



Fairfield Township

Planning & Zoning

PO Box 240

Fairton, NJ 08320

(856) 451-9284 ext. 309 Fax: (856) 455-3056

Procedure for Filing of an Application to the Planning & Zoning Board

1. Complete Application form in its entirety. Failure to complete the application may result in a determination of an incomplete application.
2. Obtain from the Municipal Tax Collector a Certified list of Property owner's within two hundred (200) feet of the subject property. The New Jersey Municipal land use Law requires that the Municipal Tax Collector prepare the list. No other list is considered acceptable.
3. Submit with one copy of the completed application, the required fee, and **eighteen (18)** copies of the plan documents to the Board Secretary. *All plan documents shall comply with Subchapter 12-5.1 Applications for Development of the Fairfield Township General Ordinances.*
4. A complete application shall be forwarded to the Board Review Committee upon receipt. *The Review Committee consisting of the Zoning Officer, Board Solicitor, and Board Engineer have forty-five (45) days, in accordance with 2014 Municipal land Use Law, to determine whether your application is complete.*
5. Upon notification by the Board Secretary that your application has been deemed **complete**, you will also be notified of the date of the Planning and Zoning Board meeting that your application will be heard.
6. Upon receiving, Completion Application Letter, the Applicant or professional, shall provide the proper notification at least **ten (10) days** in advance of the meeting by certified mail to all owners and utility companies indicated on the Certified List of Property owners. A sample copy of a notice is provided in this package. The following are required on the notice:
 - a. The date, time, and location of the meeting.
 - b. The type of application being applied for and any variance being requested.

c. The Applicant's name, address, the block, lot, and address of the property.

The Township of Fairfield accepts no responsibility for the applicant's failure to provide proper notice as required by law.

7. The Applicant shall also publish a notice in the South jersey Times newspaper at least **ten (10) days** in advance of the scheduled meeting. A publication in the Atlantic City Press is also acceptable, providing it is published at least **ten (10) days** in advance of the scheduled meeting. *A sample standard form of notice is provided in the Application packet.*
8. **Two (2) days** prior to the scheduled meeting date; the Applicant shall submit to the Board Secretary a Proof of Publication from the newspaper and all of the returned receipts (**Green Cards from the property Owner Notification**). The Applicant shall also submit to the Board Secretary a Certification of Mailing, a copy of the Certified List of Property Owners, and copies of the certified mailings (**white slips**).
9. On the scheduled meeting date, the Applicant must be in attendance to present the application to the Board. Use of legal and/or design professional representation is encouraged. **Corporations are required to have legal representation.**

Date Received: _____
Received By: _____
Completed Date: _____
Escrow No.: _____
Resolution No.: _____

Fairfield Township

Planning/Zoning Application Form

Date: _____

Name of Property Owner(s): _____

Address: _____

Telephone No.: _____

Mailing Address: _____

Location of Property: _____ Block: _____ Lot: _____

Street Address of Property: _____

Description of Request: _____

Classification of Request:

- | | | | |
|--------------------|-------------|--------------|-------|
| 1. New Application | _____ | Resubmission | _____ |
| 2. Subdivision: | Major _____ | Minor | _____ |
| 3. Variance: | C _____ | D | _____ |
| 4. Site Plan: | Major _____ | Minor | _____ |

Notice to Applicants:

1. The township of Fairfield has forty-five days to review the application for completeness from the date of submission. The application will not be scheduled for a meeting date until the Application has been deemed completed.
2. Every Application must be accompanied by a survey of the property prepared by a N. J. Licensed surveyor indication all onsite improvement and their setbacks from all property lines.
3. The Applicant will be notified by mail of the deposition of the review for completeness and the meeting date when this application will be heard.
4. Fees shall be deposited with the Application as required by ordinance 458-99.

Application Fee: \$ _____

Escrow Fee: \$ _____

Applicant's Signature: _____

Tax Collector's Signature: _____

Fairfield Township

70 Fairton-Gouldtown Road

P. O. Box 240

Fairton, NJ 08320

Phone: (856) 451-9284 Fax: (856) 455-3056

Certified 200' Foot Property Owner's List Request Form

Date Requested: _____ Block: _____ Lot: _____

Property Location: _____

Property Owner's Name(s): _____

Requested by:
(If other than owner): _____

Mailing Address: _____

Telephone #: _____

When the list is completed, I would like to be contacted by:

Phone Fax Mail

Fee: \$10.00 and must be paid when request is submitted.

Cash
 Check # _____

SAMPLE FORMS
FOR
INFORMATIONAL
PURPOSES

**FAIRFIELD TOWNSHIP
PLANNING/ZONING BOARD
PROOF OF SERVICE**

The undersigned, being duly sworn according to law, upon his oath deposes and says:

1. I am the applicant in a Notice of Application filed with the Fairfield Township Planning/Zoning Board.
2. The list of property owners and their last known addresses for the property within 200 feet of the property as set forth in the Notice of Application is attached.
3. On the _____ day of _____, 20____, I sent a copy of the attached Notice of Application, by certified mail, return receipt requested, to the following persons, as required by law (insert names of those persons who were served by certified mail):
4. On the _____ day of _____, 20____, I delivered personally to the below listed persons, a copy of the attached Notice and Notice of Application, or in the event any could not be immediately contacted, I left a copy of the attached Notice and Notice of Application at the dwelling of each such individual with a competent member of his family of age 14 years or over and residing therein (insert names of persons personally served):
5. The return receipts which have been received to date by me are attached.

