

INSTRUCTIONS TO APPLICANTS APPLYING TO THE ZONING BOARD OF ADJUSTMENT OR THE PLANNING BOARD

An applicant shall submit to the Planning Board or the Zoning Board of Adjustment for verification of completeness of application documents. Upon receipt of an application, the Planning/Zoning Board Administrator will determine that the proper forms are completed and the appropriate numbers of copies are received for review.

Documents will be distributed for completeness review by the Board's professional staff and reports will be rendered regarding completeness, within the time limits as prescribed by law.

When the application is deemed complete, it will be scheduled for a Zoning Board or Planning Board meeting. The Board Administrator will notify you or your representative regarding the date. You must attend the meeting or the matter will not be considered.

ALL APPLICANTS APPLYING TO EITHER BOARD MUST SUBMIT AS PART OF YOUR APPLICATION THE FOLLOWING ITEMS:

1. Completed original application plus nineteen (19) copies.
2. (If Applicable) Pinelands Certificate of Filing or No Interest Letter. Original plus nineteen (19) copies.
3. Proof of Payment of Taxes (See attached Form # 6) indicating that all property taxes are current. Must be provided as part of the original application package.
4. Current "Certified List of Property Owners" within 200 feet of project, received by the Tax Assessor. Must be provided as part of the original application package.
5. **ZONING BOARD APPLICATIONS:** Completed original application plus thirteen (13) copies. Thirteen (13) copies of a current survey of the site. Four (4) original pictures plus thirteen (13) copies of the four (4) angles of the property in question must be submitted with the application.
6. **Tree Clearing: Proof of no tree clearing or proof of proper permitting or notification of any permitted tree clearing within two years of application.**

All Site Plans and Subdivision applications must be submitted with the following items:

- Twenty (20) Copies of plans in full size format (24' x 36' or 30' x 42').
- One (1) Copy of plans in half scale format (11' x 17').
- Twenty (20) copies of the short form Community Impact Statements
- Seven (7) copies of Traffic and Environmental Impact Reports, and Stormwater Calculations.

ALL MAJOR SUBDIVISIONS AND SITE PLANS must be submitted in digital format. The digital files shall be compatible with AutoCAD or submitted in dxF format. All digital should be on CD-ROM Media

ALL SITE PLANS: MUST ADHERE TO §233-56(D) REFUSE AND RECYCLING AND THE GALLOWAY CODE §273-12 MANDATORY COMMERCIAL AND INSTITUTIONAL SOURCE SEPARATION PROGRAM PLACEMENT OF RECEPTACLES IN PUBLIC AREAS.

ALL APPLICATIONS: A Pinelands Certificate of Filing or a No Interest letter is required from the Pinelands Commission as part of your application package for any application that includes land located in the Pinelands Management Areas, (Any land that is located west of the Garden State Parkway is included in the Pinelands Management Areas). **No application will be accepted unless accompanied with a Pinelands Certificate of Filing or a No Interest Letter. No Exceptions.**

The applicant must be the owner of the property, a representative of the owner of the property, or the prospective purchaser of the property. In the event that the applicant is the purchaser of the property then copies of an executed agreement of sale must be attached to the application.

The above-mentioned items must be completed and returned with the proper application fee(s) and escrow fee(s) to the Planning/Zoning Board Office. (Please make checks payable to the Township of Galloway)

4. Notice Requirements:

- (a). A current "Certified List of Property Owners" from the Tax Assessor office. This is a list of adjacent property owners within 200 feet of your property. See **attached Form #3** to request the list from the Tax Assessors office that will be made available within seven (7) business days or less. Please note that this certified list of property owners must be less than six (6) months old to be considered current.
- (b). Once your application has been deemed complete you will be given a date of the scheduled meeting. You must notify the property owners within 200 feet of your property lines by certified mail or hand delivery at least ten (10) days prior to the date of the hearing, NOTE: the hearing date cannot be counted in the ten (10) days. **For hand delivered notices: Applicant must provide a copy of the notice that has been signed and dated by the adjacent property owner. See attached Form #5a**
- (c). A legal notice must also be advertised in "The Press", or "The Current" or "Mainland Journal" **no later then ten (10) days prior to the date of the meeting. Remember the hearing date cannot be counted in these ten (10) days.**

5. **Planning Board: The Proof of Service form and the completed Planning attachments: #4, #6, #8 must be delivered to the Planning /Zoning Board no later than five (5) days prior to meeting date. In addition the following items must be submitted:**

Zoning Board: The Proof of Service form and the completed Zoning attachments: #5 or #5a, #6, #8 must be delivered to the Planning /Zoning Board no later than five (5) days prior to meeting date. In addition the following items must be submitted:

- (a) A copy of the legal notice sent to adjacent property owners.
- (b) The certified list of property owners.
- (c) Original copy of the legal notice as published in the paper, an affidavit of publication.
- (d) Public notice from the certified property list sent via certified mail includes "white return receipt requested slips". Proof of notice for the notices that were hand delivered to the surrounding property owners and the copy of the legal notices that were signed and dated by all surrounding property owners.

Note: Failure to meet all of the notice requirements will prevent your application from being heard on the scheduled night.

APPLICATIONS SUBMITTED TO THE PLANNING BOARD

NOTE: For all subdivision applications, other approvals may be required, including but not limited to the Atlantic County Planning Board, the Cape Atlantic Soil Conservation District, NJDEP (New Jersey Department of Environmental Protection), NJDOT (NJ Department of Transportation) and approval from the GTMUD (Galloway Township Municipal Utilities Department). Review of your application by any other required agency should be done simultaneously to expedite the approval process.

Plats must also contain the required certification for approval from various municipal and county offices. In order to validate the municipality approval all subdivision plans must be recorded with the Atlantic County Clerk within the time limits as prescribed by law.

APPLICATIONS SUBMITTED TO THE ZONING BOARD OF ADJUSTMENTS

NOTE: Applicants seeking Use Variances that may involve Site Plan review are advised to obtain an attorney. These applications may also require the services of other professionals, such as Planners or Engineers at the applicants' expense.

NOTE: AN ATTORNEY MUST REPRESENT APPLICATIONS FOR ALL CORPORATIONS.

6. Additional Information:

The Board will inform you of a decision regarding your application during your scheduled meeting date. If the Board requires additional item(s) as conditions of approval you will be made aware of these requirements the evening that your hearing is held.

You will receive an official "Decision & Resolution" within 45 days of your approval signed by the Chairman and the Planning/Zoning Board Administrator

The Planning/Zoning Board office will publish a short legal notice of the Board's decision that will appear in the official Township newspaper following the hearing. It will include the applicant's name, block and lot, a brief description of the application and board's decision

NOTE: If you require any additional information you will be responsible for publishing a Notice of Decision in an official Township newspaper.

The Community Impact Statement: Short Form and the Traffic Impact Statement: Short Form must be completed with each application requiring those impact statements as a checklist requirement. (See attached forms #9 and #10)

Applicants are responsible for notifying the Pinelands Commissions of any approvals obtained by Galloway Township and provide them with all of the necessary documents that they should require processing the application. This office is no longer required by Ordinance to provide the Pinelands with any board approvals or reports. It is the applicant responsibility.

GALLOWAY TOWNSHIP
MUNICIPAL BUILDING
300 E. JIMMIE LEEDS ROAD
GALLOWAY, NEW JERSEY 08205

PLANNING BOARD & ZONING BOARD APPLICATION

This portion is to be completed by Township staff only

Date Filed _____ Application No. _____
Planning Board _____
Zoning Board of Adjustments _____ Application Fees _____
Escrow Number _____ Escrow Deposit _____
Scheduled for: Completeness _____ Hearing _____

This portion is to be completed by applicant

1. Subject Property

Location: _____

Project Name: _____

Tax Map: Page _____ Block _____ Lot(s) _____
Page _____ Block _____ Lot(s) _____

Zoning District(s) _____

2. Applicant

Name _____

Address _____

Telephone Number _____ Fax Number _____

Email Address: _____

Applicant is a: Corporation _____ Partnership _____ Individual _____

_____ Limited Liability Corporation _____ Limited Liability Partnership

3. DISCLOSURE STATEMENT

Pursuant to *N.J.S.A.* 40:55D-48.1, the names and addresses of **all** persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with *N.J.S.A.* 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding 10% ownership criterion have been disclosed.

See attachment #1. Attach pages as necessary to fully comply.

