



Borough of Magnolia
Camden County, New Jersey
"One Square Mile of Friendliness"

Office of Planning and Construction
438 West Evesham Avenue
Magnolia, New Jersey 08049
Phone: 856-783-1520, Ext. 117
Fax: 856-782-0782

Application Submittal Procedure

It is highly recommended that you have an attorney or a land use professional advise you in completing any land use application presented to the Borough of Magnolia Planning Board

1. Obtain the application from the Planning Board Secretary.
 - a. If required order the "List of Property Owners within 200 feet" from the Tax Assessor, using the form on page eleven.
2. The application must be printed legibly or typed and all of the required information must be completed.
3. Return the original application, plus the required copies to the Planning Board Secretary on or before the date provided as noted on page two.
4. All fees and escrow deposits must be paid in full at time of submittal as noted on page two. You must submit one check for the fees and a separate check for the escrow deposits.
5. Site Plan and Subdivision applications must undergo a completeness review before your hearing can be scheduled. The completeness review is **not** the hearing - **no** testimony will be accepted - you **do not** advertise for the completeness review.
 - a. If your application is found to be **incomplete**, you will receive a letter from the Board Engineer requesting the required information for further review.
 - b. If your application is deemed **complete**, you will be notified by the Planning Board Secretary with the date of your hearing. You then must advertise the hearing and submit proof of notice and proof of publication. The time for the Planning Board's hearing, shall not begin to run until the application is deemed complete.

**BOROUGH OF MAGNOLIA
PLANNING BOARD APPLICATION**

ADMINISTRATIVE TRACKING

Office Use Only

Block and Lot

Property Address

**Completeness Review
Schedule Date**

**Hearing Schedule
Date**

**Last Day to submit
application**

**Last Day for Publication and
Mailing Notices**

**Last Day to submit
Proof of Publication & Mailing**

Application Received

Received By

Application Number

Application Fee

Fee Paid / Check #

Escrow Deposits

Engineer
Legal
Tax Map

Escrow Paid / Check #

Proof of Tax / Assessment Payment

Current _____	Current _____
Open _____	Open _____

Tax Collector Signature and Date

Treasurer Notes

Applicant Name:

Contact:

Phone:

Administrative Notes

Land Development Plan/App. Copies

Legal File ORIGINALS	1	24" x 36" Site Plan Size
Planning Board Members	13	24" X 36" Site Plan Size
P.B Engineer	1	“
P.B. Solicitor	1	“
Zoning Officer	1	“
Public/Tax Assessor	1	“
Fire	1	“
Police	1	“
Public Works	1	“
Redevelopment Apps:		
- Borough Engineer	1	24" x 36" Site Plan Size
- Borough Solicitor	1	24" x 36" Site Plan Size

TOTAL COUNT:	21	24" X 36" Site Plan Size
TOTAL FOR REDEVELOPMENT:	23	24" X 36" Site Plan Size

FINAL SIGNED/SEALED COPIES:	9
- Borough Engineer	3
- P.B. Engineer	1
- PB File	1
- Applicant	1
- Construction	2
- Extra Copy/Tax Assessor	1

Variance App/Plan Copies

Legal File ORIGINALS	1
Planning Board Members	13
P.B. Engineer	1
P.B. Solicitor	1
Zoning Officer	1
Public/Tax Assessor	1
TOTAL COUNT:	18

