

Pilesgrove Township Planning Board

Instructions for Filing Applications

Informal Review
Preliminary Major Site Plan
Preliminary Major Subdivision Plat
Final Major Subdivision Plat/Final Major Site Plan
Minor Subdivision Plat & Minor Site Plan
Variance
Site Plan Approval Extension

IMPORTANT

Applying to the Planning Board is generally a three-meeting process before you can be issued construction permits or move forward with a subdivision. First, the Board will meet to review the application and vote on whether it is “complete” – ready for a public hearing. If deemed complete, the application will be heard at a public hearing the following month. If approved at the public hearing, the next month the Board will memorialize its action with a formal vote on a Resolution. Once that vote is taken, the Construction Office will review conditions for permits. The Board will publish its action in the local newspapers and send the applicant a true copy. Complex applications may require continued public hearing dates. Failure to submit required documents, negative escrows, or improper notices to the public will result in delays.

CONTACT INFORMATION

Board:

Engineer: James McKelvie, PE, 609-267-8310 extension 245, jmckelvie@alaimogroup.com

Planner: Randall Scheule, PP/AICP, 609-365-2642, Scheuleplanningsolutions@gmail.com

Solicitor: Joseph DiNicola, Jr. Esquire, 856-299-0281, jrdinicola@dinicola.com

Board Secretary, Brenda Sharp, 856-769-3222 prompt 7, planningboard@pilesgrovenj.org

Other Resources:

Tax Assessor: 856-769-3222, prompt 8, assessor@pilesgrovenj.org

Tax Collector: 856-769-3222, prompt 9, taxcollector@pilesgrovenj.org

Chief Financial Officer: 856-769-3222, prompt 4, cfo@pilesgrovenj.org

Construction: 856-769-3222, prompt 3, construction@pilesgrovenj.org

Zoning : 856-769-3222, prompt 6, Zoning@pilesgrovenj.org

Please read the instructions, as there is updated information. The Planning Board’s goal is to ensure compliance within a smooth, predictable process. Applicants are advised to consult with an attorney if there are any questions or confusion regarding the application procedure. The Planning Board staff can explain the Board’s procedure, but staff cannot provide any direction or advice on completing and processing the application. These instructions are not intended to be all-inclusive, and the Board does not waive any provisions of the law. Refer to Article VIII of the Township’s Land Use Ordinance for complete information.

The Board will make every effort to expedite minor residential applications and to reduce associated costs. To that end, the Board has authorized a special committee to review and act upon minor subdivisions and site plans.

APPLICATION PACKET:

The same application is used for all applications before the Board. You must submit **five (5)** application packets that include the completed application, drawings and all required support documentation, along with separate checks for the application fee and the escrow fee. *The Board has the right to request additional copies, if necessary..*

Packets must be submitted by the end of business on the **first Wednesday** of the month to be included on the Board's agenda for its meeting on the **third Wednesday** of the month. **FAILURE TO SUBMIT COMPLETE, COLLATED PACKETS WILL PREVENT A TIMELY REVIEW** by the Board's engineer, planner, and solicitor.

Site Plans: In making copies of site plans for your application, only **four** copies must be full size and sealed. The remaining copies can be copies reduced to 11" x 17".

Technical Reports: For technical reports, such as Stormwater Management Maintenance, EIS, Traffic, and Stormwater Drainage Calculations, only **four printed copies** and **one digital copy** are required. The Board has the right to request the full complement of 18 copies, if it is deemed necessary.

Application Checklists: Completed Checklists must be included in the collated packet. Applications will involve two or more checklists, depending on the nature of the application.

All applications — General Checklist #6

These applications require additional checklists:

Informal Review – Checklist #2

Preliminary Major Site Plan – Checklist #4

Preliminary Major Subdivision Plat – Checklist #7

Final Major Subdivision Plat/ Final Major Site Plan – Checklist #5

Minor Subdivision Plat & Minor Site Plan – Checklist #3

Variance – Checklist #1

Note: The Checklist for Preliminary Major Subdivision is revised to reflect Twp. Ord. 09-09, Conservation Design.

THE PROCESS:

Completeness Review: All applications are reviewed for completeness by the Board's professionals. In so doing, the Board's professionals may contact the applicant for additional information prior to issuing their reports regarding completeness. If necessary, the Board's professionals conduct Completeness Review Meetings at 4 p.m. on the third Wednesday of each month, prior to the Board's regular meeting at the Township Municipal Building. Completeness Review Meetings are at the discretion of the Board's professionals. You will be advised if a formal meeting is required.

Board Determination: The Board has an obligation pursuant to NJSA 40:55D-10.3 to determine whether an application is complete within 45 days of submission.

If the Board votes to deem complete: The applicant must request a public hearing date. Until the Applicant advises of the desired hearing date, the time period for the Board to render a decision shall be deemed waived. Once a hearing date is selected, the applicable time period to render a decision will commence on the hearing date.

If deemed incomplete: The Applicant may revisit the outstanding issues and resubmit documents to the Board's professionals for a future Completeness Determination date. Or, the applicant, upon being determined incomplete, may request a hearing before the full board, and that hearing must be held within 45 days of the applicant's request. If the Board determines that the information that is not provided may be waived and, as such, the application deemed complete, then a hearing will be scheduled.

Minor Residential Subdivisions & Site Plans: These applications may be reviewed and acted upon by a Planning Board subcommittee at the full board's discretion.

Informal Reviews: An applicant seeking an informal review must notify the Planning Board Secretary at least **four (4) weeks** prior to the Planning Board's Regular Meeting. Informal Review presentations are limited to 15 minutes. The Board's questioning may exceed that time period. The escrow fees can be credited toward a formal application. If a second informal review is requested, fees and escrow must again be deposited; they will **not** be credited if a development is pursued.

