

**INSTRUCTIONS FOR APPLICANTS FILING APPLICATIONS BEFORE  
THE LOGAN TOWNSHIP PLANNING BOARD**

The purpose of these 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 Logan Township Unified Development Ordinance 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. In addition, any attorney representing you must be licensed in the state of New Jersey).

A completed and properly signed application, including all of the Forms #1-6 as applicable and a Certified List of Property Owners within 200 Feet, if applicable (that you must obtain from the Township's Tax Assessor), must be turned into the Office of the Board Secretary. **DO NOT NOTIFY ANY PROPERTY OWNERS WITHIN 200 FEET, OR PUBLISH IN THE NEWSPAPER A NOTICE OF THE HEARING ON YOUR APPLICATION, UNTIL AFTER THE BOARD'S ENGINEER HAS NOTIFIED YOU THAT YOUR APPLICATION IS COMPLETE AND YOU ARE PROVIDED WITH A HEARING DATE.** A failure to follow these instructions may result in a delay or a denial of your application. **A list of Fees and Escrow deposit amounts are attached as "Exhibit A".**

DEVELOPMENT APPLICATION  
PLANNING BOARD  
TOWNSHIP OF LOGAN  
125 MAIN STREET  
P.O. BOX 314  
BRIDGEPORT, NEW JERSEY 08014  
TEL:(856)467-3424 EXT 3050

This application with supporting documentation, must be filed with the Secretary of the Logan Township Planning Board at the above referenced address, for a review and determination as to completeness prior to a hearing date being set or an applicant advertising, or mailing notices regarding a hearing date.

**ONLY THE BOARD SECRETARY CAN NOTIFY YOU OF THE HEARING DATE.**

**This Section To be Completed by Board Staff Only**

**Date Filed (Received):** \_\_\_\_\_ **Application No.** \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_ Date of Check: \_\_\_\_\_ Check No: \_\_\_\_\_

Escrow Deposit: \$ \_\_\_\_\_ Date of Check: \_\_\_\_\_ Check No: \_\_\_\_\_

Review for Completeness Completed: \_\_\_\_\_ Hearing Date Set For: \_\_\_\_\_

Person who Completeness was Completed by: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**

**1. LEGAL NAME OF APPLICANT:** \_\_\_\_\_

**2. SUBJECT PROPERTY (All requested information must be completed):**

Location (Street Address): \_\_\_\_\_

Tax Map: Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ (Check with Tax Office or look at tax bill for Block/Lot)

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

Zone District (Obtain from Zoning Officer): \_\_\_\_\_

Attached Survey/Plot Plan: [ ] Yes [ ] No. Waiver Requested because \_\_\_\_\_

The location of the property is approximately \_\_\_\_\_ feet from the intersection of \_\_\_\_\_ and \_\_\_\_\_

The property is located within 200 feet of another municipality: [ ] NO. [ ] YES-Specify Name of Municipality: \_\_\_\_\_

The property fronts on a county road or state highway: [ ] NO. [ ] YES-Specify County or State Highway Number: County Rte. No. \_\_\_\_\_ State Highway No. \_\_\_\_\_

Has an application regarding this property ever been filed before the Board before? [ ] NO. [ ] YES  
If "Yes", please give details, and attach a copy of the written decision (Resolution) adopted by the Board:

\_\_\_\_\_

This Property has public/private water service. (Circle One)

This Property has public/private sewer service. (Circle One)

Are you proposing a well and/or septic system? [ ] Yes [ ] No

**3. APPLICANT INFORMATION (All requested information must be completed):**

Full Legal Name \_\_\_\_\_

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

Telephone Number(s): DAY (\_\_\_\_) \_\_\_\_\_ EVENING (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Applicant is a (**must check one**): [  ] Corporation [  ] Partnership [  ] Sole Proprietor [  ] Individual

Relationship of Applicant to property in question: [  ] Owner. [  ] Tenant or Lessee. [  ] Purchaser under contract. [  ] Other: \_\_\_\_\_

**4. DISCLOSURE STATEMENT (If Applicant is a Corporation or Partnership)**

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning 10% or more of the stock in a corporation that is an applicant, or 10% or greater interest in a partnership that is an applicant must be disclosed. In accordance with N.J.S.A. 40:55D-48.2 that disclosure requirement applies to any stockholder in a corporation that is an applicant, or partner in a partnership that is an applicant, who owns or holds 10% or more of its stock, or 10% or greater interest in the partnership, until all the names and addresses of the non-corporate stockholders and individual partners at or exceeding the 10% ownership criterion, have been listed. [Attach pages as necessary to fully comply with the following information that is required for each individual.]

Name \_\_\_\_\_ Percent of Interest held: \_\_\_\_\_ %

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

**5. OWNER IF DIFFERENT FROM APPLICANT**

If the owner of the property is someone different from the Applicant, then please complete the following:

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

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

Telephone Number: DAY : (\_\_\_\_) \_\_\_\_\_ EVENING: (\_\_\_\_) \_\_\_\_\_

**6 ADDITIONAL PROPERTY INFORMATION (All requested information must be completed):**

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

YES (Attach Copies and/or Copy of Deed)  PROPOSED (Attach Description)  None

NOTE: All deed restrictions, covenants, and easements, association by-laws, existing or proposed, must be submitted for review, and must be written in easily understandable English in order to be considered.

Present use of the premises and proposed use (describe in detail.)

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**7. APPLICANT'S EXPERTS/REPRESENTATIVES:**

**Applicant's Attorney** \_\_\_\_\_

(Name and Firm if Applicable)

Address \_\_\_\_\_

(Street)

(City)

(State)

(Zip Code)

Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**Applicant's Engineer** \_\_\_\_\_

(Name and Firm if Applicable)

Address \_\_\_\_\_

(Street)

(City)

(State)

(Zip Code)

Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**Applicant's Planning Consultant** \_\_\_\_\_

(Name and Firm if Applicable)

Address \_\_\_\_\_

(Street)

(City)

(State)

(Zip Code)

Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**Applicant's Traffic Engineer** \_\_\_\_\_

(Name and Firm if Applicable)

Address \_\_\_\_\_

(Street)

(City)

(State)

(Zip Code)

**8. OTHER EXPERTS**

List any other expert(s) who will submit a report and/or testify on behalf of the Applicant  
Attach additional sheets as may be necessary, with the following information.

Name \_\_\_\_\_ Field of Expertise \_\_\_\_\_  
Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)  
Telephone Number : (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

**9. RELIEF BEING REQUESTED:**

The applicant is requesting the following relief from the Board. (List as many forms of relief that are applicable). **Mark and Attach Separate Sheet if More Space is Needed:**

**SUBDIVISION APPROVAL.**

- Conceptual Review
- Site Plan Review Committee
- Minor Subdivision
- Major Subdivision-Preliminary  Major Subdivision-Final
- Number of Lots to be Created \_\_\_\_\_  Number of Proposed Dwelling Units \_\_\_\_\_

**Note: A "Plan of Subdivision" must be submitted in accordance with the submission requirements set forth in the Submission Checklist and the Logan Township Development Ordinance.**

**SITE PLAN APPROVAL.**

- Major Site Plan Approval  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) \_\_\_\_\_
- Request for Waiver from Site Plan Review and Approval. Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER:**

- Informal Review of \_\_\_\_\_  
\_\_\_\_\_

**VARIANCES:** List any and all variances that are a part of this application. List the nature of the variances, and cite the specific Section of the Logan Township Unified Development Ordinance from which relief is requested. (Attach additional pages if necessary).

