

City of Salem Planning/Zoning Site Plan Guidelines

TO SITE PLAN APPLICANTS:

The attached checklist is to assist you in the submission of the Site Plans for review to the City of Salem Planning/Zoning Board. Omission of items may result in the Board declaring the application incomplete. **NOTE:** All pages must be initialed and dated by person completing form.

Please note that all changes of use, as well as new construction, requires a site plan review.

The Applicant may ask the Planning/Zoning Board to waive all or part of the requirements for site plan review of an existing building if the change of use does not involve any modifications to the building footprint or to impervious cover. The Applicant should consult with the Planning Department for requirements for their specific application.

It remains the Applicant's responsibility to include all the necessary information according to the Zoning Ordinance of the City of Salem (Chapter 130). The Ordinance is available on-line (City of Salem site address below). It is the Applicant's responsibility to forward the application to the County Planning Board, and any other pertinent agency.

1. If the site plan involves the disturbance of more than one acre, the Applicant shall also submit fifteen (15) copies of an environmental impact statement, signed and sealed by a New Jersey licensed professional planner or New Jersey licensed professional engineer, preferable with experience in environmental studies.
2. Site Plan applicants are reminded that their applications should contain all the required information on the checklist unless the City Engineer or Planner has waived any requirements subject to review by the Board.
3. In order to be placed on the Board agenda, fifteen (15) copies of the items below should be submitted:
 - Application
 - Completed checklists
 - Sealed Plans

NOTE: All must be submitted to the Board Secretary at least ten (10) days prior to the Board Meeting. In general, the Board will review applications for the completeness at the first meeting after submission, especially those with major applications or those requesting variances or conditional permits. The Board will **NOT** hold a hearing on the application at the first meeting, but will only review for completeness.

4. Site Plan applications requesting variances and/or conditional use permits require personal notice to neighboring property owners as well as newspaper notice. Please see Section 130-30A of the City Code for requirements.

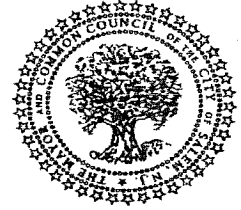
NOTE: Applicants should not place a Notice of Hearing or send notifications until informed that the application is complete and on the following month's agenda.

Applicant must request a copy of the 200 ft. property list from the Tax Collector's Office at 856-935-0372 ext. 200.

5. At least seven (7) days prior to the scheduled meeting submit the items below to the Planning Board Secretary:
 - Receipts from certified mailing or original signatures on the Public notice form that was served to property owner.
 - Proof of publication from South Jersey Times.

*Carol Wright
Planning/Zoning Board Secretary
17 New Market Street
Salem, NJ 08079
Phone: 856-935-5510 ext. 209*

Salem City Planning/Zoning Board Fee Schedule



City of Salem

Office of the Planning/Zoning Board

17 New Market Street - Annex Building, NJ 08079

Phone: 856-935-5510 x209

Web site: <http://www.cityofsalemnj.gov>

It is hereby provided that fees shall be due and payable when applications are made to the Planning Board and/or Zoning of Adjustment and to the City Council in the event there is an appeal therefrom.

Fees shall be payable by the applicant at such time as the application is submitted. All fees required shall be paid by the applicant to the Secretary of the Board to whom the application is made.

SEPARATE CHECKS ARE REQUIRED FOR THE APPLICATION AND REVIEW FEES.

Fees to be paid shall be according to the following schedule:

| <u>Nature of Application or Services</u> | <u>Fees</u> |
|--|-------------|
| 1. Conditional Use | \$150.00 |
| 2. Any required use or sign permit | \$50.00 |
| 3. Use variance application | \$150.00 |
| 4. Bulk variance application | \$150.00 |
| 5. Interpretation of land use ordinance by Planning Board | \$150.00 |
| 6. Zoning Permit | \$25.00 |
| 7. Minor subdivision plus | \$100.00 |
| (a) Review Fee | \$150.00 |
| (b) Inspection Fee | \$150.00 |
| 8. Major subdivision (preliminary plat submission five lots or less) | \$750.00* |
| Six (6) or more lots | \$1,200.00 |
| (a) Review Fee | \$150.00 |
| (b) Inspection Fee | \$150.00 |
| 9. Major subdivision (final plat submission) plus | \$400.00* |
| (a) Review Fee | \$150.00 |
| (b) Inspection Fee | \$150.00 |
| 10. Site Plan Review (preliminary) plus | \$150.00 |
| (a) Review Fee | \$150.00 |
| (b) Inspection Fee | \$150.00 |

