

**DEPARTMENT OF COMMUNITY DEVELOPMENT & PLANNING**

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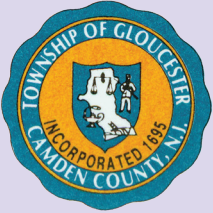
1261 Chews Landing – Clementon Road at Hider Lane  
P.O. Box 8, Blackwood, NJ 08012  
(856) 374-3500  
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**COMMUNITY DEVELOPMENT & PLANNING**

**LAND DEVELOPMENT PROCEDURES**

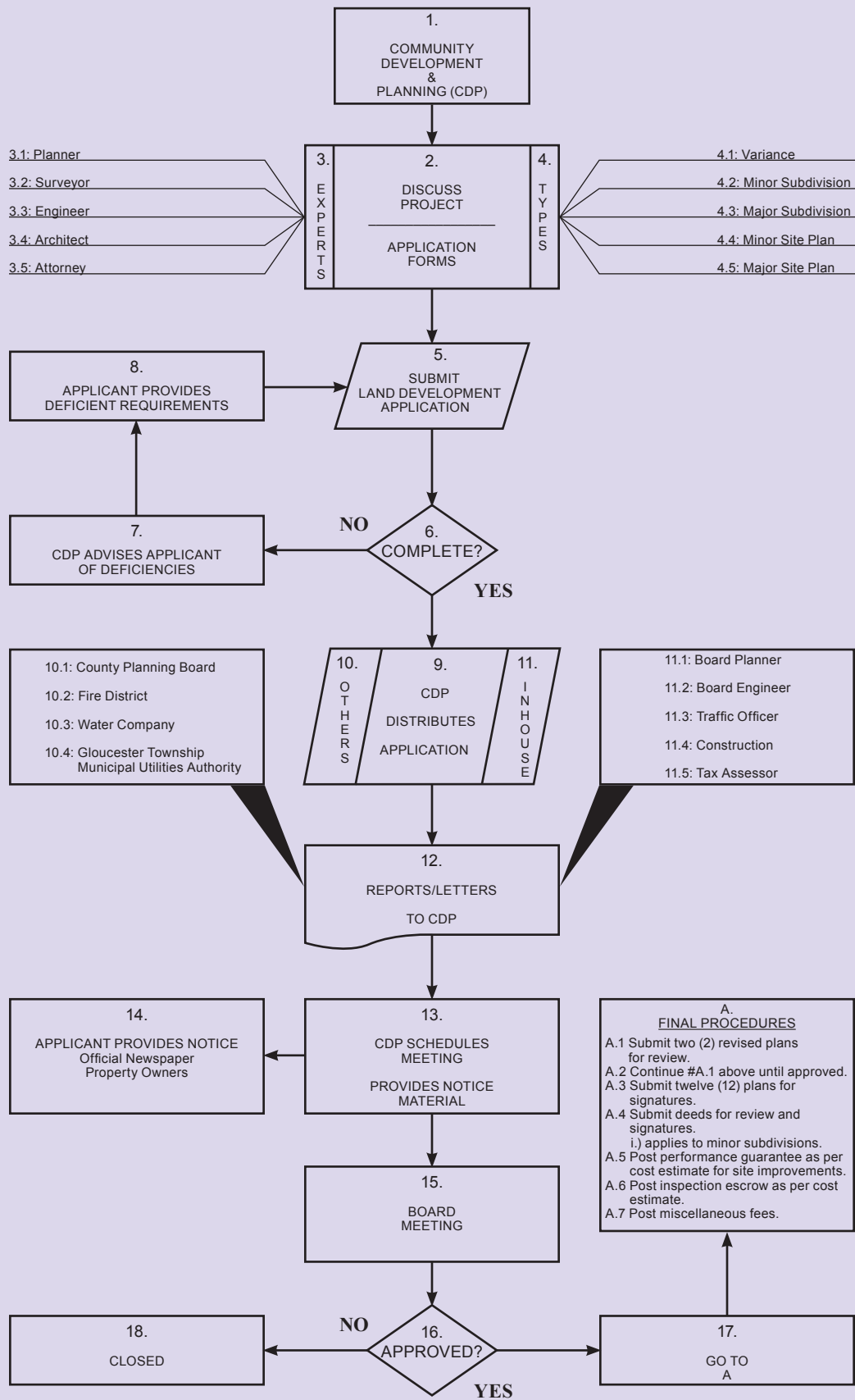
- PLANNING BOARD
- ZONING BOARD OF ADJUSTMENT



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PLANNING BOARD & ZONING BOARD OF ADJUSTMENT  
(LAND DEVELOPMENT PROCEDURES)