Name of Applicant(s) (Type or Print)

Signature of Applicant(s)

Sworn to and subscribed before me this

_____ day of _____, 20____.

Notary

In Re: _____
(Name of Applicant)

FAIRFIELD TOWNSHIP
PLANNING/ZONING BOARD

PROOF of SERVICE

_____ (name of applicant), being of full age and duly sworn according to law, upon his/her oath deposes and says:

1. I have made application before the Fairfield Township Planning/Zoning Board seeking a use variance/bulk variance/subdivision approval/site plan approval/other relief: _____ (circle one or more, as applicable) with respect to certain property located at _____ (address) in Fairfield Township, Cumberland County, New Jersey. The subject property is designated as Block _____, Lot _____, on the Fairfield Township Municipal Tax Map.

2. On _____ (date), I served notice of the hearing upon my land use application upon all persons and entities identified in the "200-Foot Property Owner List" which was provided to me by the Fairfield Township Tax Assessor. Service of this notice was made personally/by certified mail, return receipt requested (circle one). Attached hereto are the receipts confirming that service of this notice was made by certified mail.

(Applicant)

Sworn to and subscribed before me on this _____ day of _____, 20____

Notary Public of New Jersey
My Commission Expires On:

NOTICE of PUBLIC HEARING

PLEASE TAKE NOTICE that on _____ (date), at 7:00 p.m., the undersigned will appear before the Fairfield Township Planning/Zoning Board at the Fairfield Township Municipal Building 70 Fairton- Gouldtown Road, in Fairton, New Jersey, upon the hearing of a land use application seeking

(Describe nature of relief requested- for example: use variance; bulk variance; subdivision approval, site plan approval with respect to certain property located at _____ (address) in Fairfield Township, New Jersey. The subject property is designated as Block _____, Lot _____, on the Fairfield Township Municipal Tax Map, and is located in the _____ zoning district. At the time of this hearing, the applicant may request such other variances and waivers as may, in the opinion of the Planning Board's professional consultants, be necessary to permit his/her (i.e., the applicant's) proposed use and/or development of the subject property. Copies of all application forms, maps, surveys, plans, drawings, studies and other documents pertaining to this land use application are available for inspection at the zoning office in the Fairfield Township Municipal Building, 70 Fairton- Gouldtown Road, in Fairton, New Jersey, during the office's regular business hours.

(Name of Applicant)

SAMPLE LEGAL NOTICE FOR NEWSPAPER

ON _____ AT 7:00PM IN THE COMMITTEE CHAMPERS OF THE FAIRFIELD MUNICIPAL HALL LOCATED AT 70 FAIRTON-GOULDTOWN ROAD IN FAIRTON, NEW JERSEY THE FOLLOWING APPLICATION IS SCHEDULE TO BE HEARD:

I, _____ AM SUBMITTING AN APPLICATION TO FAIRFIELD TOWNSHIP JOINT PLANNING AND ZONING BOARD FOR THE PURPOSE(S) OF OBTAINING APPROVAL TO _____ WHICH WILL REQUIRE A _____

WITH A VARIANCE FROM _____ AT MY PROPERTY LOCATED AT _____ ALSO KNOWN AS BLOCK _____; LOT _____.

A COPY OF THE APPLICATION DOCUMENTS ARE ON FILE FOR PUBLIC INSPECTION AT THE PLANNING/ZONING OFFICE OF FAIRFIELD TOWNSHIP.

NAME OF APPLICANT

ADDRESS OF APPLICANT

✓

Fairfield Township
Planning & Zoning Board
P.O. Box 240 / Fairton, NJ 08320
Phone: (856) 451-9284, EXT. 304 / Fax: (856) 455-3056

Application Checklist

1. Complete application form in its entirety
2. Certified 200ft Property List
3. Submit the following with application:
 - Application fee
 - Initial escrow deposit
 - 18 copies of plan documents to the Board Secretary
4. Application is reviewed for completeness (applicant will be notified of hearing date by the Board Secretary)
5. Applicant must notify all property owners on the Certified 200ft Property List **at least 10 days prior to scheduled meeting date** by certified mail with return receipts. Information to include in the notification:
 - Date, time, and location of meeting
 - Type of application applied for and any variances requested
 - Applicant's name, address, block, lot, and address of the property
6. Newspaper publication must be in the South Jersey Times **at least 10 days prior to scheduled meeting date**. Information to include in the publication:
 - Date, time, and location of meeting
 - Type of application applied for and any variances requested
 - Applicant's name, address, block, lot, and address of the property
7. Submit the following information to the Board Secretary 2 days prior to scheduled meeting date:
 - Proof of publication
 - Certified mail