



**BOROUGH OF CLAYTON, NJ**

125 NORTH DELSEA DRIVE, CLAYTON, NJ 08312

Phone: (856) 881-2882

Fax: (856) 881-0153

[www.claytonnj.com](http://www.claytonnj.com)

# **UNIFIED DEVELOPMENT APPLICATION**

**Combined Planning/Zoning Board of Adjustment**

## **NOTICE TO ALL APPLICANTS**

PLEASE BE ADVISED THAT ANY FEES INCURRED BY THE APPLICANT FROM THE BOROUGH PROFESSIONALS (I.E., SOLICITOR, ENGINEER, PLANNER (IN ADDITION TO ANY AND ALL PUBLISHING, WILL BE AT THE EXPENSE OF THE APPLICANT.

THAT IS, ANY WORK DONE BY THESE PROFESSIONALS SUCH AS REVIEWING THE APPLICATION, PREPARING LETTERS, PREPARING RESOLUTIONS, ETC., THE APPLICANT WILL BE REQUIRED TO PAY FOR THESE SERVICES.

IF THE PROPERTY IS WITHIN 200 FEET OF AN ADJACENT BOROUGH, NOTICE MUST BE GIVEN TO THE CLERK OF SAID BOROUGH

## PLANNING BOARD APPLICATION INSTRUCTIONS

The purpose of the instructions is to assist an Applicant who wishes to file an application before the Board. Zoning and Land Use Law is very complicated. The requirements and mandates of State law and the Borough of Clayton Zoning Code/Development Ordinance (UDO) Chapter 88 Unified Development must be followed. Because of this, the Board is often limited in what it can or cannot do in granting the relief that you request. Therefore, it is always recommended that an Applicant consult with an attorney who is experienced in Zoning and Land Use law. You are not required to be represented by an attorney **UNLESS** you are a Corporation or a Partnership and then you **MUST** be represented by Counsel and that attorney **MUST** be licensed in the State of New Jersey.

Please take your time and thoroughly read over the application. PRINT all information neatly and legibly (except where signature is required). Note that some sections require all the requested information be completed. **Required information that is missing will only delay the processing of your application and the listing of a hearing date.** Some of the requested information must be obtained from different Borough Offices. It is recommended that you first fill out the application with all of the information that you know and have available, and leave unanswered those requests for information that you either do not know or are unsure. When you have completed the application, bring it to the Board Secretary at Borough Hall, and he/she will assist you in finalizing the missing information. After your application has been completed, then sign it **before a Notary Public** where required.

A completed and properly signed application, including **all of the attached forms #1-6** and a **Certified list of property owners within 200 feet** must be returned to the Board Secretary.

**DO NOT NOTIFY ANY PROPERTY OWNERS WITHIN 200 FEET, OR PUBLISH IN THE NEWSPAPER A NOTICE OF HEARING ON YOUR APPLICATION UNTIL AFTER THE BOARD SECRETARY HAS DEEMED YOUR APPLICATION COMPLETE AND PROVIDES YOU WITH A HEARING DATE.**

Failure to follow these instructions could result in a delay or a denial of your application.

A list of Fees and Escrow Deposit amounts can be obtained from the Board Secretary and found at the end of this application marked as Exhibit "A" OR found in the UDO under Section 88-84.

**PLANNING BOARD MEETINGS ARE HELD ON THE FOURTH (4<sup>TH</sup>) MONDAY OF EACH MONTH @ 7 PM. ALL APPLICATIONS MUST BE SUBMITTED 25 DAYS PRIOR TO THE NEXT SCHEDULED PLANNING BOARD MEETING (Ex. - Mtg. scheduled Nov. 28<sup>th</sup>, completed application must be received no later than November 3<sup>rd</sup> - See attached schedule)**

