(ADOPTED ON APRIL 1, 2012)

CHARGE PER BOOKLET: $5.00

INSTRUCTIONAL BOOKLET
HOW TO DO A PLANNING BOARD APPLICATION

CITY OF MARGATE
9001 Winchester Avenue
Margate, N.J. 08402
www.margate-nj.com

A. OBJECTIVES

The principal objective of these Regulations is to uniformly and fairly administer the Land Use Ordinance of the City of Margate, as well as the Municipal Land Use Law of New Jersey and other applicable ordinances and laws pertaining to zoning, comprehensive planning and land use development.

It is the policy of the City of Margate that these Regulations be strictly adhered to. The City retains the following staff, who may be contacted regarding interpretations of anything herein:

Roger Rubin, Zoning Officer
Municipal Building
9001 Winchester Avenue
Margate City, NJ 08402
Hours: Tuesday thru Thursday; 9am – 4pm
609-822-5438
Fax: 609-487-1142
Rubin_roger@margate-nj.com

Johanna Casey, Planning Board Administrator
Municipal Building
9001 Winchester Avenue
Margate City, NJ 08402
609-822-0424
Fax: 609-487-1142
Casey_johanna@margate-nj.com

These Administrative Regulations may be amended from time to time.

B. DETERMINING WHERE TO GO AND WHAT TO DO

I. Automatic Routing – Approvable Building Permit

Where a simple building permit is needed, and compliance with all aspects of the Ordinance pertains, and there is no need for variances, site plan approval, conditional use approval, the applicant may request and receive a building permit according to correct procedures, and commence construction within the time period prescribed. If, however, the Zoning Officer turns down the application for Building Permit due to non-compliance with the zoning code, the applicant is required to submit an application to Staff Committee as per Sect. B II below. All other development, use, reuse or construction activities not covered by this paragraph must be routed through Staff Committee, as per the following section.

II. Staff Committee Routing – All Other Actions

The Staff Committee consists of the Zoning Officer, the Administrator of the Planning Board, the Construction Code Official and the City Clerk. It meets as needed. The following persons are resource persons for the Staff Committee, and will be called upon for advice when necessary:

- City Commissioners
- Solicitor of the Planning Board
- City Solicitor
- Chairperson of Planning Board
- City Engineer
- City Tax Assessor
- Fire and Police Chiefs
- Other City Employees

After consideration of its agenda, discussion, and consultation with the resource persons as necessary, the Staff Committee, will have the responsibility and authority for the proper disposition of all development application matters not covered in Section B.I, Automatic Routing, above.

The Staff Committee will consider and will direct applications for the following situations;

- Bulk (C) variances
- Use (D) variances
- Site Plan Reviews
- Subdivision actions
- Conditional use applications

- Any combination of the above
- Any other actions authorized in the Land Use Ordinance

With respect to the Staff Committee consideration of the above, the following regulations apply:

a. Applicants need not obtain a denial of a building permit before being considered for action by the City's Planning Board. The Staff Committee renders this unnecessary.
b. No potential application will be considered unless a Staff Committee Application is properly submitted to the Planning Board Administrator. (Applications are attached)
c. Staff Committee meetings are not open to the public, as they are strictly staff in nature.
d. Sufficient documentation must be presented to the Staff Committee. The specific minimum requirements are:
    - One set of plans,
    - One completed Staff Committee Application form (Please type or print neatly on that form) (pgs. 15-16).
    - A detailed narrative description of what is being proposed in the space provided.
    - A land survey.
    - A flood elevation certification.
e. All potential applicants who appeared on the Staff Committee agenda will be notified by letter, from the Planning Board Administrator, as to the decision of the Staff Committee. Notification will include:
    - The time and date of the hearing by the Planning Board.
    - If no Board action is needed, and a building permit may be granted, this information will be supplied.
    - The Staff Committee letter may outline special conditions and submittals that will be required as part of the presentation to the Board. In such cases, the Applicant will be required to meet these conditions and submittal requests or a ruling will be rendered that the Board presentation is incomplete. (Note that the Planning Board may, at the time of the hearing, impose additional special conditions or submittals after their review and consideration).
f. Note: If the Applicant is not prepared to submit a formal application to the Planning Board on the assigned date, he may apply at any subsequent regular meeting, without the necessity to return to the Staff Committee, within 12 months of Staff Committee action; however, the applicant must contact the Board Administrator in sufficient time to be placed on a board agenda at the discretion of the Board Administrator.
g. <u>No application may be placed on the Planning Board agenda without Staff Committee application and action, as outlined above.</u>
h. IN THE CASE OF VARIANCES, IT IS NOT THE RESPONSIBILITY OF THE STAFF COMMITTEE TO DISCOVER ALL VARIANCES REQUIRED. IT IS THE RESPONSIBILITY OF THE APPLICANT.