ESCROW ACCOUNTS: The Township CFO oversees all deposits, withdrawals, and payments associated with the Applicant's escrow account. The Board's professionals will make recommendations for replenishment. The CFO will review escrow accounts to ensure 75% of the required escrow is on deposit as the application moves through the process. Any questions regarding the Applicant's escrow account should be directed to the CFO. When an account is not current, the CFO will issue a stop-work order to the Board's professionals. An applicant's escrow account must be in good standing for the Board's professionals to conduct a review and for the Planning Board to proceed with a Completeness Determination or Public Hearing.

When all work is completed, the amount in an applicant's escrow fund will be returned. The request for a refund must be made in writing to the Township CFO. The CFO will confirm with the Board's professionals that all invoices have been paid and/or encumbered prior to releasing funds.

The CFO also maintains accounts for performance bonds, inspection fees, etc. After an applicant has received approval from the Planning Board, the Engineer will determine the amount of bonds and fees that will be required for escrow. These amounts must be posted before the Zoning and/or Construction official will issue permits. All accounts must be current before final resolutions and/or signed plans will be distributed to the Applicant.

- **The Planning Board meets on the third Wednesday of the month. A work session may be held on the fourth Wednesday.**
- **The Planning Board Secretary is available for scheduled appointments.**
- **The Planning Board meets at the Pilesgrove Township Municipal Building, 1180 Route 40.**
- **Meetings start at 7 p.m.**

REQUIRED PROOFS AND NOTIFICATIONS:

Public Notice/Publication: The applicant may provide copies of proof of publication and public notices to the Board Secretary or directly to the Solicitor at any time prior to the public hearing, including the night of the scheduled hearing, but the originals, including the certified mail receipts, must be presented before the public hearing can begin.

If the applicant is required by NJSA40:55D-12, once the application is deemed complete by the Planning Board and a public hearing date is set, notice must be given at least ten (10) days prior to the public hearing date. This notice must be sent to all property owners within 200 feet of the lot(s) listed in your application, whether the property owners reside within or outside the municipality, public utilities, cable television companies, local utilities and military facility commanders. If required, counties, municipalities, and state agencies also must be notified. Notice shall be given of the hearing date by sending written notice through certified mail, return receipt requested, to the last known property owners or officials, or by handing a copy of the notice to the property owner(s) or officials.

Applicants must obtain from the Pilesgrove Township Tax Assessor the names and addresses of property owners within 200 feet who must be noticed about the application before the Planning Board. **DO NOT DEVIATE FROM THE LIST THE TAX ASSESSOR PROVIDES.**

Newspapers of Record: If publication of the public hearing date in an official newspaper is required, that must take place at least ten (10) days prior to the date of the public hearing. The Township's official newspapers are South Jersey Times at 856-845 8300 and the Elmer Times at 856-358-6171. The Elmer Times is not a daily newspaper.

If the Applicant is required to give public notice and publish the hearing date, the applicant must prepare and sign before a notary public one (1) copy of an Affidavit or Proof of Notice two days prior to the hearing date. The Affidavit form is provided in the Application packet.

Taxes Paid: The application must be accompanied by proof that no taxes or assessments for local improvements are due or delinquent on the block and lots noted in the application. This proof may be submitted in the form of a receipted tax bill or a certification from the tax collector.

If it has been 18 months or more since the applicant has appeared before the board and presented proof of taxes paid, the Board Secretary may request an updated proof of payment.

CHECKLIST FOR APPROVED PLANNING BOARD APPLICATIONS

This checklist is to assist property owners in moving forward once approval for a project has been granted by the Township Planning Board. **Please read it carefully.**

BY WAY OF EXPLANATION:

After the Planning Board votes to approve or deny an application, the Board's Attorney will draft a written resolution to be adopted by the Board at a subsequent meeting to memorialize the Board's decision. This resolution spells out what was denied or approved and lists any conditions of approval that were agreed to in the approval. The resolution is

usually adopted at the Board's next regular meeting following the decision vote. Any Superior Court appeal of the Board's decision, whether by the applicant or any other interested person, must be filed within 45 days after the decision has been published in the newspaper (which is done by the Planning Secretary). **No zoning permit may be issued for an approved development or use until the resolution has been adopted, memorialized and signed by the Applicant.** Applicants should carefully consider whether or not to commence any approved use or development prior to the expiration of the 45-day appeal period.

- _____ 1. Carefully review any conditions that are required in connection with the approval and take whatever action is necessary to satisfy them. There may be conditions that must be satisfied prior to issuance of a zoning permit for the approved development or use.
- _____ 2. Allow at least 30 days from the date of memorialization of the approval resolution for final billing from all Planning Board Professionals to the Township. Contact the Township Finance Office at cfo@pilesgrovenj.org to confirm escrow balance and receipt of final billing.
- _____ 3. Per Section 145-65 of the Township Code, no permits (zoning or construction) will be issued until all review and inspection fees and all local taxes and assessments on the property have been paid.
- _____ 4. Apply for a zoning permit. The completed zoning permit application must include the required fee and a copy of the memorialized Planning Board resolution. A zoning permit is required prior to issuance of any construction permits.
- _____ 5. Establish an account for inspection escrow (if needed – refer to memorialized approval resolution).
- _____ 6. Obtain all required prior approvals (State, County, etc.) if needed, per memorialized resolution.
- _____ 7. Apply for a construction permit (if needed), and pay all required permit fees.
- _____ 8. Once a certificate of occupancy or certificate of approval is issued by the Zoning and/or Construction Office, the applicant/property owner must request, in writing from the Township Finance Department, the release of any remaining escrow balance.