

**LAND USE DEVELOPMENT
APPLICATION PACKET**

FOR THE

**BOROUGH OF CAPE MAY POINT
PLANNING BOARD**

ADDRESS

Cape May Point Planning Board
P.O. Box 490
Cape May Point, NJ 08212
(609) 884-8468 x23
(609) 884-1732 (fax)



**BOROUGH OF CAPE MAY
POINT**
POST OFFICE BOX 490
CAPE MAY POINT, NJ 08212
(609) 884-8468 / FAX: 609-884-1732
www.capemaypoint.org

Elaine L. Wallace, RMC, CMR
Municipal Clerk/ Administrator

Anita vanHeeswyk
Mayor
Commissioner Revenue & Finance
Elise Geiger
Deputy Mayor
Commissioner Public Safety
& Public Affairs
Suzanne Yungans
Commissioner Public Works,
Parks & Public Property

INSTRUCTIONS FOR APPLICATION TO THE PLANNING BOARD

The following forms have been adopted and approved by the Cape May Point Planning Board (herein called “Board”) pursuant to N.J.S.A. 40:55D-8, the Municipal Land Use Law of New Jersey, the Ordinances of the Borough of Cape May Point and Boards Bylaws. Other applicable statutes and laws are incorporated by reference.

*A 1-page Overview of Residential Lot Coverage Regulation highlights is available on the Borough website,
LINK LISTED BELOW*

https://capemaypoint.org/uploaded_files/document/CMPt%20Res%20Zoning%20Overview%20-%202026July2023-1.pdf

1. The regular meeting of the Cape May Point Planning Board is held on the second Tuesday of each month at 6:30pm at the Cape May Point Volunteer Fire Company located at 412 Yale Ave. and via Zoom or other provider as may be designated by the Board and posted on the Borough website hosting the Board Agenda. When necessary, meetings may be held on alternate days or weeks due to holidays. Schedule for the Planning Board can be found on the Borough website or posted on the bulletin board at the municipal offices.
2. Application can be made to the Board by completing the **CAPE MAY POINT LAND USE DEVELOPMENT APPLICATION** available on the borough website. If you do not have access to the internet, please contact the Board Secretary at x23. Applicants must answer each question on the application form and supply all requested information and documentation pursuant to the applicable checklist when applying. If a particular question does not apply, state “not applicable.” *Failure to supply all requested information could result in your application being deemed incomplete and result in a delay of the hearing before the Board.*
3. The applicant is required to give notice of the hearing to all owners of real property located within 200 ft. in all directions of the property that is the subject of the application as shown on the current tax duplicate and property owners within 200 ft. in adjacent municipalities. You should request this list of property owners at this time. Please note that the Board will not accept a 200 ft. list more than six (6) months old. To obtain the current list, mail a written request, including the lot and block number of the subject property, with a check payable to the “Borough of Cape May Point” for \$15.00 to the Cape May Point Tax Assessor, P. O. Box 490, Cape May Point, NJ 08212.
4. The Application form and supporting documentation shall be submitted to the Board Secretary along with two (2) checks made payable to “Borough of Cape May Point”. One check is an application fee and the second is an escrow fee. Please refer to the Fee Schedule attached to determine the amount due of each check.

Upon receipt of your completed application packet, fees and required documentation pursuant to Checklist #1 and the applicable checklist for your specific application, a subcommittee of the Board appointed by the Chair will review the application for completeness. Within 45 days of receiving your application, the Board Secretary will notify you in writing of the subcommittee's findings as to the completeness status of your application. When the Board subcommittee deems your application complete, the Board Secretary will notify you that your application has been deemed complete and will schedule a hearing date. If your application is deemed incomplete, you will be informed of the deficiencies and required to resubmit the application and a resubmission fee, with the required corrections and/or additional information, for further review of its completeness. (A flowchart depiction of this review process is provided on the Borough website-link shown below).

https://capemaypoint.org/uploaded_files/document/2025/Completeness%20flowchart.pdf