C. STEPS IN MAKING FORMAL APPLICATION TO THE PLANNING BOARD

(Note: All required application forms are attached hereto.)

I. Introduction

The following material covers the most significant steps and the most misunderstood items in the checklist for making an application for Board consideration. These regulations cannot, and are not intended to duplicate the contents of the Margate Land Use Ordinance, or the New Jersey Municipal Land Use Law, or applicable County regulations. It is, in all cases, the responsibility of the applicant and/or his attorney to fully comply with all applicable statues, ordinances and regulations of relevant jurisdictions.

II. Fees

Fees and escrows may only be waived by the City Commissioners by resolution. Applications may not be deemed complete until all fees are paid or a resolution authorizing a waiver is submitted.

Action	Application Fee	Escrow Fee
Staff Committee application	$25	-
Site plan application Land area under 10,000 square feet	$350	$500
Land area 10,000 square feet or more	$500	$1000
Site plan application for commercial changes with no physical alteration except redecorating and conforming sign	$50	-
Site plan application for commercial changes other than above	$100	$100
Minor subdivision	$100 plus $10 per lot after subdivision	$300
Major subdivision Sketch plat classification	$50 plus $10 per lot	$100
Preliminary plat review	$200 plus $25 per lot	$25 per lot (minimum of $500)
Final plat review	$500 plus $20 per lot	$25 per lot (minimum of $500)
Conditional use permits Principal use, for each such use	$100	$125

Resubmission of any application deemed to be technically incomplete	½ of original	Same as original, if original has been returned, or none, if original has been retained.
Certificate of land use compliance	$60	-
Appeals and interpretations	To be determined by the Board Administrator.	To be determined by the Board Administrator. Amount may be required upon determination that consultants and technical staff are necessary to make a determination.
Court reporter fee	To be established from time to time by the Planning Board Administrator.	-
Notices of publication of hearings required	Published by applicant at applicant's cost	-
Publication of final decision	Shall be the responsibility of the Board, to be paid for out of application fees.	-
Transcripts of record of proceedings	Cost to be borne by applicant if applicant requests a transcript.	-
Extension of any approval having a time limitation	Same as original	Same as original.
Engineering inspection fee for site plans wherein land area is 10,000 square feet or more	-	$150
Engineering inspection fee for major subdivisions	-	5% of improvement costs, as determined by the City Engineer, to be deposited prior to final subdivision approval by the Planning Board. If engineering inspection costs exceed the deposit, the excess shall be paid to the City by the sub-divider prior to acceptance of the improvements by the City.
Site plans or subdivisions amended prior to final action	½ of original	½ of original

Use and density (D) variances Single-family dwellings	$500	$100
Duplex, triplex or quadruplex	$500	$175
Multiple dwellings	$500	$200
Commercial/office	$500	$250
Commercial/residential mixed	$500	$350
Maritime use or related	$500	$500
All other variances, including Planning Board interpretation Single-family dwellings	$250	$200
Duplex, triplex or quadruplex	$200 (per unit)	$200 (per unit)
Multiple dwelling	$350	$300
Commercial/office	$300	$300
Commercial/residential mixed	$300	$350
Maritime use or related	$250	$500
Deck/Bulkhead Application	$25	$500

ONE CHECK IS MADE OUT TO THE CITY OF MARGATE FOR ALL APPLICATION FEES. ONE CHECK IS MADE OUT TO THE CITY OF MARGATE FOR ALL ESCROW FEES. FEES FOR THE COURT REPORTER MUST BE MADE OUT TO JACKIE ZARRILLO, CSR AND MUST BE IN THE FORM OF A BANK CERTIFIED CHECK OR A MONEY ORDER.

III. Applicant's Responsibility for Completeness of Application

AS STATED BELOW, APPLICATIONS TO THE PLANNING BOARD MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO THE DESIGNATED HEARING DATE ALWAYS ON A WEDNESDAY, BY 11 AM. IT IS THE APPLICANT'S RESPONSIBILITY TO SUBMIT A COMPLETE APPLICATION.
THE BOARD ADMINISTRATOR IS NOT RESPONSIBLE FOR APPLICATION DEFICIENCIES; ANY APPLICATION MAY BE REMOVED FROM THE BOARD AGENDA IF ANY DEFICIENCY IS DISCOVERED BETWEEN THE LEGAL SUBMITTAL DATE AND THE DATE OF THE BOARD HEARING, INCLUDING DURING THE HEARING.

