

**INSTRUCTIONS FOR APPLICANTS FILING APPLICATIONS BEFORE
THE LOGAN TOWNSHIP ZONING BOARD OF ADJUSTMENT**

The purpose of these instructions is to assist an Applicant who wishes to file an application before the Logan Township Zoning Board of Adjustment (the “Board”), when the Board has jurisdiction over the matter to be decided.

Zoning and Land Use Law is very complicated. The requirements and mandates of state law and the local zone code must be followed. Because of this, the Board is often limited in what it can- and 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.

THE APPLICATION. Take your time and read over the application carefully. Neatly print all information (except where your signature is required.) Note that some sections require that all requested information must be completed. Required information that is missing will only delay the processing of your application and the setting of a hearing date. Some of the requested information must be obtained from different Township 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 don’t know or are unsure about. When you have completed filling out the application, bring it in the Office of the Zoning Board Secretary, and she will assist you in finalizing the missing information. After your application has been completely filled out, then sign it **in front of 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 (that you must obtain from the Township Tax Collector’s Office), must be turned into the Office of the Zoning 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 ZONING BOARD OFFICE HAS DEEMED YOUR APPLICATION COMPLETE AND PROVIDES YOU WITH A HEARING DATE.** A failure to follow these instructions could result in a delay or a denial of your application. Call the Zoning Board Secretary at 467-0859 with any questions.

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

- | Item | Description |
|---------|--|
| () 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

- | Item | Description |
|--------|--|
| () 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

- | Item | Description |
|------------|--|
| () 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. | () A.1.1. |
| () A.1.h. | |

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Location of driveways within 200 feet.

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including use areas. buildings. structures. Cncluding fences. roadways.
driveways

Description

- and sidewalks) and special sites for individual uses - all including proposed grades.
- () A.1.j. Written description for each proposed nonresidential building including maximum number of employees, number of shifts, and hours of operation.
 - () A.1.k. Demolition plan including tree removal and clearing limits.
 - () A.1.l. Sight triangle provided in accordance with ordinance requirements.
 - () A.1.m. Letters from utility companies and municipal utility authority stating that public water and sewer are available, including capacity.
 - () A.1.n. Soils Erosion and Sediment Control Plan.
 - () A.1.o. 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.
 - () A.1.p. Community/Financial Impact Statement CCIS/FISI specifically related to Logan Township and Gloucester County and in coordination with local school districts.
 - () A.1.q. 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.
 - () A.1.r. 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.
 - () A.1.s. 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.
 - () A.1.t. 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.

Item description

- () A.1.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.
- () A.1.v. An Environmental Impact Statement may be required, as specified in Article VII of the ordinance.
- () A.1.w. 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.
- () A.1.x. 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.
- () A.1.y. 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.
- () A.1.z. 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.
- () A.1.aa. 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.
- () A.1.bb. Proposed screening and landscaping plan as outlined in Article V and appropriate zone involved,
- {) A.1.cc. A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.
- () A.1.dd. 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

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 Ca-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.6 Confirmed payment of property taxes, liens fees, etc.

Section 12

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 60 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.

IIfilll Description

- () 8.4. Offer of dedication of streets or other public ways and deeds for any public open space resulting from preliminary development approvals.
- () 8.5. 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.
- () 8.6. 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.
- () B.7. All approvals from other agencies having jurisdiction.
- () C If common open space areas are proposed, the application shall be accompanied by documents outlined in Article IV, Section 12.C (1-3).

Preparer of Checklist

Date

APPLICATION

ZONING BOARD OF ADJUSTMENT

TOWNSHIP OF LOGAN
125 MAIN STREET
P.O. BOX 314
BRIDGEPORT, NEW JERSEY 08014
TEL: (856)467-0859

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

ONLY THE BOARD SECRETARY CAN SET A HEARING DATE

This Section to be completed by Zoning Board of Adjustment 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: _____

TO BE COMPLETED BY APPLICANT

1. 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 _____
Zoning District (Obtain from Zoning Office): _____
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 RT. NO: _____ STATE HIGHWAY NO: _____

Has an application regarding this property ever been filed before the Zoning and/or Planning
Board before? [] NO. [] YES. Please give details, and attach a copy of the written decision
(Resolution) adopted by the applicable board: _____

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

Full Legal Name _____

Address _____
(Street) (City) (State) (Zip Code)

