CHERRY HILL Township

You couldn't pick a better place.

Department of
Community Development

PLANNING BOARD APPLICATION PACKET

The enclosed packet contains forms and instructions required in order to be make an application to the Cherry Hill Planning Board. Please read through the instructions carefully, as they are a guide to the application and hearing process. The items listed below are included with this application package:

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PLANNING BOARD APPLICATION PROCEDURES

STEP I: APPLICATION SUBMISSION

A. Completed Land Use Development Application.

B. Signed Escrow Agreement and W-9 tax form.

C. All required Fee & Escrow payments as set forth in the Fee Schedule. Application fees are non-refundable. All checks should be made payable to the "Township of Cherry Hill". Separate checks should be submitted for fees and escrow. All checks for Camden County Planning Board applications and escrow fees should be made payable to "Camden County Treasurer".

D. Completed Application Checklist and Required Submission Materials as denoted in the Checklist. All Items denoted with an 'X' are required for that type of application. If an item on the Checklist is not applicable or inappropriate, a submission waiver may be requested with justification for such a waiver and require appropriate waiver fees.

E. Property Owners List Request & associated fee.

F. Request a Tax Search & submit associated $10.00 fee to the Tax Collector. A search for municipal tax liens will show whether there are any outstanding taxes or liens on the subject property. This documentation of taxes paid and current must be provided before being deemed complete.

G. For any Corporation or Partnership applying for a variance for non-residential purposes or to construct a multi-residential dwelling of 25 or more units, a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or 10% interest in the partnership and an affidavit verifying its accuracy.

H. Completed Political Disclosure Statement. Please do not state 'not applicable'.

STEP II: COMPLETENESS REVIEW (within 45 Days of submission)

A. The application will be transmitted to all applicable Township departments and professionals for review.

B. Staff and professionals will review the documentation submitted and check to ensure that all items required for submission in the Application Checklist have been submitted.

C. All required documentation should be provided, or waivers may be requested from various checklist submission requirements. If necessary items have not been submitted, a completeness review will be sent to the applicant (within 45 days of submission) indicating which items are outstanding. The required outstanding items must be addressed prior to being scheduled for a hearing.

D. Once all necessary items are submitted, the application will be deemed complete and formally scheduled for a hearing date.

STEP III: PUBLIC NOTIFICATION (a minimum of 10 days prior to hearing)

Notice must be provided (pursuant to *N.J.S.A. 40:55D-12*) in the official newspaper (The Courier Post) and to property owners within 200 feet of the subject parcel (utilize list provided by the Department of Community Development). Please review the following instructions regarding proper notice procedures:

A. Do not provide notice until you have been formally scheduled for a Planning Board hearing.

B. 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.

C. Complete the NOTICE OF HEARING (Form PB 1):
   1. The description of the relief sought must be provided on the form.
   2. 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*.

3. A copy of the Notice of Hearing must also be provided to all utility companies listed on the supplemental sheet attached to the Property Owners List, including the Commissioner of Transportation when a property is adjacent to a State Highway. Notice shall be given by personal service or certified mail to the New Jersey Department of Community Affairs of a hearing on an application for development of property that exceeds one hundred and fifty (150) acres or five hundred (500) dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk, pursuant to §6b of c.291 Laws of NJ 1975.

D. Complete the AFFIDAVIT OF SERVICE OF NOTICE (Form PB 2), sign, notarize, and attach original certified mail receipts.

E. Complete PUBLIC NOTICE of Planning Board hearing (Form PB 3) and submit it to the newspaper (contact information is also provided on Form PB 3):
   1. Legal notices must be submitted to the Courier Post at least two (2) working days prior to the date to be published. *Notice must be published at least 10 days prior to the hearing.*
   2. The description of the relief desired should reflect that of the NOTICE OF HEARING (Form PB 1).
   3. The newspaper will send you an affidavit of proof of publication, which must be submitted to the Department of Community Development (see Step IV).

STEP IV: SUBMIT PROOF OF NOTICE

The following items must be submitted to the Department of Community Development no later than three (3) days prior to the hearing date, per §405-A.E.

A. One copy of the NOTICE OF HEARING (Form PB 1), and

B. The AFFIDAVIT OF SERVICE OF NOTICE (Form PB 2), and

C. Original certified mail receipts, and

D. The affidavit of proof of publication from the Courier-Post.

STEP V: PREPARE THE PRESENTATION

The presentation to the Planning Board should be brief and concise, but present all relevant facts and address the requested variances. Photographs, sketches, witnesses, and/or any other pertinent information may be presented. The burden of proof is on the applicant since she or he is asking for an exception of the ordinance. The Planning Board is required to consider certain tests in evaluating your application, as specified in the Municipal Land Use Law (M.L.U.L.).

Staff and professionals will prepare a review of each application, which should be addressed at the hearing. Planning Board members and the applicant will receive copies of the review approximately one week prior to the hearing.

All applicants or property owners that are incorporated must be represented by an attorney. Any employed professionals and experts for the applicant will be certified that they possess the appropriate New Jersey licenses prior to any testimony at the Planning Board hearing. The lack of a New Jersey license does not prohibit an individual from testifying but will preclude her or his ability to be certified as an expert witness by the Planning Board.

STEP VI: ATTEND THE HEARING (within 120 days of being deemed complete)

A. An application must be heard by the Planning Board within 120 days of being deemed complete.

B. The Planning Board meets the first and third Monday of every month, except holidays, in Room 208 of the Municipal Building at 820 Mercer Street. The hearing begins at 7:30pm and is preceded by a caucus at 7:00pm, which is open to the public.

C. Board agendas are posted on the Township website at www.cherryhill-nj.com before the hearing.

STEP VII: AFTER THE HEARING

A. The Resolution will be presented and memorialized by the Planning Board within 45 days of decision. A copy of the resolution will be emailed and mailed to the applicant, applicant's attorney and professionals (as listed on the application).

B. Notice of Decision. A Notice of Decision will be submitted by Department staff to the Courier Post for publication by the Planning Board Secretary within ten (10) days of the memorialization of the Resolution.

C. Time Period for Appeal. Any party interested in appealing the decision of the Planning Board, must do so within forty-five (45) days of the publication of the Notice of Decision.

D. Items to Submit After the Hearing:

1. Conditions of Approval. Any and all conditions of approval must be satisfied (legal documents, additional information, etc.), which should be submitted to the Department of Community Development. Staff, Planning Board Engineer, and Solicitor will review. Revise as necessary.

