

BOROUGH OF WOODBINE
PLANNING/ZONING BOARD
APPLICATION PACKAGE

INSTRUCTIONS

FOR

APPLICANT

BOROUGH OF WOODBINE

INSTRUCTIONS FOR APPLICANT/APELLANT

NOTE: Please read these instructions completely before proceeding with the application. These instructions are for the purpose of facilitating an application with the Planning/Zoning Board only, and are not intended to be a statement of the applicable legal requirements. The applicant is fully responsible for the filing and presentation of the application and the compliance with all legal requirements. In view of the numerous legal requirements pertaining to a zoning application, it is recommended that the applicant consult with an attorney, although representation by an attorney is not mandatory unless the applicant is a corporation or LLC.

1. Initial application should be made to the Construction Official of the Borough of Woodbine for a permit. If the permit is refused, a permit refusal form should be obtained stating the reasons for the refusal.
2. Contact the Secretary of the Borough of Woodbine Planning/Zoning Board and obtain from the Secretary the forms necessary for the filing of the Application, the date, time and place of the next scheduled hearing, and the amount of the required Application fee.
3. Complete the Application form(s) and answer all questions in as much detail as possible. Please note that **12 copies** of the Application together with **12 copies** of a Survey and/or the Development Plans will be required. The plans must be current and prepared by a licensed professional. They must show, at a minimum, the existing improvements, the proposed development, set backs, lot area, etc. The Survey should be presented to the Building Inspector initially when the application for a permit is made.
4. Obtain from the Tax Assessor of the Borough of Woodbine a written, certified list of the names and addresses of owners of properties within 200 feet of the subject property.
5. File **12 copies** of the required Application(s) (Form # 1) together with required attachments with the Secretary of the Planning Board at least 21 days prior to the date of the hearing and submit the required Zoning Board application fee payable to the "**Borough of Woodbine**" noting the Lot and Block number on the check or money order.
6. Complete the "**Notice of Appeal or Application for Development**" (Form # 2) if required and personally serve upon the owners of property within 200 feet and obtain a written receipt, or mail to them by certified mail, return receipt requested, at least ten (10) days before the scheduled hearing date.

7. Arrange for service of the **“Notice of Appeal or Application for Development”** (Form # 2) upon all other parties if required by law, and on the County Planning Board, adjoining municipalities of the State of New Jersey, if applicable.
8. Arrange for publication of the **“Notice of Appeal or Application for Development”** (Form # 2) in the official newspaper of the Borough of Woodbine, Planning/Zoning Board, which is the Atlantic City Press, at least ten (10) days before the scheduled hearing date, and obtain an affidavit of publication from the newspaper. (The Press requires submission five (5) days in advance of publication date).
9. Complete the Affidavit of Service and Publication Form (Form # 3). This must be signed before a Notary Public.
10. File the Affidavit of Service and Publication Form including certified receipts and return receipts from the Post Office prior to the hearing date to the Board Secretary.
11. You must appear at the hearing and present your case before the Board of Adjustment. You may be represented by an attorney, and may have experts or other witnesses appear on your behalf. Owners of properties within 200 feet or other interested persons may appear to testify in favor of the application or against it, and you may cross-examine such persons. In the event of an adverse decision of the Board, you may appeal the decision to the Superior Court, and in such case the appeal may be limited to a verbatim record made before the Board of Adjustment and re-application may not be permitted.
12. Following the hearing, the applicant must publish the decision of the Planning/Zoning Board within ten (10) days of its decision.

**PLANNING/ZONING BOARD
BOROUGH OF WOODBINE
CAPE MAY COUNTY NEW JERSEY**

PLANNING/ZONING BOARD
APPLICATION

- 6. Present Use of Site: _____
Proposed Use: _____
- 7. Building Area (ground floor) _____
Building Area (total) _____
- 8. Zone District _____
Lot Area _____ Lot Frontage _____
Lot Width _____ Lot Depth _____
- 9. The property is serviced by on-site _____ or off-site _____ sewer.
- 10. Engineer/Surveyor _____
Address _____
Phone No. _____
- 11. Attorney _____
Address _____
Phone No. _____

