

# NORTHFIELD PLANNING BOARD

## Instructions for submitting applications:

Deliver **THREE** sets of application and plans to Northfield City Hall as follows:

1. One set of **application, plans, fees with fee schedule** to the Planning Board Secretary via Tax Office, 1600 Shore Road, Northfield, NJ 08225
2. One set of **application and plans** to the City Hall Construction Office
3. One set of **application and plans** to the City Hall Fire Department

The three sets can be delivered to the Planning Board Secretary who will distribute. Should your application require 200 ft. noticing, you will need to request a 200 ft. list from the Tax Assessor. A copy of the request is included on the last page of this packet. **Please include a cover letter and narrative describing your project or basis of appeal if applicable.**

The next step is to mail a copy of the application packets to the Board Professionals (Planning Board Attorney and Engineer). Once the application is deemed complete, the Board Secretary will schedule a hearing date and send you a written confirmation. Next, mail the application packet to the Board members. This is a total of 3 copies to City Hall and 14 copies to the individual members and professionals.

## **PACKETS MUST BE RECEIVED AT LEAST 10 DAYS BEFORE THE HEARING.**

Should you have any questions, please call Robin Atlas, Board Secretary at 609-641-2832, ext. 127. Please read the entire application packet for further instruction and deadlines (notification, advertisement and affidavits).

**Additional special instructions for Minor and Major Subdivisions:** An additional copy of the plan needs to be distributed to the Northfield Tax Assessor, Mark Sykes, to have the Block and Lot numbers verified. Please include with your application. This copy does not need to be full size. The Assessor will issue a Letter of Lot Approval. This letter will be obtained from the Assessor by the Secretary and you will receive a copy.

## **PLEASE NOTE THAT THE CITY OF NORTHFIELD PLANNING BOARD MEETINGS BEGIN AT 7:00P.M. ON THE FIRST THURSDAY OF EACH MONTH.**

**City of Northfield Planning Board 1600 Shore Road Northfield, New Jersey 08225  
(609) 641-2832, ext. 127**

**2025 Members:**

Dr. Richard Levitt, Chairman	2204 Bay Avenue Northfield, New Jersey 08225
Mayor Erland Chau	1001 Shore Road Northfield, New Jersey 08225
Councilwoman Carolyn Bucci	530 Ridgewood Drive Northfield, New Jersey 08225
Clem Scharff, Vice Chairman	105 Circle Drive Northfield, New Jersey 08225
Derek Rowe	6 Mazza Drive Northfield, New Jersey 08225
Peter Brophy	11 Twelve Oaks Court Northfield, New Jersey 08225
Jim Shippen	2306 Shepherd Drive Northfield, New Jersey 08225
Henry Notaro	108 Catherine Place Northfield, New Jersey 08225
Paul Utts (alternate #1)	144 East Rosedale Avenue Northfield, New Jersey 08225
Matthew Carney (alternate #2)	407 Davis Avenue Northfield, New Jersey 08225
Ronald Roegiers (alternate #3)	110 Northwood Court Northfield, New Jersey 08225
Daniel Reardon (alternate #4)	7 Lesley Lane Northfield, New Jersey 08225
Matt Doran, Professional Engineer	840 North Main Street Pleasantville, New Jersey 08232
Joel M. Fleishman, Esquire	Fleishman-Daniels Law Offices, LLC P.O. BOX 884 Northfield, New Jersey 08225
Robin Atlas, Secretary	City of Northfield 1600 Shore Road Northfield, NJ 08225

Revised February 14, 2025

**City of Northfield Planning Board**  
**SUMMARY OF PLANNING BOARD FEE SCHEDULE**  
**Consult Fee Ordinance (Revised Ordinance 9-2012) For Details and Clarification**  
***SUBMIT COPY OF THIS SCHEDULE WITH CHECKS***

The fee to be paid shall be the sum of fees for the component elements of the plat or plan. Proposals requiring a combination of approvals such as subdivision, site plan, and/or variance, shall pay a fee equal to the sum of the fee for each element, except in cases where a preliminary and final application is applied for and decided by the Planning Board at the same time, in which case the greater of the two fees shall be paid. Additional fees may be assessed for extraordinary review costs not otherwise covered herein. One check must be submitted for all required fees (including the required Publication fee set forth in subparagraph K), unless otherwise specifically excepted, and a second check must be submitted for Professional Escrow. Please call the Planning Board Secretary at 641-2832 (ext. 127) with any questions.