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

Set forth your reasons under the Municipal Land Use Law that you believe support your request for relief, based on the specific facts of your application:

**“Hardship”** (N.J.S.A.40:55D-70c (1) Provide Reasons: \_\_\_\_\_

**“Substantial Benefit”** (N.J.S.A.40:55D-70c (2). Provide Reasons: \_\_\_\_\_

**Conditional Use Approval.** Site applicable section of the Township’s Unified Development Ordinance: \_\_\_\_\_

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

## 10. SUBMISSION REQUIREMENTS

The Applicant is required to submit each of the following, unless otherwise noted:

**A. Application** (with attached site plan, plot plan, survey and/or other pertinent documents):  
An original and eighteen (18) copies to the Board Secretary (**Total 19**) must be submitted

**B. Certified List of Property Owners Within 200 Feet.** Obtain from Tax Collector's Office and submit with original copy of application. (Not required for minor subdivisions where no variances are requested).

**C. Completed Land Development Submission Checklist.**

**D. Escrow Agreement (Form#1):** Sign and submit with original copy of application.

**E. Notice of Public Hearing (Form#2)**  
Submit a draft copy (leaving date of hearing blank) and submit with original application.  
Not required for minor subdivisions where no variances are requested.

**F. Affidavit of Publication- (Form#3)**  
Gloucester County Times: Evidencing that the Notice of Public Hearing was Published at Least Ten (10) days prior to the Hearing Date. Submit to the Board's Secretary as soon as received by the newspaper. (Not required for minor subdivisions where no variances are required).

**G. Affidavit of Service- With Attachments (Form #4).** Submit to the Board's Secretary along with original copies of Certified Mail Receipts stamped by the U.S. Post Office as to the date of mailing, and a copy of Notice of Public Hearing (Form #2) with hearing date. (Not required for minor subdivisions where no variances are required).

**H. Tax Payment Certification (Form #5).** Submit with original copy of application.

**I. Site Inspection Consent (Form # 6)** Submit with original copy of application

**11. OTHER APPROVALS, WHICH MAY BE REQUIRED, AND THE DATES THAT PLANS/APPLICATIONS WERE SUBMITTED:**

<u>AGENCY OR PERMIT</u>	<u>YES</u>	<u>NO</u>	<u>DATE PLANS SUBMITTED</u>
Gloucester County Health Department	_____	_____	_____
Gloucester County Planning Board	_____	_____	_____
Gloucester County Soil Conservation District	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
(Check nature of approval(s) needed:			
[ ] Sewer Extension Permit;			
[ ] Sanitary Sewer Connection Permit;			
[ ] Stream Encroachment Permit;			
[ ] Wetlands Permit; [ ] Tidal Wetlands Permit;			
[ ] Potable Water Construction Permit;			
[ ] Other: _____			
NJ Department of Transportation	_____	_____	_____
Other: _____	_____	_____	_____

[ ] List of Maps, Reports, and other materials accompanying this application (attach additional pages as required for complete listings): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**12. OTHER INFORMATION ATTACHED IN SUPPORT OF YOUR APPLICATION.** (List the specific information attached and its importance / significance to your application): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**13. CERTIFICATIONS:**

**APPLICANT**

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the corporate applicant and 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 Application must be signed by an authorized corporate officer as indicated in a resolution of the corporation which must be attached hereto. If the applicant is a partnership, this must be signed by a general partner.)**

**Applicant:**

\_\_\_\_\_  
**(FULL LEGAL NAME-PLEASE PRINT)**

\_\_\_\_\_  
**(TITLE)**

\_\_\_\_\_  
**(SIGNATURE)**

Sworn to and subscribed before me this

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

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

**OWNER (IF DIFFERENT FROM 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 be bound by the application, the representations made by the applicant, and the decision of the Board in this matter. **(If the owner is a corporation, this must be signed by an authorized corporate officer as indicated in a corporate resolution which must be attached hereto. 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

X \_\_\_\_\_

SIGNATURE OF OWNER

\_\_\_\_\_  
Owner's Name (Print)

# APPENDICES

- ❖ Form #1 Escrow Agreement
- ❖ Form # 2 Notice Serviced on Property Owners
- ❖ Form # 3 Notice to be Published in Newspaper
- ❖ Form # 4 Affidavit of Service
- ❖ Form # 5 Tax Payment Certification
- ❖ Form # 6 Site Inspection Consent
- ❖ Site Plan Submission Checklist
- ❖ Minor Subdivision Submission Checklist
- ❖ Major Subdivision Submission Checklist
- ❖ Application & Escrow Fees

**ESCROW AGREEMENT**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by and between the Logan Township Planning Board (the "Board", the Township  
of Logan (the "Township" and \_\_\_\_\_  
(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 its professional staff through the use of escrow deposit accounts maintained on behalf of and funded by applicants in accordance with N.J.S.A. 40:55D-8, and N.J.S.A. 40:55D-53 et seq. of the New Jersey Municipal Land Use Law ("MLUL").
2. Escrow Established. The Board, Township and Applicant, in accordance with the provisions of this Agreement, hereby create an escrow deposit account to be established with the designated financial officer of the Township of Logan.
3. Escrow Funded. The Applicant, by execution of this Agreement, shall pay to the Township to be deposited in the depository referred to in paragraph 2 immediately above, such sums as are required by the applicable Township ordinances governing the same.
4. Increase 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, Applicant shall, within fourteen (14) days of receipt of a notice from the Board or the Borough that a deficiency in the Applicant's escrow exists, provide such funding as required to fund the existing deficit as well as to pay for projected costs and fees associated with ongoing professional reviews, inspections, etc., pursuant to applicable Township 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 Township 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 Township and /or the Board regarding such escrow deposit accounts, shall made as called for by the applicable ordinance of the Township of Logan and the provisions of the MLUL, specifically N.J.S.A. 40:55D-53.2a.

6. Collection of Delinquent Escrow Balances. Should the Applicant fail to adequately and on a timely basis 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 Township and/or the Board shall be entitled to pursue all remedies available at either law or 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 Township and/or the Board shall be permitted to place a lien against any and all properties within the Township owned by the Applicant until such time as all sums due and owed have been paid. The Township 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.

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

X \_\_\_\_\_  
Signature of Applicant

Sworn and Subscribed Before Me this  
\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name of Applicant-Print

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

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

\_\_\_\_\_  
TOWNSHIP OF LOGAN

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

\_\_\_\_\_  
TOWNSHIP OF LOGAN  
PLANNING BOARD



**FORM # 3- NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF  
THE TOWNSHIP OF LOGAN**

**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  
Logan Township Planning Board**

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_, 20, at 6:30 PM, a hearing will be held before the Planning Board of the Township of Logan (the "Board") in the Township's Municipal Building 125 Main Street, Bridgeport, NJ 08014 on the appeal or application of the undersigned for the following form of relief: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

regarding premises known as \_\_\_\_\_ in the Township of Logan, also known as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ (Street Address) on the tax maps of the Township. This application along with all maps, papers and supporting documentation filed with the application are on file in the Office of the Planning Board Secretary in the Township's Municipal Building and are available for public inspection up to 10 days before the hearing, during the Township's regular business hours, or by appointment (856)467-3424 ext 3050. Any interested party may appear at the hearing in this matter and participated therein, either in person, by attorney, or by agent, in accordance with the Rules and Regulations of the Board.