1. Complete application in full. Including the UDO/Land Development Application Checklist. Pages 10, 11, 13, and 17 **MUST** be signed before a Notary Public. **DO NOT REMOVE ANY PAGES EVEN IF THEY ARE BLANK AND DO NOT PERTAIN.**
2. **Once the application is complete you will need a total of 16 copies and a with attached plans and a PDF of the plans.** An original and 12 copies must be dropped off to the board secretary. **One (1) copy must be provided to each professional AS DIRECTED (Solicitor, Planner and/or Engineer) either via mail or dropped off at their respective offices.** Their names and addresses are attached to the application on a separate sheet. At the time that you drop off your applications, you must provide three (3) checks, one for the application fee, one check for your escrow account, and payment for a copy of the 200' list. If the application is not provided to the professionals within a timely fashion prior to your mtg., your matter cannot be heard.
3. Once your application is received by the Planning Board Secretary, you will receive a letter advising you that your application has been deemed either complete or incomplete.
4. On page 11 of your application, you must write in the hearing date provided in your letter and any additional information that is requested. PLEASE NOTE THAT A COPY OF YOUR NOTICE MUST BE FAXED TO THE PLANNING BOARD SECRETARY FOR REVIEW BY THE SOLICITOR BEFORE FORWARDING TO THE REQUIRED RESIDENTS. Once you get the Solicitor's approval, you must provide a copy of this Notice to everyone listed on your 200' list printout received from the Assessor's Office. This notice either has to be sent by certified mail or you can deliver them door-to-door having each resident sign a sheet saying they were served with the Notice.
5. Page 12 of your application MUST ALSO BE FAXED TO THE PLANNING BOARD SECRETARY FOR REVIEW BY THE SOLICITOR. Once you get the Solicitor's approval, please forward to the NEW JERSEY TIMES OR SENTINEL, to be published in their paper 10 days prior to your hearing date.
6. Please complete the Affidavit of Service (page 13) after you have sent your Notices and provide same to the Planning Board Secretary. The Affidavit of Publication that you receive from the newspaper must also be given to the Board Secretary. If pages #12 and #13 are not provided to the Board Secretary prior to the meeting, your matter will not be heard.
7. After your application is heard and if approved, a Resolution will be adopted at the next Planning Board meeting in which a copy will be forwarded to you.
8. After **all** invoices have been paid and if any funds are remaining in escrow, you must submit in writing to the Planning Board Secretary your request for a refund.

Any questions, please do not hesitate to contact me.

Debbie Schlosser  
Planning/Zoning Board Secretary  
(856) 881-2882 ext. 123

## **2024 SUBMISSION SCHEDULE**

<b><u>MEETING DATE</u></b>	<b><u>SUBMISSION DEADLINE</u></b>
January 22 (Reorg.)	<b>Reorganization meeting only; no Applications</b>
February 26	February 1
March 25	February 29
April 22	March 28
May 13***	April 18
June 24	May 30
July 22	June 27
August 26	August 1
September 23	August 29
October 28	October 3
November 25	October 31
December 9***	November 14

\*\*\*Meeting dates are moved up two weeks due to Holidays falling on regularly scheduled meeting dates (i.e., Memorial Day & Christmas week)

### **Check list:**

1. Taxes Current
2. Complete application (do not remove pages)
3. Total 16 copies – original and 12 copies delivered to Secretary at Borough Hall along with a ***PDF of application and all other plans and documents emailed to the Board Secretary at***

***dschlosser@claytonnj.com*** ; the three remaining copies mailed/hand delivered ***by the applicant*** directly to the Professionals listed in the packet.

## COMPLETION CHECKLIST

### Planning/Zoning Board of Adjustment

**Application Number:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

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

**Property:** BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_

#### **Received:**

\_\_\_\_\_ Application Fee in Amount of \$ \_\_\_\_\_

\_\_\_\_\_ Escrow Deposit in Amount of \$ \_\_\_\_\_

\_\_\_\_\_ Certification of Taxes Paid

\_\_\_\_\_ Proposed "Notice of Public Hearing"

\_\_\_\_\_ Signed Escrow Agreement

\_\_\_\_\_ Certified List of Property Owners Within 200 Feet

#### **Action Taken:**

\_\_\_\_\_ Copy of Application to Board Attorney on: \_\_\_\_\_

\_\_\_\_\_ Copy of Application to Board Engineer on: \_\_\_\_\_

\_\_\_\_\_ Copy of Application to Public Works Department on: \_\_\_\_\_

\_\_\_\_\_ Copy of Application to Fire Department on: \_\_\_\_\_

\_\_\_\_\_ Letter of [ ] "Completeness" [ ] "Incompleteness" sent on: \_\_\_\_\_

\_\_\_\_\_ Hearing Date Set for: \_\_\_\_\_

NOTES: \_\_\_\_\_

## COMBINED PLANNING BOARD & ZONING BOARD APPLICATION FORM

To be completed by BOROUGH staff only.

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

Application No. \_\_\_\_\_

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

Planning Board \_\_\_\_\_

Zoning Board of Adjustment \_\_\_\_\_

Application Fees \_\_\_\_\_ Escrow Deposit \_\_\_\_\_

Scheduled for: Review for Completeness \_\_\_\_\_ Hearing \_\_\_\_\_

=====

1. SUBJECT PROPERTY Location: \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Dimensions Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_

Zoning District \_\_\_\_\_

2. APPLICANT Name \_\_\_\_\_

Address \_\_\_\_\_

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

Applicant is a Corporation ☐ Partnership ☐ Individual ☐

3. DISCLOSURE STATEMENT Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D48.2 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 application, with supporting documentation, must

be filed with the Office of the Borough Clerk and must be delivered to the professionals for review at least fifteen [15] business days prior to the meeting at which the application is to be considered. stockholders and partners exceeding the 10% ownership criterion have been disclosed. **[Attach pages as necessary to fully comply.]**