IV. Site Plan Applications

a. The first step is to submit a Staff Committee application (pgs. 15-16) to the Administrator of the Planning Board for scheduling at the next Staff Committee meeting, as required under BII. The applicant will receive written notice after the Staff Committee meeting as to how to proceed, and on what date the hearing will take place.

b. A COMPLETE APPLICATION MUST BE SUBMITTED TO THE BOARD ADMINISTRATOR NO LATER THAN 11 A.M. ON THE 22nd CALENDAR DAY BEFORE THE PUBLIC HEARING. IF THE APPLICATION IS NOT SUBMITTED ON TIME, THE MATTER WILL NOT BE PLACED ON THE AGENDA. A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING MATERIAL:

1. The Application for Action by Planning Board (pgs. 17-20), fully and completely filled out and properly executed, with all required exhibits (notarized original plus 17 copies = 18 copies).
2. The completed Staff Committee Application, (pgs. 15-16) (18 copies).
3. A check, covering the application fee, made out to the City of Margate; another check for the escrow fees, if necessary, made out to the City of Margate.
4. A bank certified check or money order for the Court Reporter, made out to Jackie Zarrillo, CSR (for each hearing, if continued).
5. All necessary plans must be signed and/or sealed in accordance with NJSA45:4B-7, NJSA45:3-1.1k, NJSA45:3-10 with required signature lines affixed (See Section VIII). All plans must be folded in individual sets and not rolled up. (18 copies of the plans)
6. Tax list (one copy) if applicable.
7. Documentary written evidence of ownership or other interest by the Applicant in the property, either by copy of deed, certification of ownership, agreement of sale, or lease. The documents submitted must be properly executed by the relevant parties and correctly dated. (2 copies)
8. Written evidence that real estate taxes are current to the date of the Application Submittal. This shall be in the form of a signed statement by the Tax Collector. (one copy)
9. Current and dated photographs are required with each application, depicting each view of the premises. The photographs may be of any size convenient to the Applicant. The photographs should be mounted on one legal-sized piece of paper. (One original + 17 copies)
10. If the applicant is a corporation or partnership, supply a notarized affidavit containing all names and addresses of all stakeholders or individual partners owning at least 10% of its stock of any class (NJSA 40:55D-48). Suggested format is attached (18 copies).
11. Where County action is necessary (such as when the property is on a County road, drainage easement, all subdivisions, etc.) please submit written evidence of your county application attached to each of your 18 application sets. Where County action is necessary, any Board action will be conditioned on such County approval prior to plan execution.

c. The application must comply in all respects with the Site Plan checklist. However, if the Application is for a change of use, the applicant must submit a scaled floor plan of the premises, with dimensions shown. All fixtures, cases, and appliances must be shown. A scaled drawing must be submitted of any exterior signs, including lettering and other representations (18 copies).

d. In the case of a change of use application, where a lease is involved, both the tenant and the property owner must be present at the hearing.

e. Commercial changes of use and other minor site plans do not require legal notification. For those site plans requiring notification, as per the Land Development Ordinance and N.J. Statute, it must take place 10 days prior to the hearing and evidence of notification shall be submitted to the Board Administrator no later than the **Monday** before the hearing. For suggested Legal Notice "letter", see sample below. Legally required public advertisement (The Press of Atlantic City or The Jewish Times) must take place no later than 10 days prior to the hearing with, evidence submitted to the Board Administrator at the same time as evidence of legal notification. Evidence of the notification and advertisement must take place within these time frames; they will not be accepted after the deadline or at the hearing. NOTE: CERTIFIED TAX LISTS MUST BE REQUESTED AT LEAST 3 WEEKS BEFORE THE APPLICATION SUBMISSION DATE. NOTIFY THE MARGATE TAX ASSESSOR ALONG WITH A FEE OF $10.00 PER LOT. Note that the white post office receipts must be stapled to each green return card, arranged in same order as tax list. Submit stapled cards, the executed Proof of Service form (page 14) and proof of publication to the Board Administrator no later than the MONDAY before your hearing THEY WILL NOT BE ACCEPTED AT THE HEARING.

f. Both the public advertisement and the legal notice sent to surrounding property owners should read: "You are hereby notified that I have applied to the Margate Planning Board for (insert herein action(s) to be requested) and any other actions the Board may deem necessary, which will permit me to do the following: (Insert here a brief description of what will be done to the property, what variances are being requested, if any, including the precise street address and block and lot numbers.) The requested action includes, in addition, any such variances, waivers and exceptions as might otherwise be deemed necessary by the Board. A public hearing on my application will be held by the Planning Board on (day of week) (exact date) at 7:00 PM in Margate City Hall (formerly Union Avenue School), 9001 Winchester Avenue, Margate, N.J. Copies of the application are on file with the Administrator of the Board for review by the public prior to the scheduled hearing. If you have any objections or comments on the application, please attend the meeting and you will be heard."