**By Order of the Logan Township Planning Board**

\_\_\_\_\_  
(Applicant- Print Name)

FORM # 4

AFFIDAVIT OF SERVICE

State of New Jersey :
: S
County of \_\_\_\_\_ :

I, \_\_\_\_\_, being of full age and duly sworn according to law, on his/her
(Print Name)
oath deposes and says that he/she resides at \_\_\_\_\_ in the
(Street Address)
\_\_\_\_\_
(City) (County) (State)

and that he/she did on \_\_\_\_\_, 20\_\_\_\_, at least ten (10) days prior to the hearing date
(Month/Day)
scheduled before the Planning Board of the Township of Logan set for \_\_\_\_\_, 20\_\_\_\_,
\
did give personal notice to all property owners within 200 feet of the subject property of the
application known as \_\_\_\_\_, and being further known as Block(s)\_\_\_\_\_
(Street Address)
Lot(s) on the Tax Maps of the Township of Logan. Said notice was given by
either: [ ] personally handing a copy to the property owners; or [ ] by sending said notice by
certified mail, return receipt requested.

Notices were also served upon (check all applicable):

- [ ] Clerk of the Township of Logan
[ ] Gloucester County Planning Board
[ ] Director of the Division of State and Regional Planning
[ ] N.J. Division of Transportation
[ ] Clerk of the following adjoining Municipality (ies): \_\_\_\_\_;
[ ] Comcast Cable Company
[ ] Logan Township Municipal Utilities Authority (LTMUA)
[ ] Connectiv
[ ] Verizon Communications
[ ] South Jersey Gas Co.
[ ] Other: \_\_\_\_\_

A copy of the **NOTICE OF PUBLIC HEARING** is attached hereto, along with the **CERTIFIED LIST OF PROPERTY OWNERS** within 200 feet of the subject property provided to me by the Logan Township Tax Assessor's Office (and the Tax Assessor's Office of any adjacent municipality if the subject property is within 200 feet of another municipality). If notice was given by certified mail, return receipt requested, all original **Certified Mail Receipts** are also attached hereto.

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(Signature of Applicant)

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(Name of Applicant)-Print

Sworn and subscribed to before me

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

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NOTARY PUBLIC

**FORM # 5**

**TAX PAYMENT CERTIFICATION**

Pursuant to the New Jersey State Law, Chapter 174 of 1987, N.J.S.A. 40:55D-39e and N.J.S.A. 40:55D-65h, an applicant may be required to furnish proof that no taxes or assessments for local improvements are due or delinquent on the property for which relief is being sought through the Planning Board of the Township of Logan. An applicant must complete Section I of this form and request the Logan Township Tax Office to complete Section II, which verifies that no taxes or assessments are due. When completed, the applicant should attach this form to the originally signed application that is to be submitted to the Board Secretary.

**SECTION I (To Be Completed By Applicant):**

I \_\_\_\_\_ residing at \_\_\_\_\_  
(Name of Applicant-Print) (Street Address)  
\_\_\_\_\_ am making an application for the  
(City) (State) (Zip Code)  
following relief before the Planning Board of the Township of Logan \_\_\_\_\_  
\_\_\_\_\_ regarding property known as Block(s) \_\_\_\_\_ Lots(s) \_\_\_\_\_ on the Tax Maps of the  
Township of Logan, located at: \_\_\_\_\_  
(Street Address)  
whose owner of record is: \_\_\_\_\_ residing at  
(Print Name)  
(Street Address) (City) (State) (Zip Code), I request the  
Tax Collector of Logan Township to determine if all taxes and/or assessments are paid on the property that is the subject of my application.

DATE OF REQUEST: \_\_\_\_\_ (Applicant's Signature)

**SECTION II. (To be Completed By the Logan Township Tax Collector)**

I certify that:  All taxes are paid up- to-date on the above referenced property  
 All assessments due have been paid  
 The following amount is delinquent and past due: \$ \_\_\_\_\_

Date: \_\_\_\_\_ (Tax Collector)

**FORM#6**

**TOWNSHIP OF LOGAN  
PLANNING BOARD  
APPLICANT(S) CERTIFICATION(S)**

**SITE INSPECTION CONSENT**

\_\_\_\_\_ hereby give permission to the Members of the Planning Board of the Township of Logan and its authorized representatives, consultants and other Township Officials to enter onto the premises located at \_\_\_\_\_, Logan Township for the purposes of evaluation of the application for development presently pending before that Board.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Owner/Representative

\_\_\_\_\_  
Print Name Here

# SITE PLAN SUBMISSION CHECKLIST

### Submission Checklist for Site Plans

The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.

The requirements for completeness are included on the checklists in Article IV, Sections 1, 4, 9, and 12.

#### *Section 1*

- | <u>Item</u> | <u>Description</u>   |
|-------------|--|
| ( ) C.1     | <u>Certification as to the Non-Applicability of Industrial Site Recovery Act ("ISRA") for industrial properties.</u>   |
| ( ) C.2     | <u>A Preliminary Assessment ("PA")/Site Investigation ("SI") Report in accordance with NJDEP technical requirements for site remediation (NJAC 7:26E).</u>   |
| ( ) C.3     | <u>A No Further Action ("NFA") Determination from NJDEP or a Response Action Outcome issued by a licensed site remediation professional for each Area of Concern ("AOC") for a Known Contaminated Site ("KCS"), or for any site in which a release, or a suspected release, or any reportable contaminants has occurred.</u> |

#### *Section 9*

- | <u>Item</u> | <u>Description</u>   |
|-------------|--|
| ( ) A.      | <u>Adequate proof that no taxes or assessments for local improvements are due or delinquent on the subject property.</u>   |
| ( ) B.      | <u>Evidence that the proposed subdivision or site plan conforms with all other applicable provisions of other sections of this ordinance; if not, the exact nature of any variance or waiver required.</u> |
| ( ) C.      | <u>Maintenance arrangements for any common open space to be included as part of the development.</u>   |

Section 12

- | <u>Item</u> | <u>Description</u>   |
|-------------|--|
| ( ) A.1.    | <u>Site Plans submitted for conventional developments shall include materials that clearly show conditions on the site at the time of the application, the features on the site which are to be incorporated into the proposed development, and the appearance and function of the proposed development. The various elements of the Site Plan shall be prepared by professionals, as required by New Jersey Statute 13:40-7.1, licensed to practice in the State of New Jersey, according to the following instructions and including the following information and data:</u> |
| ( ) A.1.a.  | <u>Cover sheet signature block, Title block denoting type of application, municipality, county, tax map sheet, block and lot and street address, Schedule of zoning requirements and conformance to same.</u>  |
| ( ) A.1.b.  | <u>Site plans drawn to a scale of not less than 1" = 100 ft. All distances shall be in decimals of a foot and all bearings shall be given to the nearest tenth-second and the error of closure of the tract shall be one in ten thousand (1:10,000) and certified by a licensed land surveyor.</u>   |
| ( ) A.1.c.  | <u>A key map showing the entire parcel to be developed and its relation to the surrounding area, based on the Logan Township Zoning Map.</u>   |
| ( ) A.1.d.  | <u>Title of development, north point, written and graphic scales, name, address of record owner and professional preparing the site development plan with their business address, raised seal and original signature affixed to said plan, Date of preparation and revision dates.</u>   |
| ( ) A.1.e.  | <u>The name of the owners of record of all properties within 200 ft. of the site and the block and lot numbers of such adjacent properties.</u>  |
| ( ) A.1.f.  | <u>All existing school, zoning and special district boundaries located on or adjacent to the property involved. Such boundaries shall be shown on the key map accompanying the detailed Site Plan.</u>   |
| ( ) A.1.g.  | <u>The total acreage, separately listing acreage of riparian lands, and boundaries of the property involved, building or setback lines of existing streets, lots, reservations, easements and areas dedicated to public use.</u>   |
| ( ) A.1.h.  | <u>The location of existing buildings and all other structures such as, but not limited to: signs, culverts, bridges (with spot elevations of such structures), walls, fences, roadways and sidewalks. Location of driveways within 200 feet.</u>  |
| ( ) A.1.i.  | <u>The identification and location of all proposed improvements, including use areas, buildings, structures (including fences, roadways, driveways</u>   |

