

# Instructions for applicants filing applications before the Glassboro Planning and Zoning Board of Adjustment Boards

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The purpose of these instructions is to assist an applicant who wishes to file an application before the Planning Board and/or Zoning Board of Adjustment. New Jersey Municipal Land Use Law can be very complicated. The requirements of the NJMLUL and the Borough of Glassboro Development Regulations must be followed. Because of this, the Board is often limited in what it can or cannot do in granting the relief that you request. Therefore, it is always recommended an applicant consult with an attorney who is experienced in zoning and land use law. (You are not required to be represented by an attorney/counsel unless you are a corporation, a partnership or LLC. In addition, any attorney representing you must be licensed in the State of New Jersey.)

**Application and checklist forms must be fully completed and returned as detailed below with the fees as shown in Appendix A. Your application will be reviewed by the completeness review committee on the second Tuesday of each month to determine completeness. The review period is 45 days.**

## **Review for Completeness:**

1. Four sets of fully completed and properly signed applications.
  - A. Two sets to Board Coordinator with fees.
    - Kristine D’Amico (Planning Board ) -  
10 S. Poplar Street, Glassboro, NJ 08028
    - Terri Fanfarillo (Zoning Board) -  
10 S. Poplar Street, Glassboro, NJ 08028
  - B. One set to the Planner: Melanie Adamson – Remington & Vernick  
2095 Springdale Road, Cherry Hill NJ 08003
  - C. One set to the Engineer: Mark Brunermer – Sickels & Associates  
833 Kings Highway, Woodbury, NJ 08096

You will be notified via email by the Coordinator if your application is deemed complete or incomplete. If deemed incomplete, you will need to provide additional information as noted by the professionals. If deemed complete, you will be provided with a hearing date and can proceed with the instructions on the next page.

**Please note:** after the application is deemed complete you will be responsible for sending the office thirteen (13) completed copies as noted on page two, as well as copies noted below:

## **Planning Board:**

Allen Zeller, Zeller & Wieliczko, LLP, 120 Haddontowne Court, Cherry Hill NJ 08034  
Melanie J. Adamson, Remington & Vernick, 2059 Springdale Road, Cherry Hill NJ 08034  
Mark Brunermer, Sickels & Associates, 833 Kings Highway, Woodbury, NJ 08096  
Borough of Glassboro Fire Department, 1 S Main Street, Glassboro, NJ 08028  
Borough of Glassboro Water & Sewer Department, 1 S Main Street, Glassboro NJ 08028  
Borough of Glassboro Highway Department, 1 S Main Street, Glassboro, NJ 08028  
Borough of Glassboro Police Chief, 1 S Main Street, Glassboro, NJ 08028  
Gloucester County Tax Assessor, 1200 North Delsea Drive, Clayton, NJ 08312

## **Zoning Board:**

John Alice, John A. Alice Law Firm, 28 Cooper Street, Woodbury, NJ 08096  
Melanie J. Adamson, Remington & Vernick, 2059 Springdale Road, Cherry Hill NJ 08034  
Steven Cosaboon, Sickels & Associates, 833 Kings Highway, Woodbury, NJ 08096  
\*Borough of Glassboro Fire Department, 1 S Main Street, Glassboro, NJ 08028\*  
\*Borough of Glassboro Water & Sewer Department, 1 S Main Street, Glassboro NJ 08028\*  
\*Borough of Glassboro Highway Department, 1 S Main Street, Glassboro, NJ 08028\*  
\*Borough of Glassboro Police Chief, 1 S Main Street, Glassboro, NJ 08028\*  
\*Gloucester County Tax Assessor, 1200 North Delsea Drive, Clayton, NJ 08312\*

**\*Only for Use or Site Plan/Subdivision Application**

**BOROUGH OF GLASSBORO**

**Office of Planning and Zoning**

10 S Poplar Street

Glassboro NJ, 08028

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**PLANNING BOARD & ZONING BOARD of ADJUSTMENTS**

**DEVELOPMENT PLAN**

FILE NO./APPLICATION NO.: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE OF PROPOSED DEVELOPMENT / FILE NAME: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS OF SITE: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