The notice and the advertisement must be signed by or in the name of the applicant, and the applicant's full identity and address must be clearly set forth. If the applicant is a business entity, the responsible person must be identified along with his affiliation to the business entity.

V. Subdivisions

a. A minor subdivision is defined as one in which the result of subdividing is 3 or fewer lots. A major subdivision is defined as one in which the result of subdivision is 4 or more lots. (See ordinance definition)

b. The first step is to submit a staff committee application (pgs. 15-16) to the Administrator of the Planning Board for scheduling at the next Staff Committee meeting, as required under BII; the applicant will receive written notice after the Staff Committee meeting as to how to proceed and on what date the hearing will take place.

c. A COMPLETE APPLICATION MUST BE SUBMITTED TO THE BOARD ADMINISTRATOR NO LATER THAN 11 A.M. ON THE 22nd CALENDAR DAY BEFORE THE PUBLIC HEARING.

IF THE APPLICATION IS NOT SUBMITTED ON TIME, THE MATTER WILL NOT BE PLACED ON THE AGENDA. A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING MATERIALS:

1. The Application for Action by Planning Board (pgs. 17-20), fully and completely filled out and properly executed, with all required exhibits (notarized original plus 17 copies = 18 copies).
2. The completed Staff Committee Application, (pgs. 15-16) (18 copies).
3. A check, covering the application fee, made out to the City of Margate; another check for the escrow fees, if necessary, made out to the City of Margate.
4. A bank certified check or money order for the Court Reporter, made out to Jackie Zarrillo, CSR (for each hearing, if continued).
5. All necessary plans must be signed and/or sealed in accordance with NJSA45:4B-7, NJSA45:3-1.1k, NJSA45:3-10 with required signature lines affixed (See Section VIII). All plans must be folded in individual sets and not rolled up. (18 copies of the plans)
6. Tax list (one copy) if applicable.
7. Documentary written evidence of ownership or other interest by the Applicant in the property, either by copy of deed, certification of ownership, agreement of sale, or lease. The documents submitted must be properly executed by the relevant parties and correctly dated. (2 copies)
8. Written evidence that real estate taxes are current to the date of the Application Submittal. This shall be in the form of a signed statement by the Tax Collector. (one copy)
9. Current and dated photographs are required with each application, depicting each view of the premises. The photographs may be of any size convenient to the Applicant. The photographs should be mounted on one legal-sized piece of paper. (One original + 17 copies)
10. If the applicant is a corporation or partnership, supply a notarized affidavit containing all names and addresses of all stakeholders or individual partners owning at least 10% of its stock of any class per NJSA 40:55D-48 (Suggested format is attached). (18 copies)
11. Where County action is necessary, any Board action will be conditioned on such County approval prior to plan execution.

d. The applicant is required to contact the Atlantic County Planning Department for filing instructions with the County, as required by law.

e. All minor subdivisions must be filed with the County Clerk within 190 days of approval or said subdivision expires. Final major subdivision must be filed with the County within 95 days from the date the resolution was adopted or as extended by the Board per ordinance standards.

f. Legal notification to adjoining property owners (<u>not required for minor subdivisions with no variances</u>) must take place by 10 days prior to the hearing, and evidence of notification must be submitted to the Board Administrator no later than the **<u>Monday</u>** before the hearing. Legally required public advertisement (The Press of Atlantic City or The Jewish Times) must also take place no later than 10 days prior to the hearing, with evidence submitted to the Board Administrator at the same time as evidence of legal notification. Evidence of notification and advertisement must take place within these time frames; they will not be accepted after the deadline or at the hearing. NOTE: CERTIFIED TAX LISTS MUST BE REQUESTED AT LEAST 3 WEEKS BEFORE THE APPLICATION SUBMISSION DATE. NOTIFY THE MARGATE TAX ASSESSOR ALONG WITH A FEE OF $10.00 PER

LOT. Note that the white post office receipts must be stapled to each green card, arranged in the same order as tax list. Submit stapled cards, the executed Proof of Service form (page 14) and proof of publication to the Board Administrator no later than the MONDAY before your hearing. THEY WILL NOT BE ACCEPTED AT THE HEARING. For suggested Legal Notice "letter", see sample below. Legally required public advertisement (The Press of Atlantic City or The Jewish Times) must take place no later than 10 days prior to the hearing with evidence submitted to the Board Administrator at the same time as evidence of legal notification.

