



## BELLMAWR BOROUGH

21 East Browning Road  
Bellmawr, New Jersey 08031

### JOINT LAND USE BOARD PROCEDURES FOR FILING AN APPLICATION

---

- ☐ Discuss application with Zoning Enforcement Officer or Board Secretary for referral to the Joint Land Use Board for approvals needed.
- ☐ Obtain all application documents from the Borough Website or the Board Secretary.
- ☐ Request from the Bellmawr Tax Assessor a list of property owners within 200 feet of the property and a tax clearance. All taxes, liens, and assessments due to the Borough must be paid prior to any application being filed. The Tax Assessor shall sign notice regarding taxes to be included with application.
- ☐ Fill out all application forms and Submission Checklist and return 16 copies to the Board Secretary along with any items required by the Checklist and send one (1) complete copy of all application materials to the Board Engineer and Board Solicitor. The applicant shall contact the Board secretary for further information. **(Total 16 copies)**
- ☐ Once the application is deemed "Complete" and all required fees have been paid the Board Secretary will place the application on the next available agenda.
- ☐ At least ten (10) days prior to the hearing, the applicant must give personal notice to all property owners within two hundred (200) feet in all directions of the property and where required, to adjacent municipalities, the county, and public utilities, by sending written notice by certified mail or in person.
- ☐ The applicant must arrange for the publication of notice of hearing in a newspaper of general circulation in the Borough, Courier Post at least ten (10) days prior to the day before the hearing and provide proof of publication two (2) days before the hearing to the Board Secretary.
- ☐ At the hearing, any party may appear for himself or be represented by an attorney-at-law. Corporations must be represented by an attorney. All attorneys must be licensed to practice in the State of New Jersey.
- ☐ The action taken by the Board will be published in a newspaper of general circulation (The Courier Post) of which the cost shall be the responsibility of the applicant. The applicant is responsible for publication to the Courier Post Newspaper.

## BELMAWR JOINT LAND USE BOARD

Fill out all Application Forms and Submission Checklist.

Return 16 “complete” Copies to the Board Recording Secretary (Tina Johnson), along with Any and ALL items required by the Check-list.

Each of the 16 copies are to be COMPLETE sets.

Banded or clipped as one complete set each.

The original with “wet” signatures and checks is to be marked, “original” for Tina.

Separate checks are needed for Application fee, Engineer Escrow fee, Legal Attorney Escrow fee, 200’ ft property owner’s list fee.

Mail or Hand-deliver one (1) complete copy of ALL application materials to the Board Engineer (BACH) and one (1) complete copy of ALL application materials to the Board Solicitor. (McCann)

**Preferred: PDF file to the Engineer & Solicitor and Tina Johnson.  
Along with the Hard copies.**

Steven M. Bach, PE  
304 white Horse Pike  
Haddon Heights, NJ 08035

Office 856-546-8611 Email: [SBach@BachdesignGroup.com](mailto:SBach@BachdesignGroup.com)

Daniel J. McCann, Esq.  
Mattleman, Weinroth & Miller, PC  
401 Route 70 East, Suite 100  
Cherry Hill, NJ 08034 Email: [Dan@DanMcCannLaw.com](mailto:Dan@DanMcCannLaw.com)

# BELLMAWR BOROUGH

## Land Development Fee Schedule

### Schedule of Land Development Fees

#### A. Minor Subdivision

- |    |                           |         |
|----|---------------------------|---------|
| 1. | Application Fee           | \$250   |
| 2. | Engineer / Planner Review | \$1,275 |
| 3. | Legal review              | \$375   |

\*See L. Tax Map Revisions below.

#### B. Preliminary Major Subdivision

- |    |                         |                                |
|----|-------------------------|--------------------------------|
| 1. | Application Fee         | \$500                          |
| 2. | Engineer/Planner Review | \$325 per lot, \$2,000 minimum |
| 3. | Legal Review            | \$100 per lot, \$750 minimum   |

\*See L. Tax Map Revisions below.

