



Downe Township Combined Planning Board  
Municipal Complex, 288 Main Street  
(T) 856-447-3100 (F) 856-447-3533  
Scott Burnley, Zoning Officer  
Douglas Cook, Chairman  
Stefany Levenknight, Planning Board Secretary

## ***INSTRUCTIONS FOR PLANNING BOARD APPLICANTS:*** (Revision date: 9/2012)

1. Your first step is to meet with the Downe Township Zoning Officer. Office hours:  
Thursday: 9:00 AM - 12:00 Noon. File zoning application and receive clearances/permits or denials.
2. If the zoning application is denied in writing, stating reasons therein, the applicant may seek relief from the Combined Planning Board. The applicant must complete the attached application (Form#1) and file it with the Planning Board Secretary.
3. In the case of individuals, they, or their attorney, should complete the Application and Notice of Hearing Forms (See Item 7 descriptions below) in full. Applications by corporations will only be accepted from attorneys.
4. For all Applications, please obtain **14** copies of the sketch or plot plan, preferably prepared by a professionally licensed Land Surveyor, of the premises showing, in detail, the existing boundary lines and location of structures on the premises in question and adjacent properties, with scale and all distances between buildings and side lines indicated. Also, indicate any changes sought to be made. If plot plan is deficient, the Application may be rejected.
5. An Applicant shall submit the **14** required copies of all plans, together with Form #1-APPLICATION to the Combined Planning Board Secretary at least **20** days prior to a regularly scheduled meeting for minor site plans, minor subdivisions and variance applications and **30** days prior to a regularly scheduled meeting for major site plans, major subdivisions and resource extraction applications.
6. For Applications other than minor subdivisions, please obtain from the Tax Assessor, a list of all persons owning property within 200 feet of the premises in question. Tax Assessor fee: \$10.00.
7. If you are applying for a variance, you will need to file the following forms in addition to Form #1:
  - a. FORM #2 - Notice of Hearing to Property Owners within 200 feet.
  - b. FORM #3 - Affidavit of mailing together with Certified Receipt cards from the Post Office
  - c. FORM #4 - Submit zoning Variance newspaper publication notices to the approved newspapers and provide proof of publication to the Planning Board Secretary
  - d. FORM #5 - Newspaper Advertisement

8. This note is to all applicants as a courtesy from the Tax Assessor's Office to eliminate any misunderstanding and clarify the "DEED" procedure.

Please be certain that once your subdivision has been approved by the Downe Township Combined Planning Board you must submit your new deed(s) to the Planning Board Secretary prior to having them recorded at the Cumberland County Clerk's Office. The deed(s) will then be signed by the Board Chairman and the Board Secretary as confirmation of the Board's approval. These signatures must be on the deed before they are recorded.

9. FEE SCHEDULE: according to Planning Board Ordinance 03-2012

### APPLICATION FEES AND ESCROW DEPOSITS SCHEDULE

APPLICATION TYPE	FEES	ESCROW DEPOSIT
<b>Conceptual Plan Review</b>	\$200.00	\$1,000.00
<b>Minor Subdivision</b> 1-3 lots	\$150.00	\$1,000.00
<b>Minor Subdivision with variances</b>	\$250.00	\$1,000.00
<b>Major Subdivisions</b> 4-25 lots	\$200.00 plus 20.00 per lot	\$1,000.00
26-100 lots	\$200.00 plus 20.00 per lot	\$2,000.00
100+ lots	\$200.00 plus 20.00 per lot	\$3,000.00
Single Home	\$100.00	\$750.00
Commercial & Industrial	\$750.00	\$2,000.00
<b>Site Plans</b>		
Minor Site Plan	\$250.00	\$1,000.00
Major Site Plan	\$500.00	\$2,000.00
<b>Variances</b> Other than "D" Variances	\$150.00	\$500.00
For "D" Variances	\$250.00	\$500.00
<b>Conditional Use Permits</b>	\$150.00	\$500.00
<b>Zoning Permits</b>		
New Single Family Dwelling, Mobile Home	\$40.00	
Accessory Structure or Addition	\$15.00	
Commercial	\$80.00	
Industrial	\$100.00	
<b>Alterations NOT involving additional lot coverage</b>		
Residential	\$15.00	
Commercial	\$25.00	
Industrial	\$40.00	
<b>Alterations involving additional lot coverage</b>		
Residential	\$25.00	
Residential, multi-family...	\$35.00	
Commercial	\$50.00	
Industrial	\$65.00	
<b>Sign Permit</b>		
Temporary	\$10.00	
25 sf	\$20.00	
50 sf	\$30.00	
(+) 50 sf	\$40.00	
<b>Yard Sale Permit;</b> 2 consecutive days, limit 6 permits in one year period	\$5.00	
<b>Miscellaneous Fees</b>		
Tax Assessor fee for list of persons within 200 feet of premises in question.	\$10.00	
Appeals	\$150.00	\$500.00

# FORM #1

## DOWNE TOWNSHIP COMBINED PLANNING BOARD PLANNING BOARD APPLICATION

*Please type or print all information.*

TO: Downe Township Combined Planning Board

(Strike inapplicable terms and insert all required information. Failure to complete this Application and abide by all Notice provisions will result in postponement of Hearing or denial of relief requested.)