- | <u>Item</u> | <u>Description</u>   |
|-------------|--|
|             | <u>and sidewalks) and special sites for individual uses – all including proposed grades.</u>   |
| ( ) A.1.j.  | <u>Written description for each proposed nonresidential building including maximum number of employees, number of shifts, and hours of operation.</u>  |
| ( ) A.1.k.  | <u>Demolition plan including tree removal and clearing limits.</u>   |
| ( ) A.1.l.  | <u>Sight triangle provided in accordance with ordinance requirements.</u>  |
| ( ) A.1.m.  | <u>Letters from utility companies and municipal utility authority stating that public water and sewer are available, including capacity.</u>   |
| ( ) A.1.n.  | <u>Soils Erosion and Sediment Control Plan.</u>  |
| ( ) A.1.o.  | <u>Traffic Impact Statement including existing traffic counts with a minimum of seven (7) consecutive days for a 12 hour cycle from 6:30 A.M. to 6:30 P.M. for the impacted area. Traffic counts should be conducted such they are representative of typical and peak usage in the area.</u>   |
| ( ) A.1.p.  | <u>Community/Financial Impact Statement (CIS/FIS) specifically related to Logan Township and Gloucester County and in coordination with local school districts.</u>  |
| ( ) A.1.q.  | <u>The location and design of any off-street parking or loading areas, showing size and location of bays, aisle ways, barriers, pedestrian access, vehicular access and number of parking or loading spaces, and calculations on which parking is based.</u>   |
| ( ) A.1.r.  | <u>All means of vehicle access and egress proposed for the site, showing size and location of driveways, driveway or curb openings to existing public streets. Truck turning templates for tractor trailer, fire and waste hauling represented on the plan.</u>  |
| ( ) A.1.s.  | <u>Location of all storm drainage pipes, structures and watercourses, whether publicly or privately owned, with pipe sizes, grades and direction of flow, whether existing or proposed, and, whether above or below the ground surface.</u>  |
| ( ) A.1.t.  | <u>Existing topography with a contour interval of one (1) foot, where slopes are 3% or less, two (2) feet, where slopes are more than 3% but less than 15%, and five (5) feet, where slopes are greater than 15%, referenced to the National Geodetic Vertical Datum - 1929 and indicated by a dashed line. Where any regrading is proposed, finished grade contours should be shown in solid lines.</u> |

- | <u>Item</u> | <u>Description</u>   |
|-------------|--|
| ( ) A.1.u.  | <u>Location of existing high points, depressions, ponds, marshes, wooded areas and other significant existing natural features. Vegetation information, as outlined in Article IX, may be required at the request of the Planning Board. Water courses and public roads located within 1,000 feet of the site, shall be shown on the key map.</u>  |
| ( ) A.1.v.  | <u>An Environmental Impact Statement may be required, as specified in Article VII of the ordinance.</u>  |
| ( ) A.1.w.  | <u>A certified survey, prepared by a land surveyor licensed in the State of New Jersey, shall accompany site plans and show the boundaries of the parcel and the limits of all proposed streets, recreation areas and other property to be dedicated to public use or to common open space. In the case of new commercial, industrial or public buildings, the Site Plan shall be accompanied by colored preliminary architectural floor plans and elevations, with the name, address, professional number and seal of the architect who is licensed in the State of New Jersey.</u> |
| ( ) A.1.x.  | <u>All proposed street profiles and cross-sections shall be shown, indicating width of sidewalks and location and size of utility lines, according to the standards and specifications of Logan Township. Such features are to be shown on a separate map, when necessary.</u>   |
| ( ) A.1.y.  | <u>Location of all proposed sewer and water lines, valves, hydrants and other appurtenances or alternative means of water supply and sewage disposal and treatment in conformance with the applicable standards of the appropriate township, county and state agencies.</u>  |
| ( ) A.1.z.  | <u>The proposed positioning, direction, illumination, wattage and periods of operation of all proposed outdoor lighting to be used anywhere on the site or in connection with the applicable standards of the appropriate township, county and state agencies.</u>   |
| ( ) A.1.aa. | <u>Location of all proposed signs, their size, nature of construction, height and orientation, including all identification signs, traffic and directional signs and freestanding and facade signs, together with the nature and time control of sign lighting.</u>  |
| ( ) A.1.bb. | <u>Proposed screening and landscaping plan as outlined in Article V and appropriate zone involved.</u>   |
| ( ) A.1.cc. | <u>A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.</u>   |
| ( ) A.1.dd. | <u>Stormwater management plan and calculations designed to produce no greater volume of surface run-offs from the site subsequent to development, than that existing prior to development. Provide NJDEP</u>   |

Item      Description

Low Impact Development Checklist.

- ( ) A.1.ee. Such other information or data as may be required by the Planning Board, as set forth in its rules of procedure, in order to determine that the proposed development is in accord with the master plan and all applicable ordinances of Logan Township.
- ( ) A.1.ff. A listing of other required permits from agencies having jurisdiction and the status of each permit required.
- ( ) A.1.gg. Multi-family residential developments and planned unit residential developments shall provide a plan, identifying the location and details of recreation facilities, required pursuant to the requirements of this Article.
- ( ) A.2. In the case of any planned development, application shall be accompanied by items outlined in Article V, Section 12.A.2 (a-e).

Final Submission Requirements

**Section 4**

Item      Description

- ( ) C.2 The required fee or fees, as established in the ordinance.
- ( ) C.3 A Site Plan in final form, including all the information shown on the preliminary plat and conditions of preliminary approval.
- ( ) C.5 Confirmed payment of property taxes, liens fees, etc.

**Section 12**

Item      Description

- ( ) B.1. An affidavit setting forth the names and addresses of all record title owners of the subject property included on the site plan and the consent, in writing of all such owners to the approval of the site plan.
- ( ) B.2. Information and data contained in the submission for preliminary approval. Final site plans shall be drawn to a scale of not less than 50 feet to the inch.
- ( ) B.3. Any site plan revisions, additional data or revised documentation required by the Planning Board in its resolution granting preliminary approvals.