#### C. Final Major Subdivision

- |    |                         |                                |
|----|-------------------------|--------------------------------|
| 1. | Application Fee         | \$500                          |
| 2. | Engineer/Planner Review | \$225 per lot, \$1,000 minimum |
| 3. | Legal Review            | \$75 per lot, \$500 minimum    |

\*See L. Tax Map Revisions below.

#### D. Minor Site Plan

- |    |                         |         |
|----|-------------------------|---------|
| 1. | Application Fee         | \$300   |
| 2. | Engineer/Planner Review | \$1,500 |
| 3. | Legal Review            | \$500   |

#### E. Site Plan Waiver

- |    |                         |       |
|----|-------------------------|-------|
| 1. | Application Fee         | \$150 |
| 2. | Engineer/Planner Review | \$500 |
| 3. | Legal Review            | \$375 |

#### F. Preliminary Major Site Plan

- |    |                         |                          |
|----|-------------------------|--------------------------|
| 1. | Application Fee         | \$500                    |
| 2. | Engineer/Planner Review | \$2,000 + \$150 per acre |
| 3. | Legal Review            | \$750 + \$75 per acre    |

# BELLMAWR BOROUGH

## Land Development Fee Schedule

G. Final Major Site Plan

1.	Application Fee	\$500
2.	Engineer/Planner Review	\$2,000 + \$100 per acre
3.	Legal Review	\$500 + \$50 per acre

H. Variance Applications without Minor / Major Subdivision or Minor / Major Site Plan applications:

Residential      Commercial

“A” Variance (Appeal Variance, application made under N.J.S.A. 40:55D-70a).

1.	Application	\$100	\$125
2.	Engineer/Planner Review	\$500	\$725
3.	Legal Review	\$375	\$525

“B” Variance (Interpretation Variance, application made under N.J.S.A. 40:55D-70b).

1.	Application	\$100	\$125
2.	Engineer/Planner Review	\$500	\$725
3.	Legal Review	\$375	\$525

“C” Variance (Bulk Variance, applications made under N.J.S.A. 40:55D-70c).

1.	Application	\$100	\$125
2.	Engineer/Planner Review	\$500	\$725
3.	Legal Review	\$375	\$525

“D” Variance (Use Variance, application made under N.J.S.A. 40:55D-70d).

1.	Application	\$250	\$500
2.	Engineer/Legal Review	\$1,000	\$1,500
3.	Legal Review	\$500	\$1,000

I. Lot Grading Applications without Minor / Major Subdivision or Minor / Major Site Plan applications:

Residential      Commercial

Without Stormwater Improvements

1.	Application	\$50	\$100
2.	Engineer Review	\$650	\$1,000

With Stormwater Improvements

1.	Application	\$50	\$100
2.	Engineer Review	\$850	\$1,500

# **BELLMAWR BOROUGH**

## **Land Development Fee Schedule**

- J. Engineering, legal and planning set forth in the aforesaid provisions and minimum amounts representing an estimate of the anticipated costs based on the hourly rates of the respective professionals. The hourly rates shall be the same as those set forth in the contracts between the Borough and said professionals. In the event that actual costs exceed the minimum deposits, the applicant shall be responsible for the difference between the actual amount and the minimum. If the actual cost is less than the minimum, the applicant shall receive a refund of the difference.
- K. Performance Guarantees and Inspection Fee Escrow
- Prior to the construction of any improvements approved Planning Board for Minor Site Plan, Major Site Plan, Minor Subdivision, and Major Subdivisions: the applicant shall deposit and maintain with the Borough all required performance guarantees and inspection escrow required by the New Jersey Municipal Land Use Law.
- L. Tax Map Revisions
1. Once final subdivision and/or new lot approval has been received, an escrow account shall be established by the applicant and maintained by Bellmawr Borough for the express purpose of maintaining the Tax Map/GIS database. No construction permit shall be issued until said costs are posted with Bellmawr Borough, as outlined below:
    - a. Minor Subdivisions (three lots or less): \$150. 00 per lot
    - b. Major subdivisions are broken down as follows:
      - i. \$100 per lot
      - ii. Commercial site plan \$800 per lot
      - iii. \$1,000 per condominium site plan, plus \$50 per unit for residential condominium/ projects.
    - c. \$100 per lot or per change for each lot/Tax Map revision due to deed discrepancies, easement detailing, ownership labeling, acreage calculation and labeling street name changes, and other minor revisions.
  2. If any portion of the escrow account remains unused following the appropriate revisions to the Tax Map/GIS database, it shall be refunded to the applicant.
  3. In the event that any application for development is denied and the application is no longer pending before the respective board, then any portion of the aforementioned fee which has not been expended by the Engineer responsible for maintaining the Tax Map/GIS database shall be refunded to the applicant.
  4. In addition to the maintenance fees noted, each approved applicant must supply a map of the new subdivision or new lot in a scale suitable for inclusion on the Bellmawr Borough Tax Map/GIS database. Said map must be submitted in hard-