PERSON COMPLETING FORM: \_\_\_\_\_

ALL ATTACHED APPLICATION AND CHECKLIST FORMS MUST BE FULLY COMPLETED AND RETURNED WITH THE SITE PLAN OR SUBDIVISION APPLICATION WHEN FILED. **ALL OF THE FOLLOWING ITEMS MUST BE SHOWN OR ATTACHED THERETO OR FILED FOR THE APPLICATION TO BE CONSIDERED FOR COMPLETENESS REVIEW.** THE REVIEW PERIOD IS 45 DAYS. COMPLETE APPLICATION REQUIRED TO BE ON FILE A **MINIMUM** OF 21 DAYS PRIOR TO HEARING DATE. **NO EXCEPTIONS.**

DO NOT NOTIFY ANY PROPERTY OWNERS WITHIN 200 FEET OR PUBLISH A NOTICE OF HEARING FOR YOUR APPLICATION IN THE NEWSPAPER UNTIL THE BOARD SECRETARY/COORDINATOR HAS NOTIFIED YOU THAT YOUR APPLICATION HAS BEEN DEEMED COMPLETE AND YOU ARE PROVIDED WITH A HEARING DATE

1. Application & Plans:

A. All Applications:

1. Thirteen (13) copies of completed application with checklist.
2. Thirteen (13) copies each of the survey, site plans, architectural and/or engineering plans.
3. Electronic copies of all submission materials.

b. All plans submitted must be folded with the title block showing.

2. Five (5) copies of the Applicant's Letter of Denial or Notice of Violation.
3. Application filing fees (including escrows).
4. Certification by the Tax Collector that all taxes are current.
5. Completed State of New Jersey W-9 form (with ORIGINAL signature).
6. Disclosure of 10% ownership interest of Corporation or Partnership which is 10% owner of applying Corporation or Partnership (N.J.S.A. 40:55D.48.2)

BOROUGH OF GLASSBORO  
DEVELOPMENT PLAN APPLICATION  
**CONTACT FORM**

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**I. APPLICANT / DEVELOPER INFORMATION**

Applicant's Name/Contact: \_\_\_\_\_ Company Name: (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**II. PROPERTY OWNER INFORMATION (if different from above)**

Property Owner's Name/Contact: \_\_\_\_\_ Company Name: (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**III. ATTORNEY INFORMATION**

Contact Person: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**IV. ENGINEER INFORMATION**

Contact Person: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**V. ARCHITECT INFORMATION**

Contact Person: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**VI. SURVEYOR INFORMATION**

Contact Person: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**VII. PLANNER INFORMATION**

Contact Person: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

BOROUGH OF GLASSBORO  
DEVELOPMENT PLAN APPLICATION

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**PLEASE CHECK WHERE APPROPRIATE**

\_\_\_\_\_ **Zoning Board of Adjustment**

\_\_\_\_\_ Use Variance                      \_\_\_\_\_ Variance (area & bulk)  
\_\_\_\_\_ Site Plan: \_\_\_\_\_ Major    \_\_\_\_\_ Minor    \_\_\_\_\_ Preliminary    \_\_\_\_\_ Final  
                         \_\_\_\_\_ Subdivision: \_\_\_\_\_ Major    \_\_\_\_\_ Minor  
                         \_\_\_\_\_ Interpretation    \_\_\_\_\_ Revision  
                         \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ **Planning Board**

\_\_\_\_\_ Variance (area & bulk)                      \_\_\_\_\_ Revision  
\_\_\_\_\_ Site Plan: \_\_\_\_\_ Major    \_\_\_\_\_ Minor    \_\_\_\_\_ Preliminary    \_\_\_\_\_ Final  
                         \_\_\_\_\_ Subdivision: \_\_\_\_\_ Major    \_\_\_\_\_ Minor  
                         \_\_\_\_\_ Other: \_\_\_\_\_

DESCRIPTION OF PURPOSE/STATEMENT OF USE (both existing & proposed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I. SITE INFORMATION:**

