

TOWNSHIP OF LOWER

2600 Bayshore Road
Villas, New Jersey 08251



Incorporated 1798

(609) 886-2005

TO: ALL APPLICANTS
DATE: OCTOBER 23, 1998
RE: SEPARATE CHECKS NEEDED

As of this date, ALL ESCROW FEES submitted with any application must be on a separate check from the application fees.

One check should include all application fees.

A second check should include all engineering fees plus the \$150. resolution escrow fee.

Thank you for your cooperation.

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ON ADVICE OF COUNSEL

THE OFFICE STAFF IS UNABLE TO ASSIST IN COMPLETING

APPLICATIONS OR LEGAL ADS, BEYOND SUPPLYING

INFORMATION ON REQUIREMENTS AND DEADLINE DATES

IF YOU FIND COMPLETION OF THE APPLICATION DIFFICULT, WE SUGGEST THAT YOU OBTAIN LEGAL COUNSEL.

ACCEPTANCE OF YOUR APPLICATION BY THIS OFFICE DOES NOT GUARANTEE A POSITION ON THE AGENDA. IT IS NECESSARY THAT THE APPLICATION FIRST BE DEEMED COMPLETE AND CORRECT.

EARLY SUBMISSION MAY GIVE TIME FOR CORRECTIONS OR AMENDMENTS BEFORE THE DEADLINE, SO THAT POSTPONEMENT UNTIL THE FOLLOWING MONTH'S MEETING MAY NOT BE NECESSARY.

PLEASE READ INSTRUCTION SHEETS CAREFULLY.

PLEASE READ INSTRUCTIONS

TO: Applicant and Site Planner

FROM: Director of Planning
Township of Lower

RE: Site Plan Application

Please be advised that applications will not be accepted after 3:PM on the deadline date, which is twenty-one (21) days prior to the next regularly scheduled Board meeting. (See chart provided)

Applications will not be accepted unless they are complete, and all signatures on plans and/or applications have been obtained, and payment of all required fees accompanies application.

A completed application includes ALL of the following:

20 copies of Application Form

20 copies of Site Plan

At least one copy of a current sealed Survey

All fees paid (See 400-80) ALL applications require additional \$150. escrow for the Resolution

CORRECT Block and Lot numbers on plans and applications

Tax Collector's signature on application

A SIGNED and completed Reasonable Costs Form

Corporate Disclosure, if applicable

Representation of Parties Form

One original W-9 form signed by applicant with Social Security Number or Tax ID #.

Items are generally placed on the agenda in order of submission to this office. Therefore, EARLY submission of a completed application is to your benefit. ALL PARTS OF APPLICATION TO BE SUBMITTED TOGETHER, including fees (See 400-77F(1))

COMMENTS MADE BY THE BOARD AT A WORK SESSION ARE NOT BINDING. There is insufficient time for review of revised plans submitted in the week between the Work Session and the Regular Meeting.

REVISED PLANS (15) FOR A CONTINUED HEARING MUST REACH OUR OFFICE AT LEAST 15 DAYS PRIOR TO MEETING DATE, TO GIVE THE ENGINEER TIME FOR REVIEW.

Condo units must have written consent of Condo Association.

It is the obligation of the APPLICANT to see that all points of the application are addressed and that submission is complete and on time. DO NOT SEND YOUR CHECKS SEPARATELY. GET ALL REQUIRED SIGNATURES BEFORE SUBMISSION.

Diamond Beach developers must supply copy of Wildwood Water Utility.

APPLICANT OR ATTORNEY MUST APPEAR AT THE BOARD HEARING.

SUBMIT A COPY OF APPLICATION AND PLAN TO BUREAU OF FIRE SAFETY; AND COMPLETE COUNTY PLANNING BOARD FORM.

NOTICE

SITE PLAN AND SUBDIVISION APPLICANTS

Lower Township Ordinance #90-17 requires that all applicants for site plan and/or subdivision contact the Lower Township BUREAU OF FIRE SAFETY, and supply that office with a copy of your plan and application, regarding Fire Lanes, Fire Zones, and Fire Areas. A fee shall be paid for plan review by the Commissioners.

It is the applicant's responsibility to see that a copy of the application and the plan(s) are given to the Fire Official, and two (2) copies to the Cape May County Planning Board, along with their form.

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MEMORANDUM

TO: All Developers and Engineers
Submitting Applications to the
Lower Township Planning or Zoning Board

FROM: William J. Galestok,
Director of Planning

RE: Submission of Plans for Review

The Lower Township Engineer has requested that ALL plans - original submissions, revised plans, or final plans- Cost Estimates, and any and all supporting material for applications - be submitted TO THE PLANNING/ZONING OFFICE of the Township, and not directly to his office.

