

**APPLICATION PACKAGE
for
LAND USE APPROVAL**

pursuant to the

**LAND MANAGEMENT CODE
(Chapter 300)
CITY OF PLEASANTVILLE
Atlantic County, New Jersey**

**Jesse L. Tweedle, Sr.
Mayor**

with offices located at

18 North First Street

Pleasantville, New Jersey 08232

Planning Board Secretary: (609) 677-4805

Zoning Board Secretary: (609) 677-4805

Zoning Officer: (609) 484-3614

Fax: (609) 677-4804



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APPLICATION STATUS CHECKLIST
(To Be Completed By Municipal Staff)

Application Filed: _____ / _____ / _____

Application Fees & Escrow Deposits Paid-In-Full: _____ / _____ / _____
\$ _____

Application Referred to Zoning Officer for Completeness Review _____ / _____ / _____

Application Deemed Complete: _____ / _____ / _____

Proof of Public Notice Submitted (where applicable): _____ / _____ / _____

() Planning () Zoning Board Meeting Schedule for: _____ / _____ / _____

Application Approved: _____ / _____ / _____

with conditions (specify):

Application Denied: _____ / _____ / _____

Unused Escrow Returned: _____ / _____ / _____
\$ _____

Additional Escrow Deposit Requested: _____ / _____ / _____
\$ _____

Final Plan Certification: _____ / _____ / _____



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1.0 INTRODUCTION

1.1 This Land Use Application Package provides a summary of the requirements for making Application for Land Use Approval to the City of Pleasantville. As such, this Package is intended to provide Applicants and prospective Applicants with the information necessary to prepare and submit complete and comprehensive applications for:

- Zoning Permits;
- Site Plan Approval;
- Subdivision Approval;
- Variance Relief;
- Appeals or Interpretations of decisions of the Zoning Officer;
- Certificates of Nonconformity; and/or
- Certificates of Redevelopment Plan Conformance.

1.2 All applications require conformance with Pleasantville's Land Management Code. Certain applications may require conformance with the following agencies, whose review processes are beyond the scope of this Application Package:

- The Atlantic County Planning Board;
- The Cape Atlantic Soil Conservation District;
- The New Jersey Department of Environmental Protection;
- The NJ Department of Transportation; and/or
- City of Pleasantville Storm / Wastewater Management Division
- City of Pleasantville Fire Official

ACCORDINGLY, APPLICANTS AND PROSPECTIVE APPLICANTS ARE ENCOURAGED TO CONSULT EXPERIENCED LAND USE PROFESSIONALS⁶⁰ PRIOR TO MAKING ANY APPLICATION.

Additional information regarding the Land Use Application process may be obtained by consulting:

- A. The Land Management Code (Chapter 300) of the City of Pleasantville, with updates as indicated therein.⁶¹

⁶⁰ Including, but not limited to, Attorney's, Professional Engineers, Professional Land Surveyors and Professional Planners licensed to practice in the State of New Jersey. **By Law, corporations must be represented by an attorney.**

⁶¹ On file with the Pleasantville City Clerk and available for purchase with applicable copy charges as established by Ordinance.



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- B. The New Jersey Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.)

- C. Patricia Racz, Planning Board & Zoning Board Secretary @ (609) 677-4805
Kevin Cain, Pleasantville Zoning Officer @ (609) 484-3614
Norman Zlotnick, Esquire: Planning Board Solicitor @ (609) 344-1173
Ronald Bloom, Esquire: Zoning Board Solicitor @ (609) 677-5551
David S. Scheidegg, P.E., P.P. CME: Planning Board Engineer @ (609) 625-7400
Jennifer Beahm, P.P.: Planning Board Planner @ (732) 462-7400
Debra Wahl, P.E., P.P., Zoning Board Engineer @ (609) 646-3111
Stuart B. Wiser, P.P. AICP: Zoning Board Planner @ (609) 645-7110



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2.0 SUBMISSION PROCEDURES

Throughout this Application Package, references to “Subject Property” shall mean the property(ies) for which Land Use Approval is being requested.

2.1 All Applications for Land Use Approval shall consist of the following, to be submitted to the Zoning Office or Planning or Zoning Board Secretary as applicable. Applicants are urged to submit all required items in as complete a manner as possible so that the City can expeditiously process the application. Legal time limits to approve applications will not commence until the application is deemed Complete.

A. The required number of copies of the completed Application Form, all necessary plans, plats and drawings, narrative and other information pursuant to the applicable Application Checklist(s). Applicants are reminded that certain types of documentation require preparation by a New Jersey licensed professional;⁶²

Applicants are required to sign and date the bottom of *each page* of the Land Use Application Form, including all pages of all applicable Application Checklist(s). By so signing, the Applicant or agent for the Applicant certifies that he/she has read and understood these instructions and that the Application Form and all Checklists have been completed honestly and truthfully.

B. Verification from Pleasantville Tax Collector that all taxes due and owing on the Subject Property have been paid or that adequate provision for their payment has been made in a manner satisfactory to the City;

C. Samples of public notices to be published and mailed, as required; and

D. All appropriate Fees and Escrow Deposits.

⁶² Including, but not limited to, Attorney’s, Professional Engineers, Professional Land Surveyors and Professional Planners licensed to practice in the State of New Jersey. **By Law, corporations must be represented by an attorney.**



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3.0 TYPES OF APPLICATIONS

3.1 Applications which do not require Site Plan approval, Subdivision approval or Variance relief may be processed administratively by the Zoning Officer.

3.2 Applications for Minor Site Plan approval, Minor Subdivision approval, Preliminary and/or Final Major Site Plan approval and/or Preliminary and/or Final Major Subdivision approval are typically granted by the Planning Board. Submission requirements differ for each type of application.

Explanation of what constitutes a Minor or Major application and a Preliminary or Final application may be found in the City's Land Management Code.

3.3 Any of the foregoing may involve the need for bulk (generally, but not limited to, lot size or setback) variance relief. Such variances are known as 'c' variances.

Applications for 'c' variance relief, including Site Plan and Subdivision applications, may be approved by the Planning Board, or by the Zoning Board of Adjustment in cases where 'd' variance relief is also required.

3.4 'd' Variances include permission to use (or expand the use of) lands or buildings in areas (Zoning Districts) where the proposed use is not permitted, deviation from what is termed a Conditional Use standard under the City's Land Management Code, an increase in the floor area ratio or density permitted in a Zoning District and building height above 10' or 10% of what is permitted in a particular Zoning District. 'd' variances may only be approved by the Zoning Board of Adjustment.



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4.0 COMPLETENESS

- 4.1 All Applications shall be submitted ***WITH*** the appropriate Application Fees and Escrow Deposits for the Approval(s) being sought. For Completeness review, only one (1) copy of the Application Package need be submitted.
- 4.2 Upon receipt of an Application Package, the Board Secretary shall date-stamp the Application and verify that the proper forms and Checklists are completed and that the appropriate Fees and Escrows have been paid.
- 4.3 Once the Board Secretary is satisfied that the Application contains the appropriate Forms, Checklists Application Fees and Escrow Deposits, the Secretary shall deliver the Application Package to the Zoning Officer for a determination as to whether the Application complies with the submission requirements of Land Management Code (§300-27 Completeness).

The Zoning Officer, along with the City Planner or City Engineer, shall convene to review Applications for Completeness (typically) on the 2nd and 4th Tuesdays of the month. Applications must be submitted to the Board Secretary no less than seven (7) days prior to a particular meeting date for such Application to be reviewed for Completeness.

Under the New Jersey Municipal Land Use Law,⁶³ a determination of Completeness (or Incompleteness) must be made within 45 days of initial submission or said Application is automatically deemed Complete.

HOWEVER, NO APPLICATION WILL BE REVIEWED FOR COMPLETENESS UNLESS ALL APPROPRIATE APPLICATION FEES AND ESCROW DEPOSITS HAVE BEEN SUBMITTED.

Neither the Applicant nor the Applicant's professionals need appear at the Completeness review.

Applicants (or their professionals, as appropriate) shall be notified by the Board Secretary as to the determination of Completeness within seven (7) days of the review. Such notice shall either indicate that the Application was deemed Complete and scheduled for Zoning Officer review (in the case of an Application for a Zoning Permit) or a Board meeting (for all other Applications), or that the Application has been deemed Incomplete. In the latter case, the notice will include deficiencies found in the Application.

⁶³ N.J.S.A. 40:55D-10.3



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- 4.4 Applications deemed Incomplete will not be scheduled until all deficiencies have been resolved and the Application is deemed Complete.
- 4.5 Complete Applications for Zoning Permits will be processed by the Zoning Officer within 10 days of the Determination of Completeness.
- 4.6 Complete Applications requiring Planning or Zoning Board Approval shall be processed as follows:
- A. Applicant's shall submit to the Board Secretary the full number of copies of the Application Package as required by the applicable Application Checklist. Once such copies are submitted, the Board Secretary shall schedule the Application to be heard by the Appropriate Board.
 - B. Applicants must attend the Board meeting. Corporate Applicants must be represented by an attorney.
 - C. Planning Board meetings are (typically) held on the 1st Tuesday of the month. Meetings of the Zoning Board of Adjustment are (typically) held on the 4th Monday of the month. All meetings are held in the Municipal Court Room (Council Chambers) at the Pleasantville Police Complex, 17 N. First Street, Pleasantville New Jersey. All meetings begin promptly at 7:00.

Legal Holidays can impact the aforementioned meeting dates. Applicants are therefore urged to carefully note the *actual date* the Application has been scheduled.

While Applications are typically decided at a single meeting, the Planning Board and Zoning Board of Adjustment, as the case may be, reserve the right to continue the hearing on an Application for more than one meeting should the complexity of the Application so require. In such instance, and unless otherwise directed by the respective Board, no additional public notice shall be required.

Both the Planning Board and the Zoning Board of Adjustment attempt to set realistic meeting agendas, to hear applications on the date scheduled and to render decisions at the meeting the application is heard. However, situations do occur where an application can not be heard or completed on the date scheduled. In such an instance, the Board and Applicant will reschedule the hearing to a mutually-agreeable date, with no additional public notice required.



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- 4.7 **APPLICANTS ARE HEREBY ADVISED THAT A REVIEW FOR COMPLETENESS IS LIMITED TO CONFORMANCE WITH THE CHECKLIST(S)⁶⁴ APPROPRIATE TO THE SUBJECT APPLICATION. DETERMINATION OF COMPLETENESS (OR INCOMPLETENESS) SHALL NOT BE CONSTRUED AS A DETERMINATION AS TO THE TECHNICAL SUFFICIENCY OF ANY SUBMISSION ITEM.**
- 4.8 Questions regarding this procedure shall be addressed to the Zoning Officer @ (609) 484-3614.
- 4.9 **ALL LAND USE APPLICATION FORMS SHALL BE TYPED OR LEGIBLY PRINTED. DIFFICULTY READING AN ITEM MAY CAUSE CONFUSION WHICH MAY DELAY PROCESSING OF THE APPLICATION AND THE MEETING ON THE MATTER.**

⁶⁴ Contained in this Land Use Application Package.



