



TOWNSHIP OF DEPTFORD  
Gloucester County, New Jersey

Municipal Building  
1011 Cooper Street  
Deptford, New Jersey  
(856) 845-5300

## **“C” & “D” VARIANCE PROCEDURES**

1. Return **1 COMPLETED APPLICATION** for our office in **BOOKLET FORM** and **25 COPIES OF PAGES 1, 2 & 3 in BOOKLET FORM** to the Zoning Board or Planning Board Secretary by the **SUBMISSION DEADLINE** of the 15<sup>th</sup> of each month.
  - An electronic copy of the site plan emailed to [mbrown@deptford-nj.org](mailto:mbrown@deptford-nj.org).
  - All Township Application and Escrow Fees **must** be paid when the application is submitted.
  - Insure that all necessary applications are filed to appropriate agency, including but not limited to, **Soil Erosion and Sediment Control** and **County Planning Board** if required by your project.

2. Submit **25 COPIES of FULL SIZE PLANS** for Development Review to the Zoning Board or Planning Board Secretary by the **SUBMISSION DEADLINE**.

All applications are scheduled for a **Development Review Subcommittee** prior to being scheduled for a Zoning Board hearing. The **Development Review Subcommittee will determine when the application will be placed upon the Board Agenda**.

3. When the application is scheduled to be heard before the Zoning Board, it will be the responsibility of the **APPLICANT** to deliver **15 COPIES (REVISED IF NECESSARY) REDUCED SIZE COPIES NO LARGER THAN 20” X 24”** and **6 FULL SIZE COPIES** of the revised plan by the **SUBMISSION DEADLINE which is the 15<sup>th</sup> of the month** to the Zoning Board or Planning Board Secretary. An electronic copy of the site plan emailed to [mbrown@deptford-nj.org](mailto:mbrown@deptford-nj.org)

**ALL FINAL REVISED PLANS ARE TO BE SUBMITTED TO THE ZONING OR PLANNING BOARD SECRETARY FOR DISTRIBUTION TO THE BOARD PROFESSIONALS.**



## **TOWNSHIP OF DEPTFORD**

GLOUCESTER COUNTY, NEW JERSEY

MUNICIPAL BUILDING  
1011 COOPER STREET  
DEPTFORD, NEW JERSEY 08096  
856-845-5300

---

### **1995 Developer Escrow Statute Amendments Effective September 17, 1995**

---

#### **PROCEDURES FOR ESCROW CHARGES**

- ◆ Professionals send copies of vouchers to applicants.
- ◆ Chief Financial Officer (CFO) sends account statement to applicant on a quarterly basis.  
\*If charges are greater than \$1,000.00 than CFO sends statements on a monthly basis.
- ◆ If Insufficient Funds arise, CFO sends notice to the applicant.  
\*Township cannot stop work without giving reasonable time for the applicant to replenish funds.
- ◆ Applicant must notify CFO when project is complete by way of certified mail.
- ◆ CFO notifies professionals. Professionals have thirty (30) days to submit all final bills if determined complete.
- ◆ CFO has forty-five (45) days after the thirty (30) days to submit a final account statement and refund any escrow.



## TOWNSHIP OF DEPTFORD

GLOUCESTER COUNTY, NEW JERSEY

MUNICIPAL BUILDING  
1011 COOPER STREET  
DEPTFORD, NEW JERSEY 08096  
856-845-5300

---

### 1995 Developer Escrow Statute Amendments Effective September 17, 1995

---

#### APPEALS AGAINST CHARGES

- ◆ Appeals must be filed within forty-five (45) days of receipt of voucher. If voucher is not received, then within sixty (60) days of receipt of account statement.
- ◆ For an appeal of any charges, the applicant must notify the Governing Body, Board, CFO, and Professionals in writing.
- ◆ Governing Body or designee has reasonable time to fix any charges.
- ◆ If applicant is not satisfied by local efforts, they must go to the County Construction Code Appeal Board.
- ◆ Appeal must be in writing and copies sent to all parties affected by the appeal.
- ◆ During an appeal process, all work on the application or project must continue normally, without any adverse action by the municipality or applicant.
- ◆ CFO continues to make payments out of account during the appeal process. Any charges that are disallowed are to be reimbursed by the municipality.