Signature of Applicant _____ Date _____

(Print or Type Applicant's Name)

FOR BOROUGH USE ONLY

Date Application Received _____ Date Application Complete _____
Received by: _____ Application No.: _____

NOTICE OF APPLICATION

FORM # 2

BOROUGH OF WOODBINE

NOTICE OF APPEAL OR APPLICATION FOR DEVELOPMENT

PLEASE TAKE NOTICE that a hearing will be held before the Borough of Woodbine, Zoning Board of Adjustment, on the _____ Day of, 20____, at _____ PM to consider an Appeal or Application for Development regarding the property known as:

Street Address: _____

Lot and Block: _____

in the Borough of Woodbine, wherein the Appellant or Applicant is seeking: (Describe in Detail)

The hearing will be held in the Meeting Room of the Municipal Building, Washington and DeHirsch in the Borough of Woodbine, Cape May County, New Jersey.

Maps and documents relating to said matter, if any, will be available for public inspection in the Office of the Secretary of the Borough of Woodbine Planning/Zoning Board at the Municipal Building, Washington and DeHirsch, Borough of Woodbine, Cape May County, New Jersey at least ten (10) days prior to the hearing date, during normal business hours.

This Notice is given pursuant to N.J.S.A. 40:55D-11 et seq.

Any person affected by this Appeal or Application shall have the opportunity to be heard at the public hearing.

DATED: _____

Applicant/Appellant

FORM # 3

BOROUGH OF WOODBINE

AFFIDAVIT OF SERVICE AND PUBLICATION

STATE OF NEW JERSEY)

COUNTY OF CAPE MAY)
ss.

I, _____, of full age, having been duly sworn according to law, upon my oath depose and say:

1. I am the applicant/appellant in a proceeding before the Borough of Woodbine, Zoning Board of Adjustment which relates to the project known as

2. Attached hereto is a copy of the Notice of Appeal or Application for Development in the above captioned matter.

3. Attached hereto is a certified list of owners of properties within 200 feet which was furnished by the Tax Assessor of the Borough of Woodbine.

4. The service of a copy of the Notice of Appeal or Application for Development has been served upon the following persons on the date and in the manner designated:

PERSON SERVED

DATE OF SERVICE/MAILING

MODE OF SERVICE

5. Other service or public notice was made as follows:

6. Attached hereto and made a part hereof are personal acknowledgments and/or return receipts evidencing service.

7. On _____, I caused a copy of the Notice of Appeal or Application for Development to be published in the official newspaper of the Borough of Woodbine, Planning/Zoning Board. Attached hereto and made a part hereof is an Affidavit or Publication by the official newspaper.

Applicant/Appellant

Sworn to and subscribed
before me this day
of ,20

(Notary Public)

FEE SCHEDULE

**BOROUGH OF WOODBINE
COUNTY OF CAPE MAY**

ORDINANCE NO. 510-2009

AN ORDINANCE TO AMEND THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF WOODBINE, CHAPTER XXV, ENTITLED “DEVELOPMENT FEES”, TO PROVIDE FOR ADMINISTRATIVE FEES AND ESCROW FEES FOR ZONING AND PLANNING IN THE BOROUGH OF WOODBINE.

WHEREAS, the Council of the Borough of Woodbine under the police and general welfare powers, the municipal land use law and general zoning laws of the State of New Jersey finds it necessary to adjust administrative fees and escrow fees as well as modernize terminology contained in the Development Fee Ordinance;

WHEREAS, the Planning Board of the Borough of Woodbine has reviewed the Development Fee Ordinance and has made specific recommendations to Council;

WHEREAS, Council finds those recommendations to be appropriate and in the best interest of the citizens of the Borough of Woodbine;

WHEREAS, the Borough Council finds the recommended changes consistent with the Borough’s Master Plan, Smart Growth Plan, Pinelands Requirements and the Zoning Districts of the Borough;

WHEREAS, it is the intention of this Ordinance to supersede and repeal Ordinance No. 508-2009 adopted on September 3, 2009 and replace same with this Ordinance.