In order to assure that all conditions of approval are met and properly recorded by our office, it is necessary that the requirements of the Land Development Ordinance be followed. Plans, cost estimates, letters of credit, and all other documents relating to submission and/or approval must be received by this office, rather than the offices of the Engineer and Solicitor and sufficient time allowed for us to channel them to the proper office and receive a reply after their review.

DO NOT PLAN TO PROCEED WITH CONSTRUCTION UNTIL ALL REQUIREMENTS ARE MET AND APPROVALS RECEIVED.

APPLICATION FOR PRELIMINARY SITE PLAN REVIEW: (Checklist)

1. Give title and location of the development and name and address of owner of record and/or applicant, name and address of site planner preparing the site development plan.
2. Indicate proposed use or uses of the land and buildings.
3. Site Plans should be presented at a scale no smaller the 1"=50', nor larger than 1"=20'; size of sheets should not exceed 36" x 24".
4. Scale and graphic scale.
5. North arrow in same direction on all sheets.
6. Submit survey of the property prepared by a licensed surveyor of New Jersey, showing boundaries of properties, line of all existing streets and roads, easements, right-of-way, and areas dedicated to public use within 200 feet of the development. Also indicated on this sheet will be the north arrow, scale feet and graphic scale, name and address and professional license number and seal of the surveyor who prepared the survey.
7. Give name of all owners of record of all adjacent properties with block and lot number, parcel number, tax map number, within 200 feet of the property.
8. Show existing and proposed buildings with dimensions showing with first floor elevation, present and finished grade elevations at all corners and entrances. Present buildings and structures to be removed are to be indicated.
9. Submit topographic map to delineate existing contours at 2 foot intervals, up to 10 feet beyond property lines, as well as proposed grading and contours, wooded areas, trees (where 6" or greater in diameter), flood plains, ponds, streams and drainage ditches, etc.
10. Indicate the location of all existing and proposed structures, i.e. walls, fences, culverts, bridges, roadways, etc., with grade elevations for each structure.
11. Indicate existing zones of the development site and of zones within 200 feet of the property.
12. Show all existing schools and special district boundaries within 200 feet of the property. This should be shown on a separate map or as a key map on the site plan map itself.
13. Indicate the distance of the property line (measured along the centerline of existing streets abutting the property) to the nearest intersection.
14. Show the boundaries of the property, building and set-back lines, lines of existing streets, lots, reservations, easements and areas dedicated to public use.
15. Indicate locations of all utility structures and lines, existing and proposed storm water drainage on-site and off-site and from buildings and structures, as well as telephone, power and light, water, hydrant locations, sewer, gas, etc., whether privately or publicly owned, with manholes, inlets pipe sizes, grades, inverts and directions of flow.

16. Show location, size and nature of the entire lot or lots in question, of contiguous lots owned by the applicant or owner of record, or in which the applicant has a direct interest, even though a portion of the entire property is involved in site plan development. Provide on a key map, if necessary.
17. Show all proposed easements and public and community areas.
18. Indicate all means of vehicular ingress and egress to and from the site onto public streets, showing the size and location of driveways, curb cuts and curbing, and sight lines.
19. Show location and design of off-street parking areas, showing their size, and the locations of internal circulation, traffic patterns, parking space, aisles, driveways, curbing, barriers, and wearing surface finishes and construction (3).
20. Show location, arrangement, and dimensions of truck loading and unloading platforms and docks (3).
21. Indicate provisions for refuse and garage disposal. Insure areas not exposed to view are unpolluting, covered from weather and are secure from vandalism. Incineration or burning units will be of such design and construction as to be approvable by the State Department of Health and Environmental Protection. Compactor units will ensure completely sealed operation. Open dump areas for garage or refuse should be prohibited, but where they are deemed necessary they must be enclosed and constructed with views to sight, fire protection, sanitation and security.
22. Show provisions for screening or storage of equipment, attached or separate from buildings. (4)
23. Indicate all existing or proposed exterior lighting (free-standing and/or on building) for size, nature of construction, lumens, height, area and direction of illumination, foot candles produced, as well as time controls proposed for outdoor lighting and display.
24. Note all existing and proposed signs and their sizes, nature of construction and locations, height and orientation, including all identification signs, traffic and directional signs and arrows, free-standing and facade signs and time control for sign lighting.
25. Indicate locations, dimensions and constructions of off-site sidewalks, on-site exits, walks and sidewalks. Provision should be made for pedestrian safety, access ways and, where necessary, a bicycle system and racking.
26. Show proposed screening of green areas and landscaping and fencing including a planting plan and schedule, and trees, off-site and all roads, etc. Provision should be made for maintenance.
27. Show improvements to adjoining streets and roads, and traffic control devices necessary in streets or highways. Acceleration and deceleration lanes, paving, land dedication or acquisition for roads should considered.
28. Copies of any covenants and deed restrictions intended to cover any of the development site should be submitted.