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5.0 PUBLIC NOTICE REQUIREMENTS

Once an Application has been deemed Complete and a meeting date scheduled, all applications to the Planning Board or Zoning Board of Adjustment are required to issue notice of the Subject Application by certified mail or hand delivery to all property owners within 200' of the Subject Property.

A Certified List of such property owners may be purchased from the City's Tax Assessor and is required to be included in the Application Package as part of the Completeness review. The List **must be less than three (3) months old** to be considered current.

Such notice must be accomplished at least 10 days prior to the scheduled meeting date (with the date of the meeting not counting toward the 10-day period).

In addition to mailed or hand delivered notice, notice must be published in either The Press of Atlantic City or the Mainland Journal at least 10 days prior to the scheduled meeting date (with the date of the meeting not counting toward the 10-day period). It is the Applicant's responsibility to make such notice.

An Affidavit indicating Proof of Notification must be submitted to the Board Secretary not less than seven (7) days prior to the Board meeting on the matter. For Certified mailings, such Affidavit shall be accompanied by the (white) "Return Receipt Requested" slips from the postal service. For hand delivered notices, such Affidavit shall be accompanied by a copy of the notice which has been signed and dated by the noticed property owner. For published notice, a copy of the legal advertisement, with publication name and date shall be provided.

Such Affidavit shall be signed by the Applicant, whose signature shall be attested by a Notary Public.

Failure to notice properly or to provide evidence of proper notice will prevent the respective Board from meeting the application as scheduled; thereby requiring a rescheduling of the Application and the requirement that the Applicant reissue proper notice at his/her own cost and expense. An example of appropriate notice language is included on the following page(s):



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6.0 POST HEARING ACTIONS

After completion of the hearing, the Planning Board or Zoning Board of Adjustment, as the case may be, shall vote to approve the Application, deny the Application or approve the Application with conditions.

The City shall advertise the action taken by the Board in The Press of Atlantic City or the Mainland Journal not more than 10 days after the Board action.

The action taken by the Board will be memorialized by a Decision & Resolution of the Board, which will be prepared by the Board Solicitor after the vote and approved by the Board at the next Board meeting after the vote is taken. An Application is not considered officially approved until the Decision and Resolution has been approved.

The Applicant shall submit all final plans and other documentation made a condition of the approval. In addition to paper copies, plats or plans shall be submitted in portable document format (".pdf") on CD-ROM. [This requirement may be waived, at the discretion of the Planning Board or Zoning Board of Adjustment, as the case may be, in cases where Applications require no professional assistance.]



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**FORM 1: NOTICE OF APPLICATION
TO PROPERTY OWNERS
WITHIN 200' OF SUBJECT PROPERTY**

TAKE NOTICE THAT:

As the owner of a property listed on the official tax records of the City of Pleasantville as being within 200' of my Property, you are hereby notified that I, _____, being the undersigned Applicant, have made application to [check one] () the Planning Board of the City of Pleasantville or () the Zoning Board of Adjustment of the City of Pleasantville for [check all that apply]:

- | | |
|--|---|
| <input type="checkbox"/> Preliminary Major Site Plan Approval; | <input type="checkbox"/> 'c' Variance Relief; |
| <input type="checkbox"/> Final Major Site Plan Approval; | <input type="checkbox"/> 'd' Variance Relief; and/or |
| <input type="checkbox"/> Preliminary Major Subdivision Approval; | <input type="checkbox"/> Certificate of Nonconformity |
| <input type="checkbox"/> Final Major Subdivision Approval; | <input type="checkbox"/> Certificate of Redevelopment Plan Conformance. |
| <input type="checkbox"/> Waiver of Site Plan Approval; | |

In accordance with the requirements of the Land Management Code of the City of Pleasantville (Chapter 300 of the Pleasantville City Code). Such Approval(s) / Relief / Certificate will permit me to:

Description of Application, including requested deviations from the specific section(s) of the Pleasantville Land Management Code and the nature of such deviations:

at my property located : _____

Block: _____ Lot(s): _____

in the City of Pleasantville, Atlantic County, New Jersey.

A Public Hearing has been scheduled on this matter for (insert date) _____, 201____ at 7:00 p.m. in the Municipal Court Room, Police Complex, 17 North First Street, Pleasantville, New Jersey, at which time you may appear either in person or by agent or attorney to present any objection, support or other comments you may have regarding the Subject Application.



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Documentation related to this Application, including all maps, plans, plats, surveys and other information, is available for public inspection at least 10 days prior to the aforementioned hearing in the office of the Board Secretary, City Hall Annex, 132 West Washington Avenue, Pleasantville, New Jersey during regular business hours (8:30 a.m. to 4:30 p.m., Monday through Friday).

This Notice is sent to you as the owner of a property listed on the City's official tax records as being within 200' of the Subject Property by order of the Pleasantville [check one] () Planning Board or () Zoning Board of Adjustment in compliance with N.J.S.A. 40:55D-11 et seq. and N.J.S.A. 40:55D-12 et seq.

Respectfully,

Signature of Applicant

Date



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FORM 2: NOTICE OF APPLICATION
FOR PUBLICATION

TAKE NOTICE THAT:

_____, being the undersigned Applicant, has made application to [select one] ()
the Planning Board of the City of Pleasantville or () the Zoning Board of Adjustment of the City of
Pleasantville for [select all that apply]:

- () Preliminary Major Site Plan Approval; () 'c' Variance Relief;
() Final Major Site Plan Approval; () 'd' Variance Relief; and/or
() Preliminary Major Subdivision Approval; () Certificate of Nonconformity
() Final Major Subdivision Approval; () Certificate of Redevelopment Plan
Conformance.
() Waiver of Site Plan Approval;

In accordance with the requirements of the Land Management Code of the City of Pleasantville (Chapter
300 of the Pleasantville City Code). Such Approval(s) / Relief / Certificate will permit:

Description of Application, including requested deviations from the specific section(s) of the
Pleasantville Land Management Code and the nature of such deviations:

at the property located : _____

Block: _____ Lot(s): _____

in the City of Pleasantville, Atlantic County, New Jersey.

A Public Hearing has been scheduled on this matter for (insert date) _____, 201__ at
7:00 p.m. in the Municipal Court Room, Police Complex, 17 North First Street, Pleasantville, New
Jersey, at which time individuals may appear either in person or by agent or attorney to present any
objection, support or other comments regarding the Subject Application.



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Documentation related to this Application, including all maps, plans, plats, surveys and other information, is available for public inspection at least 10 days prior to the aforementioned hearing in the office of the Board Secretary, City Hall Annex, 132 West Washington Avenue, Pleasantville, New Jersey during regular business hours (8:30 a.m. to 4:30 p.m., Monday through Friday).

This Notice is made in compliance with N.J.S.A. 40:55D-11 et seq. and N.J.S.A. 40:55D-12 et seq.

Name of Applicant



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FORM 3: AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY) ss.

COUNTY OF ATLANTIC)

I, _____, of full age, being duly sworn according to law, under oath, deposes and says, that I reside at _____ in the City of _____, County of _____, State of _____, that I am the Applicant or Agent for the Applicant in a proceeding before the Planning Board and/or Zoning Board of Adjustment for the City of Pleasantville, Atlantic County, New Jersey, being an application under Land Management Code of the City of Pleasantville, New Jersey, which has the Application Number _____ and relates to the premises at _____, also known as Block _____, Lot(s) _____ on the official Tax Map of the City of Pleasantville.

I further depose and say that I gave notice to each and all owners of property affected by said application as required by N.J.S.A. 40:55D-11 et seq. and N.J.S.A. 40:55D-12 et seq. as well as the Pleasantville Land Management Code by personal service or by Certified mail on _____, 201____, such date being not less than 10 days prior to the scheduled hearing on such matter.

A true copy of such notice is attached to this Affidavit as Exhibit A hereto, together with a list of owners of property within 200' of the Subject Property upon whom notice was served, with Block and Lot number indicated, as prepared by the City Tax Assessor (attached as Exhibit B. hereto).

Applicant's Signature

Sworn to and subscribed before me this
____ Day of _____, 20____.

Notary Public of New Jersey



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FORM 4: APPLICATION FOR LAND USE APPROVAL

TO BE COMPLETED BY MUNICIPAL STAFF

Application Filed: ___/___/___	Application No.: _____
Received By: _____	Application Fees: _____
Application Found Complete: ___/___/___	Escrow Number: _____
Application Found Incomplete: ___/___/___	Escrow Deposit: _____

TO BE COMPLETED BY THE APPLICANT

Applicant

Applicant's Name: _____

Address: _____

Phone No.: _____ Fax No.: _____

Agent for Applicant (if applicable)

Agent's Name: _____

Address: _____

Phone No.: _____ Fax No.: _____

Subject Property

Street Address: _____

Block(s): _____ Lot(s): _____

Zoning Districts: _____

Application is being made to:

() Zoning Officer () Zoning Board of Adjustment () Planning Board

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



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APPLICATION IS BEING MADE FOR:

- Zoning Permit under N.J.S.A. 40:55D-18
- Preapplication Conference under N.J.S.A. 40:55D-10.1
- Minor Site Plan Approval under N.J.S.A. 40:55D-46.1
- Preliminary Major Site Plan Approval under N.J.S.A. 40:55D-46
- Final Major Site Plan Approval under N.J.S.A. 40:55D-50
- Waiver of (under N.J.S.A. 40:55D-10.3):
 - Preliminary or
 - Final Major Site Plan Approval, or
 - Both
- Minor Subdivision Approval under N.J.S.A. 40:55D-47
- Major Subdivision Approval under N.J.S.A. 40:55D-48
- Variance Relief under N.J.S.A. 40:55D-70(c)
- Amendment or Revision to Existing Approval
- Extension of Prior Approval under N.J.S.A. 40:55D-52
- Certificate of Redevelopment Plan Conformance under N.J.S.A. 40A:12A-1 et seq.

[As relates solely to the jurisdiction of the Zoning Board of Adjustment]

- Directing the issuance of a building permit for construction () in the bed of mapped street, public drainage-way, flood control basin or public area under N.J.S.A. 40:55D-60(b) or () on a lot not abutting an approved public street under N.J.S.A. 40:55D-60(c)
- Appeal from action of the Administrative Officer under N.J.S.A. 40:5D-70(a)
- Map or other Interpretation or Special Question under N.J.S.A. 40:55D-70(b)
- Variance relief under N.J.S.A. 40:55D-70(d)
- Certificate of Nonconformity under N.J.S.A. 40:55D-70(d)
- Any of the foregoing where Application for Site Plan approval is to follow.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date

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FORM 5: OWNERSHIP INFORMATION & CORPORATE DISCLOSURE
(To be completed by the Owner of Record of the Subject Property)

Owner's Name:
Address:
Phone No.: Fax No.:
Email Address:

Date Owner purchased the Subject Property: ___/___/___

Was Subject Property purchased from the City of Pleasantville: () Yes
() No

If not the Owner, Applicant's standing to bring Application:
() Lessee () Contract Purchaser () Other

Attach Lease, Contract to Purchase or other proof of relationship as applicable.