Telephone Number(s): DAY (____) _____ EVENING (____) _____

Applicant is a (**must check one**): Corporation ___ Partnership ___ Sole Proprietor ___ Resident ___

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

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

Pursuant to N.J.S. 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.40:55D-48.2, that disclosure requirement applies to any stockholder in a
corporation that is the applicant, or partner in a partnership that is an applicant, who
owns or holds 10% or more of the stock, or 10% or greater interest in the partnership,
until 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 requested for each
individual.]**

Name _____ Percent of Interest held: _____ %

Address _____
(Street) (City) (State) (Zip Code)

4. 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 :(____) _____

5. ADDITIONAL PROPERTY INFORMATION (All requested information must completed)

Restrictions, covenants, easements, homeowner/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, easements, association by-laws, either existing or proposed, must be submitted for review, and must be written in easily understandable English in order to be approved.

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

6. APPLICANTS EXPERTS/REPRESENTATIVES:

Applicants 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 _____

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)

Telephone Number (____) _____ Fax Number (____) _____

7. 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: (____) _____ Fax Number (____) _____

8. RELIEF BEING REQUESTED

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

SUBDIVISION APPROVAL- Only where a “use” variance is also applied for;
(N.J.S.A. 40:55D-76). Otherwise Planning Board has jurisdiction.

- 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 of same as set forth in the Logan Township Development Ordinance.

SITE PLAN APPROVAL- Only where a “use” variance is also applied for; (N.J.S.A.40:55D-76)

- 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 _____

[] Appeal of decision of the Zoning Officer (N.J.S.A.40:55D-70a) Describe nature of appeal:

[] Interpretation of Map or Ordinance, or Decisions upon Special Questions (N.J.S.A.40:55D-70.b). Explain:

[] Variance Relief-“Hardship” (N.J.S.A. 40:55D-70c (1) Provide Reasons: _____

[] Variance Relief- “Use” (N.J.S.A.40:55D-70d). Provide Reasons: _____

[] Conditional Use Approval- Only where a “use” variance is also applied for; \ (N.J.S.A.40:55D-76). Otherwise Planning Board has jurisdiction. Cite applicable section of Zoning Ordinance: _____

[] Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin (N, J.S.A.40:55D-34). Note: The Zoning Board cannot grant such requests if the proposed development requires approval by the Planning Board of a subdivision, site plan approval or conditional use in conjunction with which the Planning Board has jurisdiction pursuant to N.J.S.A.40:55D-60). Describe: _____

[] Direct issuance of a permit for a lot lacking street frontage (N.J.S.A.40:55D-35, 36)

Block _____ Lot _____. Reason for request: _____

Section(s) of Ordinance from which a variance is requested: _____

9. SUBMISSION REQUIREMENTS

The Applicant is required to submit the following:

A. Application (with attached site plan, plot plan, survey and/or any other pertinent documents)

- _ An original and twelve (12) copies to the Zoning Board Secretary (Total 13)
- _ One (1) copy each to the Zoning Board Solicitor, Board Engineer, and Board Planner (Total 3). Get names and addresses from the Zoning Office.

NOTE: If Application also involves Site Plan Approval, then add seven (7) additional copies for the Tax Assessor; Police Chief; MUA; Twp Administrator; Public Works Dept, Construction Code Official/Fire Marshal (submit all to Zoning Board Secretary).

B. Certified List of Property Owners within 200 Feet (Obtain from Tax Collector's Office):

- The original to the Zoning Board Secretary and one (1) copy to the Zoning Board Solicitor.

C. Escrow Agreement (Form#1):

- The original to the Zoning Board Secretary and one (1) copy to the Zoning Board Solicitor.

D. Notice of Public Hearing (Form #2) DO NOT MAIL TO PROPERTY OWNERS UNTIL AUTHORIZED TO DO SO BY THE ZONING BOARD SECRETARY).

- One (1) copy to the Zoning Board Secretary and one (1) copy to the Zoning Board Solicitor.

E. Affidavit of Publication- South Jersey Times: Evidencing that the Notice Of Public Hearing (Form#3) was published at Least Ten (10) days prior to the Hearing Date. (DO NOT PUBLISH NOTICE IN NEWSPAPER UNTIL AUTHORIZED TO DO SO BY THE ZONING BOARD SECRETARY).

– Original copy to the Zoning Board Secretary and one (1) copy to the Zoning Board Solicitor,

F. Tax Payment Certification (Form #4)

– Original copy to the Zoning Board Secretary and one (1) copy to the Zoning Board Solicitor.