29. A detailed written description, sketch, rendering or picture of new buildings or structures should be presented.
30. Preliminary architectural floor plans and elevations should be submitted, with the name, address, professional number and seal of the architect.
31. Supply appropriate places for signatures and date of approval of the Chairman and Secretary of the Board and its Engineer.
32. In fire prevention, consideration must be shown for service lines, hydrants, siamese connections, automatic sprinkler systems, fire zones, "no parking fire zones" and pavement and wall signs.
33. Flood zone and base flood elevation must be shown.
34. Final lot grading plan must be shown.
35. Show house numbers for each building lot on the final site plan.(must be approved by Township Tax Assessor)

NOTE: ALL EXISTING AND PROPOSED SIGNAGE MUST BE SHOWN ON PLANS.

APPLICATION FOR FINAL SITE PLAN REVIEW: (Checklist)

1. Within three years after the date of preliminary approval, the applicant shall submit to the secretary of the Planning Board, at least 21 days prior to the first regularly scheduled monthly meeting of the Planning Board, 17 copies of final plan; 17 copies of the completed application form; and the fee in accordance with Section 400-80 of this chapter.
 - B. Details required for final plans.
 1. All details stipulated in subsection 400-77E(1) of this chapter.(Preliminary Approval)
 2. All additional details required at the time of preliminary approval shall be submitted.
 3. The final submission shall be accompanied by the following documents:
 - (a) Certification from the tax collector that all taxes are paid to date.
 - (b) Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has given consent under an option agreement.

- © The applicant shall certify to the Board in writing that he:
 - [1] Has installed all improvements in accordance with the requirements of this chapter; and/or
 - [2] Will post a performance guarantee in accordance with the requirements of the chapter.
- (d) a statement from the Township Engineer that all improvements installed prior to application have been inspected as provided in subsection 400-81 of this chapter, and that such improvements meet the requirements of the Township. Any improvements installed prior to application for final approval that do not meet or exceed Township standards shall be factored into the required performance guarantee.

PRELIMINARY _____
FINAL _____
REVISED _____

TOWNSHIP OF LOWER

APPLICATION FOR SITE PLAN REVIEW

1. Applicant's Name: _____
Mailing Address: _____ Zip Code _____
Phone Number: _____
2. Owner of Record: _____
Address: _____ Zip Code _____
3. Site Planner's Name: _____
Mailing Address: _____ Zip Code _____
4. Proposed Development Name: _____
Block: _____ Lot(s): _____
Street: _____ Tax Map Sheet: _____
Zoning District: _____
5. Sewered _____ Unsewered _____

SPECIFIC Use of Proposed Development (Not existing): (Parking, Type of Shop or Facility)

6. Number of Units in Development: _____
7. Land Area: Acreage: _____ Square Footage: _____
8. Building Area: Square Footage: _____ Percent Lot Coverage: _____
9. Parking: Number Spaces Required: _____ Number Provided: _____
Parking Space Width: _____ Parking Space Length: _____
Drive Aisle: _____
10. Date of Documents: _____ Date of Revisions: _____

SIGNATURE OF APPLICANT: _____ DATE: _____
or AGENT: _____ DATE: _____

SIGNATURE OF TAX COLLECTOR,
Certifying Taxes Paid to Date: _____ DATE: _____

APPLICANT E-MAIL ADDRESS: _____

ALL POINTS ABOVE MUST BE ADDRESS. FEES ARE BASED ON ANSWERS TO #6 & #7.

DEVELOPERS IN DIAMOND BEACH MUST SUPPLY COPY OF APPLICATION AND PLAN TO:

WILDWOOD WATER UTILITY, 3100 New Jersey Avenue, Wildwood, NJ 08260.