# **BELLMAWR BOROUGH**

## **Land Development Fee Schedule**

copy format and must be compliant with current New Jersey Map Filing Law guidelines (N.J.S.A. 46:23-9.9 et seq.). Once final subdivision and/or new lot approval has been received, an escrow account shall be established by the applicant and maintained by Borough for the express purpose of maintaining the Tax Map/GIS database. No construction permit shall be issued until said costs are posted with Borough.

5. Each applicant and/or developer, for any approval which results in the creation of any new lots, revisions of any existing lots, and/or other alterations to the Tax Map/GIS database, shall be responsible for paying all reasonable charges incurred by the Bellmawr Borough Engineer in updating said Tax Map/GIS database. These costs shall include, but not be limited to, update to the GIS database, revisions to existing Tax Map plates, creation/addition of new Tax Map plates, appropriate revisions to the Key Map(s), reprographic services for applicable Borough, county and state submission copies, as well as any reasonable shipping and handling fees involved.





# BELLMAWR BOROUGH

21 East Browning Road  
Bellmawr, New Jersey 08031  
856-931-7284

## JOINT LAND USE BOARD LAND DEVELOPMENT APPLICATION

Please complete all sections of the application form and submit all items required by the **Land Development Checklist** for your application. If you are requesting a waiver for any item(s), the request must be in writing and include written documentation in support of your waiver request(s). Any application that does not have all items submitted, or a waiver requested, will be deemed incomplete.

**DO NOT PUBLISH PUBLIC NOTICE OR MAIL NOTICE TO THE OWNERS OF PROPERTIES WITHIN 200 FEET UNTIL YOU HAVE RECEIVED THE DATE ASSIGNED FOR THE PUBLIC HEARING FROM THE BOARD SECRETARY. ALL APPLICATION DOCUMENTS AND FEES MUST BE RECEIVED BY THE BOARD SECRETARY A MINIMUM OF 30 DAYS PRIOR TO A SCHEDULED HEARING. ONCE THE APPLICATION IS DEEMED COMPLETE IT WILL BE SCHEDULED FOR THE NEXT AVAILABLE HEARING.**

### THIS SECTION TO BE COMPLETED BY BOROUGH STAFF:

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

Application Number: \_\_\_\_\_

Date Deemed Complete: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Escrow Fees: \_\_\_\_\_

### THE FOLLOWING TO BE COMPLETED BY THE APPLICANT AND HIS PROFESSIONALS:

Applicant(s)	Owner(s)
Name:	Name:
Address:	Address:
City	City:
State, Zip	State, Zip
Phone:	Phone:
Email:	Email:

Applicant is a: ☐ Corporation ☐ Partnership ☐ Individual

If applicant is a corporation or partnership, attach a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be per N.J.S.A. 40:55D-48.1.