| <u>Nature of Application or Services</u> | <u>Fees</u> |
|--|--|
| 11. Site Plan Review (final) plus | \$150.00 |
| (a) Review Fee | \$150.00 |
| (b) Inspection Fee | \$150.00 |
| 12. Appeal from Zoning Officer of application for Interpretation of Zoning Ordinance Map or Provisions | \$50.00 |
| 13. Appeal to City Council | \$50.00 |
| 14. Transcript (original) | \$2.50 (per page) |
| Copies | \$1.00 (per page) |
| 15. Resubmission or revision of Development Plan or Application | Same as initial Application Fee |
| 16. Informal Review | \$150.00** |
| 17. Site Plan Waiver | \$150.00 |

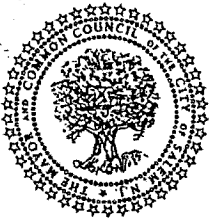
***Escrow Fund Fees – in addition to the application fees set forth see below**

- **Major subdivision at preliminary** application: \$50.00 per lot but not less than \$200.00
- **Major subdivision** application for **final** approval: \$50.00 per lot but not less than \$200.00
- **Site Plan Review: Preliminary - \$400.00 Final - \$400.00**
- **Minor subdivision:** \$150.00

For those applications where an Environmental Impact Statement is required, there shall be an additional deposit of \$500.00 to cover the review and analysis of said impact statement. The escrow fees established herein may be increased or decreased upon the recommendation of the engineer or legal counsel for the respective boards.

****In the event a formal application is made after informal review, the informal review fees shall be credited against any application fees that are required in this schedule.**

The inspection and review fees described herein are to be deposited with the Secretary of the Board. These fees shall be maintained in a separate escrow account as shown in the trust fund section of the municipal accounts. The amount to be deposited shall be the greater of the amount described above or Five (%) percent of the estimated cost of all improvements required as a condition of subdivision or site plan approval which estimate shall be made by the municipal engineer. Upon the recommendation of the municipal engineer or municipal solicitor, the required escrow may be increased if it appears that there shall be insufficient funds to pay the necessary review and inspection fees. Any funds remaining in the escrow account upon completion of the proposed development shall be returned to the developer.



Applicant Name (Last, First): _____

City of Salem Planning/Zoning Board Application

Application to the City of Salem Planning/Zoning Board is made for the following (check as many as apply):

- Appeal to City Council Zoning Permit Any required use or signed permit
- Site Plan/Final Site Plan/Prelim Major Subdivision/Prelim
- Minor Subdivision Interpretation Conditional Use
- Informal Review Use Variance Bulk Variance
- Major Subdivision/Final Site Plan Review Appeal from Zoning Officers decision
- Resubmission or revision of development plan or application

Fifteen (15) copies of application and ALL supporting materials must be filed ten (10) days prior to date of hearing for completeness.

Date Filed: _____ (mm/dd/year)

1. Applicant Information:

Applicant Full Name:

(Please Print)

Applicant Address: _____

(City/State/Zip)

Telephone: _____

- Is Applicant (please check that may apply):
- Individual
 - Corporation (provide list of stockholders)
 - Partnership (provide list of partners)

Applicant's interest in property: _____

Applicant Name (Last, First): _____

***If applicant is a corporation, provide the name and addresses of the President, Vice President, Secretary, and Treasurer and attach to application.**

If applicant is other than present owner of property in question, please provide present owner information:

(Name and address of present owner)

2. Attorney Information: NOTE: Corporate applicant must be represented by NJ attorney

Attorney's Name: _____
(Please Print)

