Borough of Runnemede
ZONING/PLANNING BOARD

FILING AND PROCESSING APPLICATIONS AND INSTRUCTIONS

REGULAR MEETING

2ND WEDNESDAY OF EACH MONTH

7:00 P.M.

_____NEXT REGULAR MEETING DATE

_____COMPLETED APPLICATION MUST BE RECEIVED BY THE ZONING OFFICER

_____FEE REQUIRED AT TIME OF SUBMISSION

_____ESCROW REQUIRED AT TIME OF SUBMISSION

PREFACE

This procedural publication has been developed to assist you in preparing an application to be presented to the Runnemede Borough Zoning/Planning Board. It is an attempt to condense legal language found in the Municipal Land Use Law and local ordinances into simple terms that you can follow.

It is strongly recommended that local ordinances be consulted in addition to this publication prior to preparation and submittal of an application for development. The Borough does not assume any liability for failure by the applicant to review and prepare and application for submittal in accordance with the ordinances of the Borough of Runnemede. An attorney at law is strongly recommended for all applications before the board and legally required if the application is a corporation or limited liability company.

Map and Ordinance

$ 5.00 – Zoning Map
$ 8.00 – Site Plan Subdivision

The ordinances are on file at the office of the Borough Clerk during normal business hours 9:00 A.M to 4:00P.M. Monday through Friday (except legal holidays).

INTRODUCTION

The purpose of this document is to acquaint the applicant with the procedure and requirements of the Borough of Runnemede's Zoning/Planning Board in processing an application for development. It is our hope that it will assist you in the preparation of your plans and application.

The "Municipal Land Use Law" stipulates that applications submitted for consideration and action by the Zoning/Planning Board. The burden is therefore yours in submitting an application that will be docketed for a public hearing to be held by the Zoning/Planning Board in order to grant or deny approval.

No application will be scheduled for a Zoning/Planning Board hearing until such time as all requirements are fulfilled in having an application filed and prescribed fees paid. At that time the application shall be deemed complete by the Board.

SUBMITTING THE APPLICATION

An informal review of your plat plan, notice of public hearing and application can be conducted to help eliminate any delays that may occur because of last minute problems effecting improper notifications, inadequate applications, etc.

All applications for development are made through the Clerk's Office of the Borough of Runnemede. The Clerk's Office checks the application and exhibits to ensure that all materials are submitted in proper form. If not, the applicant will be notified of what is deficient.

OTHER REFERRALS

The Zoning/Planning Board is <u>not</u> the only agency, which has approval or review authority over land development applications. A large number of applicants must be referred to adjacent Municipalities, Counties (County Planning Board), and various State agencies for information or approval.

In some cases, review and approval is required if the application is in a certain geographic area, such as within the area covered by the Coastal Area Facilities Review Act or in a flood plain. In other situations, review is required if it is on a State Highway or within 200 feet of adjacent municipal boundaries. Most of all the applicants are subject to Camden County Planning Board approval.

WHEN TO MAKE REFERRAL AND WHO MAKES THE REFERRAL

It is the applicants' responsibility to make all applications and notice to other required agencies.

The most common question raised is "at what stage should these agencies get copies of the exhibits and who had the responsibility of forwarding said copies?" In most cases the law states simple that before the municipalities can approve this items under their jurisdiction. This could mean that the Borough could complete its review, hold the required public hearings, and then approve the development plan subject to the requirements of other agencies.

This sometimes raises problems since the action of the County, for example, may require extensive revisions of the plot, which in turn may necessitate new public hearings on the local level.

On the other hand, referrals at too early stage, such as sketch plat, could result in several submissions since the technical reviews being done by the Borough personnel (Engineer, Planner and Fire Official) and work committee may not be completed and reviewed with the applicant. The county may proceed with its review only to find that the Borough has required certain changes, which affect the County review.

The most appropriate time for review by the County or State is prior to the date selected and application docketed for public hearing by the Zoning/Planning Board. Exhibits and sketch plats should only be referred after technical reviews have been completed by the Boroughs' technical personnel (Engineer, Planner, etc.) and the appropriate work committee final review.

Revised sketch plats incorporating all the revisions requested by the Boroughs' technical personnel and work committee must be submitted to the Zoning Officer for review and possible scheduling for a planning board hearing. The applicant should then forward the plat plans and other exhibits to the appropriate State or County agency for review and comment.

FORMAL PLANNING BOARD APPLICATION (pages 13-15)

Answer all questions and have the application notarized. Make ten copies of the notarized application. If you have questions contact the Zoning Officer.