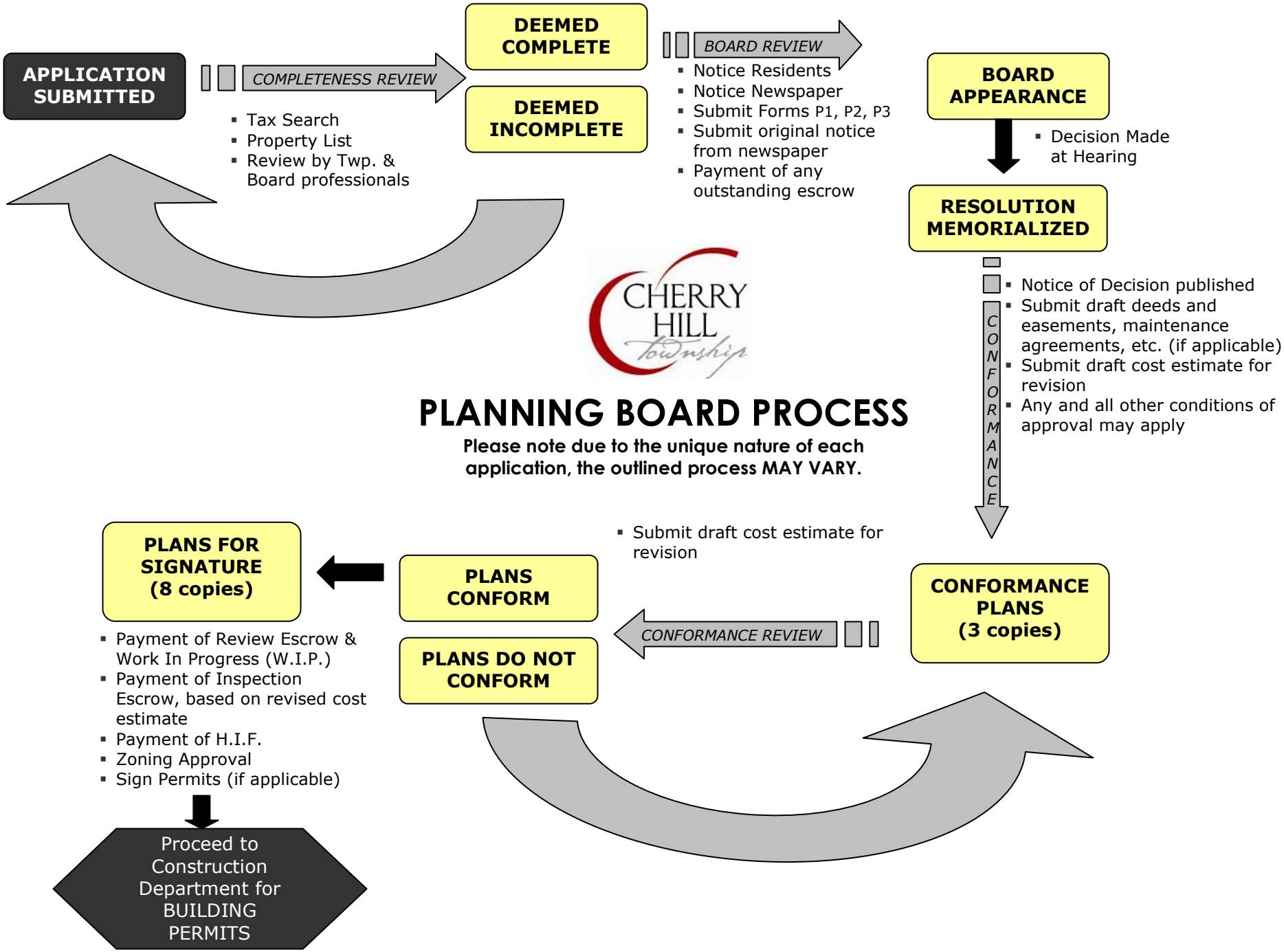
2. Conformance Plans. Three (3) copies of revised plans, which address needed completeness items and comments from staff and Board professionals, should be submitted to the Department of Community Development for review. Revise as necessary.

3. Escrow. Any outstanding bond payments, inspection escrow, and/or review escrow must be submitted prior to the issue of any permits. Should a positive balance remain in the escrow account after the project is complete and all bills are submitted, a written request for the refund of the remaining escrow must be submitted to the Department of Community Development.

4. Zoning Permit. A Zoning Permit application (page 24) may be submitted once the above items have been completed. A processing fee of $20.00 for residential projects or a $50.00 for non-residential projects is required.

5. Housing Impact Fee (H.I.F.). A Housing Impact Fee may apply for new construction of single-family homes and larger development, per Township Ordinance.

6. Building Permits may be applied for at the Construction Department (Room 205). A pre-construction meeting should be scheduled with the Department of Engineering (856.424.3203) with a preliminary schedule prepared for the meeting.


APPLICATION SUBMITTED
COMPLETENESS REVIEW
Tax Search
Property List
Review by Twp. & Board professionals
DEEMED COMPLETE
DEEMED INCOMPLETE
BOARD REVIEW
Notice Residents
Notice Newspaper
Submit Forms P1, P2, P3
Submit original notice from newspaper
Payment of any outstanding escrow
BOARD APPEARANCE
Decision Made at Hearing
RESOLUTION MEMORIALIZED
Notice of Decision published
Submit draft deeds and easements, maintenance agreements, etc. (if applicable)
Submit draft cost estimate for revision
Any and all other conditions of approval may apply
CONFORMANCE
CHERRY HILL Township
PLANNING BOARD PROCESS
Please note due to the unique nature of each application, the outlined process MAY VARY.
CONFORMANCE PLANS (3 copies)
CONFORMANCE REVIEW
PLANS CONFORM
PLANS DO NOT CONFORM
Submit draft cost estimate for revision
PLANS FOR SIGNATURE (8 copies)
Payment of Review Escrow & Work In Progress (W.I.P.)
Payment of Inspection Escrow, based on revised cost estimate
Payment of H.I.F.
Zoning Approval
Sign Permits (if applicable)
Proceed to Construction Department for BUILDING PERMITS

Department of Community Development
820 Mercer Street, Cherry Hill, NJ 080002
856-488-7870 (Phone) 856-661-4746 (Fax)
www.Cherryhill-NJ.com