Applicant is a(n) (check one):
() Individual () Corporation () Partnership
() Limited Liability Corporation (LLC) () Limited Liability Partnership (LLP)

If Applicant is not an individual,
Name of Corporation, Partnership, LLC or LLP:
Official empowered to complete this Disclosure on behalf of the Corporation, Partnership, LLC or
LLP:
Address:
Phone No.: Fax No.:
Email Address:

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the
procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City
of Pleasantville and agree to be bound by same.

Signature of Applicant Date



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Pursuant to N.J.S.A. 40:55D-48.1, Applicants must disclose the names and addresses of all persons owning 10% or more of the stock in a corporate applicant or 10% or more interest in a partnership applicant. N.J.S.A. 40:55D-48.2 provides that such disclosure applies to any corporation or partnership which owns 10% or more interest in any entity subject to disclosure under N.J.S.A. 40:55D-48.1.

Where a corporation / partnership owns 10% or more of the stock / interest in the Applicant or in another corporation / partnership so reported, this requirement shall apply to all non-corporate stockholders / individuals / partners qualifying under the 10% ownership criterion.

NAME & ADDRESS OF QUALIFYING INDIVIDUAL / ENTITY	DATE OF BIRTH (as applicable)	TAX ID NUMBER (tin)	POSITION	% INTEREST
	/ /			
	/ /			
	/ /			
	/ /			
	/ /			
	/ /			
	/ /			

(use additional sheets if necessary)

Signature of official empowered to complete the following Disclosure on behalf of the Corporation, Partnership, LLC or LLP (if additional sheets are necessary, such signature shall appear on each sheet):

Signature

Date

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



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FORM 6: PROJECT INFORMATION

Project Name: _____

Present Use of the Subject Property: _____

Proposed Use of the Subject Property:

- () Sale of Lot(s) (no construction proposed)
() Construction of owner-occupied residential dwelling
() Construction of () rental or () for-sale residential dwellings
() Construction of owner-occupied commercial or other use.

Specify: _____

- () Construction of rental or for-sale commercial or other use.

Specify: _____

- () Other. Specify: _____

For each category (as applicable), provide number and type of units. For residential projects, include number of bedrooms per unit. For commercial projects, include the s.f. per unit:

For residential projects, number of units to be deed restricted as "Affordable" under regulations established by the New Jersey Council on Affordable Housing (COAH): _____

Estimated cost of construction of Proposed Project: \$_____

Have any of the lands within the Subject Property been classified by any State or Federal Agency as Environmentally Sensitive, Wetlands, Riparian Lands, Brownfield, Greyfields or other applicable designation? () Yes () No

If Yes, explain: _____

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



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If No, is there any indication that the Subject Property might contain subsurface or groundwater contamination? () Yes () No

If Yes, explain: _____

Other than what is required by the City of Pleasantville, are any other approvals required for the Proposed Project? () Yes () No

If yes, specify (as applicable)

GOVERNMENTAL AGENCY OR PRIVATE ENTITY	YES	NO	DATE SUBMITTED	STATUS OF APPROVAL
City of Pleasantville Storm / Wastewater Division			___/___/___	
Atlantic County Board of Health			___/___/___	
Atlantic County Health Department			___/___/___	
Atlantic County Planning Board			___/___/___	
Cape Atlantic Soil Conservation District			___/___/___	
NJ Department of Environmental Protection			___/___/___	
NJ Department of Transportation			___/___/___	
NJ Council on Affordable Housing			___/___/___	
Other			___/___/___	
Other			___/___/___	
Other			___/___/___	

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

 Signature of Applicant

 Date



**APPLICATION PACKAGE
for
LAND USE APPROVAL
City of Pleasantville**

FORM 7: ZONING CONFORMANCE
(if multiple Principal buildings, provide information for all buildings)

Zoning District in which Subject Property is located:

Residential Zoning Districts

- Single-Family Residential 50 (SFR-50)
- Single-Family Residential 60 (SFR-60)
- Single-Family Residential 75 (SFR-75)
- Residential Duplex (R-D)
- Multi-Family (MF)

Commercial Zoning Districts

- Central Business District (CBD)
- Neighborhood Commercial (NC)
- General Commercial (GC)
- Regional Commercial (RC)
- Regional Shopping Center (RSC)
- Light Industrial (LI)

Specialty Zoning Districts

- Bayside Mixed-Use (BMU)
- Cemetery (CEM)
- Conservation (CONSERV)
- Waterfront Residential (WR)

Overlay Zoning Districts

- Bayside Mixed Use Overlay Zone
- City Center Support Overlay
- Franklin Boulevard Professional Office Overlay
- Main Street Neighborhood Commercial Overlay
- New Road Professional Office Overlay

Redevelopment Plans

- Block 189 Rehabilitation Area
- California Avenue Rehabilitation Area
- CARA Cambria Avenue Redevelopment Area
- CCRA Center City Redevelopment Area
- LBRA Lakes Bay Waterfront Redevelopment Area
- NARA Narcissus Avenue Rehabilitation Area
- WTRA Woodland Terrace Rehabilitation Area

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



**APPLICATION PACKAGE
for
LAND USE APPROVAL
City of Pleasantville**

Lot Regulations for Zoning District in which Subject Property is located:

	<u>Existing</u>	<u>Required</u>	<u>Proposed</u>
Lot Width (ft)	_____	_____	_____
Lot Depth (ft)	_____	_____	_____
Lot Size (s.f.)	_____	_____	_____

Building Regulations for Zoning District in which Subject Property is located:

	<u>Existing</u>	<u>Required</u>	<u>Proposed</u>
Front Yard Setback (ft)	_____	_____	_____
Side Yard Setback [L / R] (ft)	/	/	/
Rear Yard Setback (ft)	_____	_____	_____
Impervious Coverage (%)	_____	_____	_____

Height and number of stories for Principal Building (if multiple Principal buildings, provide information for tallest building): _____ feet _____ stories

Does the Subject Project conform with all applicable requirements for the specific Zoning District in which the Subject Property is located as specified by the Pleasantville Land Management Code (Chapter 300)? () Yes () No

If No, explain nonconformities: _____

Have any variances, waivers of zoning interpretations been obtained as relates to the existing or proposed use of the Subject Property? () Yes () No

If Yes, explain: _____

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



APPLICATION PACKAGE
for
LAND USE APPROVAL
City of Pleasantville

FORM 8: PROJECT PROFESSIONALS

(use additional sheets if necessary)

Project Attorney: _____

Address: _____

Phone No.: _____ Fax No.: _____

Email Address: _____

Project Engineer: _____

Address: _____

Phone No.: _____ Fax No.: _____

Email Address: _____

Project Planner: _____

Address: _____

Phone No.: _____ Fax No.: _____

Email Address: _____

Project Architect: _____

Address: _____

Phone No.: _____ Fax No.: _____

Email Address: _____

Project Surveyor: _____

Address: _____

Phone No.: _____ Fax No.: _____

Email Address: _____

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



**APPLICATION PACKAGE
for
LAND USE APPROVAL
City of Pleasantville**

FORM 9: CERTIFICATION OF PAYMENT OF TAXES

Date: _____

Applicant's Name: _____

Subject Property

Address: _____

Block: _____ Lot(s): _____

Qualification Code(s): _____

TO BE COMPLETED BY THE PLEASANTVILLE TAX COLLECTOR

Taxes are paid and current through and including:	1Q	2Q	3Q	4Q	201_____
---	----	----	----	----	----------

The following taxes are unpaid and delinquent: \$_____ with interest calculated until: _____, 201_____.

Flor M. Roman
Pleasantville Tax Collector

**NO APPLICATION FOR LAND USE APPROVAL SHALL BE DEEMED COMPLETE WHERE
TAXES ARE DUE**



APPLICATION PACKAGE
for
LAND USE APPROVAL
City of Pleasantville

FORM 10: CERTIFICATIONS

APPLICANT: I certify that the foregoing statements and the materials submitted are true. I further certify that I am that the individual Applicant or that I am an Officer of the Corporation who is the Applicant, and that I am authorized to sign the application for the Corporation, or that I am general partner of the partnership Applicant. If the Applicant is a Corporation, an authorized Corporate Officer must sign this Certification. If the Applicant is a Partnership, a General Partner must sign this Certification. If the Applicant is an LLC, the Managing Member must sign this Certification.

Applicant's Signature

Sworn to and subscribed before me this
____ Day of _____, 201 ____.

Notary Public of New Jersey

PROPERTY OWNER WHERE NOT 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 the same manner as if I were the Applicant. If the owner is a Corporation, an authorized Corporate Officer must sign this Certification. If the owner is a Partnership, the General Partner must sign this Certification. If the owner is an LLC, the Managing Member must sign this Certification.

Applicant's Signature

Sworn to and subscribed before me this
____ Day of _____, 201 ____.

Notary Public of New Jersey



APPLICATION PACKAGE
for
LAND USE APPROVAL
City of Pleasantville

FORM 11: CONSENT TO AN EXTENSION
OF TIME FOR OFFICIAL ACTION
(as applicable)

APPLICATION IS BEING MADE TO:

Zoning Officer

Zoning Board of Adjustment

Planning Board

I, _____, being the undersigned Applicant or individual authorized to act for the Applicant, hereby consent to an extension of time within which the entity designated above shall be required to act on my Application.

I understand that such consent stops all time periods (deadlines) for the City to act on my application pursuant to the Municipal Land Use Law and the Pleasantville Land Management Code.

For Applications to the Planning Board or Zoning Board of Adjustment:

I understand that the City will make every effort to reschedule a hearing date on my application within a reasonable time period, but that it can not guarantee that my application will be heard at the next regularly-scheduled Board meeting.

I further understand that this request for extension will require me to issue or reissue a public notice to all property owners within 200' of my property once a new hearing date has been established.

Signature of Applicant
(or Authorized Representative)

Date

Sworn to and subscribed before me this
____ Day of _____, 201____.

Notary Public of New Jersey



**APPLICATION PACKAGE
for
LAND USE APPROVAL
City of Pleasantville**

**FORM 12: REQUEST FOR
CERTIFIED LIST OF PROPERTY OWNERS**

I, _____, being the undersigned Applicant or individual authorized to act for the Applicant, hereby request the names and addresses of the owners of record of every block and lot within 200' of the boundaries of the property known as:

Block: _____ Lot(s): _____

in the City of Pleasantville, Atlantic County, New Jersey.

