



BOROUGH OF FOLSOM **PLANNING BOARD APPLICATION**

The Planning Board meetings are normally held on the **THIRD WEDNESDAY** (**check with Secretary in case of Holiday and/or click here for a list of meeting dates**) of each month at 6:30 PM in the Folsom Borough Municipal Building, 1700 12th Street, Folsom. Applications must be submitted to the Board Secretary at least **30 days prior** to the scheduled meeting date in order to be placed on the agenda. The **original** application and **fourteen (14) copies** must be submitted in full sets with any and all supporting documentation along with the appropriate filing and escrow fees. If not submitted in sets, the application cannot be placed on the agenda until all paperwork is submitted completely.

APPLICATIONS REQUIRING NOTICE: If you need to notice for your application, you must submit your request in writing to receive a Certified List of Property Owners (cost \$10.00). Notices are to be sent by certified mail ten (10) days prior to the meeting date. Also, a notice must be placed in the Press of Atlantic City or the Hammonton Gazette ten (10) days prior to the meeting. Certified list, green cards, copy of notice and proof of publication must be submitted to the Secretary the night of the meeting.

Tax Assessor: Mike Stocklos
Hours: MONDAY 5:30 – 7:30
Email: Mstocklos@folsomborough.com
Phone: (609) 561-3178 Ext. 11

Planning Board Secretary: Nadine Erwin
Hours: First and Third Mondays 5:00-8:00
Email: Nerwin@folsomborough.com
Phone: (609)-833-6816

Hammonton Gazette - Legals (609) 704-1940
The Press – Legals: (609) 272-7080



Borough of Folsom PLANNING BOARD APPLICATION

PROJECT NAME: _____ DATE RECEIVED: _____

BLOCK: _____ LOT(S): _____ APPLICATION FEE: \$ _____

PROPERTY ADDRESS: _____ ESCROW FEE: \$ _____

1. APPLICANT NAME: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

CHECK ALL THAT APPLY:

- | | |
|--------------------------------------|--|
| <input type="radio"/> "C" VARIANCE | <input type="radio"/> MINOR SUBDIVISION |
| <input type="radio"/> "D" VARIANCE | <input type="radio"/> MAJOR SUBDIVISION/ PRELIMINARY |
| <input type="radio"/> INTERPRETATION | <input type="radio"/> MAJOR SUBDIVISION FINAL |
| <input type="radio"/> INFORMAL | <input type="radio"/> SITE PLAN/ PRELIMINARY |
| <input type="radio"/> APPEAL | <input type="radio"/> SITE PLAN/ FINAL |

PLEASE CHECK: OWNER AGENT CORPORATION PARTNERSHIP LLC

IF THE APPLICANT AND /OR OWNER IS A CORPORATION, LLC OR PARTNERSHIP SET FORTH THE NAMES ADDRESSES OF ALL STOCKHOLDERS, PARTNERS OR MEMEBERS HAVING 10% OR MORE INTEREST ON A SEPARATE PAPER. CORPORATIONS MUST BE REPRESENTED BY A NEW JERSEY LICENSED ATTORNEY AND INLCUDE A RESOLUITON AUTHORIZING THE APPLICATION.

2. OWNER'S NAME: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

ALL OWNERS MUST BE IDENTIFIED AND SIGN APPLICATION.

(USE ADDITONAL PAGES IF NECESSARY)



3. ATTORNEY: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

4. PLANNER/SURVEYOR: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

5. ARCHITECT: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

6. LOCATION OF PROPERTY: _____

ZONE: _____ LOT AREA: _____ LOT DIMENSIONS: _____

7. CURRENT USE: _____

8. PROPOSED USE: _____

9. WHEN WAS PROPERTY PURCHASED: _____

10. DATE OF LAST CONSTRUCTION, ALTERATION, OR ADDITION: _____



<u>11. EXISTING CONDITIONS:</u>	<u>PROPOSED CONIDITIONS:</u>	<u>VARIANCE NEEDED</u>
FRONT YARD SET BACK: _____	FRONT YARD SET BACK: _____	_____
SIDE YARD SET BACK: _____	SIDE YARD SET BACK: _____	_____
SIDE YARD SET BACK: _____	SIDE YARD SET BACK: _____	_____
REAR YARD SET BACK: _____	REAR YARD SET BACK: _____	_____
DIST. TO ADJ. STRUCTURE _____	DIST. TO ADJ. STRUCTURE: _____	_____
LOT COVERAGE (SQ.FT) _____	LOT COVERAGE (SQ. FT) _____	_____
NO. PRINCIPLE STRUCTURES _____	NO. OF PRINCIPLE STRUCTURES _____	_____
NO. ACCESSORY STRUCTURES _____	NO. OF ACCESSORY STRUCTURES _____	_____

*Please provide photos showing: street view/front, sides and rear, also aerial photo off google.