**All fees are non-refundable and are calculated as follows:**

- A. Application for Development Permit, Submit to Zoning Office (amended as per Ordinance 9-2012)
  - 1. Commercial \$ 200.00
  - 2. Residential-Per Lot \$ 100.00
  - 3. Accessory Structure \$ 50.00
  - 4. Sheds 100sf or less No Fee
  
- B. Minor Subdivision Application
  - 1. Each Informal Review \$100.00
  - 2. Application Fee \$250.00 plus \$50.00 per lot
  - 3. Tax Map Revision \$100.00 per each subdivided (new) lot or \$10.00 per lot, whichever is greater  
(Section 3.14 of amended ordinance 8-2001, sub-paragraph X)
  
- C. Major Subdivision Application
  - 1. Each Informal Review \$200.00 plus \$25.00 per lot
  - 2. Preliminary Plat Application Fee \$500.00 plus \$25.00 per lot
  - 3. Final Plat Application Fee \$500.00 plus \$25.00 per lot
  - 4. Tax Map Revision \$75.00 per each subdivided (new) lot
  
- D. Site Plan Application
  - 1. Each Informal Review \$250.00 plus \$5.00 for each 100 square feet of building area up to 2,000 square feet and \$2.50 for each additional 200 square feet or fraction thereof
  - 2. Preliminary Application Fee Non-residential \$500.00 plus \$50.00 for building area up to 2,000 square feet and \$25.00 for each additional 200 square feet or fraction thereof
  - 3. Final Application Fee \$500.00
  
- E. Building Permit Appeals \$500.00 for Non-residential  
\$250.00 for Residential
  
- F. Interpretation Request \$250.00; If interpretation request is accompanied by a variance request, the fee for the variance shall apply
  
- G. "C" Variance \$300.00 for one variance  
\$100.00 for each additional variance  
\$75.00 for each lot subject to the variance
  
- H. "D" Variance \$1,000.00 for one variance  
\$200.00 for each additional variance  
\$150.00 for each lot subject to the variance

I. Conditional Uses	\$500.00
J. Review Fee for Environmental Impact Report (EIR) –for those Applications which require review of an EIR	\$500.00 in addition to Professional Escrow fee
K. Publication Fee- <i>all applications are subject to this fee</i>	\$50.00
L. Waiver of site plan fee	\$500.00
M. Continuance Fee (unless at the direction of the Board) in addition to other applicable fees	\$250.00 for each continuance
N. Variance Request for Time extension-request for extension of time within which any variance must be exercised (per request)	\$250.00
O. Special Meetings	\$250.00 in addition to required fees \$100.00 additional if notice of meeting is required
P. Amended Site Plans and Sub-Divisions	\$150.00 for minor changes (no building, parking or significant changes) plus sufficient copies of the plat incorporating the changes as may be necessary for distribution. No fee if requested by the City. For significant changes, fees are equal to one-half the fee required for initial submission based on the current fee schedule. Sufficient copies of the plat are required as noted above. If the proposed changes involve a change of use, the application will be considered a new application and full payment of fees will be required.
Q. Certificates of Approval of Sub-Division	\$175.00
R. Certificate of existing non-conforming use	\$175.00
S. Copies of Records	\$75.00 for a copy of each meeting tape; \$75.00 for each stenographer session-to be supplied by Applicant.
T. All other applications not specifically mentioned herein	\$500.00 for commercial applications \$250.00 for non-commercial applications

SEE NORTHFIELD LAND USE AND DEVELOPMENT ORDINANCE SECTION 3.14 FOR MORE DETAIL OF FEE SCHEDULE.

**REFUNDS AND WITHDRAWALS**

There are no refunds of escrow if application is withdrawn within 24 hours of hearing date. Application fees are non-refundable.

If variance application, fee is \$150.00. If withdrawn within 10 days of hearing date, fee is \$250.00.

If other than variance, fee is \$100.00. If withdrawn within 10 days of hearing date, fee is \$100.00.