A. Name _____

Address _____

Interest _____

B. Name _____

Address _____

Interest _____

C. Name _____

Address _____

Interest _____

4. If Owner is other than the applicant, provide the following information on the Owner(s):

Owner's Name _____

Address _____

Telephone Number _____

5. Applicant's Attorney _____
Address _____
Telephone Number _____
FAX Number _____ Email address _____

6. Applicant's Engineer _____
Address _____
Telephone Number _____
FAX Number _____ Email Address _____

7. Applicant's Planning Consultant _____
Address _____
Telephone Number _____
FAX Number _____ Email Address _____

8. Applicant's Traffic Engineer _____
Address _____
Telephone Number _____
FAX Number _____ Email Address _____

9. List any other expert who will submit a report or who will testify for the Applicant:
Attach additional sheets as may be necessary.
Name _____
Field of Expertise _____
Address _____
Telephone Number _____
FAX Number _____

10. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

- _____ Minor Subdivision Approval
- _____ Major Subdivision Approval [Preliminary]
- _____ Major Subdivision Approval [Final]
- _____ Number of lots to be created (including remainder lot)
- _____ Number of proposed dwelling units (if applicable)

SITE PLAN:

- _____ Minor Site Plan Approval
- _____ Site Plan Waiver
- _____ Major Site Plan Approval
- _____ Preliminary Site Plan Approval [Phases if applicable _____]
- _____ Final Site Plan Approval [Phases if applicable _____]

Area to be developed (square feet or acreage) _____

Number of proposed dwelling units if applicable _____

_____ Request for Waiver from Site Plan Review and Approval

Reason for request: _____

- _____ Amendment or Revision to an Approved Site Plan
- _____ Extension of approval.
- _____ Administrative Review
- _____ Request for rezoning and/or amendment to Master Plan
- _____ Appeal decision of an Administrative Officer [N.J.S.A. 40:55D -70a]
- _____ Map or Ordinance Interpretation or Special Question [N.J.S.A. 40:55D-70b]

_____ Variance Relief (hardship) [N.J.S.A. 40:55D-70c(1)]

_____ Variance Relief (substantial benefit) [N.J.S.A. 40:55D-70c(2)]

_____ Conditional Use Approval [N.J.S.A. 40:55D-67]

_____ Other relief. **Specify** _____

11. Section(s) of Ordinance from which a variance is requested:

12. Waivers requested from development Standards and/or Submission Requirements:
Attach additional pages as needed.

13. Explain in detail the exact nature of the application or extension of approval and the and the changes proposed at the site including the proposed use of the premises:
Attach pages as needed.

14. PROPERTY INFORMATION:

Restrictions, covenants, easements, association by-laws, existing and proposed on the property:

Yes. **Attach copies** _____ No _____ Proposed _____

Note: In order for an approval to be issued for the application all deed restrictions, covenants, easements, association by-laws, existing and/or proposed, must be submitted for review and must be written in easily understandable English.

Present use of the premises: _____

15. Is a public water line available? _____

16. Is public sanitary sewer available? _____

17. Does the application propose a well or septic system? _____

18. Have any proposed lot numbers been reviewed with the Tax Assessor to determine appropriate lot and block numbers? _____

19. Are any off-tract improvements required or proposed? _____
If yes please explain.

20. Is the subdivision to be filed by Deed or Plat? _____

21. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____

22. Other approvals, which may be required and date plans submitted:

	Yes	No	Date Plans Submitted
NJ American Water			
*Municipal Utilities Div.			
Atl. Co. Board of Health			
Atl. Co. Health Dept.			
Atl. Co. Planning Board			
Cape Atlantic Soil Conservation			
NJ Dept. Envir. Protect (CAFRA)			
NJ Pinelands Commission			
NJ Dept. of Transportation			
NJ Council on Affordable Housing			
Other			

* Must be in compliance with the Galloway Township Code Section 281-19 B (1)
 The Planning Board will not grant preliminary approval for any development or subdivision prior to preliminary submission to the Township MUD.

23. List of maps or reports and other materials accompanying the application.

#	Description of Item	#	Description of Item

Attach additional pages as required for complete listing.

CERTIFICATIONS

24. I certify that the foregoing statements and the materials submitted are true. I further certify that I am that the individual applicant or that I am an Officer of the Corporation and that I am authorized to sign the application for the Corporation or that I am general partner of the partnership applicant. If the applicant is a corporation than an authorized corporate officer must sign this certification. If the applicant is a partnership, a general partner must sign this certification.

Sworn to and subscribed before me this
_____ Day of _____, 20_____.

NOTARY PUBLIC

APPLICANT'S SIGNATURE

25. I certify that I am the Owner of the property which is the subject of this application that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made by the applicant and the decision of the Board in the same manner as if I were the applicant. If the owner is a corporation an authorized corporate officer must sign this. If the owner is a partnership, the general partner must sign this certification.

Sworn to and subscribed before me this
_____ Day of _____, 20_____.

NOTARY PUBLIC

APPLICANT'S SIGNATURE

TOWNSHIP OF GALLOWAY
LAND DEVELOPMENT APPLICATION CHECKLIST

Applicant _____ Application # _____

Date Filed _____ Block _____ Lot _____

GENERAL REQUIREMENTS FOR ALL APPLICATIONS

All checklist items must be submitted with the application prior to the application being deemed complete.

1. ___ Complete application form with completed checklist and copies, documents, reports and plans relating to application (original and twenty (20) copies filed with the Administrative Officer.).
2. ___ Certification from the Township of Galloway Tax Collector that all taxes are paid as of the date the application is filed. **Complete attached form # 5.**
3. ___ Application Fee(s) and Escrow Deposit(s).
4. ___ **Minor and Major Subdivisions Only.** Administrative Tax Map Fees must be submitted on a separate check calculated at \$30 per lot.
5. ___ Proof that there are no outstanding uncollected fees and escrows resulting from past applications or prior submissions by this applicant involving this property or any other properties within the Township.
6. ___ Statement of justification in support of any variance(s) or waiver(s) from the development standards and/or filing submissions must be submitted as part of the application.
7. ___ Proof that any conditions required as a result of any prior approval granted for the subject property have been fulfilled.
8. ___ If applicable, a Pinelands Certificate of Filing or a Letter of No Interest is required to be submitted with the submission of an application.
9. ___ **Tree Clearing: Proof of no tree clearing or proof of proper permitting or notification of any permitted tree clearing within two years of application.**

DETAILS REQUIRED FOR MINOR SUBDIVISION PLATS

1. ___ Plats or Plans signed and sealed by a New Jersey Licensed Land Surveyor or Professional Engineer, Planner or architect as required by State regulations, and folded into eighths with the title block revealed.
2. ___ Plan proposed at a scale of not less than one inch equals fifty feet (1"=50') and submitted on one (1) of the following standard sheet sizes (24" x 36"; or 30" x 42"). If one sheet is not sufficient to contain the entire territory, the map may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
3. ___ North arrow based on U.S.N.V.D. data on plans, graphic scale (inches to feet).
4. ___ Key map(s) with project site plotted thereon at a scale not less than 1" equals 2000' based on the official zoning map, tax map, U.S.G.S. map and a soils map with a north arrow on each key map.
5. ___ Title Block:
 - ___ a. Name of subdivision or development
 - ___ b. Name, address and telephone number of subdivider or developer
 - ___ c. Name, title, address, phone and fax number and license number of the professional who prepared the plot or plan;
 - ___ d. Name, address and telephone number of the owner(s) of record;
 - ___ e. Scale in inches to feet; and,
 - ___ f. Original date that the plans were prepared and the date of each subsequent revision thereof and a list of specific revisions entered on each sheet
6. ___ Lot area in acreage and square feet to the nearest one hundredth, both with and without any area(s) located within any existing or proposed public rights of way.
7. ___ Approval signature lines:
 - ___ a. Board Chairman
 - ___ b. Board Secretary
 - ___ c. Township Engineer
8. ___ Acreage to the nearest hundredth an acre and a computation of the area of the tract to be disturbed in square feet and the proposed number of lots, including the area and dimensions of each proposed lot.
9. ___ Existing block and lot number(s) to be subdivided or developed as they appear on the current Township Tax Map, and proposed block and lot numbers as provided by the Township Tax Assessor upon written request. Subdivision or development boundary lot lines to be removed as a result of this application should be shown with a faded line, and new lots with a heavy solid line and labeled as such.

