

BUENA VISTA TOWNSHIP  
PLANNING & ZONING BOARD OF ADJUSTMENT  
DEVELOPMENT CHECKLIST

An applicant shall submit to the Planning/Zoning Administrator for verification of completeness the following documents. Upon receipt of an application, the submitted information will be reviewed to determine that the proper forms are completed and submitted and the necessary copies are received. Documents will be distributed for completeness review to the Board's professional staff. Reports may be rendered regarding completeness. Within forty-five (45) days of submission, the Administrator will render an opinion of completeness. When an application is deemed complete, it will be scheduled for a meeting and you will be notified. You must attend the meeting or the matter will not be considered. If you find that a postponement is necessary, you must submit a written document requesting such.

Applicants are requested to follow these procedures carefully to improve processing of the application.

### **1. PLANS AND SUPPLEMENTAL FORMS**

**These items shall be presented 15 working days prior to scheduled meeting date:**

- Twenty (20) copies of the completed application.
- Twenty (20) copies of the plat or plan (folded with title block visible).
- Twenty (20) copies Certificate of Filing from Pinelands Commission or
- Twenty (20) copies of letter granting approval or letter of no jurisdiction from NJDEP
- Twenty (20) copies of the completed checklist.
- Three (3) copies of the legal description of the present and proposed area.
- Three (3) copies of storm water management plan.
- Three (3) copies of survey prepared by a NJ licensed land surveyor.
- Three (3) copies of corporate disclosure statement, agreement of sale, and any other documents and supplemental reports pertinent to the application as listed on the appropriate checklist.

### **2. PROOF OF PAYMENT OF TAXES**

One (1) copy of the standard form completed by applicant and Tax Collector. All taxes must be kept current during the application process.

### **3. PAYMENT OF FEES AND ESCROWS**

An Administrative application fee will be required for all applications. An escrow for services rendered by the Board's professionals must be submitted in a separate check. All fees and escrows amounts shall be submitted according to Ordinance No. 21-1998. A copy has been provided in your application package.

#### 4. REPRESENTATION

All corporations must be represented by an attorney. It is advised that applicants have their engineer/planner available for the scheduled meeting. This procedure has been beneficial to the applicant regarding questions and concerns raised by the Board's professionals and members. The presence of your engineer also expedites the approval process.

#### 5. Public Notice

Public notice shall be given to property owners within 200 feet from the property on which the development is proposed. A certified list shall be obtained from the Tax Assessor's office. There is a charge of \$10.00 for the list, the list will be provided within a seven (7) day period. All letters shall be mailed, **certified** (10) days prior to the scheduled meeting date.

A legal notice must be placed in an official newspaper of the Township, ten (10) days prior to the scheduled meeting date. "The Press" and "Daily Journal" are considered official newspapers.

**Proof of Public Notice shall be submitted to Board Administrator (10) ten days prior to the scheduled meeting date.**

All applications for minor site plan, major site plan, major subdivision, and all applications presented to the Zoning Board of Adjustment shall give public notice. All applications for minor site plan that require variance or request a waiver(s) shall give public notice.

Applications shall be made to all other governmental agencies having jurisdiction, including but not limited to the Pinelands Commission, Atlantic County Division of Planning, NJ DOT, Cape-Atlantic Soil Conservation District, and the Atlantic County Department of Health. Approval of application from Buena Vista Township Planning/Zoning Board shall be contingent upon approval of all other governmental agencies.

#### 6. ADDITIONAL INFORMATION

**All proposed minor and major subdivisions shall be presented to the Tax Assessor prior to the final plans being made for the issuing of the Blocks and Lots numbers.**

In most cases you will be aware of the decision and any required stipulations the evening of the meeting. You must attend the meeting preferably with your engineer or in the case of an corporation, an attorney. Failure to attend the meeting will result in denial of your application.

You will receive an Official “ Decision & Resolution” signed by the Chairman & Secretary not less the thirty (30) days following the meeting.

Performance/Maintenance Guaranties and Inspection fees/escrow shall be posted prior to the granting of final development approval issuance of a final “ Decision & Resolution ” as specified in Article VII, Section 49-41 and 49-42 of the Code of Buena Vista Land Use Ordinance.

Inspection fees/escrow (if applicable) shall be required to be posted prior to the granting of final development approval and approval of final “ Decision & Resolution ” as specified in Section 49-40 of the Code of Buena Vista Land Use Ordinance.

A short legal notice of the Board’s decision will appear in the official newspaper following the approval of said resolution.

Copies of Chapter 49, Development Regulations from the Code of Buena Vista Township are available from the Office of the Municipal Clerk. The fee for the code book is \$28.00 and includes the current zoning map.