g. Both the public advertisement and the legal notice sent to surrounding property owners should read: "You are hereby notified that I have applied to the Margate Planning Board for (insert herein action(s) to be requested) and any other actions the Board may deem necessary, which will permit me to do the following: (Insert here a brief description of what will be done to the property, what subdivisions and/or variances are being requested, if any, including the precise street address and block and lot numbers.) The requested action includes, in addition, any such variances, waivers and exceptions as might otherwise be deemed necessary by the Board. A public hearing on my application will be held by the Planning Board on (day of week) (exact date) at 7:00PM in Margate City Hall (formerly Union Avenue School), 9001 Winchester Avenue, Margate, N.J. Copies of the application are on file with the Administrator of the Board for review by the public prior to the scheduled hearing. If you have any objections or comments on the application, please attend the meeting and you will be heard."

   The notice and the advertisement must be signed by or in the name of the applicant, and the applicant's full identity and address must be clearly set forth. If the applicant is a business entity, the responsible person must be identified along with his affiliation to the business entity.

VI. VARIANCES AND CONDITIONAL USE APPLICATIONS

a. The first step is for the applicant to submit a staff committee application (pgs. 15-16) to the Administrator of the Planning Board for scheduling at the next Staff Committee meeting, as required in BII; the applicant will receive written notice after the Staff Committee meeting as to how to proceed, and on what date the hearing will take place.

b. A COMPLETE APPLICATION MUST BE SUBMITTED TO THE BOARD ADMINISTRATOR NO LATER THAN 11 A.M. ON THE 22nd CALENDAR DAY BEFORE THE PUBLIC HEARING.

   IF THE APPLICATION IS NOT SUBMITTED ON TIME, THE MATTER WILL NOT BE PLACED ON THE AGENDA. A COMPLETE APPLICATION CONSISTS OF THE FOLLOWING MATERIALS:

   1. The Application for Action by The Planning Board (pgs. 17-20), fully and completely filled out and properly executed, with all required exhibits (notarized original plus 17 copies = 18 copies).
   2. The completed Staff Committee Application, (pgs. 15-16) (18 copies)
   3. A check, covering the application fee, made out to the City of Margate; another check for the escrow fees, if necessary, made out to the City of Margate.
   4. A bank certified check or money order for the Court Reporter, made out to Jackie Zarrillo, CSR (for each hearing, if continued).

5. All necessary plans must be signed and/or sealed in accordance with NJSA45:4B-7, NJSA45:3-1.1k, NJSA45:3-10 with required signature lines affixed (See Section VIII). All plans must be folded in individual sets and not rolled up. (18 copies of the plans)
6. Tax list (one copy) if applicable.
7. Documentary written evidence of ownership or other interest by the Applicant in the property, either by copy of deed, certification of ownership, agreement of sale, or lease. The documents submitted must be properly executed by the relevant parties and correctly dated. (one copy)
8. Written evidence that real estate taxes are current to the date of the Application Submittal. This shall be in the form of a signed statement by the Tax Collector. (one copy)
9. Current and dated photographs are required with each application, depicting each view of the premises. The photographs may be of any size convenient to the Applicant. The photographs should be mounted on one legal-sized piece of paper. (One original + 17 copies)
10. If the applicant is a corporation or partnership, supply a notarized affidavit containing all names and addresses of all stakeholders or individual partners owning at least 10% of its stock of any class per NJSA 40:55D-48 (Suggested format is attached) (12 copies)
11. Where County action is necessary (such as when the property is on a County road, drainage easement, all subdivisions, etc) please submit written evidence of your County application attached to each of your 18 application sets. This will save time and a "conditional approval". Where County action is necessary, any Board action will be conditional on such County approval prior to plan execution.

c. Legal notification to adjoining property owners must take place by 10 days prior to the hearing, and evidence of notification must be submitted to the Board Administrator no later than the **Monday** before the hearing. Legally required public advertisement (The Press of Atlantic City or The Jewish Times) must also take place no later than 10 days prior to the hearing, with evidence submitted to the Board Administrator at the same time as evidence of legal notification. Evidence of notification and advertisement must take place within these time frames; they will not be accepted after the deadline or at the hearing. NOTE: CERTIFIED TAX LISTS MUST BE REQUESTED AT LEAST 3 WEEKS BEFORE THE APPLICATION SUBMISSION DATE. NOTIFY THE MARGATE TAX ASSESSOR ALONG WITH A FEE OF $10.00 PER LOT. Note that the white post office receipts must be stapled to each green card, arranged in the same order as tax list. Submit stapled cards, the executed Proof of Service form (page 14) and proof of publication to the Board Administrator no later than the **MONDAY** before your hearing. THEY WILL NOT BE ACCEPTED AT THE HEARING. For suggested Legal Notice "letter", see sample below. Legally required public advertisement (The Press of Atlantic City or The Jewish Times) must take place no later than 10 days prior to the hearing with evidence submitted to the Board Administrator at the same time as evidence of legal notification.