10. ____ The location of existing and proposed property lines (with bearings and distances) streets, buildings, with their dimensions to the nearest hundredth (100th) feet and an indication as to whether existing buildings will be retained or removed, existing wells, septic systems, parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as burial grounds and buildings more than sixty (60) years old, both within the site and within two hundred (200th) feet of its boundary.
11. ____ The location and width of all existing and proposed utility easements.
12. ____ Zoning districts affecting the tract, including district names and requirements.
13. ____ All required setback lines shall be shown on the plans and clearly labeled.
14. ____ Delineation of flood plains, including floodway and flood fringe areas and location of all wetland areas and buffers on or within 300' of site.
15. ____ Existing contours shall be based on the most current N.G.V.D. datum.
16. ____ Marshes, ponds and land subject to flooding within the tract and within two hundred feet (200th) thereof.
17. ____ Certified list of property owners whose property is located within 200 feet of the subject property must be added to the plans. (This certified list of property owners must be less than six (6) months old as of the date of submission of the application.)
18. ____ The location and material of all existing and proposed monuments including iron and copper pins.
19. ____ If the proposed development is not served by a sanitary sewer, certification by a licensed professional engineer that the proposed lot(s) can adequately accommodate a septic system and a copy of any written review and report by the Atlantic County Board of Health must be submitted. The location(s) of the test boring(s), test results and a statement by the engineer that the site soils are in compliance with the "Individual Sewage Disposal Code of New Jersey" as well as N.J.A.C. 719A-1.1 et. Seq., "Standards for Individual Subsurface Sewage Disposal Systems" shall be shown on the plat and certified by a licensed professional engineer.
20. ____ Road right-of-way dedication and improvements, if required.
21. ____ All sight triangle easements with dimensions and/or bearings and distances.
22. ____ Legal descriptions of all easements, including a metes and bounds description, copies of all existing or proposed easements, and/or covenants, restrictions now affecting the property, including the roadway and sight triangle dedication.

23. ___ Soil erosion/sediment control plans.

Any sections for which a waiver or bulk/area variance(s) is specifically being requested **MUST** include a narrative paragraph explaining why the applicant believes that they are entitled to such relief. The requirements for copies includes, but is not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by laws of any homeowner's or community associations; proposed deeds for dedication of any portion of the affected property for public use or for ownership by any public body. It is a requirement of the Township of Galloway that any of the instruments specified above must be in clear and understandable English language. Prior to granting any approval or as a condition of granting approval the Board will review all descriptions and their legal instruments.

24. ___ Impact Statements

- ___ a. Community Impact Statement (Short Form)
- ___ b. Stormwater Management Calculations in compliance with NJAC 7:8-1.1 ET SEQ. or a Statement of Non-Applicability
- ___ c. Traffic Impact Statement (Short Form)

25. ___ Driveway apron details must be added to the plans per Township standards.

THESE ITEMS MUST BE SUBMITTED ON THE LANDSCAPING PLAN.

- 26. ___ a. Proposed screening, buffer(s) and the location and species of all individual trees or groups of trees having caliper of eight inches (8") or more measured three (3') feet above the ground level, shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development.
- ___ b. The location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes of plant material at time of planting.
- ___ c. The total quantity of each plant, and the location of each of each plant keyed to the plan or plat.

Note: All plans must conform to the limits of clearing contained in §233-52. Tree Protection in the Galloway Township Land Management Ordinance.

Tree Clearing: Proof of no tree clearing or proof of proper permitting or notification of any permitted tree clearing within two years of application.

27. ___ A copy of any easements, protective covenants or deed restrictions applying to the land being developed and an indication of the location of them on the submitted plat or plan. All required utility easements must be shown. The purpose of each easements and the entity to be responsible for its maintenance shall also be noted on the plans.

DETAILS REQUIRED FOR PRELIMINARY AND FINAL MAJOR SUBDIVISION PLATS

1. ___ Plats or Plans signed and sealed by a New Jersey Licensed Land Surveyor or Professional Engineer, Planner or architect as required by State regulations, and folded into eighths with the title block revealed.
2. ___ North arrow based on U.S.N.V.D. data on plans, graphic scale (inches to feet).
3. ___ Plans prepared at a scale not less than one inch equals fifty feet (1"=50') and submitted on one of the following standard sheet sizes (24" x 36" or 30" x 42"). If one sheet is not sufficient to contain the entire site, the map may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
4. ___ Key map at less no less than one inch equals two thousand feet (1"=2000') based on the official Zoning Map, Tax Map, U.S.G.S. Map and a Soils Map with a north arrow on each key map. Project site shall be accurately plotted thereon.
5. Title Block
 - ___ a. Name of subdivision or development
 - ___ b. Name, address and telephone number of subdivider or developer
 - ___ c. Name, title, address, telephone, fax and license number of the professional(s) who prepared the plot or plan.
 - ___ d. Name, address and telephone number of the owner(s) of record;
 - ___ e. Graphic scale and scale in inches to feet and bar scale; and,
 - ___ f. Original date of preparation of the plans and the date of each subsequent revisions and a list of specific revisions entered on each sheet.
6. ___ Lot area in acreage and square feet to the nearest one hundredth, both with and without any area(s) located within any existing or proposed public rights of way.
7. ___ Approval signature lines.
 - ___ a. Board Chairman
 - ___ b. Board Secretary
 - ___ c. Township Engineer
 - ___ d. Township Clerk
 - ___ e. Township Tax Collector
8. ___ Acreage to the nearest hundredth an acre and a computation of the area of the tract to be disturbed in square feet and the proposed number of lots, including the area and dimensions of each proposed lot.

9. ____ Certified list of property owners whose property is located within 200 feet of the subject property, must be added to the plans. (This certified list of property owners must be less than six (6) months old as of the date of submission of the application).
10. ____ Existing block and lot number(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot numbers as provided by the Township Tax Assessor upon written request. Subdivision or development boundary lines. All lot lines to be removed as a result of this application should be shown with a faded line and new lot lines shown with a heavy solid line and labeled as such.
11. ____ Zoning districts affecting the tract, including district names and requirements.
12. ____ Zoning matrix or table containing the requirements of zoning district(s) and how proposed project conforms to district(s) regulations.
13. ____ The locations and dimensions of existing and proposed bridges and the location of natural features, including but not limited to wooded areas and any extensive rock formations, both within the tract and within 200 feet of its boundaries.

THESE ITEMS MUST BE SUBMITTED ON THE LANDSCAPING PLAN.

14. ____ a. Proposed screening, buffer(s) and the location and species of all individual trees or groups of trees having caliper of eight inches (8") or more measured three (3) feet above the ground level, shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development.
- ____ b. The location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes of plant material at time of planting.
- ____ c. The total quantity of each plant, and the location of each of each plant keyed to the plan or plat.

Note: All plans must conform to the limits of clearing contained in §233-52. Tree Protection in the Galloway Township Land Management Ordinance.

Tree Clearing: Proof of no tree clearing or proof of proper permitting or notification of any permitted tree clearing within two years of application.

PURSUANT TO NJDEP STORMWATER REGULATIONS

Existing and proposed watercourses (including lakes and ponds) with the following required information:

15. ____a. When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the New Jersey Department of Environmental Protection must be submitted.
- ____b. Cross-sections of watercourses and/or drainage swales at an appropriate scale showing the extent of flood plain, top of bank, normal water levels and bottom elevations at the locations specified in the Ordinance.
- ____c. The total acreage of the drainage basin of any watercourse running through or adjacent to the tract.
- ____d. The location and extent of drainage and conservation easements and stream encroachments lines.
- ____e. The location, extent and water level elevation of all existing or proposed lakes or ponds within the tract and within the tract and within 200 feet of the tract.
- ____f. Statement of compliance with N.J.A.C. 7:8 (SMR).
- ____g. Delineation of flood plains, including floodway and flood fringe areas and location of all wetland areas and buffers on or within 300' of site.
- ____h. Marshes, ponds and land subject to flooding within the tract and within two hundred feet (200') thereof.
16. ____ Existing contours shall be based on the most current N.G.V.D datum.
17. ____ Soil erosion and sediment control plans.
18. ____ Locations of all existing structures, and indicate if existing structures and uses will be retained or removed. If retained all setbacks must be delineated on the plans.
19. ____ Size, height, location and details of all proposed buildings, structures, and signs.

20. _____ These items must be indicated on a Lightning Plan. The proposed location, direction of illumination, power and type of proposed outdoor lighting, includes details regarding light standards and fixtures, lumen pattern and foot-candle. Information shall be submitted in accordance to Ordinance §233-17.2 Outdoor Lightning.
21. _____ The location and design of any off-street parking area(s), showing size and location of parking stalls, bays, aisles and barriers.
22. _____ All means of vehicular ingress to or egress from the site onto public streets, with all information required by Ordinance.
23. _____ Plans must show all proposed improvements and location of proposed utilities, and existing utility structures on the tract and within 200 feet of the boundaries of the site.
24. _____ Plans must show proposed connections to existing water supply and sanitary sewerage systems or alternative means of providing these services.
25. _____ Plans, typical cross sections, construction details and horizontal and vertical alignment of the centerline of all proposed streets and of existing streets abutting the tract, shall be shown on the plans.
26. _____ A copy of any easements, protective covenants or deed restrictions applying to the land being developed and an indication of the location of them on the submitted plat or plan. All required utility easements should be shown. The purpose of each easements and the entity to be responsible for its maintenance shall also be noted on the plans.