HEARING DATES

The Borough of Runnemede Zoning/Planning Board meets once each month for the purpose of hearing applications. A list of meeting dates for the current year may be found on the bulletin board in the Municipal Building.

An applicant has the right to choose the monthly meeting at which his application will be heard. However, in order to be placed on the Zoning/Planning Board agenda the Clerks Office must make the determination that a full application as outlined in this booklet has been submitted before the close of the business day at least 14 calendar days prior to the hearing date for simple applications and 21 days for complex applications.

NOTICE OF PUBLIC HEARING FORM

The form entitled "Notice of Public Hearing" must be completed by the applicant and published and served on property owners at least ten (10) days prior to your hearing dates as noted below:

1. COMPLETION: Type or print legibly the following information on the form.
    A. In the initial paragraph, fill in the date of the meeting at which your application will be heard.
    B. In the blank after "Applicant" enter the name of the individual or entity filing the application

NOTICE

In accordance with the procedure established by the Runnemede Planning /Zoning Board, all applications will be required to forward a complete copy of the application, together with supporting documentation to the following individuals on date even with filing of the application:

Carlamere & Rowan
Attorneys at Law
1546 Blackwood-Clementon Road
POB 1397
Blackwood, NJ 08012

John Pettit, Professional Engineer
Pettit Associates, LLC
497 Center St.
Sewell, NJ 08080

Richard Dickinson
Chairman Planning/Zoning Board
221 Schubert Ave.
Runnemede, NJ 08078

Your cooperation in accomplishing this will expedite your application.

C. In the blank after "Property Affected" enter the street address and the block and lot(s) number(s) from the tax map of the property which is the subject of the application.

D. In the blank after "Nature of Application" enter a statement indicating the purpose of you application. It is important that you make this statement sufficiently precise that all parties entitled to receive this notice are adequately informed concerning the nature of the application. The wording of "Nature of Application" on the "Notice of Hearing" should be exactly the same as "Nature of Application" on page 1 of the Zoning/Planning Board application. Some examples are as follows:

"A minor subdivision involving the splitting of a 150' x 100' lot into two (2) 75' X 100' lots for the purpose of creating building lots"

or

"A preliminary major subdivision involving a ten (10) acre tract of land known as Block 5, Lot 2 located on Parkerville Road to be subdivided into 35 residential building lots 100' x 100'

or

"Site Plan Review for the construction of a twenty thousand (20,000) square foot warehouse/office"

PUBLIC HEARING

IN THE BOROUGH OF RUNNEMEDE ALL APPLICATIONS TO THE ZONING/PLANNING BOARD REQUIRE A PUBLIC HEARING.

On the public hearing date, established applications are generally heard in order of their filing. The earlier you file the sooner your application will be placed on the agenda. When an application is called, the applicant, the applicant has the responsibility of showing that applicant deserves to be approved. The applicant, if an individual, may be present his own case or may be represented by an attorney; corporations and limited liability companies must be represented by an attorney. It is recommended that applications for major subdivision, site plans, apartment construction and shopping center construction, that your engineer or architect be presented at the time of public hearing. The applicant and his witnesses, if any, should be prepared to present testimony under oath and any relevant documentary evidence.

Any interested partly may cross-examine the applicant and his witnesses present testimony and evidence objecting to the application.

No application will be heard after 11:30 P.M. on the night of the actual Zoning/Planning Board meeting.

PUBLICATION

A copy of the completed "Notice of Public Hearing" form must be published by the applicant at his expense, in the Borough official newspaper. The publication must take place at least ten (10) days before the meeting date at which the application will be heard. Publication may be done anytime prior to the ten-day requirement. The affidavit of publication must be represented no later than the night of the hearing to the Secretary of the Board

REMEMBER

Failure to publish the notice, or late publication will prevent a hearing on your application on the desired date.

SERVICE ON PROPERTY OWNERS

At least ten (10) days prior to the hearing date a copy of the completed "Notice of Public Hearing" form must be served by the applicant on the owners of all real property located 200 feet in all directions from the property, which is the subject of the application.

HOW TO IDENTIFY PROPERTY OWNERS

The owners of real property within 200 feet of the subject property are determined by the current tax assessment lists in the Borough Tax Office.

You may secure this information by reviewing the tax maps and assessment lists yourself. If you do so, be careful to include all property within 200 feet. Omission of a property owner may prevent your application from being heard. It is usually better, when in doubt, to include more properties than you think may be required rather than risk making a mistake.

