



BOROUGH OF BERLIN
PLANNING AND ZONING BOARD APPLICATION
59 S. White Horse Pike
Berlin, NJ. 08009
856-767-7777 x 316
construction@berlinnj.org

Submission Date _____ Case No. _____

Escrow Fee _____ Application Fee _____

APPLICANT INFORMATION

Applicant

Owner

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State, Zip: _____

State, Zip: _____

Phone: (____) ____-____ Fax (____) ____-____

Phone: (____) ____-____ Fax (____) ____-____

Email _____

Email _____

Applicant is a Corporation: _____ Partnership _____ Individual _____

STATEMENT OF LANDOWNER WHERE APPLICANT IS NOT THE LANDOWNER

I, _____ the owner of Lot(s) _____ in Block _____
In the Borough of Berlin, Camden County New Jersey hereby acknowledge that the application
Of _____ for development of said property is made with my complete understanding
and permission in accordance with an agreement of purchase of option agreement entered into between
the applicants and myself stated herein:

Signature _____

Date: _____

DISCLOSURE STATEMENT:

Pursuant to N.J.S.A 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.A. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant flowed 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. (Attach pages as necessary to fully comply)

Name: _____ Address: _____ Interest _____

Name: _____ Address: _____ Interest _____

Name: _____ Address: _____ Interest _____

**TYPE OF APPLICATION
(Check all that apply)**

- Preliminary Major Site Plan Final Major Site Plan Minor Site Plan
- Minor Subdivision Bulk "C" Variance Use "D" Variance
- Preliminary Major Subdivision Final Major Subdivision Conditional Use
- Amended Application Site Plan Waiver Re-Zoning Appeal of Administrative Officer's decision

Applicant's Attorney: _____

Address: _____

Phone: _____ Fax: _____ Email : _____

Applicant's Engineer : _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Applicant's Planner: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Other Expert: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

PROPERTY INFORMATION

Street Address: _____

Block: _____ Lot: _____ Zone: _____

Existing Use _____ Proposed Use: _____

Number of Existing Lots: _____ Number of Proposed Lots: _____

Are there existing Deed Restrictions? _____ (if yes please attach copies)

Are there any proposed Deed Restrictions? _____ (if yes please attach copies)

Lot Dimensions: _____ Frontage: _____ Depth _____

Utilities: (check those that apply)

Public Water Private Well Private Septic Public Sewer

ZONING:

Front Set Back 1 _____ Front Set Back 2 _____ Rear Set Back _____

Side Set Back 1 _____ Side Set Back 2 _____

Building Height _____ Lot Frontage _____ Lot Depth _____

Lot Area _____

Fence Application:

Set Back from E.O.P. 1 _____ Set Back from E.O.P 2 _____

Fence Type _____ Fence Height _____
(E.O.P. = edge of pavement)

Pool Requirements :

Set Back from R.O.W. 1 _____ R.O.W. 2 _____

Set Back from property line 1 _____ Set Back property line 2 _____

Distance from dwelling _____
(Distance = measured from waters edge. R.O.W. = Right of Way. Set Back = measured from pool apron.)

Shed/ Garage Requirements:

Shed/Garage Area _____

Shed/Garage Height _____

Set Back from R.O.W. 1 _____

Set Back from R.O.W.2 _____

Set Back from property line 1 _____

Set Back from property line 2 _____

Parking and Loading Requirements:

Number of parking spaces required: _____

Number of parking spaces proposed: _____

Number of loading spaces required: _____

Number of loading spaces proposed: _____

Relief Requested:

exceptions to the application or municipal requirements requested (N.J.S.A. 40:55D-51)

exceptions to the Residential Site Improvement Standards (RSIS, N.J.A.C. 5:21-3.1)

Waivers from the Residential Site Improvement Standards (RSIS N.J.A.C. 5:21-3.2)
(such waivers require application to, and approval of the N.J. Site Improvement Advisory Board.)

zoning variances

Please list hardship for variance request: (Please include Borough Ordinance Section.)

NOTE: If any of the above are required, attach hereto separate exhibit(s) for each category of relief sought, stating the factual basis, legal theory, and whether they have been previously granted.

Is property in the Pinelands? _____

Does the application propose a well and or septic? _____

Are there any off tract improvements required or proposed? _____

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

(Written approval must to be attached) _____

Is the Subdivision filed by Deed or by Plat? _____

Attach a copy of the Notice to appear in the official newspaper of the Borough of Berlin and a copy of the notice 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 direction of the property which is the subject to this application. Then notice must specify the section 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.

Certification from the Tax Collector that all taxes due on the subject property have been paid.
(Document must be attached)

List of maps, reports, and other material accompanying the application must be attached.

It is the responsibility of the applicant to deliver 17 copies of the application form and all supporting documents to the Borough of Berlin Planning Board Secretary for review and one complete application and set of plans delivered to each of the Borough of Berlin Planning Board Professionals.

CERTIFICATIONS:

I certify that the foregoing statements are 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, an authorized corporate officer must sign this. If the applicant is a partnership, a general partner must sign this.)

Sworn to and subscribed before me this _____ day of _____ 20_____

Notary Public _____ Signature of Applicant _____

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 and am bound by the application, the representation made and decisions in the same manner as if I were the applicant.
(If the owner is a corporation and authorized corporate officer must sign this., If the owner is a partnership, a general partner must sign this.)