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

4. If Owner is other than the applicant, provide the following information on the Owner(s):

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

Address \_\_\_\_\_

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

5. PROPERTY INFORMATION: Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes [attach copies] \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_

**Note: All deed restrictions, covenants, easements, association bylaws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Applicant's Attorney \_\_\_\_\_

Address \_\_\_\_\_

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

FAX Number \_\_\_\_\_

7. Applicant's Engineer \_\_\_\_\_

Address \_\_\_\_\_

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



FAX Number \_\_\_\_\_

8. Applicant's Planning Consultant \_\_\_\_\_

Address \_\_\_\_\_

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

FAX Number \_\_\_\_\_

9. Applicant's Traffic Engineer \_\_\_\_\_

Address \_\_\_\_\_

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

FAX Number \_\_\_\_\_

10. List any other Expert who will submit a report or who will testify for the Applicant: [Attach additional sheets as may be necessary]

Name \_\_\_\_\_

Field of Expertise \_\_\_\_\_

Address \_\_\_\_\_

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

FAX Number \_\_\_\_\_

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

\_\_\_\_\_ Minor Subdivision Approval

\_\_\_\_\_ Subdivision Approval [Preliminary]

\_\_\_\_\_ Subdivision Approval [Final]

Number of lots to be created \_\_\_\_\_

Number of proposed dwelling units \_\_\_\_\_

(including remainder lot)

(if applicable)

SITE PLAN:

\_\_\_\_\_ Minor Site Plan Approval

\_\_\_\_\_ Preliminary Site Plan Approval [Phases (if applicable) \_\_\_\_]

\_\_\_\_\_ Final Site Plan Approval [Phases (if applicable) \_\_\_\_]

\_\_\_\_\_ Amendment or Revision to an Approved Site Plan

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_ Informal Review

\_\_\_\_\_ Appeal decision of an Administrative Officer [N.J.S. 40:55D70a]

\_\_\_\_\_ Map or Ordinance Interpretation of Special Question [N.J.S. 40:55D-70b]

\_\_\_\_\_ Variance Relief (hardship) [N.J.S. 40:55D-70c (1)]

\_\_\_\_\_ Variance Relief (substantial benefit) [N.J.S. 40:55D-70c (2)]

\_\_\_\_\_ Variance Relief (use) [N.J.S. 40:55D-70d]

\_\_\_\_\_ Conditional Use Approval [N.J.S. 40:55D-67]

\_\_\_\_\_ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S. 40:55D-34]

\_\_\_\_\_ Direct issuance of a permit for a lot lacking street frontage [N.J.S. 40:55D-35]

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

\_\_\_\_\_

13. Waivers Requested of Development Standards and/or Submission Requirements: [attach additional pages as needed] \_\_\_\_\_

\_\_\_\_\_

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

***The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.***

An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [attach pages as needed] \_\_\_\_\_

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

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

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

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

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

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

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

23. Other approvals which may be required and date plans submitted:

	YES	NO	DATE PLANS SUBMITTED
Clayton Utilities Authority	_____	_____	_____
Gloucester County Health Department	_____	_____	_____
Gloucester County Planning Board	_____	_____	_____
Gloucester County Soil Conservation District	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____

Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

24. Certification from the Tax Collector that all taxes due on the subject property have been paid.

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

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff [Engineer, Planning Consultant, Attorney for the Board to which the application is submitted] for their review. The documentation must be received by the professional staff at least TWENTY-FIVE [25] business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

Quantity	Description of Item
_____	_____
_____	_____
_____	_____

26. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals:

Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

Applicant's Professional	Reports Requested
Attorney: _____	_____
Engineer: _____	_____
Planner: _____	_____

#### CERTIFICATIONS

27. 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 that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

[If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

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

28. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. [If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

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

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

## ESCROW AGREEMENT

THIS AGREEMENT ("the Agreement") made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By and between the COMBINED PLANNING/ZONING BOARD (the "Board") OF THE BOROUGH OF CLAYTON ("the Borough") and (Name) \_\_\_\_\_, (hereinafter referred to as the "Applicant").