An alternative method of securing this information is to request a certified list from the Borough Clerk. This list will be supplied as soon as possible after submission of the request and payment of a fee of $10.00 or $.25 per name, whichever is greater.

If you secure the information through your own review of the tax map and assessment lists, any mistake can prevent a hearing on your application. However, if you secure a certified list prepared by the Borough Clerk, you are entitled to rely on its accuracy. As to properties within the Borough, and any erroneous information contained thereon will not prevent a hearing on your application.

If any properties within 200 feet of the subject property are located outside the Borough in an adjacent municipality, you must secure the information concerning those properties and the owners thereof from the tax assessment lists of the adjacent municipality. Include their names, blocks and lots on the affidavit list.

HOW TO SERVE PROPERTY OWNERS

The applicant must provide for the service of the "Notice of Hearing" property owners within 200 feet by any of the two methods outlined below:

1. Hand delivery on the property owners (or his agent in charge of the property).
2. Mailing to the property owner by certified mail return receipt requested to his address as shown on the tax assessment list.

The hand delivery or mailing may be accomplished either by the applicant himself or his agent over the age of 18 years.

If the property owner is a partnership, service may be made on any partner: if a corporation, service may be made on the president, vice president, secretary or other person authorized by appointment or by law to accept service for the corporation.

SPECIAL SERVICE REQUIREMENTS

A copy of the completed "Notice of Public Hearing" form must be served by the applicant, by hand delivery or by certified mail at least ten (10) days before the hearing date, on the following public agencies in the situations noted:

A. All applicants must serve Public Notice to Camden County Planning Board Administration Building, 2311 Egg Harbor Road, Lindenwold, New Jersey 08021. In most cases in addition to "Notice of Public Hearing" County applicants are also required to be submitted. The submission is the responsibility of the applicant, not the Borough of Runnemede.

B. If the subject property is located within 200 feet of adjoining municipality, notice must be served to the Clerk of the adjoining municipality. In addition to notifying Clerk of the adjoining municipality, adjoining property owners located in the adjoining municipality must also be notified. It is the responsibility of the applicant to secure the addresses of the parties to be served notice. This information concerning adjoining property owners in adjoining municipality may be obtained from the Clerk of the adjoining municipality.

DEPTFORD TOWNSHIP CLERK
MUNICIPAL BUILDING
1011 COOPER STREET
DEPTFORD, NJ 08096

BOROUGH OF BARRINGTON
MUNICIPAL BUILDING
229 TRENTON AVENUE
BARRINGTON, NJ 08007

GLOUCESTER TOWNSHIP
MUNICIPAL BUILDING
P.O. BOX 8
BLACKWOOD, NJ 08012

BOROUGH OF MAGNOLIA
MUNICIPAL BUILDING
438 W. EVESHAM AVENUE
MAGNOLIA, NJ 08049

BOROUGH OF BELLMAWR
MUNICIPAL BUILDING
21 E. BROWNING ROAD
BELLMAWR, NJ 08031

C. If the subject property is adjacent to a State highway notice must be served to the New Jersey Commissioner of Transportation, 1035 Parkway Avenue, Trenton NJ 08625.

D. If the subject property exceeds 150 acres, or involves more than 500 dwelling units notice should be served to the Director, Division of State and Regional Planning, Department of Community Affairs, 329 W. State Street, P.O. Box 2768, Trenton NJ 08625

AFFIDAVIT OF SERVICE FORM (pages 16 & 17)

The form entitled "Affidavit of Service" must be completed by the person or persons who actually served the NOTICE OF HEARING form on property owners and any required governmental agencies by either certified mail or hand delivery.

The person who made service must complete & sign the AFFIDAVIT OF SERVICE form and his signature must be notarized. If more than one such person served various property owners for any required governmental agencies, each such person should sign and complete a separate AFFIDAVIT OF SERVICE form.

Complete the information required on the initial portion of the affidavit.

The main portion of the affidavit requires information on all property owners within 200 feet who were served. Supply the block & lot numbers & the name of the property owners for each property as shown on the tax assessment list. Also complete the date you either hand delivered or mailed the NOTICE OF HEARING form to each property owner.

Complete the manner of service, if hand delivered, fill in "H/D", if by certified mail, fill in "C/M-RRR".

On the final portion of the affidavit, you need only to fill information if serviced was required in any of the governmental agencies. (See discussion under "Special Service Requirements" under the "NOTICE OF HEARING" section of this instruction sheet).