The requirements for easements or deed restrictions includes, but is not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by laws of any homeowner's or community associations; proposed deeds to dedicate any portion of the affected property for public use or for ownership by any public body. The Township of Galloway requires that any of the instruments specified above must be in clear and understandable English language. All documents will be reviewed prior to the Board granting any approval and / or condition of approval.

27. _____ The location and material of all existing and proposed monuments including iron and copper pins
28. _____ In the case of any subdivision involving planned development information for all of the properties comprising the planned development must be provided.

29. ___ Impact Statement
- ___ a. Environmental Impact Statement
 - ___ b. Traffic Impact Statement
 - ___ c. Community Impact Statement
 - ___ d. Stormwater Management Calculations in compliance with NJAC 7:8-1.1 ET SEQ.
30. ___ A phasing plan, if proposed.
31. ___ All proposed recreation facilities must be indicated on the subdivision plans and in compliance with §233-43 (Common Open Space and Recreation Requirements.) If recreation is not proposed, then the application must be in compliance with § 233-43 (L).
32. ___ Driveway apron details must be added to the plans per Township standards.
33. ___ The location of existing and proposed property lines (with bearings and distances) streets, buildings, with their dimensions to the nearest hundredth (100th) feet and an indication as to whether existing buildings will be retained or removed), existing wells and septic systems parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as burial grounds and buildings more than sixty (60) years old, both within the site and within two hundred (200th) feet of its boundary.
34. ___ All required setback lines shall be shown on the plans and clearly labeled.
35. ___ If the proposed lot(s) is (are) not served by a sanitary sewer, certification by a licensed professional engineer that the proposed lot(s) can adequately accommodate a septic system and a copy of any written review and report by the Atlantic County Board of Health must be submitted. The location(s) of the test boring(s), test results and a statement by the engineer that the site soils are in compliance with the "Individual Sewage Disposal Code of New Jersey" as well as N.J.A.C. 719A-1.1 et. Seq., "Standards for Individual Subsurface Sewage Disposal Systems" shall be shown on the plat and certified by a licensed professional engineer.
36. ___ Road right-of-way dedication and improvements, if required.
37. ___ All sight triangle easements with dimensions and/or bearings and distances.
38. ___ Legal descriptions of all easements, including a metes and bounds description, copies of all existing or proposed easements, and/or covenants, restrictions now affecting the property, including the roadway and sight triangle dedication.
39. ___ All proposed limits of clearing must be shown on plans.

PURSUANT TO COAH (AFFORDABLE HOUSING) REGULATIONS

Preliminary Approval: For any residential site plan or subdivision application for preliminary approval consisting of **20 or more dwelling units**, the developer must submit the following to address their affordable housing obligation:

40. ____ A plan identifying the location of affordable housing units **on-site** in accordance with Section 233-83.O. The plan shall provide phasing, housing style (i.e. type of construction), list of any variances and justification for variances; or

If the units are proposed **off site** an application for residential site plan/subdivision identifying the location of affordable housing units within the Township in accordance with Section 233-83.O. The plan shall provide phasing, housing style (i.e. type of construction), list of any variances and justifications for variances. Units that are proposed off-site will be accepted at the discretion of the Planning Board.

41. ____ In accordance with Section 233-59.G the applicant shall identify the number of bedrooms in each unit, and indicate if the units will be for sale or rent;
42. ____ For units proposed **off-site** the applicant shall submit copies of all applications submitted to any outside agency required for approval of their affordable housing units, including but not limited to the County Planning Board, Pinelands and DEP/CAFRA.

Final Approval: For any residential site plan or subdivision application for preliminary approval consisting of **20 or more dwelling units**, the developer must submit the following to address their affordable housing obligation:

43. ____ An application for final residential site plan/subdivision approval for any affordable unit that will be developed **off-site**;
44. ____ In accordance with Section 233-59.G the applicant shall submit an affirmative marketing plan for units provided **on-site** or **off-site**.

DETAILS REQUIRED FOR MINOR SITE PLANS

1. ___ Plats or Plans signed and sealed by a New Jersey Licensed Land Surveyor or Professional Engineer, Planner or architect as required by State regulations, and folded into eighths with the title block revealed.
2. ___ Plan proposed at a scale of not less than one inch equals fifty feet (1"=50') and submitted on one (1) of the following standard sheet sizes(24" x 36"; or 30"x 42"). If one sheet is not sufficient to contain the entire territory, the map may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
3. ___ North arrow based on U.S.N.G.V.D. data on plans.
4. ___ Key map(s) at a scale not less than 1" equals 2000' based on the official zoning map, tax map, U.S.G.S. map and a soils map with a north arrow on each key map, and the project site plotted accurately thereon.
5. Title Block
 - ___ a. Name of subdivision or development
 - ___ b. Name, address and telephone number of subdivider or developer
 - ___ c. Name, title, address, phone and fax number and license number of the professional who prepared the plot or plan;
 - ___ d. Name, address and telephone number of the owner(s) of record;
 - ___ e. Scale in inches to feet and graphic; and,
 - ___ f. Original date that the plans were prepared and the date of each subsequent revision thereof and a list of specific revisions entered on each sheet
6. ___ Lot area in acreage and square feet to the nearest one hundredth, both with and without any area(s) located within any existing or proposed public rights of way.
7. ___ Approval signature lines:
 - ___ a. Board Chairman
 - ___ b. Board Secretary
8. ___ Existing block and lot number(s) of the lot(s) to be developed as they appear on the Township Tax Map, and proposed block and lot numbers as provided by the Township Tax Assessor upon written request. All tract boundary lines must be indicated with a heavy solid line.

9. ___ The location of existing and proposed property lines (with bearings and distances) streets, buildings, with their dimensions and an indication as to whether existing buildings will be retained or removed, existing wells, septic systems, parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as burial grounds and buildings more than sixty (60) years old, both within the site and within two hundred (200') feet of its boundary.
10. ___ The location and width of all existing and proposed utility easements.
11. ___ The zoning district and zoning requirements, including the proposed use or uses of land and buildings, floor area and number of parking spaces.
12. ___ Zoning matrix or table containing the requirements of zoning district(s) and how proposed project conforms to district(s) regulations.
13. ___ All required setback lines shall be shown on the plans and clearly labeled.
14. ___ Delineation of flood plains, including floodway and flood fringe areas, and location of all wetland areas and buffers on or within 300' of site.
15. ___ Marshes, ponds and land subject to flooding within the tract and within two hundred feet (200') thereof.
16. ___ Existing contours shall be based on the most current N.G.V.D. datum.
17. ___ Certified list of property owners whose property is located within 200 feet of the subject property must be added to the plans. (This certified list of property owners must be less than six (6) months old as of the date of submission of the application.
18. ___ Road right-of-way dedication and improvements, if required.
19. ___ If the proposed development is not served by a sanitary sewer, certification by a licensed professional engineer that the proposed lot(s) can adequately accommodate a septic system and a copy of any written review and report by the Atlantic County Board of Health must be submitted. The location(s) of the test boring(s), test results and a statement by the engineer that the site soils are in compliance with the "Individual Sewage Disposal Code of New Jersey" as well as N.J.A.C. 719A-1.1 et. Seq., "Standards for Individual Subsurface Sewage Disposal Systems" shall be shown on the plat and certified by a licensed professional engineer.
20. ___ All sight triangle easements with dimensions and/or bearings and distances.

21. ____ Legal descriptions of all easements, including a metes and bounds description, copies of all existing or proposed easements, and/or covenants, restrictions now affecting the property, including the roadway and sight triangle dedication.
22. ____ Trash/refuse storage plans, if applicable.
23. ____ Sign details including dimensions, area, height, illumination and construction materials. The locations of and details pertaining to all identification signs, freestanding, and façade mounted signs shall be shown on the plans. Information shall be submitted in accordance with Ordinance §233-17.2 Outdoor Lightning.

THESE ITEMS MUST BE SUBMITTED ON THE LANDSCAPING PLAN.

24. ____ a. Proposed screening, buffer(s) and the location and species of all individual trees or groups of trees having caliper of eight inches (8") or more measured three (3') feet above the ground level, shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development.
- ____ b. The location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes of plant material at time of planting.
- ____ c. The total quantity of each plant, and the location of each of each plant keyed to the plan or plat.

Note: All plans must conform to the limits of clearing contained in §233-52. Tree Protection in the Galloway Township Land Management Ordinance.

Tree Clearing: Proof of no tree clearing or proof of proper permitting or notification of any permitted tree clearing within two years of application.