1.

Applicant(s)

Address:

Telephone:

Email address:

Attorney for Applicant

Address:

Telephone:

Email address:

2. I am the owner of Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Tax Map of the Township of Downe, said property having the following street address:

---

---

---

---

3. The land has frontage on \_\_\_\_\_ Street/Road  
Length of \_\_\_\_\_ feet and a depth of \_\_\_\_\_ feet.

4. I have filed **14 copies** of a plot plan or sketch for the premises with the Secretary of the Downe Township Combined Planning Board and with the Zoning Officer, which may be examined at the Municipal Building Complex, 288 Main Street, Newport, New Jersey. On the plot plan or sketch, I have indicated existing

locations of boundary lines, all structures, rights of way, egresses/ingresses, and changes requested to be granted herein.

5. The land is in a \_\_\_\_\_ Zone. The present use of this land is:

---

---

---

6. I desire to make the following changes: (Please describe how existing use will be changed or modified.)

---

---

---

7. The changes requested are/are not (circle one) permitted in this zone by the Zoning Ordinance of the Township of Downe. If permitted, set forth each section of the Ordinance by which such use is permitted.

---

---

---

8. I desire the Combined Planning Board to grant the following relief:  
(Check one or more)

VARIANCE

- "A"
- "B"
- "C"
- "D"
- Conditional Use
- Temporary Use

SUBDIVISION/SITE PLAN  
(Check applicable description)

- Minor
- Preliminary Major
- Final Major

- Appeal of Decision by Zoning Officer
- Interpretation of Zoning Map or Ordinance
- Other

If seeking an Appeal from the action of the Zoning Officer or for the relief, specify in detail:

---

---

---

The Applicant also seeks any other applicable variances or waivers which would be required by the terms and provisions of the Ordinances of the Township of Downe to obtain the relief requested herein.

9. Set forth the reasons why the Combined Planning Board should grant your Application. Specify, in detail, all facts and reasons that are the basis for your Application.

---

---

---

10. Set forth any previous Application made to this Board for the above-described property, indicating date and result.

---

---

---

Date

---

Applicant

FOR OFFICE USE ONLY:

A Hearing on this Application will be held at 7:00 pm on Tuesday, \_\_\_\_\_, at the Municipal Building Complex, 288 Main Street, Newport, New Jersey 08345.

## TOWNSHIP OF DOWNE MINOR SUBDIVISION REVIEW CHECKLIST PLAT REQUIREMENTS

NAME OF DEVELOPMENT: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

NAME OF PROFESSIONAL(S): \_\_\_\_\_

DATE: PRELIMINARY REVIEW: \_\_\_\_\_

FINAL REVIEW: \_\_\_\_\_

Block:	C	=	COMPLY
Lot #:	X	=	DOES NOT COMPLY
Address:	N.A.	=	NOT APPLICABLE
Zone:	*	=	SEE REPORT
Applicant:	ENC	=	EXISTING NON-CONFORMITY
Owner:	W	=	WAIVER REQUEST
	TBD	=	TO BE DETERMINED

### Requirements of a Preliminary Subdivision Plat (Article VII § 711A)

1. Key Map with North Arrow not less than 1" = 2000' \_\_\_\_\_
2. Tax Map Sheet, Block and Lot, Graphic Scale, and Date \_\_\_\_\_
3. Name and address of owner and person preparing the Plat \_\_\_\_\_
4. Names of all adjoining owners \_\_\_\_\_
5. Signature and seal of a Licensed Professional Land Surveyor \_\_\_\_\_
6. Classification of Zoning District and all setback lines \_\_\_\_\_
7. Legal Description and Street Address \_\_\_\_\_
8. Show all existing and proposed lot lines \_\_\_\_\_
9. All existing structures within 200' \_\_\_\_\_
10. All waterways, drainage structures and its purpose, and flood hazard area \_\_\_\_\_
11. Existing/proposed streets, easements and rights of way \_\_\_\_\_
12. Existing and proposed utility easements (Show all utilities on map) \_\_\_\_\_
13. Shortest distance between existing structures and property lines \_\_\_\_\_
14. Location of existing structures \_\_\_\_\_
15. Wetlands Determination \_\_\_\_\_
16. Other \_\_\_\_\_