The person who made service should sign his name at the bottom of the affidavit & a Notary Public should complete the notarization at the left of the signature.

When you file the AFFIDAVIT OF SERVICE form, attach to it all receipt stubs for certified mail. (White Slips) The receipt stubs are the certificates the sender keeps at the time of mailing, you are not required to attach the return receipts (green cards), which the post office furnishes the sender after the certified letter has been delivered to the addressee. The original white slips & green cards must be submitted to the Secretary of the Board prior to the hearing.

PAYMENT OF TAXES

Before any application may be accepted, all property taxes must be paid in full up to and including the last quarter before the actual hearing date. Complete the information on the upper portion of the tax form on page 20. Submit this form to the Borough of Runnemede Tax Department for verification. After the form is completed you must submit it to the Clerk with the rest of the Zoning/Planning Board application.

APPEALS FROM ZONING/PLANNING BOARD

All appeals will be subject to the regulations contained in the "Municipal Land Use Law, Chapter 291", Laws of New Jersey 1975.

Appellant is responsible for all fees.

RECORDING OF FINAL APPROVAL OF PLANS

It is the responsibility of the applicant/developer to have his approved final plans filed with County Recording Officer (Camden County Clerks Office) as required by N.J.S.A. 40:55D-54.

No development plat (major/minor subdivision, site plan, planned apartment, shopping center, etc.) will be accepted for filing by the County Recording Officer until is has been approved by the Zoning/Planning Board. Final plats to be recorded must have the signature of the following affixed thereto:

CHAIRMAN:	Borough of Runnemede Official
SECRETARY:	Borough of Runnemede Official
ENGINEER:	Borough of Runnemede Official
CLERK:	Borough of Runnemede Official

The signature of the above shall not be affixed to final approval plans to be recorded until the developer/applicant has posted the guarantees (performances bond-maintenance bond) required. IF THE COUNTY RECORDING OFFICER RECORDS ANY PLAT WITHOUT SAID APPROVALS, SAID RECORDING SHALL BE DEEMED NULL AND VOID, AND UPON THE REQUEST OF THE BOROUGH, THE PLAT SHALL BE EXPUNGED FROM THE OFFICIAL RECORDS (N.J.S.A 40:55D-54).

If the applicant intends to file the subdivision by deed the form of the deed must be approved by the Joint Zoning/Planning Board Engineer and Solicitor and the specific language should be obtained from the solicitor's office prior to forwarding the deed for execution by municipal officials.

It is the duty of the County Recording Officer to notify the Zoning/Planning Board in writing seven (7) days of the filing of any plat, identifying it by title, date if filing and official number.

(15) copies required)

APPLICATION #_____

Date of Hearing_____

BOROUGH OF RUNNEMEDE FORMAL ZONING/PLANNING BOARD APPLICATION

Application to the Borough of Runnemede Zoning/Planning Board is hereby made in accordance with Chapter 102, 143 and 166 of the Borough of Runnemede Ordinance.

Applications, drawings, and fees must be received before 12:00 Noon, fourteen (14) calendar days prior to the hearing date for simple applications & 21 days for complex applications.

No applications will be heard after 11:30 P.M. on the scheduled meeting night.

All corporations & limited liability partnerships must be represented at the Zoning/Planning Board hearing by a New Jersey Attorney.

TYPE OF APPLICATION APPLIED FOR

_____Minor Subdivision
_____Major Subdivision (preliminary)
_____Major Subdivision (final)
_____Site Plan Review
_____Conditional Use
_____Other

Name of Project:_____

Nature Of Application:
(Same as public notice)

1. Applicant:_____Telephone#:_____
   Address:_____Zip Code:_____
2. Owner of Premises:_____ Telephone#:_____
   Address:_____Zip Code:_____
3. If applicant is a partnership, corporation or company, give the name and address of the principal(s):

Name:_____Title:_____
Address:_____Zip Code:_____
Name:_____Title:_____
Address:_____Zip Code:_____

DESCRIPTION OF LAND TO BE DEVELOPED

4. Street name location:_____
5. Tax Map#_____Block(s):_____Lot(s):_____Zone:_____
6. Number of lots in proposed subdivision:_____
7. On how many streets do lots face (name & number):_____
8. Size of lots after subdivision:_____
(attach separate sheet if necessary)
9. Are the following utilities existing?

