

ABSECON CITY PLANNING BOARD

500 MILL ROAD, ABSECON, NJ 08201
609-641-0663, EXT. 112

**SUBMISSION AND REVIEW PROCEDURES
FOR LAND DEVELOPMENT APPLICATIONS**

January 2010

Listed below you will find important information regarding requirements for making applications to the Planning Board for approval. Additionally, attached is the appropriate application form with applicable checklists, which must be in full compliance for an application for land development to proceed for review.

FOR COMPLETENESS REVIEW THE APPROPRIATE NUMBER OF COPIES OF THE APPLICATIONS, PLANS AND SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE PLANNING BOARD OFFICE THIRTY DAYS PRIOR TO THE REGULARLY SCHEDULED MEETING. The Board planner will review the check list for initial acceptance of the application for review for completeness. (SEE ATTACHMENTS "A", "B" AND "C").

AFTER AN APPLICATION IS DEEMED COMPLETE THE APPROPRIATE NUMBER OF COPIES OF THE APPLICATIONS, PLANS AND SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE PLANNING BOARD OFFICE TWENTY-ONE DAYS PRIOR TO THE REGULARLY SCHEDULED MEETING. (SEE ATTACHMENTS "A", "B" AND "C").

THE APPLICATION SUBMISSION PACKAGE MUST BE INDIVIDUALLY PACKAGED IN ACCEPTABLE MAILING FORM, WITH PROPER ADDRESSES AS SHOWN ON ATTACHMENT "B" AND POSTAGE AS NECESSARY.

THE RETURN ADDRESS IN THE LEFT HAND CORNER MUST BE:

**ABSECON CITY PLANNING BOARD
500 MILL ROAD
ABSECON, NJ 08201**

DO NOT SEAL ENVELOPES

SEE ATTACHED LIST OF MAILING ADDRESSES: (ATTACHMENT "B")

For your information, listed below are the Board professionals and their phone numbers for questions that require their expertise.

PLANNING BOARD PROFESSIONALS

SOLICITOR:	Michael Fitzgerald, Jr., Esq	609-927-0015
ENGINEER:	Andrew Previti, PE	609-390-1927
PLANNER:	Robert L. Reid, AICP, PP	609-569-9000
TRANSPORTATION ENGR.	Al Litwornia, PE	609-654-1334
LANDSCAPE ARCHITECT	Joseph P. Adamson, CLA, ASLA	609-641-7713

APPLICATION REVIEW POLICY: The Absecon City Planning Board and its Professionals will make every effort to afford applicants an expeditious review. The Municipal Land use Law provides for time limits for the Planning Board to take action as listed below. It should be noted that historically the Planning Board has not taken the maximum time permitted by State Law.

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COMPLETENESS DETERMINATION	45 Days
BOARD ACTION AFTER COMPLETENESS:	
Minor Subdivision	45 DAYS
Preliminary Major Subdivision	
a. Ten (10) lots or less	45 DAYS
b. More than ten (10) lots	95 DAYS
Final Major Subdivision	45 DAYS
Preliminary Major Site Plan	
a. Ten (10) acres or less	45 DAYS
b. More than ten (10) acres	95 DAYS
Final Major Site Plan	45 DAYS
Variance Relief	120 DAYS
Memorialization of Resolution Approving Application	45 DAYS

COMPLETENESS DETERMINATION: Within 45 days of the submission, written notice of the Incomplete or Complete status will be provided to the applicant.

The applicant may request a waiver from the minimum submission requirements of a Land Development Application provided such requests are made in writing with the reason for such a request at the time of submission. Refer to submission checklist(s).

INCOMPLETE APPLICATION: If the application has been determined to be Incomplete, the applicant will receive a report indicating the revision and/or additional information needed. When submitting revised plans and/or additional information, the application will be reviewed again by the Board professionals and secretary for Completeness. Within 45 days of the submission, written notice of the Incomplete or Complete status will be provided to the applicant.

