

CITY OF ABSECON ZONING BOARD  
500 MILL ROAD, ABSECON, NJ 08201  
609-641-0663 EXT. 112

**SUBMISSION AND REVIEW PROCEDURES FOR ZONING APPLICATIONS**

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

THE APPROPRIATE NUMBER OF COPIES OF THE APPLICATION, PLAN AND SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE BOARD SECRETARY **AT LEAST THIRTY (30) DAYS PRIOR TO A REGULARLY SCHEDULED MEETING. ONCE THE APPLICATION IS DEEMED COMPLETE, YOU WILL BE NOTIFIED OF THE MEETING DATE THAT IT WILL BE SCHEDULED FOR.**

**FIRST STEP**

Please fill out the top application sheet and attach all other necessary papers for your application process. (Example: survey, plot plan or any other supporting documents you feel will help you.)

Make 12 copies of all information detailed above and place each set into a separate envelope. An envelope should be addressed to each member of the Zoning Board (a list is attached for your use). The return address should read: City of Absecon, Zoning Board, 500 Mill Road, Absecon, NJ 08201.

You need to put sufficient postage on each envelope, but **DO NOT** seal the packages. You do not need postage on the package addressed to the secretary, since you'll be delivering them all to the Zoning Board office. Please make sure to use an appropriate sized envelope where needed. Don't fold surveys or plans up small.

**SECOND STEP**

After you have submitted your application and you have been told it has been deemed complete and scheduled for a Zoning Board meeting, you can do the notices. You need to acquire a 200 ft. list from the Tax Assessor's office. The people on this list need to be notified of the hearing date. Letters **must be mailed certified, return receipt requested.** The Notice of Hearing **also** needs to be placed in **The Press Legal Notice Section.** This notice must be advertised no less than **10 days** before you are scheduled to go before the Zoning Board. (A sample of the Notice of Hearing is attached). The Press will need a few days notice before the ad can be placed. When this is completed and the responses are returned to you, bring the white slips, green cards that have been returned so far, the certified 200 ft. list and the Proof of Publication from the Press to the Zoning Board office. An Affidavit of Ownership and Affidavit of Service will be filled out at that time. Proof of Taxes Paid must also be provided, which can be obtained from the Tax Office.

If you have any questions, you can contact Tina in the office, at 609-641-0663 ext. 112.

CITY OF ABSECON ZONING BOARD OF ADJUSTMENT  
APPLICATION FOR VARIANCES & GROUNDS OF APPEAL

(Application must be accurately completed or it will not be accepted)

For Office Use Only:

Received: \_\_\_\_\_ Application #: \_\_\_\_\_ Hearing: \_\_\_\_\_

1. APPLICANT'S NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Check here if e-mail is preferred for delivery of all correspondence to the Applicant

INTEREST IN SUBJECT PROPERTY: \_\_\_\_\_  
(owner, contract purchaser, option holder, etc.)

2. OWNER'S NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

OWNER'S CONSENT: \_\_\_\_\_  
(signature required)

3. BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

STREET ADDRESS OR LEGAL DESCRIPTION OF PROPERTY:

\_\_\_\_\_

4. Current use of property: \_\_\_\_\_

5. Proposed use of property: \_\_\_\_\_

6. Proposed physical changes to property (if any): \_\_\_\_\_

\_\_\_\_\_

7. Lot area: \_\_\_\_\_ Number of parking spaces: \_\_\_\_\_

8. Building area (ground floor): \_\_\_\_\_ Building area (total): \_\_\_\_\_

9. Area in acres of any additional adjoining land owned by Owner or Applicant:

\_\_\_\_\_

10. Was this property ever subject to a prior application to either the Planning or Zoning Board?

Yes       No

If yes, identify the application, what was requested, and the results:

\_\_\_\_\_

\_\_\_\_\_

11. Check if part of this application:  Site Plan Review  Subdivision Review  
(if applicable, please attach appropriate site plan/subdivision application and documentation)

12. Appeal is being made under (check all that apply):  
 N.J.S.A. 40:55D-68 (certificate of nonconforming use or structure)  
 N.J.S.A. 40:55D-70-A (administrative appeal)  
 N.J.S.A. 40:55D-70-B (request for interpretation)  
 N.J.S.A. 40:55D-70-C ("c" bulk variance)  
 N.J.S.A. 40:55D-70-D ("d" use, floor area ratio, density, and/or height variance)

Describe non-conforming conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. State specifically, by numbered paragraphs, each reason why you believe you are entitled to deviate from the zoning ordinance. Attach additional pages if necessary.