**TYPE OF APPLICATION (Check as many as apply):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Preliminary Major Subdivision | <input type="checkbox"/> Final Major Subdivision |
| <input type="checkbox"/> Minor Site Plan   | <input type="checkbox"/> Preliminary Major Site Plan   | <input type="checkbox"/> Final Major Site Plan   |
| <input type="checkbox"/> Site Plan Waiver  | <input type="checkbox"/> Bulk 'C' Variance Review      | <input type="checkbox"/> Use 'D' Variance Review |
| <input type="checkbox"/> Other _____       |  |  |

---

**ZONING DISTRICT:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Residence 'A'             | <input type="checkbox"/> Residence 'B'         |   |
| <input type="checkbox"/> Business 'A'              | <input type="checkbox"/> Business 'B'          | <input type="checkbox"/> Business 'C'           |
| <input type="checkbox"/> Office                    | <input type="checkbox"/> Light Industrial      | <input type="checkbox"/> Heavy Industrial       |
| <input type="checkbox"/> Municipal Government & Ed | <input type="checkbox"/> Recreation-Open Space | <input type="checkbox"/> Limited Access Highway |

---

**SUBJECT PROPERTY:**

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Tax Map page: \_\_\_\_\_

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

Existing Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

---

**SITE INFORMATION:**

Does the site front on a county road?    ☐ Yes    ☐ No    Route # \_\_\_\_\_

Does the site front on a state road?    ☐ Yes    ☐ No    Route # \_\_\_\_\_

Is the Site within 200 feet of another municipality?    ☐ Yes    ☐ No    Name: \_\_\_\_\_

**Bulk Standards**

	Existing	Proposed
Lot Size (Square Feet)	_____	_____
Lot Width	_____	_____
Front Yard Setback:	_____	_____
Side Yard Setback:	_____	_____
Rear Yard Setback:	_____	_____



Building Coverage (%) \_\_\_\_\_

Impervious (Occupied) Coverage (%) \_\_\_\_\_

Building Height \_\_\_\_\_

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (attach copies)      No      Proposed

**\*Note: Copies of All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review (a Title Search or Easements and Restrictions Search)**

**RELIEF REQUESTED (Variances, Conditional Use, Etc):**

Borough Code:	Explanation of Variance Request:

Give a complete description of any requested variances and the reasons for relief. What are the EXCEPTIONAL conditions of the property preventing the applicant from complying with the Zoning Ordinance(s) (i.e. the positive and negative criteria. For conditional uses, state the ways in which your project satisfies the requirements of the conditional uses.

1.

2.

3.

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

Present use of the premises:

Proposed use:

---

**APPLICANT'S PROFESSIONALS:**

Name:	Name:
Company:	Company:
Address:	Address:
City	City:
State, Zip	State, Zip
Phone:	Phone:
Email:	Email:

---

**SIGNATURES:**

I hereby consent to the filing of this application and consent to allowing Borough representatives to perform on site visits.  
(Both signatures are required.)

---

Applicant  
(Print Name)

---

Signature

---

Date

---

Owner  
(Print Name)

---

Signature

---

Date



## BELLMAWR BOROUGH

21 East Browning Road  
Bellmawr, New Jersey 08031

### JOINT LAND USE BOARD

### REQUEST FOR LIST OF OWNERS WITHIN 200 FOOT RADIUS

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

I hereby request a '200 foot property list' from the Borough of Bellmawr for the below listed property. I understand the fee for this list is \$10.00 payable upon request for the list. I am aware that this list is only valid for 60 days.

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

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

\_\_\_\_\_  
Property Owner  
(Print)

\_\_\_\_\_  
Signature

Please indicate preferred method of delivery:

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

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

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



## **BELLMAWR BOROUGH**

**21 East Browning Road  
Bellmawr, New Jersey 08031**

### **JOINT LAND USE BOARD AGREEMENT TO PAY PROFESSIONAL FEES**

---

Application Number: \_\_\_\_\_

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

Applicant: \_\_\_\_\_

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

Block: \_\_\_\_\_

Lot(s): \_\_\_\_\_

\_\_\_\_\_ agrees to pay for any professional review necessary for the above  
(Applicant)  
referenced application.