12. EXISTING RESTRICTIONS:

(A) DEED RESTRICTIONS: _____ ATTACH COPIES NONE _____
 (B) EASEMENT: _____ ATTACH COPIES NONE _____

13. VARIANCES /OTHER AND WAIVER:

(A) LIST REQUIRED VARIANCES/OTHER: (INCLUDE ORDINANCE NUMBER) NONE _____

**14. BRIEFLY DESCRIBE ANY PRIOR OR CURRENTLY PENDING PROCEEDING BEFORE THE LAND USE BOARD OR ANY OTHER FEDERAL, STATE, COUNTY OR LOCAL BOARD OR AGENCY INVOLVING THE PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION AND ATTACH COPIES OF ANY APPLICATION, SUPPORTING DOCUMENTATION, PLEADINGS, DECISIONS AND/OR ORDERS FROM THE REVLENT ENTITY INCLUDING ANY DENIALS.
 NONE _____**

15. LIST ALL MATERIAL SUBMITTED WITH THIS APPLICATION I.E. PLANS, SURVEYS, DRAWINGS, PHOTOS, REPORTS.ETC.



PROOF OF PAYMENT OF TAXES

BOROUGH OF FOLSOM
TAX COLLECTOR
1700 12TH STREET
FOLSOM, NJ 08037

RE: BLOCK #: _____ LOT #: _____

ADDRESS:

ASSESSED OWNER:

TAXES PAID TO DATE: _____ (Please check)

TAXES DUE AS FOLLOWS: \$ _____

RESPECTFULLY YOURS,

TAX COLLECTOR
BOROUGH OF FOLSOM



CERTIFICATIONS

I CERTIFY THAT THE FORGOING STATEMENTS AND THE MATERIALS SUBMITTED ARE TRUE. I FURTHER CERTIFY THAT I AM THE INDIVIDUAL APPLICANT OR THAT I AM AN OFFICER OF THE CORPORATION OR THAT I AM A GENERAL PARTNER OF THE PARTNERSHIP APPLICANT. IF THE APPLICANT IS A CORPORATION THIS MUST BE SIGNED BY AN AUTHORIZED CORPORATE OFFICER. IF THE APPLICANT IS A PARTNERSHIP, THIS MUST BE SIGNED BY A GENERAL PARTNER.

ADDRESS _____
BLOCK(s): _____ Lot(s): _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS
_____ DAY OF _____, 20_____

NOTARY PUBLIC

SIGNATURE OF APPLICANT



**ALL OWNERS OF RECORD AND APPLICANT MUST SIGN APPLICATION. ATTACH
ADDITIONAL PAGES IF NECESSARY.**

DATES: _____

OWNER PRINT NAME UNDER SIGNATURE

DATES: _____

OWNER PRINT NAME UNDER SIGNATURE

APPLICANT SIGNATURE (IF DIFFERENT FROM OWNER):

DATES: _____

APPLICANT PRINT NAME UNDER SIGNATURE

DATES: _____

APPLICANT PRINT NAME UNDER SIGNATURE

MUST BE SIGNED BY OWNER(S) AND /OR APPLICANT NOT ATTORNEY



BOROUGH OF FOLSOM PROFESSIONAL STAFF

ENGINEERING & PLANNING
POLISTINA & ASSOCIATES
6684 WASHINGTON AVENUE
EGG HARBOR TOWNSHIP, NEW JERSEY 08234
609-646-2950

PLANNING BOARD ATTORNEY
GOLOFF FIRM
CAROL N. GOLOFF
2216 SHORE ROAD
NORTHFIELD, NJ 08225
CAROL@GOLOFFLAW.COM
609-646-1333

PLANNING BOARD SECRETARY
NADINE ERWIN
1700 12TH STREET
FOLSOM, NJ 08737
NERWIN@FOLSOMBOROUGH.COM
609-833-6816



APPLICATION AND ESCROW FEES:

<u>CATEGORY:</u>	<u>APPLICATION FEE:</u>	<u>ESCROW FEE:</u>
<u>MINOR SUBDIVISIONS</u>	\$150 PLUS \$20 PER LOT	\$500
<u>MAJOR SUBDIVISIONS</u>		
PRELIMINARY	\$400 PLUS \$25 PER LOT	\$4000
FINAL	\$400 PLUS \$25 PER LOT	\$1000
<u>SITE PLANS NON -RESIDENTIAL</u>		
PRELIMINARY SQUARE FEET OF BUILDING		
UNDER 5,000	\$500	\$2000
FROM 5,001-10,000	\$600	\$2500
FROM 10,001-50,000	\$800	\$3000
FROM 50,001-100,000	\$900	\$4000
GREATER THAN 100,000	\$1000	\$5000
<u>SITE PLANS RESIDENTIAL</u>		
UP TO 25 UNITS	\$400 PLUS \$25 PER UNIT	\$2500
25 OR MORE UNITS	\$600 PLUS \$25 PER UNIT	\$3500
FINAL	\$500	\$1000
<u>INFORMAL MEETING /REVIEW</u>		
A. "C" VARIANCES	\$200	\$500
B. "D" VARIANCES	\$200	\$500
<u>APPEAL ZONING OFFICERS DECISION</u>	\$200	\$500
<u>INTERPERTATION OF ORDINANCE</u>	\$200	\$500
<u>TAX MAP UPDATE</u>		\$50 PER LOT
For all applications which would result in change to the Borough Tax Map		
<u>ESTIMATED COST OF CONSTRUCTION</u>	<u>MAXIMUM INSPECTION FEE</u>	
\$0+\$10,000	7%	
\$10,000+ TO \$20,000	6%	
\$20,000+ TO \$50,000	5%	
\$50,000+ TO \$100,000	4.5%	
\$100,000+ TO \$300,000	4%	
\$300,000 +	3.5%	