DLGS Annotation of P.L. 1995, c.54 - Developer Escrow Amendment



## **TOWNSHIP OF DEPTFORD**

GLOUCESTER COUNTY, NEW JERSEY

MUNICIPAL BUILDING  
1011 COOPER STREET  
DEPTFORD, NEW JERSEY 08096  
856-845-5300

### **TO THE APPLICANT:**

Please be advised that in your escrow procedures, which is included in this application, you are responsible when this project is complete, you must notify Kimberly Kwasizur, CMFO by mail at 1011 Cooper Street, Deptford, NJ 08096 in order to refund any balance remaining in your escrow account. If your address changes, please supply us with the correct information in order for the check to be mailed properly. Please make sure your signature is on the letter.

If the Finance Department does not hear from you, the state has the right to take money from the account, since it can not be held for any length of time after the project is completed. If you have any questions regarding this procedure, please do not hesitate to contact the Finance or Planning Office.

The following is a schedule of fees to be paid by applicant upon filing an application:

**Appeals – (Applications made under N.J.S.S. 40:55D-70.a.):**

	Residential	Commercial	Industrial
Application fee	\$ 75	\$ 150	\$ 200
Escrow	\$ 500	\$ 750	\$ 750

**Interpretations – (Applications made under N.J.S.A. 40:55D-70.b.):**

	Residential	Commercial	Industrial
Application fee	\$ 75	\$ 100	\$ 150
Escrow	\$ 700	\$ 750	\$ 750

**Bulk Variance – (Applications made under N.J.S.A. 40:55D-70.c.):**

	Residential	Commercial	Industrial
Application fee	\$ 75	\$ 350	\$ 400
Escrow	\$1,000	\$1,400	\$1,500

**Use Variance – (Applications made under N.J.S.A. 40:55D-70.d.):**

	Residential	Commercial	Industrial
Application fee	\$ 150	\$350	\$400
Escrow	\$1,200	\$1,800	\$2,000

**Conditional Use Review:**

Application fee	\$ 125
Escrow	\$ 700

**Miscellaneous:**

Application fee	\$ 200
Escrow	\$ 500

**Zoning Change Request:**

Application fee	\$ 100
Escrow	\$4,875

**ZONING BOARD**  
APPLICATION FOR VARIANCE  
TOWNSHIP OF DEPTFORD  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
1011 Cooper Street  
Deptford, NJ 08096

APPLICATION #1A

Date Received \_\_\_\_\_ By \_\_\_\_\_

Date of Hearing \_\_\_\_\_ Application # \_\_\_\_\_

.....  
Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

Relationship of Applicant to Owner (i.e., tenant, agent, purchaser under contract, same person, or other). \_\_\_\_\_

Location of Premises \_\_\_\_\_ Block \_\_\_\_\_ Lots \_\_\_\_\_ Plate \_\_\_\_\_  
(Street)

The premises are now located in the following zone (check)

- |   |  |
|---|--|
| <input type="checkbox"/> R-40 Low density single family           | <input type="checkbox"/> BC-2 Business Center – medium intensity |
| <input type="checkbox"/> R-20 Medium density single family        | <input type="checkbox"/> BC-3 Business Center – low intensity    |
| <input type="checkbox"/> R-10 Medium density single family        | <input type="checkbox"/> BC-4 Business Center – low intensity    |
| <input type="checkbox"/> R-10A Medium & Low density single family | <input type="checkbox"/> C-1 Commercial                          |
| <input type="checkbox"/> R-6 High density one & two family        | <input type="checkbox"/> C-2 Commercial                          |
| <input type="checkbox"/> R-6A Affordable High density             | <input type="checkbox"/> FLX Flex space                          |
| <input type="checkbox"/> RM-1 Multi-family residential            | <input type="checkbox"/> LI-1 Light Industrial                   |
| <input type="checkbox"/> RM-2 Multi-family residential            | <input type="checkbox"/> LI-2 Light Industrial                   |
| <input type="checkbox"/> TC-1 Transitional / Commercial           | <input type="checkbox"/> INS Institutional                       |
| <input type="checkbox"/> TC-2 Transitional / Commercial           | <input type="checkbox"/> PUD Planned Unit Development            |
| <input type="checkbox"/> BC-1 Business Center – high intensity    | <input type="checkbox"/> OS - Open Space                         |