---

**Applicant**  
**(Print name and title)**

---

**Signature**

---

**Date**



# **BELLMAWR BOROUGH**

**21 East Browning Road  
Bellmawr, New Jersey 08031**

## **JOINT LAND USE BOARD PUBLIC NOTICE (Courier Post)**

---

Take notice that \_\_\_\_\_ has applied to the Joint Land Use Board of the  
(Name of Applicant)

Borough of Bellmawr for approval of a \_\_\_\_\_  
(Type of Application)

Application Description:

at premises located on Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
at \_\_\_\_\_  
(Address)

A hearing on said application will be held by the Joint Land Use Board on \_\_\_\_\_ at the regularly scheduled meeting place of the Joint Land Use Board, at which time any interested person may be heard concerning said application, or you may appear either in person or by attorney to present any comments or objections concerning the application.

All documents relating to the application may be inspected by the public and are on file in the Planning/Zoning Department located at 21 East Browning Road, Bellmawr, NJ 08031. Please contact the Board Secretary at 856-931-7284 to request inspection of any documents.



# BELLMAWR BOROUGH

21 East Browning Road  
Bellmawr, New Jersey 08031

## JOINT LAND USE BOARD

### REQUEST FOR TAX COLLECTOR CLEARANCE

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

Block: \_\_\_\_\_

Lot(s): \_\_\_\_\_

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

I hereby request a signature from the Tax Office verifying the real estate property taxes are **paid** in full on the above referenced property.

_____	_____	_____
Applicant	Signature	Date
(Print.name.and.title)		

### THIS SECTION TO BE COMPLETED BY BOROUGH TAX OFFICE:

\_\_\_\_\_

I verify that the taxes and sewer on the above mentioned property are current and hold no municipal liens.

_____	_____	_____
Name and Title	Signature	Date
(Print)		

**Bellmawr Joint Land Use Board**

**DISCLOSURE STATEMENT**

**STATEMENT OF CORPORATE OR OTHER OWNERSHIP**

Pursuant to NJSA 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate or 10% interest in any partnership must be disclosed. In accordance with NJSA 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.

**Please indicate if the applicant is a (an):**

- a. Individual \_\_\_\_\_
- b. Corporation \_\_\_\_\_
- c. Partnership \_\_\_\_\_

**If the applicant is a Corporation or a Partnership, the following shall be provided:**

- a. The names and addresses of all stockholders owning 10% or more of its stock of any class;
- b. The names and addresses of all individual partners who own 10% or greater interest therein.

If one or more such stockholders or partners is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed.

Name: _____	Address: _____	Interest % _____
Name: _____	Address: _____	Interest % _____
Name: _____	Address: _____	Interest % _____
Name: _____	Address: _____	Interest % _____
Name: _____	Address: _____	Interest % _____
Name: _____	Address: _____	Interest % _____
Name: _____	Address: _____	Interest % _____

**Property Owner**

If the Owner is other than the Applicant, provide the following information:

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_



## Borough of Bellmawr Land Development Checklist

Name of Applicant: \_\_\_\_\_ Application #: \_\_\_\_\_

Submission Item Number and Description		Site Plan			Subdivision			Bulk Variance Only	Waiver Requested	Submitted
		Minor	Preliminary Major	Final Major	Minor	Preliminary Major	Final Major			
1.	Completed signed Application form, checklist, and escrow agreement (16 copies)	X	X	X	X	X	X	X		
2.	Fourteen (16) sets of plans and exhibits folded with title block showing	X	X	X	X	X	X	X		
3.	Application Fee and Escrow Deposit Paid	X	X	X	X	X	X	X		
4.	Affidavit of Ownership; if the applicant is not the owner, applicant's interest in the land, e.g., tenant, contract purchaser, lien holder, etc., and a copy of the document creating that interest (price may be deleted), Consent of owner.	X	X	X	X	X	X	X		
5.	If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least ten (10%) of its stock of any class as required by N.J.S.A. 40:55d-48.1	X	X	X	X	X	X	X		
6.	The names and addresses of witnesses and their expertise, if any (attach to app).	X	X	X	X	X	X	X		
7.	List of outside agency approvals required and copies of applications to/approvals from outside agencies with jurisdiction (Camden County Planning Board, Camden County Health Dept., NJDEP (wetlands, stream encroachment, NJPDES), NJDOT, Soil Conservation District, etc)	X	X	X	X	X	X			
8.	The plat/plan shall be prepared under the supervision of and be signed and sealed by a licensed New Jersey land surveyor, professional planner, professional engineer or registered architect in accordance with the provisions of N.J.A.C.13:40-7.1, et seq.	X	X	X	X	X	X			

