



**BOROUGH OF BERLIN**  
**PLANNING AND ZONING BOARD APPLICATION**  
59 S. White Horse Pike  
Berlin, NJ. 08009  
856-767-7777 x 316  
[construction@berlinnj.org](mailto:construction@berlinnj.org)

Submission Date \_\_\_\_\_ Case No. \_\_\_\_\_

Escrow Fee \_\_\_\_\_ Application Fee \_\_\_\_\_

**APPLICANT INFORMATION**

**Applicant**

**Owner**

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

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

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

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

City: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_-\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_-\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Applicant is a Corporation: \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

**STATEMENT OF LANDOWNER WHERE APPLICANT IS NOT THE LANDOWNER**

I, \_\_\_\_\_ the owner of Lot(s) \_\_\_\_\_ in Block \_\_\_\_\_  
In the Borough of Berlin, Camden County New Jersey hereby acknowledge that the application  
Of \_\_\_\_\_ for development of said property is made with my complete understanding  
and permission in accordance with an agreement of purchase of option agreement entered into between  
the applicants and myself stated herein:

Signature \_\_\_\_\_

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

**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 flowed 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. (Attach pages as necessary to fully comply)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest \_\_\_\_\_

**TYPE OF APPLICATION  
( Check all that apply )**

- Preliminary Major Site Plan       Final Major Site Plan       Minor Site Plan
- Minor Subdivision       Bulk "C" Variance       Use "D" Variance
- Preliminary Major Subdivision       Final Major Subdivision       Conditional Use
- Amended Application       Site Plan Waiver       Re-Zoning       Appeal of Administrative Officer's decision

**Applicant's Attorney:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email : \_\_\_\_\_

**Applicant's Engineer :** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant's Planner:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Other Expert:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

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

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Existing Use \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Number of Existing Lots: \_\_\_\_\_ Number of Proposed Lots: \_\_\_\_\_

Are there existing Deed Restrictions? \_\_\_\_\_ ( if yes please attach copies )

Are there any proposed Deed Restrictions? \_\_\_\_\_ ( if yes please attach copies )

Lot Dimensions: \_\_\_\_\_ Frontage: \_\_\_\_\_ Depth \_\_\_\_\_

**Utilities: (check those that apply)**

Public Water       Private Well       Private Septic       Public Sewer

**ZONING:**

Front Set Back 1 \_\_\_\_\_ Front Set Back 2 \_\_\_\_\_ Rear Set Back \_\_\_\_\_

Side Set Back 1 \_\_\_\_\_ Side Set Back 2 \_\_\_\_\_

Building Height \_\_\_\_\_ Lot Frontage \_\_\_\_\_ Lot Depth \_\_\_\_\_

Lot Area \_\_\_\_\_

**Fence Application:**

Set Back from E.O.P. 1 \_\_\_\_\_ Set Back from E.O.P 2 \_\_\_\_\_

Fence Type \_\_\_\_\_ Fence Height \_\_\_\_\_  
( E.O.P. = edge of pavement)

**Pool Requirements :**

Set Back from R.O.W. 1 \_\_\_\_\_ R.O.W. 2 \_\_\_\_\_

Set Back from property line 1 \_\_\_\_\_ Set Back property line 2 \_\_\_\_\_

Distance from dwelling \_\_\_\_\_  
( Distance = measured from waters edge. R.O.W. = Right of Way. Set Back = measured from pool apron.)

**Shed/ Garage Requirements:**

Shed/Garage Area \_\_\_\_\_

Shed/Garage Height \_\_\_\_\_

Set Back from R.O.W. 1 \_\_\_\_\_

Set Back from R.O.W.2 \_\_\_\_\_

Set Back from property line 1 \_\_\_\_\_

Set Back from property line 2 \_\_\_\_\_

**Parking and Loading Requirements:**

Number of parking spaces required: \_\_\_\_\_

Number of parking spaces proposed: \_\_\_\_\_

Number of loading spaces required: \_\_\_\_\_

Number of loading spaces proposed: \_\_\_\_\_

**Relief Requested:**

exceptions to the application or municipal requirements requested ( N.J.S.A. 40:55D-51)

exceptions to the Residential Site Improvement Standards ( RSIS, N.J.A.C. 5:21-3.1)

Waivers from the Residential Site Improvement Standards (RSIS N.J.A.C. 5:21-3.2)  
( such waivers require application to, and approval of the N.J. Site Improvement Advisory Board.)

zoning variances

Please list hardship for variance request: ( Please include Borough Ordinance Section.)

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

**NOTE:** If any of the above are required, attach hereto separate exhibit(s) for each category of relief sought, stating the factual basis, legal theory, and whether they have been previously granted.

Is property in the Pinelands? \_\_\_\_\_

Does the application propose a well and or septic? \_\_\_\_\_

Are there any off tract improvements required or proposed? \_\_\_\_\_

Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers:

(Written approval must to be attached) \_\_\_\_\_

Is the Subdivision filed by Deed or by Plat? \_\_\_\_\_

Attach a copy of the Notice to appear in the official newspaper of the Borough of Berlin and a copy of the notice to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all direction of the property which is the subject to this application. Then notice must specify the section of the Ordinance from which relief is sought, if applicable.

**The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the administrative officer for the hearing.**

Certification from the Tax Collector that all taxes due on the subject property have been paid.  
(Document must be attached)

List of maps, reports, and other material accompanying the application must be attached.

It is the responsibility of the applicant to deliver 17 copies of the application form and all supporting documents to the Borough of Berlin Planning Board Secretary for review and one complete application and set of plans delivered to each of the Borough of Berlin Planning Board Professionals.