PLANNING BOARD & ZONING BOARD OF ADJUSTMENT (LAND DEVELOPMENT PROCEDURES) GLOSSARY OF TERMS

1.	Community Development & Planning:	The Township Department responsible for all land development applications (LDA) for the Planning Board and Zoning Board of Adjustment, Planning, Zoning, and Construction.
2.	Discuss Project:	Applicants are encouraged to discuss project with the CDP staff prior to submission.
3.	Experts:	Generally, there are five (5) experts involved with an LDA depending on the project.
3.1	Planner:	Applicants are advised to consult with a NJ Licensed Professional Planner for use variance applications, rezoning requests, redevelopment projects, and master plan amendments.
3.2	Surveyor:	All minor subdivision and major subdivision applications require land surveys prepared by a NJ Licensed Professional Land Surveyor.
3.3	Engineer:	All major subdivisions, minor site plans, and major subdivisions typically require plans prepared by a NJ Licensed Professional Engineer.
3.4	Architect:	An LDA within redevelopment areas, especially, the Blackwood West Redevelopment Area, shall require building elevations and floor plans by a NJ Licensed Architect.
3.5	Attorney:	Applications submitted by a Partnership, Corporation; Limited Liability Corporation must be represented by a New Jersey Licensed Attorney.
4.	Types:	There are five (5) basic types of LDAs.
4.1	Variance:	There are four (4) basic variances; "A" – Appeals of decision of Administrative Officer; "B" – Interpretations of zoning map or ordinance, "C" – Bulk (setback, area, and height), and "D" – Use (use, expanding nonconformance, deviation from a conditional use, increase in floor area ratio, increase in density, increase in height by 10% or 10 ft.).
4.2	Minor subdivision:	A subdivision of land not involving more than three (3) lots or a new street.
4.3	Major subdivision:	All subdivisions not classified as a minor subdivision. Typically, a subdivision involving four (4) or more lots, a new street, planned development, or off-tract improvements.
4.4	Minor site plan:	Land development that proposes to disturb less than five thousand (5,000) square feet.
4.5	Major site plan:	All site plans not classified as a minor site plan.
5.	Submit Land Development Application:	The Applicant must submit a complete LDA (i.e., forms, plans, support documents, fees, etc.).
6.	Complete?:	The CDP shall review the application for completeness in accordance with the Township Land Development Ordinance checklist. If YES go to #9 – If NO go to #7.
7.	Advise applicant of deficiencies:	The CDP shall advise the Applicant in writing of those checklist items that are omitted or deficient.
8.	Applicant provides deficient requirements:	The Applicant provides the omitted or deficient checklist items. Steps 5 - 6 – 7 – 8 continue until all items are satisfactorily addressed. IMPORTANT NOTE: The LDA is not officially logged until the application is deemed complete.
9.	CDP distributes application:	The CDP distributes the plans and support documents to both in-house departments and other agencies having jurisdiction on the application.
10.	Others:	The CDP distributes plans to four (4) other agencies.
10.1	County Planning Board:	A separate LDA is required by the Camden County Planning Board. IMPORTANT NOTE: As a convenience to Applicants the CDP shall forward the county application to the Camden County Planning Board.
10.2	Fire District:	The LDA is reviewed by the respective fire district. There are six (6) separate fire districts: #1 Glendora, #2 Chews Landing, #3 Blenheim, #4 Blackwood, #5 Lambs Terrace, #6 Erial.
10.3	Water Company:	The LDA is reviewed by the respective franchise water purveyor: Aqua New Jersey, Inc., or New Jersey American Water Company.
10.4	GTMUA	The LDA is reviewed by the Gloucester Township Municipal Utilities Authority.
11.	In-house:	The CDP distributes plans to five (5) in-house departments/professionals.
11.1	Board planner:	The LDA is reviewed by the Board Planner.
11.2	Board engineer:	The LDA is reviewed by the Board Engineer.
11.3	Traffic Officer:	The LDA is reviewed by the Police Department Traffic Officer.
11.4	Construction:	The LDA is reviewed by the Construction Department.
11.5	Tax Assessor:	The LDA is reviewed by the Tax Assessor.
12.	Reports/Letters to CDP:	The in-house and other agencies either provide a report or letter regarding the land development application to the CDP, which is included in the Board agenda packet.
13.	CDP schedules meeting provides notice material:	The CDP advises the Applicant of the scheduled Board meeting date and time and provides the necessary forms for completing required notices.
14.	Applicant provides notice:	The Applicant is required to provide notice on the LDA in the official newspaper and to all property owners within 200' of the property from a certified list provided by the CDP. Exceptions include minor site plans and minor subdivisions with no variances, final major subdivisions, and final major site plans.
15.	Board meeting:	The Applicant is required to attend the Board meeting where the Board will review the application as presented by the Applicant and their professionals and open to the public.
16.	Approved?:	If the Board approves the application the decision will be prepared in writing and memorialized by the Board usually the following meeting. If YES go to #17 – If NO go to #18.
17.	Got to A:	The Applicant completes the final procedures (See Table A below).
18.	Closed:	The Application is closed by the CDP.

TABLE A

A.1	The CDP requires two (2) revised plans and support documents for review by the Board's professionals. The plans must be revised in response to the Board's professionals, other agencies, and conditions within the Board's adopted resolution.
A.2	The revised plan submission is reviewed until the Board professionals indicate the plan complies with all comments and conditions of the Board.
A.3	The CDP requires twelve (12) plans for signatures. Plans are signed by the Board Chairman, Secretary, Engineer, Planner, and Fire Marshal. Signed plans are provided to the CDP, Construction Division, Tax Assessor, Board Engineer, Township Engineer, and Applicant.
A.4	Lots created by minor subdivision are typically recorded by deed. Major subdivisions are required to be filed by plat and must comply with the New Jersey Map Filing Law.
A.5	The Applicant may be required to post a performance guarantee (i.e., Bond, Letter of Credit, etc.) for site improvements in accordance with a cost estimate, which is prepared by Applicant's professional and confirmed by the Township Engineer.
A.6	The Applicant may be required to post an inspection escrow for required site improvements.
A.7	The Applicant is required to satisfy any outstanding invoices for professional services. IMPORTANT NOTE: Deeds or Plats shall not be signed until #A.5 and #A.6 are completed.