d. Both the public advertisement and the legal notice sent to surrounding property owners should read: "You are hereby notified that I have applied to the Margate Planning Board for (insert herein action(s) to be requested) and any other actions the Board may deem necessary, which will permit me to do the following: (Insert here a brief description of what will be done to the property, what variances are being requested, if any, including the precise

street address and block and lot numbers.) The requested action includes, in addition, any such variances, waivers and exceptions as might otherwise be deemed necessary by the Board. A public hearing on my application will be held by the Planning Board on (day of week) (exact date) at 7:00 PM in Margate City Hall (formerly Union Avenue School), 9001 Winchester Avenue, Margate, N.J. Copies of the application are on file with the Administrator of the Board for review by the public prior to the scheduled hearing. If you have any objections or comments on the application, please attend the meeting and you will be heard."

The notice and the advertisement must be signed by or in the name of the applicant, and the applicant's full identity and address must be clearly set forth. If the applicant is a business entity, the responsible person must be identified along with his affiliation to the business entity.

VII. NOTIFICATION AND APPLICATION TO OTHER JURISDICTIONS

The Applicant is reminded that, other than County notices and notices to neighbors within 200 feet of the proposed action, other notifications are required by law under specific circumstances. Please refer to City Land Use Ordinance and Municipal Land Use Law (NJSA 40:55D, et seq.).

VIII. PROVISIONS FOR SIGNATURES

The following signature spaces must be properly printed on all pages of plans and maps:

Board Chairperson _____

Board Administrator _____

City Engineer _____

Zoning Officer _____

Construction Official _____

City Clerk _____

IX. MISCELLANEOUS ITEMS OF GENERAL IMPORTANCE TO APPLICANTS

a. Applications may be signed only by the Applicant or applicant's attorney.
b. It is the Applicant's responsibility, not the City's, to keep straight all dates, deadlines, numbers of copies or submittal, etc.
c. Jerome and Ventnor Avenues are County Roads, and some approvals for properties along those roads must have County approval prior to issuance of a building permit.
d. No application will be scheduled for a hearing unless the applicant has paid taxes and up to date municipal utility bills and has provided certification of this fact to the Board Administrator. (1 copy)
e. With regard to any board approvals, the Construction Official shall not issue a Building permit unless:
    1. The working drawings submitted for permit action comply in every respect to the signed plans and exhibits submitted by the applicant for the Board's action.
    2. The working drawings show total compliance with any conditions imposed by the Board in granting the approval.

f. In cases involving site plan approvals where a detailed graphic portrayal of building surface materials, colors, grades and qualities, landscaping surface materials, including ground cover, paving, trees, shrubs, heights and dimensions of same, light poles and other features of "street furniture," become part of the official record, no divergence from same will be permitted.

g. Action required after Board approval:

Board approval does not automatically permit you to start construction. If revised plans are required, submit 8 or more as requested revised plans along with a copy of the "Follow-up Memo" (mailed to you after the meeting) to the Board Administrator.

ALL APPLICANTS ARE HEREBY ADVISED THAT SHOULD YOU RECEIVE BOARD APPROVAL, BUILDING PERMITS AND/OR MERCANTILE LCENSES CANNOT AND WILL NOT BE ACTED UPON UNTIL THE CITY IS IN RECIEPT OF EXECUTED PLANS REVISED AS REQUIRED BY THE BOARD. YOU WILL BE CONTACTED BY THE BOARD ADMINISTRATOR WHEN ALL BOARD DOCUMENTS ARE SIGNED. ONLY THEN MAY YOU APPLY FOR YOUR PERMIT AND/OR MERCANTILE LICENSE.

h. YOU ARE HEREBY ADVISED – IN THE MEANTIME – TO CONTACT THE BUILDING DEPARTMENT REGARDING THEIR PERMIT REQUIREMENTS.

XI. CHANGE OF USE

a. Change from one use to another within the Commercial District may require site plan action. This also applies to any change from a residential or vacant use to a commercial use.

b. The applicant for this site plan action may be either the owner of the property, or the lessor for the business (provided evidence of the lease arrangement is submitted in writing), or their attorney.

c. No mercantile license will be issued without necessary site plan action having successfully taken place.

d. Commercial site plan approvals shall be product and service specific and significant divergence from said approvals shall not be permitted without subsequent Staff Committee Application and possible Planning Board action.