**BOROUGH OF MAGNOLIA
PLANNING BOARD APPLICATION**

SECTION C: Submission Requirement Checklist

✓ = Required

Complete	Waiver Requested	Number	Submission Requirements	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
		1	Completed application, signed and dated	✓	✓	✓	✓	✓	✓
		2	Completed checklist with statement in support of each requested waiver	✓	✓	✓	✓	✓	✓
		3	Summary of waivers and variances	✓	✓		✓	✓	
		4	List of review agencies necessary for approval, if applicable	✓	✓	✓	✓	✓	✓
		5	Application fee	✓	✓	✓	✓	✓	✓
		6	Escrow fee for engineering, planning and legal review services	✓	✓	✓	✓	✓	✓
		7	Proof of current tax payment	✓	✓	✓	✓	✓	✓
		8	Name, address & signatures of all titled owners and applicants	✓	✓	✓	✓	✓	✓
		9	Name, signature, license number, seal and address of engineer, architect, planner, landscape architect or land surveyor	✓	✓	✓	✓	✓	✓
		10	Title block denoting type of application, tax map sheet, county, municipality, block, lot and street address	✓	✓	✓	✓	✓	✓
		11	Key map with north arrow	✓	✓	✓	✓	✓	✓
		12	Locations of site on official tax map	✓	✓	✓	✓	✓	✓
		13	Zoning district boundary line and zone designations for all abutting parcels		✓	✓		✓	✓
		14	Schedule of required zoning regulations & project's conformance	✓	✓	✓	✓	✓	✓
		15	Signature block for board chair, secretary and engineer	✓	✓	✓	✓	✓	✓
		16	Certified, sealed existing conditions survey with date of field survey (date of field survey must be less than two years from application date)	✓	✓	✓	✓	✓	✓
		17	Certification block per the Map Filing Law			✓			
		18	North arrow to top of sheet, scale, geographic scale and reference meridian	✓	✓	✓	✓	✓	✓
		19	Subdivision plat on one of four standard sheet sizes at scale not to exceed 1" = 100'	✓	✓	✓	✓		
		20	Documentation per the Map Filing Law	✓		✓			
		21	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs for rights-of-way, sight triangles, basin lots, easements and restrictions	✓		✓	✓		✓
		22	Metes and bounds description showing wetlands and wetland buffers	✓ ₁		✓	✓		✓
		23	Site plan at a scale not to exceed 1" = 100'				✓	✓	✓
		24	Acreage of tract to nearest tenth acre	✓	✓	✓	✓	✓	✓
		25	Dates of original drawings and all revisions	✓	✓	✓	✓	✓	✓
		26	Size and location of existing or proposed structures and their dimensioned setbacks, along with building setback lines as per the zoning designation	✓	✓	✓	✓	✓	✓
		27	Location of all structures within 200' of subject property	✓	✓	✓	✓	✓	✓
		28	All proposed lot lines, number of lots & area of lots in square feet	✓	✓	✓	✓	✓	✓
		29	Plan delineation of any existing or proposed deed restriction, protective covenant, recorded easements, proscriptive easements and rights-of-ways	✓	✓	✓	✓	✓	✓
		30	Copy of the text of any existing deed restriction, protective covenant, recorded easements, proscriptive easements and rights-of-ways	✓	✓		✓	✓	
		31	Locator map showing all road intersections within 500' or the nearest intersection, whichever is most distant	✓	✓	✓	✓	✓	✓