Any sections for which a waiver or bulk/area variance(s) is specifically being requested **MUST** include a narrative paragraph explaining why the applicant believes that they are entitled to such relief. The requirements for copies includes, but is not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by laws of any homeowner's or community associations; proposed deeds for dedication of any portion of the affected property for public use or for ownership by any public body. It is a requirement of the Township of Galloway that any of the instruments specified above must be in clear and understandable English language. Prior to granting any approval or as a condition of granting approval the Board will review all descriptions and their legal instruments.

IMPACT STATEMENTS - If a waiver is requested a detailed explanation-justifying request is required.

- 25. ___ Impact Statements
 - ___ a. Environmental Impact Statement
 - ___ b. Traffic Impact Statement
 - ___ c. Community Impact Statement
 - ___ d. Stormwater Management Calculations in compliance with NJAC 7:8-1.1 ET SEQ.
- 26. ___ Site characteristics map including the existing edge of woods, any significant trees over twelve inches (12") diameter at a height of three feet above grade. All proposed limits of clearing must be shown on plans.
- 27. ___ Size, height and location of all proposed structures including architectural and elevation drawings depicting all four building elevations (labeled north, south, east and west), with colors and materials indicated on the plans. All proposed setbacks for structures must be delineated on the plans.
- 28. ___ The location and material of all existing and proposed monuments including iron and copper pins

The requirements for easements or deed restrictions includes, but is not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by laws of any homeowner's or community associations; proposed deeds to dedicate any portion of the affected property for public use or for ownership by any public body. The Township of Galloway requires that any of the instruments specified above must be in clear and understandable English language. All documents will be reviewed prior to the Board granting any approval and/or as condition as approval

DETAILS REQUIRED FOR PRELIMINARY AND FINAL MAJOR SITE PLANS

1. ___ Plats or Plans signed and sealed by a New Jersey Licensed Land Surveyor or Professional Engineer, Planner or architect as required by State regulations, and folded into eighths with the title block revealed.
2. ___ Plans prepared at a scale not less than one inch equals fifty feet (1"=50') and submitted on one of the following standard sheet sizes (24" x 36" or 30" x 42"). If one sheet is not sufficient to contain the entire territory, the map may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
3. ___ Key map at no less than one inch equals two thousand (1"=2000') based on the official Zoning Map, Tax Map, U.S.G.S. Map and a Soils Map with a north arrow on each key map, and the project site plotted accurately thereon.
4. Title Block
 - ___ a. Name of subdivision or development
 - ___ b. Name, address and telephone number of subdivider or developer
 - ___ c. Name, title, address, telephone, fax and license number of the professional(s) who prepared the plot or plan.
 - ___ d. Name, address and telephone number of the owner(s) of record;
 - ___ e. Graphic scale and scale in inches to feet and bar scale; and,
 - ___ f. Original date of preparation of the plans and the date of each subsequent revision and a list of specific revisions entered on each sheet.
5. ___ Lot area in acreage and square feet to the nearest one hundredth, both with and without any area(s) located within any existing or proposed public rights of way.
6. ___ Approval signature lines.
 - ___ a. Board Chairman
 - ___ b. Board Secretary
7. ___ Acreage to the nearest hundredth an acre and a computation of the area of the tract to be disturbed in square feet and the proposed number of lots, including the area and dimensions of each proposed lot.
8. ___ Certified list of property owners whose property is located within 200 feet of the subject property must be added to the plans. (This certified list of property owners must be less than six (6) months old as of the date of submission of the application).
9. ___ Existing block and lot number(s) of the lot(s) to be developed as they

appear on the Township Tax Map, and proposed block and lot numbers as provided by the Township Tax Assessor upon written request. All tract boundaries lines must be indicated with a heavy solid line.

10. ___ The zoning district and zoning requirements, including the proposed use or uses of land and buildings, floor area and number of parking spaces.
11. ___ Zoning matrix or table containing the requirements of zoning district(s) and how proposed project conforms to district(s) regulations.
12. ___ The locations and dimensions of existing and proposed bridges and the location of natural features, including but not limited to wooded areas and any extensive rock formations, both within the tract and within 200 feet of its boundaries.
13. ___ Marshes, ponds and land subject to flooding within the tract and within two hundred feet (200') thereof.

PURSUANT TO NJDEP STORMWATER REGULATIONS

Existing and proposed watercourses (including lakes and ponds) with the following required information:

14. ___ a. When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the New Jersey Department of Environmental Protection must be submitted.
- ___ b. Cross-sections of watercourses and/or drainage swales at an appropriate scale showing the extent of flood plain, top of bank, normal water levels and bottom elevations at the locations specified in the Ordinance.
- ___ c. The total acreage of the drainage basin of any watercourse running through or adjacent to the tract.
- ___ d. The location and extent of drainage and conservation easements and stream encroachments lines.
- ___ e. The location, extent and water level elevation of all existing or proposed lakes or ponds within the tract and within the tract and within 200 feet of the tract.
- ___ f. Statement of compliance with N.J.A.C. 7:8 (SMR).
- ___ g. Delineation of flood plains, including floodway and flood fringe areas and location of all wetland areas and buffers on or within 300' of site.
- ___ h. Marshes, ponds and land subject to flooding within the tract and within two hundred feet (200') thereof.

15. _____ Existing contours shall be based on the most current N.G.V.D. datum.
16. _____ Soil erosion and sediment control plans.
17. _____ Locations of all existing structures, and indicate if existing structures and uses will be retained or removed. If retained all setbacks must be delineated on plans.
18. _____ Size, height and location of all proposed structures including architectural and elevation drawings depicting all four building elevations (labeled north, south, east and west), with colors and materials indicated on the plans. All proposed setbacks for structures must be delineated on the plans.
19. _____ Sign details including dimensions, area, height, and illumination and construction materials. The locations of and details pertaining to all identification signs, freestanding, and façade-mounted signs shall be shown on the plans. Information shall be submitted in accordance with Ordinance §233-17.2 Outdoor Lighting.

THESE ITEMS MUST BE SUBMITTED ON THE LANDSCAPING PLAN.

20. _____ a. Proposed screening, buffer(s) and the location and species of all individual trees or groups of trees having caliper of eight inches (8") or more measured three (3) feet above the ground level, shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development.
- _____ b. The location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes of plant material at time of planting.
- _____ c. The total quantity of each plant, and the location of each of each plant keyed to the plan or plat.

Note: All plans must conform to the limits of clearing contained in §233-52. Tree Protection in the Galloway Township Land Management Ordinance.

Tree Clearing: Proof of no tree clearing or proof of proper permitting or notification of any permitted tree clearing within two years of application.

21. _____ The location and design of any off-street parking area(s), showing size and location of parking stalls, bays, aisles and barriers.
22. _____ All means of vehicular access to or egress from the site onto public streets, with all information required by Ordinance.
23. _____ Plans must show all proposed improvements and location of proposed utilities, and existing utility structures on the tract and within 200 feet of the boundaries of the site.

- 24. _____ Plans must show proposed connections to existing water supply and sanitary sewerage systems or alternative means of providing these services.

- 25. _____ Plans, typical cross sections, construction details and horizontal and vertical alignment of the centerline of all proposed streets and of existing streets abutting the tract, shall be shown on the plans.

- 26. _____ A copy of any easements, protective covenants or deed restrictions applying to the land being developed and an indication of the location of them on the submitted plat or plan. All required utility easements shall be shown. The purpose of each easements and the entity to be responsible for its maintenance shall also be noted on the plans.

The requirements for easements or deed restrictions includes, but is not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by laws of any homeowner's or community associations; proposed deeds to dedicate any portion of the affected property for public use or for ownership by any public body. The Township of Galloway requires that any of the instruments specified above must be in clear and understandable English language. All documents will be reviewed prior to the Board granting any approval and/or as a condition of approval.

- 27. _____ The location and material of all existing and proposed monuments including iron and copper pins

IMPACT STATEMENTS - If a waiver is requested a detailed explanation-justifying request is required.

- 28. _____ Impact Statements
 - _____ a. Environmental Impact Statement
 - _____ b. Traffic Impact Statement
 - _____ c. Community Impact Statement
 - _____ d. Stormwater Management Calculations in compliance with NJAC 7:8-1.1 ET SEQ.

- 29. _____ A phasing plan, if proposed.

- 30. _____ The location of existing and proposed property lines (with bearings and distances) streets, buildings, with their dimensions and an indication as to whether existing buildings will be retained or removed, existing wells, septic systems, parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features such as burial grounds and buildings more than sixty (60) years old, both within the site and within two hundred (200') feet of its boundary.

PURSUANT TO COAH (AFFORDABLE HOUSING) REGULATIONS

Residential Preliminary Site Plan Approval: For any residential site plan or subdivision application for preliminary approval consisting of **20 or more dwelling units**, the developer must submit the following to address their affordable housing obligation:

31. ____ A plan identifying the location of affordable housing units **on-site** in accordance with Section 233-83.O. The plan shall provide phasing, housing style (i.e. type of construction), list of any variances and justification for variances; or

If the units are proposed **off site** an application for residential site plan/subdivision identifying the location of affordable housing units within the Township in accordance with Section 233-83.O. The plan shall provide phasing, housing style (i.e. type of construction), list of any variances and justifications for variances. Units that are proposed off-site will be accepted at the discretion of the Planning Board.