- | <u>Item</u> | <u>Description</u>  |
|-------------|---|
| ( ) B.4.    | <u>Offer of dedication of streets or other public ways and deeds for any public open space resulting from preliminary development approvals.</u>  |
| ( ) B.5.    | <u>Performance guarantees, approved by the municipal Solicitor, as to form, and the municipal engineer, as to amount, sufficient to ensure the satisfactory completion of improvements and facilities, as required by the resolution of the Planning Board granting preliminary approval. The developer's engineer shall submit a detailed engineer's estimate for review and approval by the municipal engineer.</u> |
| ( ) B.6.    | <u>A statement from the municipal engineer that adequate construction plans for all streets, drainage and other facilities covered by the Township standards are adequate and comply with Township standards.</u>   |
| ( ) B.7.    | <u>All approvals from other agencies having jurisdiction.</u>   |
| ( ) C       | <u>If common open space areas are proposed, the application shall be accompanied by documents outlined in Article IV, Section 12.C (1-3).</u>   |

\_\_\_\_\_  
Preparer of Checklist

\_\_\_\_\_  
Date

# MINOR SUBDIVISION CHECKLIST

### Submission Checklist for Minor Subdivision Plans

The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.

The requirements for completeness are included on the checklists in Article IV, Sections 1, 4, 9 and 10.

#### *Section 1*

- | <u>Item</u> | <u>Description</u>  |
|-------------|---|
| ( ) C.1     | <u>Certification as to the Non-Applicability of Industrial Site Recovery Act ("ISRA") for industrial properties.</u>  |
| ( ) C.2     | <u>A Preliminary Assessment ("PA")/Site Investigation ("SI") Report in accordance with NJDEP technical requirements for site remediation (NJAC 7:26E).</u>  |
| ( ) C.3     | <u>A No Further Action ("NFA") Determination from NJDEP or a Response Action Outcome issued by a licensed site remediation professional for each Area of Concern ("AOC"), or similar agency declaration issued by the New Jersey Department of Environmental Protection for a Known Contaminated Site ("KCS"), or for any site in which a release, or a suspected release, or any reportable contaminants has occurred.</u> |

#### *Section 4*

- | <u>Item</u> | <u>Description</u>  |
|-------------|---|
| ( ) C.2     | <u>The required fee or fees, as established in the ordinance.</u>                           |
| ( ) C.4     | <u>A subdivision plat conforming to the "Map Filing Law", New Jersey Statute 46:23-9-9.</u> |

#### *Section 9*

- | <u>Item</u> | <u>Description</u>   |
|-------------|--|
| ( ) A.      | <u>Adequate proof that no taxes or assessments for local improvements are due or delinquent on the subject property.</u>   |
| ( ) B.      | <u>Evidence that the proposed subdivision or site plan conforms with all other applicable provisions of other sections of this ordinance; if not, the exact nature of any variance or waiver required.</u> |

Item   Description

- ( ) C.   Maintenance arrangements for any common open space to be included as part of the development,

**Section 10**

Item   Description

- ( ) A.   A key map showing the entire subdivision in relation to the surrounding area and roadway system. The key map shall be taken from the "Logan Township Zoning Boundaries Map", with the property plotted herein.
- ( ) B.   All existing structures, roadways, driveways, and wooded areas within the parcel to be subdivided and within 200 feet of said parcel,
- ( ) C.   The name and address of the owner and applicant, as well as the name of all property owners within 200 feet, as disclosed by the most recent municipal tax records.
- ( ) D.   Cover sheet signature block, Title block denoting type of application, municipality, county, tax map sheet, block and lot and street address, Schedule of zoning requirements and conformance to same,
- ( ) E.   The tax map sheet, block and lot numbers,
- ( ) F.   All existing and proposed street and easements (including public utility easements) within or adjoining the proposed subdivision, with right-of-way widths clearly indicated.
- ( ) G.   The dimension of all proposed lot lines of all new lots being created and parcels being retained; and any existing lot lines to be eliminated by the proposed subdivision shall be clearly indicated.
- ( ) H.   Location, size and direction of flow of all streams, brooks, lakes, wetlands, and floodplain, watercourses, drainage structures and drainage ditches in the area to be subdivided and 300 feet of the proposed subdivision,
- ( ) I.   North arrow, written and graphic scales, the date of preparation and revision dates,
- ( ) J.   Acresage of the entire tract and new parcels being proposed,
- ( ) K.   Number of new lots being created,
- ( ) L.   Name and address of the owner, sub-divider / applicant and professional preparing the plat with raised seal and original signature,
- ( ) M.   The classification of the zoning district or districts in which the proposed subdivision is located,

- | <u>Item</u> | <u>Description</u>   |
|-------------|--|
| ( ) N.      | <u>The location of any proposed open space or recreation area.</u>   |
| ( ) O.      | <u>Soil types shall be plotted on the plat as determined from S.C.S. Soil Survey Maps or a field survey by a qualified soil scientist.</u>   |
| ( ) P.      | <u>A copy of any covenants or deed restrictions that is intended to cover all or any part of the tract.</u>  |
| ( ) Q.      | <u>Building envelope(s) and setbacks.</u>  |
| ( ) R.      | <u>A Certificate Title signed by a member of the New Jersey Bar or Title Officer or authorized agency of a title insurance company licensed to do business in the State of New Jersey, which certificate shall confirm that the owner is the applicant as shown on the plat.</u>   |
| ( ) S.      | <u>A survey showing the location of the subject property, the location of all proposed development, and existing and proposed facilities to provide water for the use and consumption of all buildings and sanitary facilities which will serve the proposed developments. The following information shall be included as outlined in S1 and S2.</u>   |
| ( ) S.1.    | <u>On-site treatment and holding facilities: location, size, type and capacity of any proposed on-site wastewater treatment or holding facilities or the location and size of sanitary sewer collection line.</u>  |
| ( ) S.2.    | <u>Soil borings and percolation tests: If on-site sewage disposal is proposed, results of soil borings and percolation tests, in accordance with N.J.S.A. 58:11-23 et seq. and the regulations adopted pursuant thereto, shall be submitted at suitable locations with a tract map showing locations, logs, elevation of all test holes, indicating where ground water was encountered, estimating the seasonal high water table and demonstrating that such facility is adequate to meet the water quality standards contained in this Article.</u> |

\_\_\_\_\_  
Preparer of Checklist

\_\_\_\_\_  
Date

# MAJOR SUBDIVISION CHECKLIST

**Submission Checklist for Major Subdivisions – Sketch Plat, Preliminary Plat  
and Final Plat Details**

The following is a list of all documents, and the contents of these documents, that must be submitted as part of the development application. The applicant should carefully review the entire checklist to make sure that every document and all information listed is submitted. It is, however, recognized that in certain instances, as a result of the uniqueness of a particular proposal, some of the information or documents listed may not be appropriate. Any applicant who fails to provide any documents or information shall present, along with his application for development, supporting documentation as to his reasons therefore, or the application shall be deemed incomplete.

The requirements for completeness are included on the checklists in Article IV, Sections 1, 4, 7, 9 and 11.