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

14. Professional consultants (attach additional pages if necessary):

A. Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

B. Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

C. Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant, Owner or Agent

\_\_\_\_\_  
Date



CITY OF ABSECON  
Municipal Complex  
500 Mill Road  
Absecon, New Jersey 08201

PLANNING & ZONING

PH. (609) 641-0663 ext. 112  
FAX (609) 645-5098

Application #: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address \_\_\_\_\_

Block # \_\_\_\_\_ Lot # \_\_\_\_\_

CERTIFICATION OF UNDERSTANDING

I, \_\_\_\_\_ Applicant, applying to appear before the  
Print Name

Absecon Zoning Board, do hereby Certify that I understand that:

- a. The original deposit and subsequent amounts posted into my escrow account may not be adequate to cover invoices presented by the Planning Board Professionals;
- b. If said escrow is depleted, I will be required to post additional funds into the account in accordance with NJS 40:55D-53.2;
- c. Until such additional funds are deposited, all work on the part of the Board professionals will cease until said funds are posted;
- d. In the event that sufficient deposits are not made to the escrow account to cover costs, the City has the authority to file suit to collect any unpaid costs. The Applicant will be responsible for all costs of collection, including reasonable attorney's fees in accordance with §224-195C of the Absecon Developmental Ordinance; and
- e. In the event of a dispute as to any invoice(s) submitted, I, as the applicant, have the option to first apply to the City Council for remediation of the disputed charges: If not resolved to my satisfaction, I have the option of applying to the Atlantic County Construction Board of Appeals in accordance with NJS 40:55D-53.2a.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_ date

## Fees & Escrows

(224-195)

### E. Application fees.

(1) **Minor-subdivision:** \$ 100.00 plus \$ 50.00 per lot.

(2) **Major-subdivision:**

(A) **Preliminary:** \$ 200.00 plus \$ 30.00 per lot

(B) **Final:** \$ 100.00 plus \$ 20.00 per lot

(3) **Site Plan:**

#### A. Preliminary:

[1] **Minor Non-Residential** (new building, structure or addition that is 5,000 Sq. ft. or less requiring 25 parking spaces or less): \$ 100.00 plus \$ 25.00 per 1,000 Sq. ft. or fraction up to 5,000 Sq. ft.

[2] **Residential:** \$ 250.00 plus \$ 25.00 per unit up to 24 units: \$ 15.00 per unit thereafter.

[3] **Major Non-Residential** (new building, structure or addition that is 5,001 Sq. ft. or greater requiring 26 parking spaces or more): \$ 300.00 plus \$ 25.00 per 1,000 Sq. ft. or fraction up to 7,500 Sq. ft.; \$ 10.00 per 2,000 Sq. ft. thereafter.

[4] **Minor Non-Residential**, site improvements only, no building or structures, 25 or less existing or proposed parking spaces: \$ 100.00.

[5] **Major Non-Residential**, site improvements only, no buildings or structures, 25 or more existing or proposed parking spaces: \$ 300.00.

#### B. Final:

[1] **Non-Residential:** ½ of the preliminary fee.

[2] **Residential:** ½ of the preliminary fee.

[3] **Minor & Major Non-Residential**, site improvements only: ½ of the preliminary fee.

(4) **Conditional use application** (in addition to standard application fee): \$ 300.00

(5) **Variances:**

(A) NJSA 40:55D-70 (c): \$ 100.00 for each variance

(B) NJSA 40:55D-70 (d): \$ 450.00

(C) NJSA 40:55D-70 (a): \$ 150.00

(6) **Miscellaneous Requests:**

(A) Interpretations, NJSA 40:55D-70 (b): \$ 100.00 each meeting

(B) Site Plan Waivers (article XXVIII): \$ 50.00 each meeting

(C) Informal meetings or site plan waiver request before full board: \$ 100.00 @ meeting

(D) Extensions, continuations caused by applicant or special meeting before a full board: \$ 100.00 each meeting

CITY OF ABSECON

ORDINANCE 09-2011

AN ORDINANCE AMENDING THE CODE OF THE CITY OF ABSECON, CHAPTER 224, LAND USE AND DEVELOPMENT, ARTICLE XXVI, SECTION 224-195 FEES & ESCROWS

NOW THEREFORE, BE IT ORDAINED BY THE MUNICIPAL COUNCIL OF THE CITY OF ABSECON CITY, NEW JERSEY that Chapter 224, Article XXVI, Section 224-195, Paragraph 3-C, is amended to include as new;

3. Site Plans

C. Amended Site Plans - 1/2 of regular site plan fee

BE IT FURTHER ORDAINED that Paragraphs F through J are amended as follows:

F. Escrows

1. Minor Subdivision \$2,500

2. Major Subdivision:

A. Preliminary:

[1] Six or fewer lots \$4,000

[2] Seven to twenty-four lots \$7,000

[3] Twenty-five or more lots \$10,000

B. Final

[1] Six or fewer lots \$2,000

[2] Seven to twenty-four lots \$3,500

[3] Twenty-five or more lots \$5,000

3. Site Plans, Preliminary:

(A) Non-residential

1. Minor:

Building size all floors (sq. ft.)                      Escrow Amount

Up to 1,000 \$3,000

1,001 to 3,000 \$5,000

3,001 to 5,000 \$7,000

## 2. Major

<u>Building Size all floors (sq. ft.)</u>	<u>Escrow Amount</u>
5,001 to 7,500	\$4,000
7,501 to 15,000	\$6,000
Over 15,000	\$8,000