LAND USE DEVELOPMENT APPLICATION

Submission Date:_____ Application No.:_____

☐ PLANNING BOARD ☐ ZONING BOARD OF ADJUSTMENT

FOR OFFICE USE ONLY
TAXES PAID YES/NO_____ (INITIAL)
FEES $ _____ PROJ. # _____
ESCROW $_____ ESCR. # _____

1. APPLICANT

Name:_____

Address:_____

_____

City:_____ State:_____ Zip:_____

Phone:(_____)_____ Fax:(_____)_____

Email: _____

Interest in Property:_____

2. OWNER

Name:_____

Address:_____

_____

City:_____ State:_____ Zip:_____

Phone:(_____)_____ Fax:(_____)_____

Email: _____

3. TYPE OF APPLICATION (check all that apply)

- ☐ Minor Subdivision
- ☐ Preliminary Major Subdivision [1]
- ☐ Final Major Subdivision
- ☐ Minor Site Plan
- ☐ Preliminary Major Site Plan [1]
- ☐ Final Major Site Plan
- ☐ Amended Plan
- ☐ Site Plan Waiver
- ☐ Concept Plan
- ☐ Interpretation [1]
- ☐ Appeal of Administrative Officer's Decision
- ☐ Certificate of Non-Conformity
- ☐ Use (d) Variance [1]
- ☐ Bulk (c) Variance [1]
- ☐ Conditional Use [1]
- ☐ Street Vacation Request
- ☐ Rezoning Request [1]
- ☐ Other: _____

[1] Legal advertisement and notice is required to all property owners within 200 feet.

4. ZONE (check all that apply)

RESIDENTIAL		COMMERCIAL	OFFICE	OTHER	OVERLAY
RA	RA/PC	B1	O1	IR	FP
R1	R7	B2	O2	IN	SBC
R2	R10	B3	O3		IR/B
R3	R20	B4			A-H/C

5. ATTORNEY (A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney)

Name:_____

Address:_____

_____

City:_____ State:_____ Zip:_____

Phone:(_____)_____ Fax:(_____)_____

Email: _____

6. APPLICANT'S PROFESSIONALS (Engineer, Surveyor, Planner, etc.)

Name:_____

Profession:_____

Address:_____

_____

City:_____ State:_____ Zip:_____

Phone:(_____)_____ Fax:(_____)_____

Email: _____

Name:_____

Profession:_____

Address:_____

_____

City:_____ State:_____ Zip:_____

Phone:(_____)_____ Fax:(_____)_____

Email: _____

7. LOCATION OF PROPERTY

Street Address:_____

Block(s):_____

Tract Area:_____

Lot(s):_____

8. LAND USE

Existing Land Use:_____

Proposed Land Use (be specific):_____

_____

_____

9. PROPERTY

Number of Existing Lots:_____

Number of Proposed Lots:_____

Are there Existing Deed Restrictions or Easements?

Are there Proposed Deed Restrictions or Easements?

Proposed Form of Ownership:

☐ Fee Simple ☐ Condominium

☐ Rental ☐ Cooperative

☐ No ☐ Yes (please attach copies)

☐ No ☐ Yes (please attach copies)

10. UTILITIES (check all that apply)

☐ Public water ☐ Public sewer ☐ Private well ☐ Private septic system

11. APPLICATION SUBMISSION MATERIALS

List all plans, reports, photos, etc. (use additional sheets if necessary):_____

_____

_____

12. PREVIOUS OR PENDING APPLICATIONS

List all previous or pending applications for this parcel (use additional sheets if necessary):_____

_____

_____

13. ZONING SCHEDULE (complete all that apply)

	REQUIRED	EXISTING	PROPOSED
Minimum Lot Requirements			
Lot Area			
Frontage			
Lot Depth			
Minimum Yard Requirements			
Front Yard			
Secondary Front Yard			
Rear Yard			
Side Yard			
Aggregate Side Yard			
Building Height			
Lot Requirements			
Residential Buffer Strip			
Open Space	25%		
Parking Setbacks			
Parking Setback to non-residential	5'		
Parking Setback to residential	15'		
Parking Setback to Right-of-Way	20'		

	REQUIRED	EXISTING	PROPOSED
Accessory Uses			
Garage Area			
Garage Height			
Fence Height			
Pool Depth			
Shed Area			
Shed Height			
Signage Requirements			
Façade Sign area 1			
Façade Sign area 2			
Freestanding Sign area			
Freestanding Sign height			
Functional Sign(s) area			
Building Façade area			
Distance from Driveway			
Distance from R.O.W.			

Is the proposed site on a inside or corner lot?

Inside Corner

14. PARKING & LOADING REQUIREMENTS

Number of Parking Spaces REQUIRED:_____ Number of Loading Spaces REQUIRED:_____

Number of Parking Spaces PROVIDED:_____ Number of Loading Spaces PROVIDED:_____

15. RELIEF REQUESTED (check all that apply)

☐ Zoning Variances are requested.

☐ Exceptions from Municipal Requirements are requested *(N.J.S.A. 40:55D-51).*

☐ Exceptions from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested *(N.J.A.C. 5:21-3.1).*

☐ Waivers from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested *(N.J.A.C. 5:21-3.2).* Requires application to and approval of the New Jersey Site Improvement Advisory Board.

For any type of the above relief requested, a separate exhibit should be attached stating the factual basis, legal theory, and/or previously granted relief.

16. SIGNATURE OF APPLICANT

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant, or that I am an Officer of the Corporate applicant and authorized to sign the application for the Corporation, or a General Partner of the partnership application.

SWORN & SUBSCRIBED to before me this

_____ day of_____, 200_____ (year)

_____ (notary)

_____

SIGNATURE (applicant) **DATE**

_____

PRINT NAME

17. CONSENT OF OWNER

I certify that I am the Owner of the property which is the subject of this application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency (if owned by a Corporation, a resolution must be attached authorizing the application and officer signature).

SWORN & SUBSCRIBED to before me this
_____ day of_____, 200_____ (year)
_____ (notary)

_____
SIGNATURE (owner) **DATE**

_____
PRINT NAME

18. DISCLOSURE STATEMENT (circle all that apply)

Pursuant to N.J.S.A. 40:55D-48.1 & 48.2, please answer the following questions:

Is this application to subdivide a parcel of land into six (6) or more lots?	Yes	No
Is this application for a variance to construct a multiple dwelling of twenty-five (25) or more units?	Yes	No
Is this application for approval of a site (or sites) for non-residential purposes?	Yes	No
Is the applicant a corporation?	Yes	No
Is the applicant a limited liability corporation?	Yes	No
Is the applicant a partnership?	Yes	No

If you responded YES to any of the above, please answer the following (use additional sheets if necessary):

List the names and addresses of all stockholders or individual partners owing at least 10% in stock of any class or at least 10% of the interest in partnership (whichever is applicable).