After payment of fee for withdrawal of application, all other fees deposited, with the exception of fees payable for professional review costs will be refunded. However, for all applications:

**WITHDRAWAL WITHIN TWENTY- FOUR HOURS OF TIME OF THE SCHEDULED MEETING WILL RESULT IN NO REFUND TO APPLICANT AND ALL FEES PREVIOUSLY DEPOSITED SHALL BE FORFEITED.**

**PROFESSIONAL REVIEW COSTS**

All applications require professional review costs and a separate check for these costs must be submitted with the application and other required fees. Professional review costs for attorney, planner, engineer or other professional retained on behalf of the Planning Board of the City of Northfield for the purpose of review, analysis, inspection or preparation of documents shall be the responsibility of the applicant and are held in escrow. The applicant shall, at the time of filing an application, be required to post the minimum amount specified in addition to all other filing fees.

Review fees shall be held and disbursed according to the law by the City Treasurer at the direction of the Planning Board Secretary. An accounting shall be kept of each applicant's deposit, and professional fees shall be paid from the account and charged to the applicant. Any monies not expended for professional services shall be returned to the applicant upon final approval, denial or withdrawal of the application. If, at any time during the procedure, the monies posted shall have been expended, the applicant shall be required to post such additional sums not to exceed the amount of the initial payment for each replenishment. The applicant shall not be entitled to proceed with the application until such time as the necessary monies have been posted to guarantee payment of professional service fees.

Professional Review Costs are paid by the applicant (escrow) and the following minimum deposits are required in addition to all other filing fees:

a.	Interpretation	\$250.00
b.	Interpretation of variance	\$500.00
c.	Building permit appeals	\$500.00
d.	"C" variance	\$500.00
e.	"D" variance	\$1,000.00
f.	Major Subdivision	\$1,000.00
g.	Minor Subdivision with no variances	\$500.00
h.	All other residential	\$250.00
i.	All other commercial	\$500.00

**Recreation Impact Fee for all Major and Minor Subdivisions and site plans**-The contribution cost is \$2,500.00 per newly created lot (not including the original lot) and dwelling unit. This condition of approval must be satisfied before the signing of the final plat or filing with the County Clerk. This fee must be paid prior to filing of deeds if the applicant perfects the subdivision in that manner. No building permits will be issued for dwelling units created by site plans for residential development until this fee is paid. This is per Ordinance 8-2005 which amends the 1986 Land Use and Development Ordinance.

For additional information and fees for Bonding, Inspection fees, and revised plats see section 3.14 under "Fees" contained within the Land Use and Development Ordinance.

The Planning Board of the City of Northfield shall have the right to waive any fee in accordance with NJSA 40:55D-8.

### ADDITIONAL INSTRUCTIONS

A Hardship Variance requires 18 sets of plans be submitted

A Use or Site Plan requires 18 sets of plans be submitted

A SET INCLUDES:

1. If you have received a denial of a building permit by the Code Enforcement Officer, attach a copy to the application.
2. Application completely filled out - printed or typed.
3. Plot Plans or Survey Map - show block and lot number, zone classification, dimensions of present and proposed structures, locations of all existing and proposed structures, distances between the various structures and property lines. The survey should not be older than one year. If older, a certification waiver needs to be signed by the owner. See page 13.
4. Tax Map-This will be provided with the 200 ft. list. Reference the zone or use of the property.
5. List of property owners within 200 feet, obtain from Tax Office (Tax Assessor).
6. Proof of taxes paid to date and sewer fees paid to date, obtain from Tax Office.
7. Copy of purchase agreement (buyer) or copy of lease agreement (tenant).
8. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owing at least 10% of its stock of any class as required by NJSA 40:55D-48.1 et seq.

#### IF APPLICATION IS FOR A HARDSHIP VARIANCE ONLY

Plot plans and maps prepared by other than a licensed surveyor or architect must be accompanied by affidavit stating that all information contained therein is correct.

#### ALL SITE PLANS MUST BE SEALED BY ENGINEER/ARCHITECT

Please comply fully with all requirements. Failure to comply may result in postponement of the hearing and an additional fee. The time for the Board's decision shall not begin to run until filing of a complete application together with the requisite maps and other documents. THE SECRETARY WILL ADVISE YOU OF A HEARING DATE.