G. Affidavit of Service- With Attachments (Form #5)

– Original copy to the Zoning Board Secretary and one (1) copy to the Zoning Board Solicitor.

H. Site Inspection Consent- (Form # 6)

10. 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 Dept	_____	_____	_____
Gloucester County Planning Board	_____	_____	_____
Gloucester County Soil Conservation District	_____	_____	_____
NJ Dept 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; _____

	YES	NO	DATE PLANS SUBMITTED
NJ Department of Transportation	_____	_____	_____
Conectiv Electric	_____	_____	_____
Other: _____	_____	_____	_____

List of Maps, Reports and other materials accompanying this application (attach additional pages as required for complete listing): _____

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

12. 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.)

Sworn to and subscribed before me this

_____ Day of _____, 20_____

NOTARY PUBLIC

SIGNATURE OF APPLICANT

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 and the decision in the same manner as if I were the applicants (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 and subscribed to before me this

_____ Day of _____, 20_____

NOTARY PUBLIC

SIGNATURE OF OWNER

APPENDICES

- Form # 1 Escrow Agreement
- Form # 2 Notice Serviced on Property Owners
- Form # 3 Notice to be Published in Newspaper
- Form # 4 Tax Payment Certification
- Form # 5 Affidavit of Service
- Form # 6 Site Inspection Consent

ESCROW AGREEMENT

This Agreement is entered into this _____ day of _____, 20____
by and between the Logan Township Zoning 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

SS# OR FED. ID#

Date: _____.

TOWNSHIP OF LOGAN

Date: _____.

TOWNSHIP OF LOGAN
ZONING BOARD

FORM # 3-

**NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF
THE TOWNSHIP OF LOGAN**

The Gloucester County Times
309 S Broad Street
Woodbury N.J. 08096
ATTN: Legal Advertising

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

**NOTICE OF PUBLIC HEARING
Logan Township Zoning Board**

TAKE NOTICE that on the _____ day of _____, 20, at 7:00 PM, a hearing will be held before the Zoning 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
(Street Address)
as Block(s) _____ Lot(s) _____ 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 Zoning 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)467-3626. 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
Zoning Board of Adjustment**

(Applicant- Print Name)

FORM # 4

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 Zoning 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 Zoning 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)
_____, I request the
(Street Address) (City) (State) (Zip Code)

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 # 5

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 Zoning 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. A notice of Public Hearing was also published in the Gloucester County Times, Woodbury, N.J. the official newspaper of the Township of Logan at least ten (10) days prior to the date of the hearing in accordance with law, and an AFFIDAVIT OF PUBLICATION issued by said newspaper is attached hereto.

(Signature of Applicant)

(Name of Applicant)-Print

Sworn and subscribed to before me

This ___ day of _____, 20___.

NOTARY PUBLIC

FORM#6

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

SITE INSPECTION CONSENT

_____ hereby give permission to the Members of the Zoning 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

Ordinance No.: LC - 677, 0

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

WHEREAS, N.J.S.A. 40:55D-8b. 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] a. Additions are marked in bold, as such):

A. Payment of Fees

The processing of applications of development shall be subject to payment of the following application fees, review fees and inspection fees.

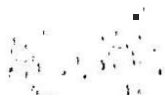
1. APPLICATION FEES. The following fee schedule shall apply with respect to all applications for development or appeals before the Planning Board > Zoning Board of Adjustment or the Logan Township Council;

Minor Subdivision – net creating additional lots		\$166.99	\$ 250.00
Application for subdivision creating one or more lots		G	
Preliminary Major Subdivisions			
25 lots or less		\$ 500.00	
26 to 100 lots		\$ 800.00	
101 to 500 lots		\$ 1,100.00	
501 to 1000 lots		\$ 1,700.00	
Over 1000 lots		\$2,200.00	
Final Major Subdivision			
25 lots or less		\$ 500.00	
26 to 100 lots		\$ 800.00	
101 to 500 lots		\$ 1,100.00	
501 to 1000 lots		\$ 1,700.00	
Over 1000 lots		\$2,200.00	
0 Minor Site Plan		\$ 250.00	
Preliminary Site Plan – (other than Planned Unit Residential)			
Application		\$ 500.00	
Repairs or renovations to		\$100.00	
All other		\$29.99	
Final Site Plan .. (other than Planned Unit Residential)			
Application		\$ 500.00	
Repairs or renovations to		\$100.00	
All other		\$ 9.99	