I also request the name(s) and address(s) of:

- the Commissioner of the New Jersey Department of Transportation (if the Subject Property is located on a State Highway);
- the Atlantic County Planning Board (if the Subject Property is located on a County Highway);
- all public utility / CATV companies that may possess an easement or right-of-way within 200' of the Subject Property; and
- The municipal clerk for (if the Subject Property is located within 200' thereof);
 - City of Absecon
 - City of Atlantic City
 - City of Ventnor
 - City of Northfield
 - Egg Harbor Township

Requests for the Certified List shall be made by completing and delivering this form to the Pleasantville Tax Assessor. The List will be made available within 7 days from the date of this request.

Payment shall be made in the form of Check or Money Order, made payable to the City of Pleasantville, in the amount of \$10.00 for the first 40 names on the List plus an additional \$0.25 for each name thereafter.

Signature of Applicant
(or Authorized Representative)

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST A. General Requirements & Instructions

See §300-26 and 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

The following series of Checklists were crafted to provide the City and its professionals with detailed information pertinent to each of the specific types of approvals or relief available to applicants. Applicants shall complete this Checklist A. for all applications except Applications for Zoning Permits, and shall complete Checklists C. through L. as applicable. Applicants requesting multiple approvals shall complete the appropriate Checklist for each approval requested.

Applications for Zoning Permits need only complete Checklist B.

Site Plans which include design of drainage, pavement, curbing, walkways, embankments, horizontal and vertical geometrics, utilities and other pertinent structures shall be prepared, signed and sealed by a New Jersey licensed Professional Engineer. A New Jersey Registered Architect may prepare a Site Plan if limited to general locations.

Topographical and Boundary Survey information, including all subdivisions, shall be provided by or attributed to a New Jersey licensed Professional Land Surveyor.

- _____ 1. One (1) original and fourteen (14) copies of:
- ___ A. the completed Application Forms, all certifications and other components;
 - ___ B. all required checklist(s) **in completed form**; and
 - ___ C. all documents, reports, plats, plans, drawings and photographs relating to the Application.
- _____ 2. All plats, plans and drawings shall contain a Title Block, including:
- ___ A. The name and title of the Application / Project, City of Pleasantville, Atlantic County;
 - ___ B. The name, title, address, telephone and fax number of the Applicant;
 - ___ C. The name, title, address, telephone and fax number of the person who prepared the plat, plan or drawing, including the New Jersey License number and original embossed seal with signature if the preparer is a New Jersey Licensed Land Surveyor, Professional Engineer, Professional Planner or Architect;
 - ___ D. The name, address, telephone and fax number of the owner(s) of record of the Subject Property;

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST A.

General Requirements & Instructions

See §300-26 and 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- E. Written and graphic (bar) scale in inches to feet;
 - F. North Arrow
 - G. The original date that the plans were prepared, the date of each subsequent revision thereof and a list of specific revisions entered on each sheet.
3. Unless otherwise specified in Checklists C. through L., no plat, plan or drawings shall be accepted unless:
- A. drawn to a scale of 1"=10', 1"=20', 1"=30', 1"=40', 1"=50' or 1"=60' for engineering drawings or 1/8"=1', 3/8"=1', 1/4"=1', 1/2"=1', 3/4"=1' or 1"=1' for architectural drawings, as per standard scales commercially available at any office supply store. **Items drawn to such scales but subsequently reduced or enlarged shall be summarily rejected.**
 - B. submitted on 24"x36" or larger sheet sizes, folded into eighths, with title block revealed. If one sheet is not sufficient to depict the entire tract, the plat, plan or drawing may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
 - C. fully dimensioned to confirm conformity with all requirements.
 - D. dimensions are expressed to the nearest tenth of an acre when describing acreage or 2 decimal places when describing square feet of area or linear feet of distance. Bearings shall be given to the nearest 10 seconds and the error of closure shall not exceed 1 to 10,000.
4. A Key Map showing the entire parcel to be developed, the proposed development and the proposed street pattern, if any, within it, and the relationship of the tract to the surrounding area, with the proposed development shown in place, including all intersections and waterways within 300', at a scale not less than 1"=100', based on the City's official tax map. Where the scale of the map results in a street name not appearing, the Applicant shall legibly hand-print the missing street name.
- 5 Existing tax sheet with existing block and lot number(s) of the Subject Property(ies) as they appear on the current City Tax Map as well as all properties within 200' of the subject. Existing Street names of all streets bounding the subject property shall be clearly visible. Where the scale of the map results in a street name not appearing, the Applicant shall legibly hand-print the missing street name.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date

2



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST A.
General Requirements & Instructions

See §300-26 and 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- 6. Existing Zoning Map with existing block and lot number(s) of the Subject Property(ies) as they appear on the current City Tax Map as well as all properties within 200' of the subject. Existing Street names of all streets bounding the subject property shall be clearly visible. Where the scale of the map results in a street name not appearing, the Applicant shall legibly hand-print the missing street name.

Matrix containing the requirements of the Zoning District(s) in which the Subject Property(ies) are located, including the use(s) proposed, the bulk requirements of such District(s), and whether or not the proposed project conform(s) to such regulations. Such information shall be indicated on the plot or plan as well as a separate table.

- 7. Recent Aerial photograph depicting the Subject Property and one (1) block in each direction from the Subject Property, dated and showing the location and size of structures and from other land uses as well as all access points to such uses.

2007 aerial photography is available at no charge from the NJGIN Information Warehouse (https://njgin.state.nj.us/NJ_NJGINExplorer/IW.jsp?DLayer=NJ%202007%20Orthophotography). Should an applicant not be able to download such information, aerial photography from Google Earth, Microsoft Virtual Earth, Bing or other commercially available sources is acceptable.

- 8. Neighborhood characteristic photographs depicting the Subject Property from the opposite side of the street as well as all properties fronting both sides of the street of the block on which the Subject Property is located.

Such photography shall be dated and keyed to a reproduction of the City's official tax map, at a scale of not less than 1"=60', with the Subject Property and all photographed properties indicated.

- 9. A certified list of all property owners whose property is located within 200' of the extreme limits of the Subject Property, as they appear on the most recent tax list prepared by the Tax Assessor. Such list must be certified as current within three (3) months prior to the date of submission of the Subject Application. Such list shall include Owner's Name and Mailing Address as well as the Block number, Lot number and Property Address of the property within 200' of the Subject.

In addition to the Tax Assessor's (8 1/2" x 11") printout, such list shall be depicted on the plans.

- 10. Certification that there are no outstanding uncollected fees or escrows resulting from past applications or prior submissions by the Applicant, or any entity now or previously related to the applicant, involving this property or any other properties connected with the Applicant within the City of Pleasantville. No applications will be processed if the applicant owes the City or its professionals monies from previous applications.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST A. General Requirements & Instructions

See §300-26 and 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ____ 11. Certification from the Zoning Officer and/or City Engineer that any conditions required as a result of any prior approval granted for the Subject Property have been fulfilled.
- ____ 12. Certification from the City Tax Collector that all taxes and assessments are paid and current as of the date the Application is submitted, or that adequate provision for payments has been made in a matter satisfactory to the City.
- ____ 13. Statement regarding any prior Planning Board or Zoning Board of Adjustment appeal, approval or denial related to the Subject Property.
- ____ 14. Copies of protective covenants or deed restrictions affecting any portion of the Subject Property or any adjacent property (if obtainable).
- ____ 15. The location, width, legal (metes and bounds) description, use(s) for which they are intended, any limitations thereof and the manner of control or maintenance for all existing or proposed utility easements, right-of-way dedications and/or sight triangle dedication(s) affecting the Subject Property.

Items 14. and 15. are intended to address, but are not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by-laws of any homeowner's or community associations; proposed deeds to dedicate any portion of the affected property for public use or for ownership by any public body.

- ____ 16. **Detailed narrative** describing the existing use and condition of and the development proposed for the Subject property, addressing the individual lands and buildings therein, including a statement of the applicant's intent with respect to the ownership, sale and leasing of the project or the various components thereof.
- ____ 17. **Detailed narrative** justification for any requested waivers from any Checklist requirement. **Items which are not applicable shall be addressed as N/A.**
- ____ 18. **Detailed narrative** justification for any requested waiver(s) from any development standard and/or regulation where a variance is not required.
- ____ 19. Evidence that the Applicant has sufficient control over the Subject Property to effectuate the proposed development. Including, as appropriate:
 - ____ A. Property Owner's authorization to file the application when the Owner is not the Applicant.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST A.

General Requirements & Instructions

See §300-26 and 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

____ B. Notarized signature of the Applicant or Agent for the Applicant.

- ____ 20. All Application Fee(s) and Escrow Deposit(s), including Tax Map Update Fees for subdivisions or lot consolidations. **No application will be processed which does not include the appropriate Fees and Escrows.**

The Applicant shall be responsible to insure that Fees and Escrow Deposits are sufficient to address all approvals required, consistent with the Fee Schedule under §300-9. The City reserves the right to require additional Application Fees and Escrow Deposits should the review of the Application find that additional approvals are required.

Once such additional approvals have been identified, the City, and or its professionals shall immediately cease review of the subject application and issue a letter to the Board Secretary informing the Secretary of the situation. The Board Secretary shall immediately inform the Applicant of the necessity for additional funds. The review of the application shall not resume until the appropriate funds have been submitted.

- ____ 21. The Zoning Officer, Planning & Redevelopment Advisory Committee, Planning Board or Zoning Board of Adjustment, through their respective professionals, reserves the right to require such additional information as may be deemed necessary and appropriate for a full consideration of the entirety of the Subject Application.

While no application shall be deemed Incomplete for the lack of such information, the entities so indicated reserve the right to delay the granting of approvals until such information has been submitted and appropriately reviewed.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

**CHECKLIST B.
Zoning Permits**

See §300-26, 27 & 34 A. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

This Checklist B. was crafted to provide the Zoning Officer with detailed information pertinent to development under §300-34. Applicants for such development shall complete this Checklist B., but are not required to complete Checklist A. or Checklists C. through L. However, Applicants requesting multiple approvals shall complete the appropriate Checklist for each approval requested.

Site Plans which include design of drainage, pavement, curbing, walkways, embankments, horizontal and vertical geometrics, utilities and other pertinent structures shall be prepared, signed and sealed by a New Jersey licensed Professional Engineer. A New Jersey Registered Architect may prepare a Site Plan if limited to general locations.

Topographical and Boundary Survey information, including all subdivisions, shall be provided by or attributed to a New Jersey licensed Professional Land Surveyor.

- ____ 1. One (1) original and fourteen (14) copies of:
 - ____ A. the completed Application Form, all certifications and other components;
 - ____ B. all required checklist(s) **in completed form**; and
 - ____ C. all documents, reports, plats, plans, drawings and photographs relating to the Application.