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FORM FOR PROOF OF SERVICE

STATE OF NEW JERSEY)

ss.

COUNTY OF ATLANTIC)

..... of full age, being duly sworn according to law, disposes and says, that he/she resides at ..... in the City of ..... County of ..... and State of.....; that he/she is the applicant in a proceeding before the Planning Board, Margate City, New Jersey, being an application under the Margate City Land Development Ordinance, and which relates to the premises at

.....

.....(Block .....

Lot(s).....; that he/she gave notice of this proceeding to each and all of the owners of property affected by said application according to the rules of the Margate City Land Development Ordinance, by personal service or by registered mail on

..... day of

.....,

..... A true copy of said notice is attached to this affidavit, together with the list of property owners upon whom same was served.

_____

(Applicant's signature)

Sworn to before me this.....

day of .....

.....

(Notary Public)

Staff Committee Review Application

Please Type of Print Neatly • $25 Submittal Fee

By Board Administrator	Application Received:	Initial:

Staff Committee meetings are held as needed. Contents must comply in all particulars with the Administrative Regulations for Processing Planning Board Applications, sections on Staff Committee Review. The Board Administrator and other City Hall staff will answer reasonable questions regarding this procedure. THEY WILL NOT, HOWEVER, FILL OUT THESE FORMS FOR YOU.

1. Date of Submittal: _____

2. Submitted by – Name: _____ Phone No.:_____

Address:_____

3. If the party submitting this form is other than the potential Applicant for Board action (attorney, architect, builder, engineer, etc.), then who would the APPLICANT be?

Name: _____ Phone No.: _____

Address: _____

4. The applicant would be (Check one): Owner _____ Renter: _____

Buyer under Agreement of Sale _____ Other:_____

5. If the applicant for Board action would be Renter or Buyer, who is present OWNER?

Name: _____ Phone No.: _____

Address: _____

6. Proposed Action is Located as Follows:

Street Address: _____ Block:_____ Lot(s):_____

Zoning District: _____

7. Describe site (and buildings, if any) as existing now:(THIS SECTION MUST BE COMPLETED)

8. Answer the following as to:

	Existing Condition	Proposed Condition
a. Size and dimension of lot	_____	_____
b. Size, dimensions of buildings	_____	_____
c. Height of bldgs. (feet)	_____	_____
d. Height of bldgs. (stories)	_____	_____
e. % of coverage on land	_____	_____
f. Front yard setback	_____	_____
g. Rear yard setback	_____	_____
h. Side yard setbacks	_____	_____

9. According to the Administrative Regulations, a scaled drawing must accompany this Application. If available, a survey would be appreciated. In addition, use this space to provide a detailed narrative description of the proposed action. Attach additional paper, if necessary:

(THIS SECTION MUST BE COMPLETED)

10. Although the Staff Committee will determine the correct legal steps, what are the actions requested. (check more than one, if applicable):

__ Subdivision __C-Variance(s) __D-(Use)Variance __Site Plan __Conditional Use Permit __Other

11. Which variances are needed, if any?

_____

12. IF THERE HAS BEEN ANY PREVIOUS STAFF COMMITTEE OR FORMAL BOARD APPLICATION AND/OR ACTION ON THIS PROPOSAL PROPERTY, PLEASE ATTACH RELEVANT DOCUMENTS, AND PROVIDE INFORMATION HERE: _____

_____

....

Signature of Submitting Party Print or Type Name

APPLICATION FOR ACTION BY PLANNING BOARD
MARGATE, NEW JERSEY

PLEASE TYPE OR PRINT

1. **Date of Application**: _____

2. **Zoning District**:

S-60	Single Family Residential	MF	Multi-Family Residential
S-50	Single Family Residential	CBD	Central Business District
S-40	Single Family Residential	C-1	Commercial
S-30	Single Family Residential	C-2	Commercial/Business
S-25	Single Family Residential	WSD	Waterfront Special District
S-25 (HD)	Historic Single Family Residential	GO	Government and Open Space
TF	Two-Family Residential	R	Riparian Overlay District

3. **Subject Parcel**:

Street Address(es) _____

Block Number _____ Lot No(s) _____

Total Area (in square feet) _____

Frontage: _____

Depth: _____

4. **Information about the Applicant**:

Full name(s) _____

If Business Entity, Names of Officers or Principals (Submit disclosure statement if appropriate)

_____

_____

Local Residence Address _____ Zip _____

Other Residence Address _____ Zip _____

Business Address _____ Zip _____

Phone Number(s) (include area code);