1. Present Use: \_\_\_\_\_
2. Proposed Use: \_\_\_\_\_
3. Total site area: \_\_\_\_\_ sq. feet; \_\_\_\_\_ acres
4. Zoning district: \_\_\_\_\_
5. Adjacent cross streets: \_\_\_\_\_
6. Located on a County Road: \_\_\_\_\_ Yes    \_\_\_\_\_ No                      State Highway: \_\_\_\_\_ Yes    \_\_\_\_\_ No
7. Is a new street to be constructed: \_\_\_\_\_ Yes    \_\_\_\_\_ No    Name of new street: \_\_\_\_\_
8. Is an existing street to be changed: \_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, name of new street: \_\_\_\_\_
9. Is any part of this tract in a flood plain and/or wetlands: \_\_\_\_\_ Yes    \_\_\_\_\_ No
10. Number of lots applicant owns on this block/lot: Block # \_\_\_\_\_    Lot #'s \_\_\_\_\_
11. Do any deed restrictions, covenants or easements affect this Tract: \_\_\_\_\_ Yes    \_\_\_\_\_ No  
If yes, please attach copy.
12. Have there been any previous applications for development concerning this site: \_\_\_\_\_ Yes    \_\_\_\_\_ No  
If yes, please attach copy.
13. Are property taxes paid to date: \_\_\_\_\_ Yes    \_\_\_\_\_ No

NOTE: All taxes must be current in order for an application to be deemed complete.

BOROUGH OF GLASSBORO  
DEVELOPMENT PLAN APPLICATION

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**I. SITE INFORMATION (cont.)**

14. Proposed Form of Ownership:

\_\_\_\_\_:Fee Simple                      \_\_\_\_\_:Condominium  
\_\_\_\_\_:Rental                            \_\_\_\_\_:Cooperative  
\_\_\_\_\_: Homeowners Association      \_\_\_\_\_: Other: \_\_\_\_\_

15. Describe any proposed Deed Restrictions, Easements, Covenants and/or Homeowners Association Documents which affect this Development: \_\_\_\_\_  
\_\_\_\_\_

16. Is the property located in or a part of a Redevelopment Area or Plan: \_\_\_\_ Yes \_\_\_\_ No

If yes, please attach a copy of the Redevelopment Plan and/or Agreement.

17. Provide the number of parking spaces proposed on site: \_\_\_\_\_

**II. BULK REQUIREMENTS**

|   | <u>EXISTING</u> | <u>PROPOSED</u> | <u>REQUIRED</u> |
|---|-----------------|-----------------|-----------------|
| Lot area                                  | _____           | _____           | _____           |
| Total building coverage                   | _____           | _____           | _____           |
| Total lot coverage (all structures)       | _____           | _____           | _____           |
| Total number of parking spaces            | _____           | _____           | _____           |
| Total number of loading zones             | _____           | _____           | _____           |
| Number of employees                       | _____           | _____           | _____           |
| Gross floor area (non-residential)        | _____           | _____           | _____           |
| Total number of dwelling units            | _____           | _____           | _____           |
| Total number of bedrooms                  | _____           | _____           | _____           |
| Front lot width                           | _____           | _____           | _____           |
| Lot depth                                 | _____           | _____           | _____           |
| Front yard setback                        | _____           | _____           | _____           |
| Rear yard setback                         | _____           | _____           | _____           |
| Side yard setback                         | _____           | _____           | _____           |
| Max. height (ft.) principal structure     | _____           | _____           | _____           |
| Max. height (stories) principal structure | _____           | _____           | _____           |
| Max. height (ft.) accessory structure     | _____           | _____           | _____           |
| Max. height (stories) accessory structure | _____           | _____           | _____           |
| Accessory structure:                      |                 |                 |                 |
| Use                                       | _____           | _____           | _____           |
| Front yard setback                        | _____           | _____           | _____           |
| Rear yard setback                         | _____           | _____           | _____           |
| Side yard setback                         | _____           | _____           | _____           |
| Usable open space                         | _____           | _____           | _____           |
| Impervious Coverage Percent               | _____           | _____           | _____           |
| Parking Coverage                          | _____           | _____           | _____           |

BOROUGH OF GLASSBORO  
DEVELOPMENT PLAN APPLICATION

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**III. VARIANCES REQUESTED** — Include Ordinance number and description (May attach a separate sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV: WAIVERS REQUESTED** — Any application or design waivers must be applied for in written form. Include Ordinance number and description (May attach separate sheet if necessary) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. OTHER COMMENTS AND/OR PERTINENT INFORMATION** (May attach separate sheet if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. FEES**

All fees must be calculated by the applicant according to guidelines of ordinance 107-15. Failure to submit required fees will automatically deem application incomplete. See Appendix A for fee schedule.