32. ____ In accordance with Section 233-59.G the applicant shall identify the number of bedrooms in each unit, and indicate if the units will be for sale or rent;
33. ____ For units proposed **off-site** the applicant shall submit copies of all applications submitted to any outside agency required for approval of their affordable housing units, including but not limited to the County Planning Board, Pinelands and DEP/CAFRA.

Residential Final Site Plan Approval: For any residential site plan or subdivision application for preliminary approval consisting of **20 or more dwelling units**, the developer must submit the following to address their affordable housing obligation:

34. ____ An application for final residential site plan/subdivision approval for any affordable unit that will be developed **off-site**;
35. ____ In accordance with Section 233-59.G the applicant shall submit an affirmative marketing plan for units provided **on-site** or **off-site**.

DETAILS REQUIRED FOR "D" VARIANCE

NOTE: APPLICANT WILL BE REQUIRED TO OBTAIN SITE PLAN APPROVAL AS A CONDITION OF THE BOARD GRANTING A USE VARIANCE.

1. ___ Plat or plans clearly and legibly drawn or reproduced at a scale not smaller than one inch equals one hundred feet. (1"=100').
2. ___ Sheet size either 15"x21", 24"x36" or 30"x42".
3. ___ The applicant shall submit seventeen (17) copies of the plans of the building or structures to be erected or altered and indicate whether the building is to be frame, stone, brick or other construction. The applicant shall indicate the color selection of any proposed building materials.
4. ___ Plan shall be prepared by an architect, planner, engineer, land surveyor or the applicant, where appropriate. When the plans are prepared by the applicant, an affidavit must be submitted stating he is the designer, owner and occupant.
5. ___ Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the municipal agency.
6. ___ Property line shown in degrees, minutes and seconds.
7. ___ Key map based on the map showing location of tract to be considered in relation to surrounding area at a scale of not less than one inch (1") equals 2000 feet.
8. ___ Title block containing name of applicant, person or company responsible for preparing the plan, lot and block numbers, date prepared, date of last amendment and list of specific revisions.
9. ___ Each block and lot numbered in conformity with the Municipal Tax Map as determined by the Municipal Tax Assessor.
10. ___ Scale of map, both written and graphic.
11. ___ North arrow giving reference meridian.
12. ___ Certified list of property owners whose property is located within 200 feet of the subject property. (This certified list of property owners must be less than six (6) months old as of the date of submission of the application)

13. ___ Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio and density, both as to required and proposed conditions. This information should be indicated on the site plan or survey as well as shown in a zoning table.
14. ___ Zone requirements per ordinance and degree to which the proposed application conforms to the requirements.
15. ___ Acreage of affected parcel to nearest hundredth of an acre.
16. ___ Provide four (4) Polaroid or other similar photograph(s) of the premises in question taken from the opposite side of the street(s).
17. ___ Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.
18. ___ Any sections for which a waiver or bulk/area variance(s) is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such a waiver or variance.
19. ___ Justification for the granting of a use variance, including a statement of both the positive and negative criteria as required in N.J.S.A 40:55D-70d.
20. ___ A 200 foot line must be drawn on the plans within which are located existing structures, and their distances from existing and proposed property lines, required setbacks zoning boundaries and lot dimensions.

DETAILS REQUIRED FOR CONDITIONAL USE

1. ___ Plat clearly and legibly drawn or reproduced at a scale not smaller than one inch equals one hundred feet. (1"=100').
2. ___ Sheet size either 15"x21", 24"x36" or 30"x42".
3. ___ The applicant shall submit (17) seventeen sealed copies of the plans of the building or structures to be erected or altered and indicate whether the building is to be frame, stone, brick or other construction. The applicant shall indicate the color selection of any proposed building materials.
4. ___ Plan shall be prepared by an architect, planner, engineer, land surveyor or the applicant, where appropriate. When the plans are prepared by the applicant, an affidavit must be submitted stating he is the designer, owner and occupant.
5. ___ Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the municipal agency.
6. ___ Property line shown in degrees, minutes and seconds.
7. ___ Key map based on the map showing location of tract to be considered in relation to surrounding area at a scale of not less than one (1") inch equals 2000 feet.
8. ___ Title block containing name of applicant, person or company responsible for preparing the plan, lot and block numbers, date prepared, date of last amendment and list of specific revisions.
9. ___ Each block and lot numbered in conformity with the Municipal Tax Map as determined by the Municipal Tax Assessor.
10. ___ Scale of map, both written and graphic.
11. ___ North arrow giving reference meridian.
12. ___ Certified list of property owners whose property is located within 200 feet of the subject property. (This certified list of property owners must be less than six (6) months old as of the date of submission of the application).
13. ___ Zoning district(s) in which parcel is located, indicating all setbacks, lot coverage, height, floor ratio and density, both as to required and proposed. The applicant shall provide this information in both text form and graphically on the plans (zoning matrix/table).

14. ___ Zone requirements per ordinance and how proposed development conforms to requirements of the zoning district.
15. ___ Acreage of affected parcel to nearest hundredth of an acre.
16. ___ Provide four (4) Polaroid or other similar photograph(s) of the premises in question taken from the opposite side of the street(s).
17. ___ Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.
18. ___ Any sections for which a waiver or bulk/area variance(s) is specifically being requested and a narrative paragraph explaining why the applicant believes that they are entitled to such relief.
19. ___ Space for signatures of Chairman and Secretary of the municipal agency.
20. ___ Contours to determine the natural drainage of the land. Intervals of contours shall be at 2 foot (2') intervals where grades are less than ten (10%) and at five foot (5') intervals where the grades are greater than ten (10%) percent.
21. ___ Floodplains.
22. ___ Natural and artificial water-courses, streams, shorelines, water boundaries and encroachment lines.
23. ___ Existing wooded areas, indicating predominant species of plant material and size.
24. ___ Location of trees six inches (6") or greater in diameter, as measured one foot (1') above ground level located outside wooded area(s), designating species of each.
25. ___ Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
26. ___ All areas to be disturbed by grading or construction.
27. ___ Location and type of existing and proposed easements or right of way, including power lines.
28. ___ Location of existing railroads, bridges, culverts, drainpipes, water and sewer mains and other manmade installations affecting the tract.
29. ___ Location of existing and proposed wells and septic systems.
30. ___ When applicant intends to use a conventional septic disposal system: location of the test boring(s), test results and approximate location of the intended disposal field.

31. ___ Plans and profiles of proposed utility layouts such as sanitary sewers lines, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.
32. ___ Location and description of monuments and if monument are existing or must be set.
33. ___ Location, names and widths of all existing and proposed streets on the property and within 200 feet of he tract.
34. ___ Required road dedication.
35. ___ Plans, profiles and cross sections of all proposed new streets and/or access to proposed streets.
36. ___ Proposed sight easements, where required.
37. ___ Limitations for septic tank absorption field(only where septic tank is proposed to be used).
38. ___ Agricultural soils capacity classifications based on standards contained in the Atlantic County Soil Conservation District.
39. ___ Landscaping plan, including the types, quantity, size and location of all proposed plants. The scientific and common names of all plants must to be included on the plans.
40. ___ Soil Erosion and Sediment Control Plan consistent with the requirements of Atlantic County Soil Conservation District.
41. ___ Design calculations showing proposed drainage facilities prepared in accordance with the design requirements contained in the Ordinance.
42. ___ The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated, and the proposed use of sites other than residential shall be noted.
43. ___ Any sections for which a waiver , bulk/area or variance(s)is specifically being requested and a narrative paragraph explaining why the applicant believes that they are entitled to such relief.
44. ___ In the Pinelands Area, no application shall be deemed complete until a Certificate of Filing from the Pinelands Commission or other evidence of Pinelands Commission review has been obtained and submitted to the Board for review.

Attachment Form #1

**CORPORATE DISCLOSURE STATEMENT
AS REQUIRED BY NEW JERSEY LAW
(N.J.S.A: 40:55D-48.1 & 48.2)**

Listed below are names and addresses of all owners of 10% or more of the stock/interest* in the undersigned applicant corporation/partnership:

NAME	ADDRESS

*Where corporation/partnership own 10% or more of the stock/interest in the undersigned or in another corporation/partnership so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholders/individuals partners exceeding the 10% ownership criterion have been listed.