1. **PURPOSE.** The board authorizes its professional staff to review, inspect, report to the Board, and study all plans, documents, statements, improvements and provisions submitted by, or made by the Applicant to the Board or pursuant to relief granted to the Applicant by the Board. The Board is entitled to reimbursement from an Applicant for all reasonable costs/fees incurred by Applicants in accordance with N.J.S.A 40:55D-8, and N.J.S.A. 40:55D-53 et. Seq/ pf the New Jersey Municipal Land Use Law ("MLUL").
2. **ESCROW ESTABLISHED.** The Board, Borough, and Applicant, in accordance with the provisions of this agreement, hereby create an escrow deposit account to be establish with the designated financial office of the Borough of Clayton.
3. **ESCROW FUNDED.** The applicant, by execution of this agreement, shall pay to the Borough to be deposited in the depository referred to in paragraph 2 immediately above, such sums as required by the applicable Borough Ordinances governing the same.
4. **IINCREASE IN ESCROW AMOUNT DEPOSITED.** If, during the existence of this escrow agreement, the funds deposited into said escrow account are insufficient to cover any voucher or bill submitted by the Board's professional staff, and shall, within fourteen (14) days of receipt of a notice from the Board or the Borough that a deficiency in the applicants escrow exist, provide such funding as required to fund existing deficit as well as to pay for projected costs and fees associated with ongoing Professional reviews, inspections, etc., pursuant to applicable Borough Ordinances governing the same, as well as the MLUL (specifically, N.J.S.A. 40:55D- 53.1 and 53.2). Interest earned on such escrow deposits, if the amount of such interest exceeds \$100.00 shall, if any, be paid to the Applicant in accordance with section 53.1 of the MLUL.
5. **DISPUTES AND APPEALS.** Should any disputes arise by and between the Applicant and the Borough and/or the Board with respect to either the funding of, or payment from, the escrow deposit account established herein, then the settlement of any and all disputes including any appeals from any decisions made by the Borough and/or the Board regarding such escrow deposit accounts, shall be made as called for by the applicable ordinance of the Borough Of Clayton and the provisions of the MLUL, specifically N.J.S.A. 40:55D-53.2.a
6. **COLLECTION OF DELINQUENT ESCROW BALANCES.** Should the Applicant fail to adequately and on a timely basis fail to fund its escrow deposit account so that the payment of all necessary and reasonable fees of the Board's professionals can be made in accordance with law, then the Borough and/or the Board shall be entitled to pursue all remedies available at either law of in equity, including but not limited to all amounts due, reasonable attorney's fees incurred in the collection of such amounts due, and simple interest at a rate of 18% per annum on all sums unpaid, beginning from 30 days after the Applicant received notice of such deficiencies, if permitted by law. The Borough and/or the Board shall be permitted to place a lien against any

and all properties within the Borough owned by the Applicant until such time as all sums due and owed have been paid. The Borough shall also have the right to withhold and/or suspend any building permits, the conduct of construction inspections, the issuance of certificates of occupancy, and other actions, unless and until all escrow deficiencies have been satisfied by the applicant.

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Date

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(Signature of Applicant)

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Print Name of Applicant

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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NOTARY PUBLIC

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Date

---

Borough of Clayton Borough

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Date

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Borough of Clayton Combined Planning/Zoning Board of Adjustment



**NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC. OF SUBJECT  
PROPERTY  
BOROUGH OF CLAYTON, COUNTY OF GLOUCESTER, STATE OF  
NEW JERSEY  
NOTICE OF PUBLIC HEARING OR APPLICATION**

TO: \_\_\_\_\_ OWNER OF PREMISES

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application COMBINED PLANNING/ZONING BOARD OF  
ADJUSTMENT OF THE BOROUGH OF CLAYTON (the "Board" for the following relief:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the premises located at: \_\_\_\_\_ and  
designated as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ on  
the Tax Maps of the Borough. This notice is sent to you as an owner of property within 200' feet of the  
subject application.

A public hearing has been set down for \_\_\_\_\_, 20\_\_\_\_,  
\_\_\_\_\_ P.M., in the Clayton Borough Municipal Building, 125 N Delsea Drive, Clayton, New  
Jersey, 08312 (856-881-2882) and when the case is called you may appear either in person, or by  
agent or attorney, and present any objections which you may have to the granting of the relief sought in  
the petition.

Copies of the application and all documents, maps or other papers filed in connection with this application  
are on file in the office of the Board Secretary in the Borough's Municipal Bldg. and are available for  
inspection.

This notice is sent to you by the applicant, by order of the Clayton Borough Combined Planning and Zoning  
Board of Adjustment.

Respectfully,

\_\_\_\_\_  
(Applicant)

**NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER OF THE  
BOROUGH OF CLAYTON**

**NOTE: Publication of this notice must appear at least ten (10) days prior to the scheduled hearing date.**

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**NOTICE OF PUBLIC HEARING**

**CLAYTON BOROUGH COMBINED PLANNING/ZONING BOARD OF ADJUSTMENT**

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,

at \_\_\_\_\_ o'clock p.m., a hearing will be held before the COMBINED PLANNING/ZONING BOARD OF ADJUSTMENT of the Borough of Clayton (the "Board") at Borough's Municipal Building, 125 North Delsea Drive, Clayton, NJ 08312 (856)881-2882 on the

appeal or application of the undersigned for a variance or other relief so as

to permit \_\_\_\_\_

\_\_\_\_\_

on the premises located at \_\_\_\_\_

and designated as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ on the

tax maps of the Borough.