Firm and Address: _____

(City/State/Zip)

Telephone: _____

3. Architect/Engineer:

Name: _____
(Please Print)

Firm and Address: _____

(City/State/Zip)

Telephone: _____

2. Property Location

Block ___ Lot ___ Zone ___ Address: _____

Was a previous application submitted for the proposed development? If yes, date _____

Description of Contemplated Development: _____

Description of Drainage Requirement: _____

General Information including total number of lots, dwelling type (single, attached, two family, multi-family) and total number of dwelling units: _____

Applicant Name (Last, First): _____

If variance is sought, describe change in lot area, setback requirement or yard requirement:

3. *Signature of Tax Office Representation stating that no local taxes/assessments are due:*

_____ Date: _____

4. *Signature of Applicant:* _____

Date: _____

Signature of Owner (if not applicant): _____

Date: _____

Applicant Name (Last, First): _____



City of Salem Land Use Checklist

Schedule A – General Requirements

The following requirements are applicable for all submissions to either the Planning Board or Zoning Board of Adjustment:

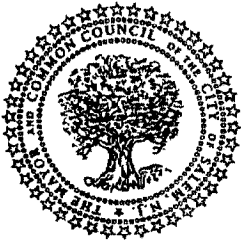
Please indicate options below:

W = Request for waiver of an item X = Item included in package N/A = Item not applicable

| <u>Please Check</u> | | <u>Verification Official Use Only*</u> |
|---------------------|---|--|
| | 1. Fifteen (15) copies of the appropriate application form(s), completely filled in and signed by the Applicant. If any item is not applicable to the Applicant, it should so be indicated on the application form(s). | |
| | 2. Certificate indicating that taxes are paid. | |
| | 3. Receipt indicating that fees are paid. | |
| | 4. Fifteen (15) copies of any required plot plan, site plan, or subdivision plan. | |
| | 5. Affidavit of ownership. If Applicant is not the owner, Applicant's interest in land; e.g., tenant, contract/purchaser, lienholder, etc., and a copy of the document creating that interest. (Prices may be deleted.) | |
| | 6. If a corporation or partnership, list names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq. | |
| | 7. Names and addresses of witnesses and their expertise, if any. | |
| | 8. Statement as to any application requirements for which waiver is sought, together with a statement of reasons why should be granted. | |
| | 9. A list of all other requirements or standards of Chapter 130, Land Use, that are not met by the application and for which a waiver or variance is sought. | |

***Verification Official Use Only – (Please Sign)**

Checklist Verified By: _____ Date _____



City of Salem

Land Use Checklist

Schedule B – Site Plan Requirements

In addition to the information required for a zoning permit, all site plans shall, at a minimum, fulfill the information requirements set forth in the checklist below prior to review by the approving authority. The approving authority may also rely on the information or design information in order to properly review and take action on a specific application.

Please indicate options below:

W = Request for waiver of an item X = Item included in package N/A = Item not applicable

| <u>Please Check</u> | | <u>Verification Official Use Only*</u> |
|---------------------|---|--|
| | 1. Site Plans shall be prepared under the supervision of and be signed sealed by either a New Jersey licensed professional engineer or a registered architect. A plan shall be drawn in black on white a scale not less than one (1) inch equals fifty (50) feet. | |
| | 2. The Site Plan shall clearly show the conditions on and adjacent to the site at the time of application, the features of the site which are being incorporated into the proposed use or building and the appearance and function of the preliminary site plan shall include the following information, unless waived by the Planning Board. | |
| | 3. A key map at an appropriate scale showing the location of the site and its relationship to surrounding areas and to existing street locations. | |
| | 4. Name and address of owner, developer and person preparing plan. | |
| | 5. The Tax Map sheet, block and lot numbers. | |
| | 6. Certificate from the tax collector that all taxes are paid to date. | |
| | 7. The names of all adjoining property owners as disclosed by the most recent tax records. | |
| | 8. The entire property in question, even though only a portion of said property is involved in the site plan, provided, however, where it is physically impossible to show the entire property on the required sheet, a separate map at an appropriate scale may be submitted. | |
| | 9. The location, design, and dimensions of each new and existing use and building. | |