REPRESENTATION OF PARTIES

OWNER _____

Zoning Board _____

BLOCK _____ LOT _____

Planning Board _____

I, _____, have made the above referenced application for development, and shall;

_____ represent myself at the Board hearing.

_____ will be represented by an attorney at law, admitted to practice in the State of New Jersey.

Signature

Applicant

Owner

NAME AND MAILING ADDRESS OF ATTORNEY REPRESENTING APPLICANT:

PHONE _____

****CORPORATE DISCLOSURE certifies the stockholders owning ten percent (10%) or more of stock in the corporation**

***CORPORATION MUST BE REPRESENTED BY A NJ ATTORNEY AT LAW.**

**** SHALL BE FILED BY CORPORATION OR PARTNERSHIP APPLYING FOR PERMISSION TO: (a) SUBDIVIDE A PARCEL OF LAND INTO 6 OR MORE LOTS: or (b) OBTAIN A VARIANCE TO CONSTRUCT A MULTIPLE DWELLING OF 25 OR MORE FAMILY UNITS: or © USE A SITE FOR COMMERCIAL PURPOSES.**

Request for Taxpayer Identification Number and Certification

Give form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of
 U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

**Cape May County Planning Department
4 Moore Road - DN 309
Cape May Court House, New Jersey 08210
Phone (609) 465-1080 Fax (609) 465-1418**

Site Plan Application Form

Please contact this department if you need assistance completing this form or calculating the fee.

Applicant's Name: _____	Owner's Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Applicant's Agent: _____	Engineer: _____
Address: _____	Address: _____
Phone: _____	Phone: _____

Property Information

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

Is the project on a County Road? Yes No If yes, County Route Name and #: _____ Zoning: _____

Existing Use: _____ Proposed Use: _____

Square footage of existing building: _____ SF New footage: _____ SF Total: _____ SF Proposed sewage flow: _____ GPD

Sewer Public or Private: _____ Water Public or Private: _____ Project Name: _____

Number of existing parking spaces: _____ New spaces: _____ Total Parking spaces: _____ Total lot area: _____ (acres)

Soils: _____ Within County Floodway? Yes No

Has a drainage analysis been completed for this project? Yes No Has a traffic impact study been completed? Yes No
(If either of these documents are available, copies must be submitted with this application)

Other Jurisdictions

Does the property contain wetlands or buffers? Yes No Has application been made to NJDEP for a permit? Yes No

If Yes, BFW#: _____

Is the property within Pinelands jurisdiction? Yes No If Yes, Pinelands Application #: _____

Status of Municipal Review?: _____

Description of Project: _____

FEES

Enclosed Fee as per "Fee Schedule" on page (2) of this form: \$ _____ Check or money order #: _____

We hereby apply for approval of the accompanying site development plan. Two (2) copies of this application and two (2) copies of the plan conforming to the minimum requirements as outlined in Chapter II, Plat Details, of the County of Cape May Subdivision and Site Plan Resolution. Permission is given to walk the property for review purposes. We acknowledge that the reporting period set forth in N.J.S.A. 40:27-6.3 shall not begin until this application, fees, and accompanying plans are COMPLETE IN ALL RESPECTS. If the property is within the Pinelands jurisdiction, a third copy of the FINAL Plat is required.

Applicant's Signature: _____ Date: _____

Rev 11/05 Plan. Bd. -2-00

Cape May County Planning Board

Subdivision and Site Plan

Fee Schedule

Subdivisions	
A subdivision which contains three (3) new lots or less which does not abut a county road or affect a county drainage facility.	\$60
A subdivision which contains more than three (3) new lots and/or new streets which does not abut a county road or affect a county drainage facility.	\$200
A subdivision which contains three (3) new lots or less which abut a county road or affect a county drainage facility.	\$250
A subdivision which contains more than three (3) new lots which abuts a county road or affect a county drainage facility.	\$300 + \$15 per new lot
Site Plans	
<i>Not on a County Road, nor affecting county drainage facility.</i> A site plan which does not abut a county road and which does not affect a county drainage facility and which has less than one (1) acre of impervious surface.	\$50
<i>On a County Road and/or affecting a County drainage facility.</i> A site plan for land development including proposed commercial retail, office buildings, multi-family structures which contains five (5) or more units, or any other land development which requires off-street parking area or off-street standing area for five (5) or more vehicles; and site plan for land developments which have one (1) or more acres of impervious surface.	\$300 + \$10 per new parking space or residential unit
A site plan for industrial use or warehousing which contains one (1) or more acres of impervious surface.	\$300 + \$10 per 1,000 square feet of gross floor area or \$10 per parking space, whichever is greater

- Checks or money orders (no cash will be accepted) should be made out to the Treasurer, County of Cape May.
- Fees will not be charged for review of plans submitted by state, county and municipal governments, churches, hospitals and secular non-profit institutions.
- The review period will not commence until proper fees and completed application form are received.
- Fees will not be refunded if the application is withdrawn or the scope of the project is reduced.
- Full review fees may be charged for plans where one (1) year elapsed between submissions.