- A. Site Plan:      Preliminary \$ \_\_\_\_\_ Final \$ \_\_\_\_\_ Revision \$ \_\_\_\_\_  
B. Subdivision:   Preliminary \$ \_\_\_\_\_ Final \$ \_\_\_\_\_ Revision \$ \_\_\_\_\_  
C. Variance:              \$ \_\_\_\_\_  
D. Appeal/Interpretation      \$ \_\_\_\_\_  
E. GIS Fee                      \$ \_\_\_\_\_

TOTAL ESCROW FEE              \$ \_\_\_\_\_  
TOTAL APPLICATION FEE      \$ \_\_\_\_\_

**VII. PUBLIC NOTICE REQUIREMENT**

Any application for development with the exception of a minor site plan or minor subdivision without variances is required to serve public notice as per procedures as outlined in Borough of Glassboro Code 107-22 (10). Said notice must be served at least 10 days prior to the public hearing date. Affidavit of publication, affidavit of service and proof of service must be submitted to the Planning & Zoning office at least 5 working days prior to the public hearing date.

**VIII. APPLICATION PROCEDURE/PLAN REQUIREMENTS**

Any application for development must be accompanied by appropriate plans. All plans submitted must be folded with the title block showing.

**IX. CONSENT FOR SITE REVIEW**

The applicant and owner realize that as part of the Planning Board/ Zoning Board of Adjustment review of its application, that the Board may determine it necessary or advisable to visit the subject premises for the purposes of performing a site inspection and review. The applicant and owner do hereby give permission to any member of the Borough of Glassboro Planning Board, Zoning Board of Adjustment, as well as any other Borough employee or officer to enter the subject premises for the purpose of performing a site inspection and review.

\_\_\_\_\_  
Owner's Initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Initials

\_\_\_\_\_  
Date

BOROUGH OF GLASSBORO  
DEVELOPMENT PLAN APPLICATION

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**X. AFFIDAVIT OF APPLICANT**

State of New Jersey

County of \_\_\_\_\_:

I, \_\_\_\_\_, of full age, being duly sworn according to law, upon my oath, depose and say that all of the above statements and the statements contained in the papers submitted herewith are true.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Notary public

**XI. AFFIDAVIT OF OWNERSHIP & STATEMENT OF THE LANDOWNER**

State of New Jersey

County of \_\_\_\_\_:

- A. I hereby certify that I am the owner on record of the site depicted and that I concur with the plans presented to the Planning Board/Zoning Board of Adjustment
- B. Applicant is made with my complete understanding and permission in accordance with the agreement of purchase or other option entered into between me and the applicant.
- C. Permission is here by granted to: \_\_\_\_\_, otherwise known as the Applicant, to submit the proposed development plans on my behalf as the: (Tenant or Contract Purchaser)

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Notary Public

BOROUGH OF GLASSBORO  
DEVELOPMENT PLAN APPLICATION

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**XII. AFFIDAVIT OF NOTICE**

STATE OF NEW JERSEY

COUNTY OF: \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn according to law upon this oath, do hereby depose and say:

1. I am the applicant for a variance or special exception before the Borough of Glassboro Zoning Board of Adjustment/ Planning Board.
2. At least 10 days prior to the hearing, I gave personal notice to all owners of property within or without the Borough of Glassboro, as shown by the most recent tax lists of this Borough, whose property or properties as shown by said lists are located within 200 feet of the property for which I make this application.
3. The notice was given by handing a copy thereof to said owner personally and said owner signing their name on the Borough list or by sending written notice thereof by certified return receipt mail to the owner or owners as shown by the recent tax list dated \_\_\_\_\_.
4. Following are the names and addresses of all owners who were served personally which are attached.
5. Following are the names and addresses of all owners of property who were served by certified return receipt mail for which the return receipts are attached and made part of this application.

\_\_\_\_\_  
Signature of Applicant

Sworn and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary

A Notary Public of the State of New Jersey

**XIII. STATEMENT REGARDING PROFESSIONAL REVIEW AND COST**

Pursuant to Section 107-15 of the Borough of Glassboro Development Regulations and Zoning— Fees:

I [or we], the Applicant of the below mentioned subdivision and/or site plan hereby agrees to pay all fees and escrow payments for all professional reviews of the plans and documents for inspections and improvements required by Glassboro or their designee pursuant to the Borough of Glassboro Development Regulations and Zoning—Fees.