- ____ 2. All plats, plans and drawings shall contain a Title Block, including:
 - ____ A. The name and title of the Application / Project, City of Pleasantville, Atlantic County;
 - ____ B. The name, title, address, telephone and fax number of the Applicant;
 - ____ C. The name, title, address, telephone and fax number of the person who prepared the plat, plan or drawing, including the New Jersey License number and original embossed seal with signature if the preparer is a New Jersey Licensed Land Surveyor, Professional Engineer, Professional Planner or Architect;
 - ____ D. The name, address, telephone and fax number of the owner(s) of record of the Subject Property;
 - ____ E. Written and graphic (bar) scale in inches to feet;
 - ____ F. North Arrow

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST B.
Zoning Permits

See §300-26, 27 & 34 A. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

G. The original date that the plans were prepared, the date of each subsequent revision thereof and a list of specific revisions entered on each sheet.

3. Unless otherwise specified, no plat, plan or drawings shall be accepted unless:

A. drawn to a scale of 1"=10', 1"=20', 1"=30', 1"=40', 1"=50' or 1"=60' for engineering drawings or 1/8"=1', 3/8"=1', 1/4"=1', 1/2"=1', 3/4"=1' or 1"=1' for architectural drawings, as per standard scales commercially available at any office supply store. Items drawn to such scales but subsequently reduced or enlarged shall be summarily rejected.

B. submitted on 24"x36" or larger sheet sizes, folded into eighths, with title block revealed. If one sheet is not sufficient to depict the entire tract, the plat, plan or drawing may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.

C. fully dimensioned to confirm conformity with all requirements.

D. dimensions are expressed to the nearest tenth of an acre when describing acreage or 2 decimal places when describing square feet of area or linear feet of distance. Bearings shall be given to the nearest 10 seconds and the error of closure shall not exceed 1 to 10,000.

4. Existing tax sheet with existing block and lot number(s) of the Subject Property as they appear on the current City Tax Map. Existing Street names of all streets bounding the subject property shall be clearly visible. Where the scale of the map results in a street name not appearing, the Applicant shall legibly hand-print the missing street name.

5. Existing Conditions and Topographical Outbound Survey of the Subject Property, at a scale of not less than 1"=50', prepared by a New Jersey Licensed Land Surveyor, showing the property boundary lines and dimensions, structures, available utilities and easements, roadways, rail lines and public rights-of-way crossing and adjacent to the subject property.

If Survey is dated more than 2 years prior to the date of submission of the Subject Application, an Affidavit of No Change, prepared by a New Jersey Licensed Land Surveyor, certifying that the submitted survey depicts the true existing conditions on the subject property.

6. On a separate copy of the Survey required under item 5.

A. Scaled drawing depicting the location of all buildings, structures, walls, fences, signs, and other elements proposed for the site (with numerical dimensions, including height, to the nearest tenth of a foot).

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST B.
Zoning Permits

See §300-26, 27 & 34 A. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

B. The dimensions of all yards in relation to the existing and proposed building(s) and the distances between such buildings and any other buildings on the same lot.

C. The distances between the proposed building(s) and any other buildings on adjacent lots (on both sides and the rear of the Subject Property).

7. Recent Aerial photograph depicting a 200' radius from the extreme edges of the Subject Property, dated and printed / plotted at a scale not less than 1"=100', showing the location, use, size and height, in stories and feet, of structures and other land uses as well as all access points to such uses.

2007 aerial photography is available at no charge from the NJGIN Information Warehouse (https://njgin.state.nj.us/NJ_NJGINExplorer/IW.jsp?DLayer=NJ%202007%20Orthophotography). Should an applicant not be able to download such information, aerial photography from Google Earth, Microsoft Virtual Earth, Bing or other commercially available sources is acceptable.

8. Neighborhood characteristic photographs depicting the Subject Property from the opposite side of the street as well as all properties fronting both sides of the street of the block on which the Subject Property is located.

Such photography shall be dated and keyed to a reproduction of the City's official tax map, at a scale of not less than 1"=60', with the Subject Property and all photographed properties indicated.

9. Certification that there are no outstanding uncollected fees or escrows resulting from past applications or prior submissions by the Applicant, or any entity now or previously related to the applicant, involving this property or any other properties connected with the Applicant within the City of Pleasantville. No applications will be processed if the applicant owes the City or its professionals monies from previous applications.

10. Certification from the Zoning Officer and/or City Engineer that any conditions required as a result of any prior approval granted for the Subject Property have been fulfilled.

11. Certification from the City Tax Collector that all taxes and assessments are paid and current as of the date the Application is submitted, or that adequate provision for payments has been made in a matter satisfactory to the City.

12. Statement regarding any prior Planning Board or Zoning Board of Adjustment appeal, approval or denial related to the Subject Property.

13. Copies of protective covenants or deed restrictions affecting any portion of the Subject Property or any adjacent property (if obtainable).

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST B.
Zoning Permits

See §300-26, 27 & 34 A. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

14. The location, width, legal (metes and bounds) description, use(s) for which they are intended, any limitations thereof and the manner of control or maintenance for all existing or proposed utility easements, right-of-way dedications and/or sight triangle dedication(s) affecting the Subject Property.

Items 13. and 14. are intended to address, but are not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by-laws of any homeowner's or community associations; proposed deeds to dedicate any portion of the affected property for public use or for ownership by any public body.

15. Detailed narrative describing the existing use and condition of and the development proposed for the Subject property, including the number of dwelling units the building is designed to accommodate.

16. Detailed narrative justification for any requested waivers from any Checklist requirement. Items which are not applicable shall be addressed as N/A.

17. Detailed narrative justification for any requested waiver(s) from any development standard and/or regulation where a variance is not required.

18. Evidence that the Applicant has sufficient control over the Subject Property to effectuate the proposed development. Including, as appropriate:

A. Property Owner's authorization to file the application when the Owner is not the Applicant.

B. Notarized signature of the Applicant or Agent for the Applicant.

19. All Application Fee(s). No application will be processed which does not include the appropriate Fees. The Applicant shall be responsible to insure that Fees are sufficient to address all approvals required, consistent with the Fee Schedule under §300-9. The City reserves the right to require additional Application Fees and, as applicable, Escrow Deposits should the review of the Application find that additional approvals are required.

Once such additional approvals have been identified, the City, and or its professionals shall immediately cease review of the subject application and issue a letter informing the Applicant of the necessity for additional funds. The review of the application shall not resume until the appropriate funds have been submitted.

20. The Zoning Officer reserves the right to require such additional information as may be deemed necessary and appropriate for a full consideration of the entirety of the Subject Application. While no application shall be deemed Incomplete for the lack of such information, the entities so indicated reserve the right to delay the granting of approvals until such information has been submitted and appropriately reviewed.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST C. Preapplication Conference

See §300-26, 27 & 35 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ____ 1. All General Checklist Requirements in such number as indicated in Checklist A.
- ____ 2. A Project Concept Plan and Description of Project Elements, clearly indicating:
 - ____ A. A brief and general description of the nature, location and extent of the proposed development;
 - ____ B. The name of the proposed development;
 - ____ C. The date of preparation of the plan and the name, address and telephone number of the person who prepared the plan;
 - ____ D. Scale, reference meridian and North arrow;
 - ____ E. The name, address and phone number of the person to be contacted concerning any questions on the proposed development;
 - ____ F. Area of the subject property, in square feet and in acres, to the nearest tenth of an acre; and
 - ____ G. A list of the professional consultants advising the prospective applicant with respect to the proposed development;
 - ____ H. Identification of variances required and requested waiver(s) from any development standard and/or regulation where a variance is not required.
 - ____ J. A statement as to any state and/or Federal approvals required in connection with the proposed development;
 - ____ K. The number and approximate area of new lots or parcels, if any, to be created, tabulated by each separate use as proposed.
- ____ 3. The names and addresses of all owners of property located within 200' of the Subject Property as shown in the latest property tax records.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST D.

Minor Site Plans and Minor Subdivision Plats

See §300-26, 27 & 36 E. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ____ 1. All General Checklist Requirements in such number as indicated in Checklist A.
- ____ 2. Plats or plans of the proposed project at a scale and paper size specified under Checklist A., item 2. B.
- ____ 3. Existing Conditions and Topographical Outbound Survey of the Subject Property, at a scale of not less than 1"=50', prepared by a New Jersey Licensed Land Surveyor, showing the property boundary lines and dimensions, structures, available utilities and easements, roadways, rail lines and public rights-of-way crossing and adjacent to the subject property.

Survey shall include the distances between the proposed building(s) and any other buildings on adjacent lots (on both sides and the rear of the Subject Property).

If Survey is dated more than 2 years prior to the date of submission of the Subject Application, an Affidavit of No Change, prepared by a New Jersey Licensed Land Surveyor, certifying that the submitted survey depicts the true existing conditions on the subject property.
- ____ 4. Lot area expressed both in acreage (to the nearest tenth of an acre) and square feet (to 2 decimal places), both with and without any area(s) located within any existing or proposed public rights-of-way.
- ____ 5. Computation of the area of the tract to be disturbed in square feet, the number of lots proposed and the area and dimensions of each proposed lot.
- ____ 6. Existing contours referenced to United States Geological Survey datum, with project site and proposed contours at 1' intervals plotted thereon, except in areas where the slope exceeds 5%, where intervals may be 5'. Any proposed regrading shall be shown.
- ____ 7. Existing and proposed spot elevations at all corners of the buildings and along the curblines.
- ____ 8. A soils map with project site plotted thereon.
- ____ 9. Existing tax sheet and existing block and lot number(s) of the lots to be subdivided or developed, as they appear on the current City Tax Map, with proposed block and lot numbers as provided by the City Tax Assessor.
- ____ 10. Subdivision or development boundary lines (heavy solid line), lot lines to be removed (faded) and new lots to be created.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST D.

Minor Site Plans and Minor Subdivision Plats

See §300-26, 27 & 36 E. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ___ 11. The location of existing and proposed property lines (with bearings and distances), streets, structures, walls, fences, signs, culverts and bridges (with numerical dimensions, including height, to the nearest tenth of a foot).
- ___ 12. Parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as wetlands and vegetated areas both within the tract and within 100' of its boundary.
- ___ 13. The location and width of all existing proposed utility easements, the use(s) for which they are intended and the manner in which they will be controlled.
- ___ 14. Delineation of flood plains, including floodway, flood fringe areas and lands subject to flooding, and the location of all natural features, including wetlands, water courses, vegetated areas and buffers both within the tract and within 100' of the boundaries thereof.
- ___ 15. The location and material of all existing and proposed monuments, including iron and copper pins.
- ___ 16. Right-of-way dedication(s) and improvement(s), as applicable.
- ___ 17. Sight triangle easements with dimensions, bearings and distances, as applicable.
- ___ 18. Plans of proposed site improvements and/or utility layouts as required by ordinance. Plans must show proposed connections to existing water supply and sanitary sewerage systems.
- ___ 19. Detailed site drawings, drawn to scale and fully dimensioned, depicting the size and location of all existing and proposed structures, signs and lighting, with height noted, and indicating if existing structures and uses will be retained or removed. All existing and proposed setbacks must be delineated on the plans.
- ___ 20. Detailed architectural and elevation drawings, drawn to scale and fully dimensioned, depicting all four (4) building elevations (labeled north, south, east and west, with street names as applicable), with colors and materials indicated on the plans. All proposed setbacks for structures must be delineated on the plans.
- ___ 21. Certification from appropriate state and county agencies and private providers as applicable, granting approval for the extension of utility service(s).
- ___ 22. Soil Erosion and Sediment Control Plan as required by N.J.S.A. 4:24-39 et seq., as applicable.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date

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PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST D.

