

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

**INSTRUCTIONS FOR PRELIMINARY & FINAL
MINOR & MAJOR SITE PLAN APPLICATIONS**

Definitions:

Minor Site Plan- A Site Plan of one (1) or more lots which:

- a.) Does not propose the new construction or addition to any building or structure greater than 5,000 gross sq.ft.
- b.) Does not disturb more than 10,000 gross sq.ft. of land area.
- c.) Requires 15 or fewer off-street parking spaces
- d.) Is not a planned development, as defined by N.J.S.A. 40:55D-1 et seq.
- e.) Does not involve the extension of any new street or off-tract improvement; and
- f.) Contains information sufficient to make an informed judgement as to whether the requirements established by this chapter for the approval of a Minor Site Plan have been met.

Major Site Plan- Any Site Plan not meeting the definition of a Minor Site Plan.

INSTRUCTIONS

- 1.) Submit the completed Site Plan 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
 - i. Submit original form and certified receipt (see below) with the application.
 - ii. 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 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.) Tax Abatement Notice
- l.) Construction Official Form
- m.) Corporate Disclosure (when applicant is not an individual)
- n.) 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.
- o.) List of requested checklist waivers (including justification for each waiver request).
- p.) List of requested bulk variances from the Township's ordinance (including justification for each variance request).
- q.) List of requested design waivers from the Township's ordinance (including justification for each waiver request).
- r.) List of requested variances, waivers and de minimus exceptions from the NJRSIS (for residential projects only).
- s.) List of all agencies having jurisdiction over the project and a status of application/permit.
- t.) 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:

Preliminary Minor Site Plan:

Application Fee: \$300.00

Initial Escrow Fee: \$3,500.00 - minimum

(\$500.00 per acre or fraction thereof which is the subject of the site plan or affected by the site plan submitted for review, with a minimum of \$3,500.00)

Final Minor Site Plan:

Application Fee: \$300.00

Initial Escrow Fee: \$1,500.00 – minimum

(\$250.00 per acre or fraction thereof which is the subject of the site plan or affected by the site plan submitted for review, with a minimum of \$1,500.00)

Preliminary Major Site Plan:

Application Fee: \$750.00

Initial Escrow Fee: \$7,000.00 - minimum

(\$750.00 per acre or fraction thereof which is the subject of the site plan or affected by the site plan submitted for review, with a minimum of \$7,000.00)

Final Major Site Plan:

Application Fee: \$750.00

Initial Escrow Fee \$3,000.00- minimum

(\$500.00 per acre or fraction thereof which is the subject of the site plan or affected by the site plan submitted for review, with a minimum of \$3,000.00)

Amended or Resubmitted Minor Site Plan:

Application Fee: \$100.00

Initial Escrow Fee: 25% of the original escrow amount

Amended or Resubmitted Major Site Plan:

Application Fee: \$250.00

Initial Escrow Fee: originally required escrow deposit

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** to be 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 (just one sheet).
- d.) Two (2) Storm Water Calculation Plans
- e.) Three (3) Traffic Reports

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 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.

A COMPLETENESS HEARING FOR MAJOR SITE PLANS WILL BE NECESSARY (unless deemed complete) FOLLOWED BY A PRELIMINARY APPROVAL HEARING FOLLOWED BY A FINAL APPROVAL HEARING. NONE OF THE HEARINGS ARE TO BE COMBINED OR SCHEDULED FOR THE SAME NIGHT.

10.) Final Site Plans shall include all the information shown on the Preliminary Plan and any conditions of Preliminary Approval.

11.) The applicant must be represented by an attorney if the applicant is a Corporation.

12.) 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 FINAL APPROVAL OF SITE PLAN PROCEDURES TO FOLLOW

1) The Board Engineer shall review an itemized cost of the improvements required **along with the revised plans** which shall be the basis for determining the amount of performance guarantee and inspection escrow.

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.) Prior to the signing off of plans from the Township, the following need to be posted:
 - a.) Performance Bond
 - b.) Inspection Escrow with W-9
 - c.) Development Fee (See #4 of Instructions)
 - d.) Pro-rata fair share amounts

- 4.) For Major Site Plans, a Developer's Agreement must first be recorded in the Camden County Clerk's Office and proof of same needs to be submitted to the Township Clerk prior to the Township signing off of the plans.

- 5.) Compliance with Affordable Housing Obligation

Revised: 1/16/09

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