Does a corporation or partnership own 10% or more of the stock in this corporation or partnership? If yes, list the names and addresses of stockholders of that corporation holding 10% or more of the stock or 10% or greater interest in that partnership (whichever is applicable). This requirement is to be followed by every corporate stockholder or partnership, until the names and addresses of the non-corporate stockholders and individual partners with 10% or more ownership have been listed.

_____
SIGNATURE (applicant) **DATE**

19. SURVEY WAIVER CERTIFICATION

As of the date of this application, I hereby certify that the survey submitted with this application, under the date of _____, 20_____ shows and discloses the premises in its entirety, described as Block(s)_____ Lot(s)_____; and I further certify that no buildings, fences, or other facilities have been constructed, installed, or otherwise located on the premises after the date of the survey with the exception of the structures shown.

State of New Jersey; County of Camden:

SWORN & SUBSCRIBED to before me this
_____ day of_____, 20___ (year)
_____ (notary)

_____ of full age, being duly
PRINT NAME

_____
SIGNATURE (applicant/owner) **DATE**

FOR OFFICE USE ONLY

The application was reviewed in accordance with the rules of the applicable Board and Ordinances of the Township of Cherry Hill and determined that all the checklist items are in order and this application has been deemed complete. The time within which the applicable Board must act on this application pursuant to *N.J.S.A. 40:55d-1 et seq.*, has commenced from this date.

_____
SIGNATURE (administrative officer) DATE

E S C R O W A G R E E M E N T

_____

THIS AGREEMENT made this _____ day of _____, _____*(Name)* is hereinafter referred to as the "Applicant", the Planning or Zoning Board of the Township of Cherry Hill is hereinafter referred to as "Board", and the Township of Cherry Hill in the County of Camden is hereinafter referred to as "Township".

WHEREAS, the Applicant is proceeding under Ordinances 76-71 (Zoning Ordinance), 68-1 (Subdivision Ordinance), 88-53 and 88-56 (hereinafter "Ordinance"), for approval of _____ _____; and

WHEREAS, the Ordinance requires the Applicant to establish an escrow whereby work required to be performed by professionals employed by the Board will be paid for by the Applicant as required under the provisions of the Ordinances cited above;

NOW, THEREFORE,

SECTION 1. PURPOSES
The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of its duties.

SECTION 2. ESCROW ESTABLISHED
The Applicant hereby creates an escrow to be established within the Controller of the Township.

SECTION 3. ESCROW FUNDED
The Applicant, upon execution of this agreement, shall pay to the Township such sums as are required by Ordinance to be deposited in the repository referred to in Section 2.

SECTION 4. INCREASE IN ESCROW FUND
If, during the existence of this Escrow Agreement, the funds held by the escrow shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Director of the Department of Community Development or the Director's designee. The Applicant shall, within fourteen (14) days of receipt of written notice, deposit additional sums with the escrow holder to cover the amount of the deficit referred to above and such additional amount reasonably anticipated by the Director needed to complete the application process. **Additionally, until such funds are fully replenished, no further consideration, review, processing of any pending application shall be permitted by the Planning Board or Zoning Board, nor shall any further inspections be performed by or on behalf of the Township until such additional escrow has been deposited.** Failure to post sufficient escrow funds to cover costs incurred or anticipated shall toll the period for action by the approving authority, as required by *N.J.S.A. 40:55D-1 et seq* and particularly *N.J.S.A. 40:55D-51* and *N.J.S.A. 40:55D-73* thereby barring an applicant from seeking a default approval under *N.J.S.A. 40:55D-10.4.*

The written notice referred to in this paragraph shall be sent to:

_____ _____
NAME

_____
ADDRESS

Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after mailing. The notice required under this paragraph shall be in the form of a Project Account Statement sent from Office of the Controller.

After a period of forty five (45) days from the notice from the Township, the applicant's failure to deposit the additional funds shall be grounds for denial of the application or for dismissal of the application without prejudice. In the event the Board approves the application, the obligation to pay for professional plan reviews fees by depositing the funds in escrow shall be a condition of the approval granted by the Board. If

the escrow funds are depleted, after the application is filed or granted, the applicant shall pay additional funds upon demand within the aforementioned fourteen (14) day period. The failure to pay, the demanded funds may also result in a voiding of any prior approvals upon due notice to the applicant by the Board. In addition to the foregoing, the Applicant hereby agrees that in the event the reasonable and necessary amounts charged by the professionals for review of the application are not paid, the outstanding fees shall be deemed a lien on the above-described property and shall be collectable as in the case of taxes by the adoption of a resolution by the Township governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement. Negative escrow balances shall incur interest at 1.5% per month.

In the event of the sale or transfer of property which is the subject of a development application or a change in the identity of the applicant, all funds on deposit pursuant to this agreement shall run with the development application affecting the property in questions and shall be considered to be the asset and/or obligation of any subsequent owner or applicant unless the initial owner or applicant provides written notice to the approving authority, and to the professionals providing review services, that the initial owner or applicant has specifically reserved ownership rights of the escrow account. In the event such a notice is received by the Township officials and professionals, no further review shall be undertaken by relevant professionals until the new or subsequent owner or applicant has established an escrow account and signed an escrow agreement.

SECTION 5. TIME OF PAYMENT

The professionals referred to in this Agreement, upon the conclusion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the Township for vouchers of the type and kind referred to under this paragraph. Said vouchers shall include the amounts of all fees and costs incurred as a result of the services set forth under Section 1 of this Agreement.

SECTION 6. PAYMENTS FROM ESCROW FUNDS

The Director or designee shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this Agreement. Upon making a determination that said services have been performed properly, the Director or his designee shall process said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Township. At the conclusion of this processing, the amounts specified in said vouchers shall be paid by the escrow holder from the escrow established pursuant to this agreement.

SECTION 7. APPLICANT NOTIFICATION TO DISPUTE CHARGES

Pursuant to *N. J. S. A. 40:55D -53. et seq.* applicants shall notify in writing Cherry Hill Township, Department of Community Development, and the professional whenever applicants disputes the charges made by a professional for service rendered to the municipality in reviewing applications for development, review and preparation of documents, inspection of improvements, or other charges made. The Township, or its designee, shall within a reasonable time period attempt to mediate any disputed charges. If the matter is not resolved to the satisfaction of the applicant, the applicant may appeal to the Camden County Construction Board of Appeals.