- A \_\_\_\_\_ Appeal decision of an Administrative Officer (N.J.S.A. 40:55D-70a) See form 1 of appl.
- B \_\_\_\_\_ Map or Ordinance Interpretation of Special Question (N.J.S.A. 40:55D-70b) See form II of appl.
- C(1) \_\_\_\_\_ Variance Relief (hardship) (N.J.S.A. 40:55D-70c (1) )  
See form III of appl.
- C(2) \_\_\_\_\_ Variance Relief (substantial benefit) (N.J.S.A. 40:55D-70c (2) )  
See form III of appl.
- D \_\_\_\_\_ Variance Relief (use) (N.J.S.A. 40:55D-70d)  
See form IV of appl.

Request is hereby made for permission to erect, alter, convert, or use the property and/or structure contrary to the requirements of the Zoning Ordinance, or for other relief as follows:

---

---

---

---

1. Said property is (give dimensions & area):

---

and has the following structures \_\_\_\_\_

---

Property part of \_\_\_\_\_, subdivision granted on \_\_\_\_\_

2. If less than the entire lot is to be utilized for the purpose of this application, the dimensions of the portion of the lot to be utilized are: \_\_\_\_\_

---

3. Size of proposed building: \_\_\_\_\_  
(length, width, height)

Total Floor Area (square feet) \_\_\_\_\_

4. Setbacks of building: Front \_\_\_\_\_ Rear \_\_\_\_\_

Side (left) \_\_\_\_\_ Side (right) \_\_\_\_\_

% Building Coverage \_\_\_\_\_

5. Date property acquired \_\_\_\_\_

Prevailing zoning at time of acquisition \_\_\_\_\_

6. Has there been any previous appeal, request, or application to this or any other Township Boards or the Construction Official involving these premises?

Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, state the date and the outcome of said matter. \_\_\_\_\_

---

---

## **General Information Sheet for Variance Application (Form #3)**

---

---

Present use of existing building(s) and premises. \_\_\_\_\_

\_\_\_\_\_

Describe any deed restrictions affecting this property. \_\_\_\_\_

\_\_\_\_\_

Total proposed dwelling units. \_\_\_\_\_

Total proposed professional offices. \_\_\_\_\_

Total proposed floor area. \_\_\_\_\_

Total proposed parking spaces. \_\_\_\_\_

A photograph or photographs of land and buildings involved in the application.

\_\_\_\_\_

Names and addresses of all expert witnesses proposed to be used:

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_



## Certification (Form #5)

---

---

\_\_\_\_\_ being duly sworn according to law hereby certify that the information presented in this application to be true and accurate.

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

The foregoing application is hereby consented to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ Sworn and subscribed before me  
(Owner of property referred to)

day of \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Notary

## Corporate Applicants Only (Form #6)

---

---

### **DISCLOSURE STATEMENT**

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S.A. 40:55D-48.-2, that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.

Name \_\_\_\_\_ Interest (%) \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Interest (%) \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Interest (%) \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Interest (%) \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Interest (%) \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Interest (%) \_\_\_\_\_

Address \_\_\_\_\_

(attach pages as necessary to fully comply)

## Affidavit of Service (Form #7)

---

---

**State of New Jersey:**  
**County of Gloucester:**

\_\_\_\_\_ of full age, being duly sworn according to law, on his oath deposes and says that he resides at \_\_\_\_\_ in the (municipality) of \_\_\_\_\_ County of \_\_\_\_\_, and state of \_\_\_\_\_ and that he did on \_\_\_\_\_, 20\_\_\_\_\_, at least ten (10) days prior to hearing date, give personal notice to all property owners with 200 feet of the property located at \_\_\_\_\_

---

Said notice was given either by hand delivering or by sending said notice by certified mail. Copies of the registered receipts are attached hereto and marked "Exhibit A."

Notices are also served upon:

- ( ) 1. The Clerk of the municipality of Deptford
- ( ) 2. County Planning Board
- ( ) 3. The Director of the Division of State of Regional Planning.
- ( ) 4. The Department of Transportation
- ( ) 5. The Clerk of Adjoining Municipalities

A copy of all said notices are attached hereto and marked "Exhibit B."

