

**ABSECON CITY PLANNING BOARD**

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

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

Adopted January 2010

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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 Malinsky, 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

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

**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 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.

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January 2010, Updated 01/14/14

**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.

## 2015 PLANNING BOARD MEMBERS

Absecon, N.J. 08201  
Home:  
Term: 1/1/15 to 12/31/18

JOHN ARMSTRONG, MAYOR  
1 Hillside Circle  
Absecon, N.J. 08201  
Home: 641-3114

KIM HORTON, COUNCIL REPRESENTATIVE  
1003 Plaza Place  
Absecon, N.J. 08201  
Home: 641-6150

JEFFREY CICCONE, MUNICIPAL OFFICIAL  
12 Cordova Drive  
Absecon, NJ 08201  
Phone: 641-2594  
Term: 1/1/15 to 12/31/15

TOM HUNTER  
1104 Del Mar Court  
Absecon, N.J. 08201  
Home: 272-1551  
Term: 1/1/13 to 12/31/16

GREG SUGDEN  
1103 Plymouth Landing Rd.  
Absecon, N.J. 08201  
Home: 652-3859  
Term: 1/1/14 to 12/31/17

BRAD SMITH, ALT. I  
315 Coolidge Ave.  
Absecon, NJ 08201  
Phone: 412-8881  
Term: 1/1/15 to 12/31/16

Tina Lawler, Secretary, Planning Board  
500 Mill Road  
Absecon, NJ 08201  
641-0663 ext. 112

GREG SEHER, ALT. II  
625 Yarmouth Ave.  
Absecon, N.J. 08201  
Phone: 703-2197  
Term: 1/1/15 to 12/31/16

JOHN THOMAS  
303 Burning Tree Blvd.  
Absecon, N.J. 08201  
Home: 646-1357  
Term: 1/1/13 to 12/31/16

BETTY HOWELL, VICE-CHAIR  
1007 Spring Lane  
Absecon, N.J. 08201  
Home: 646-9234  
Term: 1/1/15 to 12/31/18

ROBERT PRESTON, CHAIR  
19H Oyster Bay Road  
Absecon, NJ 08201  
Home: 407-9599  
Term: 1/1/14 TO 12/31/17

MICHAEL FITZGERALD, SOLICITOR  
401 New Road, Suite 104  
Linwood, NJ 08221  
Office 927-0015 Fax 926-3104

ANDY PREVITI, ENGINEER  
156 Stagecoach Road  
Marmora, NJ 08223  
Office 390-1927 Fax 390-0040

ROBERT L. REID, PLANNER  
366 Upland Avenue  
Absecon, NJ 08201  
Phone: 569-9000

AL LITWORNIA, TRAFFIC ENGINEER  
P.O. Box 2300  
Medford Lakes, NJ 08055  
Phone: 654-1334 – Fax: 654-4704

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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  
email: abseconplanner@gmail.com

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@gmail.com

Provide return address:

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

## ABSECON CITY PLANNING BOARD

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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@gmail.com

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

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" <sup>(1)</sup>
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 Traffic Engineer not required for Minor Subdivision.)
- (3) Only 3 copies of Stormwater Calcs. required, 2-Secretary for file, 1-Engineer.
- (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.