

## APPLICATION FOR MINOR SUBDIVISION

**DATE RECEIVED:** \_\_\_\_\_

**MEETING DATE:** \_\_\_\_\_ **FILE #:** \_\_\_\_\_

Applicant name : \_\_\_\_\_  
address &  
phone # \_\_\_\_\_

Owner name : \_\_\_\_\_  
address &  
phone # \_\_\_\_\_

Attorney name : \_\_\_\_\_  
address &  
phone # \_\_\_\_\_

Interest  
of applicant if not owner: \_\_\_\_\_  
(Agent, lessee, etc.)

Person preparing : \_\_\_\_\_  
plot, address &  
phone # \_\_\_\_\_

Sub-division name: \_\_\_\_\_  
(if applicable)

Description of real estate affected: Block #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Lot size: \_\_\_\_\_

Location: \_\_\_\_\_

Reason/Action desired: \_\_\_\_\_

Number of proposed lots: \_\_\_\_\_ Area of entire tract: \_\_\_\_\_ Area being conveyed \_\_\_\_\_

Present use: \_\_\_\_\_ Present zoning classification: \_\_\_\_\_

Proposed Uses: Selling lot (s): \_\_\_\_\_ Or Construct the following: \_\_\_\_\_

- House (s) for Sale \_\_\_\_\_ # of Dwelling Units \_\_\_\_\_
- Multi-unit residential \_\_\_\_\_ # of Dwelling Units \_\_\_\_\_
- Commercial or Industrial Building \_\_\_\_\_
- Other Construction (Explain) \_\_\_\_\_
- Other Purposes (Explain) \_\_\_\_\_

**ESCROW, FEES AND TAXES**  
**PAYABLE TO THE BOROUGH OF BELLMAWR**

Application fee:	\$200.00	PAID: _____
Tax Search fee:	\$ 10.00	PAID: _____
Engineering Review Escrow:	\$600.00	MUST BE SEPARATE CHECK
Solicitor Review Escrow:	\$450.00	MUST BE SEPARATE CHECK
Real Estate Taxes Current:	_____	PAID: _____

ENGINEERING INSPECTION FEE - 6% OF ESTIMATE TO BE BONDED.

THE APPLICANT IS RESPONSIBLE FOR ANY ENGINEERING AND SOLICITOR FEES IN ADDITION TO THE AMOUNTS ESCROWED, IN ACCORDANCE WITH VOUCHERS SUBMITTED. ANY APPROVALS WILL BE CONDITIONED UPON PAYMENT OF ALL OUTSTANDING REVIEW FEES.

**ADDITIONAL COPIES OF APPLICATION AND PLAT**

The applicant must submit a minimum of 15 copies each for board review. Enclosed: \_\_\_\_\_

**CAMDEN COUNTY PLANNING BOARD APPLICATION**

Application Enclosed: \_\_\_\_\_ County Fee Schedule & Check Enclosed: \_\_\_\_\_

**IMPORTANT**

ALL APPLICANTS MUST SUBMIT FOR A LETTER OF INTERPRETATION, PRESENCE OR ABSENCE DETERMINATION FROM:

N.J. Department of Environmental Protection  
Coastal Resources Bureau of Freshwater Wetlands  
CN 401  
Trenton, NJ 08625  
609-984-0852 or 0853

ANY SUB-DIVISION ABUTTING THE WHITE HORSE PIKE (U.S. ROUTE #30)  
You must contact the following:

N.J. Department of Transportation Right of Way for Permits One Executive Campus/ Rt. 70 West Cherry Hill, NJ 08002 856-486-6600	and	N.J. Department of Transportation Bureau of Major Access 1035 Parkway Avenue Trenton, NJ 08625 609-530-2875
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ANY SUB-DIVISION ABUTTING A COUNTY ROAD: will not be granted final approval unless a recordable plat or a deed of dedication or easement to Camden County is delivered to the Camden County Planning Board showing or indicating the additional right-of-way to meet those standards as set forth in the Master Plan of the County Highway System and the Sub-division Resolutions as passed by the Board of Chosen Freeholders.

SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_

**ADDITIONAL  
PUBLIC NOTICE REQUIREMENTS  
IF WITHIN 200' FROM PROPERTY**

\*\*\*\*\*

**BORDER ANOTHER TOWN:** Notify Borough Clerk  
Order list of property owners

**BLACK HORSE PIKE:** Department of Transportation  
1035 Parkway Avenue  
Trenton, NJ 08625

**RAILROAD:** Conrail/PRSL  
Property Tax Department  
Room 1310  
Six Penn Center  
Philadelphia, PA 19104

**COUNTY ROAD:** Camden County Planning Board  
Charles J. DePalma Public Works Complex  
2311 Egg Harbor Road  
Lindenwold, NJ 08021

BOROUGH OF BELLMAWR  
COUNTY OF CAMDEN

**AGREEMENT TO PAY FOR PROFESSIONAL REVIEW/SERVICES**

Date \_\_\_\_\_

Applicants Address: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

\_\_\_\_\_, *agrees to pay  
for any professional review/services necessary for the above  
construction and applications*

Signature \_\_\_\_\_

Title  
\_\_\_\_\_

## **“AFFIDAVIT OF PROOF OF SERVICE”**

**STATE OF NEW JERSEY  
COUNTY OF CAMDEN SS.**

I, \_\_\_\_\_, of full age, being duly sworn according to law, upon my oath, depose and say:

1. I am the applicant in a matter now pending before the Planning Board or the Board of Adjustment; said hearing to be heard at the Municipal Building, Bellmawr, NJ, on

\_\_\_\_\_ at \_\_\_\_\_ P.M.  
(Date) (Time)

2. Said applicant concerns property located at and known as property belonging to:  
\_\_\_\_\_

3. A written notice was given to all property owners within 200 feet of the property that are listed on the attached “List of Property Owners To Be Served Notice”, at least ten (10) days prior to said hearing on appeal, in accordance with R.S. 40:55-44 and the amendments thereto.
4. The ten (10) days’ notice did not include the day of delivery or the day of the hearing.
5. If the written notice was served by personal service, the signature of the property owner required is written on the “List Of Property Owners To Be Served Notice”.
6. If the written notice was mailed certified, the dated stamped receipt(s) are enclosed.

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(Signature of Applicant)

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(Signature of person who served notice)

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(Printed name of person who served notice)

**SWORN TO AND SUBSCRIBED BEFORE ME,  
A NOTARY PUBLIC OF NEW JERSEY**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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(Notary Public)

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## PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT ON THE \_\_\_\_\_ DAY OF

\_\_\_\_\_, 201\_\_\_\_

AT 7:00 P.M., LOCAL TIME, A PUBLIC HEARING WILL BE HELD BEFORE THE PLANNING (ZONING) BOARD OF BELLMAWR IN THE BOROUGH COUNCIL CHAMBERS, 21 EAST BROWNING ROAD, BELLMAWR, NJ, UPON THE APPLICATION OF

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STREET ADDRESS : \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ FOR A SITE PLAN, SUBDIVISION, VARIANCE OR OTHER RELIEF FROM THE PLANNING (ZONING) BOARD OF THE BOROUGH OF BELLMAWR FOR

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AS WELL AS ANY AND ALL OTHER VARIANCES DEEMED NECESSARY FOR THE APPROVAL OF THIS APPLICATION. ALL PERSONS INTERESTED WILL BE GIVEN AN OPPORTUNITY TO BE HEARD. DOCUMENTS RELATING TO THIS APPLICATION ARE ON FILE WITH THE SECRETARY OF THE BOARD AND ARE AVAILABLE FOR INSPECTION DURING REGULAR BUSINESS HOURS, MONDAY THROUGH FRIDAY, AT THE BELLMAWR MUNICIPAL BUILDING, 21 EAST BROWNING ROAD, BELLMAWR, NJ. FURTHER TAKE NOTICE, THE BOARD MAY, AT IT'S DISCRETION, ADJOURN, POSTPONE, OR CONTINUE THE SAID HEARING FROM TIME TO TIME AND YOU ARE

HEREBY NOTIFIED THAT YOU SHOULD MAKE DILIGENT INQUIRY OF THE BOARD  
OFFICE CONCERNING SUCH ADJOURNMENTS, POSTPONEMENTS, OR CONTINUATIONS.