### Borough of Bellmawr Land Development Checklist

<b>9.</b>	The map/plan shall include: <ul style="list-style-type: none"> <li>• Name and address of the owner and applicant</li> <li>• Name and address of the person preparing the plan with license #, seal and signature</li> <li>• Signature block for Chairman, Land Use Board Secretary, and Engineer</li> <li>• Signature of the applicant and land owner</li> <li>• Date of the original plan and revision dates</li> <li>• Legend/ Title block including title, block and lot, tax map sheet, zone district, address, name of the development, municipality and county, plan scale</li> </ul>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>10.</b>	Current or re-certified property survey prepared and sealed by a registered NJ Land surveyor (prepared or certified within the last 1 year) with source and date, showing all existing structures and features.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>11.</b>	Certification and monumentation required by Map Filing law.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>12.</b>	Metes and bounds bearings and dimensions, curve data, length of tangents, radii, arcs, chords and central angles for all lots, center lines and rights-of-way, utility easements and centerline curves on streets and drive aisles, with design vehicles identified.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>13.</b>	Certification from the Tax Collector that all taxes are paid to date.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		
<b>14.</b>	Narrative statement providing an overview of the proposed uses of the land and improvements, alterations, or additions (page 4 of application)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		

### Borough of Bellmawr Land Development Checklist

<b>15.</b>	A list of each item for which waiver is sought, together with a statement of reasons why waivers should be granted.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>16.</b>	A list of variances sought, and a statement of the reasons why the variances should be granted (pg 3 and 5 of application).	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		
<b>17.</b>	Location key map showing the entire tract, location of existing and proposed property/street lines, entire subdivision/site plan and its relation to surrounding area and all features shown on the Official Map & located within 200 feet of the limits of the subject tract.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>18.</b>	A key map, at an appropriate scale, with a north arrow showing the location of the site with zone boundaries and municipal boundaries.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>19.</b>	Plans should be prepared at a minimum scale of one (1) inch equals forty (40) feet. If the property is of a larger size then the scale may be prepared at a maximum of one (1) inch equals one hundred (100) feet.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>20.</b>	North designation by arrow on each sheet.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>21.</b>	Date reference meridian and graphic scale	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>22.</b>	The Tax Map sheet, block and lot numbers as per the Assessor's records	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>23.</b>	Proposed street names and new block/lot numbers approved by the tax assessor and the emergency services department.				<b>X</b>	<b>X</b>	<b>X</b>			
<b>24.</b>	The names of all property owners within 200 feet, as disclosed by the most recent tax records with block and lot. (within 6 months)	<b>X</b> (not needed if no variances)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			