Date: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_



BOROUGH OF GLASSBORO  
DEVELOPMENT PLAN APPLICATION

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**ZONING - GIVE TO NEWSPAPER**

**BOROUGH OF GLASSBORO**  
**PUBLIC HEARING NOTICE**

A public hearing will be held by the Zoning Board of Adjustment of the Borough of Glassboro on \_\_\_\_\_ at 7:00 pm, in the Municipal Building, 1 South Main Street Glassboro, NJ 08028.

The object of this hearing will be to consider an application for:

Bulk "c" Variance ( )

Use "d" Variance ( )

Other relief ancillary to Use Variance ( )

By the undersigned applicant for the following purposes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANY AND ALL VARIANCES REQUIRED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on Block \_\_\_\_\_, Lot(s) \_\_\_\_\_, Street Address \_\_\_\_\_ on the tax map of the Borough of Glassboro.

You are advised of this hearing because you are an owner of property within 200' and are required to be notified according to law.

You are not required to appear at this hearing unless you wish to speak with regards to the action desired by the appellant.

The application and all supporting documents are on file with the Borough in the Planning Board/Zoning Board Coordinator's office and are available for inspection by the public during regular business hours. This is a public hearing. Any interested party may appear either in person or by attorney at said hearing and participate therein in accordance with the rules of the board.

Dated: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

BOROUGH OF GLASSBORO  
DEVELOPMENT PLAN APPLICATION

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PLANNING - GIVE TO NEWSPAPER

**BOROUGH OF GLASSBORO**

**PUBLIC HEARING NOTICE**

A public hearing will be held by the Planning Board of the Borough of Glassboro on \_\_\_\_\_ at  
7:00pm, in the Municipal Building, 1 South Main Street, Glassboro, NJ 08028.

The object of this hearing will be to consider an application for:

Subdivision ( ): \_\_\_\_\_ Minor \_\_\_\_\_ Major      Site Plan ( ) : \_\_\_\_\_ Preliminary \_\_\_\_\_ Final  
Exception ( )                      Bulk "c" Variance ( )

By the undersigned applicant for the following purposes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANY AND ALL VARIANCES REQUIRED (Describe Ordinance Section)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on Block \_\_\_\_\_, Lot(s) \_\_\_\_\_, Street Address \_\_\_\_\_ on the tax map of the Borough  
of Glassboro.

You are advised of this hearing because you are an owner of property within 200' and are required to be notified according to law.

You are not required to appear at this hearing unless you wish to speak with regards to the action desired by the applicant.

All written objections must be received by the Planning Board, 1 S. Main St., Glassboro, New Jersey 08028. (C/O Planning Board  
Coordinator) prior to the hearing date.

The application and all supporting documents are on file with the Borough in the Planning Board/Zoning Board Coordinator's office  
and are available for inspection by the public during regular business hours. This is a public hearing. Any interested party may  
appear either in person or by attorney at said hearing and participate therein in accordance with the rules of the board.

Dated: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

BOROUGH OF GLASSBORO  
DEVELOPMENT PLAN APPLICATION

**Land Development Review Checklist**  
**[Added 5-26-2015 by Ord. No. 15-19]**

| <b>Item #</b> | <b>Submission Request</b>   | <b>Minor Site Plan</b>          | <b>Minor Subdivision</b>        | <b>Preliminary Site Plan</b>    | <b>Preliminary Major Subdivision</b> | <b>Final Site Plan</b>   | <b>Final Major Subdivision</b>                                   |
|---------------|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------------|--|--|
| 1             | Land development review application   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/>                                  | Yes<br><input type="checkbox"/>                                  |
| 2             | Application fee   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/>                                  | Yes<br><input type="checkbox"/>                                  |
| 3             | Escrow fee for engineering, planning and legal  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/>                                  | Yes<br><input type="checkbox"/>                                  |
| 4             | Escrow responsibility form, signed and notarized; tax ID number   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/>                                  |  |
| 5             | Proof of current tax payment  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/>                                  | Yes<br><input type="checkbox"/>                                  |
| 6             | Affidavit of ownership of the applicant   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br>(if changed from preliminary)<br><input type="checkbox"/> | Yes<br>(if changed from preliminary)<br><input type="checkbox"/> |
| 7             | Variance application or waiver request with statement in support of each waiver and summary of waivers and variances on cover sheet of plans. | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/>                                  | Yes<br><input type="checkbox"/>                                  |
| 8             | List of applications made, or to be made, to other review agencies necessary for approval, if applicable                                      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/>                                  | Yes<br><input type="checkbox"/>                                  |
| 9             | Name, address and notarized signatures of all titled owners and applicants on the Township application forms                                  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/>                                  | Yes<br><input type="checkbox"/>                                  |