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APPELLANT

**“APPELLANT”: THIS NOTICE MUST BE PUBLISHED IN THE LOCAL NEWSPAPER AND THIS  
ALSO SERVES AS THE WRITTEN NOTICE REQUIRED TO BE PERSONALLY SERVED OR MAILED  
CERTIFIED TO THE PROPERTY OWNERS. THIS MUST BE COMPLETED AT LEAST TEN (10)  
DAYS BEFORE THE HEARING DATE. THE TEN (10) DAY NOTICE, DOES NOT INCLUDE THE  
DATE OF PUBLICATION OR THE DATE OF THE HEARING.**

## APPLICATION FOR MAJOR SUBDIVISION

**DATE RECEIVED:** \_\_\_\_\_

**MEETING DATE:** \_\_\_\_\_ **FILE #:** \_\_\_\_\_

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address &  
phone # \_\_\_\_\_

Owner name : \_\_\_\_\_  
address &  
phone # \_\_\_\_\_

Attorney name : \_\_\_\_\_  
address &  
phone # \_\_\_\_\_

Interest  
of applicant if not owner: \_\_\_\_\_  
(Agent, lessee, etc.)

Person preparing : \_\_\_\_\_  
plot, address &  
phone # \_\_\_\_\_

Sub-division name: \_\_\_\_\_  
(if applicable)

Description of real estate affected: Block #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Lot size: \_\_\_\_\_

Location: \_\_\_\_\_

Reason/Action desired: \_\_\_\_\_

Number of proposed lots: \_\_\_\_\_ Area of entire tract: \_\_\_\_\_ Area being conveyed \_\_\_\_\_

Present use: \_\_\_\_\_ Present zoning classification: \_\_\_\_\_

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- Other Construction (Explain) \_\_\_\_\_
- Other Purposes (Explain) \_\_\_\_\_

**ESCROW, FEES AND TAXES**  
**PAYABLE TO THE BOROUGH OF BELLMAWR**

Tax Search fee: \$ 10.00 PAID: \_\_\_\_\_ Real Estate Taxes Current: \_\_\_\_\_  
Preliminary Approval: \$300.00 PAID: \_\_\_\_\_ Final Approval \$500.00 PAID: \_\_\_\_\_

**MUST BE SEPARATE CHECK**-Engineering Review Escrow  
Preliminary Approval: \$1500.00 Final Approval: \$1000.00

ENGINEERING INSPECTION FEE - 6% OF ESTIMATE TO BE BONDED.

**MUST BE SEPARATE CHECK**-Solicitor Review Escrow: \$750.00 PAID: \_\_\_\_\_

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SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_

**BOROUGH OF BELLMAWR**  
**Planning Board**  
**Affidavit of Ownership and Owner's Consent**

STATE OF NEW JERSEY

ss.

COUNTY OF CAMDEN

\_\_\_\_\_, of full age, being duly sworn according to law on oath deposes and says that the deponent resides at \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_ and the State of \_\_\_\_\_: that \_\_\_\_\_ is the owner in fee of all certain lot, piece or parcel of land situated, lying and being in the Borough of Bellmawr New Jersey, and know and designated as Block \_\_\_\_\_, Lot \_\_\_\_\_

*Sworn to and subscribed before me this*

\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
*Notary*

(If anyone other than above owner is making this application, the following authorization must be executed)

To the Planning or Zoning Board:

\_\_\_\_\_(name of applicant) is hereby authorized to make the within application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**BOROUGH OF BELLMAWR  
COUNTY OF CAMDEN**

## Planning or Zoning Board Applicants Disclosure Statement (Corporation or Partnership)

A corporation or partnership applying to the Planning or Zoning Board:

- A. Subdivision with six (6) or more lots; or
- B. Site Plan for Commercial Purpose; or
- C. Variance to construct multi-dwelling of twenty-five or more family units;

Must complete the following:

The names and addresses of all persons, stockholders, or individual partners owning at least a ten (10%) percent interest in the corporation, partnership, or applicant are as follows:

*Signature of Applicant*

Date \_\_\_\_\_

**BOROUGH OF BELLMAWR  
COUNTY OF CAMDEN**

***REQUEST FOR LIST OF OWNERS AND  
TAX COLLECTOR CLEARANCE***

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

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

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

I am also requesting a signature from Tax Office verifying the property taxes are paid in full.

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

TAX COLLECTOR \_\_\_\_\_

I, Margaret Sandrock, Tax Collector of the Borough of Bellmawr verify that the taxes and sewer on the above mention property are current and hold no municipal liens.

# CAMDEN COUNTY PLANNING BOARD APPLICATION

## SUBMISSION REQUIREMENTS



Making It Better, Together.

*Documents must be submitted to the Planning Division Staff at least thirty (30) working days prior to the scheduled Planning Board meeting. No provisional approvals will be issued at Planning Board meeting.*

### Subdivision Requirements:

- Two (2) Copies of the County Planning Board Application (Municipal use section must be filled out and bottom of this page must be signed)
- One (1) Copy of Local Municipal Application
- One (1) Copy of the Fee Schedule, Filled Out and Signed (Checks made payable to *Camden County Treasurer*)
- One(1) Set of Plans
- Two (2) Copies of the Affidavit of Ownership
- One (1) Copy of Pinelands Certificate of Filing (If applicable)

### Site Plan & Site Plan Revision Requirements

- Two (2) Copies of the County Planning Board Application (Municipal use section must be filled out and bottom of this page must be signed)
- One (1) Copy of Local Municipal Application
- One (1) Copy of the Fee Schedule, Filled Out and Signed (Checks made payable to *Camden County Treasurer*)
- Two (2) Sets of Plans of Signed and Sealed Plans (Only 24" by 36" Site plans will be accepted)  
(Plans must reflect all requirements contained in Subdivision and Site Plan Procedures, Engineering and Planning Standards Vol. 1 & Development Regulations Vol. 2)
- Two (2) Copies of County Road Improvement Plans (If applicable and not included in Original Set of Plans)
- Two (2) Copies of a Signed and Sealed Survey  
(Conducted by a licensed surveyor if existing documents are referenced in accordance with NJAC 13:40-7.2 (a.)1)
- Two (2) Sets of Drainage Calculations (Data based upon 10 YEAR-PRE & 25 YEAR-POST Year Storm Event)
- Two (2) Sets of Traffic Impact Study (If available)
- Two (2) Copies of the Local Engineer Report
- Two (2) Copies of the Affidavit of Ownership
- One (1) Copy of Pinelands Certificate of Filing (If applicable)
- One (1) Copy of All Dedication, Easement, Deed, and Other Relevant Documents

### Please Submit the Following Additional Items:

- Map or Most Recent Aerial Photo of Site
- Digital Copy of the Site Plan, Subdivision Plan or Major Subdivision

(The digital copy should be provided in the form of a pdf on a CD or flash drive. If no digital copy can be provided, please include a 11" by 17" reduction of the plan)

*X* \_\_\_\_\_  
*Certification of Completeness*  
*Signature By Local Official*

*X* \_\_\_\_\_  
*Signature of Agent or Applicant*

# CAMDEN COUNTY PLANNING BOARD APPLICATION



Making It Better, Together.

## Application for County Approval of Subdivision, Site & Development Plans

### Camden County Planning Board

Charles J. DePalma Public Works Complex  
2311 Egg Harbor Road  
Lindenwold, NJ 08021

Phone: 856.566.2978 Fax: 856.566.2988  
E-mail: planningdivision@camdencounty.com

This application must be completed in full, duplicated, signed and filed with the municipality. Please also submit a copy of local application and approval. See County Submission requirement list for all documents necessary for a complete application.

**(PLEASE TYPE OR PRINT LEGIBLY)**

### Project Information:

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

Project Address (if applicable) & Municipality: \_\_\_\_\_

Abuts County Road: \_\_\_\_\_ County Route No.: \_\_\_\_\_

### Type of Submission (please check one):

- New Site Plan
- New Minor Subdivision
- New Major Subdivision
- Request for Letter of No Impact or Waiver Review
- Revision to Prior Site Plan

Original Site Plan Application No.: \_\_\_\_\_ Date Originally Approved: \_\_\_\_\_

- Resubmission of Major Subdivision

Original Major Subdivision Application No.: \_\_\_\_\_ Date Originally Approved: \_\_\_\_\_

### Tax Map Data:

Plate(s): \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Block(s): \_\_\_\_\_

Variance(s) Required: \_\_\_\_\_

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

The Camden County planning process concerns itself primarily with a review of factors that directly impact county facilities such as County owned roads and stormwater management systems. This application as well as Subdivision and Site Plan Procedures, Engineering and Planning Standards Vol. 1 & Development Regulations Vol. 2 can be found on the Camden County Planning Division website: <http://www.camdencounty.com/government/offices-departments/planning-division> . If you have any questions please call 856-566-2978.