5. Only after the application has been deemed complete and the Board Secretary has advised you of your tentative hearing date should you publish notice of the hearing in the newspaper and forward the required notices to property owners within 200 ft. and other required entities.
6. At least 10 days prior to the date appointed for the hearing, not counting the date of the hearing, the applicant must complete the following:
 - a. Notice must be published in the Cape May Star & Wave. Failure to advertise in the correct newspaper will result in postponement of your hearing. A sample format for public notice, "NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER" is included in the application packet. However, it is the obligation of the applicant to ensure all notices comply with the requirements of the Municipal Land Use Law. You must obtain a "Proof of Publication" from the Cape May Star & Wave and provide said Proof and an "AFFIDAVIT OF SERVICE AND PUBLICATION", included in the application packet, to the Board Secretary, at least three (3) days prior to the hearing date.
 - b. The applicant shall give official notice by personal service or by certified mail to property owners within 200 ft., appropriate utility companies and, if applicable, to the adjoining municipalities, the County, and State agencies. If mailed, these notices must be sent by post office certified mail with return receipt requested. Applicant may use the sample form, "NOTICE OF HEARING TO PROPERTY OWNERS" included in the application packet. The applicant must submit to the Board Secretary a copy of the NOTICE OF HEARING TO PROPERTY OWNERS as mailed, **the original** Tax Assessor certified property owner list, all of the original post office certified mail slips and green return receipt cards returned to date, attached to the above-referenced "AFFIDAVIT OF SERVICE AND PUBLICATION" no less than three (3) days prior to the hearing date.
 - c. Failure to complete any of the above shall result in the postponement of your hearing.

HEARING BEFORE THE BOARD

In order to ensure an orderly hearing of the evidence and the testimony, the hearing process shall customarily be as follows, unless otherwise directed by the Chairperson or Board Attorney:

- Disqualification of Board Members for conflict of interest and designation of voting present members. The designation of the voting requirement is based on type of application and variance request, if any.
- Chairperson opens hearing of application listed on the agenda. The Chairperson reserves that right to alter the order in which agenda items will be heard.
- Board Attorney reports on applicant's standing to proceed with the application.

- Applicants, and/or representing attorney, expert witnesses come forward and are sworn in.
- Applicant/representing attorney presents the application.
- Board Members' examination of applicant and expert testimony.
- Testimony and examination of Zoning Officer and/or Borough Engineer or other Board-called experts/witnesses.
- Open Public Portion
 - Testimony and examination of property owners within 200 ft.
 - Testimony and examination of interested parties outside of 200 ft.
- Applicant's brief closing statement.
- Close public testimony part of the hearing and open Board deliberation.
- Conclude Board deliberation.
- If applicable, Board or applicant consideration for adjournment/continuation of hearing.
- Listing of Findings of Fact and Conclusions of Law.
- Motion for Board action on application as presented with special conditions, if applicable.

BOARD DECISION

In most cases, at the conclusion of an application hearing, held at one or more meetings, if necessary, the Board will state Findings of Fact and Conclusions of Law and take a roll call vote to grant or deny the application.

7. At the next regularly scheduled meeting, within forty-five (45) days or the conclusion of the hearing, the Board will adopt a memorializing resolution. Action on this resolution will be published within ten (10) days in the Cape May Star & Wave, marking the beginning of the "45-day appeal period" and the Board Secretary will send a copy of the legal notice and the approved memorializing resolution to the applicant.

COMPLIANCE

8. If the application is approved, the applicant shall submit 4 sets of compliance plans to the Board Secretary. The Board Secretary will forward the compliance plans to the Board Engineer for review and signature. Once the Board Engineer has signed off on the compliance plans, the Board Secretary and Board Chairman will sign the plans. Once all signatures have been received, one set of plans will go back to the applicant, one set will go to the Zoning Officer and the last 2 sets will remain on file with the board application.

CAPE MAY POINT BOARD LAND DEVELOPMENT APPLICATION

This section to be completed by Borough staff only.

Date Filed: _____ Application No. _____
Application Fees _____ Escrow Fees _____

Scheduled for Completeness _____
Tentative Hearing Date _____

This section to be completed by Applicant only.

Applicant's Name _____
Applicant's Address (mailing) _____

Applicant's Address (physical) _____

Applicant's Telephone Number _____
Applicant's E-mail Address _____

Applicant is: Owner _____ Contract Purchaser _____

Owner's Name/Owner's Mailing Address:

Subject Property Address:

