full Size Development Plans** of the subdivision sent by certified mail and to be distributed as follows:

**Winslow Township Police Department

125 South Route 73
Braddock, NJ 08037
Attn: Sgt. Iuliucci

**Winslow Township Board of Education
200 Cooper Folly Road
Atco, NJ 08004
Attn: Superintendent of Schools

**As proof of mailing, please provide the postmarked certified receipt to the Planning and Zoning Board Office at the time of filing.

- c.) Sixteen (16) copies (11" x 17") of the overall development plan of the Subdivision.

7.) Notification Instructions:

a.) Newspaper Notice:

- A Newspaper Notice (as per the sample newspaper notice) must be published one (1) day in one of the following newspapers at least ten (10) days prior to the scheduled hearing date. The Planning and Zoning Board Secretary will notify the applicant of their public hearing date.

Record Breeze	Inquirer NJ Desk	Courier Post News Room
P.O. Box 67	53 Haddonfield Rd.	P.O. Box 5300
Blackwood, NJ 08012-0067	Cherry Hill, NJ 08002	Cherry Hill, NJ 08034

- Submit Affidavit of Publication, provided by newspaper agency, at least 5 days prior to the scheduled meeting date.

b.) Notice to Property Owners:

- A Notice to Property Owners (as per the sample notice to property owners) must be sent by certified mail to all persons named on the list of property owners obtained from the Tax Assessor's Office at least ten (10) days prior to the scheduled hearing date.
- Order a list of property owners from the Winslow Township Tax Assessor's Office, (856)767-0322. This list will include the names and addresses of all persons who own property within 200 feet of the lot that is subject of this application. The Assessor's Office will charge a fee for this list. **Please Note:** The list of property owners must not be older than 6 months from the date of notification. In addition, the ordered list and cover letter received from the Assessor's Office must accompany the application.

c.) Affidavit of Service Notice:

- Have notice notarized the same day the certified letters to property

- owners are mailed.
- Submit the Affidavit of Service Notice and postmarked certified receipts at least 5 days prior to the scheduled hearing date.
- 8.) If a variance is required, submit a Variance Application to the Planning and Zoning Board Office along with the proper fees and include said variances within your notification notices.
- 9.) THE PLANNING AND ZONING BOARD SECRETARY WILL SCHEDULE AND NOTIFY THE APPLICANT OF THEIR PUBLIC HEARING DATE, BASED UPON AVAILABILITY AND CONTINGENT UPON THE PLANNING AND ZONING BOARD'S ENGINEER'S DEEMING THE APPLICATION COMPLETE.**
- 10.) The applicant must be represented by an attorney if the applicant is a Corporation.
- 11.) The Municipal Land Use Code's for the Township of Winslow can be accessed through the internet at: www.winslowtownship.com. Once on the home page, click Winslow Township Codes-Coded Systems.

AFTER APPROVAL OF MINOR SUBDIVISION PROCEDURES TO FOLLOW

- 1.) Approval of a Minor Subdivision shall expire 190 days from the date on which the Resolution was memorialized unless within such period a plat in conformity with such approval and the provisions of the "Map Filing Law" or a deed clearly describing the approved Minor Subdivision is filed with the County Recording Officer, the Municipal Engineer and the Municipal Tax Assessor.
- 2) Six (6) Full Sets of revised plans along with corresponding deeds need to be submitted to the Board for compliance with conditions stated in the Board's approving Resolution.
- 3.) Compliance with Affordable Housing Obligation.

REVISED: 1/16/09
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