BOROUGH OF GLASSBORO  
DEVELOPMENT PLAN APPLICATION

| <b>Item #</b> | <b>Submission Request</b>  | <b>Minor Site Plan</b>          | <b>Minor Subdivision</b>        | <b>Preliminary Site Plan</b>    | <b>Preliminary Major Subdivision</b> | <b>Final Site Plan</b>          | <b>Final Major Subdivision</b>  |
|---------------|--|---------------------------------|---------------------------------|---------------------------------|--------------------------------------|---------------------------------|---------------------------------|
| 10            | Name, signature, license no., seal, and address of engineer, architect, planner, landscape architect or land surveyor  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 11            | Schedule of required zoning regulations, and project's conformance   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 12            | Signature block for Board Chair, Secretary, Board engineer, Township Engineer and Municipal Clerk  |                                 |                                 |                                 |                                      |                                 | Yes<br><input type="checkbox"/> |
| 13            | Certified, sealed existing conditions survey with date of field survey (Date of field survey must be less than one year from application date.)                                    | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 14            | Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 15            | Sheet size either 15 x 21, 24 x 36, 30 x 42  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 16            | Dates of original drawings and all revisions   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 17            | Plans shall be prepared by an architect or engineer if application involves only the location or proposed buildings and their relationship to the site and the immediate environs. | Yes<br><input type="checkbox"/> |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |

BOROUGH OF GLASSBORO  
DEVELOPMENT PLAN APPLICATION

| <b>Item #</b> | <b>Submission Request</b>   | <b>Minor Site Plan</b>          | <b>Minor Subdivision</b>        | <b>Preliminary Site Plan</b>    | <b>Preliminary Major Subdivision</b> | <b>Final Site Plan</b>          | <b>Final Major Subdivision</b>  |
|---------------|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------------|---------------------------------|---------------------------------|
| 18            | Preliminary architectural elevations, including perspectives and floor plans, type of building proposed, including conformance to Community Architectural Design Ordinance                            | Yes<br><input type="checkbox"/> |                                 | Yes<br><input type="checkbox"/> |                                      | Yes<br><input type="checkbox"/> |                                 |
| 19            | Plans shall be prepared by an engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress.                                  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 20            | Parking plan indicating spaces, size and type, aisle width, curb cuts, drives, and driveways, with dimensions   | Yes<br><input type="checkbox"/> |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 21            | Plans shall be prepared by engineer if application involves only drainage facilities for site plans of 10 acres or more, or involving stormwater detention facilities, or traversed by a watercourse. | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 22            | Existing and proposed drainage system, including any larger parcel of which the site is a part, depicted on drainage divide map   |                                 |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |

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|---------------|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------------|---------------------------------|---------------------------------|
| 23            | Plan delineation of any existing or proposed deed restriction, protective covenant, recorded easements, prescriptive easements, and rights-of-way                                     | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 24            | Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency (concept discussion) |                                 |                                 |                                 |                                      |                                 |                                 |
| 25            | Metes and bounds description of parcel in question based upon current land survey information within past year  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 26            | Location and extent of watercourses or bodies, freshwater or riparian wetlands, floodplains, or other environmentally sensitive areas   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 27            | Boundary, limits, predominant general, and extent of wooded areas   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 28            | Location of existing structures and their setbacks from existing and proposed property lines  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |

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|---------------|--|---------------------------------|---------------------------------|---------------------------------|--------------------------------------|---------------------------------|---------------------------------|
| 29            | Location of existing easements or rights-of-way, including power lines   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 30            | Location of existing railroads, bridges, culverts, drainpipes, water and sewer mains and other man-made installations affecting the tract  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 31            | Locations of existing wells and septic systems   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      |                                 |                                 |
| 32            | Deeds to convey rights-of-way, site triangles, basin lot, open space lot, easements, restrictions, wetlands, wetland buffers and legal descriptions, defined in metes and bounds | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 33            | Traffic control signs and directional signs; site identification sign  | Yes<br><input type="checkbox"/> |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 34            | Traffic impact report, including traffic generation and assignment, analysis of impact and mitigation; measures to be provided in hard copy and electronic PDF file              |                                 |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      |                                 |                                 |
| 35            | Property line showing length in feet and hundredths, bearings in degree, minutes and seconds   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |

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|---------------|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------------|---------------------------------|---------------------------------|
| 36            | Key map showing location of tract to be considered in relation to surrounding area within 2,000 feet                                  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 37            | Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment, and zoning district | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 38            | Each block and lot numbered in conformity with the Municipal Tax Map as determined by the Municipal Tax Assessor                      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 39            | Tax Assessor assigned block and lot numbers and street addresses, per ordinance   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |                                 |                                      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 40            | Scale of map, both written and graphic  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 41            | North arrow giving reference meridian   | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 42            | Space for signatures of Chairman and Secretary of the Municipal Agency  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 43            | Surrounding streets, properties, addresses, block and lot numbers of all property owners within 200 feet of the development           |                                 |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 44            | Locations of all existing structure and proposed property lines, with dimensions in feet to the nearest two decimal places            | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |



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|---------------|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------------|---------------------------------|---------------------------------|
| 45            | Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor, area ratio, and density, both as to required and proposed | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 46            | Acreage of affected parcel to the nearest hundredth of an acre  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 47            | Contours to determine the natural drainage of the land  | Yes<br><input type="checkbox"/> |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 48            | Aquifer recharge areas, including safe sustained groundwater yield  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 49            | All areas to be disturbed by grading or construction  |                                 |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 50            | Road construction details, including cross-sections, profiles, curbing, sidewalks, paving, whether on site or off   |                                 |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 51            | Circulation plan for vehicles, pedestrians and bicyclists, including access, parking, loading and relation to surrounding development                       |                                 |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 52            | Location and description of monuments, whether set or to be set   |                                 | Yes<br><input type="checkbox"/> |                                 |                                      |                                 | Yes<br><input type="checkbox"/> |

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|---------------|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------------|---------------------------------|---------------------------------|
| 53            | Landscaping plan, including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included. | Yes<br><input type="checkbox"/> |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 54            | Environmental impact statement, to be provided in hard copy and electronic PDF file   |                                 |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      |                                 |                                 |
| 55            | Soil erosion and sediment control plan consistent with the requirements of the local Soil Conservation District   | Yes<br><input type="checkbox"/> |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 56            | Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements                                      | Yes<br><input type="checkbox"/> |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 57            | Any sections for which a waiver is specifically being requested, and a narrative paragraph explaining why the Applicant is entitled to such waiver                  | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 58            | Provisions for solid waste management and recycling, per ordinance  | Yes<br><input type="checkbox"/> |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 59            | Lighting plan, with location and type of exterior fixtures, wattage, anchoring method and details   | Yes<br><input type="checkbox"/> |                                 | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |

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|---------------|---|---------------------------------|--------------------------|---------------------------------|--------------------------------------|---------------------------------|---------------------------------|
| 60            | Approval of County and State Agencies, if applicable; Fire Department; Water and Sewer Department; Police Department    | Yes<br><input type="checkbox"/> |                          | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| 61            | Cover sheet; existing conditions plan; proposed conditions plan; architectural elevations of all sides of the buildings |                                 |                          | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/>      | Yes<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |

Applicant's name: \_\_\_\_\_

Form completed by: \_\_\_\_\_

Date: \_\_\_\_\_

BOROUGH OF GLASSBORO  
DEVELOPMENT PLAN APPLICATION  
APPENDIX A - FEES

The applicant shall, at the time of filing a submission, pay the following fees to the Borough by certified check or bank money order, to be deposited in an escrow account for that development. These fees shall be used to pay Borough costs, including professional and staff fees, related to the application. Proposals involving more than one use shall pay a fee equaling the sum of the fees for the component elements of the plat. Proposals requiring a combination of approvals such as subdivision, site plan and/or a variance shall pay a fee equal to the sum of the fee for each element. Where the fee at any stage exceeds \$2,000, each time the amount in the escrow fund declines to \$1,000, the applicant shall deposit another \$4,000 into the account. Whenever there are unspent funds from the previous review stage, this unspent money shall be credited against the required fee for the next review stage, and the applicant shall pay only the difference. Upon completion of the application, or in the event an applicant withdraws the application, any unspent funds after all expenses have been paid shall be refunded to the applicant.