This application, along with all maps, papers and supporting documents filed with the application, are on file in the Office of the Board Secretary in the Borough Municipal Building and are available for the public inspection during the Borough's regular business hours, or by appointment.

Any interested party may appear at said hearing and participate therein accordance with the rules of the COMBINED PLANNING/ZONING BOARD OF ADJUSTMENT.

\_\_\_\_\_

(Name of Applicant)

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

## AFFIDAVIT OF SERVICE

State of New Jersey:

County of \_\_\_\_\_:

\_\_\_\_\_ of full age, being duly sworn according to law, on his oath deposes and says that he resides at \_\_\_\_\_ in the [Borough] \_\_\_\_\_ of \_\_\_\_\_ County of \_\_\_\_\_, and State of \_\_\_\_\_, and that he did on \_\_\_\_\_ 20\_\_\_\_, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by application known as: \_\_\_\_\_ located at \_\_\_\_\_ on \_\_\_\_\_ the Tax Maps of the Borough of Clayton.

Said notice was given either by handing a copy to the property owner (\_\_\_\_),

or by sending said notice by certified mail (\_\_\_\_). Copies of the registered receipts are attached hereto.

Notices were also served upon:

(Check if applicable)

- ☐ 1. The Clerk of the Borough of Clayton
- ☐ 2. Gloucester County Planning Board
- ☐ 3. The Director of the Division of State and Regional Planning
- ☐ 4. The Department of Transportation
- ☐ 5. The Clerk of Adjoining Municipalities
- ☐ 6. Comcast Cable
- ☐ 7. Gloucester County Utilities Authority (GCUA)
- ☐ 8. AC Electric Company
- ☐ 9. Verizon Communications
- ☐ 10. South Jersey Gas Co.
- ☐ 11. Other \_\_\_\_\_

A copy of said notices are attached hereto and marked "Exhibit A."

Notice was also published in the official newspaper of the Borough as required by law.

Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the Borough tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Borough of Clayton which is marked "Exhibit C."

There is also attached a copy of the proof of publication of notice in the official newspaper of the Borough, which is marked "Exhibit D."

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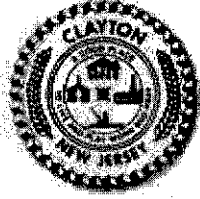
(Signature of Applicant)

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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NOTARY PUBLIC

\*For notice requirements, see N.J.S. 40:55D-12.



## COMBINED PLANNING/ ZONING BOARD

125 NORTH DELSEA DRIVE  
CLAYTON, NJ 08312  
856-881-2882

### **LIST OF PROFESSIONALS**

#### **SOLICITOR**

ALEXIS SMITH  
PARKER McCAY PA  
9000 MIDLANTIC DR., SUITE 300  
P.O. BOX 5054  
MT. LAUREL, NJ 08054-5054  
Phone: (856) 596-8900  
Fax: (856) 489-6980

#### **BOARD ENGINEER & PLANNER**

WAYNE L. ROORDA, JR., P.P.  
BRYSON & YATES  
307 Greentree Road  
Sewell, NJ 08080  
Phone: (856) 589-1400  
Fax: (856) 582-7976

#### **BOROUGH ENGINEER**

MARK BRUNERMER  
SICKELS & ASSOCIATES  
833 Kings Hwy  
, West Deptford, NJ 08096  
Phone: (856) 848-6800  
Fax: (856) 848-8520

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff, Engineer, Planner and Attorney for the Board for their review. **Proof must be submitted to the secretary within ten (10) days after submitted to the professionals.**

**BOROUGH OF CLAYTON  
UTILITIES AND OTHERS ENTITLED TO NOTICE**

---

**GAS:**

South Jersey Gas Headquarters  
1 South Jersey Plaza  
Hammonton, NJ 08037  
Phone: (973)202-1587

**PHONE SERVICE:**

Verizon Communications  
Corporate Headquarters  
1095 Avenue of Americas  
New York, NY 10013  
Phone Number: (212)395-1000

**ELECTRIC:**

Atlantic City Electric  
Corporate Offices  
1333 Atlantic Avenue  
Atlantic City, NJ 08401  
Phone Number: (609)348-3001

**CABLE:**

Comcast Headquarters  
1701 JFK Boulevard  
Philadelphia, PA 19103  
Phone: (215)286-1700

**IF PROPERTY IS ADJACENT TO A STATE HIGHWAY:**

New Jersey Department of Transportation Planning Division  
P.O. Box 600  
Trenton, New Jersey 08625-0600

**IF PROPERTY IS ADJACENT TO AN EXISTING COUNTY ROAD,  
OR WITHIN 200 FEET OF A MUNICIPAL BOUNDARY:**

Gloucester County Planning Board  
1200 North Delsea Drive  
Clayton, New Jersey 08312

**IF THE PROPERTY IS WITHIN 200 FEET OF AN ADJACENT BOROUGH  
NOTICE MUST BE GIVEN TO THE CLERK OF SAID BOROUGH**



## Verification of Tax Payment Report

This form must be filed and approved by the Tax Collector of the Borough of Clayton, prior to issuance of any permits or appearance before the Combined Planning/Zoning Board for the hearing of applicant's application.