| <u>Please Check</u> | | <u>Verification Official Use Only*</u> |
|---------------------|--|--|
| | 10. The building or use setback distances from all property lines. | |
| | 11. The location, dimensions and arrangement of streets, vehicular accessways and driveways, off-street parking areas, methods of separating land traffic and parking traffic within off-street parking areas and loading and unloading areas. | |
| | 12. A survey prepared by a land surveyor licensed by the State of New Jersey shall accompany site plans and shall show the boundaries of the parcel and the limits of all proposed streets, recreation areas and other property to be dedicated to public use on to common open space. In the case of new commercial, industrial or public buildings, the site plan shall be accompanied by preliminary architect floor plans and elevations with the name, address, professional number and seal of the architect involved. | |
| | 13. Location of all existing trees or tree masses, indication general sizes and species of trees. | |

***Verification Official Use Only – (Please Sign)**

Checklist Verified By: _____ **Date** _____



City of Salem Planning/Zoning Variance Guidelines

TO VARIANCE APPLICANTS:

The attached checklist is to assist you in the submission of the Variance Application for review to the City of Salem Planning Board. Omission of items may result in the Board declaring the application incomplete. **NOTE:** All pages must be initialed and dated by person completing form.

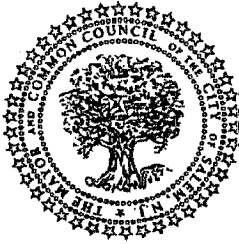
1. If Variance is a result of denial from the Zoning Officer, obtain denial letter to be attached to Application.
2. Obtain application, checklist with attached Site Plan, survey and/or any other pertinent documents.
3. Submit all paperwork and fees and escrow at least ten (10) days prior to Board meeting.
4. Applications will be reviewed for completeness when all paperwork and fees are submitted and attendance at the Planning Board meeting.
 - If required, a review letter may be submitted for incomplete applications.
 - If the application is complete, the applicant will know at the meeting.**NOTE:** Applicants should not expect that their applications will be heard the first month after their paperwork is submitted and complete.
5. Applicant must request a copy of the 200 ft. property list from the Tax Collector's Office at 856-935-0372 ext. 200.
6. After application is deemed complete, at least ten (10) days prior to the scheduled hearing, serve notice to neighbors and publish notice as required.
NOTE: Applicants should not place a Notice of Hearing or send notifications until informed that the application is complete and on the following month's agenda.
7. At least seven (7) days prior to the scheduled meeting submit the items below to the Planning Board Secretary:
 - Receipts from certified mailing or original signatures on the Public notice form that was served to property owner.
 - Proof of publication from South Jersey Times.

Carol Wright
Planning/Zoning Board Secretary
17 New Market Street
Salem, NJ 08079
Phone: 856-935-5510 ext. 209

**MINIMUM INFORMATION REQUIRED TO REVIEW
VARIANCE REQUEST FOR COMPLETENESS**

- Completed application form
- Description of what applicant seeks to do.
- Specific enumeration of the variances requested and action sought.
- Specification of sections of Zoning Ordinance from which relief is sought.
- Specification of each deviation from the requirement.
- Description of (proposed) structure, current use, and changes involved.
- Size and dimensions of lot
- Percentage of lot occupied by buildings or pavement.
- Setbacks, if relevant.
- Date of acquisition of property and ownership or contract.
- State whether application will require site plan or subdivision plan if variance granted (if Variance is to be heard with site or subdivision hearing, see Checklists for those applications).
- Applicant's "special reasons" for relief
- Summary of specific facts which demonstrate that the relief sought can be granted without substantial detriment to the public good and without substantial impairment of the intent and purpose of the Zone Plan or Ordinance.