Notice was also published in the official newspaper of the municipality as required by law.

Attached to this affidavit and marked "Exhibit C" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map and certified by the Municipal Tax Assessor.

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality, which is marked "Exhibit D."

\_\_\_\_\_  
(Signature of Applicant)

Sworn and subscribed to

before me this \_\_\_\_\_

day of \_\_\_\_\_

20\_\_\_\_\_

**Notice to be Published in Official Newspaper (Form #8)**

---

---

**TOWNSHIP OF DEPTFORD  
ZONING BOARD OF ADJUSTMENT**

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 6:00 p.m., a hearing will be held before the Deptford Township Zoning Board of Adjustment at the Municipal Building, 1011 Cooper Street, Deptford, NJ 08096 on the appeal or application for the undersigned to request a \_\_\_\_\_(insert site plan, subdivision) with a variance or other relief so as to permit \_\_\_\_\_

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

on the premises located at \_\_\_\_\_  
and designated as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ on the Township tax Map.

Documents relating to this application are on file in the Office of Community Development and are available for inspection, during the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday.

Any interested party may appear at said hearing and participate therein accordance with the rules of the Zoning Board of Adjustment.

\_\_\_\_\_  
Signature

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

**Notice Served Within 200 Feet Etc. (Form #9)**

---

---

**TOWNSHIP OF DEPTFORD  
ZONING BOARD OF ADJUSTMENT  
NOTICE OF HEARING ON APPEAL OR APPLICATION**

TO: \_\_\_\_\_ OWNER OF PREMISES \_\_\_\_\_

---

**PLEASE TAKE NOTICE:**

That the undersigned has filed an appeal or application for development with the Zoning Board of the Township of Deptford for a variance from the requirements of the Zoning Ordinance so as to permit, \_\_\_\_\_

---

---

on the premises at, \_\_\_\_\_ and designated as Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ on the Township Tax Map. This notice is sent to you as an owner of property in the immediate vicinity. A public hearing has been set for \_\_\_\_\_, 20\_\_\_\_\_, 6:00 p.m. in the Municipal Building, Deptford, NJ, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of relief sought in the petition.

Documents relating to this application are on file in the Office of Community Development and are available for inspection, during the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday.

The applicant, by order of the Zoning Board of Adjustment sends this notice to you.

Respectfully,

\_\_\_\_\_  
Applicant's Signature

## Submission Requirements Checklist \* NJSA 40:55D-70a., b., c., & d.

\*Denotes a required submission item

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

**Development Name:** \_\_\_\_\_

**Application Number:** \_\_\_\_\_

		“A” APPEAL	“B” INTERPRETATION OR SPECIAL QUESTION	“C” VARIANCE	“D” VARIANCE	C	I	N/A	W/V
1.	Application form ( ___ copies), incl:	*	*	*	*				
2.	Affadavit of ownership:	*	*	*	*				
3.	Escrow fee for engineer, planning and legal:	*	*	*	*				
4.	Proof of current tax payment.	*	*	*	*				
5.	Application fee.	*	*	*	*				
6.	Waiver request from specific section and a narrative paragraph with reasons why waivers should be granted.	*	*	*	*				
7.	Plat ( ___ copies) clearly and legibly drawn or reproduced at a scale not smaller than 1” = 100’			*	*				
8.	Plans shall be prepared by an architect, planner, engineer, land surveyor or the Applicant, where appropriate.			*	*				
9.	Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion.			*	*				
10.	Key map with north arrow, at a scale no less than 1” = 2,000’.			*	*				
11.	Site location indicated on official Zoning Map.			*	*				
12.	All existing property lines shown in degrees, minutes and seconds. Location of proposed property lines with dimensions in feet to the nearest two decimal places.			*	*				
13.	Schedule of required and proposed zoning regulations, incl. coverages and setbacks shown graphically and written.			*	*				
14.	Title block containing name and applicant, lot and block numbers, date prepared and revised.			*	*				
15.	Date of property survey.			*	*				
16.	Mete and Bounds description of parcel in question based on current land survey info.			*	*				
17.	North arrow to top of sheet, written and graphic scale, reference meridian.			*	*				
18.	Acreage of tract to nearest tenth acre.			*	*				