Paved Streets	yes ____ no___	Storm Sewer	yes ____ no___
Curb	yes ____ no___	Water	yes ____ no___
Sidewalks	yes ____ no___	Gas	yes ____ no___
Sanitary Sewer	yes ____ no___	Electric	yes ____ no___

10. Nature of Applicants interest in property:_____
11. Present use of property:_____
12. Description of present structure(s):_____
_____
13. Proposed use of property:_____
14. Size of new structure(s):_____
_____
15. Address all correspondence concerning this application to:

Applicant:_____Name:_____
Owner:_____Address:_____
Developer:_____Telephone #:_____
Manager:_____Name:_____
Other:_____Address:_____
Telephone #:_____
Attorney:_____Name:_____
Address:_____
Telephone #:_____

Attorneys will receive copies of all correspondence.

ATTACHMENTS

A. **Property survey:** Title:_____ Date:_____
Prepared By: Name:_____
Address:_____

B. **Site Plan:** Title:_____
Prepared By: Name:_____
Address:_____

C. **Application:** Title:_____
Prepared By: Name:_____
Address:_____

D. **Landscape Plan:** Title:_____
Name:_____
Address:_____

E. _____ Title:_____ Date:_____
Prepared By: Name:_____
Address:_____

I certify that there are no protective covenants or deed restriction applying to the land to be developed/subdivided. If such restrictions do exist, a copy of each restriction is to be made a part of this application. All plans for development to be submitted for review and action by the Zoning/Planning Board MUST BE prepared by a Professional Engineer, Architect or Land Surveyor licensed by the State of New Jersey.

NOTE: FAILURE TO ANSWER ANY OF THE ABOVE QUESTIONS SHALL VOID THIS APPLICATION.

I Swear that the above application is true and correct to the best of my Knowledge.

_____
(Signature of applicant)

_____
(Type or print name and title)

Sworn to and subscribed before me this_____day of _____20___.

_____
(Notary public)

AFFIDAVIT OF SERVICE
(1 COPY REQUIRED)

APPLICANT_____

STATE OF NEW JERSEY)
:SS.
COUNTY OF CAMDEN)

I, _____being duly sworn according to law depose and say: On the dates indicated, I served a copy of the "NOTICE OF HEARING" annexed hereto in the manner indicated on the following property owners and governmental agencies.

BLOCKS	LOTS	NAME OF OWNER	DATE SERVED	HAND DELIVERED or CERTIFIED RETURNED RECIEPT

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If any service was required on any of the following governmental agencies, I served a copy of the "NOTICE OF HEARING" on the dates and in the manner indicated.

	Date Served	Delivered or Mailed
Clerk of_____ (Name of adjoining municipality)	_____	_____
Camden County Planning Board	_____	_____
NJ Commissioner of Transportation	_____	_____
Director, Division of State & Regional Planning. NJ Department of Community Affairs	_____	_____

Sworn to and subscribed before me this_____day of _____20___.

_____ (Notary public)

_____ Signature of person making service

(5 copies required)

NOTICE OF PUBLIC HEARING

Take notice, that a public hearing will be held before the Borough of Runnemede Zoning/Planning Board at the Borough of Runnemede Municipal Building. 24 North Black Horse Pike, Runnemede New Jersey on Wednesday, _____, 20_____, at 7:00 P.M. on the following application:

APPLICANT:_____

PROPERTY AFFECTED:_____

BLOCK:_____**LOT:**_____**TAXMAP:**_____

NATURE OF APPLICATION:_____

_____

_____

_____

_____

_____

A copy of the application and any relevant maps and supporting data will be on file fourteen (14) days prior to the hearing date for simple applications & 21 days for complex applications with the Secretary Of Zoning/Planning Board, 24 North Black Horse Pike during regular business hours.

By Order of the Applicant

_____

(5 copies required)

NOTICE OF PUBLIC HEARING

Take notice, that a public hearing will be held before the Borough of Runnemede Planning Board at the Borough of Runnemede Municipal Building. 24 North Black Horse Pike, Runnemede New Jersey on Wednesday, _____, 20_____, at 7:00 P.M. on the following application:

APPLICANT:_____

PROPERTY AFFECTED:_____

BLOCK:_____LOT:_____TAXMAP:_____

NATURE OF APPLICATION:_____
_____
_____
_____
_____
_____

A copy of the application and any relevant maps and supporting data will be on file ten (10) days prior to the hearing date with the Secretary Of Planning Board, 24 North Black Horse Pike, on any weekday during regular business hours.

By Order of the Applicant

_____

Give this notice to every property owner on the list. Take this notice to the Record Breeze/Courier Post to be published one time, Any time before

_____.

VERIFICATION OF TAXES

This form must be completed by the applicant before the application is submitted. It is not to be completed by the Borough employees on behalf of the owner of contractor.