(REFER TO SCHEDULE "A" ITEM #8 AND #9)



City of Salem

Land Use Checklist

Schedule F – Environmental Impact Statement Requirements

If an application involves the area of more than one acre, the applicant shall also submit five (5) copies of an environmental impact statement signed and sealed by a New Jersey licensed professional planner or New Jersey licensed professional engineer, preferably with experience in environmental studies. As used in this Part 5, an “environmental impact statement” means a written description and analysis of all possible direct and indirect effects the development will have upon the development’s site as well as upon the surrounding region affected thereby, with particular reference to the effect of the development upon the public health, welfare and safety, the protection of public and private property, existing agricultural activities and preservation and enhancement of the natural environment. Every environmental impact statement shall contain the following:

Please indicate options below:

W = Request for waiver of an item X = Item included in package N/A = Item not applicable

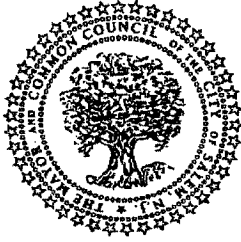
| <u>Please Check</u> | | <u>Verification Official Use Only*</u> |
|---------------------|---|--|
| | 1. A key map showing the location of the development and how it relates to the surrounding region affected thereby. | |
| | 2. A description of the development specifying, in the form of maps, drawings, graphs or similar visual aids, and also by narrative, what is to be done and how it is to be done during and after construction of the development, including information and technical data adequate to permit a careful assessment of the environmental impact of the development. | |
| | 3. An inventory of the existing environmental conditions at the development site and in the surrounding region affected thereby which shall describe the following. | |
| | A. Physical characteristics – Air quality | |
| | <ul style="list-style-type: none"> • Hydrology, including maps and descriptions of streams, water bodies and floodplains and a discussion of water quality. | |
| | <ul style="list-style-type: none"> • Geology | |
| | <ul style="list-style-type: none"> • Soils and their properties, including capabilities and limitation. | |

| <u>Please Check</u> | | <u>Verification Official Use Only*</u> |
|---------------------|---|--|
| | <ul style="list-style-type: none"> • Topography and slope | |
| | <ul style="list-style-type: none"> • Drainage | |
| | <ul style="list-style-type: none"> • Vegetation | |
| | <ul style="list-style-type: none"> • Geology | |
| | <ul style="list-style-type: none"> • Soils and their properties, including capabilities and limitation. | |
| | <ul style="list-style-type: none"> • Topography and slope | |
| | B. Wildlife – Fish and aquatic organisms | |
| | <ul style="list-style-type: none"> • Wild animals | |
| | C. Man-made conditions and structures – Sanitary and storm sewer systems, including planned construction. | |
| | <ul style="list-style-type: none"> • Noise characteristics and levels | |
| | <ul style="list-style-type: none"> • Traffic volume | |
| | <ul style="list-style-type: none"> • Land use, including maps and descriptions of zoning and Master Plan delineation of the development area. | |
| | <ul style="list-style-type: none"> • Aesthetics | |
| | D. Community character – History, including maps and descriptions of sites of historic and archaeological significance. | |
| | <ul style="list-style-type: none"> • Demography | |
| | <ul style="list-style-type: none"> • Culture | |
| | <ul style="list-style-type: none"> • Maps and descriptions of sites reserved or planned for recreational purposes or as wildlife refuges. | |
| | 4. A listing of all licenses, permits or other approvals required by municipal, county or state law, the status of each, and proof that the applicant has contacted officials of any federal, state, county or municipal agency affected by the proposed development. | |