**TOWNSHIP OF DOWNE  
MINOR SITE PLAN REVIEW CHECKLIST  
PLAT REQUIREMENTS**

NAME OF DEVELOPMENT: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

NAME OF PROFESSIONAL(S): \_\_\_\_\_

DATE: PRELIMINARY REVIEW: \_\_\_\_\_

FINAL REVIEW: \_\_\_\_\_

Block:	C	=	COMPLY
Lot #:	X	=	DOES NOT COMPLY
Address:	N.A.	=	NOT APPLICABLE
Zone:	*	=	SEE REPORT
Applicant:	ENC	=	EXISTING NON-CONFORMITY
Owner:	W	=	WAIVER REQUEST
	TBD	=	TO BE DETERMINED

**Requirements of a Minor Site Plan ( Article VII § 711B(2))**

1. Existing schools, special districts, and areas proposed for public use \_\_\_\_\_
2. Location of proposed buildings with spot elevations \_\_\_\_\_
3. Proposed uses of land and buildings including proposed grades \_\_\_\_\_
4. Location of proposed off street parking and loading areas \_\_\_\_\_
5. All buffered landscaped areas and driveway access (locations and dimensions) \_\_\_\_\_
6. Square footage of each building and number of employees \_\_\_\_\_
7. Signage \_\_\_\_\_
8. List of names of stockholders/partners \_\_\_\_\_
9. NJDEP Wetlands delineation within 200' of site \_\_\_\_\_

# FORM #2

## DOWNE TOWNSHIP COMBINED PLANNING BOARD NOTICE OF HEARING TO PROPERTY OWNERS CENTER

TO WHOM IT MAY CONCERN:

In compliance with the Zoning Ordinance of the Township of Downe, County of Cumberland, State of New Jersey, Notice is hereby served upon you that:

APPLICANT:

LOCATION:

---

---

does hereby propose, through this detailed description, to:

I (we) have submitted an Application to the Combined Planning Board of the Township of Downe. Any persons affected by this Application may have an opportunity to be heard at the meeting to be held on Tuesday, \_\_\_\_\_ at 7:00 pm in the Municipal Building Complex 288 Main Street, Newport, New Jersey 08345.

All documents relating to this Application may be inspected between the hours of 9:00 am and 12:00 noon on Thursdays in the Office of the Zoning Officer, at the Municipal Building Complex.

---

Applicant/Attorney for Applicant

**NOTE:** This Notice must be personally served or sent Certified Mail at least ten (10) days before the date of the Hearing. Proof of Service must be given to the Secretary of the Board before the night of the Hearing.



**FORM #4**

**DOWNE TOWNSHIP COMBINED PLANNING BOARD  
ZONING VARIANCE**

DATE: \_\_\_\_\_  
TO: \_\_\_\_\_

TAKE NOTICE THAT

\_\_\_\_\_

will apply to the Downe Township Combined Planning Board at 7:00 pm on Tuesday, at the Municipal Building Complex, 288 Main Street, Newport, New Jersey for the purpose of a Zoning Variance to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The property, which is the subject of such Application, is located at:

\_\_\_\_\_

and is also known as Block \_\_\_\_\_, Lot \_\_\_\_\_ .

You may, at that time, appear and state any objections you may have to such Application.

\_\_\_\_\_  
Applicant / Attorney for Applicant

**FORM #5**

**TOWNSHIP OF DOWNE COMBINED PLANNING BOARD  
NOTICE OF APPLICATION**

Please take notice that on \_\_\_\_\_ at 7:00 PM, the Township of Downe Combined Planning Board will hear an application for a variance in the name of \_\_\_\_\_ of \_\_\_\_\_  
(Applicant Name) (Applicant Address)

for the purpose of a non-conforming use of property located at

\_\_\_\_\_ and designated as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ on the Tax Map of Downe Township.

The applicant desires to make the following changes:

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

Along with any and all variances and waivers which may be required.

All documents relating to this application may be inspected by the public for a period of 15 days prior to the date of the Public Hearing, between the hours of 9:00 AM and 4:00 PM at the Township of Downe Municipal Building Complex located at 288 Main Street, Newport, NJ, 08345.

\_\_\_\_\_  
Name of Applicant

**REMINDER:**

Ask for Proof of Publication when placing notice in the newspaper.