When you have completed this portion of this paper, this must be verified up at the front cashiers office, then submitted with your Zoning/Planning Board application.

DATE:_____

OWNERS NAME:_____

ADDRESS:_____

BLOCK:_____**LOT:**_____

(Do not write below this line)

TAXES ARE:_____**CURRENT:**_____

DELINQUENT:_____

COMMENTS:_____

_____

_____

TAX DEPARTMENT

COMPLETE THE ENCLOSED FORMS ACCORDING TO THE INSTRUCTIONS BELOW

All completed information and fees must be received no later than the end of the business day at least 10 calendar days prior to the hearing date. It is suggested all information be presented to the Borough Clerk in advance of the 10 days so that he/she may review your application and contact you if there are any problems. Applications will be placed on the agenda in the order they are received by the Borough Clerk.

INSTRUCTIONS

1. **Complete one (1) "Formal Planning Board Application" & have it notarized.**

2. **Obtain (15) FIFTEEN copies of the proposed development site plan including landscaping and (15) surveys for subdivision.**

3. **Complete the "Notice of Hearing" addressing one to each property owner within 200 feet of your property. Describe what you want to do and in what way it varies from the Zoning Ordinance of the Borough of Runnemede. These must be delivered by you to each resident within 200 feet. If you cannot hand deliver these notices, you must mail them by certified mail. A list of property owners within 200 feet of your property is available upon request from the Borough of Runnemede inspections Office. A fee will be charged for receiving this list, be sure to request your list early to ensure receiving it in ample time.**

4. **Complete the "Affidavit of Service" and have this notarized.**

5. **Notify the Record Breeze/Courier Post to publish your "Notice of Public Hearing" Publication must appear at least 10 days prior to the hearing date; it may be published anytime sooner.**

6. **Complete the following verified "Proof of Taxes" form.**

7. **The following items must be returned no later than 14 days before the hearing date.**

    A. **Fifteen (15) Planning Board Application (1 notarized, 14 copies) (Pages 13-15).**
    B. **The original "Affidavit of Service" form, including white slips from any certified mailing. (Pages 16-17)**
    C. **Fifteen (15)) copies of proposed development site plan including landscape, where applicable. Fifteen (15) surveys for subdivision.**
    D. **Five (5) copies of "Notice of Hearing". (Pages 18-19)**

E. One (1) copy of Proof of Publication hearing advertisement from the Record Breeze/Courier Post. (Purchase paper day of publication and submit)

F. The original Proof of Property Taxes paid up to date (Page 20)

G. Fee and Escrow – Pay total amount due when formal application is presented for processing. (See page 11 of this booklet) separate checks must be submitted for escrow and fees. Make all checks payable to the Borough of Runnemede.

BOROUGH OF RUNNEMEDE
FEE SCHEDULE

Section 1	Schedule of Planning Fees
A. (Minor Subdivision)	
1. Application Fee	$ 100.00
2. Engineer Review	$ 250.00
3. Legal Review/Costs	$ 225.00
B. Major Subdivision (Preliminary)	
1. Application Fee	$ 500.00
2. Engineer/Planner Review	$2000.00
3. Legal Review Costs	$ 225.00
C. Final Major Subdivision	
1. Application Fee	$ 200.00
2. Engineer/Review Planning	$1000.00
3. Legal Review Costs	$ 225.00
D. Planned Unit Development	
1. Application Fee	$1000.00
2. Engineer Review	$2500.00 (plus $20 per unit)
3. Legal Review/Costs	$1000.00
E. Minor Site Plan	
1. Applicant Fee	$ 150.00
2. Engineer Review	$ 500.00
3. Legal Review	$ 225.00

Section 2

A. Preliminary Site Plan	
1. Application Fee	**$ 200.00**
2. Engineering Review (planning)	**$2000.00**
3. Legal Review	**$ 225.00**
B. Final Site Plan	
1. Application Fee	**$ 200.00**
2. Engineering Review	**$ 500.00**
3. Legal Review	**$ 225.00**

Section 3 **Inspection Fee Escrow**

A. Prior to the construction of any improvements required by the Planning Board and/or Zoning Board Adjustment and prior to final approval of major subdivision/minor subdivision, apartment project, shopping center, or other site plan, the applicant shall deposit and maintain with the Borough a fund of not less than five percent (5%) of the estimated cost of the required on-and off-site improvements as determined by the Municipal Engineer, to cover the costs of inspection and improvements, provided, however, that the minimum escrow deposit shall be Two Hundred Dollars ($200.00) and the maximum escrow deposit shall be Ten Thousand Dollars ($10,000.00).