***Section 1***

- | <u>Item</u> | <u>Description</u>  |
|-------------|---|
| ( ) C.1     | <u>Certification as to the Non-Applicability of Industrial Site Recovery Act ("ISRA") N.J.S.A. 13:1K, et seq., and N.J.A.C. 7:26B, et seq., for industrial properties.</u>  |
| ( ) C.2     | <u>A Preliminary Assessment ("PA")/Site Investigation ("SI") Report in accordance with NJDEP technical requirements for site remediation (NJAC 7:26E).</u>  |
| ( ) C.3     | <u>A No Further Action ("NFA") Determination from NJDEP or a Response Action Outcome issued by a licensed site remediation professional for each Area of Concern ("AOC"), or similar agency declaration issued by the New Jersey Department of Environmental Protection for a Known Contaminated Site ("KCS"), or for any site in which a release, or a suspected release, or any reportable contaminants has occurred.</u> |

***Section 9***

- | <u>Item</u> | <u>Description</u>   |
|-------------|--|
| ( ) A.      | <u>Adequate proof that no taxes or assessments for local improvements are due or delinquent on the subject property.</u>   |
| ( ) B.      | <u>Evidence that the proposed subdivision or site plan conforms with all other applicable provisions of other sections of this ordinance; if not, the exact nature of any variance or waiver required.</u> |
| ( ) C.      | <u>Maintenance arrangements for any common open space to be included as part of the development.</u>   |

Section 11

- | <u>Item</u> | <u>Description</u>   |
|-------------|--|
| ( ) A.      | <u>Cover sheet with signature block. Title block denoting type of application, municipality, county, tax map sheet, block and lot, street address. Schedule of zoning requirements and conformance to same.</u>  |
| ( ) B.      | <u>Major subdivision sketch plats for discussion purposes shall be drawn to a scale of not less than 1 in. = 200 ft. and shall, as a minimum, include Items A. to S. of Section 10, "Minor Subdivisions".</u>  |
| ( ) C.1.    | <u>An application for preliminary plat review and approval shall include a completed application form, together with a preliminary plat which shall be clearly and accurately drawn or reproduced at a suitable scale and not less than 1 in. = 100 ft.; prepared by a professional engineer and NJ licensed land surveyor with certification blocks per the NJ Map Filing Law indicating that the outbounds of the tract have been accurately located; designed in compliance with the provisions of Article V of the ordinance; and show or be accompanied by the following information:</u> |
| ( ) C.1.a.  | <u>A key map, based on the Logan Township Zoning Boundaries Map, showing: the entire subdivision, the proposed street pattern in the area to be subdivided; the distance to the nearest existing developed area; and the relationship of the subject tract to the surrounding area and road system.</u>  |
| ( ) C.1.b.  | <u>The name of the proposed subdivision; applicable municipal tax map sheets; block and lot numbers; preparation date and revisions, North arrow; reference meridian; graphic and written scale; and the following names and addresses:</u><br><br><u>Name and address of the sub-divider / applicant.</u><br><br><u>Name and address of the professional who prepared the plat with raised seal and original signature.</u>   |
| ( ) C.1.c.  | <u>Acreage, separately listing acreage of riparian lands, of the tract to be subdivided to the nearest tenth of an acre and the number of lots to be formed. The dimensions of all proposed lot lines of all new lots being created and parcels being retained to the nearest foot and any existing lot lines to be eliminated by the proposed subdivision shall be clearly indicated.</u>   |
| ( ) C.1.d.  | <u>The location of existing and proposed property lines; existing or proposed railroads or bridges; existing buildings and structures with an indication of whether they will be retained or removed; proposed</u>   |

Item      Description

building setback lines from streets; and the outline of any wooded areas, together with the limit of any proposed clearing and trees 30" in diameter or greater. Vegetation information, as outlined in this ordinance may be required in any major subdivision application at the request of the Logan Township Planning Board.

- ( ) C.1.e. Profiles and cross sections of proposed streets within the subdivision and existing streets and highways abutting the subdivision. Typical cross-sections of streets shall clearly indicate the type and width of paving, location of curb, location and sidewalks and street tree locations. Buffer or screen planting locations, any existing or proposed sight triangles at intersections and the radius of the curb lines shall be indicated.
- ( ) C.1.f. Elevation contours as outlined in the ordinance. All contour lines shall be referenced to the National Geodetic Vertical Datum - 1929. Appropriate contour designations shall show existing ground elevations and proposed elevation in any areas to be regraded.
- ( ) C.1.g. All existing watercourses shall be shown and the application shall include or be accompanied by the data outlined in Article IV, Section 11, Section C.1.g.
- ( ) C.1.h. The total acreage of the drainage basin, upstream of the proposed subdivision of any water course, running through or adjacent to said subdivision.
- ( ) C.1.i. The total acreage of the drainage basin (of which the subdivision is part) to the nearest downstream drainage structure.
- ( ) C.1.j. The location and extent of drainage or conservation easements and stream encroachment lines.
- ( ) C.1.k. The location, extent and water level of all existing or proposed lakes or ponds located within or adjacent to the subdivision.
- ( ) C.1.l. The plat shall show or be accompanied by plans and computation for a storm drainage system and information for all utilities, including the following:
  - The location and extent of any proposed dry wells, ground water recharge basins, retention basins or other water conservation devices. Plans of proposed utility layouts (sewer, storm drains, water, gas, electricity) shall be included and shall indicate feasible connections to existing or proposed utility systems.

Item      Description

- All existing or proposed storm sewer lines within or adjacent to the subdivision, showing size and profile of the lines, direction of flow and location of manholes and inlets and all calculation sheets used for the design of the proposed storm sewer system.
  - Copy of preliminary approval letter from the Logan Township Municipal Utility Authority for any sewage or water distribution systems. When a private, centralized system is proposed, copies of approval letters from the Logan Township Municipal Utility Authority and appropriate counties and state agencies.
  - When a public or acceptable private community sewage system is not available or proposed within a reasonable period of time, uniformly distributed soil borings are to be provided in accordance with Article IV, Section 11.C.1.I.2 together with evidence of submission to the county health department.
- ( ) C.1.m. Any lands to be dedicated or reserved for public use shall be clearly indicated.
- ( ) C.1.n. The location of all underground or surface utilities and easements to accommodate them shall be clearly identified.
- ( ) C.1.o. A copy of any protective covenants or deed restrictions proposed for application to the land being subdivided shall accompany the preliminary plat.
- ( ) C.1.p. The location of standards, distance from intersections and illumination factors for all street lighting shall be included.
- ( ) C.1.q. An area acceptable to the Planning Board as to location and shape, suitable for Township recreation purposes, shall be shown. Such area shall comprise not less than fifteen percent (15%) of the land area to be developed and shall be developed according to the ordinance. Such parcels, when approved by the Planning Board, constitute an amendment to the Logan Township Comprehensive Management Plan and may be donated by the developer to the Township or will be reserved for a period of one (1) year from the date of preliminary approval, during which time the Township may institute acquisition procedures.
- ( ) C.1.r. A Soil Erosion and Sediment Control Plan.
- ( ) C.1.s. Sight triangle provided in accordance with ordinance requirements.

**Item    Description**

- ( ) C.1.t. Letters from utility companies and municipal utility authority stating that public water and sewer is available, including capacity.
- ( ) C.1.u. Traffic Impact Statement including existing traffic counts with a minimum of seven (7) consecutive days for a 12 hour cycle from 6:30 A.M. to 6:30 P.M. for the impacted area. Traffic counts should be conducted such that they are representative of typical and peak usage in the area.
- ( ) C.1.v. Community / Financial Impact Statement (CIS / FIS) specifically related to Logan Township and Gloucester County in coordination with local school districts.
- ( ) C.1.w. The location and design of any off-street parking or loading areas, showing size and location of bays, barriers, pedestrian access, vehicular access and number of parking or loading spaces, and calculations on which parking is based.
- ( ) C.1.x. A list of other agencies requiring their approval and the status of the application of these agencies.

**Final Submission Requirements**

***Section 4***

**Item    Description**

- ( ) C.2 The required fee or fees, as established in the ordinance.
- ( ) C.4 A subdivision plat conforming to the "Map Filing Law", New Jersey Statue 46:23-9-9.
- ( ) C.5 Confirmed payment of property taxes, liens fees, etc.