Preliminary Planned Yn# Development Site Plan		
25 units/nonresidential acres or less	\$.W<h00	\$ 1,000.00
26 to m100 units/nonresidential acres	\$W<h00	\$ 1,700.00
101to 500 units/nonresidential acres	\$-1400;00	\$ 2,500.00
501to 1000 units/nonresidential acres	\$ QQ.Q{}	\$ 3,000.00
Final Planned Development Site Plan		
25 units/nonresidential acres or less	\$ 500.00	
26 to 100 units/nonresidential acres	\$ 850.00	
101to 500 units/nonresidential ac.res	\$ 1,250.00	
501to 1000 units/nonresidential acres	\$ 1,500.00	
General Development Plan	\$ 1,000.00	
Genwtional Yse	\$.WMO	...
Conceptual Plan Review	\$ 100.00	
Informal Concept Review (no plans)	\$ 75.00	
Variances		
Use Variance	\$7.QQ	\$ 150.00
All other variances, each		\$ 100.00 plus \$25 for each additional Variance
	\$\$\$.QQ	
Extension of Preliminary or Final Approval	\$ 250.00	
Appeal or Interpretatio Is, pursuant to N.J.S.A. 40:55D-70 &76	g	\$ 150.00

Publications of Notices of Hearing plus costs of publication	f\$ 50.001	\$ 25.00
Publications of Decisions plus costs of publication	f\$ 50.001	\$ 25.00
Transcripts	Actual Cost	
Appeals to Township Council	\$ 100.00	
Application for Waiver of Site Plan Submission	\$25.00	\$ 100.00
Resubmission of Application (Where applicant has not provided the information required by the Ordinance)	\$10.00	
List of Persons within 200 feet (or \$0.25 per name), whoever is greater	\$ 10.00	
Application for Conditional Use Zoning	\$10.00	
Zoning Permit	\$60.00	\$ 35.00
Variance Appeals plus advertising and transcript	\$ 100.00	
Sign Permits Plus \$ 0.50 / sq. ft., plus advertising and transcript cost	\$10.00	\$ 50.00
Temporary Use Permit	f\$ 25.001	\$ 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>Initial Escrow Deposit Fee</u>	Minimum Escrow to be Maintained
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:

Number of <u>L</u> ots	Initial Escrow Deposit Fee (Per Lot)	Minimum Escrow to be Maintained
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>	Initial <u>Escrow Deposit Fee</u>	Minimum Escrow to be Maintained
0 to 3	\$ 5,000	\$ 2,000
In excess of	\$ 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>	Initial <u>Escrow Deposit Fee</u>	Minimum Escrow to be Maintained
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: \$ 2,060 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. 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: [\$ 100.00]. \$ 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 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 roads 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 percent (6 %) 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 unexpended 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 within thirty (30) days after notice from the Township. The Township Treasurer or Assistant Treasurer shall advise the Township's 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.

Section 2. Prior Zone Codes Still in Effect Subject to These Amendments.

To the extent that certain General Development Plans or similar forms of previously granted relief are still subject to prior zone codes of the Township in effect when such relief was granted, the above fees shall apply to such ongoing development as well.

Section 3. Inconsistencies Repealed.

Any provisions of the Township's Unified Development Ordinance, or prior zone codes or development codes that may still be in effect due to prior General Development Plan approvals that are still operable under said prior zone or development codes, that are inconsistent with the provisions set forth herein, are hereby repealed to the extent of such inconsistencies.

Section 4. Severability Provision.

In the event that any word, subsection, section, clause, paragraph or fees set forth herein are found to be unconstitutional, illegal or invalid by any rule of law, court of competent jurisdiction, or governmental agency having proper jurisdiction therein, the same are hereby deemed to be severed from, and shall have no effect upon, the remaining words, subsections, sections, clauses, paragraphs or fees contained herein.

Section 5. Effective Date.

This ordinance shall take effect upon final passage and publication in accordance with law, and filing with the Gloucester County Planning Board pursuant to N.J.S.A. 40:55D16 of the MLUL.

TOWNSHIP OF LOGAN

By WJ. •
FRANK MINOR, Mayor . . .

ATTEST:

&naad

L AOSWALD, RM.C.
Township Clerk