

**CITY OF ABSECON PLANNING BOARD  
500 MILL ROAD  
ABSECON, NJ 08201  
PHONE (609) 641-0063 FAX (609) 645-5098**

**APPLICATION FORM FOR WAIVER OF SITE PLAN REVIEW  
ABSECON CITY, NEW JERSEY**

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**To be completed by City staff only**

Date Filed: \_\_\_\_\_ Application No. \_\_\_\_\_  
Application Fee \_\_\_\_\_  
Escrow Deposit \_\_\_\_\_

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

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**To be completed by applicant**

**SUBJECT PROPERTY**

Location: \_\_\_\_\_  
Tax Map Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Dimensions Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_  
Zoning District \_\_\_\_\_

**APPLICANT**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Applicant is a Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_ LLC \_\_\_\_\_  
TAX IDENTIFICATION NUMBER \_\_\_\_\_

**DISCLOSURE STATEMENT**

Pursuant to NJS 40:550-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with NJS 40:550-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to fully comply.)

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

**AGENT REPRESENTING APPLICANT (If Applicable)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

Interest \_\_\_\_\_

**Description of:**

Existing Use, Number of Employees and Average Number of Customers Per Day  
\_\_\_\_\_

Proposed Use, Number of Employees and Estimated Number of Customers per Day  
\_\_\_\_\_

**BUILDING ALTERATIONS**

Interior – Non-Professional plans of existing and proposed conditions, drawn to scale, are encouraged and acceptable for waiver applications. Professional plans may be required by the Construction Code Official for actual construction.

Exterior \_\_\_\_\_

**NUMBER OF ACCESS DRIVES AND LOCATION**

**PARKING**

Number of Spaces \_\_\_\_\_

Truck Loading \_\_\_\_\_

**TYPE OF PARKING LOT COVER**

Asphalt \_\_\_\_\_ Gravel \_\_\_\_\_ Crushed Stone \_\_\_\_\_ Other \_\_\_\_\_

**TYPE AND WIDTH OF PEDESTRIAN WALKS**

**LIGHTING**

Existing \_\_\_\_\_

**LIGHTING (cont')**

Proposed \_\_\_\_\_  
\_\_\_\_\_

**SIGNS (Dimensions and Location)**

Existing \_\_\_\_\_  
\_\_\_\_\_

Proposed \_\_\_\_\_  
\_\_\_\_\_

**LANDSCAPING & BUFFERS**

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

**EXISTING UTILITIES**

City Water                      Yes \_\_\_\_\_      No \_\_\_\_\_  
City Sewer                      Yes \_\_\_\_\_      No \_\_\_\_\_

**DESCRIPTION OF OTHER CHANGES TO SITE NOT LISTED ABOVE, IF ANY**

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

**SUPPORTING DOCUMENTS**

Floor Plan -      Required

Survey -              Required

Previous Site Plan      Yes \_\_\_\_\_      No \_\_\_\_\_

Other \_\_\_\_\_

I certify that the foregoing statements and the materials submitted are true. I further agree to submit a full Site Plan Application within one year of Absecon Planning Board waiver of Site Plan review, should the Planning Board deem such further review necessary. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

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

Sworn to and subscribed before me this

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

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

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

I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

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

Sworn to and subscribed before me this

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

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

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

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

\_\_\_\_\_  
DATE

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

**Absecon City Planning Board**

500 Mill Road  
Absecon NJ 08201  
609-641-0663 x-112

**INSTRUCTIONS FOR SITE PLAN WAIVER APPLICATION**

Article XX, Section 224-118 (Ord. 25-97) states the following: "In the absence of a change in use, neither site plan review nor site plan waiver application is required solely because of a change in ownership or occupancy or because of alternations to a building or structure which would not increase its size and which would not materially alter its exterior."

A change of use, or the increase of the intensity of the use of an existing commercial establishment/location would require, as a minimum, a site plan waiver application.

Article XXVII, Section 224-197-220 of the developmental ordinance provides standards in which a site plan waiver may be considered by the Board (see attached ordinance). The proposal must meet the following criteria:

If the responses to the following requirements are all **YES**, the application meets the requirements to be considered for a site plan waiver.

	YES	NO
No variances are required for any bulk and area requirements	_____	_____
Pre-existing non-conforming conditions are not increased by the proposal	_____	_____
Proposed building or addition is 1,000 s.f. or less	_____	_____
Proposed or additional parking spaces are 5 or less.	_____	_____
Additional site cover is 2000 s.f. or less	_____	_____
Improvements will have a de minimis effect on stormwater drainage, traffic circulation, landscaping requirements, buffering and lighting	_____	_____
Proposed use is not a conditional use	_____	_____

Application form for waiver of site plan review must be completed. If certain items do not apply, complete by inserting NA in the space provided.

Subject property information, applicant, disclosure statement, signatures of owner and applicants must be provided.

Applicant and escrow fees must be paid.

## **FEE REQUIREMENTS:**

### **Sub-section 224-195E (Applications Fees)**

- 6.b. Site Plan Waivers (Article XXVIII): \$50.00 each meeting (before Site Plan Waiver Committee)
- c. Informal meetings or Site Plan Waiver Requests before full Board: \$100.00 each meeting.
- d. Extensions, continuations caused by applicant or special meetings before full Board: \$100.00 each meeting

### **Sub-Section 224-195F (Escrows)**

- 7.c. Site Plan Waivers (XXVII): Escrow fees may be waived by the Planning Board. However, in the event the City incurs costs of Board Professionals, the City may require the Applicant pay any and all costs in accordance with Article XXVI of Absecon Developmental Ordinance.
- d. Informal meetings or Site Plan Waiver Requests before full Board: \$200.
- e. Extensions, continuations caused by Applicant or Special meetings before full Board: \$200.