**IMPORTANT!!** Please note that publication notices must be advertised in The Press legal section ten days prior to the hearing date and notices to the taxpayers within 200 feet must be served ten days before the hearing date. Do this as soon as you receive a hearing date.

At least ten days before the hearing date, applicant shall cause notice to be published in the official newspaper of the municipality which is The Press of Atlantic City. It is suggested that the applicant call, email, or fax the newspaper promptly with regard to deadline for publication of said notice which must include the date, time, and place of hearing, the nature of the matters to be considered, identity of the property by street address, if any, and by Block and Lot numbers, and location where maps, plans, and documents for which approval is being sought are available for inspection. Copies of all maps, plans, and documents relative to the application will be filed with the Planning Board Secretary in the City of Northfield Tax Office during normal business hours Monday to Friday, between the hours of 9:00 a.m. and 4:00 p.m. ten days prior to the hearing date.

At least 10 days before the hearing date the applicant shall give notice to all property owners within 200 ft. of subject property whether within or without the municipality by serving notice thereon to the owner or his agent in charge of the property; or by mailing copy thereof by certified mail to the property owner at his address. The applicant shall give notice to the following where applicable:

1. The Municipal Clerk of adjoining municipality when subject property is within 200 ft.
2. County Planning Board if subject property is adjacent to an existing or proposed County road, if it adjoins other county land, or if it is situated within 200 ft. of a municipal boundary.
3. Commissioner of Transportation if subject property is adjacent to a State highway.
4. Chairman of the Sewer Department of the City.
5. Director of the Division of State and Regional Planning in the Department of Community Affairs if application is for development of property which exceeds one hundred fifty acres or 500 dwelling units.
6. Cape Atlantic Soil Conservation district if application is for site plan review of property on a County or State road.

The above and Utility information will be included on the 200 ft. list cover pages.

Please submit the following at least TWO days before the hearing date:

1. Copy of applicant's notice to property owners within 200 ft.
2. Notice of publication (The Press of Atlantic City)
3. Certified stamped mail receipts of property owners served. If you had delivered notices, submit the signed and dated signature sheet.
4. Include receipts of utilities and government agencies served.
5. Signed Affidavit of Service.

After the hearing date:

After the hearing, the Resolution with the action taken by the Board will be signed and mailed to the applicant and his/her attorney once it is memorialized at the next available meeting. A copy shall also be filed with the Municipal Clerk. The applicant is to advertise the action taken in the official newspaper of the municipality once memorialized to start the appeal clock, unless it is denied, in which case the Planning Board Secretary will advertise within 10 days of memorialization.

PLANNING BOARD APPLICATION

CASE # \_\_\_\_\_

FOR OFFICIAL USE ONLY

Date of Application Received: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Deposit

Fee Paid \_\_\_\_\_

Date: \_\_\_\_\_ Affidavit of Service

Time Period Expires \_\_\_\_\_

Date File Complete \_\_\_\_\_

Hearing Date \_\_\_\_\_

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INFORMATION REGARDING APPLICANT

Applicant's Full Legal Name \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

Applicant's Phone Number \_\_\_\_\_ e-mail address \_\_\_\_\_

Applicant is a: Corporation          Partnership          Individual

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporation or partnership must be disclosed. Attach list.

NATURE OF APPLICATION, check appropriate items:

- Appeal of action of administrative officer
- Interpretation of development ordinance or map
- Variance:          "C" Variance (Hardship)
- "D" Use Variance
- "D" Non-Conforming Use
- Conditional use
- Subdivision - Minor
- Subdivision - Major
- Site Plan - Waiver
- Site Plan - Minor
- Site Plan - Major
- Other \_\_\_\_\_



Proposed use, Building, or Subdivision is contrary to:  
List Article and Section of the Ordinance from which Variance is sought:

ART. \_\_\_\_\_ Section \_\_\_\_\_ Required \_\_\_\_\_ Proposed \_\_\_\_\_

ART. \_\_\_\_\_ Section \_\_\_\_\_ Required \_\_\_\_\_ Proposed \_\_\_\_\_

ART. \_\_\_\_\_ Section \_\_\_\_\_ Required \_\_\_\_\_ Proposed \_\_\_\_\_

If additional space is needed, attach list to the application

**INFORMATION REGARDING PROPERTY:**

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

Tax Map BLK \_\_\_\_\_ LOT(S) \_\_\_\_\_ Dimension of Property \_\_\_\_\_

BLK \_\_\_\_\_ LOT(S) \_\_\_\_\_ Dimension of Property \_\_\_\_\_

Zoning District \_\_\_\_\_

Location approximately \_\_\_\_\_ feet from intersection of \_\_\_\_\_

and \_\_\_\_\_

Last Previous Occupancy \_\_\_\_\_

	<u>Size Existing Building</u>	<u>Proposed Structure</u>
Front (feet)	_____	_____
Deep (feet)	_____	_____
Square (feet)	_____	_____
Height (feet)	_____	_____
Story	_____	_____
Building Coverage	_____	_____

**SET BACKS ZONING REQ.**

**Present**

**Proposed**

Frontage

Y or N

Front Yard

Front Yard

Side

Side

Rear

Lot Size Area

\_\_\_\_\_

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**Corner Lot**

Prevailing Setbacks of Building within one Block \_\_\_\_\_ ft.

Present use \_\_\_\_\_ proposed use \_\_\_\_\_

Has there been any previous appeal or application involving these premises?

Yes or No

If yes, when \_\_\_\_\_

and to whom \_\_\_\_\_

Nature of appeal or application \_\_\_\_\_

Disposition \_\_\_\_\_ Date \_\_\_\_\_

Application for Subdivision \_\_\_\_\_ site plan - conditional use approval \_\_\_\_\_

The relationship of the applicant to the property in questions is:

Owner \_\_\_\_\_ Tenant \_\_\_\_\_

Purchaser under Contract (submit copy) \_\_\_\_\_ Other \_\_\_\_\_

If the applicant is not the owner of the property, the applicant must obtain and submit a copy of this application signed by the owner in the space provided.

Owner's Authorization: I hereby certify that I reside at:

In the County of \_\_\_\_\_ State of \_\_\_\_\_

and that I am the owner of all that certain lot, \_\_\_\_\_; Piece or parcel of land known as

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ commonly known as \_\_\_\_\_

which property is the subject of the applicant, and said application is hereby authorized by me.

Owner's Signature \_\_\_\_\_

Applicant's Attorney \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Applicant's Engineer \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Applicant's Architect \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Applicant's Planner \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Applicant's Verification:

I hereby certify that the above statements made by me and the information contained in the papers submitted in connection with application is true.

Applicants Signature \_\_\_\_\_

Notice: The applicant is responsible to publish and serve notice of this application after receiving a hearing date from the Secretary of the Planning Board, ten (10) days prior to the hearing date.

**CERTIFICATION OF OWNER**

This is to certify that the plans and/or survey plans with the measurements shown have been drawn by me as the owner of the property regarding BLOCK \_\_\_\_\_ LOT(S)\_\_\_\_\_

Commonly known as \_\_\_\_\_  
(address)

Have been drawn as accurately as possible to the best of my knowledge.

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Notary \_\_\_\_\_

Date \_\_\_\_\_

## **WAIVER OF SITE PLAN REQUEST**

In applying for a waiver for MINOR SITE PLAN the following must be followed:

Submit a minimal site plan in order to show the board what the proposed use will consist of and the general location of building, parking areas, etc.

A Detailed Sketch Plat must be filed. Plat shall be based upon a recent survey drawn by a licensed land surveyor in New Jersey. The plat will show the following:

Locations of streets, block and lot numbers, locations of all building on site and setbacks, exits and entrances of new business, signage (if applicable), required parking on site, new paving of parking lot (if required), and or drainage and any easements, if applicable.

Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such a waiver.

