



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 CONDITIONS:</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 RELEVANT 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
BRIAN HEUN
2327 NEW ROAD
NORTHFIELD, NJ 08225
BRIAN@HEUNLAWOFFICE.COM
609-380-4485

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>
COMMERICAL LOT	\$200	
RESIDENTAL, PER LOT	\$100	
ACCESSORY STRUCTURES	\$50	
SHEDS UNDER 200 SQ FT	\$25	
 <u>MINOR SUBDIVISIONS</u>	 \$150 PLUS \$20 PER LOT	 \$1500
<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	\$1000
B. "D" VARIANCES	\$500	\$1000
 <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>ZONING APPLICATION FEES</u>		
COMMERCIAL-	\$200	
RESIDENTAL, PER LOT	\$100	
ACCESSORY STRUCTURES	\$50	
SHED UNDER 200 SQ FT	\$25	



ESTIMATED COST OF CONSTRUCTION

\$0+\$10,000
\$10,000+ TO \$20,000
\$20,000+ TO \$50,000
\$50,000+ TO \$100,000
\$100,000+ TO \$300,000
\$300,000 +

MAXIMUM INSPECTION FEE

7%
6%
5%
4.5%
4%
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:

SUBDIVISION AND LAND DEVELOPMENT

170 Attachment 1

BOROUGH OF FOLSOM APPLICATION CHECKLIST

The following checklist is designed to assist applicants in preparing plans for Planning/Zoning Board of Adjustment review. Applicant should check off each item and submit the checklist with the application to ensure that the information is included with the plans. ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD.

		Preliminary Subdivision	Final Subdivision	Minor Development	"C" Variance	"D" Variance
1	Plat clearly and legibly drawn or reported at a scale not smaller than 1" = 100'.	X	X	X	X	X
2	Sheet size either 15 x 21, 24 x 36 or 30 x 42 (inches).	X	X	X	X	X
3	Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the municipal agency.	X	X	X	X	X
4	Metes and bounds description of parcel in question based upon current land survey information.	X	X	X	X	X
5	Property line shown; length in feet and hundredths, bearings in degree minutes and seconds.	X	X	X	X	X
6	Key map showing location of tract to be considered in relation to surrounding area within 200 feet.	X	X	X	X	X
7	Title block containing name of preparer, lot and block numbers, date prepared, date of last amendment and zoning district.	X	X	X	X	X
8	Each block and lot numbered in conformity with the municipal Tax Assessor.	X	X	X	X	X
9	Scale of map, both written and graphic.	X	X	X	X	X
10	North arrow giving reference meridian.	X	X	X		X
11	Space for signatures of Chairman and Secretary of the municipal agency.		X	X		
12	Names of all property owners within 200 feet of subject property.	X	X	X	X	X

FOLSOM CODE

		Preliminary Subdivision	Final Subdivision	Minor Development	"C" Variance	"D" Variance
13	Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	X	X			
14	Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically.	X	X	X	X	X
15	Acreage of affected parcel to the nearest hundredth of an acre.	X	X	X	X	X
16	Number of lots following subdivision, including areas in acres if one acre or over or in square feet if under one acre.	X	X			
17	Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street.	X	X	X	X	X
18	Contours to determine the natural drainage of the land. Contours shall be at two-foot intervals.	X		X	X	
19	Natural and artificial watercourses, stream's shorelines and water boundaries and encroachment lines.	X		X	X	X
20	Wooded areas indicating predominate species and size.	X		X	X	X
21	Location of trees six inches or more in diameter, as measured four feet above ground level, outside of wooded area, designating species of each.	X		X	X	X
22	Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	X			X	
23	All areas to be disturbed by grading or construction.	X			X	
24	Location of existing structures and their setbacks from existing and proposed property lines.	X		X	X	X
25	Location of existing easements or right-of-way including power lines.	X	X	X	X	X

SUBDIVISION AND LAND DEVELOPMENT

		Preliminary Subdivision	Final Subdivision	Minor Development	"C" Variance	"D" Variance
26	Location of existing railroads, bridges, culverts, drain-pipes, water sewer mains and other man-made installations affecting the tract.	X		X	X	X
27	Location of existing wells and septic systems.	X		X	X	X
28	When applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.	X		X	X	X
29	Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas, communications and electric, showing feasible connections to existing or proposed utility systems.	X		X	X	X
30	Location and description of monuments whether set or to be set.	X		X	X	
31	Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.	X		X	X	X
32	Required road dedication.	X		X	X	
33	Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.	X				
34	Proposed sight easements where required.	X		X	X	
35	Proposed drainage easement where required.	X	X	X		
36	Landscaping plan including the types, quality, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.	X		X		
37	Soil erosion and sediment control plan consistent with the requirements of the local soil conservation district.	X		X		
38	Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements.	X				

FOLSOM CODE

	Preliminary Subdivision	Final Subdivision	Minor Development	"C" Variance	"D" Variance
39 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 note.	X	X			
40 Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.	X	X	X	X	X