# CAMDEN COUNTY PLANNING BOARD APPLICATION

## Applicant & Agent Contact Information (please type or print legibly or your application may be delayed):

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Town & State: \_\_\_\_\_

Email: \_\_\_\_\_ Zip.: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Town & State: \_\_\_\_\_

Email: \_\_\_\_\_ Zip.: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Town & State: \_\_\_\_\_

Email: \_\_\_\_\_ Zip.: \_\_\_\_\_

## Proposed Use (please check all that apply):

### Residential

- Single Family Detached
- Town Homes
- Duplex
- Apartments
- Condominiums
- Medical Care Residential

### Commercial

- Retail
- Office
- Restaurant/ Food Establishment
- Hospitality/ Hotel Space
- Medical Use
- Sports or Entertainment

### Industrial

- Maintenance/ Repair Shop
- Flex Space
- Storage/ Warehouse
- Distribution Center
- Manufacturing
- Other: \_\_\_\_\_

## Project Description & Statistics:

Short Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Increase in Impervious Coverage?: YES / NO      Total Increase or Decrease: \_\_\_\_\_

Total Amount of Land Disturbed: \_\_\_\_\_

Total Gross SF of all Buildings/ Development: \_\_\_\_\_

Total New Residential Units: \_\_\_\_\_

Total New Jobs Created: \_\_\_\_\_

# CAMDEN COUNTY PLANNING BOARD APPLICATION

## Subdivision Description (if applicable):

Does this application include a lot consolidation? YES / NO

Will new lots be created? YES / NO      How Many New Lots? \_\_\_\_\_

Size of Existing Lot(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Portion to be Subdivided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Municipal Use:

Title of Municipal Official: \_\_\_\_\_

Authorized Municipal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Transmittal Date (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Signatures Required:

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Agent Completing Application: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

## For County Use:

Classification of Application: \_\_\_\_\_

Fees Included with Application: YES / NO

County Plan Number: \_\_\_\_\_

## Stamp Date Received Below

# CAMDEN COUNTY PLANNING BOARD APPLICATION FEE SCHEDULE



Applicant's Name: \_\_\_\_\_

Project Name: \_\_\_\_\_ Municipality: \_\_\_\_\_

Project Address: \_\_\_\_\_ Plate: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

## Type of Plan

Minor Subdivision (3 lots or less)     Major Subdivision (4 lots or more)     Site Plan

## Subdivision Fees

Minor Review Fee (\$200.00) ..... \$ \_\_\_\_\_  
 Major Review Fee (\$500.00) ..... \$ \_\_\_\_\_

## Site Plan Fees

Design Review Fee (\$500.00) ..... \$ \_\_\_\_\_  
 Total Parking Spaces (\$8.00/Space) ..... \$ \_\_\_\_\_  
 Dwelling Units (\$16.00/Unit) ..... \$ \_\_\_\_\_  
 Dedication, Easement, Deed, Etc. Review Fee (\$150.00) ..... \$ \_\_\_\_\_  
 Inspection Fee (\$200.00) ..... \$ \_\_\_\_\_

## Additional/ Other Fees

Preliminary Fee (\$200.00) ..... \$ \_\_\_\_\_  
 Concept Drawing Review Fee (\$200.00) ..... \$ \_\_\_\_\_  
 Request for Waiver Review or Letter of No Impact (\$200.00) ..... \$ \_\_\_\_\_  
 Revisions (\$200.00) ..... \$ \_\_\_\_\_  
 Signing of Filing Plats (\$150.00) ..... \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

*X* \_\_\_\_\_  
Signature of Agent or Applicant

Date \_\_\_\_\_

## SPECIAL PROVISIONS

The Fee Schedule Check is Payable to the Camden County Treasurer after Applications are Deemed Complete and Consistent with Municipal Review and Regulations. Fees paid are non-refundable once the review process begins.

All Plans, Applications, Dedications, Easements, Deeds, etc. **MUST** be submitted to the Planning Board at Least Thirty (30) Working Days Prior to the Scheduled Planning Board Meeting. All Complete Plan and Application

**CAMDEN COUNTY PLANNING BOARD APPLICATION  
AFFIDAVIT OF OWNERSHIP**



Making It Better, Together.

### **Company/ Organization Information**

Name of Company/Organization: \_\_\_\_\_

Is the Company a Corporation? YES / NO

If yes, what State is the Corporation incorporated in? \_\_\_\_\_

Is the Company a Partnership? YES / NO

Is Company an Individual Owner? YES / NO

Please list any/all individuals who are owners (full/part) / (individual/multiple) of the Company/Organization.  
If applicant is a Non-Profit Organization, please list all Board Members.

*I certify that the above information is true and correct to the best of my knowledge:*

X \_\_\_\_\_  
*Signature of Owner & Title*

*Date*

X \_\_\_\_\_  
*Signature of Owner & Title*