**BOROUGH OF MAGNOLIA
PLANNING BOARD APPLICATION**

Complete	Waiver Requested	Number	Submission Requirements	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
		32	Property owners and lot lines within 200' in correct location to subject parcel shown on the plans	✓	✓		✓	✓	
		33	The location and extent of water courses or bodies, freshwater or riparian wetlands, floodplains or other environmentally sensitive areas	✓	✓			✓	
		34	Boundary, limits, extent of wooded areas		✓		✓	✓	
		35	Location, extent and type of soil permeability, seasonal high water table, for design of proposed storm water facilities	✓	✓		✓	✓	
		36	Soil borings to determine soil characteristics and ground water levels for design of proposed storm water facilities		✓		✓	✓	
		37	Grading plan with existing and proposed 1 foot contour intervals based on U.S.G.S Datum, extending 100' beyond property boundary at a scale of no less than 1" = 50'		✓	✓		✓	✓
		38	Spot elevations at all property corners and building corners, existing and proposed first floor elevation (if buildings are to be demolished, then first floor not required)		✓	✓	✓	✓	✓
		39	Existing and proposed drainage system, including any larger parcel of which the site is a part, depicted on drainage divide map		✓	✓		✓	✓
		40	Drainage calculations conforming to NJDEP Standards for post-construction runoff		✓	✓		✓	✓
		41	Existing and proposed utilities, including sanitary sewer, storm water management, water, electricity, cable television, gas and telephone with details and connections		✓	✓		✓	✓
		42	Soil erosion and sediment control plan conforming to SCD criteria for project disturbing > 5,000 SF		✓	✓		✓	✓
		43	Approved street names			✓			
		44	Road construction details, including cross-sections, profiles, curbing, sidewalks, paving whether on site or off		✓	✓		✓	✓
		45	Circulation plan for vehicles and pedestrians including access, parking, loading and relation to surrounding development		✓	✓		✓	✓
		46	Parking plan indicating spaces, size and type, aisle width, curb cuts, drives and driveways with dimensions		✓	✓	✓	✓	✓
		47	Fire protection information including hydrants, fire zones, dry fire lines if applicable and special traffic constraints		✓	✓		✓	✓
		48	Site identification signs, traffic control signs and direction signals		✓			✓	
		49	Tax assessor assigned block /lot numbers and street addresses	✓		✓			
		50	Lighting plan with location and type of exterior fixtures, wattage, Isolux foot-candles lines at grade, anchoring method and details		✓		✓	✓	
		51	Landscape plan with existing and proposed location and type of plant material, including grassed areas and mulch bed lines		✓	✓	✓	✓	✓
		52	Plant schedule with plant key, quantity, size, common and botanical name, spacing, root ball specifications, plant notes & details conforming to American Nursery Landscape Association		✓	✓	✓	✓	✓
		53	Sight triangle easements, where applicable	✓	✓	✓	✓	✓	✓
		54	Preliminary architectural elevations include perspectives and floor plans, type of building proposed				✓	✓	✓
		55	Traffic impact report including traffic generation and assignment, analysis of impact and mitigation of measures		✓			✓	
		56	Deeds to convey ROW's, site triangles, basin lot, open space lot, easements, restrictions, wetlands, wetland buffers and legal descriptions defined in metes and bounds			✓	✓		✓
		57	Homeowners association documents			✓			

**BOROUGH OF MAGNOLIA
PLANNING BOARD APPLICATION**

SECTION D: DESCRIPTION OF PROPOSED USE

PRESENT USE

PROPOSED USE

Lot Size

	Frontage	Square Feet	Acres
Required			
Existing			
Proposed			

Parking

	Frontage	Square Feet
Required		
Existing		
Proposed		

Primary Building Setback

	Front	Side	Side	Rear
Required				
Existing				
Proposed				

Accessory Building Setback

	Buffer	Side	Side	Rear
Required				
Existing				
Proposed				

Percent of Building and Total Lot Coverage

	% Building Coverage	Building Footprint Area	Gross Floor Area	% Lot Coverage	Height
Allowed					
Existing					
Proposed					

SECTION E: OTHER AGENCIES

Indicate if other approvals are required and the dates that the plans were submitted.

- | | | | |
|--|------------------------------|-----------------------------|-------------|
| 1. New Jersey Department of Environmental Protection | <input type="checkbox"/> Yes | <input type="checkbox"/> No | ___/___/___ |
| 2. Camden County Soil Conservation District | <input type="checkbox"/> Yes | <input type="checkbox"/> No | ___/___/___ |
| 3. Camden County Planning Board | <input type="checkbox"/> Yes | <input type="checkbox"/> No | ___/___/___ |
| 4. New Jersey Department of Transportation | <input type="checkbox"/> Yes | <input type="checkbox"/> No | ___/___/___ |

**BOROUGH OF MAGNOLIA
PLANNING BOARD APPLICATION**

SECTION F: SUPPLEMENTAL ITEMS (COMPLETE AS NECESSARY)

Previous Applications/Activity:

Yes

No

DATE

TYPE OF ACTION

Approved

Disapproved

ARGUMENTS FOR VARIANCE (Attach additional sheets if necessary)

WAIVERS OF DEVELOPMENT STANDARDS AND/OR SUBMISSION REQUIREMENTS (Attach additional sheets if necessary)

**BOROUGH OF MAGNOLIA
PLANNING BOARD APPLICATION**

SECTION G: CERTIFICATION AND SIGNATURES

AFFIDAVIT OF APPLICANT:

State of New Jersey

County of _____

I, _____, of full age, being duly sworn according to law, on oath depose and say, that all of the above statements and the papers submitted herewith are true.