### (B) Residential

<u>Size (units)</u>	<u>Escrow Amount</u>
Up to 24	\$4,000
24 to 100	\$6,000
Over 100	\$8,000

(C) Non-Residential, site improvements only, no buildings or structures, or existing building with no changes:

<u>Lot Size (Sq. ft.)</u>	<u>Escrow Amount</u>
Up to 4,000	\$1,000
4,001 to 12,000	\$2,000
12,001 to 20,000	\$2,500
20,001 to 30,000	\$3,000
30,001 to 60,000	\$4,000
Over 60,000	\$5,000

## 4. Site Plans, Final

### (A) Non-Residential:

- (1) Minor – ½ of preliminary escrow
- (2) Major – ½ of preliminary escrow

5. Conditional Use: \$1,000 (in addition to standard escrow fees)

### 6. Variances:

- (A) NJSA 40:55D-70(c): \$1,000
- (B) NJSA 40:55D-70(d) \$5,000

### 7. Miscellaneous Requests:

- (A) NJSA 40:55D-70(a): \$1,000
- (B) NJSA 40:55D-70(b): \$1,000
- (C) Site Plan Waivers - \$500
- (D) Informal Meetings - \$500

(E) Extensions, continuations caused by Applicant or Special Meetings before full board \$700

## 8. AMENDED SITE PLANS

Preliminary      ½ the amount of an original application  
Final              ½ of the preliminary amount

### G. Tax Map Maintenance Fee

The following fees shall be paid by the applicant of a subdivision or site plan that includes a condominium form of ownership as a condition of approval. The fees are intended to offset the cost of the City Engineer to revise the municipal tax maps as a result of the approval of a subdivision and/or site plan that includes a condominium form of ownership. Such maintenance of the municipal tax maps are required by State law.

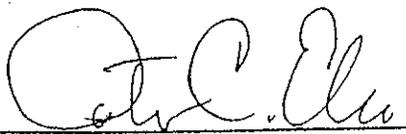
**Fee:** \$100 per lot/condo unit up to 20 lots/units  
\$50 per lot/condo unit thereafter

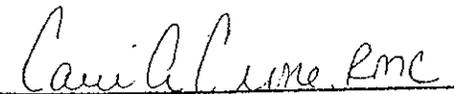
- H. Notice of publication of hearings as required: paid by applicant
- I. Publication of final decision: \$15.00 plus cost of publication
- J. Copies of Expert witness transcripts, transcript of recordings: actual costs

### BE IT FURTHER ORDAINED that:

1. Any Ordinance or parts of ordinances, which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of any such inconsistency.
2. This ordinance shall take effect upon final adoption and publication as required by Law.

DATED: July 7, 2011

SIGNED:   
Peter C. Elco, Mayor

ATTEST:   
Carie A. Crone, RMC, Municipal Clerk

Passed on first reading at a work and regular meeting of the Municipal Council held on June 16<sup>th</sup>, 2011. Laid over and advertised for public hearing and final adoption on July 7<sup>th</sup>, 2011. Notice is hereby given that the foregoing Ordinance was approved for final adoption by the Municipal Council of the City of Absecon at a work and regular meeting held on July 7, 2011.

**NOTICE OF HEARING**

TO ALL PROPERTY OWNERS LOCATED WITHIN 200 FT. OF  
BLOCK \_\_\_\_\_, LOT \_\_\_\_\_ ON THE TAX MAP OF THE  
CITY OF ABSECON AND ALL OTHER INTERESTED PERSONS

PLEASE TAKE NOTICE that an application has been made by

\_\_\_\_\_ to the Zoning Board of Adjustment of the City of

Absecon seeking a variance(s) for

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

and any and all other variances that may be deemed necessary by the Zoning Board as  
ancillary to this application. The premises are commonly known as

\_\_\_\_\_ also known as Block \_\_\_\_\_, Lot \_\_\_\_\_.

A hearing on the application will be conducted by the Zoning Board of Adjustment on

\_\_\_\_\_, at 7:30 p.m. or as soon thereafter as the

matter may be heard in Council Chambers, Absecon Municipal Complex, 500 Mill

Road, Absecon, New Jersey. All maps and other documents in support of this

application are available for public inspection during normal business hours in the

Office of the Planning and Zoning Board Secretary, 500 Mill Road, Absecon, New

Jersey. If you have any comments with respect to this application, you may appear

before the Board and you will be heard.

\_\_\_\_\_  
(Signature)

(On the above lines, please provide detailed information concerning type of  
application and variance(s) requested.) If you have questions, or if you need  
legal assistance, please consult an attorney.