B. If any time during the inspection of the construction of the said improvements it becomes evident that the escrow deposit is or will be insufficient to cover the cost thereof, the applicant shall make additional deposits in amounts to be determined my the Municipal Engineer based upon the estimated remaining costs required to properly review and inspect the on-and off-site improvements.

Section 4 **Zoning Board Adjustment Fees**

A. Use Variance (application made under N.J.S.A 40:55-70d)

	Residential	Commercial	Industrial
1. Application	$100.00	$200.00	$250.00
2. Engineer review	$250.00	$500.00	$500.00
3. Legal Review	$225.00	$225.00	$225.00

B. Bulk Variance (applications made under N.J.S.A 40:55-70C)

1. Application	$ 50.00	$ 75.00	$100.00
2. Engineer Review	$250.00	$500.00	$500.00
3. Legal Review	$225.00	$225.00	$225.00

C. Appeals (applications made under N.J.S.A 40:55-70A)

1. Application	$ 50.00	$ 75.00	$100.00
2. Engineer Review	$250.00	$500.00	$500.00
3. Legal Review	$225.00	$225.00	$225.00

D. Interpretations (applications made under N.J.S.A 40:55d-70B)

1. Application	$ 50.00	$ 75.00	$100.00
2. Engineer Review	$250.00	$500.00	$500.00
3. Legal Review	$225.00	$225.00	$225.00

Section 5

A. Engineering, Legal and Planning set forth in the aforesaid provisions and minimum amounts representing an estimate of the anticipated costs based on the hourly rates of the respective professionals. The hourly rates shall be the same as those set forth in the contracts between the Borough and said professionals. In the event that actual costs exceed the minimum deposits, the applicant shall be responsible for the difference between the actual amount and the minimum. If the actual cost is less that the minimum, the applicant shall receive a refund of the difference.

§ 153-15. Costs.

A. Once final subdivision and/or new lot approval has been received, an escrow account shall be established by the applicant and maintained by Runnemede Borough for the express purpose of maintaining the Tax Map/GIS database. *Editor's Note: See Ch. 331, Subdivision of Land and Site Plan Review.* No construction permit shall be issued until said costs are posted with Runnemede Borough, as outlined below:

(1) Sixty five dollars per lot for minor subdivisions (three lots or less).

(2) Major subdivisions are broken down as follows:

(a) Forty five dollars per lot for one to 25 lots.

(b) Forty dollars per lot for 26 or more lots.

(c) Eight hundred dollars per commercial site plan.

(d) One thousand dollars per condominium site plan, plus $20 per unit for residential condominium projects.

(3) Forty-five dollars per lot or per change for each lot/Tax Map revision due to deed discrepancies, lot line adjustments, easement detailing, ownership labeling, acreage calculation and labeling, street name changes and other minor revisions.

B. If any portion of the escrow account remains unused following the appropriate revisions to the Tax Map/GIS database, it shall be refunded to the applicant.

C. In the event that any application for development is denied and the application is no longer pending before the respective Board, then any portion of the aforementioned fee which has not been expended by the engineer responsible for maintaining the Tax Map/GIS database shall be refunded to the applicant.

D. In addition to the maintenance fees noted, each approved applicant must supply a map of the new subdivision or new lot in a scale suitable for inclusion on the Runnemede Borough Tax Map/GIS database. Said Map must be submitted in hardcopy format, and must be compliant with current New Jersey Map Filing Law guidelines (N.J.S.A. 46:23-9.9 et seq.). *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*

§ 153-16. Amendment.

Any/all previous ordinances now in effect regarding Tax Map/GIS database escrow fees in Runnemede Borough are superseded by this article.

Borough of Runnemede, NJ
Friday, February 10, 2012

§ 153-14. Tax Map/GIS database update fees.

Each applicant and/or developer for any approval which results in the creation of any new lots, revision of any existing lots, and/or other alterations to the Tax Map/GIS database, shall be responsible for paying all reasonable charges incurred by the Runnemede Borough Engineer in updating said Tax Map/GIS database. These costs shall include, but not be limited to, update to the GIS database, revisions to existing Tax Map plates, creation/addition of new Tax Map plates, appropriate revisions to the Key Map(s), reprographic services for applicable Borough, county and state submission copies, as well as any reasonable shipping and handling fees involved.