Upon the written request of an applicant, the administrative officer shall, within seven days, make and certify from the current tax duplicates a list of the names and addresses of owners to whom the applicant is required to give notice pursuant to N.J.S.A. 40:55D-12b. In addition, the administrative officer shall include on the list the names, addresses, and positions of those persons who, not less than seven days prior to the date in which the applicant requested the list, have registered to receive notice pursuant to N.J.S.A. 40:55D-12h. The applicant shall be entitled to rely upon the information contained in such list, and the failure to give notice to any owner or to any public utility, cable television company or local utility not on the list shall not invalidate any hearing or proceeding. The fee for said list shall be \$10 or \$0.25 per name, whichever is greater.

In accordance with Chapter 223 of the Borough Code, the applicant shall be made aware that, in addition to these fees, an affordable housing fee is required to be paid. One-half the estimated affordable housing fee is to be paid at the time the construction permit is issued. The remainder of the fee is to be paid prior to the time the certificate of occupancy is issued.

I have read and understand the policy above: \_\_\_\_\_  
(Owner's Initials)

**FEE SCHEDULES**

**WORKSHOP FEE:**

| APPLICATION FEE | ESCROW FEE |
|-----------------|------------|
| \$50            | \$400      |

**SUBDIVISIONS:**

|                                       | APPLICATION FEE                      | INITIAL ESCROW FEE                   |
|---------------------------------------|--------------------------------------|--------------------------------------|
| MINOR SUBDIVISION                     | \$500                                | \$3000                               |
| PRELIMINARY MAJOR<br>SUBDIVISION PLAT | \$2250<br><b>AND</b><br>\$50 PER LOT | \$5000<br><b>AND</b><br>\$50 PER LOT |
| REVISED PLANS                         | —                                    | \$50 PER LOT                         |
| REVISED APPLICATION                   | \$2000                               | —                                    |
| FINAL MAJOR SUBDIVISION<br>PLAT       | 2250<br><b>AND</b><br>\$50 PER LOT   | 1/2 OF PRELIMINARY FEE               |
| GIS MAP FEE                           | \$50 PER APPLICATION                 | —                                    |

BOROUGH OF GLASSBORO  
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Appendix A-FEES

**SITE PLANS:**

RESIDENTIAL MINOR

|                               | <b>APPLICATION FEE</b> | <b>INITIAL ESCROW FEE</b> |
|-------------------------------|------------------------|---------------------------|
| RESIDENTIAL MINOR APPLICATION | \$500                  | \$2000                    |

PRELIMINARY RESIDENTIAL & COMMERCIAL

|                               | <b>APPLICATION FEE</b> | <b>INITIAL ESCROW FEE</b> |
|-------------------------------|------------------------|---------------------------|
| RESIDENTIAL MAJOR APPLICATION | \$2250                 | \$5000                    |
| COMMERCIAL APPLICATION        | \$2250                 | \$5000                    |

FINAL RESIDENTIAL MAJOR & COMMERCIAL

| <b>APPLICATION FEE</b> | <b>INITIAL ESCROW FEE</b> |
|------------------------|---------------------------|
| \$2250                 | \$5000                    |

GIS MAP FEE

|      |
|------|
| \$50 |
|------|

**VARIANCES**

HARDSHIP "c" VARIANCES

| <b>APPLICATION FEE</b> | <b>INITIAL ESCROW FEE</b> |
|------------------------|---------------------------|
| \$300                  | \$1500                    |

USE "d" VARIANCES

|             | <b>APPLICATION FEE</b> | <b>INITIAL ESCROW FEE</b> |
|-------------|------------------------|---------------------------|
| RESIDENTIAL | \$500                  | \$2000                    |
| COMMERCIAL  | \$2250                 | \$5000                    |

APPEALS & INTERPRETATIONS

| <b>APPLICATION FEE</b> | <b>INITIAL ESCROW FEE</b> |
|------------------------|---------------------------|
| \$150                  | \$500                     |

GIS MAP FEE

|      |
|------|
| \$50 |
|------|