**FEE IS \$500.00**

## **SITE PLAN CHECKLIST**

The following checklist is designed to assist applicants in preparing site plans for Board review. Applicant should check off each item to ensure that it is included on the plan. **ITEMS OMITTED MAY DELAY CONSIDERATION BY THE BOARD.** Utility plans, landscaping plans, architectural elevations, etc., may be shown on separate sheets. (Return this list with your application)

- \_\_\_\_\_ Name and title of applicant and owner, if other than applicant.
- \_\_\_\_\_ Name and seal of person preparing plans, etc.
- \_\_\_\_\_ Place for signature of Chairman and Secretary of Planning Board.
- \_\_\_\_\_ Place for signature of City Engineer.
- \_\_\_\_\_ Place for signature of County Engineer and Secretary of County Planning Board.
- \_\_\_\_\_ Tax map lot and block numbers.
- \_\_\_\_\_ Date, scale and "north" sign.
- \_\_\_\_\_ Key map of the site with reference to surrounding areas and to existing street locations.
- \_\_\_\_\_ Zone district in which property is located, and zone district of all properties within a 200-foot radius of the property line of the applicant's site, including properties in adjacent municipality, where applicable.
- \_\_\_\_\_ All properties within 200 feet uses of said properties.
- \_\_\_\_\_ Names of owners of all of above properties.
- \_\_\_\_\_ Approximate number of employees who will be using the proposed site on a full-time basis shifts, if the operation is non-residential.
- \_\_\_\_\_ Entire property in question, even though only a portion of said property is involved in the site plan; provided however, where it is physically impossible to show the entire property on the required sheet, a separate map at an appropriate scale may be submitted.
- \_\_\_\_\_ Dimensions of lot, setbacks, front yard, side yards, and rear yard.
- \_\_\_\_\_ Bearing and distances of property lines.
- \_\_\_\_\_ Dimensions of existing and/or proposed principal building(s) and all accessory structures.
- \_\_\_\_\_ Size and location of fences.
- \_\_\_\_\_ All proposed parking and loading facilities, showing location and dimensions of individual parking spaces and loading areas, aisles, traffic patterns and driveways for ingress and egress, all drawn to scale.

\_\_\_\_\_ All existing and proposed curbs and sidewalks; and all proposed curb cuts.

\_\_\_\_\_ All driveways and streets within 200 feet of site.

\_\_\_\_\_ Rights-of-way, easements and all lands to be dedicated to the municipality or reserved for specific uses.

\_\_\_\_\_ Location of all signs and exterior lighting, accompanied by a brief narrative explanation of types of standards to be used, radius of light and intensity, etc., plus sketches to scale indicating design, color, material of things to be utilized.

\_\_\_\_\_ Water supply system.

\_\_\_\_\_ Existing and proposed sanitary sewerage disposal system.

\_\_\_\_\_ Draining Plans as approved by City Engineer.

\_\_\_\_\_ Solid waste disposal and storage. Method of treating manufacturing wastes and byproducts.

\_\_\_\_\_ Location of all existing trees or tree masses, indicating general size and species.

\_\_\_\_\_ Landscaping and buffering plans, showing what will remain and what will be planted, and specifying types, size and location of trees and shrubs.

\_\_\_\_\_ Significant existing physical features including streams, water courses, swampy soil, etc.

\_\_\_\_\_ Perspective drawing of all proposed structures as well as front and side elevations at a scale which clearly indicates the design objectives of the applicant. [ The perspective drawings should clearly indicate the color, material and overall design of the proposed structure(s).]

\_\_\_\_\_ Existing and proposed spot elevations based on U.S. Coastal Geodetic datum at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutters and other pertinent locations.

\_\_\_\_\_ Existing and proposed contours of site at 2-foot intervals for areas less than 5 percent grade and 1-foot intervals above 5 percent grade.

\_\_\_\_\_ Any other pertinent information as may be required by the Board.

**PLEASE NOTE:**

The following enclosures must be filled out after you have received notice of a hearing date by the Secretary of the Planning Board.

WHEN YOU HAVE RECEIVED SUCH NOTICE OF A HEARING DATE, CERTIFIED NOTICES TO TAX OWNERS OF PROPERTY LOCATED WITHIN 200 FEET OF VARIANCE REQUIRED MUST BE NOTIFIED TEN DAYS PRIOR TO HEARING DATE. ALSO, NOTICE OF PUBLICATION MUST BE FILED TEN DAYS PRIOR TO HEARING DATE IN NEWSPAPER.