### Borough of Bellmawr Land Development Checklist

<b>25.</b>	A schedule of mandated and provided zoning district requirements, including total acreage, lot area, lot width, lot depth, yard setbacks for structures and pavement, building coverage and square footage, lot coverage, open space area, density and parking. Setback lines on plan	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		
<b>26.</b>	Anticipated number of residents or number of employees.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>27.</b>	Proposed phasing and construction schedule for entire project.		<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>28.</b>	For a General Development Plan, all items listed in NJSA 40:55D-45.1 and 45.2									
<b>29.</b>	An environmental impact statement. In accordance with §208-132	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>30.</b>	A Phase I Environmental Assessment report conforming to current ASTM standards including soil testing results if required.		<b>X</b>			<b>X</b>				
<b>31.</b>	Traffic impact study addressing the impact of the proposed development on existing roadways. [See §208-133]		<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>32.</b>	The names and widths of all abutting streets and driveways, including the right-of-way and cartway (pavement width).	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>33.</b>	Copy of any protective covenants or deed restrictions that apply to the subject parcel	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>34.</b>	Drafts of proposed protective covenants, deed restrictions, HOA documents or easements for review by the Land Use Board and its professional staff	<b>X</b>		<b>X</b>	<b>X</b>		<b>X</b>			
<b>35.</b>	Photographs of the site taken from the opposite side of the street, and to show any notable physical aspects of the site that may be instructive.	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>		<b>X</b>		
<b>36.</b>	All proposed lot lines with metes and bounds, lot lines to be eliminated, area of proposed and existing lots in square feet	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			

### Borough of Bellmawr Land Development Checklist

<b>37.</b>	The location, design and dimensions of each proposed and existing structure and wooded area on the property and within 200 feet.	<b>X</b> (within 50 feet for minor)	<b>X</b>	<b>X</b>	<b>X</b> (within 50 feet for minor)	<b>X</b>	<b>X</b>			
<b>38.</b>	A description of the method by which sanitary sewerage will be disposed.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>39.</b>	The existing and proposed use of all buildings and structures including bridges, culverts, paving, lighting, signs and grade elevations for each structure.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>40.</b>	Vehicle Circulation. The location, dimensions and arrangement of existing and proposed streets, vehicular access ways and driveways, curb openings, turn radii, off-street parking areas, location, dimensions and arrangement of loading and unloading areas	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>41.</b>	Calculation of required number of parking spaces and total number of parking spaces provided.	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>42.</b>	Existing or proposed rights-of-way, road widening and easements with dimensions; and all land to be dedicated to the municipality or reserved for specific uses.		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>43.</b>	Landscape Buffers in accordance with the Design Standards	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>44.</b>	Landscape plan and buffering plan as required, including what vegetation will remain and what will be planted (common and botanical name), quantities, size at time of planting, dimensions, method of planting, and corner sight distance triangles	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>45.</b>	Distance along rights-of-way lines of existing streets to the nearest intersection with other streets	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>46.</b>	The location, design and dimensions of open space areas, conservation areas, buffer areas, pedestrian walkways and any recreation areas and facilities proposed.		<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			

### Borough of Bellmawr Land Development Checklist

47.	Method by which common/public open space or commonly held building or structure is to be owned and maintained.		X			X				
48.	Any structures of historic significance on or within two hundred (200) feet of the tract, and if applicable a statement of the impact of the development on the historic structure.	X	X		X	X				
49.	Contours at 5 foot intervals for the entire tract and within 100 feet (USGS Topographic maps are sufficient) and conformance with the grading plan requirements prior to the issuance of any building permits.	X	X	X	X	X	X			
50.	A grading plan showing existing and proposed spot elevations, based upon the datum, at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutters and other pertinent locations sufficient to assure that the project will not have an adverse affect on the existing drainage pattern.	X	X	X	X (request waiver if no construction or grading is proposed- will be a condition)	X	X			
51.	Soil Erosion and Sediment Control Plan consistent with the requirements of the soil conservation district.	X	X	X	X	X	X			
52.	Location of and results of the soil borings and soil testing indicating the depth to groundwater, seasonal high groundwater, and soil permeability rates within each stormwater management facility area.	X	X	X	X	X	X			
53.	The location, size and direction of flow of all streams, brooks, ditches, lakes and ponds with Floodplain boundaries.	X	X	X	X	X	X			
54.	An analysis of the condition of the nearest downstream drainage structure substantiating its capacity and integrity.		X	X		X	X			
55.	Location of the existing and proposed 100 year floodplain within or adjacent to the proposed development and method of establishment.	X	X	X	X	X	X			