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

HOME ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ CELL/WORK #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

PROPERTY ADDRESS REQUESTING APPROVAL: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

FORMER OWNER (IF KNOWN): \_\_\_\_\_

ALL PROPERTY OWNERS MUST HAVE TAXES CURRENT PRIOR TO APPROVAL

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

BOARD SECRETARY

TAX COLLECTOR:            TAXES CURRENT            ( ) YES            ( ) NO

TAX TITLE LIEN            ( ) YES            ( ) NO

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

TAX COLLECTOR



## REQUEST FOR 200 FOOT LIST

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

I, \_\_\_\_\_, am requesting a 200-foot list for the property at  
(Applicant's Name – Print)

2

\_\_\_\_\_, which is located in the Borough of Clayton,

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

When the list is completed, I would like to be contacted by:

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

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

\_\_\_\_\_ Mail: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

\_\_\_\_\_ Email address: \_\_\_\_\_

List is \$10.00 per lot

Paid By:

\_\_\_\_\_ Cash

\_\_\_\_\_ Check #

**EXHIBIT "A"**

**FEES AND ESCROWS**

The following is a schedule of fees to be paid by the applicant upon filing an application:

Fees and escrows. The following is a schedule of fees to be paid by the applicant upon filing an application:

[Amended 12-9-2021]

(1) Development Review Committee Conceptual: major subdivision or site plan.

(a) Application fee: \$200.

(b) Professionals escrow: \$1,000.

(2) Minor subdivision: re-subdivision or lot line adjustment.

(a) Application fee:

[1] Residential: \$250

[2] Commercial: \$1,000.

(b) Professionals escrow:

[1] Residential: \$500.

[2] Commercial: \$2,000.

(3) Major subdivision: preliminary and/or final.

(a) Application fee.

[1] Residential: \$750.

[2] Commercial: \$1,500.

(b) Professionals escrow:

[1] Residential: \$1,500 < 5 acres; \$3,000 > 5 acres

[2] Commercial: \$3,000 < 5 acres; \$5,000 > 5 acres

- (4) Major subdivision: amended.
  - (a) Application fee: \$300.
  - (b) Professionals fee: \$500 plus \$50 per lot.
- (5) Site plan waiver.
  - (a) Application fee: \$250.
  - (b) Professionals fee: \$750.
- (6) Minor site plan.
  - (a) Application fee: \$250.
  - (b) Professionals fee: \$1,500.
- (7) Major site plan: preliminary.
  - (a) Application fee: \$300 plus \$50 per acre.
  - (b) Professionals fee: \$2,000 plus \$200 per acre.
- (8) Major site plan: final.
  - (a) Application fee: \$300.
  - (b) Professionals fee: \$2,000 plus \$100 per acre.
- (9) Major site plan: amended.
  - (a) Application fee: \$300.
  - (b) Professionals fee: \$2,000 plus \$500 per acre.
- (10) Use variance (applications made under N.J.S.A. 40:55D-70d).
  - (a) Application fee: \$250.
  - (b) Professionals fee.
    - [1] Residential: \$1,000.
    - [2] Commercial: \$2,000.
- (11) Bulk variance (applications made under N.J.S.A. 40:55D-70c).
  - (a) Application fee: \$150.

(b) Professionals fee.

[1] Residential: \$500.

[2] Commercial: \$750.

(12) Appeals (applications made under N.J.S.A. 40:55D-70a).

(a) Application fee: \$150.

(b) Professionals fee: \$500.

(13) Interpretations (applications made under N.J.S.A. 40:55D-70b).

(a) Application fee: \$100.

(b) Professionals fee: \$350.

(14) Conditional use (if subdivision or site plan approval is needed, the fees for the appropriate application shall be charged in addition to the following).

(a) Application fee: \$150.

(b) Professionals fee.

[1] Residential: \$500.

[2] Commercial: \$750.

(15) Environmental consultant review.

(a) Escrow fee: \$2,500.

(16) Zoning Permit Application

(a) Application fee: \$ 35.

(17) Certificate of nonconformity.