COMPLETE APPLICATION: Once the application is deemed Complete, it will be placed on the next available Planning Board Regular agenda for action. If the applicant is a Corporation the applicant **MUST** be represented by an Attorney. You will be notified of the meeting dates and **MUST** be present at the meeting(s). The meeting nights are the - **second and fourth Tuesday of the month** held in the Municipal Building, 7:00 PM

NOTICE OF INITIAL APPROVAL TO APPLICANT: After formal action by the Board granting initial approval, the secretary to the Board will issue letter informing the applicant of the initial approval with copy to the construction official and the City clerk. The letter will state that the Board action must be memorialized in a Decision & Resolution to be prepared and approved by the Board. The Decision & Resolution will list conditions that must be met prior to construction permits being issued by the construction official.

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Once the Decision and Resolution is adopted by the Board, a signed copy will be provided to the applicant with a copy to the construction official and the City clerk. The Decision & Resolution will be accompanied by a letter stating that the enclosed Decision & Resolution is a conditional approval. This letter will state that the actual approval cannot take effect until all conditions of approval have been addressed, and that no permits can be issued until all conditions are met.

PUBLIC HEARINGS: Those applications requiring a Public Hearing and having an excessive number of review comments will be TABLED until such time as the Planning Board deems them eligible for Public Hearing. Unless the applicant consents to a WAIVER OF TIME for the Planning Board to act on a Tabled application, the application will be Denied.

Those applications which do not require a Public Hearing shall proceed as outlined above. Every Complete application will be reviewed by the Planning Board and Planning Board Professionals and acted upon.

CONDITIONAL APPROVAL: A Resolution memorializing, the Board action shall be approved by the Board within 45 days of the Board action. **ALL APPLICATIONS GRANTED CONDITIONAL APPROVAL MUST COMPLY WITH ALL OF THE CONDITIONS PRIOR TO THE SIGNING OF THE PLANS AND THE ISSUANCE OF ANY PERMITS.**

EFFECT OF ACTION BY THE BOARD THE EVENING OF THE DECISION TO GRANT APPROVAL: Prior to the issuance of any construction permits, approval by the Planning Board is required (Absecon Development Ordinance Sec. 224-183). Action taken by the Board the evening of the meeting in which the vote is taken is conditional approval only. The approval cannot take effect until written Decision and Resolution is adopted by the Planning Board and all conditions are met. The following examples of conditions that will be included in the Decision & Resolution granting conditional approval:

PAYMENT OF TAXES AND FEES: The approval is conditioned upon payment of all taxes and assessments on the subject property and the payment of all application fees and escrows.

REQUIREMENTS OF FINAL APPROVAL: The approval is conditioned upon the review and approval of the Municipal Engineer of an appropriate engineer's estimate for the cost of improvements, such estimate to be submitted by the applicant. Acceptable performance guarantees and inspection escrows must be posted prior to the initiation of construction and an acceptance maintenance guarantee posted upon completion of the improvements. A pre-construction conference with the Engineer is required prior to the initiation of construction; if deemed necessary by the Engineer.

SATISFACTION OF CONDITIONS: The applicant will comply with any outstanding conditions of the Planning Board Professionals and will submit any required revised plans or other documents for their review and approval within 45 days of the date of this Resolution. In order to expedite the approval process, all conditions of the Decision & Resolution should be addressed immediately. Plan revisions required by the Planning Board (if any) should be submitted by your design professionals as soon as possible. Section 224-176 of the Absecon Developmental Ordinance requires a performance guaranty for all improvements deemed necessary or appropriate. It is recommended that you have your design professional provide the Planning Board and City Engineer with an estimate of costs of improvements to review at the time a submission for final approval is made (if applicable). Also a draft of the form of

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performance guaranty should be submitted to the City Attorney at the time of submission of the final application for review. This will allow for the simultaneous review and help expedite the approval process.

NOTICE OF INITIAL APPROVAL TO APPLICANT: After formal action by the Board granting initial approval, the APPLICANT will be issued a **NOTIFICATION OF CONDITIONAL APPROVAL OF LAND DEVELOPMENT APPLICATION** informing the applicant of the initial approval with copy to the construction official and the City Clerk. The letter will state that the Board action must be memorialized in a Decision & Resolution to be prepared and approved by the Board. The Decision & Resolution will list conditions that must be met prior to construction permits being issued by the construction official.