### Borough of Bellmawr Land Development Checklist

<b>56.</b>	Cross sections and center-line profiles of all existing or proposed streets or water courses with dimensions at 50 foot intervals.		<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>57.</b>	Stormwater Control Plan and Drainage Calculations in accordance with Ordinance 393.	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>58.</b>	Preliminary plans and profiles of proposed utility layouts and connections to existing or proposed utility systems and water and sewer facilities.		<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>59.</b>	Floor plan and front elevation of all proposed principal buildings and contemplated accessory buildings and structures, and any side or rear elevations in public view consistent with the design standards for the zone.	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>60.</b>	Gross floor area per building, floor area ratio (FAR) and square footage allocation of uses per building.	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>61.</b>	Lighting plan showing the location, height, light distribution, design and distance from intersections of for all freestanding lights, street lights, building mounted lights, sign lighting and ground lighting in accordance with Borough standards.	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>62.</b>	Location, size and materials of containers and enclosures for solid waste and recycling, and a detail of same.	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>63.</b>	If lots proposed for subdivision or development have frontage on or require access to a State Highway, submit copies of any permits issued by NJDOT pursuant to NJAC 16:47-1 et. seq.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>64.</b>	Metes and bounds monumentation of wetlands line and wetlands buffer line.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			



### Borough of Bellmawr Land Development Checklist

<b>65.</b>	A letter of interpretation from the New Jersey Department of Environmental Protection either verifying the locations of the freshwater wetlands boundary and transition areas on the subject property, or determining and certifying that the proposal is exempt from the provisions of the Fresh Water Wetlands Protection Act, or confirming the absence of freshwater wetlands or freshwater wetlands transition areas on the subject property. Wetlands line and buffer must be shown on plans.	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>66.</b>	Lots consisting of both wetlands and uplands are to show the total lot area and the area of the uplands exclusive of the wetland buffers.	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>				
<b>67.</b>	Utilities. Preliminary plans and profiles of proposed scale of not more than one (1) inch equals fifty (50) feet horizontally and one(1) inch equals five (5) feet vertically showing connections to existing and proposed utility systems including water, sewer, electric, gas and cable. Include design calculations.	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>68.</b>	Size, type, copy and location of all proposed signs	<b>X</b>	<b>X</b>	<b>X</b>			<b>X</b>			
<b>69</b>	Where there is potential future development of adjacent parcels or undeveloped portions of the subject lot, locations of future pedestrian and vehicular connections.		<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>70.</b>	Municipal Developer Agreement between the developer and the municipality for redevelopment, general development plan or other subdivision or site plan where off tract improvements are contemplated.		<b>X</b>	<b>X</b>			<b>X</b>			
<b>71.</b>	Barrier free sub code requirements if applicable	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>72.</b>	Traffic control and directional signage plan (elevation, size, color, etc)	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			

### Borough of Bellmawr Land Development Checklist

<b>73.</b>	Construction details required by RSIS (NJAC 5:21), including cross section details of all drainage systems and details for roads, sidewalks, stormwater management systems, fire hydrants, water supply and sewer systems.		<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>			
<b>74.</b>	Letter containing a list of all items to be covered by a performance guarantee, with quantities and cost of each item and the total cost of all items			<b>X</b>			<b>X</b>			

### **TYPES OF APPLICATIONS**

- Minor Site Plan: An application that proposes minor site improvements that does not involve planned development, more than 500 sf of building addition, additional off street parking, or utility main extensions and has land disturbance of greater than 500 sf but less than 2,000 sf.
- Major Site Plan: Any Site Plan application that is not classified as a Minor Site Plan.
- Minor Subdivision: An application for the subdivision of land containing not more than three (3) lots fronting on an existing minor street, not involving any new street or road or the extension of municipal facilities.
- Major Subdivision: Any Subdivision application that is not classified as a Minor Subdivision.
- Bulk Variance Only: An application that involves no more than two (2) bulk variances and land disturbance of 500 sf or less.