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**Planning Board Content of notices**

The notice (legal ad in The Press and 200 ft. notice) must state the following:

1. Date, time and place of hearing
2. Identification of property proposed for development by street address and reference by Block and Lot
3. Nature of matters to be considered
  - a. list all required variances separately-such as front yard setback variance, side yard setback variance, "D" variance, Conditional use variance
  - b. general description of application which will inform the public in a common-sense manner such that the ordinary lay person could determine whether to object or seek further information
4. Location and times any maps and documents for which approval is sought are available for public inspection



**NOTICE OF HEARING TO PROPERTY OWNERS**

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

Northfield Planning Board

PLEASE TAKE NOTICE that **Name(s) of Applicant** has applied to the Northfield Planning Board for **Nature of Application or appeal** approval for the property located at **Address of property** also identified as **Block and Lot numbers** on the tax map for the City of Northfield. The Applicant proposes to **Briefly describe the project**. The property is located in the **Provide the Zone** where **Residential, Commercial or Other (choose one)** uses are permitted.

In addition to the above, the Applicant requests any and all other variances, waivers, exceptions, and other relief that the Planning Board may deem necessary and /or appropriate for this application.

A hearing on the application has been scheduled for Thursday, **Month, Day, Year** at 7:00 p.m. in City Hall Council Chambers at 1600 Shore Road, Northfield, New Jersey 08225. At such time, interested persons may appear in person, by agent or attorney, and present any comments or testimony with respect to the application. The application and related documents are on file in the City of Northfield Tax Office, 1600 Shore Road, Northfield, New Jersey and are available for inspection during normal business hours, Monday to Friday, 9:00 a.m. to 4:00 p.m. Please see the Planning/Zoning Board Secretary located in the Tax Office.

Zoom live instructions are as follows:

**Copy/paste Zoom Invitation Link provided by the Secretary**

This **NOTICE** is being sent because you are a property owner within 200 foot radius of the above referenced property.

**HAND DELIVERED NOTICE SIGNATURE FORM**

I have personally hand delivered the notice of hearing to property owners within 200 feet of property in question being Block \_\_\_\_\_ Lot (s) \_\_\_\_\_ commonly known as \_\_\_\_\_

and received said signatures of same listed on tax list.

Name (please print)

Signature and Date

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\*This form may be duplicated as needed

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Zoom live instructions are as follows:

**Copy/paste Zoom Invitation Link provided by the Secretary**

*This notice is to be published in The Press of Atlantic City using Column Software online 10 days prior to hearing date. The legal ad will run for one day. Please note that The Press of Atlantic City only publishes on Tuesday, Thursday and Saturday.*

**CITY OF NORTHFIELD PLANNING BOARD**

**AFFIDAVIT OF PROOF OF SERVICE**

(Proof of service of notices required by Statute must be filed and verified with Board Secretary at least 2 days prior to meeting or case will not be heard.)

Board  
Use Case No. \_\_\_\_\_ Affidavit Filed \_\_\_\_\_, (year)\_\_\_\_\_  
Only

State of New Jersey  
County of Atlantic

\*\*\*\*\*

I, \_\_\_\_\_, of full age, being duly sworn  
(Please Print)

according to law, deposes and says, that (s)he

resides at \_\_\_\_\_,

in the municipality of \_\_\_\_\_, County of \_\_\_\_\_, and

State of \_\_\_\_\_, that (s)he is the applicant in a proceeding before the Planning

Board of the City of Northfield, New Jersey, being an appeal or application under the Zoning

Ordinance relative to premises located at \_\_\_\_\_;

that on \_\_\_\_\_, has written notice of the hearing on this

application to each and all of the persons upon whom service must be had, in the required

form and manner, and according to the attached list.

\_\_\_\_\_  
(Signature of Applicant)

Sworn and Subscribed before me this \_\_\_\_\_

day of \_\_\_\_\_, \_\_\_\_\_  
(month) (year)

\_\_\_\_\_, Notary Public

(NOTE: Attach list of all persons/entities served.)

## STEPS TO FOLLOW AFTER APPROVAL OF SUBDIVISION

After approval from the Planning Board, six (6) sets of the plans are required and one mylar. Major subdivisions require an additional (2) Mylar Plans.

The applicant is responsible to revise plans if required by the Planning Board.