Signature of Officer/ Partner _____

Name of applicant, Corporation/Partnership _____

Date _____

Attachment Form #2

**GALLOWAY TOWNSHIP
MUNICIPAL BUILDING
300 E. JIMMIE LEEDS ROAD
GALLOWAY, NEW JERSEY 08205
FAX: 609-652-5259**

CONSENT TO AN EXTENSION OF TIME FOR OFFICIAL ACTION

Date: _____ Application # _____

Block: _____ Lot _____

_____ Planning Board

_____ Zoning Board of Adjustments

Applicant: _____

The undersigned applicant, or individual authorized to act for the applicant, hereby consents to an extension of time within which the Board designated above shall be required to act on the application designated above to:

_____ Date should be the last day of the month in which action is anticipated.

Notwithstanding the provisions of the Municipal Land Use Law or the provisions of any Ordinance of Galloway Township which may require action within specific time limitations.

Signature of Authorized Representative

Return for filing to:

Planning/Zoning Board Administrator
Galloway Township Municipal Complex
300 E. Jimmie Leeds Road
Galloway, New Jersey 08205

Attachment Form #3

CERTIFIED LIST REQUEST

Block _____ Lot _____

Date _____

I request the names and addresses of the owners of record of every block and lot within 200 feet of the boundaries of the above block and lot; the address of the Commissioner of Transportation of the State of New Jersey, *if on a State Highway*; the address of the Atlantic County planning Board, *if on a County Highway* and the names and addresses of all public utility/CATV companies that may possess an easement or right of way and to whom notice should be served. If the block and lot is within 200 feet of a neighboring municipality, please provide the address of the Township Clerk of that municipality as well.

Name: _____

Phone: _____

Mailing Address: _____

The fee for this service is ten dollars or twenty-five cents (0.25) per name, whichever is greater. The list will be made available within 7 days or less from the time of the request.

Return Request to:

Galloway Township Municipal Complex
Galloway Tax Assessor, Dave Jackson
300 E. Jimmie Leeds Road
Galloway, New Jersey 08205

Attachment Form #4

THE PLANNING BOARD PUBLIC NOTICE

You are hereby notified that I have applied to the Galloway Township Planning Board for approval for _____ which will permit me to

at my property located _____
_____ Block _____ Lot _____

on the tax map of Galloway Township, New Jersey.

The Galloway Township Planning Board on _____ (date) _____ will hold a public hearing on my application at 7:00pm, in the Municipal Complex, 300 E. Jimmie Leeds Road, Galloway, New Jersey. All documents pertaining to this application are on file with the Planning Board/Zoning Board Administrator and are available for public review during regular working hours (M-F 8:30am – 4:30pm).

Signature of Applicant _____

Attachment Form #5

GALLOWAY TOWNSHIP ZONING BOARD OF ADJUSTMENT
PUBLIC NOTICE

You are hereby notified that _____ has
applied to the Galloway Township Zoning Board of Adjustment for approval
for _____

which will permit me to _____

I am also seeking any ancillary variances that may be identified as needed at my property
located at _____

Block _____ Lot _____ on the tax map of Galloway Township, New Jersey.

The Galloway Township Zoning Board of Adjustment will hold a public hearing on my
application at 6:30pm, in the Municipal Complex, 300 E. Jimmie Leeds Road, Galloway,
New Jersey on _____. All documents pertaining to this application are
on file with the Planning Board /Zoning Board Administrator and are available for public
review during regular working hours (M-F 8:30am – 4:30pm). If you have any comments
with respect to this application you may appear before the board on this date and time and
you will be heard.

Signature of Applicant _____

Attachment Form #5a

(Hand Delivered Notice)

GALLOWAY TOWNSHIP ZONING BOARD OF ADJUSTMENTS
PUBLIC NOTICE

You are hereby notified that _____
have applied to the Galloway Township Zoning Board of Adjustments for approval for
_____ which will permit me to _____

I am also seeking any ancillary variances that may be identified as needed at my property
located at _____

Block _____ Lot _____ on the tax map of Galloway Township, New Jersey.

The Galloway Township Zoning Board of Adjustment will hold a public hearing on my
application at 6:30pm, in the Municipal Complex, 300 E. Jimmie Leeds Road, Galloway,
New Jersey on _____. All documents pertaining to this application are
on file with the Planning Board /Zoning Board Administrator and are available for public
review during regular working hours (M-F 8:30am – 4:30pm). If you have any comments
with respect to this application you may appear before the board on this date and time and
you will be heard.

Signature of Applicant _____

Print Name _____

Address _____

Date Delivered: _____

Signature of Person Receiving Notice:

Make two copies of this form and give one to the person whom you are to deliver it to and
retain copy with the signature of the person receiving the notice and return to the Zoning
Board office as part of your noticing package

Attachment Form #6

PROOF OF PAYMENT OF TAXES

Date: _____

Applicant's name _____

Block _____ Lot _____ Qual _____

Location _____



DO NOT WRITE BELOW THESE LINES: **FOR TAX COLLECTOR ONLY**

The Taxes are paid through and including: 1Q 2Q 3Q 4Q Year _____

The following taxes are unpaid and delinquent: \$ _____ with

interest calculated until _____.

Sharon Riley, Tax Collector

This form must complete and submitted with no taxes due, for an application to be deemed complete.

Attachment Form #7

GALLOWAY TOWNSHIP LIST OF PLANNING BOARD PROFESSIONALS

<p style="text-align: center;">Maser Consulting 156 Stagecoach Rd Marmora, NJ 08223 Attn. Andrew Previti Phone: (609) 390-1927 Fax: (609) 390-0040 apreviti@maserconsulting.com</p>	<p style="text-align: center;">Planning Board Engineer</p>
<p style="text-align: center;">Polistina & Associates 6684 Washington Avenue Pleasantville, NJ 08234 Attn. Vince Polistina Phone: (609) 646-2950 Fax: (609) 646-2949 vpolistina@comcast.net</p>	<p style="text-align: center;">Conflict Planning Board Engineer</p>
<p style="text-align: center;">Youngblood Lafferty & Sampoli Cornerstone Commerce Center 1201 New Road, Suite 230 Linwood, NJ 08221 Attn. Jorge F. Coombs Phone: (609) 601-6600 Fax: (609) 601-6601 jcoombs@vlslegal.com</p>	<p style="text-align: center;">Planning Board Attorney</p>
<p style="text-align: center;">Tiffany CuvIELLO 300 E. Jimmie Leeds Road Galloway, NJ 08205 Phone: (609) 652-3700 ext 266 tcuvIELLO@gtnj.org</p>	<p style="text-align: center;">Board(s) and Township Planner</p>

Attachment Form #8

FORM FOR PROOF OF SERVICE

State of New Jersey

ss.

County of Atlantic

_____ of full age, being duly sworn according to law, deposes and says, that he resides at _____ in the City of _____ and State of _____ that he is the applicant/agent in a proceeding before the Galloway Township Planning and/or Zoning Board of Adjustments, Galloway Township, New Jersey, being an application under Zoning Ordinance of Galloway Township, New Jersey, which has the application number _____ and relates to premises at _____ that he/she gave notice to each and all of the owners of property affected by said application according to the rules of the Planning and/or Zoning Board of Adjustments by personal service or by Certified mail on _____ day of _____, 20_____ a true copy of which notice is attached to this affidavit, together with a list of owners upon whom same was served.

Signature

Sworn to before me this _____

Day of _____, 20_____.



GALLOWAY TOWNSHIP PLANNING BOARD
COMMUNITY IMPACT STATEMENT: SHORT FORM

1. Name of Project: _____
Block(s): _____ Lot(s): _____

2. Applicant: _____ Preparer: _____
Address: _____
Phone: _____
Fax: _____

3. Are there variances required for this project (circle)? Yes No
If yes, please list: _____

4. Location of Project: _____ Zoning District: _____

5. Is the proposed use permitted in the Zone (circle)? Yes No

6. Current (pre-development) use of the site? _____
If there is a residential component to the current use, provide number of dwelling units and bedroom count for each dwelling unit type (i.e., 4 two bedroom units, 6 three bedroom units, etc.):

7. Number of people currently residing at the site: _____ If there are children currently residing at the site, provide cohort breakdown as follows: Number of Children: 0 - 5 years of age: _____
6 - 12 years of age: _____
13-18 years of age: _____

8. Proposed (post-development) use of the site? _____
If there is a residential component to the proposed use, provide number of dwelling units and bedroom count for each dwelling unit type (i.e., 4 two bedroom units, 6 three bedroom units, etc.):

9. Number of people anticipated to reside at the site: _____ If children are anticipated to reside at the site, provide cohort breakdown as follows: Number of Children: 0 - 5 years of age: _____
6 - 12 years of age: _____
13-18 years of age: _____

- A full Community Impact Statement shall be required if the proposed project:
- 1. Requires a 'c' variance under the Municipal Land Use Law (N.J.S.A. 40:55d-70); or
 - 2. Is anticipated to result in an increase in the number of people residing at the site (pre to post-development); or
 - 3. Is anticipated to result in an increase in the number of children residing at the site (pre to post-development); or
 - 4. Is anticipated to result in an increase in the number of children in any age cohort residing at the site (pre to post-development).