***Section 7***

- ( ) B. Signature of the chairman and the secretary of the review board will not be affixed until the developer has posted the guarantees required pursuant to the ordinance.

**Section 11**

- | <u>Item</u> | <u>Description</u>  |
|-------------|---|
| ( ) D.1     | <u>Date, location and name of the subdivision, name of the owners, graphic and written scale and reference meridian.</u>  |
| ( ) D.2.    | <u>Tract boundary lines, right-of-way lines of streets, street names, easements and other right-of-way, land to be reserved or dedicated to public use, lot lines and other site lines - all with accurate dimensions, bearings or deflection angles and radius, arcs and central angles of all curves.</u>                               |
| ( ) D.3.    | <u>The purpose of any easement or land reserved or dedicated to public use shall be designated and the proposed use of sites other than residential shall be noted.</u>   |
| ( ) D.4.    | <u>All natural and artificial water courses, streams, shorelines, water boundaries and encroachment lines shall be shown.</u>   |
| ( ) D.5.    | <u>Each block shall be numbered and the lots within each block shall be numbered consecutively beginning Number 1.</u>  |
| ( ) D.6.    | <u>Minimum building setback lines on all lots and other sides.</u>  |
| ( ) D.7.    | <u>Location and description of all monuments.</u>   |
| ( ) D.8.    | <u>Names of owners of adjoining land parcels.</u>   |
| ( ) D.9.    | <u>Certification by a licensed land surveyor as to the accuracy of details of the plat.</u>   |
| ( ) D.10.   | <u>Certification that the applicant is owner, or equitable owner, of the land or a representative thereof, or that the owner has given consent under the option agreement.</u>  |
| ( ) D.11.   | <u>An updated certification from the tax collector that there are no delinquent taxes charged to the property involved in the subdivision.</u>  |
| ( ) D.12.   | <u>The preliminary plat, engineering details, cross-sections and profiles of streets and plan and profiles of storm drainage systems approved by the Township Engineer shall be required to accompany the final plat with all conditions of preliminary approval met and reviewed by the engineer prior to the final plat submission.</u> |
| ( ) D.13.   | <u>If applicable, plans and profiles of sanitary sewers and water mains, approved by the municipal utilities authority, will be required to accompany the final plat.</u>   |

Item   Description

- ( ) D.14. When approval of a plat is required by an officer or body of the municipality, county or state, approval shall be certified on the plat prior to its filing in the office of the county clerk.
- ( ) D.15. All approvals, notices and permits from other agencies.
- ( ) D.16. Performance guarantees, approved by the municipal Solicitor as to form and the municipal engineer as to amount, sufficient to insure the satisfactory completion of improvements and facilities as required by the resolution of the Planning Board granting preliminary approval. The developer's engineer shall submit a detailed engineer's estimate for review and approval by the municipal engineer.

\_\_\_\_\_  
Preparer of Checklist

\_\_\_\_\_  
Date

Ordinance No.: 10 - 0006

**AN ORDINANCE OF THE TOWNSHIP OF LOGAN, COUNTY OF  
GLOUCESTER, STATE OF NEW JERSEY, SETTING FORTH AMENDED  
APPLICATION FEES AND ESCROW DEPOSITS REQUIRED FOR ZONING  
AND LAND USE/DEVELOPMENT APPLICATIONS**

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WHEREAS, N.J.S.A. 40:55D-8.b. of the New Jersey Municipal Land Use Law ("MLUL") sets forth that fees charged to an applicant for review of an application for development by a municipal agency, and an appellant pursuant to N.J.S.A. 40:55D-17, shall be reasonable and shall be established by ordinance, in order to cover the administrative costs associated with implementation of the MLUL; and

WHEREAS, N.J.S.A. 40:55D-53.2, et seq., of the MLUL, sets forth guidelines by which a municipality can establish a schedule of fees for the payment of professionals for services rendered to a municipality or approving authority for review of applications for development, review and preparation of documents, inspection of improvements, or other purposes as permitted or required under the provisions of the MLUL; and

WHEREAS, the governing body of the Township of Logan has determined that the Township's existing schedule of fees and review deposits established for the purposes set forth above are inadequate given the current costs of processing and reviewing applications for development within the Township;

NOW, THEREFORE, BE IT ORDAINED by the Township of Logan, County of Gloucester, State of New Jersey, as follows:

**Section 1.**

SECTION 2. "APPLICATION, REVIEW AND INSPECTION FEES" OF ARTICLE VI "PERFORMANCE AND MAINTENANCE GUARANTEES, AND INSPECTION FEES" of the Township's Unified Development Ordinance ("UDO"), adopted September 6, 2005, shall be amended as follows (Deletions are marked by a strike-through or are bracketed, [as such] and additions are marked in bold, as such):

A. Payment of Fees

at the option of the developer, be paid in four installments. The initial amount deposited by a developer shall be twenty-five (25) of the inspection fees. When the balance on deposit drops to ten percent (10%) of the inspection fees because the amount deposited by the developer has been reduced by the amount paid to the Township Engineer for inspections, the developer shall make additional deposits of twenty-five percent (25%) of the inspection fees. The Township Engineer shall not perform any inspection if sufficient funds to pay for those inspections are not on deposit. In the event that final approval is by stages or sections of development pursuant to N.J.S.A. 40:55D-38, the provisions of this section shall be applied by stage or section.

16. To the extent that any of the improvements have been dedicated to the township on the subdivision plat or site plan, the Township Council shall be deemed, upon the release of any performance guarantee required pursuant to such requirements as have been hereinbefore set forth, to accept dedication for public use of streets or roads and any other improvements made thereon according to site plans and subdivision plats approved by the Approving Authority, provided that such improvements have been inspected and have been received final approval by the Township Engineer.
17. Standardized form for performance guaranteed, maintenance guarantee, letter of credit. A standardized form, and accompanying regulations, in accordance with the provisions of N.J.S.A. 40:55D-53a, -53b, N.J.A.C. 5:39-1.1 and N.J.A.C. 5:39-1.3, shall be utilized for all performance guarantees, maintenance guarantees, or letters of credit to be used pursuant to the terms, conditions and requirements of this section.

## SECTION 2. APPLICATION, REVIEW AND INSPECTION FEES.

A. **Payment of Fees.** The processing of Applicants of development shall be subject to payment of the following Application fees, review fees and inspection fees.