DATE

APPLICANT SIGNATURE
PRINT NAME

Sworn to and Subscribed before me this _____ day of _____, _____ (Year)

Notary Public of New Jersey

AFFIDAVIT OF OWNERSHIP:

State of New Jersey

County of _____

I, _____, of full age, being duly sworn according to law, on oath depose and say, that the deponent resides at _____ in the _____ of _____ in the County of _____

and the State of _____ that, _____ is the owner of all that certain lot, piece of land situated, lying and being in the municipality aforesaid, and known and designated as Block(s) _____ Lot _____.

DATE

OWNER SIGNATURE
PRINT NAME

Sworn to and Subscribed before me this _____ day of _____, _____ (Year)

Notary Public of New Jersey

CONSENT OF OWNER

I, the undersigned, being the owner of the lot or tract described in this application, hereby consent to the making of this application and the approval of the plans submitted herewith. If property is owned by a corporation, attach a copy of the resolution authorizing application and officer signature.

DATE

OWNER SIGNATURE
PRINT NAME

Sworn to and Subscribed before me this _____ day of _____, _____ (Year)

Notary Public of New Jersey

**BOROUGH OF MAGNOLIA
PLANNING BOARD APPLICATION**

REQUEST FOR 200 FOOT PROPERTY SEARCH

To obtain a list of property owners located within 200 feet in all directions of your property located in the Borough of Magnolia, which is the subject of the hearing, file this form along with a \$10.00 filing fee with the Borough of Magnolia Tax Assessor. Fill in below the block(s), lot(s) and property address, which are the subject of the hearing and the name and address where the form should be returned. The Tax Assessor will provide the list within seven days from the date received and forward it to the recipient as noted.

BLOCK(S)	LOT(S)
STREET ADDRESS	

RECIPIENT	NAME		
	STREET ADDRESS		
	CITY	STATE	ZIP CODE
	TELEPHONE		

PRINTED LIST IS ATTACHED

DATE

TAX ASSESSOR SIGNATURE
PRINT NAME

NOTICE TO APPLICANT

Chapter 245 of the New Jersey Public Laws of 1991 requires that all persons seeking the approval of any kind of a land development application from a local planning board and or zoning board of adjustment must give notice to all public utilities and cable television companies that possess any rights-of-way or easements within or across the subject property. It is the applicant's responsibility to determine whether or not there are any rights-of-way or easements and must give legal notice to the following appropriate utilities/companies:

PSE&G
P.O. Box 14444
New Brunswick, NJ 0896-4444

Comcast
P.O. Box 5025
Cherry Hill, NJ 08034

Connective-Real Estate Department
5100 Harding Highway, Suite 399
Mays Landing, NJ 08330-9902

Verizon-Engineer Dpt.
713 Marsha Way
Williamstown, NJ 08094

S. Jersey Gas Company, Corp. Hdqt
One South Jersey Plaza, Route 54
Folsom, NJ 08037

Camden County Municipal Utilities Authority
P.O. Box 1105
Bellmawr, NJ 08099

NJ American Water Company
Donna Short, GIS Supervisor
1025 Laurel Oak Road
Voorhees, NJ 08043

If the property is to be subdivided or is located on a state or county road you must give notice of your application to the following:

N.J. Department of Transportation
One Executive Campus
Route 70 West, 3rd Floor
Cherry Hill, NJ 08002