Minor Site Plans and Minor Subdivision Plats

See §300-26, 27 & 36 E. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ___ 23. Statement regarding details of any impact the proposed development may have on the City's Stormwater Management System in conformance with Chapter 251 of the City Code.
- ___ 24. Plans and computations for any storm drainage systems required.
- ___ 25. A Landscape Plan, depicting existing and proposed screening, buffering and landscape areas in conformance with §300-66.

The location of all proposed plantings shall be indicated on the Landscape Plan, which shall be keyed to a Plant Schedule listing the botanical and common names, the sizes of plant material at time of planting and the total quantity of each plant.
- ___ 25. A Lightning Plan, addressing the proposed location, direction of illumination, power and type of proposed outdoor lighting, including details regarding light standards and fixtures, lumen pattern and foot-candles.
- ___ 27. Tax Map Update Fees, to be submitted on a separate check calculated at \$65 per affected lot.
- ___ 28. Trash/refuse and recycling storage plans, if applicable.
- ___ 29. Signage Plan, with details addressing location, dimensions, area, height, illumination and materials for all signage.
- ___ 30. Approval signature lines for the Board Chair, Board Secretary and City Engineer.
- ___ 31. Indication that Subdivision is to be filed by Deed or Plat.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

**CHECKLIST E.
Preliminary Major Site Plans &
Preliminary Major Subdivision Plats**

See §300-26, 27 & 36 F. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ___ 1. All General Checklist Requirements in such number as indicated in Checklist A.
- ___ 2. Plats or plans of the proposed project at a scale and paper size specified under Checklist A., item 2. B.
- ___ 3. Topographical Outbound Survey of the Subject Property, at a scale of not less than 1"=50', prepared by a New Jersey Licensed Land Surveyor. If Survey is dated more than 2 years prior to the date of submission of the Subject Application, an Affidavit of No Change, prepared by a New Jersey Licensed Land Surveyor, certifying that the submitted survey depicts the true existing conditions on the subject property, shall also be required.

Survey shall include the distances between the proposed building(s) and any other buildings on adjacent lots (on both sides and the rear of the Subject Property).
- ___ 4. Computation of lot area, and breakout of the area of the lot to be disturbed, expressed both in acreage and square feet, to the nearest tenth of an acre, both with and without existing and proposed public rights-of-way, parking and common open space areas.
- ___ 5. Number of lots proposed, including the area and dimensions of each.
- ___ 6. Existing contours referenced to United States Geological Survey datum, with project site and proposed contours at 1' intervals plotted thereon, except in areas where the slope exceeds 5%, where intervals may be 5'. Any proposed regrading shall be shown.
- ___ 7. Existing and proposed spot elevations at all corners of the buildings and along the curbline.
- ___ 8. A soils map with project site plotted thereon.
- ___ 9. Existing tax sheet and existing block and lot number(s) of the lots to be subdivided or developed, as they appear on the current City Tax Map, with proposed block and lot numbers as provided by the City Tax Assessor.
- ___ 10. Subdivision or development boundary lines (heavy solid line), lot lines to be removed (faded) and new lots to be created.
- ___ 11. The location of existing and proposed property lines (with bearings and distances), streets, structures, walls, fences, signs, culverts and bridges (with numerical dimensions, including height, to the nearest tenth of a foot).

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

**CHECKLIST E.
Preliminary Major Site Plans &
Preliminary Major Subdivision Plats**

See §300-26, 27 & 36 F. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ___ 12. Parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as wetlands and vegetated areas both within the tract and within 100' of its boundary.
- ___ 13. The location and width of all existing proposed utility easements, the use(s) for which they are intended, and the manner in which they will be controlled.
- ___ 14. Delineation of flood plains, including floodway, flood fringe areas and lands subject to flooding, and the location of all natural features, including wetlands, water courses, vegetated areas and buffers both within the tract and within 100' of the boundaries thereof.
- ___ 15. The location and material of all existing and proposed monuments, including iron and copper pins.
- ___ 16. Right-of-way dedication(s) and improvement(s), as applicable.
- ___ 17. Proposed reservations for parks, playgrounds and common open space.
- ___ 18. Sight triangle easements with dimensions, bearings (to the nearest 10 seconds) and distances, as applicable.
- ___ 19. Plans of proposed site improvements and/or utility layouts required by ordinance. Plans shall show proposed locations for all water and sewer lines, with connection details to existing water supply and sanitary sewerage systems for all valves, manholes and hydrants.
- ___ 20. Certification from appropriate state and county agencies and private providers as applicable, granting approval for the extension of utility service(s).
- ___ 21. Soil Erosion and Sediment Control Plan as required by N.J.S.A. 4:24-39 et seq., as applicable.
- ___ 22. Detailed site drawings, drawn to scale and fully dimensioned, depicting the size and location of all existing and proposed structures, sidewalks and pedestrian walkways, signs and lighting, with height noted as applicable, and indicating if existing structures and uses will be retained or removed. All existing and proposed setbacks for structures must be delineated on the plans.
- ___ 23. Detailed architectural (floor-plan) and elevation drawings, drawn to scale and fully dimensioned, depicting all four (4) building elevations (labeled "viewed from the" north, south, east and west, with street names as applicable), with finished-floor elevation, colors and materials indicated on the plans. All proposed setbacks for structures shall be delineated on the plans.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST E. Preliminary Major Site Plans & Preliminary Major Subdivision Plats

See §300-26, 27 & 36 F. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ___ 24. Plans and computations for any storm drainage systems required, including boring logs showing the character of the soil and elevation of the groundwater table; the location of all existing and proposed storm drainage pipes and watercourses; pipe sizes; grades; and flow directions.
- ___ 25. Flood Zone.
- ___ 26. A Landscape Plan, depicting existing and proposed open space, screening, buffering and landscape areas in conformance with §300-66.

The location of all proposed plantings shall be indicated on the Landscape Plan, which shall be keyed to a Plant Schedule listing the botanical and common names, the sizes of plant material at time of planting and the total quantity of each plant.
- ___ 27. A Lightning Plan, addressing the proposed location, direction of illumination, power and type of proposed outdoor lighting, including details regarding light standards and fixtures, lumen pattern and foot-candles.
- ___ 28. Trash/refuse and recycling storage plans, if applicable.
- ___ 29. Signage Plan, with details addressing location, dimensions, area, height, illumination and materials for all signage.
- ___ 30. When a stream is proposed for alteration, improvement or relocation, or when a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by NJDEP (Division of Land Use Regulation);
- ___ 31. Cross sections of watercourses and/or drainage swales at an appropriate scale, showing the extent of floodplain, top of bank, normal water levels and bottom elevations at locations required by the City Engineer.
- ___ 32. The location and extent of drainage and conservation easements and stream encroachment lines.
- ___ 33. When a tidal watercourse or wetlands are proposed for alteration, development, improvement or relocation, provide the status of review by NJDEP (Division of Land Use Regulation).
- ___ 34. The status of application or request for exemption from NJDEP (Division of Land Use Regulation) for compliance with the Coastal Area Facility Review Act (N.J.S.A. 13:19-1 et seq.)

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST E. Preliminary Major Site Plans & Preliminary Major Subdivision Plats

See §300-26, 27 & 36 F. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ___ 35. The location and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage.
- ___ 36. The location, design and size of any on- or off-street parking or loading area(s), showing location of stalls, bays, aisles and barriers as well all means of vehicular ingress and egress from the site onto public streets.
- ___ 37. The location of existing utility structures on the tract and within 200' of the extreme limits of the tract.
- ___ 38. Profile plans, typical cross sections, construction details and horizontal and vertical alignment of the centerline of all proposed streets and of existing streets abutting the tract, clearly indicating the type and width of pavement and the location of curbs, sidewalks, shade trees and planting strips.
- ___ 39. Statement of compliance with the Stormwater Management Rules (N.J.A.C. 7:8) and Chapter 251 of the City Code.
- ___ 40. Concerning commercial development: the proposed number of shifts, the maximum number of employees on each shift and the hours of operation.
- ___ 41. Concerning the development, conversion, expansion or use of condominiums:
 - ___ A. Where a condominium is a single structure, a detailed floor plan of the entire structure.
 - ___ B. Where the condominium is a complex of multiple structures, a detailed floor plan of the entire complex.
- ___ 42. If the development is proposed for construction in stages or units, a schedule for the development of such stages or units, stating the approximate beginning and completion date for each such stage or unit; the proportion of the total public and private open space and the proportion of each type of proposed land use to be provided or constructed during each such stage; and the overall chronology of development to be followed from stage to stage.
- ___ 43. Approval signature lines for the Board Chair, Board Secretary & City Engineer.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

**CHECKLIST F.
Final Major Site Plans &
Final Major Subdivision Plats**

See §300-26, 27 & 36 G. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ___ 1. All General Checklist Requirements in such number as indicated in Checklist A.
- ___ 2. The date on which Preliminary approval was granted and, if required, by Atlantic County, and a copy of each Decision & Resolution granting such approval(s).
- ___ 3. A final version of the approved Preliminary plan or plat containing any revisions required as a condition of Preliminary approval.
- ___ 4. Engineering plans, specifications and cost estimates.
- ___ 5. A tabulation of the following information for the stage or unit of the development being proposed for final approval:
 - ___ A. The total number of dwelling units and rooming units proposed, by type of structure and number of bedrooms.
 - ___ B. The total square footage of building floor area proposed for non-residential uses, by general type of use.
 - ___ C. The proposed number of off-street parking and loading spaces for each proposed type of land use.
 - ___ D. The total land area, expressed in square feet and as a percent of the total development area, proposed to be devoted to residential and non-residential uses, by type of structure; public and private open space; streets; off-street parking and loading areas; pedestrian circulation elements; and miscellaneous impervious areas.
- ___ 6. Section or Construction Staging Plan, if proposed.
- ___ 7. Copies of all required easements, declarations and covenants to be recorded upon final approval.
- ___ 8. Copies of all declarations, covenants and bylaws necessary to establish, activate and govern any entity that is to be responsible for the management and maintenance of any private common open space or facility.
- ___ 9. Copies of all preconstruction permits and approvals required from any federal or state agency or, for any required permit not yet secured, a copy of the application as filed and a statement of its current status or a statement explaining why an application has not been filed and indicating when it will be filed.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

**CHECKLIST F.
Final Major Site Plans &
Final Major Subdivision Plats**

See §300-26, 27 & 36 G. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ____ 10. A statement summarizing all changes which have been made in or have occurred with respect to any document, plan, data or information made part of the Preliminary Approval, together with revised copies of same.
- ____ 11. "Form-of" easements and deeds to be executed upon final plan approval necessary to convey any easements, rights-of-way or other lands or interests in lands to be conveyed or dedicated to any governmental agency or public utility.
- ____ 12. "Form-of" the performance guaranty and maintenance guaranty to be submitted pursuant to §300-49, upon final plan approval and of any other performance or maintenance guaranties required to ensure installation and completion of the entire development, or any specific portion thereof, or the future provision and improvement of common open space or facilities.
- ____ 13. Any stipulation or condition imposed at time of Preliminary Approval
- ____ 14. Any ordinance requirement for Final Plan approval.
- ____ 15. A statement from the City Engineer that all installed improvements have been inspected and satisfactorily installed.
- ____ 16. Letters directed to the Board Chair and signed by a responsible official of all utility companies, etc., providing service to the tract.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST G.

**Appeal or Interpretation / Special Question
Pursuant to N.J.S.A. 40:55d-70a**

See §300-26, 27, 38 & 39 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ___ 1. All General Checklist Requirements in such number as indicated in Checklist A
- ___ 2. **Detailed narrative** justification for the Appeal or Interpretation sought or the Special Question at issue.
- ___ 3. Such other and further information or documentation as may be deemed to be necessary or appropriate to a full and proper consideration and disposition of the particular application.

For Interpretations other than for the permissibility of use issues::

- ___ 4. The specific provision or provisions to be interpreted, the facts of the specific situation giving rise to the request for interpretation and the precise interpretation asserted by the applicant to be correct.

For Interpretation of the permissibility of use issues:

- ___ 5. The uses permitted in the zoning district which are most similar to the proposed use.
- ___ 6. Documents, statements and other evidence demonstrating that the proposed use will comply with all use limitations established for the district in which it is proposed to be located.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST H.

'c' Variances

Pursuant to N.J.S.A. 40:55d-70c

See §300-26, 27 & 37 C. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE VARIANCE JUSTIFICATION NARRATIVE

Under N.J.S.A. 40:55D-70(c), 'c' variance relief is required to permit the deviation from the strict application of land use regulations (generally) governing the physical development of a piece of property.

In order for a Planning Board or Zoning Board of Adjustment, as the case may be, to grant a 'c' variance request, an Applicant must demonstrate, to the Board's satisfaction, that special reasons (broadly defined as relieving an undue hardship on the Applicant [commonly referred to as a 'c-1' variance] OR advancing the purposes of the Municipal Land Use Law [commonly referred to as a 'c-2' variance]) exist. This is known as the Positive Criteria. Additionally, no variance may be granted which will be detrimental to the public good or the City's Zone Plan or Zoning Ordinance.

The grant of a 'c' variance requires an affirmative vote by a simple majority of the Board members present.

In order to satisfy the Positive Criteria for 'c-1' variances, the applicant must prove that:

(a) by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or (b) by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or (c) by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon, the strict application of any regulation...would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property..."

In order to satisfy the Positive Criteria for 'c-2' variances, the applicant must prove that the proposed development will achieve at least one (1) of the following Purposes of the Municipal Land Use Law:

- a. To encourage municipal action to guide the appropriate use or development of all lands in this State, in a manner which will promote the public health, safety, morals, and general welfare;

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST H.

'c' Variances

Pursuant to N.J.S.A. 40:55d-70c

See §300-26, 27 & 37 C. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- b. To secure safety from fire, flood, panic and other natural and man-made disasters;
- c. To provide adequate light, air and open space;
- d. To ensure that the development of individual municipalities does not conflict with the development and general welfare of neighboring municipalities, the county and the State as a whole;
- e. To promote the establishment of appropriate population densities and concentrations that will contribute to the well-being of persons, neighborhoods, communities and regions and preservation of the environment;
- f. To encourage the appropriate and efficient expenditure of public funds by the coordination of public development with land use policies;
- g. To provide sufficient space in appropriate locations for a variety of agricultural, residential, recreational, commercial and industrial uses and open space, both public and private, according to their respective environmental requirements in order to meet the needs of all New Jersey's citizens;
- h. To encourage the location and design of transportation routes which will promote the free flow of traffic while discouraging location of such facilities and routes which result in congestion or blight;
- i. To promote a desirable visual environment through creative development techniques and good civic design and arrangement;
- j. To promote the conservation of historic sites and districts, open space, energy resources and valuable natural resources in the State and to prevent urban sprawl and degradation of the environment through improper use of land;
- k. To encourage planned unit developments which incorporate the best features of design and relate the type, design and layout of residential, commercial, industrial and recreational development to the particular site;

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date

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PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST H.

'c' Variances

Pursuant to N.J.S.A. 40:55d-70c

See §300-26, 27 & 37 C. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- l. To encourage senior citizen community housing construction;
- m. To encourage coordination of the various public and private procedures and activities shaping land development with a view of lessening the cost of such development and to the more efficient use of land;
- n. To promote utilization of renewable energy resources;
- o. To promote the maximum practicable recovery and recycling of recyclable materials from municipal solid waste through the use of planning practices designed to incorporate the State Recycling Plan goals and to complement municipal recycling programs.

Applicants requesting 'c' variance relief must complete the following **Checklist G.**, along with the accompanying **Schedule of Requested 'c' Variance(s)** and **'c' Variance Justification Narrative** setting forth and describing the specific requirements of the Pleasantville Land Management Code from which relief is being sought. Applicants must also address the reasons why such relief is justified.

Applicants MUST submit variance justifications for all requested variances as part of this application process. Applications not containing the aforementioned detailed written narrative, addressing both the Positive Criteria required for 'c' variance relief and any impact the granting of the requested variance will have on the public good and the City's Zone Plan and Zoning Ordinance, shall be deemed INCOMPLETE.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date

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PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST H.

'c' Variances

Pursuant to N.J.S.A. 40:55d-70c

See §300-26, 27 & 37 C. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ____ 1. All General Checklist Requirements in such number as indicated in Checklist A.
- ____ 2. Plats, plans drawings of the proposed project at a scale specified under Checklist A., item 3.
A. Plats, plans or drawings prepared by a New Jersey Licensed Land Surveyor, Professional Engineer, Professional Planner or Architect shall be submitted on a paper size specified under Checklist A., item 3. B. Plats or plans prepared by the Applicant may be submitted on a sheet no smaller than 11"x17".
- ____ 3. Topographical Outbound Survey of the Subject Property, at a scale of not less than 1"=50', prepared by a New Jersey Licensed Land Surveyor. If Survey is dated more than 2 years prior to the date of submission of the Subject Application, an Affidavit of No Change, prepared by a New Jersey Licensed Land Surveyor, certifying that the submitted survey depicts the true existing conditions on the subject property, shall also be required. The Survey shall include the distances between the proposed building(s) and any other buildings on adjacent lots (on both sides and the rear of the Subject Property).
- ____ 4. Lot area expressed both in acreage and square feet, to the nearest tenth of an acre, both with and without any area(s) located within any existing or proposed public rights-of-way.
- ____ 5. Development boundary lines (heavy solid line).
- ____ 6. Detailed site drawings, drawn to scale and fully dimensioned, depicting the size and location of all existing and proposed structures, signs and lighting, with height noted, and indicating if existing structures and uses will be retained or removed. All existing and proposed setbacks for structures must be delineated on the plans.
- ____ 7. Detailed architectural and elevation drawings, drawn to scale and fully dimensioned, depicting all four (4) building elevations (labeled north, south, east and west, with street names as applicable), with colors and materials indicated on the plans. All proposed setbacks for structures must be delineated on the plans.
- ____ 8. Completed **Schedule of Requested 'c' Variances** attached to this Checklist.
- ____ 9. Detailed justification for the relief requested, including statement addressing the Positive Criteria required for 'c' Variance relief, and specifically addressing any detrimental impact the grant of such variance might have to the public good or the City's Zone Plan or Zoning Ordinance.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date

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PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST H.

'c' Variances

Pursuant to N.J.S.A. 40:55d-70c

See §300-26, 27 & 37 C. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

APPLICANTS MAY UTILIZE THIS FORM OR MAY CREATE THEIR OWN SCHEDULE AS LONG AS THE REQUIRED INFORMATION IS INCLUDED.

SCHEDULE OF REQUESTED 'c' VARIANCES			
Variance Number	Ordinance Reference (§300-)	Regulation / Requirement	Existing / Proposed Condition
1.			
2.			
3.			
4.			
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6.			
7.			
8.			
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(use additional pages if necessary)

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST H.

'c' Variances

Pursuant to N.J.S.A. 40:55d-70c

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'c' VARIANCE JUSTIFICATION NARRATIVE	
Variance Number (from Schedule of Requested 'c' Variances)	Detailed Justification for Variance Request
1.	
2.	
3.	
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(use additional pages if necessary)

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Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST I.

'd' Variances

Pursuant to N.J.S.A. 40:55d-70d

See §300-26, 27 & 37 D. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE VARIANCE JUSTIFICATION NARRATIVE

Under N.J.S.A. 40:55D-70 (d), 'd' variance relief is required to permit (1) the use of lands or buildings in areas of the City (Zoning Districts) where such use is not permitted, (2) to expand an existing non-permitted use, (3) to deviate from a conditional use standard as defined in the City's Land Management Code, (4) to develop beyond the floor area ratio permitted in a Zoning District, (5) to develop beyond the density permitted in a Zoning District, and (6) to develop at a building height 10' or 10% beyond that which is permitted in a Zoning District.

Generally, in order for the Zoning Board of Adjustment⁶⁵ to grant a 'd' variance request, an Applicant must demonstrate, to the Board's satisfaction, that special reasons (broadly defined as relieving an undue hardship on the Applicant OR advancing the purposes of the Municipal Land Use Law) exist. This is known as the Positive Criteria. The Applicant must also demonstrate that granting such relief will not substantially impair the purpose and intent of the City's Zone Plan or Zoning Ordinance, and that the relief requested will not be a substantial detriment to the public good. This is known as the Negative Criteria.

Both the Positive Criteria and the Negative Criteria must be satisfied in order for the Board to grant a 'd' variance request.

The grant of a 'd' variance requires an affirmative vote by five (5) Board members, regardless of how many members may be attending the meeting.