(a) Application fee: \$35

(18) Copies of minutes and other documents: per the Open Public Records Act (OPRA).<sup>(1)</sup>

[1] *Editor's Note: See N.J.S.A. 47:1A-1 et seq.*

D. Professional fees. The engineering, traffic engineering, legal and planning escrows as set forth in the aforesaid provisions are minimum amounts representing an estimate of the anticipated costs for such services based on the hourly rates of the respective professional. The hourly rates to be charged each applicant for the services of such professionals shall be the same as those set forth in the contracts between the Borough and said professionals. These fees may need to be replenished as project continues. This is the minimum escrow to be maintained until project is deemed completed.

# THE BOROUGH OF CLAYTON



125 NORTH DELSEA DRIVE, CLAYTON, NEW JERSEY 08312

Fax: (856) 881-0153

Phone: (856) 881-2882

www.claytonnj.com

Dear Applicant:

Enclosed with this application is a 12 page (65-item) list of submission requirements needed to be included on the plans that you submit for review. If you are requesting a waiver from any of these requirements, it must be noted on the Submission Requirement List and on the plans submitted and the completed list (2 copies) must be returned with the application.

## Definitions:

**Minor Site Plan:** Any development plan which is limited to the proposed construction of any permitted accessory use(s), such as a sign, home occupation or off-street parking area, or any development plan consisting of an expansion of, or an addition to, an existing conforming structure and use note exempted from site plan review by this chapter and not accounting for more than 15% additional building coverage and not exceeding 10,000 cubic feet of enclosed and roofed area, provided that such development plan does not involve the installation of any new road improvements or the expansion of any off-tract improvement for water, sewer, drainage, streets or similar improvement otherwise required, and does not adversely affect the development of an adjoining property or properties.

**Minor Subdivision:** A subdivision of land for the creation of not more than four (4) lots (3 new lots and the remaining parcel), provided that such subdivision does not involve: (a) a planned development; (b) any new street, or the provision of any off-tract improvement otherwise required for water, sewer, drainage, or a similar purpose; and (c) contains the information reasonably required in order to make an informed determination as to whether the requirements established by this chapter for approval of a minor subdivision have been met. The limit as to the maximum number of lots in a minor subdivision shall include all lots created from the same tract or tracts within the previous five (5) years, which shall be certified to by the applicant.

If you have any questions or require additional information, please feel free to call me.

Sincerely,

  
Debbie Schlosser  
Planning Board Secretary

## Borough of Clayton

[illegible]

Borough of Clayton  
List for All Planning[illegible]

\*Submission of concept plan is optional; if submitted, include times indicated

**BOROUGH OF CLAYTON**

**SUBMISSION REQUIREMENT LIST FOR ALL PLANNING BOARD APPLICATIONS**

[illegible]

\*Submission of concept plan is optional; if submitted, include times indicated



**BOROUGH OF CLAYTON**

**SUBMISSION REQUIREMENT LIST FOR ALL PLANNING BOARD APPLICATIONS**

[illegible]

\*Submission of concept plan is optional; if submitted, include times indicated

**BOROUGH OF CLAYTON  
NOT LIST FOR ALL PLANNING BOARD APPLICATIONS**

[illegible]

\*Submission of concept plan is optional; if submitted, include times indicated

**BOROUGH OF CLAYTON**  
**SUBMISSION REQUIREMENT LIST FOR ALL PLANNING BOARD APPLICATIONS**

34	X	X	X	X	X	X	X	Existing rights-of-way and/or easements on and within 200 feet of tract (for concept plan only, tax map data sufficient)	COMPLIES		
									N.A.		
									EXCEPTION		
35	X			X				Topographical features of subject property from best, readily-available, published (public) source	COMPLIES		
									N.A.		
									EXCEPTION		
36	X	X	X	X	X	X	X	Existing and proposed contour intervals based on U.S.C. and G.S. data. Contours to extend at least 200 feet beyond subject property as follows: Up to 3% grade = 1 foot, Between 3% and 10 % grade = 2 feet, 10% grade and above = 5 feet	COMPLIES		
									N.A.		
									EXCEPTION		
37	X		X					Boundary, limits, nature and extent of wooded areas, and other significant physical features	COMPLIES		
									N.A.		
									EXCEPTION		
38	X	X	X	X	X	X	X	Boundary, limits, nature and general extent of wooded areas, specimen trees of eight inches or more in diameter measured four feet above grade, and other significant physical features. (Map all and indicate those features to be disturbed.)	COMPLIES		
									N.A.		
									EXCEPTION		
39			X	X				Existing system of drainage of subject site and preliminary design of proposed system of drainage (including preliminary drainage calculations)	COMPLIES		
									N.A.		
									EXCEPTION		
40					X	X	X	Detailed engineering design of proposed system of drainage of subject site	COMPLIES		
									N.A.		
									EXCEPTION		
41			X	X	X	X	X	Drainage area map for existing and developed site condition	COMPLIES		
									N.A.		
									EXCEPTION		

