

**PLANNING/ZONING BOARD  
BOROUGH OF SWEDESBORO  
GLOUCESTER COUNTY, N.J.  
(856) 467-0202**

<b>GENERAL INFORMATION FOR FILING AN APPLICATION OR APPEAL</b>
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- I. The office of the Planning/Zoning Board is open Monday evenings from 7 pm to 8 pm or by calling (609) 929-4112.
- II. Applications are considered by the Board at public hearings held on the second Monday of every month. Meetings are held at 7:30 pm at 1500 Kings Highway, Swedesboro, N.J., 08085.
- III. Applications for a variance or appeal must be submitted no later than twenty (20) days before the scheduled hearing date.
- IV. Site Plan and Subdivision applications will be scheduled for a hearing ***ONLY*** after a report is received from the Borough Engineer, including a review as to completeness of application.
- V. The Applicant must be present at the hearing. If the Applicant is unable to attend the hearing, he/she must notify the Secretary. If this is not done, your application may be denied.
- VI. The Applicant may be represented by an Attorney; the Applicant may not be represented by a Real Estate Agent. A corporation must be represented by an Attorney.
- VII. A Corporation or Partnership must submit with the application a Corporate Disclosure or Partnership Disclosure as outlined in Section C.40:55D-48.1&2 of the Municipal Land Use Law Chapter 291.
- VIII. If the Applicant is other than the Owner, the Applicant must submit a copy of the agreement of Sale or document conferring a legal interest upon the property in question.

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**IX. NO APPLICATION WILL BE CONSIDERED WITH OUT THE FOLLOWING:**

- 1. 15 copies of the "Notice of Application or Appeal" (Form 101). This form must be filled out completely, in detail and the original must be notarized.
- 2. Proof that taxes on the property in question are paid to date. You may obtain this in the office of the Tax Collector.
- 3. Payment of application fees and escrow and tax map fees (if any).
- 4. 15 copies of a "certified survey, or sketch, of the property". Please see details listed on page 2 (XI).
- 5. Three (3) or more photographs showing different views of the lot or lots in question and any building or buildings on the lot(s).
- 6. One (1) completed copy of the Notice to Property Owners

- 7. One (1) completed copy of Affidavit of Notice notarized.
- 8. Completed forms for site plan, site plan waiver, and/or subdivision when applicable along with payment fees for the same.
- 9. Submit one (1) extra copy of subdivision plat or site plan for our Solicitor.

X. FEES – CHECKS MUST BE MADE PAYABLE TO (BOROUGH OF SWEDESBORO)

- A. Hear and decide appeal -----\*\$ \_\_\_\_\_ + \$ \_\_\_\_\_ per res.
- B. Interpretation of Zoning Map or Ordinance -----\*\$ \_\_\_\_\_
- C. Hardship or Bulk Variance -----\*\$ \_\_\_\_\_ + \$ \_\_\_\_\_ per res.
- D. Use Variance (Section 175-30A4)-----Residential--\*\$ \_\_\_\_\_ per unit \$ \_\_\_\_\_ min + \$ \_\_\_\_\_ per res.  
Commercial--\*\$ \_\_\_\_\_ + \$ \_\_\_\_\_ per res.
- E. Hearing for permit for building -----\*\$ \_\_\_\_\_
- F. Amendment to the Application-----\*\$ \_\_\_\_\_
- G. Please inquire about fees for site plan & subdivisions.

**\*PLEASE NOTE APPLICATION FEES ARE NONREFUNDABLE**

**XI. The following must be shown on the survey or sketch submitted with all applications:  
(This does not apply to Site Plan or Subdivision)**

- 1. Name and address of applicant.
- 2. Shape of property.
- 3. Location and dimensions of all existing buildings including distances from property lines.
- 4. Boundary dimensions.
- 5. Location of public and private roads and easements.
- 6. Location and dimensions of desired new buildings and/or additions and/or signs.
- 7. Show any buildings or sections of buildings that are to be removed.
- 8. Locations and identifications of adjoining property owners.

9. This sketch need not be scaled but should be easily understood.
- \*10. Survey must be obtained for a bulk variance. Unless waived by the Board.

Continued on page 3

-3-

## XII. NOTICE TO PROPERTY OWNERS

1. Prepare one Notice to Property Owners for each property owner within 200 feet of any lot line bounding the property in question whether located within or without the Borough of Swedesboro.
2. One copy of Notice to Property Owners must be filed with your application.
3. If the property in question is located within 200 feet of an adjoining municipality you must give "Notice" to the clerk of that Municipality.
4. If the property in question is adjacent to an existing county road or proposed road shown on the official county map or on the county master plan, adjoining other county land or situated within 200 feet of a municipal boundary, you must give "Notice" to the COUNTY PLANNING BOARD.
5. If the property in question is adjacent to a state highway you must give "Notice" to the STATE COMMISSIONER OF TRANSPORTATION.

**\*\* THE "NOTICE" MUST BE GIVEN EITHER (1) PERSONALLY TO THE PROPERTY OWNER, OR (2) BY CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED. THIS "NOTICE" MUST BE GIVEN AT LEAST TEN (10) DAYS PRIOR TO THE DATE OF THE HEARING.**

\*\* You may obtain from the Tax Assessor's Office a list of property owners within the Borough of Swedesboro that must receive "Notice". The fee for this list is \$\_\_\_\_\_ and must be paid to the Clerk's Office. The Board will ONLY consider this list valid for 120 days from the date it is issued.

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## XII. AFFIDAVIT OF NOTICE (Form 103)

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After serving the "Notices" to property owners within 200 feet, complete the Affidavit of Notice (Form 103), have it **NOTARIZED** and submit it to our office before the date of the hearing.