Galloway Township Planning Board Traffic Impact Statement – Completeness Checklist

1. Project: _____ Block: _____ Lot: _____
 Applicant: _____ Preparer: _____
 Address: _____

2. Are there any variances required for this project? Yes: _____ No: _____

3. ITE Land Use Code: _____ Description: _____

4. Size of Development: _____
(All developments should be measured by S.F. of land use or by number dwelling units, unless otherwise directed by the planning board engineer)

5. Will the project add more than 50 vehicles trips in ANY peak hour based on the ITE manual Trip Generation? Yes: _____ No: _____

5A. If "Yes," a Traffic Impact Statement is required. The Traffic Impact Study shall be prepared in accordance with Chapter 700 of the *Atlantic County Land Development Standards*. Complete Part 6 through 8 below.

5B. If "No" complete the following.

Trip Generation ¹					
Weekday Daily Volume	Weekday AM Peak Hour Volume	Weekday PM Peak Hour Volume	Saturday Daily Volume ²	Saturday Peak Hour Volume ²	Other ³
Trip Distribution at Site Access Point <i>(Provide Sketch of access point(s) with turning movement volumes. Attach additional sheet(s) if necessary.)</i>					
Existing Adjacent Roadway Volumes ⁴					

¹ Trip Generation based on rates established by the Institute of Transportation Engineer's Trip Generation. If no such land use exists, attach written justification for rates used to establish trip generation.

² Saturday volumes are only required for commercial/retail land uses

³ Additional Peak Hour(s) for special land uses at the request of the Planning Board Engineer

⁴ It is recommended that the preparer contact the Atlantic County Department of Regional Planning and Development and/or the New Jersey Department of Transportation for Traffic Volumes. If no volumes are available through that agency, then it is the responsibility of the preparer to collect traffic volume information.

6. For commercial/retail land uses provide a brief statement as the type, frequency, and scheduling of delivery vehicles:

7. Is access to the site provided on a Municipal Roadway? Yes: _____ No: _____
 If "Yes" provide Roadway Name(s): _____

8. Is access to the site provided on a County Roadway? Yes: _____ No: _____
 If "Yes" provide County Route No.(s) and Roadway Name(s): _____

9. Is access to the site provided on a State Highway? Yes: _____ No: _____
 If "Yes" provide State Route No.(s) and Roadway Name(s): _____
 If "Yes" is a NJDOT Access Permit Required? Minor: _____ Major: _____ Major (w/ planning): _____ None: _____

(TO BE COMPLETED BY THE PLANNING BOARD ENGINEER)

COMPLETENESS: Yes: _____ COMMENTS: _____
 No: _____

**GALLOWAY TOWNSHIP
ORDINANCE NUMBER 1869 OF 2013**

**AN ORDINANCE AMENDING CHAPTER 59, LAND USE PROCEDURES, OF THE
GALLOWAY TOWNSHIP CODE REGARDING APPLICATION AND ESCROW FEES**

WHEREAS, the Chapter 59 regulates land use procedures and Section 59-28 establishes application and escrow fees; and

WHEREAS, the established application and escrow fees have not been updated since June 27, 2000.

BE IT ORDAINED by the Municipal Council for the Township of Galloway, County of Atlantic and State of New Jersey that Section 59-28, Fees, be repealed and replaced with the following:

Section 59-28. Fees.

- A. The application fees for sketch plats, major and minor subdivisions, major and minor site plans and planned development applications before the Planning Board and Zoning Board of Adjustments shall be as follows: Escrow funds shall be used to reimburse professional fees (engineering, legal, etc.), including meeting time, and additional administrative costs over and above attendance at meetings and routine administrative and office expense.
- B. Additional escrow funds shall be required when the original amount has been depleted by 50% and the development application is still in progress. The amount of additional funds needed shall be determined by the Board Administrator.

The following fees shall be required:

CATEGORY	APPLICATION FEES	ESCROW FEES
<u>MINOR SUBDIVISION</u>		
	\$350	\$3,000
Amendment	\$250	\$700
Administrative Tax Map Fee		\$50 per lot
Hardship "C" Variance Side/Front/Rear Yard Setbacks	\$100 plus \$50 each addtl. Hardship Variance	\$300 per variance
Plot Plan Review		\$2,000
<u>MAJOR SUBDIVISION</u>		
Preliminary	\$400 plus \$40 per lot	\$5,000
Final	\$400 plus \$35 per lot	\$4,500
Administrative Tax Map Fee		\$50 per lot
Amendments to Approved Subdivision	\$300 plus \$30 per lot when increasing lot numbers	\$1,700
Extension	\$300	\$500
Hardship "C" Variance Side/Front/Rear Yard Setbacks	\$100 plus \$50 each addtl. Hardship Variance	\$300 per variance

<u>MINOR SITE PLAN</u>		
Under 5,000 sq ft of grading clearing or disturbance Under 1,000 sq ft building area. Five (5) or less parking spaces	\$800	\$4,000
Hardship "C" Variance Side/Front/Rear Yard Setbacks	\$100 plus \$50 each addtl. Hardship Variance	\$300 per variance
<u>SITE PLAN WAIVER</u>	\$350	\$2,000
<u>MAJOR SITE PLAN</u>		
Preliminary	\$950	\$6,000
Final	\$850	\$4,500
Amendments or Revisions to an Approved Site Plan	\$350	\$2,500
Extension	\$350	\$800
Hardship "C" Variance Side/Front/Rear Yard Setbacks	\$100 plus \$50 each addtl. Hardship Variance	\$300 per variance
<u>VARIANCES</u>		
Appeal, Interpretation or Certificate of Non-Conformity	\$300	\$1,000
Conditional Use. Residential	\$350	\$1,000
Conditional Use. Site Plan	\$450	\$1,500
ZONING: Hardship "C" Variance. Side/Front/Rear Yard Setbacks	\$100 plus \$50 each addtl. Hardship Variance	\$500
"D" Variance	\$450	\$1,700
<u>MISC.</u>		
Soil Borings	\$50	\$200 plus \$100 per additional boring
Development Review Committee Meeting	\$100	\$300
Transcripts		100% of Actual Cost
Special Meeting	\$1,000	\$2,000
Tree Removal Permit: Major Site/Subdivision	\$300	
Residential Lot	\$80	
Administrative Approval	\$350	\$1,500

D. The fees for planned developments shall be applied for both preliminary and final approval but charged separately as follows:

Project Size (Units)	Application Fee	Escrow Fee
0 to 25	\$850.00	\$2,000.00
26 to 100	\$1,250.00	\$4,000.00
101 to 500	\$1,750.00	\$6,000.00
501 to 1,000	\$2,400.00	\$10,000.00
1,001 and over	\$3,500.00	\$15,000.00

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced in and passed the first reading at a meeting of the Township Council of the Township of Galloway, County of Atlantic and State of New Jersey, held on June 11th, 2013, and said Ordinance will be further considered for final passage and adoption at a public hearing to be held at the Municipal Complex located at 300 East Jimmie Leeds Road, Galloway, New Jersey 08205, on June 25th, 2013, at 6:30 PM or as soon thereafter as the matter may be reached.

BY ORDER OF THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF GALLOWAY

Kelli Daniels Deputy Clerk

Thalia C. (TC) Kay, RMC
Township Clerk

Recorded Vote:	MOTIONS	AYE	NAY	ABSTAIN	ABSENT
Bassford	1	X			
Coppola	2	X			
Gorman		X			
McElwee		X			
Purdy		X			
Tyrrell		X			
Ullman		X			

APPLICATION TO
CONSTRUCTION BOARD
OF APPEALS

Date Received:
Date Issued:
Permit #:
Notice Date:

Identification

Work Site Location: _____ Block: _____ Lot: _____

Owner in Fee: _____ Agent: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Applicant Statement

Specific section(s) of the Regulation in question:

Briefly state your position in this matter and explain the nature of the relief you seek.
(If more pages required, additional pages may be attached)

The Construction Board of Appeals has 10 business days following the submission of the appeal to make a decision pursuant to NJAC 5:23-2.37(s).

Fee: \$ _____
Paid [] Check No. _____
Collected By: _____

Signed _____ Date: _____ (Applicant)

(Application will not be considered complete unless accompanied by the appeal fee. Fee shall be waived when appeal is based on failure of agency to act within a specified time frame.)

Construction Board of Appeals
Attn: Sue Tartaglio
Route 9 and Dolphin Avenue
PO Box 719
Northfield, NJ 08225