\*Submission of concept plan is optional, if submitted, include times indicated

**BOROUGH OF CLAYTON**  
**SUBMISSION REQUIREMENT LIST FOR ALL PLANNING BOARD APPLICATIONS**

42							X	X	Final drainage calculations	COMPLIES		
										N.A.		
										EXCEPTION		
43			X						An environmental inventory including a general description of natural and cultural resources, and the probable impact of the development on the environmental attributes of the site.	COMPLIES		
										N.A.		
										EXCEPTION		
44			X						An open-space plan showing the proposed land area of parks and conservation set-asides, improvements proposed, and plans for their operation and maintenance	COMPLIES		
										N.A.		
										EXCEPTION		
45				X	X	X	X	X	Recreation facilities plan and details, where applicable	COMPLIES		
										N.A.		
										EXCEPTION		
46	X	X	X	X	X				General soil information from best, readily-available published sources	COMPLIES		
										N.A.		
										EXCEPTION		
47				X	X	X	X	X	Will topsoil be removed from the site and/or transported outside municipal boundaries? If yes, explain	COMPLIES		
										N.A.		
										EXCEPTION		
48			X						A community facility plan including, but not limited to, educational or cultural facilities, historic sites, libraries, hospitals, firehouses, and police stations.	COMPLIES		
										N.A.		
										EXCEPTION		
49	X	X	X	X	X	X	X	X	Plan meets, Barrier-Free Sub code requirements, if applicable	COMPLIES		
										N.A.		
										EXCEPTION		

\*Submission of concept plan is optional; if submitted, include times indicated

**BOROUGH OF CLAYTON**  
**SUBMISSION REQUIREMENT LIST FOR ALL PLANNING BOARD APPLICATIONS**

							Construction details as required by the Residential Site Improvement Standards including cross-section details of all drainage systems and details for roads, sidewalks, stormwater management systems, water supply, and sanitary sewers		
50	X	X	X	X	X	X		N.A.	
								EXCEPTION	
51	X				X		New block, lot and street identification numbers confirmed with local tax assessor or municipal designee.	COMPLIES	
								N.A.	
								EXCEPTION	
52			X	X	X	X	Proposed street names when new road(s) proposed	COMPLIES	
								N.A.	
								EXCEPTION	
53	X						Vehicular and pedestrian circulation patterns (general)	COMPLIES	
								N.A.	
								EXCEPTION	
							Proposed vehicular and pedestrian circulation and utility infrastructure plans including disposal of sanitary sewage, water, stormwater management. All other utilities may be shown by footnote	COMPLIES	
54		X	X	X	X	X		N.A.	
								EXCEPTION	
55	X	X			X	X	Where residential construction is contemplated, subsurface disposal testing where using septic systems	COMPLIES	
								N.A.	
								EXCEPTION	
							Traffic report describing anticipated traffic volumes, and impact or existing and proposed roads and intersections, when the proposed number of housing units exceeds 50	COMPLIES	
56			X	X	X	X		N.A.	
								EXCEPTION	
57	X	X	X		X		Finished spot elevations at all property corners	COMPLIES	
								N.A.	
								EXCEPTION	

\*Submission of concept plan is optional; if submitted, include times indicated

**BOROUGH OF CLAYTON**  
**SUBMISSION REQUIREMENT LIST FOR ALL PLANNING BOARD APPLICATIONS**

58					X				Finished spot elevations at all building corners and finished first floor elevations of proposed buildings	COMPLIES		
										N.A.		
										EXCEPTION		
59				X	X	X	X	X	Road and paving cross-sections(at 50-foot intervals) and profiles	COMPLIES		
										N.A.		
										EXCEPTION		
60		X		X	X	X	X	X	Lighting plan and details	COMPLIES		
										N.A.		
										EXCEPTION		
61		X		X	X	X	X	X	Landscape plan and details, including any tree protection plan(s)	COMPLIES		
										N.A.		
										EXCEPTION		
62		X			X			X	Location of containers for solid waste, including recyclables, and design/details of containers	COMPLIES		
										N.A.		
										EXCEPTION		
63		X		X	X	X	X	X	Site identification signs, traffic control signs, and directional signs	COMPLIES		
										N.A.		
										EXCEPTION		
										COMPLIES		
64	X	X		X	X	X	X	X	Parking plan, where applicable, showing spaces (size and type) aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimension (for concept plan, general information only)	COMPLIES		
										N.A.		
										EXCEPTION		
65		X		X				X	Preliminary architectural plan and elevations (required where new building or alterations to existing building are proposed)	COMPLIES		
										N.A.		
										EXCEPTION		

\*Submission of concept plan is optional; if submitted, include times indicated