

TO ALL APPLICANTS:

Every applicant must be acquainted with the Land Development ordinance of Oldmans Township.

The Board hires an attorney to assure that its members are following the provisions of the Land Development ordinance and give the Board legal advice.

The Board SUGGESTS THAT applicants seek assistance from an attorney of their choice when applying for minor and major subdivisions, variances, etc., but the Land Development Ordinance REQUIRES the presence of a LICENSES NEW JERSEY ATTORNEY when an applicant is a corporation.

I have read the above and understand it.

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

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

**TOWNSHIP OF OLDMANS**

**INSTRUCTIONS FOR FILING AN APPLICATION FOR APPROVAL OF  
MINOR SUBDIVISION, SITE PLAN, MAJOR SUBDIVISION, AND OR VARIANCE**

Mail or deliver the following items to the Planning Board Secretary at the Municipal Building, Pedricktown, New Jersey (open 8:00 am to 1:00 pm on Wednesdays)

1. TEN (10) copies of COMPLETED Application.
2. Ten (10) copies of sealed plans and legal descriptions.
3. Ten (10) copies of COMPLETED Checklist (with any other items requested therein).
4. Required fees (Section 1000 of Land Development Ordinance).

*Each application, plan and checklist should be complied so as each Board will have a set.*

Your application will be assigned a number that should thereafter appear on all papers or documents concerning your application.

ALL items must be in the hands of the Planning Board Secretary 10 days prior to the D.R.A.B. meeting for review by the Development Review Advisory Board, and you will be notified of the results of your review. If the D.R.A.B. finds the application “complete”, you will be notified that your public hearing will be scheduled for the Planning Board (Zoning Board of Adjustment) meeting the following month. After the public hearing, the Planning or Zoning Board’s decision will be memorialized in a resolution at the following months meeting; and within a few days thereafter that decision will be published in Today’s Sunbeam (the designated publication).

It will then be up to the Applicant to see that new deeds are prepared by an attorney of his choice, who will add to each deed the following wording:

\_\_\_\_\_ approved at the \_\_\_\_\_ (date of meeting) \_\_\_\_\_  
meeting of the Oldmans Township Planning Board or Zoning  
Board of Adjustment. (Choose One)

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson

A copy of each deed must then be mailed to the Planning Board (Zoning Board of Adjustment) Solicitor (address obtained from the Secretary). Upon the authorization of the Solicitor and the Board Engineer, the Chairman and Secretary will sign the deeds. When the approved deeds are returned to you or your attorney, the executed deeds must then be RECORDED BY THE COUNTY RECORDING OFFICER. The Applicant has 190 days from the date of subdivision approval within which to have the deeds RECORDED.

APPLICATION SHOULD BE MADE TO SALEM COUNTY PLANNING BOARD at the same time your Oldmans Township Application is filed.

IT IS RECOMMENDED THAT APPLICANT SECURE THE ASSISTANCE OF AN ATTORNEY OF HIS CHOICE OR READ THE APPLICABLE SECTION OF THE OLDMANS TOWNSHIP LAND DEVELOPMENT ORDINANCE (LAND USE) DATED MAY 1997, ESPECIALLY ARTICLE VII, BEFORE ATTEMPTING TO COMPLETE THIS APPLICATION.

\*\* Be sure that your attorney has a copy of these instructions.

**RULES AND PROCEDURES FOR APPLICATION TO THE  
OLDMANS TOWNSHIP PLANNING BOARD (ZONING BOARD OF ADJUSTMENT)**

1. All applications to the Oldmans Township Planning (Zoning) Board are governed by the Oldmans Township Land Development Ordinance, New Jersey's Municipal Land Use Law (N.J.S.A. 40:55D-1), the procedural rules specified herein, and all other applicable federal, state, and local laws and regulations including, but not limited to those of the Water, and Fire Departments, the Salem County Planning Board, the new Jersey Department of Environmental Protection (including wetland and CAFRA regulations), and the new Jersey Department of Transportation. All applicants will be presumed to have knowledge of all regulations, laws, and rules, and are therefore encouraged to consult with an attorney or otherwise become familiar with them. **The Board's attorney represents the Board ONLY and CANNOT give legal advice to the applicants.** Applicants may purchase a copy of the Ordinance from the Township Clerk.
2. All applications must be made using the forms supplied by the Planning Board Secretary. These forms include information checklists, A, B, C, D, and E which are required of the ordinance. All information specified in the checklists applicable to each application must be provided (unless the subject of a waiver or variance request) in order for the application to be considered complete. Each waiver or variance requested must be clearly stated, with its rationale, pursuant to checklist E.
3. Ten (10) completed copies of each applicable application form must be filed with the Planning Board Secretary, together with (10) copies of all other documents, plans and materials required as part of the application.
4. Within 45 days after the date of application is filed with the Planning Board Secretary, the Development Review Advisory Board (D.R.A.B.) will, at one of its regularly scheduled meetings, review the application with the Board Engineer to determine whether the application is complete. The Board may grant or deny submission waivers upon completeness review. **No application will be determined to be complete unless and until all applications and escrow fees have been paid in full. The Board will not consider or grant any request for waiver of application/escrow fees.**
5. If the D.R.A.B. determines an application to be complete, the D.R.A.B. will give the applicant written notice of completeness within the aforesaid 45 day period. Upon receipt of the completeness notice, the applicant should confer with the Planning Board Secretary to schedule the application for hearing at a regular Board Meeting. If there is no response from an applicant within a reasonable time after completeness notification, and it appears to the Board that the application will not be heard at a regular meeting in sufficient time for the Board to take action as required by New Jersey law, the application will be denied. After completeness has been certified, the Board may grant such additional information from the applicant as it believes may be necessary to make an informed decision.