1. If the subdivision is on a County Road, submit all copies to the Department of Regional Planning and Development of Atlantic County located at Rt. 9 and Dolphin Avenue in Northfield for placement of the seal and signature. There is a fee for this. If the subdivision is not on a County Road, deliver the FINALIZED plans to the Planning Board Engineer first.
2. Deliver six (6) sets of final plans including 2 mylar plans to the Planning Board Engineer for review that all changes were made if necessary. He will then sign them.
3. Return all Plans to the Planning Board Secretary in the City Hall Tax Office to be signed. They will be forwarded to the City Clerk's Office to be signed. The plans will then be forwarded to the Planning Board Chairman and Secretary to sign and seal. The owner of the property will then sign the plans.
4. The City Engineer, Planning Board Engineer, and City Tax Assessor will retain a copy of the plan and you will need to supply the Building Department with a copy if submitting any permit applications. You must record the finalized plans with the County Clerk's Office in Mays Landing (609) 641-7867.

Professional Escrow that is deposited from the applicant at the time the application and plans are submitted to City Hall will not be returned (Escrow refund) until all Engineer and Solicitor bills that have been incurred, are paid. If there is an escrow balance remaining, it will be returned to the applicant.

Robin Atlas,  
Secretary Planning Board  
City of Northfield



*City of Northfield*

1600 Shore Road  
Northfield, New Jersey 08225

Telephone 609-641-2832, ext. 128  
Fax 609-646-7175  
[assessor@cityofnorthfield.org](mailto:assessor@cityofnorthfield.org)

**REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS  
WITHIN 200 FEET**

**TO: Bill Johnson, Tax Assessor  
1600 Shore Road  
Northfield, NJ 08225**

Office use only:  
Date Paid \_\_\_\_\_  
Type of Payment \_\_\_\_\_

**I HEREBY REQUEST A CERTIFIED LIST OF PROPERTY OWNERS WITHIN TWO HUNDRED (200) FEET OF:**

**BLOCK:** \_\_\_\_\_ **LOT(S):** \_\_\_\_\_  
**ADDRESS OF PROPERTY:** \_\_\_\_\_

**ENCLOSED PLEASE FIND THE FEE OF \$10.00 PER BLOCK/LOT PAYABLE TO CITY OF NORTHFIELD FOR THE CERTIFIED LIST. PAYMENT MUST ACCOMPANY REQUEST. THE LIST WILL BE FORWARDED WITHIN THE STATUTORY DEADLINE OF SEVEN (7) BUSINESS DAYS FROM DATE REQUEST IS RECEIVED IN THE ASSESSOR'S OFFICE.**

**Requestor:**  
**Name:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**PLEASE CHECK ONE:**

- I will pick up the list when ready. Please contact me at: \_\_\_\_\_
- Mail the list.
- E-mail the list: \_\_\_\_\_ Fax the list: \_\_\_\_\_

**NOTICE OF HEARING TO COUNTY PLANNING BOARD**

To: Atlantic County Planning Board  
1333 Atlantic Avenue  
Atlantic City NJ 08401

Date \_\_\_\_\_

**PLEASE TAKE NOTE:**

That \_\_\_\_\_, the undersigned, has applied to the Planning Board of the City of Northfield, for relief from \_\_\_\_\_

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

to permit \_\_\_\_\_

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

at \_\_\_\_\_, Lot \_\_\_\_\_, Block \_\_\_\_\_, Northfield which property (fronts upon a county road) (adjoining county property) (is located within 200 feet of a municipal boundary).

A hearing in this matter will be held on \_\_\_\_\_, \_\_\_\_\_  
(day, month) (year)

at \_\_\_\_\_ p.m., at the Municipal Building, Shore Road, Northfield. Applicant is seeking a hardship \_\_\_\_\_, use \_\_\_\_\_, variance, and subdivision \_\_\_\_\_, site plan \_\_\_\_\_, conditional use \_\_\_\_\_ approval.

This notice is given pursuant to the provisions of N.J.S.A. 40:55D-12. All documents relating to this matter may be inspected during regular business hours in the office of the Inspection Department, City Hall, 1600 Shore Road, Northfield, NJ.

Applicants Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Note: This notice must be personally served or sent by certified or registered mail at least 10 days before the day of the hearing, and proof of service given to the Secretary of the Planning Board at least 2 days before the day of the hearing.