Camden County Planning Board
Charles J. DePalma Public Works Complex
2311 Egg Harbor Road
Lindenwold, NJ 08021

If the property borders any of the neighboring municipalities listed below, the Municipal Clerk must be given notice of your application. You must also obtain a list of property owners from the neighboring municipality located within 200 feet in all directions of your property and each owner must be given notice of your application:

Borough of Somerdale
105 Kennedy Blvd.
Somerdale, NJ 08083

Borough of Lawnside
4 Douglas Avenue
Lawnside, NJ 08045

Borough of Barrington
229 Trenton Avenue
Barrington, NJ 08007

Borough of Runnemede
24 N. Black Horse Pike
Runnemede, NJ 08078

Gloucester Township
P.O. Box 8
Blackwood, NJ 08012

**BOROUGH OF MAGNOLIA
PLANNING BOARD APPLICATION**

PROOF OF MAILING

"AFFIDAVIT"

STATE OF NEW JERSEY
COUNTY OF CAMDEN

I, _____ of full age, being duly sworn according to law, depose and say that on _____ I served written notice for the property located at _____ also known as Block: _____ Lot: _____ of the hearing scheduled for _____ at the Municipal Building located at 438 West Evesham Avenue, in the Borough of Magnolia, County of Camden, State of New Jersey, to the property owners within 200 feet listed on the attached form as certified by the municipal tax assessor and to the appropriate utilities, cable companies, neighboring municipalities, the Camden County Planning Board and the New Jersey Department of Transportation, if applicable as listed on the attached form, showing method of service.

DATE

SIGNATURE OF PERSON WHO SERVED NOTICES
PRINT NAME

Sworn to and Subscribed Before me

This ____ day of _____, _____
(month) (Year)

Notary Public of New Jersey

"IMPORTANT NOTICE"

The date of service must be made at least **ten (10)** days prior to the date of the hearing

DO NOT COUNT DATE OF MAILING OR DATE OF HEARING

You must have a minimum of ten (10) days between mailing and hearing

If notice was **mailed certified**, the original stamped receipts showing the date of mailing **must be attached**

PROOF OF PUBLICATION

The date of publication must be at least ten (10) days prior to the date of hearing
The official newspapers for your publication are the Courier-Post or the Philadelphia Inquirer

DO NOT COUNT DATE OF PUBLICATION OR DATE OF HEARING

You must have a minimum of ten (10) days between publication and hearing

Your **Affidavit of Publication** must be submitted to the Secretary of the Planning Board having jurisdiction of the hearing on or before the date provided on page two of this application **or** your application will not be heard

BOROUGH OF MAGNOLIA
PLANNING BOARD APPLICATION

EXAMPLE OF PUBLICATION TO BE PLACED IN LOCAL NEWSPAPER

“It is important to understand that this is just a “fill-in-the-blank” example”

Your publication must clearly state the type of land use application which has been submitted and the particular variances (if any) which you are seeking, by reference to the appropriate land use ordinance

IT IS YOUR RESPONSIBILITY TO PLACE AND PAY FOR THE PUBLICATION

“MAGNOLIA PLANNING BOARD PUBLIC NOTICE”

PLEASE TAKE NOTICE than an application has been made to the Borough of Magnolia Planning Board by _____

_____ regarding property located at _____

know as Block: _____ Lot: _____ requesting _____

The applicant will also be requesting any variances and/or waivers that the Board or its professional staff deem necessary upon its review of the application in order to obtain development approval.

A public hearing will be held on _____ at 7:30 p.m. in the Borough Hall, 438 West Evesham Avenue, Magnolia, NJ; at which time you may appear and present any objections you may have to this application. The Planning Board may continue the application and you are advised to contact the Planning Board Secretary in order to confirm the date and time of the hearing. The application and any other supporting documents are on file with the Planning Board Secretary and available for review during normal business hours.

APPLICANT	NAME		
	STREET ADDRESS		
	CITY	STATE	ZIP CODE
	TELEPHONE		