Once the Decision and Resolution is adopted by the Board, a signed copy will be provided to the applicant with a copy to the Construction Official and the City Clerk. The Decision & Resolution will be accompanied by a letter stating that the enclosed Decision & Resolution is a conditional approval. This letter will state that the actual approval cannot take effect until all conditions of approval have been addressed, and that no permits can be issued until all conditions are met.

The Board Professionals will review revised plans and documents for compliance with the conditions of approval. After all conditions have been addressed to the satisfaction of the Board professionals, a **Prior Approvals Checklist** will be issued and a **Certificate of Approval** will be issued by the City Clerk in accordance with Section 224-185 of the Absecon Development Ordinance. The Construction Official may start review of your construction documents prior to the issuance of the certificate of approval. However, a construction permit cannot be issued until you obtain a sign-off from the Planner that the plans submitted for construction are consistent with the plans as approved by the Planning Board and you obtain certificate of approval. Because the construction official requires time to review the construction documents, it is recommended that you submit your construction documents as soon as possible. If you have any questions about this process, you can call the Board secretary at 641-0663, Ex.112.

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ATTACHMENT "A"

**SUBMISSION DEADLINES
FOR COMPLETENESS**

<u>Submission Deadline</u>	<u>Regularly Scheduled Meeting Date</u>
Dec. 11, 2009 Dec. 27, 2010	Jan. 12, 2010 Jan. 26
Jan. 08 Jan. 22	Feb. 09 Feb. 23
Feb. 08 Feb. 22	Mar. 09 Mar. 23
Mar. 15 Mar. 29	Apr. 13 Apr. 27
Apr. 12 Apr. 26	May 11 May 25
May 10 May 24	Jun. 08 Jun. 22
Jun. 14 Jun. 28	July 13 July 27
July 12 July 26	Aug. 10 Aug. 24
Aug. 16 Aug. 30	Sept 14 Sept 28
Sept 14 Sept. 28	Oct. 13 Oct. 27
Oct. 11 Oct. 25	Nov. 09 Nov. 23
Nov. 15	Dec. 14

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ATTACHMENT "B"

MEMBERS & PROFESSIONALS MAILING ADDRESSES

Henry Gorohoff, Chairman
421 South Shore Rd
Absecon, NJ 08201

Robert Dey
200 Showellton Avenue
Absecon NJ 08201

Glenn Hayden, Vice Chairman
133 Webb Road
Absecon NJ 08201

Jerald Savell
1100 Plymouth Landing Rd
Absecon NJ 08201

Peter C. Elco, Mayor
40 W. Nevada Avenue
Absecon, NJ 08201

Thomas Hunter
1104 Del Mar Court
Absecon, NJ 08201

Drew Fishman, Council Representative
210 Woodcrest Avenue
Absecon, NJ 08201

Michael J. Fitzgerald, Solicitor
401 New Road, Suite 104
Linwood NJ 08221

Brian Conover, Municipal Official
11 Andrea Lane
Absecon, NJ 08201

Andrew Previti, PE, Engineer
156 Stagecoach Rd.
Marmora NJ 08223

John Thomas
303 Burning Tree Blvd.
Absecon, NJ 08201

Robert L Reid, AICP, PP, Planner
366 Upland Avenue
Absecon NJ 08201
Email: abseconplanner@comcast.net

Bern Roswell
202 Boulder Court
Absecon NJ 08201

Joseph Adamson, CLA, Landscape Architect
5009 English Creek Avenue
EHT NJ 08234

Betty Howell
1007 Spring Lane
Absecon NJ 08201

Alexander Litwornia, PE, Traffic Engineer
3 Trading Post Trail
PO Box 2300, Medford Lakes NJ 08055

Absecon Police Department
500 Mill Road
Absecon, NJ 08201

Absecon Fire Department
401 New Jersey Avenue
Absecon NJ 08201

Tina Lawler, Secretary
Absecon Planning Board
500 Mill Road, Absecon, NJ 08201

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ATTACHMENT "C"

Submission Requirements

Submission for Completeness Review of Site Plan Waiver:

<u>Item</u>	<u>Copies</u>
Development Applications:	2
Supporting documents:	2
Survey/Site Plans:	2

The completeness submission package to the Planning Board Office must include application fee check and review escrow check with notation as to how the applicant determined the fees submitted. The completeness submission package to the reviewing professional must include photocopy of fee checks submitted. If the submission package does not include the required fee checks and submission package can not be accepted by the Planning Board Office. The application submission package must be individually packaged in acceptable mailing form with the proper postage, addressed to the Board Officials listed below:

Tina Lawler, Secretary
Absecon Planning Board
500 Mill Road
Absecon NJ 08201

Robert L Reid, AICP, PP, Planner
366 Upland Avenue
Absecon NJ 08201

Provide return address:

Absecon Planning Board, 500 Mill Rd., Absecon NJ 08201". **DO NOT SEAL ENVELOPES**

Submission for Review of Site Plan Waiver:

<u>Item</u>	<u>Copies</u>
Development Applications:	6
Supporting documents:	6
Survey/Site Plans:	6

One package for Planner and five copies for secretary and Site Plan Waiver sub-committee.

The Application submission package must be individually packaged in acceptable mailing form with the proper postage, addressed to the Board Officials listed below:

Tina Lawler, Secretary
Absecon Planning Board
500 Mill Road
Absecon NJ 08201

Robert L Reid, AICP, PP, Planner
366 Upland Avenue
Absecon NJ 08201
email: abseconplanner@comcast.net

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Provide return address:

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Submission for Completeness Review Site Plan / Subdivision:

<u>Item</u>	<u>Copies</u>
Development Applications:	3
Supporting documents:	3
Site Plans, and / or Major Subdivision Plans:	3
Minor Subdivision Plan	3
Stormwater Management Calculations:	3
Traffic Study:	3
Environmental Impact Statement (EIS):	3

The completeness submission package to the Planning Board Office must include application fee check and review escrow check with notation as to how the applicant determined the fees submitted. The completeness submission package to the reviewing professional must include photocopy of fee checks submitted. If the submission package does not include the required fee checks and submission package can not be accepted by the Planning Board Office. The Application submission package must be individually packaged in acceptable mailing form with the proper postage, addressed to the Board Officials listed below:

Tina Lawler, Secretary Absecon Planning Board 500 Mill Road Absecon NJ 08201	Robert L Reid, AICP, PP, Planner 366 Upland Avenue Absecon NJ 08201 email: abseconplanner@comcast.net	Andrew Previti, PE, Engineer 156 Stagecoach Rd. Marmora NJ 08223
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Provide return address:

Absecon Planning Board, 500 Mill Rd., Absecon NJ 08201". **DO NOT SEAL ENVELOPES**

Instructions for distribution of Applications, plans and supplemental information:

Once the application is reviewed for Completeness the following copies are required:

<u>Item</u>	<u>Copies</u>
Development Applications:	20
Supporting documents:	20
Site Plans, and / or Major Subdivision Plans:	20 – 9 standard size plans, 11 – 11"x 17" ⁽¹⁾
Minor Subdivision Plan:	18 - 7 standard size plans, 11 – 11"x 17" (1) (2)
Stormwater Management Calculations:	3 (3)
Traffic Study:	5 (4)
Environmental Impact Statement (EIS):	4 (5)

The Application submission package must be individually packaged in acceptable mailing form with the proper postage, with addresses listed above and return address:

Absecon Planning Board, 500 Mill Rd., Absecon NJ 08201". **DO NOT SEAL ENVELOPES.**

- (1) 10 Board members to receive reduced size copies. Professionals, Chairman, Secretary, Police Dept. and Fire Dept. to receive full size copies of plans.
- (2) Only 18 copies of Minor Subdiv. (Submission packages for Landscape Arch. & Traffic Engineer not required for Minor Subdivision.)
- (3) Only 3 copies of Stormwater Calcs. required, 2-Secretary for file, 1-Engineer.

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- (4) Only 5 copies required, 2-Secretary for file, 1-Engineer, 1- Traffic Engineer, 1- Planner.
- (5) Only 4 copies required, 2-Secretary for file, 1-Engineer, 1- Planner.