| <u>Please Check</u> | | <u>Verification Official Use Only*</u> |
|---------------------|---|--|
| | 5. An assessment of the probable impact of the development upon all of the topics listed in Subsection C (3) above. | |
| | 6. A listing and evaluation of adverse environmental impacts which cannot be avoided, with particular emphasis upon air or water pollution, increase in noise during and after construction, damage to plant, tree and wildlife systems, damage to natural resources, displacement of people and businesses, increase in sedimentation and siltation, flooding, potential storm water run-off damage, both on and off site, increase in municipal services, and health, safety and well-being of the public. Off-site and off-tract impact shall also be set forth and evaluated. | |
| | 7. A thorough description of the steps to be taken to minimized adverse environmental impact before, during and after construction of the development, both at the development site and in the surrounding region affected thereby, such description to be accompanied by necessary maps, schedules and other explanatory data as may be needed to clarify and explain the actions to be taken. | |
| | 8. Any irreversible and irretrievable commitment of resources which would be involved in the proposed action shall be identifies and described. | |
| | 9. A statement of alternatives to the proposed development which might avoid some or all of the adverse environment effects, including a no-action alternative, with an objective evaluation of each alternative including the no-action alternative. | |
| | 10. A reference list of available pertinent published information relating to the development, the development site, and the surrounding region affected thereby. | |
| | 11. Notwithstanding the foregoing, the reviewing board may waive the requirement for an environmental impact statement if sufficient evidence is submitted by the applicant to support a conclusion that the proposed development will have a slight or negligible environmental impact. Portions of such requirement may likewise be waived upon a finding by the reviewing board that a complete statement need not be prepared in order to evaluate adequately the environmental impact of the development. | |

***Verification Official Use Only – (Please Sign)**

Checklist Verified By: _____ Date _____



City of Salem Land Use Checklist

Schedule G – Off-Site Parking Requirements

| <u>Type of Use</u> | <u>Minimum Parking Spaces</u> |
|--|--|
| Residential units: <ul style="list-style-type: none"> • Single-family detached or mobile homes • Two –family units (complex) • Single family attached or townhouses | <ul style="list-style-type: none"> • 2 per unit provided on lot • 2 per unit provided on lot • 2 per unit provided on lot, plus 1 • 1 per 6 units of visitor, provided in off-street bays |
| Garden apartments: | <ul style="list-style-type: none"> • 1.5 per unit except if 2 or more bedrooms exceeds 40% of unit total then 1.75 per unit, provided in off-street bays |
| Commercial establishments: <ul style="list-style-type: none"> • Retail store, services business • Service stations • Theaters • Shopping centers • Banks • Motels, hotels, transient guest homes • Restaurants • Offices, general and professional • Research laboratories • Wholesale store, motor vehicle establishment, furniture store | <ul style="list-style-type: none"> • 1 per 150 square feet of gross leasable area • 2.5 for each service bay • 1 for each 4 seats • 5.5 per 1,000 square feet of gross leasable area • 6 per teller window • 1 per room • 1 per 2 seats devoted to service • 1 per 150 square feet of gross floor area • 1 per employee plus ten percent • Exclusive of storage space, 1 per 400 square feet |

| <u>Type of Use</u> | <u>Minimum Parking Spaces</u> |
|--|---|
| <p>Community facilities:</p> <ul style="list-style-type: none"> • Church, house of worship • Assembly hall, auditorium, community center • Hospital • Nursing home, institution for aged | <ul style="list-style-type: none"> • 1 for each 3 seats • 1 for each 100 square feet of gross floor area or 1 for each 4 seats, whichever is greater • 1.5 per bed • 1 for each 3 beds |
| <p>Schools:</p> <ul style="list-style-type: none"> • Elementary school, junior high school • High Schools • College • Library or museum • Funeral home | <ul style="list-style-type: none"> • 1 for each employee plus 10 • 10 per classroom • 1 for every 2 students plus 1 per dorm beds • 1 per 500 square feet of gross floor area • 10 plus 1 for each 50 square feet devoted to chapel or slumber rooms |
| <p>Industrial establishments:</p> <ul style="list-style-type: none"> • Industrial, manufacturing use • Storage warehouse | <ul style="list-style-type: none"> • 1 per employee plus 10 percent or 1 per 750 feet of gross floor area, whichever is greater • 1 per employee plus 10 percent or 1 per 750 square feet of gross floor area, whichever is greater |
| <p>Recreation facilities:</p> <ul style="list-style-type: none"> • Clubs, golf clubhouses, commercial or noncommercial uses • Bowling alleys • Skating rink | <ul style="list-style-type: none"> • 1 for each 6 persons of rated capacity • 4 spaces per alley • 1 space for each 120 square feet of skating area |