1. **Application fees** – The following fee schedule shall apply with respect to all Applications for development or appeals before the Planning Board, Zoning Board of Adjustment or the Logan Township Council:

Minor Subdivision	\$ 250.00
Preliminary Major Subdivision	
25 lots or less	\$ 500.00
26 to 100 lots	\$ 800.00
101 to 500 lots	\$ 1100.00
501 to 1000 lots	\$ 1700.00
Over 1000 lots	\$ 2200.00

Final Major Subdivision	
25 lots or less	\$ 500.00
26 to 100 lots	\$ 800.00
101 to 500 lots	\$ 1100.00
501 to 1000 lots	\$ 1700.00
Over 1000 lots	\$ 2200.00
Minor Site Plan	\$ 250.00
Preliminary Site Plan	\$ 500.00
Final Site Plan	\$ 500.00
Preliminary Planned Development Site Plan	
25 units/nonresidential acres or less	\$ 1000.00
26 to 100 units/nonresidential acres	\$ 1700.00
101 to 500 units/nonresidential acres	\$ 2500.00
501 to 1000 units/nonresidential acres	\$ 3000.00
Final Planned Development Site Plan	
25 units/nonresidential acres or less	\$ 500.00
26 to 100 units/nonresidential acres	\$ 850.00
101 to 500 units/nonresidential acres	\$ 1250.00
501 to 1000 units/nonresidential acres	\$ 1500.00
General Development Plan	\$ 1000.00
Conceptual Plan Review	\$ 100.00
Informal Concept Review (No Plans)	\$ 75.00
Variances	
Use Variance	\$ 150.00
All other variances, each	\$ 100.00
	Plus \$25.00
	for each
	additional
	Variance.
Extension of Preliminary or Final Approval	\$ 250.00
Appeal or Interpretations, pursuant to N.J.S.A. 40:55D-70 & 76	\$ 150.00
Publications of Notices of Hearing plus costs of publication	\$ 25.00

Publication of Decisions plus costs of publication	\$ 25.00
Transcripts	Actual Cost
Appeals to Township Council	\$ 100.00
Application for Waiver of Site Plan Submission	\$ 100.00
List of persons within 200 feet or .25/name, whichever is greater	\$ 10.00
Zoning Permit	\$ 35.00
Variance Appeals plus advertising and transcript	\$ 100.00
Sign Permits plus .50/sq. ft. plus advertising and transcript cost	\$ 50.00
Temporary Use Permit	\$ 50.00

2. **REVIEW FEES (ESCROW DEPOSITS).** In addition to paying the fees set forth above, the applicant shall pay all costs incurred by the Planning Board, Zoning Board of Adjustment or Township Council for review by their engineer, solicitor, planner or other professionals retained for review purposes. The following fees shall be deposited into an applicant's escrow account by the applicant simultaneously with the filing of an application and the following minimum escrow balances shall be maintained:

- a. The schedule for escrows to be posted for residential development site plan applications involving structures shall be as follows:

<u>Units</u>	<u>Initial Escrow Deposit Fee</u>	<u>Minimum Escrow to be Maintained</u>
0 to 5	\$ 2,500	-----
6 to 20	\$ 6,000	\$ 2,000
21 to 49	\$ 8,500	\$ 2,000
50 to 100	\$ 11,500	\$ 2,000
101 to 1,000	\$ 19,000	\$ 2,000

- b. The schedule for escrows, for preliminary subdivision and minor subdivision applications shall be as follows:

<u>Number of Lots</u>	<u>Initial Escrow Deposit Fee (Per Lot)</u>	<u>Minimum Escrow to be Maintained</u>
1 to 10	\$ 2,000	\$ 500
Next additional 50	\$ 200	\$ 2,000
Next additional 50	\$ 175	\$ 2,000
Each lot in excess of 110	\$ 75	\$ 2,000

- c. The schedule of escrows for commercial/industrial development site plan applications not involving structures is as follows:

<u>Acres</u>	<u>Initial Escrow Deposit Fee</u>	<u>Minimum Escrow to be Maintained</u>
0 to 3	\$ 5,000	\$ 2,000
In excess of 3	\$ 7,500	\$ 2,000

- d. The schedule of escrows for commercial/industrial site plan applications involving structures (total floor plan) is as follows:

<u>Square Feet</u>	<u>Initial Escrow Deposit Fee</u>	<u>Minimum Escrow to be Maintained</u>
1,250 to 2,500	\$ 2,000	\$ 500
2,501 to 20,000	\$ 5,500	\$ 2,000
In excess of 20,000	\$ 7,500	\$ 2,000

- e. Final Major Subdivision Applications: All applications: \$4,000  
Minimum Escrow to be maintained: \$2,000
- f. Conceptual discussions with Township or Board professionals prior to filing application: All applications: \$1,500  
Minimum Escrow to be maintained: \$500.00
- h. Preliminary Planned Development Site Plan: \$2,500 plus \$250 per unit or acre of disturbance (or portion thereof) devoted to nonresidential use.  
Minimum Escrow to be maintained: \$2,000

- i. Final Planned Development Site Plan: \$2,000 plus \$175 per unit or acre of disturbance (or portion thereof) devoted to nonresidential use. Minimum Escrow to be maintained: \$2,000
  - j. Extension of Preliminary or Final Approval: \$750.00  
Minimum Escrow to be maintained: \$250.00
  - k. Waiver of Site Plan Submission: \$300.00  
Minimum escrow to be maintained: \$50.00
  - l. General Development Plan: \$1,000 per Component Plan plus \$500 per Report and/or Schedule. Minimum Escrow to be maintained: \$500
  - m. Use ("d") Variances: (A) For proposed commercial/industrial use on land one acre or larger - \$1,000.00. (B) All others - \$500.00. Minimum Escrow to be maintained: (A) \$500.00. (B) \$250.00
  - n. All other Variances: \$300.00 for first variance, and \$50.00 per each additional variance. Minimum escrow to be maintained: \$100.00
  - o. Conditional Use: \$500.00
- B. Accounting, Refund. Each quarter (January 1, April 1, July 1, and October 1) of each year, the Applicant shall receive an accounting of the expended funds. Upon completion of the year development, any unexpended funds shall be returned to the Applicant with interest, if applicable, pursuant to N.J.S.A. 40:55D-53-1.
- C. Replenishment of Review Fees. Should the initial deposit be reduced below (a) the minimum escrow balance indicated above, or (b) 25% of the original review fee (where no minimum escrow balance is stated), the Applicant shall deposit additional sums equal to 50% of the required fee upon notice from the township. The Planning Board or Board of Adjustment shall take no action whatsoever on an Application at a regular meeting or work session when the replenishment fee has not been paid and shall deny the Application if said replenishment fee is not paid within 30 days after notice to the Applicant. Notice shall be deemed effective upon mailing.
- D. Inspection Fees.
- 1. Inspection Fees – after Site Plan or subdivision approval has been granted and prior to the issuance of any building permit, the Applicant shall tender to the Township of Logan a fee in cash or other security approved by the municipal attorney, equal to six percent (6%) of the Township Engineer's estimated cost for on-site improvements, which directly or indirectly affect public streets and land within the Township of Logan. At the discretion of the governing body and with the advice of the Township Engineer, the said inspection fee

requirement may be reduced below six (6) percent by resolution. The resolution shall specify the required inspection fee and shall state the conditions upon which a demand for replenishment may be made.

2. Inspection Escrow Account – All such fees shall be placed in a separate account. The signatories for this account shall be countersigned in the manner of other township accounts.
3. Accounting; Refund – Upon completion of the development and all inspections, or each quarter (January 1, April 1, July 1 and October 1), pending completion of the development, the Applicant shall receive an accounting of the expended funds. Any unexpected funds shall be returned to the Applicant with interest, if applicable, pursuant to N.J.S.A. 40:55D-53-1.
4. Replenishment of Inspection Fee – Should the initial deposit be reduced to less than 25% of the original inspection fee, replenishment of the inspection fee is required. The Applicant shall deposit an additional sum equal to 50% of the fee required in section D.1 above within thirty (30) days after notice from the township. The Township Treasurer or Assistant Treasurer shall advise the Township Engineer whether the inspection fee escrow fund has been replenished within the thirty (30) day time period. If the fund has not been replenished within that time, the Engineer shall cease inspection and the construction official shall be instructed not to issue any further construction permits and/or certificates of occupancy for the development.