In order to satisfy the Positive Criteria for 'd' variances, the applicant must prove that:

- (a) by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or
- (b) by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or
- (c) by reason of an extraordinary and

⁶⁵ Only a Zoning Board may grant 'd' variance relief

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Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST I.

'd' Variances

Pursuant to N.J.S.A. 40:55d-70d

See §300-26, 27 & 37 D. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon, the strict application of any regulation...would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property..."

OR, the applicant must prove that the proposed development will achieve at least one (1) of the following Purposes of the Municipal Land Use Law:

- a. To encourage municipal action to guide the appropriate use or development of all lands in this State, in a manner which will promote the public health, safety, morals, and general welfare;
- b. To secure safety from fire, flood, panic and other natural and man-made disasters;
- c. To provide adequate light, air and open space;
- d. To ensure that the development of individual municipalities does not conflict with the development and general welfare of neighboring municipalities, the county and the State as a whole;
- e. To promote the establishment of appropriate population densities and concentrations that will contribute to the well-being of persons, neighborhoods, communities and regions and preservation of the environment;
- f. To encourage the appropriate and efficient expenditure of public funds by the coordination of public development with land use policies;
- g. To provide sufficient space in appropriate locations for a variety of agricultural, residential, recreational, commercial and industrial uses and open space, both public and private, according to their respective environmental requirements in order to meet the needs of all New Jersey's citizens;
- h. To encourage the location and design of transportation routes which will promote the free flow of traffic while discouraging location of such facilities and routes which result in congestion or blight;

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date

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PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST I.

'd' Variances

Pursuant to N.J.S.A. 40:55d-70d

See §300-26, 27 & 37 D. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- i. To promote a desirable visual environment through creative development techniques and good civic design and arrangement;
- j. To promote the conservation of historic sites and districts, open space, energy resources and valuable natural resources in the State and to prevent urban sprawl and degradation of the environment through improper use of land;
- k. To encourage planned unit developments which incorporate the best features of design and relate the type, design and layout of residential, commercial, industrial and recreational development to the particular site;
- l. To encourage senior citizen community housing construction;
- m. To encourage coordination of the various public and private procedures and activities shaping land development with a view of lessening the cost of such development and to the more efficient use of land;
- n. To promote utilization of renewable energy resources;
- o. To promote the maximum practicable recovery and recycling of recyclable materials from municipal solid waste through the use of planning practices designed to incorporate the State Recycling Plan goals and to complement municipal recycling programs.

Applicants requesting 'd' variance relief must complete the following **Checklist H.**, along with the accompanying **Schedule of Requested 'd' Variance(s)** and **'d' Variance Justification Narrative** setting forth and describing the specific requirements of the Pleasantville Land Management Code from which relief is being sought. Applicants must also address the reasons why such relief is justified.

Applicants MUST submit variance justifications for all requested variances as part of this application process. Applications not containing the aforementioned detailed written narrative, addressing both the Positive Criteria and Negative Criteria required for 'd' variance relief, shall be deemed INCOMPLETE.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST I.

'd' Variances

Pursuant to N.J.S.A. 40:55d-70d

See §300-26, 27 & 37 D. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- ___ 1. All General Checklist Requirements in such number as indicated in Checklist A.
- ___ 2. Plats, plans drawings of the proposed project at a scale specified under Checklist A., item 3.
A. Plats, plans or drawings prepared by a New Jersey Licensed Land Surveyor, Professional Engineer, Professional Planner or Architect shall be submitted on a paper size specified under Checklist A., item 3. B. Plats or plans prepared by the Applicant may be submitted on a sheet no smaller than 11"x17".
- ___ 3. Topographical Outbound Survey of the Subject Property, at a scale of not less than 1"=50', prepared by a New Jersey Licensed Land Surveyor. If Survey is dated more than 2 years prior to the date of submission of the Subject Application, an Affidavit of No Change, prepared by a New Jersey Licensed Land Surveyor, certifying that the submitted survey depicts the true existing conditions on the subject property, shall also be required. The Survey shall include the distances between the proposed building(s) and any other buildings on adjacent lots (on both sides and the rear of the Subject Property).
- ___ 4. Lot area expressed both in acreage and square feet, to the nearest tenth of an acre, both with and without any area(s) located within any existing or proposed public rights-of-way.
- ___ 5. Development boundary lines (heavy solid line).
- ___ 6. Variance requests under N.J.S.A. 40:55d-70d(3), (4) & (6) only:
 - ___ A. detailed site drawings, drawn to scale and fully dimensioned, depicting the size and location of all existing and proposed structures, signs and lighting, with height noted, and indicating if existing structures and uses will be retained or removed.
 - ___ B. detailed architectural and elevation drawings, drawn to scale and fully dimensioned, depicting all four (4) building elevations (labeled north, south, east and west, with street names as applicable), with colors and materials indicated on the plans.
- ___ 7. Completed **Schedule of Requested 'd' Variances** attached to this Checklist.
- ___ 8. Detailed justification for the relief requested, including statement addressing the Positive Criteria and Negative Criteria required for 'd' Variance relief.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date

4



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST I.

'd' Variances

Pursuant to N.J.S.A. 40:55d-70d

See §300-26, 27 & 37 D. for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

APPLICANTS MAY UTILIZE THIS FORM OR MAY CREATE THEIR OWN SCHEDULE AS LONG AS THE REQUIRED INFORMATION IS INCLUDED.

SCHEDULE OF REQUESTED 'd' VARIANCES			
Variance Number	Ordinance Reference (§300-)	Regulation / Requirement	Existing / Proposed Condition
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Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST I.

'd' Variances

Pursuant to N.J.S.A. 40:55d-70d

See §300-26, 27 & 37 D. for further details regarding submission requirements and procedures.

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Variance Number (from Schedule of Requested 'c' Variances)	Detailed Justification for Variance Request
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(use additional pages if necessary)

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Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST J. Certificate of Nonconformity Pursuant to N.J.S.A. 40:55d-68.

See §300-20, 26 & 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the person completing the Checklist.

APPLICATIONS FOR CERTIFICATE OF NONCONFORMITY

Pursuant to N.J.S.A. 40:55d-68:

any nonconforming use or structure existing at the time of the passage of the Land Management Code may be continued upon the lot or in the structure so occupied and any such structure may be restored or repaired in the event of partial destruction thereof.

A prospective purchaser, prospective mortgagee or any other person interested in any land upon which a nonconforming use or structure exists may apply in writing for the issuance of a Certificate of Nonconformity, certifying that the use or structure existed before the adoption of the section of the Land Management Code which rendered the use or structure nonconforming.

The Applicant for a Certificate of Nonconformity shall have the burden of proof.

Application for a Certificate of Nonconformity may be made to the Zoning Officer within one (1) year of the adoption of the section of the Land Management Code which rendered the use or structure nonconforming, or at any time to the Zoning Board of Adjustment.

The Pleasantville Land Management Code was adopted on the date indicated under §300-1 therein. Until such time as the Land Management Code is amended, such date shall be the Test Date for any nonconformity. Upon any amendment to the Land Management Code, the date of adoption of an ordinance amending a specific section of the Land Management Code shall become the Test Date for such section.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

**CHECKLIST J.
Certificate of Nonconformity
Pursuant to N.J.S.A. 40:55d-68.**

See §300-20, 26 & 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the person completing the Checklist.

Certificate of Nonconformity is being sought for nonconforming:

() Use () Building () Both

Explain in detail the present nature of the nonconformity (use additional sheets if necessary):

List all submitted evidence supporting the claim of nonconformity (use additional sheets if necessary):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date



PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST J. Certificate of Nonconformity Pursuant to N.J.S.A. 40:55d-68.

See §300-20, 26 & 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the person completing the Checklist.

- ___ 1. All General Checklist Requirements in such number as indicated in Checklist A.
- ___ 2. Topographical Outbound Survey of the Subject Property, at a scale of not less than 1"=50', prepared by a New Jersey Licensed Land Surveyor. If Survey is dated more than 2 years prior to the date of submission of the Subject Application, an Affidavit of No Change, prepared by a New Jersey Licensed Land Surveyor, certifying that the submitted survey depicts the true existing conditions on the subject property, shall also be required. The Survey shall include the distances between the proposed building(s) and any other buildings on adjacent lots (on both sides and the rear of the Subject Property).
- ___ 3. Lot area expressed both in acreage and square feet, to the nearest tenth of an acre.
- ___ 4. **Test Date** for the portion of the Land Management Code which rendered the use or structure nonconforming.
- ___ 5. **Detailed narrative** supporting the lawful use of the Subject Property or the lawful existence of the nonconforming nature of the structure prior to the Test Date.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Signature of Applicant

Date

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PLEASANTVILLE LAND MANAGEMENT CODE

**CHECKLIST K.
Certificate of Redevelopment Plan Conformance
Pursuant to applicable Redevelopment Plan**

See §300-26, 27 & the applicable Redevelopment Plan for further details of submission requirements and procedures.

Each page of this Checklist must be signed and dated by the person completing the Checklist.

- ___ 1. All General Checklist Requirements in such number as indicated in Checklist A.
- ___ 2. Redevelopment Plan under which certification of conformance is requested.
- ___ 3. Plats, plans drawings of the proposed project at a scale specified under Checklist A., item 3.
A. Plats, plans or drawings prepared by a New Jersey Licensed Land Surveyor, Professional Engineer, Professional Planner or Architect shall be submitted on a paper size specified under Checklist A., item 3. B. Plats or plans prepared by the Applicant may be submitted on a sheet no smaller than 11"x17".
- ___ 4. Topographical Outbound Survey of the Subject Property, at a scale of not less than 1"=50', prepared by a New Jersey Licensed Land Surveyor. If Survey is dated more than 2 years prior to the date of submission of the Subject Application, an Affidavit of No Change, prepared by a New Jersey Licensed Land Surveyor, certifying that the submitted survey depicts the true existing conditions on the subject property, shall also be required. The Survey shall include the distances between the proposed building(s) and any other buildings on adjacent lots (on both sides and the rear of the Subject Property).
- ___ 5. Lot area expressed both in acreage and square feet, to the nearest tenth of an acre, both with and without any area(s) located within any existing or proposed public rights-of-way.
- ___ 6. Development boundary lines (heavy solid line).
- ___ 7. Detailed narrative of the proposed project and relationship to all applicable requirements of the subject Redevelopment Plan.
- ___ 8. Where physical changes are proposed to the Subject Property:
 - ___ A. detailed site drawings, drawn to scale and fully dimensioned, depicting the size and location of all existing and proposed structures, signs and lighting, with height noted, and indicating if existing structures and uses will be retained or removed. All existing and proposed setbacks for structures must be delineated on the plans.
 - ___ B. detailed architectural and elevation drawings, drawn to scale and fully dimensioned, depicting all four (4) building elevations (labeled north, south, east and west, with street names as applicable), with colors and materials indicated on the plans. All proposed setbacks for structures must be delineated on the plans.

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Signature of Applicant

Date