SECTION 8. RETURN OF UNUSED ESCROW FUNDS

Escrow funds cannot be refunded for at least one hundred twenty (120) days from the time of a final decision of the Planning or Zoning Board. After one hundred twenty (120) days, a request to refund unused escrow may be made by letter.

IN WITNESS WHERE OF, the parties hereto have set their hands and seals the date first written above.

_____

SIGNATURE (*Applicant**)

** If the applicant is a corporation, this signature must be attested to by an attorney.*

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ _____
☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

F E E S C H E D U L E

APPLICATION TYPE	FILING FEE	REVIEW ESCROW
VARIANCES		
"A" Variance (Appeal)		
Residential	$50.00	$300.00
Non-Residential	$100.00	$300.00
"B" Variance (Interpretation): Certificate of Non-Conformity, Bldg Permit in Mapped Street		
Residential	$50.00	$200.00
Non-Residential	$100.00	$500.00
"C" Variance (Bulk)		
Residential	$200.00	$700.00
Non-Residential	$500.00	$1,000.00
"D" Variance (Use)		
Residential	$300.00	$700.00
Non-Residential	$500.00	$1,000.00
SUBDIVISION PLANS		
Minor Subdivision Plan	$300.00 + ($50.00/lot)	$500.00/lot
Preliminary Major Subdivision Plan		
Up to 30 lots	$500.00 (+ $50.00/lot)	$2,000 + ($500.00/lot)
31 lots or more	$500.00 (+ $50.00/lot)	$10,000 + ($100.00/lot)
Final Major Subdivision Plan		
Up to 30 lots	$500.00 (+ $50.00/lot)	$1,000 + ($300.00/lot)
31 lots or more	$500.00 (+ $50.00/lot)	$5,000 + ($50.00/lot)
Preliminary & Final Major Subdivision Plan		
Up to 30 lots	$800.00 (+ $50.00/lot)	$3,000 + ($800.00/lot)
31 lots or more	$800.00 (+ $50.00/lot)	$15,000 + (150.00/lot)
Amended Subdivision Plan	$300.00	25% of preliminary escrow
SITE PLANS		
Site Plan Waiver	$100.00	$500.00
Minor Site Plan	$500.00	$1,500.00
Preliminary Site Plan		
Residential	$500.00	$2,000 + ($50.00/unit)
Non-Residential	$500.00	$2,500 + ($100.00/acre)
Final Site Plan		
Residential	$500.00	$2,000 + ($50.00/unit)
Non-Residential	$500.00	$2,500 + ($100.00/acre)
Preliminary & Final Site Plan		
Residential	$1,000.00	$4,000 + ($100/unit)
Non-Residential	$1,000.00	$5,000 + ($200.00/acre)
Amended Site Plan	$300.00	25% of preliminary escrow
General Development Plan	$1,000.00	$10,000.00
MISCELLANEOUS		
Concept Plan Workshop	-	$300.00
Conditional Use	$200.00	$300.00
Property Owners List	$0.25/name or $10.00, whichever is greater.	
Publication of Decision	$25.00	-
Request for a Relief of Condition of Approval	$50.00	$200.00
Request for an Extension of Approval	$100.00	$300.00
Rezoning Request	$100.00	$500.00
Street Vacation	$100.00	$300.00
Submission and/or Design Waiver	$100.00	-

**Separate checks should be provided, one for escrow and another for fees, payable to the 'Township of Cherry Hill'.*

O W N E R S H I P D I S C L O S U R E S T A T E M E N T

NAME OF CORPORATION, PARTNERSHIP, LLC, OR LLP:_____

_____

Listed below are the names and addresses of all owners of 10% or more of the stock/interest* in the above referenced corporation, partnership, limited liability corporation (LLC) or limited liability partnership (LLP):

	NAME	ADDRESS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

*If a corporation or a partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, and this requirement shall be followed until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% ownership criterion established have been listed.

SWORN & SUBSCRIBED to before me this

_____Day of_____, 20_____(year)

_____ (Notary)

_____

SIGNATURE (OFFICER/PARTNER) DATE

_____

TITLE

POLITICAL CONTRIBUTION DISCLOSURE STATEMENT

1. Application Type Subject to Disclosure. Any applicant to either the Cherry Hill Planning Board or Zoning Board of Adjustment, including **a Use (d) Variance (N.J.S.A. 40:55D-70(d)) or Bulk (c) Variance (N.J.S.A. 40:55D-70(c)) in conjunction with a major subdivision plan or a major site plan.**
2. Individuals & Entities Subject to Disclosure Requirements. Any individual or entity listed below that is party to an application for a request for approval of any application type listed in the above paragraph pursuant to the following stock or ownership standard:
   a. All owners or Developers; and
   b. All associates of said Developers who would be subject to disclosure pursuant to *N.J.S.A. 40:55D-48.1* or *40:55D-48.2*.
   c. All persons or entities holding an option or contract to purchase or other enforceable proprietary interest in such land or project.
3. Contribution Disclosure Statement must be updated until a decision is rendered by the Planning Board or Zoning Board of Adjustment for any application subject to the requirements of Ordinance 2008-9.

Listed below are the date, amount, and the recipient of any and all Contributions (as defined by Ordinance 2008-9) made to or on behalf of any Cherry Hill candidate, candidate committee, joint candidate committee, or political action committee or political party committee of, or pertaining to, made **up to one year prior** to filing the application subject to disclosure and/or during the pendency of the application process, and required to be reported pursuant to *N.J.S.A. 19:44A-16(f):*

☐ APPLICANT: _____ ☐ OWNER: _____
Name of Individual *Name of Individual*

☐ DEVELOPER: _____ _____
Name of Individual *Name of Business*

POLITICAL CONTRIBUTION RECIPIENT	DATE	AMOUNT

Attach a separate sheet if necessary. Do not write 'not applicable', state 'none' instead.

By signing below, I understand and certify to the above and have reviewed Ordinance 2008-9 and am aware that if I have misrepresented in whole or in part of this certification, I and/or the business entity, will be liable for any penalty permitted under the law.