APPLICATIONS AND ESCROW FEES RECITED HEREINABOVE ARE "MINIMUMS" WHICH MUST ACCOMPANY THE APPLICATION. AN APPLICATION SHALL NOT PROCEED UNTIL THE APPLICATION FEE(S) REQUIRED HAVE BEEN PAID. THE SECRETARY FOR THE APPROPRIATE BOARD SHALL EXERCISE HIS/HER DISCRETION IN ESTABLISHING THE FIGURE REQUIRED FOR THE ESCROW FUND, IN THE EVENT THE PROJECT WILL REQUIRE MORE TIME FOR REVIEW THAN HAS BEEN PROVIDED FOR BY THE FIGURES RECITED HEREINABOVE, OR THE PROJECT IS OF A NATURE THAT IS NOT EXPRESSLY INCLUDED IN THE ON THE AFOREMENTIONED CATEGORIES.

APPLICATION FEES AND ESCROW MUST BE SUBMITTED IN SEPARATE CHECKS PAYABLE TO BOROUGH OF FOLSOM. THE SECRETARY SHALL FORWARD THE ESCROW FEE TO THE FINANCE OFFICER FOR DEPOSIT INTO AN APPLICANT'S ESCROW ACCOUNT. THE APPLICATION FEES SHALL BE DEPOSITED INTO THE GENERAL ACCOUNT OF BOROUGH OF FOLSOM.

FUNDS SHALL BE APPLIED TO PROFESSIONAL COSTS CHARGED TO THE TOWNSHIP BY PROFESSIONAL CONSULTANTS (PLANNER, ENGINEER, ATTORNEY, AND ANY OTHER CONSULTANT OR SPECIALIST RETAINED BY THE BOARD) FOR SERVICES OR REVIEW, REGARDING THE DEVELOPMENT APPLICATION. ADDITIONAL FUNDS MAY BE REQUIRED WHEN THE ORIGINAL AMOUNT IS DEPLETED BY 50% AND THE DEVELOPMENT APPLICATION IS STILL IN PROGRESS. THE APPROPRIATE BOARD SECRETARY SHALL DETERMINE THE AMOUNT OF ADDITIONAL FUNDS NEEDED.

ALL ESCROW AMOUNTS NOT ACTUALLY USED SHALL BE REFUNDED PURSUANT TO THOSE REQUIREMENTS LISTED WITHIN N.J.S.A 40:55D-53.2d.

IN ACCORDANCE WITH N.J.S.A 52:27D-126e, NO PERSON SHALL BE CHARGED A CONSTRUCTION PERMIT SURCHARGE FEE OR ENFORCING AGENCY FEE OR ANY CONSTRUCTION, RECONSTRUCTION, ALTERATION, OR IMPROVEMENT DESIGNED AND UNDERTAKEN SOLELY TO PROMOTE ACCESSIBILITY BY DISABLED PERSONS AN EXISTING PUBLIC OR PRIVATE STRUCTURE OR ANY OF THE FACILITIES THEREIN. ADDITIONALLY, A DISBALED PERSON, OR A PARENT OF SIBLING OF A DISABLED PERSON, SHALL NOT BE REQUIRED TO PAY ANY MUNICIPAL FEE OR CHARGE IN ORDER TO SECURE A CONSTRUCITON PERMIT FOR ANY CONSTRUCITON, RECONSTRUCTION, ALTERATION OR IMPROVEMENT WHICH PROMOTES ACCESSIBILITY TO HIS/HER OWN LIVING UNIT.



SAMPLE NOTICE:

You are hereby notified that (name of applicant) has applied to the Borough of Folsom Planning Board for (type of application) and any and all variances, which will permit me to (list type of activity) at my property located at (physical address), Block_____ Lot_____, Folsom, New Jersey.

A public hearing on my application will be by the Borough of Folsom Planning Board at 6:30pm on (the date) in the Borough of Folsom Municipal Building located at 1700 12th Street, Folsom, New Jersey. If you have any objection to the granting of this application, please attend the meeting and you will be heard. Application documents are available for review in the Municipal Office from 9:00am-4:00pm.

(Name), Applicant

If you are noticing for a specific variance, you must list the variance



MEMORANDUM:

DATE: _____

TO: MIKE STOCKLOS

FROM: _____

RE:

BLOCK: _____ LOT: _____

WOULD YOU PLEASE PROVIDE A 200' PROPERTY LIST FOR THE ABOVE REFERENCED PROPERTY

FEE: \$10.00 CHECK # _____ CASH _____

_____ RETURN TO CLERKS OFFICE

_____ RETURN VIA MAIL/ EMAIL TO THE

FOLLOWING ADDRESS:

