

TOWNSHIP OF DENNIS
CONSOLIDATED LAND USE BOARD
571 PETERSBURG ROAD
P.O. BOX 204
DENNISVILLE, NJ 08214
(609) 861-9705
FAX (609) 861-9719

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PART I

APPLICATION INSTRUCTIONS

Application/Time for Submission of Application/Number of Copies.

Application instructions and forms shall be secured from the Consolidated Land Use Board Secretary. The application with supporting documentation must be filed with the Planning Board Secretary no later than the 15th day of the month prior to the month which the hearing is desired to be held. If applicant is a partnership or a corporation, disclosure information is required in the application form. Disclosure information is required for partnerships and corporations that own the property but are not the applicant. In such cases where the applicant is not the owner the consent to application form must be signed by the owner. See application form.

Seventeen copies of the application form and applications involving subdivisions OR site plans (if applicable) must be completed and submitted to the Dennis Township Consolidated Land Use Board Secretary. All documents must be **PRE-PACKAGED, SORTED AND FOLDED** Forms must be fully completed. Write "not applicable" as an answer to any application question that does not apply. The verification at the end of the form must be properly signed and notarized where applicable. There are other application forms included within the application package that must be completed and submitted to the Planning Board Secretary. Applicant must also supply at least three photographs of the subject premises.

The forms supplied by the Board must be used. No others will be accepted.

In all cases where a subdivision or site plan is involved, the applicant must file a copy of the application, together with the required fee with the Cape May County Planning Department located at 4 Moore Rd, Cape May Court House, NJ. Mailing address: DN309, Cape May Court House, NJ. County application forms and fee schedules are supplied for your convenience. Check with the County Planning Department directly at 609-465-1080 to confirm that their forms or fee schedules have not been changed.

Plot Plan and Architectural Plans.

Seventeen copies of the Plot Plan of the land to be effected including all the adjoining lots within a 200' radius of the said property must be submitted. The Plot Plan must be drawn to a scale of not less than 1"=50'. The plan may be drawn to some other scale only upon approval of the Township Engineer and in any case, the scale must be sufficient to clearly show the required information in an easily readable manner. It shall contain a north arrow and designation of the applicable zoning district. The drawing must show all buildings located on each adjoining lot that appears on the map. Existing conditions and all proposed development on the site must be indicated on the Plot Plan. Additionally, information including, but not limited to, setbacks, buffers, streets, highways, driveways and lot dimensions must be shown on the map. The block and lot number of each lot must be clearly shown. All applicable checklist items and plan information must be supplied unless a waiver is sought for such items. Also see **Applications involving Subdivisions, Applications involving Site Plans** with respect to applications

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involving Subdivisions and Site Plans. Seventeen copies of architectural plans (in the form of elevations and floor plans) shall be provided where buildings are to be constructed.

Payment of Taxes.

An application will not be scheduled or heard unless all taxes on the property are current as to payment. The **Proof of Taxes** form must be taken to the Dennis Township Tax Collector for proof of payment and after the form is signed by the Tax Collector, it must be submitted with the application.

If a new tax quarter begins between submission of the application and the meeting date, a new proof of taxes must be submitted **no less than** 7 business days before the meeting in order for the application to be heard.

Processing of Application/Completeness.

Acceptance of an application by the Board Secretary and/or her supplying to you a hearing date does not guarantee a position on the Agenda of the next meeting or the meeting otherwise specified. Each application presented to the Board is subject to a review for “completeness”. This process involves review of all application forms and all documentation presented with the application. Failure to use the forms supplied by the Board or to provide the properly completed forms, surveys and related documents will result in an application being deemed incomplete. Applicant will not be given a hearing date and will be unable to proceed to a hearing on any date supplied by the Board Secretary unless the application has been deemed complete.

Applicant should not publish or serve notice of a hearing until he has been supplied with a specific hearing date by the Consolidated Land Use Board Secretary. This shall be supplied once the application has been deemed complete. A determination of completeness shall require compliance with all applicable compliance with all applicable checklist items including:

- 1) Seventeen copies of application form and supporting documents.
- 2) Payment of all application and escrow fees.
- 3) Certification by Tax Collector that taxes are paid.
- 4) Seventeen copies of plot plan, survey, subdivision plan or site plan as applicable and of architectural plans (elevations and floor plans where building is involved).
- 5) Affidavit of ownership if applicable.
- 6) Photographs (3) of the subject premises where site plan or conditional use Application is involved.

Notice of Public Hearing on Application.

Notice must be given of a Board hearing on an application for any Variance, Conditional Use approval, Authorization to build in a street-bed, Authorization to build without improved street frontage, Preliminary Major Site Plan Approval, Waiver of Site Plan itself, Minor Site Plan and Preliminary Major Subdivision Approval. Notice is NOT required for a minor subdivision approval, final subdivision approval, or final site plan approval. If notice is required as above, the notice must also include all approvals sought. For example, if a variance is required in connection with a minor subdivision, the minor subdivision must be indicated in the notice

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notwithstanding the fact that a minor subdivision application is not normally required to be noticed.

A list of the persons and bodies to which the notice must be sent can be applied for at the Dennis Township Tax Assessor's Office. The list is certified by the Township Tax Assessor. There is a fee of \$10.00. If there are any property owners located within 200' of the subject property but outside of Dennis Township, the names and addresses of those parties shall be secured from the Administrative Official of the municipality within which they are located. Notice to the listed parties must be made by personal service or by Certified Mail. If notice is made by personal service, the person to whom the notice is delivered must sign a receipt for it and the date of delivery must be noted on the receipt. In addition to the listed property owners within 200', notice must also be given to the following if the property is located as noted:

- 1) Municipal Clerk of adjoining municipality (if property is within 200 feet of an adjoining municipal boundary).
- 2) Cape May County Planning Board (if property is within 200 feet of County Land, County road, County property, or adjoining municipal boundary).
- 3) New Jersey Commissioner of Transportation (if property is adjacent to a State road).
- 4) State Planning Commissioner (if request involves 150 acres or 500 dwelling units).
- 5) Any public utility, cable TV company or local utility which possesses a right-of way or easement within the Township and which has registered with the Township in accordance with the Municipal Land Use Law.

Notice may be given to the condominium association in the case of any unit owner whose unit has a unit above or below it and to the horizontal property regime, in the case of any co-owner whose apartment has apartments above or below it. If notice is to a partnership owner, it may be made by service upon any partner. Notice to a corporate owner may be made by service upon its president, vice-president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation. If addressed to a condominium association, horizontal property regime, community trust or homeowners association, because of its ownership of common elements or areas located within 200' of the property which is the subject of the hearing, notice may be made in the same manner as to a corporation without further notice to unit owners, co-owners or home owners on account of such common elements or areas.

Notice must be given at least ten days prior to the hearing date. If notice is by mail it must be sent by certified mail. Upon receipt of proof of such mailing, notice shall be deemed complete upon the mailing date.

Public notice must also be published in the Cape May Herald Times, the official newspaper of the Consolidated Land Use Board, at least ten days prior to the hearing date. Please check with the Herald regarding publication dates and submission deadlines. Publication in any other newspaper will not be accepted. **The Planning/Zoning Board of Dennis Township has reviewed the upcoming amendments to the Open Public Meetings Act, N.J.S.A. 10:4-1 to -21, as passed pursuant to P.L.2025,c. 72, and finds that the online news publications of Cape May County Herald have online sections to publish legal notices that satisfy the new**

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notice format requirements effective Mach 1, 2026. Applicants are free to use any other online news publication they deem satisfies the legal notice requirements. Applicants that publish a legal notice using an online news publication other than Cape May County Herald will be required to prove the online news publication outlet used satisfies the requirements effective March 1, 2026. Failure to prove the online news publication used satisfies the requisite requirements will result in the legal notice being invalid.

Applicant must provide proof of service and publication of proper notice by submitting **Affidavit of Proof and Service** to the Board Secretary and by providing all attachments and proofs required by it. All proof and service materials (including proof of publication of notice) must be submitted to the Planning Board Secretary at least five (5) business days **before** the hearing date. Proofs of service and/or publication will not be accepted at the hearing, and failure to provide them in advance of the hearing, as required above, may result in the postponing of the hearing on an application.

Appearance at Hearing.

The applicant, the applicant's representative authorized in writing by the applicant, or applicant's attorney and appropriate witnesses must appear at the hearing. Realtors and other interested parties may not act as counsel for the applicant, but may appear as witnesses. If an applicant is a corporation, it must be represented by an attorney.

Hearing Procedures.

Hearings shall be conducted in accordance with the By-Laws adopted by the Planning Board. Meetings shall commence at 7:00 PM. No new case will be commenced after 10:00 PM and no additional testimony will be taken after 11:00 PM.

Applications will be heard in the order in which they are designated complete or as she otherwise determines to be most expeditious under the circumstances of the meeting involved.

Although every effort is made for expeditious handling of all applications on each Agenda, at times the number of applications necessitates continuance of an application until the following meeting. Placement on a specific Agenda does not guarantee that an applicant's hearing will be held and completed on that date.

Following the hearing on the application, the action taken by the Board will be advertised in the Township's official newspaper **by the Applicant**. A copy of the Board's decision will be sent to applicant or applicant's attorney in Resolution for after adoption by the Board.

Continuance of Hearing.

Any request to the Board for a continuance of a hearing date must be submitted in writing and must specifically waive the applicable time limitations for Board action. Failure to comply with this requirement may lead to the Board's dismissing the application without prejudice in which case revisions to the application forms may be required, and personal service and publication of notice of the new hearing date shall be required.

Submission of Subdivision Plats and Site Plans After Final Approval.

Upon final approval of a Minor or a Major Subdivision, three mylar copies, and twelve revised paper copies of the subdivision plat must be submitted to the Planning Board Secretary for signatures of the appropriate Township officials. The \$50.00 fee to cover County filing costs is collected at the time of submission of the application. Payment of an \$800.00 fee for each street light shall also be required for Final Major Subdivision Approval.

The Municipal Land Use Law contains time limitations within which subdivision plats must be filed with the Cape May County Clerk. All maps submitted must comply with the requirements of the New Jersey Filing Law as amended and supplemented, N.J.S.A. 46:23-9.10, et seq. Check with your attorney and/or your engineer to make certain that this requirement is met.

Upon final approval of a Minor or Major Site Plan, three revised, signed and sealed paper copies must be submitted to the Planning Board Secretary.

Performance guarantees, inspection fees and maintenance guarantees shall be supplied, where applicable.

Effect and Duration of Approvals.

The rights obtained by subdivision and site plan approvals and the duration and possible extension of such rights is governed by the Municipal Land Use Law. (N.J.S.A. 40:55D-1 et seq.) or pursuant to the Dennis Township Ordinances.

State Residential Site Improvement Standards.

Effective June 3, 1997, New Jersey's residential site improvement standards became effective. These site improvement standards are state-wide, uniform, mandatory rules for the development of residential sites in New Jersey. They apply to any residential development requiring a major subdivision, site plan approval, variance, or any other residential approval required or issued by the municipal agency involved. They do NOT apply to Minor Subdivisions. In applications, to the Board, which are subject to the state standards they cover streets and parking, water supply, sanitary sewers and stormwater management. The new State standards supersede existing Township Ordinances and must be considered, in the areas covered, the technical standards for residential development. As part of the Board's review process relating to your application, the State Residential Site Improvement Standards must be applied to your application unless your application qualifies for an exception or waiver or unless you, the applicant, and the Township agreed to exceed a State Standard. Please contact your engineer for further details concerning the standards and forms and to aid you in completing any applicable forms.

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PART II

DEVELOPMENT APPLICATION

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION

A. Applicant's Name _____

Applicant's Mailing Address: _____

*Applicant's E mail Address _____

Phone Number (Home) _____ (Work) _____

Owner's Name _____

Owner's Mailing Address _____

If applicant is a corporation or partnership, list all stockholders or partners owning 10% or more of the corporation or partnership and list their respective names, addresses and telephone numbers:

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Relationship of applicant to owner (same person, tenant, agent, purchase under contract or other) (Circle one).
If holder of Contract to purchase attach copy of Contract

Location of Premises _____ (Street address)

Block(s) _____ Lot(s) _____ Zone _____

B. Description the application: _____

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C. Type of application presented:

- _____ Appeal from decision of Zoning Official (N.J.S.A. 40:55D-70a)
- _____ Interpretation of Zoning Ordinance or Zoning Map (N.J.S.A. 40:55D-70b)
- _____ Hardship Variance (N.J.S.A. 40:55D-70c(1))
- _____ Flexible (C)/balancing benefits and detriments (N.J.S.A. 40:55D-70c(2))
- _____ Use Variance (N.J.S.A. 40:55D070d)
 - _____ (1) Use or principal structure
 - _____ (2) Expansion of non-conforming use
 - _____ (3) Deviation from conditional use standard
 - _____ (4) Increase in permitted floor area ratio
 - _____ (5) Increase in permitted density
 - _____ (6) Height of principal structure greater than 10 feet or 10% of maximum height permitted
- _____ Permit to build in street bed (N.J.S.A. 40:55D-34)
- _____ Permit to build where lot does not abut street (N.J.S.A. 40:55D-36)
- _____ Site plans (N.J.S.A. 40:55D-76)
 - _____ Major
 - _____ Preliminary
 - _____ Final
 - _____ Minor
 - _____ Waiver of site plan itself
- _____ Subdivision (N.J.S.A. 40:55D-76)
 - _____ Minor
 - _____ Major
 - _____ Preliminary
 - _____ Final
- _____ Waivers from subdivision and/or site plan standards
- _____ Other

D. Request is hereby made for permission to (erect, alter, convert, use) a _____

1) Said property is: _____ (Give dimensions and area)
and has the following structures: _____

2) **Size and setbacks of existing building:**

Width of building: _____ Length of building: _____

Height: _____ Stories: _____

Front: _____ Rear: _____

Side: _____ Side: _____

% Building Coverage: _____ % Impervious Surface Coverage: _____

3) **Size and setbacks of proposed building and/or addition:**

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Width of building: _____

Length of building: _____

Height: _____

Stories: _____

Front: _____

Rear: _____

Side: _____

Side: _____

% Building Coverage: _____

% Impervious Surface Coverage: _____

4) Date property acquired and prevailing zoning at time of acquisition: _

5) Has there been any previous appeal, requests or applications to this or any other Township Boards, Construction Official, or other Township Official involving these premises? YES _____ NO _____

"If yes, state the nature, date and the disposition of said matter include a copy of the Resolution, a copy of the building permit or any other pertinent information previously submitted"

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- 6) When variance approvals are requested:
- a. Describe the exceptional conditions of property preventing application from complying with Zoning Ordinance.
 - b. Supply a statement of facts showing why relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

7) All applicants must complete the following, as applicable:

Type of construction: (frame, stone, brick, cement) _____

Present use of existing building(s) and premises: _____

Describe any deed restrictions affecting this property: _____

Existing and proposed number of dwelling units: _____

Existing and proposed square footage of professional office: _____

Existing and proposed gross floor area: _____

Existing and proposed parking spaces: _____

Existing and proposed number of lots: _____

Portion of lot being subdivided: _____

Purpose for which lots will be utilized: _____

Facilities for solid waste and recyclables. _____

A photograph(s) of the land and building(s) involved in the application.

Names, addresses and E-mail of all expert witness proposed to be used: _____

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10. Supply the following information concerning this application. Place an asterisk to the left of the description of all items for which variances are sought.

EXISTING CONDITION	REQUIRED BY ORDINANCE	PROPOSED	VARIANCE REQUIRED YES/NO
LOT SIZE:			
Lot Area			
Lot Frontage			
Lot Width			
Lot Depth			
PRINCIPAL BUILDING			
Side Yard, each			
Front Yard			
Rear Yard			
Building Height			
ACCESSORY BUILDING			
Side Yard, each			
Rear Yard			
Distance to Other Buildings			
Building Height			
MAXIMUM COVERAGE			
Principal Building %			
Accessory Building %			
GROSS FLOOR AREA			
Principal Building			
Accessory Building			

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EXISTING CONDITION	REQUIRED BY ORDINANCE	PROPOSED	VARIANCE REQUIRED YES/NO
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PARKING
No. of Spaces

SIGNS
Size

Number

Type (free standing
or building mounted)

11. Has there been any previous appeal, request or application to this Board or to the Planning Board involving these premises? If yes, state the nature of application, date of application, date of hearing and result received from Board.

BY LAW, VARIANCES CAN ONLY BE GRANTED WHERE THE APPLICANT IS ABLE TO SATISFY BOTH POSITIVE AND NEGATIVE CRITERIA ESTABLISHED BY THE MUNICIPAL LAND USE LAW. NO VARIANCE RELIEF OF ANY TYPE MAY BE GRANTED UNLESS THE VARIANCE OR RELIEF CAN BE GRANTED WITHOUT SUBSTANTIAL DETRIMENT TO THE PUBLIC GOOD AND WITHOUT SUBSTANTIALLY IMPAIRING THE INTENT AND PURPOSE OF THE ZONE PLAN AND ZONING ORDINANCE. HARDSHIP VARIANCES OF THE ZONE PLAN AND ZONING ORDINANCE. HARDSHIP VARIANCES (40:55dc(1)) CAN ONLY BE GRANTED WHERE AN EXCEPTIONAL CONDITION EXISTS WITH REGARD TO A SPECIFIC PIECE OF PROPERTY, WHERE EXCEPTIONAL TOPOGRAPHICAL CONDITIONS OR PHYSICAL FEATURES UNIQUELY AFFECT A SPECIFIC PIECE OF PROPERTY OR WHEREBY REASON OF AN EXTRAORDINARY AND EXCEPTIONAL SITUATION UNIQUELY AFFECTING A SPECIFIC PIECE OF PROPERTY OR THE STRUCTURES LAWFULLY EXISTING THEREON THE STRICT APPLICATION OF THE ZONING REQUIREMENT WOULD RESULT IN PECULIAR AND EXCEPTIONAL PRACTICAL DIFFICULTIES TO OR EXCEPTIONAL AND UNDUE HARDSHIP UPON THE DEVELOPER OF THE PROPERTY. RELIEF UNDER THE FLEXIBLE C TYPE VARIANCE (N.J.S.A. 40:55D-70c(2)) CAN ONLY BE GRANTED WHERE, WITH REGARD TO A SPECIFIC PIECE OF PROPERTY, THE PURPOSES OF THE MUNICIPAL LAND USE LAW WOULD BE ADVANCED BY A DEVIATION FROM THE ZONING ORDINANCE REQUIREMENT AND THE BENEFIT OF THE DEVIATION WOULD SUBSTANTIALLY OUTWEIGH ANY DETRIMENT. USE, AND RELATED VARIANCES (N.J.S.A. 40:55d-70d) CAN ONLY BE GRANTED WHERE THERE ARE SPECIAL REASONS AS SPECIFIED BY THE MUNICIPAL LAND USE LAW. THE BURDEN IS UPON THE APPLICANT TO PROVIDE PROOF OF SATISFACTION OF THE AFORESAID REQUIREMENTS APPLICABLE TO HIS APPLICATION.

A SHORT SUMMARY OF THE REASONS WHY YOU ARE ENTITLED TO THE RELIEF SOUGHT FROM THE ZONING BOARD OF ADJUSTMENT SHALL BE PROVIDED ON A SEPARATE SHEET OF PAPER AND

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ENUMERATED WITH THE APPROPRIATE PARAGRAPH NUMBER UNDER WHICH THE RELIEF IS SOUGHT, (PARAGRAPHS NO. 12-15)

12. Attach to this application a statement of the facts showing why the relief sought can be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the Dennis Township Zoning Plan and Zoning Ordinance. State why the variance can be granted without substantial harm to the neighborhood and without significant overturning of the Township Zoning Plan.

13. Attach to this application a statement specifying the hardship/exceptional conditions of the specific property involved justifying the granting of a variance pursuant to N.J.S.A. 40:55D-70c(1). State what is unique about your specific piece of property noting such things as an exceptionally narrow, deep, or otherwise unusually shaped lot; physical features located on the lot that prevent its use in a normal manner that would be allowed by the existing zoning; the specific location of existing structures that limit compliance with the required zoning. Note how the circumstances relating to your particular lot differ from other lots in the neighborhood. State what hardships would result should the variance not be granted to you.

14. Attach to this application a statement setting forth the facts supporting the contention that the purposes of the Municipal Land Use Law would be advanced by a deviation from the Zoning requirements in question and the benefits of that deviation would substantially outweigh any detriment pursuant to N.J.S.A. 40:55D-70c(2). Among the purposes of the Municipal Land Use Law are following: promotion of public health, safety and welfare; provision of adequate light, air and open space; establishment of appropriate population densities; provision of sufficient space for agricultural, residential, recreational, commercial and industrial uses and open space; promotion of a desirable visual environment; conservation of historic sites, districts, open space and natural resources; encouragement of senior citizens housing. Cite which of these apply to your application and further, cite the characteristics of your land that will present an opportunity for improved zoning and planning to benefit the community.

15. Attach to this application a statement setting forth the special reasons for granting this variance pursuant to N.J.S.A. 40:55D-70d. "Special Reasons" exist where a proposed project carries out a purpose of zoning, (such as those noted in Section 14 above) or where the refusal to allow the project would impose an undue hardship on you; state why the property at issue cannot reasonably be developed with a use permitted by the Zoning Ordinance.

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ESCROW FEES SUBMITTED

FINANCIAL RESPONSIBILITY STATEMENT

.....

I have read Section 98-1 et seq. and understand that additional escrow fees may be charged at a later date. I herewith agree to pay these additional charged fees. If I fail to pay these fees when requested, I understand that the Township will also charge reasonable attorney's fees for the collection of these fees.

Please Print Clearly

(Name) (Daytime Phone)

(Billing Address)

(Signature) (Date)

Note: The application will be deemed **incomplete** if all information above is not fully completed.

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_____ Being duly sworn
(Name of Applicant or Attorney Representing)

according to law hereby certifies that the information presented in this application is true and accurate.

Signature of Applicant/Attorney

If applicant is not the owner of the property, have owner sign below or file with application a letter signed by the owner consenting to this application.

The foregoing application is hereby consented to this ___ day of __,20__.

(Signature of property owner)

(Address)

(Telephone Number)

Sworn and subscribed before me:

This ___ day of _20_____

Signature of Person authorized to take oaths - Notary

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PART III ADMINISTRATIVE COMPLETENESS
APPLICATION CHECKLIST

(Please submit with your application document)

NAME OF APPLICANT: _____

NAME OF OWNER: _____

NAME OF PROFESSIONAL(S): _____

Required Documents

- a) One original & 16 copies of the application WITH the completed Checklist _____
- b) One original & 16 copies of the required plat meeting requirements set forth in Chapter 165 of the Township Ordinance _____
- c) Required Application Fees as set forth in Chapter 98 of the Township Code _____
- d) Copy of CAFRA application or written explanation of why one isn't needed _____
- e) Copy of NJDEP Wetlands application or written explanation of why one isn't needed _____
- f) Current signed and sealed Survey of property (less than 1 year old) _____
- g) Other submittals required by Board Professionals (if any) _____
- h) Written description and justification for Waivers & Variances _____
- i) Certified list of persons to whom notice must be sent, as compiled by the proper administrative officer of the appropriate municipality (Tax Assessor). _____
- j) Proof from the Tax Collector that real estate taxes and local Assessments have been paid to date _____
- k) (For Subdivisions only) A Certificate of Title _____

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PART IV

PLAT REQUIREMENTS
MINOR SUBDIVISION PER
CHAPTER 165

NAME OF APPLICANT: _____

NAME OF OWNER: _____

BLOCK: _____ LOT: _____ ADDRESS: _____

a. *General Requirements.* The plat for a minor subdivision shall be drawn at a scale of not less than twenty feet (20') to the inch, shall conform to the provisions of the New Jersey Map Filing Law, N.J.S.A. 46:23-9.9 et seq, and shall include or be accompanied by the information specified below:

1. All dimensions both linear and angular, of the exterior boundaries of the subdivision, all lots and lands reserved or dedicated for public use shall balance and their descriptions shall close within a limit of error of not more than one (1) part in ten thousand (10,000). _____

2. The minor subdivision shall be based upon a current boundary survey prepared in accordance with N.J.A.C. 13:40-5.1, Preparation of Land Surveys, certified to the subdivider and prepared or recertified not more than twelve (12) months prior to the date of application. _____

3. All topographical data on-site and within twenty five feet (25') of the site. Contours shall be shown at one foot (1') intervals throughout. _____

b. *Title Block.* A title block shall appear on all sheets and include: _____

1. Title to read "Minor Subdivision." _____

2. Name of the subdivision, if any. _____

3. Date (of original and all revisions). _____

4. Name, signature, address and license number of the land surveyor who prepared the map and made the survey (the plat shall bear the embossed seal of said land surveyor). _____

c. *Detailed Information.*

1. A key map (at a scale of not less than one inch (1") equals one thousand feet (1,000') showing the location of the tract to be subdivided with reference to surrounding areas, existing streets which intersect or border the tract, the names of all such streets and any zone district boundaries and Township boundary which is within five hundred feet (500') of the subdivision. _____

2. The names of all owners of and property lines of parcels within two hundred feet (200') of the land to be subdivided as shown by the most recent records of the Township. _____

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3. Tax map sheet, block and lot number(s) of the tract to be subdivided as shown on the latest Township Tax Map, the date of which shall also be shown. _____
 4. Acreage of the tract being subdivided to the nearest hundredth of an acre. _____
 5. Names and addresses of owner and subdivider so designated. _____
 6. All zone district boundaries, Township borders, existing public easements, tax map lot and block numbers, watercourses, floodways and flood hazard areas within two hundred feet (200'), and the width of the right-of-way of each street within two hundred feet (200') of the subdivision. _____
 7. All existing structures, with an indication of those which are to be destroyed or removed, and the front, rear and side yard dimensions of those to remain, referenced to proposed lot lines.
 8. All proposed public easements or right-of-ways and the purposes thereof. _____
 9. The existing systems of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage (where required by the Board or Township Engineer). _____
 10. All proposed lot lines and the areas of all lots in square feet. The areas and dimensions specified shall be shown to the nearest hundredth of a square foot or hundredth of a linear foot.
 11. North arrow. _____
 12. Written and graphic scales. _____
 13. A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided or certification that none exists. Such certification may be in letter form signed by a member of the New Jersey Bar, by a title officer or authorized agent of a title insurance company licensed to do business in New Jersey.
 14. Proposed lot and block numbers as assigned by the Township Tax Assessor in accordance with the digitized lot numbering system specifications promulgated by the New Jersey Division of Taxation. _____
 15. Such other information as the Board and/or Township Engineer may require or request during the review of the application for classification and approval as a minor subdivision. _____
 16. In those instances where the minor subdivision application requires variance approval pursuant to N.J.S.A. 40:55D-70c, floor plans, elevation drawings and plot plans for each lot and structure depicting building and yard dimensions, architectural details, fenestration and building materials. _____
- d. County Planning Board (if located on County Road) _____
- e. Sewerage Service Availability _____

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PLAT REQUIREMENTS MINOR SITE PLAN PER CHAPTER 165 & 185

NAME OF APPLICANT: _____

NAME OF OWNER: _____

BLOCK: _____ LOT: _____ ADDRESS: _____

a. *General Requirements.* The plan for a minor site plan shall be drawn at a scale of not less than fifty (50) feet to the inch nor larger than ten feet (10') to the inch, with North oriented to the top of the page, on one of the four standard sheet sizes (8.5" x 14", 15" x 21", 24" x 36", 30" x 42"), shall conform to the provisions of the New Jersey Map Filing Law, N.J.S.A. 46:23-9.9 et seq., and shall include or be accompanied by the information specified below:

1. The minor site plan shall be based upon a current boundary survey prepared in accordance with N.J.A.C. 13:40-5.1, Preparation of Land Surveys, certified to the owner and prepared or recertified not more than twelve (12) months prior to the date of application. If more than 12 months has passed since the date of (or date of last recertification) of the survey, it shall be recertified and, if necessary, brought up-to-date.

b. *Title Block.* A title block shall appear on all sheets and include: _____

1. Title to read "Minor Site Plan." _____

2. Name of development, if any. _____

3. Tax map sheet, block and lot designation. _____

4. Street Address. _____

5. Name of applicant and owner. _____

6. Date (of original and all revisions). _____

7. Name, signature, address and license number of the professional who prepared the plan and their embossed seal. _____

8. If the site plan contains more than one sheet, each sheet shall be numbered and titled. _____

c. *Detailed Information.*

1. A current aerial image (at a scale of not less than one inch (1") equals one thousand feet (1,000') with North oriented to top of the page, indicating the location of the subject parcel with reference to surrounding areas, existing streets which intersect or border the parcel, the names of all such streets and any zone district boundaries and Township boundary which is within five hundred feet (500') of the subject parcel.

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2. The names and addresses of all owners, and property classifications of all parcels within two hundred feet (200') of the subject parcel as shown by the most recent records of the Township. _____

3. A portion of the current Dennis Township Zoning Map showing the subject parcel and zone district _____ boundaries, existing easements, watercourses, floodways and flood hazard areas within two hundred feet (200'), and the width of the right-of-way of each street within two hundred feet (200') of the subject parcel. _____

4. A portion of the current Dennis Township Tax Map showing the subject parcel, zone district _____ boundaries, existing easements and public rights-of-way within two hundred feet (200') of the subject parcel. _____

5. A schedule shall be placed on the site plan indicating: _____

- a) The area of the tract and site (the portion of the tract involved in the site plan). _____
- b) The floor area (and floor area ratio where appropriate) of the existing and proposed building (listed separately). _____
- c) The proposed use or uses and the floor area devoted to each use. _____
- d) The zone in which the site is located. _____
- e) Proposed and required lot dimensions and front, rear and side setbacks. _____
- f) Proposed and required off-street parking spaces. _____
- g) Square footage and percentage of the site retained in unoccupied open space. _____
- h) Square footage and percentage of the site considered as Building Coverage. _____
- i) Building height measured from the appropriate reference point. _____
- j) Applicant's compliance with the zoning requirements. _____

6. All existing structures, with an indication of those which are to be removed, and the front, rear and side yard dimensions of those to remain, referenced to existing lot lines. _____

7. All existing and proposed private and public easements or rights-of-way and the purposes thereof. _____

8. North arrow. _____

9. Written and graphic scales. _____

10. All required endorsements or certifications and space for the appropriate signatures. _____

11. A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided or certification that none exists. Such certification may be in letter form signed by a member of the New Jersey Bar, by a title officer or authorized agent of a title insurance company licensed to do business in New Jersey. _____

12. Spot elevations at all four (4) corners of the subject parcel (oceanfront parcels require two (2) additional spot elevations, one (1) at midpoint on each of the two (2) side lot lines). _____

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13. Sufficient spot elevations (NAVD88 datum) and/or contour lines to indicate the proposed system of surface drainage and the relationship of proposed grading to the land surrounding the site. _____

14. FEMA flood zone, base flood elevation, Zoning Flood Elevation and such other information as may assist the Planning Board in the determination of floodway and flood hazard area limits. _____

15. The following shall also be required unless the administrative officer determines that they are not necessary to provide a full understanding of the application:

a) Existing at point of connection and all proposed manholes, sewer lines, waterlines, fire hydrants, utility poles and all other topographical features of a physical or engineering nature within the site and within fifty (50) feet thereof. _____

b) All existing structures on the site and within fifty (50) feet thereof, including their use, thereof indicating those to be destroyed or removed and those to remain. _____

c) Location, use, finished grade level, ground coverage, first-floor and basement elevations, front, rear and side setbacks of all buildings and other pertinent improvements. _____

d) The capacity of off-street parking areas including setbacks, location and dimensions of all access drives, aisles and parking stalls. _____

e) The location and size of proposed loading docks. _____

f) Location of curbs, sidewalks, above-ground utilities including overhead electric transmission wires. _____

g) Cross-section(s) showing the composition of pavement areas, curbs and sidewalks. _____

h) Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal footcandles, wattage and drawn details of all outdoor lighting standards and fixtures. _____

i) Landscaping and screening plan including planting note and plant guarantees, showing the size, location, type, spacing and number of each type of street tree, shrub and groundcover to be utilized. _____

j) Location of signs and drawn details showing the size, nature of construction, height, lighting and content of all signs. _____

k) Drawn details of the type of screening to be utilized for refuse storage areas, air conditioning units, outdoor equipment and bulk storage areas. _____

l) Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated. _____

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m) Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall indicate the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site, and provisions to be made for site maintenance. _____

n) Road dedication, where required. _____

o) Proposed sight easements, where required. _____

p) Proposed drainage easements, where required. _____

q) Soil Erosion and Sediment Control plan, where required. _____

16. Such other information as the Board Engineer and/or Planner may require or request during their review of the application. _____

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PLAT REQUIREMENTS VARIANCE
CHAPTER 165 and 185

NAME OF APPLICANT: _____

NAME OF OWNER: _____

BLOCK: _____ LOT: _____ ADDRESS: _____

a. *General Requirements.* The plan for a variance shall be drawn at a scale of not less than twenty feet (20') to the inch, with North oriented to the top of the page, shall conform to the provisions of the New Jersey Map Filing Law, N.J.S.A. 46:23-9.9 et seq., and shall include or be accompanied by the information specified below:

1. The variance plan shall be based upon a current boundary survey prepared in accordance with N.J.A.C. 13:40-5.1, Preparation of Land Surveys, certified to the owner and prepared or recertified not more than twelve (12) months prior to the date of application. _____

2. Spot elevations at all four (4) corners of the subject parcel (oceanfront parcels required two (2) additional spot elevations, one (1) at midpoint on each of the two (2) side lot lines). _____

b. *Title Block.* A title block shall appear on all sheets and include: _____

1. Title to read "Variance Plan." _____

2. Tax map sheet, block and lot designation. _____

3. Street address. _____

4. Name of the applicant and owner. _____

5. Date (of original and all revisions). _____

6. Name, signature, address and license number of the professional who prepared the plan. _____

c. *Detailed Information.* _____

1. A key map (at a scale of not less than one inch (1") equals one thousand feet (1,000') with North oriented to top of the page, showing the location of the subject parcel with reference to surrounding areas, existing streets which intersect or border the parcel, the names of all such streets and any zone district boundaries and Township boundary which is within five hundred feet (500') of the subject parcel.

2. The names and addresses of all owners, and property classifications of all parcels within two hundred feet (200') of the subject parcel as shown by the most recent records of the Township. _____

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3. A portion of the current Dennis Township Zoning Map showing the subject parcel and zone district boundaries, existing easements, watercourses, floodways and flood hazard areas within two hundred feet (200'), and the width of the right-of-way of each street within two hundred feet (200') of the subject parcel.
4. A zoning schedule showing all zoning requirements applicable to the parcel in question, existing conditions, proposed conditions and extent of applicant's compliance with the zoning requirements. _____
5. All existing structures, with an indication of those which are to be removed, and the front, rear and side yard dimensions of those to remain, referenced to existing lot lines. _____
6. All proposed private and public easements or rights-of-way and the purposes thereof. _____
7. North arrow. _____
8. Written and graphic scales. _____
9. All required endorsements or certifications and space for the appropriate signatures. _____
10. A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided or certification that none exists. Such certification may be in letter form signed by a member of the New Jersey Bar, by a title officer or authorized agent of a title insurance company licensed to do business in New Jersey.
11. Such other information as the Board Engineer and/or Planner may require or request during their review of the application. _____

PLAT REQUIREMENTS

SITE PLAN- PRELIMINARY and FINAL

NAME OF APPLICANT: _____

NAME OF OWNER: _____

BLOCK: _____ LOT: _____ ADDRESS: _____

Preliminary Plat Requirements

a. *General Requirements.*

1. Any preliminary plat of a site plan presented to the Planning Board or Board of Adjustment for its approval shall be signed and appropriately sealed by an architect, professional engineer, land surveyor and/or professional planner licensed to practice in the State of New Jersey; provided, however, that sanitary sewer, water distribution and storm drainage plans and water and sewage treatment plans may only be signed and sealed by a professional engineer. _____

2. Site plans shall not be drawn at a scale smaller than one inch equals fifty feet (1"=50') or larger than one inch equals ten feet (1"=10'). If the size of the site would require the use of sheets larger than thirty inches by forty-two inches (30" x 42") in order to show the entire site on one (1) sheet, the detailed information for the site plan shall be shown in sections on sheets not larger than thirty inches by forty-two inches (30" x 42"), which sheets shall be keyed to an overall plan of the site drawn at a scale of not less than one inch equals two hundred feet (1"=200'). _____

The site plan shall be based on a monumented, current certified boundary survey. The date of the survey and the name of the person making same shall be shown on the map. If twelve (12) months or more has passed since the date of (or date of last recertification of) the survey, it shall be recertified and if necessary, brought up to date.

b. *Title Block.* The title block shall appear on all sheets and include: _____

1. Title to read "Preliminary Site Plan." _____

2. Name of the development, if any. _____

3. Date (of original and all revisions). _____

4. Names, signatures, addresses, and license numbers of engineer, architect, land surveyor, or planner who prepared the plan and their embossed seal(s). _____

5. If the site plan contains more than one (1) sheet, each shall be numbered and titled. _____

- c. A schedule shall be placed on the site plan indicating:
 - 1. The acreage of the tract and site (the portion of the tract involved in the site plan). _____
 - 2. The floor area of the existing and proposed buildings (listed separately). _____
 - 3. The proposed use or uses and the floor area devoted to each use. _____
 - 4. The zone district in which the site is located. _____
 - 5. Tax map sheet, block and lot number of the site, as shown on the latest Township tax map, the date of which should also be shown. _____
 - 6. Names and addresses of owner and developer, so designated. _____
 - 7. Proposed and required lot dimensions and front, rear and side setbacks. _____
 - 8. Proposed and required off-street parking spaces.
 - 9. The square footage and the percentage of the site that is: (a) Occupied by buildings _____
 - (b) Impervious _____
 - 10. All variances requested. _____
- d. North arrow and written and graphic scales. _____
- e. The tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated or the limits of alluvial soils where the boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Board in the determination of floodway and flood hazard area limits. _____
- f. The boundary, nature, and extent of marshes, wetlands, dunes and water areas within the site and within two hundred feet (200') thereof. _____
- g. Existing and proposed manholes, sewer lines, fire hydrants, water lines, utility poles, and all other topographical features of a physical or engineering nature within the site and within fifty feet (50') thereof. _____
- h. All existing structures on the site and within fifty feet (50') thereof, including their use, indicating those to be destroyed or removed and those to remain. _____
- i. Location, use, finished grade level, ground coverage, first floor, front, rear and side setbacks of all existing buildings and other pertinent improvements. _____
- j. Existing and proposed public easement or rights-of-way and the purposes thereof. _____

k. A grading plan showing existing and proposed grading contours at one foot (1') intervals throughout the tract, or spot elevations if acceptable to the Board Engineer. Datum shall be National Geodetic Vertical Datum (N.G.V.D.) and source of datum shall be noted. In addition to proposed grading contours, sufficient additional spot elevations shall be shown to clearly delineate proposed grading. Also, a site bench mark shall be labeled on the plan.

l. *On-Site Drainage Plan:*

1. The drainage plan shall be presented in graphic form which shall clearly show the street and lot layout and those items which are pertinent to drainage including existing and proposed contours and spot elevations as previously required.

2. The plan shall outline each area contributing to each inlet.

3. All proposed drainage shall be shown with pipe type and sizes, invert and grate or rim elevations, grades and direction of flow. The direction of flow of all surface waters and of all streams shall be shown.

4. The drainage plan shall be accompanied by complete drainage calculations made in accordance with the standards set forth in this Ordinance.

m. *Off-Site Drainage Plan.* The plat shall also be accompanied by an off-site drainage plan prepared in accordance with the following standards:

1. The plan shall consist of an outline of the entire drainage basin in which the site is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown.

2. The pertinent off-site existing drainage shall be shown with elevations of inverts and grates to the nearest one-hundredth of a foot (.01').

3. To the extent that information is available and may be obtained from the County or Municipal Engineer, any existing plans or drainage improvements shall be shown.

4. In the event a temporary drainage system is proposed, full plans of that system shall be shown.

5. The off-site drainage plans shall be accomplished by profiles of all proposed drainage, showing existing details, pipe sizes, type, inverts, crowns, slopes; all proposed structures and connections and design hydraulic grade lines for all conduits designed to carry forty (40) or more cubic feet per second. Cross-sections at intervals not exceeding one hundred feet (100') shall be shown for all open channels.

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n. If required by the Township Engineer, center line profiles of streets bordering the site, internal roadways, and major circulation aisles showing:

1. Existing and proposed final grades and slopes. _____
2. Pipe sizes, slope, type, inverts, and grate or rim elevation of drainage and sanitary sewage facilities. _____

o. *Boring Logs.* A Soils Engineer's Report shall conform:

1. Borings shall be spaced evenly throughout the site. _____
2. One (1) boring shall be made per acre (or portion thereof) in those areas where the water table is found to be less than ten feet (10') below proposed or existing grade. _____
3. In addition to the above, in those areas where the water table is found to be five feet (5') or less below existing or proposed grade, two (2) additional borings per acre (or portion thereof) will be required if construction of basements is contemplated. Borings shall be located where such basements are proposed. _____
4. Boring logs shall show soil types and characteristics encountered, groundwater depths, the methods and equipment used, the name of the firm, if any, making the borings and the name of the person in charge of the boring operation. The boring logs shall also show surface elevations to the nearest one-tenth of a foot (.1'). _____
5. Based on the borings, the site plan shall clearly indicate all areas having a water table within two feet (2') of the existing surface of the land, or within two feet (2') of proposed grade; or all areas within which two feet (2') or more of fill is contemplated or has previously been placed. _____

p. Zone district boundaries and a portion of the Tax Map Sheet shall be reproduced for a minimum distance of five hundred feet (500') surrounding the site upon which the following shall be indicated: _____

1. The site; _____
2. Zone district boundaries; _____
3. Tax map sheet; _____
4. Lot and block numbers; _____
5. Name of all owners within two hundred feet (200') of the site; _____
6. Streets with names; _____
7. Scale and north arrow. _____

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q. *Key Map*: A portion of the U.S. Geological Survey map shall be shown (scale 1"=2,000') indicating the following:

- 1. The site; _____
- 2. U.S.G.S. map number; _____
- 3. Scale and north arrow. _____

r. The location, area, dimensions and proposed disposition of any area or areas of the site proposed to be retained as common open space, indicating the facilities to be provided in such areas. _____

s. The capacity of off-street parking areas and the location and dimensions of all access drives, aisles and parking stalls. The location and treatment of existing and proposed entrances and exits to public rights-of-way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional width and any other device necessary for traffic safety and/or convenience, and the estimated average number of passenger vehicles, single unit trucks or buses, and semi-trailers that will enter the site each day. _____

t. Graphic depiction of the anticipated routes and details of the system of on-site vehicular and pedestrian circulation. If the developer desires to have the appropriate provisions of N.J.S.A. 39:1 et seq. governing motor vehicle operation made applicable to the site, thereby allowing municipal police regulation of traffic control devices, he shall submit a formal request and a detailed plan meeting the requirements of the New Jersey Department of Transportation. The Township Engineer will advise the developer regarding the details of such a plan. _____

u. The location and size of proposed loading docks. v. Location of curbs and sidewalks. _____

w. Cross-sections showing the composition of pavement areas, curbs, and sidewalks. _____

x. Exterior lighting plan, including the location, direction of illumination, amount of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and fixtures. _____

y. Landscaping and screening plan showing the location, type, spacing, and number of each type of tree or shrub, the location, type and amount of each type of ground cover to be utilized, and plant list and planting details for trees, shrubs, and/or ground cover. _____

z. Location of signs and drawn details showing the size, nature of construction, height and content of all signs. _____

aa. Drawn details of the type of screening to be utilized for refuse and recyclable material, storage areas, outdoor equipment and bulk storage areas. _____

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bb. Floor plans and building elevation drawings of any proposed structure or structures, or existing structures to be renovated. _____

cc. Location of handicapped facilities including parking spaces and ramps (where applicable). _____

dd. *Sectionalization and Staging Plan.* Developers of large uses such as shopping centers, multi-family dwellings, office parks or other such uses proposed to be developed in stages shall submit a sectionalization and staging plan showing the following:

1. The anticipated date for commencing construction of each section or stage. The staging of development on the site shall be such that if development of the site were discontinued after the completion of any stage, the developed portion of the site would comply in all respects to the requirements of this Ordinance and be provided with adequate drainage and utility systems. _____

2. Those improvements that will be completed in each stage prior to application for Certificate of Occupancy. The plan should demonstrate that the staging of construction will minimize adverse effects upon occupied buildings in the site and adjoining properties. _____

ee. Written description of the proposed operations in sufficient detail to indicate the effects of the use in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards. The written description shall also include the hours of operation of the use, the number of shifts to be worked, the number of employees in each shift, the number of vehicles to be stored or parked on the site, and provisions to be made for site maintenance.

ff. Such other information as the Planning Board and/or Township Engineer may request during site plan review. _____

MISCELLANEOUS REQUIREMENTS THAT MAY BE REQUIRED _____

1. COST OF IMPROVEMENTS ESTIMATE _____

2. SIGHT TRIANGLE – CORNER PROPERTIES _____

3. SOIL EROSION PLAN _____

4. OTHER AGENCY REQUIREMENTS _____

a. County Planning Board _____

b. New Jersey Water Company _____

c. Waterfront Development (CAFRA) _____

d. Adequacy of Utility Service _____

Final Plat Requirements.

The final plat shall include all data required for the preliminary plat of the site plan and shall be drawn to incorporate all changes required as a condition of preliminary approval and shall be drawn by persons and to specifications as required for a preliminary plat and shall be titled "Final Plat - Site Plan." _____

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PLAT REQUIREMENTS

MAJOR SUBDIVISION- PRELIMINARY and FINAL

25-1500.7.2 Plat Requirements.

a. *General Requirements.* All plats containing proposals or designs for drainage, streets and subdivision layouts shall be prepared by a professional engineer licensed to practice in the State of New Jersey and shall bear the address, signature, embossed seal and license number of said professional engineer. The preliminary plat shall be based on a land survey conducted not more than five (5) years prior to the date of application and certified to the subdivider and shall be drawn at a scale of not less than fifty feet (50') to the inch.

b. *Title Block.* The title block shall appear on all sheets and include: _____

1. "Preliminary Plat - Major Subdivision." _____

2. Name of subdivision, if any. _____

3. Date (of original and all revisions). _____

4. Name(s), signature(s), address(es) and license number(s) of the engineer and/or land surveyor who prepared the map. (The plat shall bear the embossed seal of said engineer and land surveyor). _____

c. A key map (at a scale of not less than one inch (1") equals one thousand feet (1,000') showing the _____ location of the tract to be subdivided, with reference to surrounding areas, existing streets which intersect or border the tract, the names of all such streets and any zone boundary or Township boundary which is within five hundred feet (500') of the subdivision.

d. Tax map sheet, block and lot number(s) of the tract to be subdivided as shown on the latest Township _____ tax map, the date of which shall also be shown.

e. Names and addresses of owner and subdivider, so designated. _____

f. A schedule shall be placed on the map indicating the acreage of the tract, the number of lots, the zone _____ district, the minimum required lot areas, setbacks, yards, and dimensions.

g. Zone district boundaries, Township borders and the names of all owners, lot and block numbers _____ and property lines of parcels within two hundred feet (200') of the land to be subdivided including properties across the street, as shown by the most recent records of the Township or of the municipality of which the property is a part.

h. The preliminary plat shall be based on a current certified boundary survey as required above with _____ sufficient lines of the adjoining tracts surveyed to establish any overlap or gap between the adjoining boundary lines and the boundary lines of the tract in question and prepared in accordance with N.J.A.C. 13:40-5.1 "Preparation of Land Surveys". The date of the survey and the name of the person making the same shall be shown on the map. _____

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i. *Contours.*

1. Existing one foot (1') interval contours based on National Geodetic Vertical Datum (N.G.V.D.) shall be shown extending a minimum of twenty-five feet (25') beyond the boundary of the tract in question and shall be certified. The source of elevation datum base shall be noted. If contours have been established by aerial photography, a check profile shall be made on the boundary line of the tract and certified by a New Jersey licensed land surveyor. A site bench mark shall be noted on the plat.

2. Ninety percent (90%) of elevations interpolated from contour lines will be within one-half (1/2) the contour interval when referred to the nearest bench mark. All spot elevations shall be to the nearest one-tenth foot (.1') and accurate to within three-tenths of a foot (.3').

3. Ninety percent (90%) of all planimetric features shown on the map will be within one-fortieth inch (1/40") of their true position and no planimetric features will be out of true position more than one-twentieth inch (1/20") as map scale when referenced to the nearest field-established station. A statement of compliance and/or a complete statement concerning any areas of noncompliance with this requirement shall be placed on the tentative plat.

j. All existing streets, public easements, watercourses, floodways and flood hazard areas within the proposed subdivision and within one hundred feet (100') of the boundaries thereof, including the width of the right-of-way of each street within one hundred feet (100') of the subdivision.

k. All existing structures, an indication of those which are to be destroyed or removed, and the front, rear, and side yard dimensions of those to remain.

l. The boundaries, nature, extent and acreage of wooded areas and other important physical features, including dunes, marshes, wetlands and water areas within the proposed subdivision and within one hundred feet (100') thereof.

m. The layout of the proposed subdivision drawn in compliance with the provisions of this Ordinance.

n. All proposed public easements or rights-of-way and the purposes thereof, and proposed streets within the proposed subdivision. The proposed streets shall show the right-of-way and proposed pavement width.

o. The existing system of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage.

p. The acreage of the drainage area (or areas) of each natural or man-made watercourse traversing the subdivision, including the area within the subdivision and the area upstream from the subdivision.

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q. All proposed lot lines and areas of all lots in square feet. The areas and dimensions specified should be accurate to within minus zero percent (-0%) and plus four percent (+4%) [for example, a lot line specified as two hundred fifty feet (250') long should not be less than two hundred fifty feet (250') but may be as long as two hundred sixty feet (260')].

r. North arrow and basis therefore and written and graphic scales. _____

s. Preliminary utility layouts showing methods of connection and sources of service. Prior to public hearing for preliminary subdivision plat, the developer shall provide written certification that he has contacted the involved servicing utility companies and has received their detailed specific installation standards. It will be the developer's responsibility to then integrate the various design standards and achieve optimum coordinated design.

t. The proposed location and area, in acres or square feet, of all proposed common open space areas. _____

u. The tentative plat shall show, on the property to be subdivided and within one hundred feet (100') of that property all existing paper streets, dirt roads, paved streets, curbs, manholes, sewer lines, water and gas pipes, utility poles, ponds, swamps and all other topographical features of a physical or engineering nature.

v. *Preliminary On-Site Grading and Drainage Plan.* _____

1. The preliminary plat shall show or be accompanied by a preliminary grading and drainage plan which shall show locations of all existing and proposed drainage swales and channels, retention-recharge basins, the scheme of surface drainage and other items pertinent to drainage including the approximate proposed grading contours at one foot (1') intervals, Datum shall be N.G.V.D. and the source of datum shall be noted.

2. The plan shall outline the approximate area contributing to each inlet. _____

3. All proposed drainage shall be shown with preliminary pipe type and sizes, invert elevations, grades, and direction of flow, the direction of flow of all surface waters and all water courses shall be shown.

4. The preliminary grading and drainage plan shall be accompanied by drainage calculations made in accordance with standards set forth in Chapters 165 and 185 or as required by other Ordinance.

5. Preliminary plans and profiles of streets shall be shown indicating storm drains and utilities including any drainage components not presented in the street profiles. _____

w. *Preliminary Off-Site Drainage Plan.* The preliminary plat shall also be accompanied by a preliminary off-site drainage plan prepared in accordance with the following standards:

1. The plan shall consist of an outline of the entire drainage basin in which the property to be subdivided is located. The terminus of the basin and existing ground contours or other basis for determining basin limits shall be shown. _____

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2. Pertinent off-site existing drainage, which receives or discharges runoff from or onto the site, shall be shown with elevations of inverts, pipe types, and sizes or other appropriate physical data for open or non-pipe conduits.

3. To the extent that information is available and may be obtained from the County or Township Engineer(s). Any existing plans for drainage improvements shall be shown.