_____
SIGNATURE (applicant, owner, or developer) DATE

_____
PRINT NAME

SITE & SUBDIVISION PLAN CHECKLIST

APPLICATION NO.: _____ BLOCK(s): _____ LOT(s): _____

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
1	Original, Completed Application, double-sided copy.	X	X	X	X	X	X	X	☐	☐
2	Fees & Escrow with original, completed Escrow Agmt & W-9.	X	X	X	X	X	X	X	☐	☐
3	Two (2) Completed Checklists, double-sided copy.	X	X	X	X	X	X	X	☐	☐
4	Three (3) copies of Traffic Impact Study (*see* §817-A).			X	X				☐	☐
5	Three (3) copies of Environmental Impact Report (*see* §818-A).			X	X				☐	☐
6	Three (3) copies of Environmental Assessment (*see* §819-A).	X		X	X				☐	☐
7	Three (3) copies of Drainage Calculations.			X	X				☐	☐
8	Three (3) copies of Stormwater Management Report.			X	X				☐	☐
9	Three (3) copies of Basin Maintenance Manual.			X	X				☐	☐
10	Three (3) copies of Recycling Report (see §807-A.B.14).			X	X				☐	☐
11	Three (3) copies of any additional reports.	X	X	X	X				☐	☐
12	Three (3) copies of Development Plans, clearly and legibly drawn in accordance with §802-J.	X	X	X	X	X	X	X	☐	☐
13	Three (3) copies of Half-Size Plans, no smaller than 11"x 17" (see 18.). More may be required once deemed complete.	X	X	X	X	X	X	X	☐	☐
14	*Photographs* of the site showing area in question.	X	X	X	X	X	X	X	☐	☐
15	*Required Approvals*. List and provide applications and permits of regulatory agencies (NJDOT, NJDEP, CCSC, etc.).	X	X	X	X	X	X	X	☐	☐
16	*Summary*. A written description of the proposed use(s) and operation(s) of the building(s), i.e., the number of employee or users of non-residential buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift, expected truck traffic, noise, glare, radiation, heat, odor, safety hazards, air and water pollution.	X		X		X			☐	☐
17	Plan Title appropriately as follows:									
a	"Minor Site Plan for *[name of development]*"	X							☐	☐
b	"Minor Subdivision Plan for *[name of development)*"		X						☐	☐
c	"Preliminary Site Plan for *[name of development]*"			X					☐	☐
d	"Preliminary Subdivision Plan for *[name of development]*"				X				☐	☐
e	"Final Site Plan for *[name of development]*"					X			☐	☐
f	"Final Subdivision Plan for *[name of development]*"						X		☐	☐
18	*Plan Size*. Plans shall be presented on sheets of one of the following dimensions: 30"x48", 30"x42", 24"x36", 15"x21" or 11"x17". If site is larger than one acre, 15" x 21" reduced size required.	X	X	X	X	X	X	X	☐	☐

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
19	*Key Map*. If more than one sheet is required to show the entire development, a separate composite map shall be drawn showing the entire development on the sheets of which various sections are shown, and each detail sheet shall include a key map showing its relationship.			X	X	X	X		☐	☐
20	*Survey*. Two (2) copies of a survey by a licensed NJ Land Surveyor (PLS), certified on a date within six (6) months of the date of submission.		X				X		☐	☐
21	*Title Block* containing block and lot number for the tract and the name of the Township.	X	X	X	X	X	X		☐	☐
22	*North Arrow*.	X	X	X	X	X	X	X	☐	☐
23	*Name & Address* of applicant and owner, with signed consent of latter, if different from applicant.	X	X	X	X	X	X	X	☐	☐
24	*Preparer*. Name, address, telephone number, email, website, and signature and seal of the Plan preparer.	X	X	X	X	X	X	X	☐	☐
25	*Scale* not less than 1"=50' with graphic and written scales shown.		X					X	☐	
26	*Scale* not less than 1"=100' with graphic and written scales shown.	X		X	X	X	X		☐	☐
27	*Date* of original drawing with subsequent revision dates.	X	X	X	X	X	X	X	☐	☐
28	*Area Map* with north arrow showing the entire development and its relation to surrounding areas at a scale of not less than 1"=2,000'.	X	X	X	X	X	X	X	☐	☐
29	*Surrounding Properties*. The names, addresses, block and lot numbers of all property owners within 200 feet of the development.	X	X	X	X				☐	☐
30	*Existing Structures*. Locations of all existing structures and their uses within 200 feet of the tract.	X		X	X				☐	☐
31	*Zones* in which property in question falls, zones of adjoining properties and all property within a 200' the property.	X	X	X	X				☐	☐
32	*Zoning Schedule* showing required, existing, and proposed lot & yard requirements for relevant zone(s) including, area, frontage, depth, setbacks, height, etc.	X	X	X	X	X	X	X	☐	☐
33	*Building Cover*. Existing and proposed building coverage in square feet and as a percentage of lot area.	X	X	X			X		☐	☐
34	*Open Space*. Existing and proposed open space in acres of square feet and as a percentage of lot area.	X		X		X			☐	☐
35	*Building Plans*. Proposed structures and uses on the tract, i.e., size, height, location, arrangement, an architect's scaled elevation of the front, side and rear of any structure to be modified, with building lighting details and attached signs.	X		X		X		X	☐	☐

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
36	*Floor Plans* where multiple dwelling units or more than one use is proposed that have different parking standards.	X		X		X		X	☐	☐
37	*Signs*. Existing and proposed signs, including the location, size, height and necessary measurements and a Sign Location Plan.	X		X		X		X	☐	☐
38	*Streets*. Existing and proposed street and lot layout, with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract.	X	X	X	X	X	X		☐	☐
39	*Easements & ROW*. Name, width, and location of existing and proposed easements, right-of-ways, deed restrictions or covenants with reference source. The plans should note if none exist.	X	X	X	X	X	X		☐	☐
40	*Monuments*. Location and descriptions of all existing or proposed boundary control monuments and pipes.		X		X		X		☐	☐
41	*Area* of original tract to the nearest one hundredth of an acre.	X	X		X				☐	☐
42	Existing lot lines to be eliminated.		X		X				☐	☐
43	Number of lots being created.		X		X		X		☐	☐
44	*Lot Area* of each proposed lot correct to one-tenth of an acre.		X		X		X		☐	☐
45	*Tax Map*. Each block and each lot shall be numbered, as approved by the Tax Assessor.		X		X		X		☐	☐
46	*Existing Structures & Uses* on the tract to include the shortest distance between any existing building and proposed or existing lot line, and as indication of those to be removed.	X	X	X	X	X			☐	☐
47	*Setbacks*. All side, rear, and front setback lines with dimensions.	X	X	X	X	X	X	X	☐	☐
48	*Phasing Plan* of staging of overall development.			X		X				
49	*Signatures*. Appropriate places for the signature of the Chair, Secretary, and various Professionals of the subject Board, the dates of the official Board actions, and dates of signatures.	X	X			X	X		☐	☐
50	Existing elevations and contour lines over the entire area of the proposed development and two (2) permanent bench marks based upon U.S.G.S. datum.	X		X	X	X	X		☐	☐
51	Contours shall be shown at not more than two (2) foot intervals for areas with less than twenty (20%) percent slope, five (5) foot intervals for areas in excess of twenty (20%) percent slope.	X	X	X		X			☐	☐
52	Proposed grades in sufficient numbers to illustrate the proposed grading scheme.	X	X	X		X			☐	☐
53	Locations and dimensions of artificial and/or natural features such as railroad rights-of-way, bridges, dams, soil types, wooded areas, etc.	X	X	X		X			☐	☐

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
54	*Tree Location.* Location, species, and size of trees eight (8") inches or more at breast height diameter.		X	X		X			☐	☐
55	Locations of all existing and proposed water courses (i.e. lakes, streams, ponds, swamps or marsh areas, or underdrain) within 500 feet of the development, show the location and water level elevations.	X	X	X		X			☐	☐
56	*Flood Plain* limits as determined by most recent FEMA FIRM maps and onsite evaluations by a licensed professional engineer.	X	X	X	X				☐	☐
57	*Freshwater Wetlands* & transition area boundaries, and stream buffer with NJDEP or accepted reference.	X	X	X	X				☐	☐
58	*Landscaping Plan* showing number, size, species, and location.	X	X	X	X				☐	☐
59	*Design Calculations* showing proposed drainage facilities in accordance with the appropriate drainage runoff requirements. Calculations must be accompanied by pre- and post-development drainage shed maps, and soil types as shown by Soil Conservation Survey Map.			X	X	X	X		☐	☐
60	*Soil Borings.* Test boring, percolation rates and water levels shall be obtained by a licensed engineer.			X	X				☐	☐
61	*Utilities.* Plans and profiles for all storm lines, underdrains and ditches whether onsite or off-tract, affected by the development including:	X		X	X	X	X		☐	☐
a	Location of each inlet, manhole or other appurtenance.	X		X	X	X	X		☐	☐
b	Slope of line.	X		X	X	X	X		☐	☐
c	Pipe material type.	X		X	X	X	X		☐	☐
d	Strength, class or thickness.	X		X	X	X	X		☐	☐
e	Erosion control and soil stabilization methods.	X		X	X	X	X		☐	☐
62	Septic System infrastructure.	X	X	X		X			☐	☐
63	Names, locations and dimensions of all existing streets and existing driveways, and any connections by the development to existing streets, sidewalks, bike routes, water, sewer, or gas mains within 200'	X	X	X		X			☐	☐
					X		X			
64	Streets. Plans for all proposed streets or road improvements, whether onsite or off-tract, showing:			X	X	X	X		☐	☐
a	Acceleration/deceleration lanes.			X	X	X	X		☐	☐
b	Traffic channelization.			X					☐	☐
c	Fire lanes.	X		X		X			☐	☐
d	Driveway aisle widths and dimensions.	X		X		X			☐	☐
e	Parking spaces with size, number, location, and ADA spaces.	X		X		X			☐	☐

#	Submission Item No. and Description	Minor		Preliminary		Final		Variance	Waiver Requested	Submitted
		Site Plan	Sub-division	Site Plan	Sub-division	Site Plan	Sub-division			
f	Loading areas.	X		X		X			☐	☐
g	Curbs.	X		X	X	X	X		☐	☐
h	Radii of curb line.	X		X	X	X	X		☐	☐
i	ADA ramps, signage, striping, etc.	X		X	X	X	X		☐	☐
j	Sidewalks and bicycle routes.	X		X	X	X	X		☐	☐
k	Any related facility for the movement and storage of goods, vehicles, persons, etc.	X		X		X			☐	☐
l	Directional and traffic signs with scaled drawings.	X		X		X			☐	☐
m	Sight triangle easements at intersections and driveways.			X	X	X	X		☐	☐
n	Location of street names and signs.			X	X	X	X		☐	☐
o	Traffic control devices.			X	X	X	X		☐	☐
p	Street lights.			X	X	X	X		☐	☐
q	Fencing, railroad ties, bollards, and parking bumpers.	X		X		X			☐	☐
r	Cross sections.			X	X	X	X		☐	☐
s	Proposed grades.	X		X	X	X	X		☐	☐
t	Center line profiles at horizontal scale not less than 1"=50' for all existing adjoining streets and proposed streets.			X	X	X	X		☐	☐
u	Standard details for curbing, sidewalks, bike paths, paving, stoned or graveled surfaces, bollards, railroad ties and fences.	X		X	X	X	X		☐	☐
65	*Lighting Plan* showing photometric patterns, isolux, footcandles, etc.	X		X					☐	☐
66	Sewer & Water. Plans and profiles of water, and sewer layouts whether onsite, offsite or off-tract showing:			X	X	X	X		☐	☐
a	Size and types of pipes and mains.	X		X	X	X	X		☐	☐
b	Slope.			X	X	X	X		☐	☐
c	Pumping Stations.			X	X	X	X		☐	☐
d	Fire hydrants.			X	X	X	X		☐	☐
e	Standard details.			X	X	X	X		☐	☐
f	Trench repair details for street crossings.			X	X	X	X		☐	☐
67	If service is to be provided by an existing water or sewer utility company, a letter from that company shall be submitted, indicating that service shall be available before occupancy of any proposed structures.	X	X	X	X	X	X		☐	☐
68	Soil Erosion & Sediment Control Plan, per County Soil Conservation.			X	X				☐	☐

P R O P E R T Y L I S T R E Q U E S T

I am requesting a list of property owners within two hundred (200') feet of the following subject property:

ADDRESS: _____

OWNER: _____

BLOCK(S): _____ LOT(S): _____

DATE: _____ APPLICATION No.: _____

REQUESTOR'S NAME: _____

ADDRESS: _____

EMAIL: _____ PHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

A fee of $10.00 or $.25/name is required, whichever is greater Checks or money orders made payable to 'The Township of Cherry Hill' can be submitted to the Department.

FEE RECEIPT No.: _____

N O T I C E O F H E A R I N G (Form PB 1)

To Property Owners within 200 feet of Subject Parcel to be heard before the Planning Board

In accordance with the requirements of the Cherry Hill Township Ordinances and Municipal Land Use Law *N.J.S.A. 40:55D-12* of the Revised Statures of New Jersey, you are hereby notified that an application has been filed by the undersigned with the Planning Board Administrator. The application and plans are available for examination in the Department of Community Development during normal business hours. You may contact the Planning Board Administrator and the Department of Community Development at (856) 488-7870 for definitive information on consideration of the application.