**The board can and may elect at its sole discretion to hear applications that do not require notice immediately upon determination of completeness. For this reason, applicants who are not required to give such notice may with to attend the completeness review meeting in the event the Board requires the applicant's testimony or consent to conditions of approval.**

6. **Incomplete applications will not be scheduled for hearing.** If the Board determine an application to be incomplete, the Board will give the applicant written notice of incompleteness within the aforesaid 45-day period, informing the applicant of the information and materials which must be submitted to complete the applications. The applicant may thereafter supplement the application to satisfy the deficiencies. The Board will conduct a subsequent completeness review within 45 days after any such supplemental submission. The Board may require that an applicant's escrow be replenished to its initial amount as part of any supplemental submission.
7. All corporate applicants must be represented through the application process by a New Jersey licensed attorney. Other applicants may proceed without legal counsel provided that in all such instances the applicant appears personally to testify at the application hearing(s). Although the applicant may present professionals such as surveyors, architects, engineers, and realtors as witnesses to testify during the application hearing(s) (provided that their names, addresses, and area of expertise are included in the list provided pursuant to the Application such professional cannot legally "represent" the applicant.
8. The Board may, in its sole discretion, schedule, reschedule, postpone, adjourn, or continue any application hearing as permitted by law. **The Board will not hear the application(s) of any applicant who has failed to replenish application escrows, or to pay any other amounts owed to the Township. The Board reserves the right to dismiss the application(s) of any applicant who has failed to replenish application escrows, or to pay any other amounts owed to the Township.**
9. Unless otherwise decided by majority vote, the Board will not allow any application hearing to being after 10:00 p.m., and will hear no testimony after 10:30 p.m.

**TOWNSHIP OF OLDMANS**

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

**APPLICATION FOR DEVELOPMENT APPROVAL**

APPLICATION FEE \$ _____	RECEIVED _____	BY _____
ESCROW FEE \$ _____	RECEIVED _____	BY _____
ACTION BY DEVELOPMENT REVIEW ADVISORY BOARD:		
REFERRED TO ( ) PLANNING BOARD		
REFERRED TO ( ) ZONING BOARD OF ADJUSTMENT		
( ) CONSIDERED APPLICATION INCOMPLETE		
ACTION BY PLANNING BOARD:		
APPROVED _____ DENIED _____ OTHER _____		
ACTION OF ZONING BOARD OF ADJUSTMENT		
APPROVED _____ DENIED _____ OTHER _____		
DATE OF PUBLICATION PRIOR TO MEETING _____		
DATE OF PUBLICATION OF DECISION _____		
APPLICANT FURNISHED WITH COPY OF RESOLUTION ON _____		
VOTING MEMBERS _____		

(Do not write above this line – official use only)

APPLICANT'S NAME \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_

APPLICANTS TELEPHONE \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

RELATIONSHIP OF APPLICANT TO OWNER (i.e. tenant, agent, purchaser under contract, same person, or other) \_\_\_\_\_

LOCATION OF PREMISES \_\_\_\_\_  
LOT NUMBER(S) \_\_\_\_\_ BLOCK NUMBER \_\_\_\_\_

THE PREMISES ARE SITUATED ON (East, West, North, South) side of \_\_\_\_\_  
\_\_\_\_\_(Street) (Avenue) (Road) approximately \_\_\_\_\_ feet from \_\_\_\_\_

(Landmark or intersection of another street)

THE PREMISES ARE LOCATED IN THE FOLLOWING ZONE (Check One):

- |  |   |
|--|---|
| <input type="checkbox"/> 402 AR Agricultural Residential | <input type="checkbox"/> 404 C Commercial             |
| <input type="checkbox"/> 402 R Residential               | <input type="checkbox"/> 405 I Industrial             |
| <input type="checkbox"/> 403 VR Village Residential      | <input type="checkbox"/> 406 CI Commercial/Industrial |
| <input type="checkbox"/> 403 VC Village Commercial       |   |