ORDINANCE FOR ESTABLISHING TAX MAP AND GIS ESCROW FEES IN RUNNEMEDE BOROUGH

ORDINANCE 09-07

AN ORDINANCE OF RUNNEMEDE BOROUGH, CAMDEN COUNTY, NEW JERSEY: RELATING TO DEVELOPMENT REGULATIONS, PARTICULARLY PROVIDING FOR A TAX MAP/GIS DATABASE UPDATE FEE.

ARTICLE I: PURPOSE

It is the purpose of this ordinance to impose upon developers the costs incurred by RUNNEMEDE BOROUGH in updating the municipal tax map/GIS database as a result of the approval of various subdivisions or the creation of any new lots within RUNNEMEDE BOROUGH. Said costs are directly related to the development procedure, and thereby RUNNEMEDE BOROUGH determines that they should be borne by the developer/applicant for all said subdivisions.

Tax Map/GIS Database Update Fees: Each applicant and/or developer for any approval which results in the creation of any new lots, revision of any existing lots, and/or other alterations to the tax map/GIS database, shall be responsible for paying all reasonable charges incurred by the RUNNEMEDE BOROUGH Engineer in updating said tax map/GIS database. These costs shall include, but not be limited to, update to the GIS database, revisions to existing tax map plates, creation/addition of new tax map plates, appropriate revisions to the Key Map(s), reprographic services for applicable Borough, County and State submission copies, as well as any reasonable shipping and handling fees involved.

ARTICLE II: COSTS

Once final subdivision and/or new lot approval has been received, an escrow account shall be established by the applicant and maintained by RUNNEMEDE BOROUGH for the express purpose of maintaining the tax map/GIS database. No construction permit shall be issued until said costs are posted with RUNNEMEDE BOROUGH, as outlined below:

- $65.00 per lot for minor subdivisions (three {3} lots or less)
- Major subdivisions are broken down as follows:
  - $45.00 per lot for one (1) to twenty-five (25) lots
  - $40.00 per lot for twenty-six (26) or more lots
  - $800.00 per commercial site plan
  - $1,000.00 per condominium site plan plus $20.00 per unit for residential condominium projects
- $45.00 per lot or per change for each lot/tax map revision due to deed discrepancies, lot line adjustments, easement detailing, ownership labeling, acreage calculation and labeling, street name changes and other minor revisions

If any portion of the escrow account remains unused following the appropriate revisions to the tax map/GIS database, it shall be refunded to the applicant.

In the event that any application for development is denied and the application is no longer pending before the respective Board, then any portion of the aforementioned fee which has not been expended by the engineer responsible for maintaining the tax map/GIS database shall be refunded to the applicant.

In addition to the maintenance fees noted, each approved applicant must supply a map of the new subdivision or new lot in a scale suitable for inclusion on the RUNNEMEDE BOROUGH tax map/GIS database. Said map must be submitted in hardcopy format, and must be compliant with current New Jersey Map Filing Law guidelines (N.J.S.A. 46-23.1).

ARTICLE III: AMENDMENT
Any/all previous ordinances now in effect regarding tax map/GIS database escrow fees in RUNNEMEDE BOROUGH are superseded by this ordinance.

ARTICLE IV: EFFECTIVE DATE
This ordinance shall take effect upon proper passage, in accordance with the laws of RUNNEMEDE BOROUGH.

BOROUGH OF RUNNEMEDE

Joyce Pinto, Borough Clerk

Virginia Betteridge, Mayor

NOTICE

The above ordinance was introduced and passed on first reading at a meeting of the Borough Council of the Borough of Runnemede held on the 3rd day of February, 2009, and will be taken up for final consideration and passage at a meeting of the Borough Council of said Borough of Runnemede 24 N. Black Horse Pike, Runnemede, New Jersey on the 3rd day of March, 2009, at which time and place all persons interested will be heard.

Joyce Pinto, Clerk
Upon First Reading

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and correct copy of an ordinance, adopted by the Borough Council of the Borough of Runnemede at a meeting held on the 3rd day of March 2009

Joyce Pinto, Borough Clerk
Upon Final Passage

	Passed on First Reading				Adopted on Second Reading			
Name	Yes	No	Abstain	Absent	Yes	No	Abstain	Absent
Kappatos	✓				✓			
Kisielewski	✓				✓			
McCarthy				✓	✓			
Scaramuzzo	✓				✓			
Moore	✓				✓			
Beatrice	✓				✓			