Sworn to and subscribed before me this _____ day of _____ 20_____

Notary Public _____ Signature of Applicant _____

I understand that the sum of \$ _____ has been deposited in an escrow account. In accordance with the Ordinances for the Borough of Berlin, 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 material and the publication of decision by the Board. Sums not utilized in the review process shall be returned upon request. If addition 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/Applicant _____

BOROUGH OF BERLIN PROFESSIONAL STAFF

Planning Board Secretary

Debbie Simone (856) 767-7777 x 316
59 S. White Horse Pike (856) 767-1071 FAX
Berlin, NJ. 08009

Planning Board Solicitor

Stuart Platt (856) 784-8500
40 Berlin Avenue (856) 784-8050 FAX
Stratford, NJ. 08084

Planning Board Engineer

James Biegen
Maser Consulting LLC (856) 797-0412 x 4004
2000 Midlantic Drive Ste. 100 (856) 467-3005
Mt. Laurel, NJ. 08054

Planning Board Consultant

Jennifer Beahm (732) 462-7400
CME Associates (732) 600-9499 CELL
1460 Route 9 South (732) 409-0756 FAX
Howell, NJ. 07731

Borough of Berlin Tax Assessor

Theresa Stagliano (856) 767-7777 x 319
59 S. White Horse Pike (856) 767-1071 FAX
Berlin, NJ. 08009

Borough of Berlin Fire Marshall

Bill Behnke (856) 767-7777 x 308
59 S. White Horse Pike
Berlin, NJ. 08009

Borough of Berlin Construction Official

Mike DePalma (856) 767-7777
59 S. White Horse Pike
Berlin, NJ. 08009

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER
BOROUGH OF BERLIN PLANNING/ZONING BOARD

TAKE NOTICE, that on the _____ day of _____, 20____, at 7:00 pm.
Caucus, 7:30 pm. Regular Meeting, the Borough of Berlin Planning/Zoning Board at 59 S. White
Horse Pike, Berlin, NJ. 08009 on the appeal or application of the undersigned for a variance or
other or relief so as to permit:

On the premises located at:

And designated as Block _____ Lot _____ on the Berlin
Borough Tax Map.

Said application is being made by _____
(Owner or Applicant Name)

(street) (city) (zip code)

The following described plans and papers are on file in the office of Planning/Zoning Board.

Any interested party may appear at said hearing and participate therein in accordance with the
rules of the Planning/Zoning Board.

(Applicant)

PLANNING BOARD NOTICE

BOROUGH OF BERLIN
COUNTY OF CAMDEN, NEW JERSEY

NOTICE OF HEARING TO PROPERTY OWNERS

TO: _____
(NAME OF PROPERTY OWNER WITHIN 200 FEET)

ADDRESS: _____
(ADDRESS OF ABOVE PROPERTY OWNER)

PLEASE TAKE NOTICE:

Take the undersigned has filed an appeal or application for development with the Planning/Zoning Board of the Borough of Berlin for a _____ variance from the Requirements of the Zoning Ordinance so as to permit:

On the premises at _____ and designated as Block _____ Lot _____ on the Borough tax map, and this notice is sent to you as an owner of property In the immediate vicinity.

A public hearing has been set down for _____, 20____, 7:00pm. Caucus, 7:30 pm, in the Municipal Building, 59 S. White Horse Pike, Berlin, NJ. 08009, and when the case is called you may appear either in person, or by an agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

The following described plans and papers are on file in the office of Planning/Zoning and are available for inspection.

The applicant, by order of the Board of Planning/Zoning, sends this notice to you.

Respectfully Yours,

Method of service: Certified _____

BOROUGH OF BERLIN
LISA EGGERT
COLLECTOR OF TAXES
59 S. White Horse Pike
Berlin, NJ. 08009

***** STATEMENT OF TAXES DUE *****

Date: _____

NEW JERSEY MUNICIPAL LAND USE LAW CHAPTER 291 P.L. 1975 HJSA 40-55:D-19/65.

PURSUANT TO THE PROVISIONS OF THE ABOVE CAPTIONED LAWS, EVERY APPLICATION FOR DEVELOPMENT SUBMITTED TO THE PLANNING BOARD OR TO THE ZONING BOARD OF ADJUSTMENT SHALL BE ACCOMPANIED BY PROFF THAT NO TAXES OR ASSESSMENTS FOR TOTAL IMPROVEMENTS ARE DUE OR DELINQUENT ON THE PROPERTY WHICH IS THE SUBJECT OF SUCH APPLICATION, OR, IF IT IS SHOWN THAT TAXES OR ASSESSMENTS EITHER BOARD SHALL BE CONDITIONED UPON EITHER THE PROMPT PAYMENT OF SUCH TAXES OR ASSESSMENTS OR THE MAKING OF ADEQUATE PROVISIONS FOR THE PAYMENT THEREOF IN SUCH MANNER THAT THE MUNICIPALITY WILL BE ADEQUATELY PROTECTED.

ASSESSED TO: _____

BLOCK: _____ LOT: _____ PERIOD DUE _____ AMOUNT DUE _____

STATUS OF PAYMENT: _____

REMARKS: _____

ASSESSMENT FOR LOCAL IMPROVEMENTS:

SIGNATURE OF TAXPAYER

SIGNATURE OF TAX COLLECTOR