Local Residence _____ Other Residence _____

Business _____ Fax _____ Cell Phone _____

5. Interest in Subject Property:

(Supply copies of relevant documents with this Application):

___ By lease dated

___ By Agreement of Sale dated _____

___ By Ownership of property since _____

___ By other interest in law (describe):

_____

_____

_____

6. If you do not own the Subject Property, provide the following regarding the Owner:

Name(s) _____

Address _____

Phone No. (include area code);

Res. _____

Bus. _____

Fax _____

Cell _____

7. Type of Application Applied For (check all applicable):

___ C Variance(s)
___ D Variance(s)
___ Minor Site Plan Action
___ Major Site Plan Action
___ Minor Subdivision
___ Major Subdivision
___ Conditional Use Permit
___ Appeal (A)
___ Interpretation (B Variance)
___ Other (Explain)
_____
_____

8. Application Made To: ___ Planning Board ___ Other

9. Professionals Representing the Applicant: (Check applicable professional and provide information)

__ Attorney: Name _____ Phone _____
Address _____
Fax _____ Cell _____

__ Architect: Name _____ Phone _____
Address _____
Fax _____ Cell _____

__Engineer: Name _____ Phone _____
Address _____
Fax _____ Cell _____

__ Preparer of Subdivision or Site Plan(if different from above)
Name _____ Phone _____
Address _____
Fax _____ Cell _____

(Be sure to include all area codes and zip codes in the above)

10. If Site Plan Action is Required:

-What is the present use of the site and building(s)?

_____

_____

_____

_____

-How will this be changed?

_____

_____

_____

_____

11. If Subdivision Action is Required:

-After conferring with the City Tax Assessor, provide lot numbers of new lot(s), dimensions, and area of each: (use extra pages, if necessary)

Lot No(s)	Dimension(s)	Area(s)
_____	_____x_____	_____S.F.
_____	_____x_____	_____S.F.
_____	_____x_____	_____S.F.

-Purpose of the Subdivision

___To sell lot(s)

___To build and sell homes (or other buildings)

___Other (please explain): _____

12. If Variances are Required:

(Note: Properly scaled site plan must show all dimensions relevant to variance analysis)

-Current use of lot(s) and building(s): _____

-Proposed use: _____

-If a "D" or "Use" Variance is required, please explain: _____

-Regarding any dimensional variances required, please fill out the following chart:

Variance	Requirement of District	Present Condition	Proposed Condition

13. Prior Action: Please detail any prior hearing and/or decision relevant to this application. Supply date, name of Board, and results. (IF YOU ARE NOT SURE PLEASE CHECK WITH EITHER BOARD ADMINISTRATOR.) If no prior action, write "none".

14. County and Other Agency Actions (Provide necessary dates and decisions):

Site Plan:

_____

Subdivision:

_____

Other:

_____

15. **Space for Narrative**: In this space you must provide a general narrative description of what is being proposed, as well as any information not otherwise set forth above which may be relevant to the application, including justifications, clarifications and extenuating circumstances. FAILURE TO PROPERLY COMPLETE THIS SPACE WILL CONSTITUTE AN INCOMPLETE APPLICATION.

16. **Signature of Applicant(s):**

_____ Date _____

_____ Date _____

17. **This space for Board Administrator:**

-Staff Committee action took place

_____ and case assigned to

the Planning Board for _____ or

-This application received by the

Planning Board Administrator on

_____

By: _____

18. **Notarized Statement by Applicant:**

State of New Jersey } ss.

County of Atlantic }

_____, being duly

sworn according to law, deposes and says, that

the statements contained in the above application

and the statements contained in the papers

submitted herewith are true.

Sworn to and subscribed before me this _____

day of _____.

_____

Corporate Disclosure Form

_____
(Corporation Name)

IN THE MATTER OF THE: MARGATE CITY PLANNING BOARD

APPLICATION OF _____
(print applicant name)

Property Location

Block ( ) Lot ( )
_____
_____

_____, of full age, hereby certified the following factual information:
(print applicant name)

1. I am authorized to file this Certification on behalf of _____ the
(print corporation name)
owner of the property, which is the subject of this application.

2. _____ is a _____ corporation organized
(print corporation name) *(style of)*
pursuant to the laws of the State of _____.

3. The names and addressed of all persons having a 10% or greater ownership Interest in
_____ are as follows:
(print corporation name)
   a. _____
   b. _____
   c. _____

4. There are no other persons or entities having a 10% or greater interest in
_____.
(print corporation name)

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

_____ _____
(signature) *(print name)* *(title)*

Dated: ( )