4. In the event a temporary drainage system is proposed, tentative plans of that system shall be shown.

x. *Soils Engineers Report.* A preliminary Soils Engineers Report shall be prepared by a N.J. Professional Engineer. The number of borings, depths, and boring locations shall be as specified by the Soils Engineer and approved by the Board Engineer. The Preliminary Soils Engineers Report shall include:

1. Standard Penetration Resistance boring data to a depth of stable soil conditions.

2. Sufficient laboratory testing to determine preliminary consolidation and settlement information.

3. Preliminary recommendations to include bulkhead design, utility installation and stabilization, soil consolidation methods, preliminary road and pavement design, and such other information as may be required by the Board Engineer.

4. The Preliminary Report shall be the basis for further borings, laboratory testing, and a Final Report shall accompany the final plat, if required by the Board Engineer.

y. The location, dimensions, area and disposition of any park and recreation areas shall be shown and noted on the preliminary plat and shall be subject to the approval of the Planning Board.

z. Center line profiles of all proposed streets showing:

1. Existing and proposed finished grades and slopes.

2. Pipe sizes, slope, type, inverts, and grate or rim elevations of drainage and sanitary sewage facilities.

aa. Where required by the Township Engineer, cross-section of proposed streets to at least ten feet (10') outside of any grading limit at intervals of at least every one hundred feet of all proposed streets.

bb. The number, location, and species of all proposed trees, shrubs, and/or ground cover plant materials and planting details of same.

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cc. The tops of the banks and boundaries of the floodways and flood hazard areas of all existing watercourses, where such have been delineated or the limits of alluvial soils where boundaries of floodways and flood hazard areas have not been determined, and/or such other information as may assist the Board in the determination of floodway and flood hazard area limits.

dd. *Sectionalization and Staging Plans.* The preliminary sectionalization and staging plan showing the following:

1. If the subdivision is proposed to be filed for final approval in sections, the plan shall show each such section and the anticipated date of filing for each section. The staging of the various sections in the subdivision shall be such that if development of the subdivision were to be discontinued after the completion of any section, the developed portion of the subdivision would be provided with adequate street drainage and utility systems. The size and staging of the section in a subdivision shall be established to promote orderly development and shall be subject to the approval of the Board.

2. The sectionalization and staging plan shall identify for each lot or groups of lots in the subdivision those improvements that will be completed prior to application for Certificates of Occupancy. The plan should demonstrate that the staging of construction will minimize adverse effects upon occupied buildings in the subdivision and adjoining properties.

ee. The location of proposed depressed pedestrian ramps and other facilities for the handicapped.

ff. Such other information as the Board and/or Township Engineer may require or request during the review of the preliminary plat.

gg. Floor plan and elevation drawings of any proposed structure or structures depicting architectural details, fenestration and building materials.

25-1500.9.2 Plat Requirements.

a. *General Requirements.* A final plat may, for all or any portion of an approved preliminary plat, be submitted to the Planning Board within three (3) years of the date of approval of the preliminary plat. Requirements set forth in this Ordinance for preliminary plats shall apply to final plats with the addition of the specific additional requirements set forth herein.

1. A final plat shall be drawn at a scale of not less than fifty feet (50') to the inch, shall conform to the provisions of N.J.S.A. 46:23, Map Filing Law, as amended and supplemented, specified herein.

2. All dimensions, both linear and angular, of the exterior boundaries of the subdivision and all lots and all lands reserved or dedicated for public use shall balance and their description shall close within a limit of error of not more than one (1) part in ten thousand (10,000).

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3. Unless specifically waived by the Township Engineer, the bearing system used on the exterior boundaries of the final plat shall conform to the New Jersey State Plane Coordinate System or the plat shall show bearings based on said system in addition to any other bearings shown. When multiple bearing systems are shown, the bearings conforming to the New Jersey State Plane Coordinate System shall be enclosed in brackets.

4. Unless specifically waived by the Township Engineer, coordinates, based on the New Jersey State Plane Coordinate System (x and y) shall be shown, individually or in tabular form, for the monumented (existing or proposed) corners of the exterior boundary of the tract.

5. The source of New Jersey State Plane Coordinate System information shown as required above shall be noted on the final plat.

b. *Purpose of Final Plat.* A final plat and supporting drawings and documents for a proposed subdivision constitute the complete and fully detailed and documented development of the subdivision proposal and becomes the basis for the construction of the subdivision and inspection by the Board Engineer, other officials and Planning Board, or Board of Adjustment. The portion of the plat intended for filing must be recorded at the County Clerk's office to have legal status.

c. *Title Block.* The title block shall appear on all sheets and include:

1. Title to read: "Final Plat - Major Subdivision."

2. Development name, if any.

3. Date (of original and all revisions).

d. Tax map sheet, block and lot numbers of the tract to be subdivided as shown on the latest Township Tax Map, the date of which shall also be shown.

e. Names and addresses of owner and subdivider, so designated.

f. Lot and block numbers shown on the final plat shall conform to the Township Tax Map (or proposed revisions thereof) and shall be obtained by the applicant's engineer and/or surveyor from the Township Tax Assessor. Proposed house numbers shall also be obtained from the Township Tax Assessor and shall be shown encircled on the final plat.

g. Such other information as the Board and/or Township Engineer or Township Planner may request during review.

h. Sectionalization of final plats shall be in conformance with the sectionalization and staging plan, if any, approved with the preliminary plat.

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CONFIRMATION OF PAID TAXES

[24 HOUR NOTICE MAY BE REQUIRED]

TO BE COMPLETED BY APPLICANT AND RETURNED TO THE TAX COLLECTION OFFICE

NAME: _____

BLOCK: _____ LOT: _____

STREET ADDRESS: _____



TO BE COMPLETED BY TAX COLLECTION OFFICE

Taxes current as of _____

Taxes paid through _____ quarter 20____

Remarks: _____

Tax Collector

Date

THIS STATEMENT IS NOT AN OFFICIAL TAX SEARCH

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REQUEST FOR ADDRESSES WITHIN 200'

Submit to Tax Assessment Office

Applicant _____

Block: _____

Lot: _____

Property Address: _____

I authorize the Tax Assessor's Office to compile a listing of property owners and mailing addresses located within a 200-foot radius of the above-mentioned property.

Authorized Signature

Please call me when the list is complete at: _____

Please mail the list to the following address:

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**APPEAL FROM A
DECISION OF THE ADMINISTRATIVE OFFICER**

TAKE NOTICE that the undersigned, owner of premises in the Township of Dennis designated on the Tax Map as Block(s) ___Lot(s) __; and also known commonly known as _____ in said Township located in a zoning district hereby appeals to the Zoning Board of Adjustment from the order, determination, or decision of said enforcing official made on the __ day of _20____, a building permit to _____ at _____ to permit construction of a _____ on premises designated as Block(s) _____Lot(s) _on the Municipal Tax map owned by _____ for the reason that appellant alleges error in the order, requirement, decision or refusal of said administrative Officer in that:
TAKE FURTHER NOTICE that you are hereby required to immediately transmit to the Secretary of the Zoning Board of Adjustment all papers constituting the record upon which the action appealed from was taken, in accordance with the Rules of Zoning Board of Adjustment and the statute in such case made and provided.
Appellant _____

Date: __

NOTE: THIS NOTICE OF APPEAL MUST BE SERVED UPON THE ADMINISTRATIVE OFFICER FROM WHOM THE APPEAL IS TAKEN WITHIN 20 DAYS OF THE DATE OF THE ACTION THAT IS APPEALED. COPIES OF ALL RELEVANT PAPERWORK MUST ALSO BE SUPPLIED.