NOW, THEREFORE BE IT ORDAINED by the Council of the Borough of Woodbine, County of Cape May and State of New Jersey as follows:

SECTION I. Chapter 25 Section 25-2.1 of the Revised General Ordinances of the Borough of Woodbine, entitled “Minor Subdivisions, Sketch Plats and Escrow Fees” is hereby amended to delete the existing section in its entirety and replace same as follows:

DELETED SECTION:

25-2.1 Minor Subdivision: Sketch Plat Application and Escrow Fees.

	<u>Application Fee</u>	<u>Escrow Fee</u>
a. Not creating a new lot	\$ 80.00	\$ 250.00
b. Creating one or more lots (or combining of lots)	\$100.00	\$1,000.00
c. Resubmission of either 1 or 2 above	\$ 50.00	\$ 250.00

REPLACEMENT SECTION:

25-2.1 Informal Review

Informal review is defined as any request to the Board that does not request formal action

<u>Application Fee</u>	<u>Escrow Fee</u>
\$75.00	\$300.00

SECTION II. Chapter 25 Section 25-2.2 of the Revised General Ordinances of the Borough of Woodbine, entitled “Minor Subdivisions, Sketch Plats and Escrow Fees” is hereby amended to delete the existing section in its entirety and replace same as follows:

DELETED SECTION:

25-2.2 Major Subdivision: Application and Escrow Fees.

a. Preliminary Plat

1. Administrative Fee \$125.00
2. Escrow Deposit: In addition to and separate from the foregoing administrative fee, the applicant shall pay a minimum sum of money into escrow with the Borough to be computed as follows: \$100.00 for the first acre or part thereof, with a minimum escrow of \$1,500.00. The applicant shall be required to pay all actual costs incurred by the Board. An additional bill for increased escrow funds will be provided, if necessary.

b. Final Plat.

1. Administrative Fee \$200.00

2. Escrow Deposit: In addition to and separate from the foregoing administrative fee, the applicant shall pay into escrow with the Borough a sum of money, exclusive of all prior deposits and fees, equaling five (5%) percent of the cost of all improvements as such cost is established by the Municipal Engineer.

REPLACEMENT SECTION:

25:2.2 Minor Subdivisions and Sketch Plats

	<u>Application Fee</u>	<u>Escrow Fee</u>
1. Minor Subdivision	\$200.00	\$1,000.00
2. Resubmission	\$50.00	\$250.00

SECTION III. Chapter 25 Section 25-2.3 of the Revised General Ordinances of the Borough of Woodbine, entitled “Site Plan Application and Escrow Fees” is hereby amended to delete the existing section in its entirety and replace same as follows:

DELETED SECTION:

25-2.3 Site Plan Application and Escrow Fees.

a. Preliminary Site Plan

1. Administrative Fee: \$100.00 for a minor site plan and \$200.00 for a major Site plan.
2. Escrow Deposit: In addition to and separate from the foregoing administrative fee, the applicant for a preliminary site plan review shall deposit into escrow with the Borough sum of money to cover all costs incurred by the Board in review of the application, the amount to be computed as follows:
 - (a) Residential (apartments and multi-family units): \$500.00 per dwelling unit up to 10 dwelling unites; plus \$85.00 per dwelling unit from 11 to 100 dwelling units; plus \$25.00 per dwelling unit for each unit over 100 units.
 - (b) Commercial/Industrial: \$500.00 for the first acre or part thereof and \$150.00 for each additional acre or part thereof with a minimum escrow of \$1,500.00 required, but in no case to exceed the sum of \$5,000.00

(c) Other: \$400.00 for the first acre or part thereof and \$100.00 for each additional acre or part thereof, but in no case to exceed the sum of \$4,000.00.

(d) Where there shall be more than one (1) tenant on a lot, the fee shall be based on the area devoted to applicant's use.

b. Final Site Plan.

1. Administrative Fee \$125.00

2. Escrow Deposit: In addition to and separate from the foregoing administrative fee, the applicant for a final site plan review and approval shall deposit into escrow with the Borough a sum of money equal to five (5%) percent of the cost of all on-site and off-site improvements as such cost is established by the Municipal Engineer.

REPLACEMENT SECTION:

25-2.3 Major Subdivision Application and Escrow Fees:

1. Preliminary Plat: Application Fee
\$250.00

a. Escrow Fee:

In addition to and separate from the above listed application fee, the Applicant shall pay the minimum fee of \$1,500.00 + \$100.00 for each newly described or created lot. The Applicant shall be required to pay all of the actual costs incurred by the Board with regard to this application. An additional bill for increased escrow funds will be provided, if necessary.

b. Inspection Escrow Fee:

In addition to and separate from the foregoing escrow fee, the Applicant shall pay into escrow with the Borough a sum of money, exclusive of all prior deposits and fees, equaling five (5%) percent of the cost of all improvements as established by the Board Engineer.

2. Final Plat: Application Fee Escrow Fee
\$200.00 \$1,000.00

SECTION IV. Chapter 25 Section 25-2.4 of the Revised General Ordinances of the Borough of Woodbine, entitled “Conditional Use Permits” is hereby amended to delete the existing section in its entirety and replace same as follows:

DELETED SECTION:

25-2.4 Conditional Use Permits. Administrative fee of \$175.00 plus actual costs incurred by the Board in review of the Conditional Use Permit application and any escrow deposits required by this section (site plan, etc.) with a minimum escrow of \$1,000.00 required.

REPLACEMENT SECTION:

25-2.4 Site Plan Application and Escrow Fees:

- | 1. | Preliminary Site Plan: | <u>Application Fee</u> | <u>Escrow Fee</u> |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------|
| | a. Minor Site Plan | \$200.00 | \$1,800.00 |
| | b. Major Site Plan | \$300.00 | \$1,800.00 |
| 2. | Final Site Plan: | | |
| | a. Application Fee | \$150.00 | |
| | b. Escrow Deposit: | | |
| | In addition to and separate from the foregoing application fee, the Applicant for a final site plan review shall deposit into escrow with the Borough a sum of money to cover all costs incurred by the Board in review of the application, the amount of \$1,000.00. | | |
| | c. Inspection Escrow Fee: | | |
| | In addition to and separate from the foregoing escrow fee, the Applicant shall pay into escrow with the Borough a sum of money, exclusive of all prior deposits and fees, equaling five (5%) percent of the cost of all improvements as established by the Board Engineer. | | |

SECTION V. Chapter 25 Section 25-2.5 of the Revised General Ordinances of the Borough of Woodbine, entitled “Conditional Use Permits” is hereby amended to delete the existing section in its entirety and replace same as follows:

DELETED SECTION:

2-2.5 Variance Application Fees and Escrow Fees (per lot).

	<u>Application Fees</u>	<u>Escrow Fee</u>
a. Alternations or repairs to an existing one family dwelling the use of which is permitted in the zone.	\$ 60.00	\$300.00
b. New construction of a one family dwelling, the use of which is permitted in the zone.	\$125.00	\$400.00
c. Use variances	\$150.00	\$850.00
d. All other variances	\$125.00	\$600.00
e. Appeals/Request for Interpretations	\$100.00	\$500.00

REPLACEMENT SECTION:

25-2.5 Conditional Use Permits:

1. Application Fee \$200.00
2. Escrow Deposit:
The actual costs incurred by the Board in review of the Conditional Use Permit application and any escrow deposits required by this Ordinance (site plan, etc.) with a minimum escrow of \$1,000.00 required.

SECTION VI. Chapter 25 Section 25-2.6 of the Revised General Ordinances of the Borough of Woodbine, entitled “Resubmission of subsection 25-2.5 b through e” is hereby amended to delete the existing section in its entirety and replace same as follows:

DELETED SECTION:

25-2.6 Resubmission of Subsection 25-2.5 b through e.

One-half (1/2) of the amount of the original administrative fee, plus one hundred (100%) percent of the actual costs incurred for review by the Board and all required escrow deposits.

REPLACEMENT SECTION:

25-2.6 Variance Application Fees and Escrow Fees (Per Lot):

	<u>Application Fee</u>	<u>Escrow Fee</u>
1. Use "D" Variances	\$200.00	\$850.00
2. All "C" Variances	\$200.00	\$850.00
3. Appeals/Request for Interpretations	\$100.00	\$600.00

SECTION VII. Chapter 25 Section 25-2.7 of the Revised General Ordinances of the Borough of Woodbine, entitled "Engineering Costs; Inspection Costs; Attorney Review Costs; and other Professional Review Costs" is hereby amended to delete the existing section in its entirety and replace same as follows:

DELETED SECTION:

25-2.7 Engineering Costs; Inspection Costs; Attorney Review Costs; and Other Professional Review Costs.

The application shall be responsible for payment of the actual costs incurred by the Planning/Zoning Board as submitted to it by the Municipal Engineer, the Board Attorney or any other professional retained by the Board by voucher and approved by the Borough Council.

- a. Transcripts of Proceedings and Duplications of Documents.
Duplication of transcripts, recordings, mailings, etc., fifty (\$0.50) cents per page plus the actual cost of transcription of the testimony if transcripts are requested.
- b. Notice of publication of hearings and final decisions - \$25.00 plus costs of publication.

- c. Special Meetings requested by applicant - \$200.00 administrative fee plus actual costs incurred by the Board.

REPLACEMENT SECTION

25-2.7 Resubmission of Subsection 2.6 1. through 3. One-half (1/2) of the amount of the original administrative fee, plus one hundred (100%) percent of the actual costs incurred for review by the Board and all required escrow deposits.

SECTION VIII. Chapter 25 Section 25-2.8 of the Revised General Ordinances of the Borough of Woodbine, entitled “Pinelands Local Review” is hereby amended to delete the existing section in its entirety and replace same as follows:

DELETED SECTION:

25-2.8 Pinelands Local Review. (review fee for streamlined local review of permits are requested and issued)

- a. Application Fee \$85.00
- b. Escrow Fee \$500.00 plus additional actual costs incurred by the Borough in the review process, to be billed, if necessary.

REPLACEMENT SECTION:

25-2.8 Engineering Costs; Inspections Costs; Attorney Review Costs; and Other Professional Review Costs:

- 1. Review Costs:

The Applicant shall be responsible for payment of all actual costs incurred by the Planning/Zoning Board as submitted to it by the Board Engineer or Board Planner, the Board Attorney or any other professional retained by the Board.

SECTION IX. Chapter 25 Section 25-2.9 of the Revised General Ordinances of the Borough of Woodbine, entitled “Zoning Permit Fees” is hereby amended to delete the existing section in its entirety and replace same as follows:

DELETED SECTION:

25-2.9 Zoning Permit Fees.

a. Paid to Zoning Officer at the time zoning permits are requested and issued.

1. Residential units including any outbuildings and additions to the Primary structure.

(a) Permit Fee \$25.00

2. Commercial and/or industrial

(a) Permit Fee \$50.00

REPLACEMENT SECTION:

25-2.9 Transcripts of Proceedings and Duplication of Documents:

1. Duplication of transcripts, recordings, mailings, etc. \$0.50 per page plus the actual cost of transcription of the testimony if transcripts are requested.

SECTION X. Chapter 25 Section 25-2.10 of the Revised General Ordinances of the Borough of Woodbine, entitled “Special Meeting Requested by Applicant”.

NEW SECTION:

25-2.10 Special Meetings Requested by Applicant:

1. Application Fee: \$400.00

2. Escrow Fee: Actual costs incurred by the Board.

SECTION XI. Chapter 25 Section 25-2.11 of the Revised General Ordinances of the Borough of Woodbine, entitled “Pinelands Local Review”.

NEW SECTION:

25-2.11 Pinelands Local Review: (Review fee for streamlined local review of permits are requested and issued)

- | | | |
|----|-----------------|------------------------------------------------------------------------------------------------------------------|
| 1. | Application Fee | \$100.00 |
| 2. | Escrow Fee | \$600.00 plus additional actual costs incurred by the Borough in the review process, to be billed, if necessary. |

SECTION XII. Chapter 25 Section 25-2.12 of the Revised General Ordinances of the Borough of Woodbine, entitled “Zoning Permit Fees”.

NEW SECTION:

25-2.12 Zoning Permit Fees: (Paid to Zoning Officer at the time zoning permits are requested and issued)

- | | | |
|----|-------------------|---------|
| 1. | Zoning Permit Fee | |
| | a. Permit Fee | \$50.00 |
| 2. | Resubmission Fee | |
| | b. Permit Fee | \$40.00 |

SECTION XIII. Chapter 25 Section 25-2.13 of the Revised General Ordinances of the Borough of Woodbine, entitled “Tax Map Maintenance Fees”.

NEW SECTION:

25-2.13 Tax Map Maintenance Fees:

Prior to final approval, an applicant for Minor or Major Subdivision and/or Minor or Major Site Plan shall pay a Tax Map Maintenance fee of \$100.00 to the Borough of Woodbine for each newly described lot and/or each new lot created.

SECTION XIV. Ordinance #508-2009 is hereby repealed and replaced by this Ordinance.

SECTION XV.

Public Interest. This ordinance is deemed by the Borough of Woodbine to be in the best interest of the public health, safety and general welfare.

SECTION XVI.

Severability. If for any reason any section of this ordinance shall be declared illegal by any court of competent jurisdiction, the remaining sections of this ordinance shall remain in full force and effect notwithstanding the section(s) declared illegal.

SECTION XVII.

Repealer. Any ordinance or provision thereof inconsistent with this Ordinance is hereby repealed to the extent of such inconsistency.

This ordinance shall take effect immediately upon adoption and publication in accordance with the law.

William Pikolycky, Mayor

ATTEST:

LISA GARRISON, CLERK

INTRODUCED: OCTOBER 1, 2009

ADOPTED: OCTOBER 15, 2009

MEETING DATES

AND

SUBMISSION DEADLINES

ANNUAL MEETING NOTICE
BOROUGH OF WOODBINE
COUNTY OF CAPE MAY

PLANNING BOARD & ZONING BOARD OF ADJUSTMENTS

In compliance with Chapter 231 of the Laws of the State of New Jersey 1975, the following constitutes a schedule of application filing deadlines and meetings of the Borough of Woodbine Planning Board and Zoning Board of Adjustments for the year 2011.

APPLICATION DEADLINES*

PLANNING/ZONING BOARD MEETINGS

Thursday, January 20, 2011

Thursday, February 10, 2011

Thursday, February 17, 2011

Thursday, March 10, 2011

Thursday, March 24, 2011

Thursday, April 14, 2011

Thursday, April 21, 2011

Thursday, May 12, 2011

Thursday, May 19, 2011

Thursday, June 9, 2011

Thursday, June 23, 2011

Thursday, July 14, 2011

Thursday, July 21, 2011

Thursday, August 11, 2011

Thursday, August 18, 2011

Thursday, September 8, 2011

Thursday, September 22, 2011

Thursday, October 13, 2011

Thursday, October 20, 2011

Thursday, November 10, 2011

Thursday, November 17, 2011

Thursday, December 8, 2011

Thursday, December 22, 2011

Thursday, January 12, 2012

*All Applications and Plans must be received before 4:00 PM on the Thursday, 21 days prior to the Planning and Zoning Board Meeting.

*All above said meetings will be held in the Main Meeting Room of the Municipal Building, 501 Washington Avenue, Woodbine, New Jersey, at 8:00 PM. Workshops will be held at 7:30 PM.

*The within Notice has been posted, and will remain posted throughout the year on the Municipal Bulletin Board, Municipal Building, 501 Washington Avenue, Woodbine, New Jersey; and a copy of same has been filed with the Municipal Clerk.

Monserrate Gallardo, Board Secretary

BOROUGH OF WOODBINE
501 WASHINGTON AVENUE
Woodbine, New Jersey 08270

Date: _____

In compliance with the provisions of the Municipal Land Use Law, P.L. 1975, Chapter 291, I hereby request a Certified List of names and addresses of property owners, within a 200' radius of:

Block: _____ Lot: _____

Location of Property: _____

Situated in the Borough of Woodbine, County of Cape May.

Enclosed is a fee of \$10.00 for each lot requested, payable to the Borough of Woodbine.

OWNER OF RECORD

APPLICANT

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Please check the appropriate application:

Site Plan Application _____

Subdivision Application _____

Variance Application _____