**CERTIFICATIONS:**

I certify that the foregoing statements are the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.  
( If the applicant is a corporation, an authorized corporate officer must sign this. If the applicant is a partnership, a general partner must sign this. )

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

Notary Public \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to and am bound by the application, the representation made and decisions in the same manner as if I were the applicant.  
( If the owner is a corporation and authorized corporate officer must sign this., If the owner is a partnership, a general partner must sign this. )

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

Notary Public \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

I understand that the sum of \$ \_\_\_\_\_ has been deposited in an escrow account. In accordance with the Ordinances for the Borough of Berlin, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted material and the publication of decision by the Board. Sums not utilized in the review process shall be returned upon request. If addition sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Date \_\_\_\_\_ Signature of Owner/Applicant \_\_\_\_\_

## BOROUGH OF BERLIN PROFESSIONAL STAFF

### Planning Board Secretary

Debbie Simone (856) 767-7777 x 316  
59 S. White Horse Pike (856) 767-1071 FAX  
Berlin, NJ. 08009

### Planning Board Solicitor

Stuart Platt (856) 784-8500  
40 Berlin Avenue (856) 784-8050 FAX  
Stratford, NJ. 08084

### Planning Board Engineer

James Biegen  
Maser Consulting LLC (856) 797-0412 x 4004  
2000 Midlantic Drive Ste. 100 ( 856) 467-3005  
Mt. Laurel, NJ. 08054

### Planning Board Consultant

Chris Dochney (732) 410-2651 x 1324  
CME Associates cdochneyh@cmeusa1.com  
1 Market St. Suite 1F (215) 246-1169 FAX  
Camden, NJ. 08102

### Borough of Berlin Tax Assessor

Theresa Stagliano (856) 767-7777 x 319  
59 S. White Horse Pike (856) 767-1071 FAX  
Berlin, NJ. 08009

### Borough of Berlin Fire Marshall

Bill Behnke (856) 767-7777 x 308  
59 S. White Horse Pike  
Berlin, NJ. 08009

### Borough of Berlin Construction Official

Mike DePalma (856) 767-7777  
59 S. White Horse Pike  
Berlin, NJ. 08009

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER  
BOROUGH OF BERLIN PLANNING/ZONING BOARD

TAKE NOTICE, that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 7:00 pm.  
Regular Meeting, the Borough of Berlin Planning/Zoning Board at 59 S. White Horse Pike,  
Berlin, NJ. 08009 on the appeal or application of the undersigned for a variance or other or relief  
so as to permit:

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On the premises located at:

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And designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Berlin  
Borough Tax Map.

Said application is being made by \_\_\_\_\_  
( Owner or Applicant Name )

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( street) ( city) ( zip code )

The following described plans and papers are on file in the office of Planning/Zoning Board.

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

\_\_\_\_\_  
( Applicant)

PLANNING BOARD NOTICE

BOROUGH OF BERLIN  
COUNTY OF CAMDEN, NEW JERSEY

NOTICE OF HEARING TO PROPERTY OWNERS

TO: \_\_\_\_\_  
(NAME OF PROPERTY OWNER WITHIN 200 FEET)

ADDRESS: \_\_\_\_\_  
( ADDRESS OF ABOVE PROPERTY OWNER)

PLEASE TAKE NOTICE:

Take the undersigned has filed an appeal or application for development with the Planning/Zoning Board of the Borough of Berlin for a \_\_\_\_\_ variance from the Requirements of the Zoning Ordinance so as to permit:

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

On the premises at \_\_\_\_\_ and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Borough tax map, and this notice is sent to you as an owner of property In the immediate vicinity.

A public hearing has been set down for \_\_\_\_\_, 20\_\_\_\_, 7:00pm. in the Municipal Building, 59 S. White Horse Pike, Berlin, NJ. 08009, and when the case is called you may appear either in person, or by an agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

The following described plans and papers are on file in the office of Planning/Zoning and are available for inspection.

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

Respectfully Yours,

Method of service: Certified \_\_\_\_\_



BOROUGH OF BERLIN  
LISA EGGERT  
COLLECTOR OF TAXES  
59 S. White Horse Pike  
Berlin, NJ. 08009

\*\*\*\*\* STATEMENT OF TAXES DUE \*\*\*\*\*

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

NEW JERSEY MUNICIPAL LAND USE LAW CHAPTER 291 P.L. 1975 HJSA 40-55:D-19/65.

PURSUANT TO THE PROVISIONS OF THE ABOVE CAPTIONED LAWS, EVERY APPLICATION FOR DEVELOPMENT SUBMITTED TO THE PLANNING BOARD OR TO THE ZONING BOARD OF ADJUSTMENT SHALL BE ACCOMPANIED BY PROFF THAT NO TAXES OR ASSESSMENTS FOR TOTAL IMPROVEMENTS ARE DUE OR DELINQUENT ON THE PROPERTY WHICH IS THE SUBJECT OF SUCH APPLICATION, OR, IF IT IS SHOWN THAT TAXES OR ASSESSMENTS EITHER BOARD SHALL BE CONDITIONED UPON EITHER THE PROMPT PAYMENT OF SUCH TAXES OR ASSESSMENTS OR THE MAKING OF ADEQUATE PROVISIONS FOR THE PAYMENT THEREOF IN SUCH MANNER THAT THE MUNICIPALITY WILL BE ADEQUATELY PROTECTED.

ASSESSED TO: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ PERIOD DUE \_\_\_\_\_ AMOUNT DUE \_\_\_\_\_

STATUS OF PAYMENT: \_\_\_\_\_

REMARKS: \_\_\_\_\_

ASSESSMENT FOR LOCAL IMPROVEMENTS:

\_\_\_\_\_  
SIGNATURE OF TAXPAYER

\_\_\_\_\_  
SIGNATURE OF TAX COLLECTOR