Area to be disturbed (square feet) \_\_\_\_\_

Total number of proposed dwelling units \_\_\_\_\_

\_\_\_\_ Request for Waiver from Site Plan Review and Approval

Reason for request \_\_\_\_\_

**NECESSARY RELIEF:**

- \_\_\_\_ Appeal decision of an Administrative Officer (NJS 40:55D-70a)
- \_\_\_\_ Map of Ordinance Interpretation of Special Question (NJS 40:55D-70b)
- \_\_\_\_ Variance Relief (hardship) (NJS 40:55D-70c (1))
- \_\_\_\_ Variance Relief (substantial benefit) (NJS 40:55D-70c(2))
- \_\_\_\_ Variance Relief (use) (NJS 40:55D-70d)
- \_\_\_\_ Conditional use Approval (NJS 40:55D-70d)
- \_\_\_\_ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin (NJS 40:55D-34)
- \_\_\_\_ Direct issuance of a permit for a lot lacking street frontage (NJS 40:55D-35)

Section(s) of Ordinance from which a variance is requested \_\_\_\_\_

Waivers requested of Development Standards and/or Submission requirements: (attach additional pages needed) \_\_\_\_\_

Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

The publication and the service on the affected owners must be accomplished at least TEN (10) days prior to the date scheduled for the hearing.

An affidavit of service (proof of service upon all property owners, personally or by certified mail) and a proof of publication (furnished by the newspaper) must be in the hands of the Solicitor before the start of the public hearing.

Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises (attach pages as needed).

Is a public water line available? \_\_\_\_\_

Is public sanitary sewer available? \_\_\_\_\_

Does the application propose a well and a septic system? \_\_\_\_\_

NOTE: All deed restrictions, covenants, easements, associations by-laws, esiting and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the premises: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Attorney \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Applicant's Land Surveyor \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Applicants Planning Consultant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Applicants Engineer (Traffic Engineer) \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

List any other Expert who will submit a report or who will testify for the Applicant: (Attach additional sheets as may be necessary)

Name \_\_\_\_\_  
Field of Expertise \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Application Represents a Request for the Following:

**SUBDIVISION**

\_\_\_\_ Minor Subdivision Approval  
\_\_\_\_ Major Subdivision Approval (Preliminary)  
\_\_\_\_ Major Subdivision Approval (Final)  
Number of lots to be created (including remainder lot) \_\_\_\_\_  
Number of proposed dwelling units (if applicable) \_\_\_\_\_

**SITE PLAN**

\_\_\_\_ Site Plan Approval  
\_\_\_\_ Preliminary Site Plan Approval (Phases, if applicable \_\_\_\_\_)  
\_\_\_\_ Final Site Plan Approval (Phases, if applicable \_\_\_\_\_)  
\_\_\_\_ Amendment of revision to an Approved Site Plan

Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? \_\_\_\_\_

Are any off-tract improvements required or proposed? \_\_\_\_\_

Is the subdivision to be filed by Deed or Plat? \_\_\_\_\_

What form of security does the applicant propose to provide as performance and maintenance guarantees? \_\_\_\_\_

Other approvals which may be required and date plans submitted:

	Yes	No	Date Plans Submitted
Municipal utilities Authority	_____	_____	_____
Salem County Health Department	_____	_____	_____
Salem County Planning Board	_____	_____	_____
Salem County Soils Conservation District	_____	_____	_____
NJ Dept. of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Atlantic City Electric	_____	_____	_____
South Jersey Gas Company	_____	_____	_____

Certification required from Tax Assessor that all taxes due on the subject property have been paid.

List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).

Quantity	Description of Item
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

IT IS THE RESPONSIBILITY OF THE APPLICANT to mail or deliver copies of the application form and all supporting documents to the Planning Board Secretary. The documentation must be received by the Planning Board Secretary at least 10 business days prior to the meeting of the Development Review Advisory Board (which meets the 4<sup>th</sup> Wednesday of each month) in order for the matter to be on the agenda of the appropriate Board the following month.

The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the Applicants Professionals:

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CERTIFICATION: I certify that the foregoing statements and the materials submitted are true. I am aware that if any statements made by me in the application are willfully false, I shall be subject to punishment. I further certify that I am the individual APPLICANT or that I am an officer of the Corporate applicant and that I am authorized to sign the application for the Corporation of that I am a general partner of the partnership applicant. (If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

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Signature of Applicant

CERTIFICATION: I certify that I am the OWNER of the property which is the subject of this application, that I have authorized the Applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. I am aware that if any statements made by me are willfully false, I shall be subject to punishment. (If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.)

INDIVIDUAL....Print name under signature: \_\_\_\_\_

Owner

Corporation.... Print name of Corporation: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

PARTNERSHIP...Print name of partnership: \_\_\_\_\_

\_\_\_\_\_  
General Partner

I understand that the sum of \$\_\_\_\_\_ has been deposited in an escrow account (Builders Trust Account), in accordance with the Ordinances of the Township of Oldmans. I further understand that the escrow account is established to cover the cost of professional services, including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add the sum to the escrow account within fifteen (15) days after notification.

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

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