Take notice that a public hearing will be conducted before the Planning Board in connection with this application in the Council Chambers (Room 208) of the Municipal Building on the_____ day of _____, 20_____ at 7:30 p.m.

PROPERTY INVOLVED:

APPLICATION No.: _____

STREET ADDRESS: _____

TOWNSHIP TAX MAP PLATE: _____ BLOCK(S):_____ LOT(S):_____

PRESENT USE: _____

PROPOSED USE: _____

NATURE OF RELIEF OR VARIANCES REQUESTED: _____

_____

_____

_____

_____

and any other variances, waivers or approvals deemed necessary by the Planning Board.

Further take notice that said Planning Board may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Planning Board Secretary concerning such adjournments, postponements, or continuations.

_____
APPLICANT

A F F I D A V I T O F S E R V I C E O F N O T I C E (Form PB 2)

In connection with Application No. _____, the undersigned declares that in accordance with the provisions of the Township of Cherry Hill Zoning Ordinance and Municipal Land Use Law *N.J.S.A. 40:55D*, a notice of a Site Plan and/or Subdivision application and of a public hearing before the Cherry Hill Township Planning Board has been personally delivered, or sent by Certified Mail, to all property owners within two hundred (200') feet of the boundary line of the property involved. If service is by hand delivery, signature is required of an adult (18 years of age or older).

As of _____, 20_____, all notices, a copy of which is attached, were either delivered in person or sent by Certified Mail to the property owners listed below and on the accompanying forms which are hereby made part of this declaration:

BLOCK	LOT	ADDRESS	SIGNATURE (if hand delivered)

AFFIDAVIT

State of New Jersey)
Camden County)

_____ of full age and being duly sworn according to law upon his oath deposes and says that he is the person executing the foregoing statement and that the facts herein set forth are true and correct.

Sworn to and subscribed before me this _____ day of _____ A.D., 20_____

_____ _____
SIGNATURE OF NOTARY PUBLIC SIGNATURE OF PETITIONER

P U B L I C N O T I C E (Form PB 3)

The Courier Post is the official newspaper of the Township of Cherry Hill. If legal notice is required for an application, the notice should be published at least ten days prior to the scheduled hearing date. Applicants are also required to publish a notice of decision after the adoption of a resolution by the Planning Board. Below is the contact information for the Courier Post and sample formats for legal notices:

THE COURIER POST
301 CUTHBERT BOULEVARD
CHERRY HILL, NJ 08002

PHONE: (888) 516-9220
FAX: (866) 829-5015
EMAIL: cplegals@gannett.com

PLEASE BE ADVISED THAT THE COURIER POST REQUIRES SUBMISSION OF LEGAL NOTICES TWO (2) DAYS PRIOR TO THE DATE TO BE PUBLISHED.

SAMPLE PUBLIC NOTICE

PLEASE TAKE NOTICE that the undersigned has applied to the Planning Board of the Township of Cherry Hill for relief from: _____

_____

_____

_____

_____

and any other variances, waivers or approvals deemed necessary by the Planning Board.

On property located at: _____

and more specifically known as Block(s): _____ Lot(s): _____

A Public Hearing will be held regarding Application #_____ on _____, 20____ , at 7:30 PM in the Council Chambers (Room 208) of the Municipal Building, 820 Mercer Street, Cherry Hill, New Jersey at which time you may appear either in person or by attorney and present objections you may have to this Application. The application and plans are available for examination in the Department of Community Development, 820 Mercer Street, Cherry Hill, New Jersey from 9:00 AM to 5:00 PM Monday to Friday. This notice is being given In accordance with the requirements of the Cherry Hill Township Ordinances and Municipal Land Use Law N.J. Statutes Section *40:55D et. seq.*

Further take notice that said Planning Board may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Planning Board Secretary concerning such adjournments, postponements, or continuations.

_____
APPLICANT

_____
ADDRESS

CHERRY HILL Township

You couldn't pick a better place.

Zoning Permit application

ADDRESS: _____ BLOCK(S): _____

ZONE: _____ LOT(S): _____

☐ RESIDENTIAL (Fee: $20.00) ☐ NON-RESIDENTIAL (Fee: $50.00)

EXISTING USE: _____

PROPOSED IMPROVEMENTS AND/OR USE (be specific): _____

_____

_____

CERTIFICATE OF OCCUPANCY

☐ TENANT FIT-UP ☐ CHANGE OF USE ☐ CHANGE OF OWNER ☐ CHANGE OF OCCUPANCY

BUILDING PERMIT (scaled copy of survey required, please complete information in box)

☐ FENCE ☐ DECK/PATIO ☐ NEW DWELLING ☐ ACCESSORY USE

☐ SHED ☐ POOL/HOT TUB ☐ ADDITION ☐ OTHER

SIZE: _____' x _____' HEIGHT: _____' DEPTH: _____'

LENGTH WIDTH

SETBACKS: FRONT: _____' REAR: _____' SIDE: _____' BOTH SIDES: _____'

Is the lot an inside or corner lot? ☐ INSIDE LOT ☐ CORNER LOT

Will TREES be removed? ☐ NO ☐ YES If Yes, how many? _____# OF TREES

Was Planning Board or Zoning Board approval required for this improvement and/or property?

☐ NO ☐ YES If Yes, what is the APPLICATION No.: _____ DATE APPROVED?_____

APPLICANT ☐ SAME AS OWNER

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

PHONE: _____

OWNER

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

PHONE: _____

PERMIT No.: _____ DATE SUBMITTED: _____ DATE PROCESSED: _____

C O N S E N T T O A S S U M E L I A B I L I T Y

Relative to (45 day) Time Frame for Appeal

PROPERTY INVOLVED:

APPLICANT'S NAME: _____

PROPERTY ADDRESS: _____ BLOCK(S): _____ LOT(S):_____

APPLICATION No.: _____

NATURE OF RELIEF OR VARIANCES REQUESTED: _____

_____

_____

_____

The undersigned applicant, or attorney on behalf of the applicant, hereby acknowledges that the time frame for appeal of the decision of the Cherry Hill Township Planning Board, relative to the above mentioned application, has not expired pursuant to *N.J.S.A. 40:55D-17*. The applicant agrees that he/she will not hold Cherry Hill Township liable for any damages arising from the use of the property prior to the appeal period having expired.

_____ _____

SIGNATURE (APPLICANT / ATTORNEY) DATE