Block _____ Lot _____ Zoning District _____

Application Request: *(Applicant must check all that Apply)*

- | | |
|--|--|
| <input type="checkbox"/> Informal Review | <input type="checkbox"/> C1 Variance (Hardship) |
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> C2 Variance (Benefits) |
| <input type="checkbox"/> Major Subdivision/Preliminary | <input type="checkbox"/> D1 Variance (Use) |
| <input type="checkbox"/> Major Subdivision/Final | <input type="checkbox"/> D2 Variance (Expansion
Non-Conforming Use) |
| <input type="checkbox"/> Site Plan Waiver | <input type="checkbox"/> D3 Variance (Conditional Use) |
| <input type="checkbox"/> Site Plan/Preliminary | <input type="checkbox"/> D4 Variance (Floor Area Ratio) |
| <input type="checkbox"/> Site Plan/Final | <input type="checkbox"/> D5 Variance (Density) |
| <input type="checkbox"/> Design Waiver | <input type="checkbox"/> D6 Variance (Height) |
| <input type="checkbox"/> Beach Dune Ordinance | <input type="checkbox"/> Issuance of a permit for a
building or structure not related to a
street. |
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Extension of Time |
| <input type="checkbox"/> Interpretations | |
| <input type="checkbox"/> Appeal of Zoning Officer's Decision | |
| <input type="checkbox"/> Other: _____ | |

Applicant's Representative:

Attorney's Name: _____
Address: _____

Phone: _____
Fax: _____
E-Mail: _____

Professionals (Architect, Engineer, Planner, Etc.):

Name: _____
Address: _____

Phone: _____
Fax: _____
E-Mail: _____

Name: _____
Address: _____

Phone: _____
Fax: _____
E-Mail: _____

Name: _____
Address: _____

Phone: _____
Fax: _____
E-Mail: _____

If the applicant is a corporation or partnership, set forth the name and address of all stockholders or partners that have an interest of ten percent (10%) or more.

Contemplated form of ownership (i.e., fee simple, partnership, etc.) _____

Please attach copies of any existing or proposed deed restrictions, variances, conditions, restrictions and Board resolutions, covenants, easements, or association by-laws affecting the subject property.

Present use of property: _____

Proposed use of property: _____

Please set forth in detail, in narrative form, a description of the existing conditions on the subject property and the proposed development by the applicant.

Please list any and all other federal, state, county or local approvals for which you will be applying that are required for the proposed development. _____

Does this application meet all applicable Borough zoning ordinance requirements? If not, please explain discrepancies and set forth in detail all required variances. _____

Have any of the lands in question been classified as environmentally impacted with sensitive areas, wetlands or riparian land? If so, please set forth in detail.

As to subdivision applications only:

- A. Total square footage: _____
- B. Lot area of portions to be subdivided: _____
- C. Number of new lots: _____
- D. Proposed use of new lots: _____
- E. Total lot area of each lot: _____

As to site plan applications only:

- A. Total lot area of tract: _____
- B. Zoning classification: _____
- C. Building height: _____
- D. Square footage of proposed structure: _____
- E. Front yard setback: _____
- F. Side yard setbacks: _____
- G. Rear yard setback: _____
- H. Number of parking spaces: _____
- I. Floor area ratio: _____
- J. Number of floors: _____

As to interpretations only, please set forth the interpretive question requested by the applicant including references to applicable zoning ordinance sections.

As to appeals of administrative officer determinations, please set forth in detail the alleged administrative error in question, the date that said error allegedly occurred together with your rationale in support of your position. Please attach copies of any and all correspondences between the administrative official and the applicant.

Please note that this notice of appeal must be served upon the administrative officer from whom the appeal is taken within twenty (20) calendar days of the date of the action which is under appeal. A notice of appeal of administrative officer decision form is contained in this packet.

CERTIFICATIONS

I certify that the foregoing statements and material submitted are true. I further certify that I am the individual applicant or that I am an officer of the corporate applicant and I am authorized to sign the application for the corporation or that I am a partner of a partnership applicant.

I give my permission for Board Members to inspect the property in pursuit of their understanding and evaluation of this application.

I hereby certify that I have read and understand the above instructions and questions and that all the answers and statements contained therein are true to the best of my knowledge.

(Signature of Applicant)

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

(Notary)

I certify that I am the owner of the property which is the subject of this application and I have authorized the applicant to make this application and I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

I hereby certify that I have read and understand the above instructions and questions and that all the answers and statements contained therein are true to the best of my knowledge.

(Signature of Owner)

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

(Notary)

**Checklist 1
General Requirements**

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	One (1) original and nineteen (19) copies of a complete, typed and signed application on the forms provided by the Board Secretary along with twenty (20) copies of plans or other supplemental documents				
2	One original (1) and nineteen (19) copies of the completed checklists relevant to the application				
3	If the applicant is not the owner, a copy of the sales contract or written consent of the owner shall be supplied				
4	If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) ownership interest as required by N.J.S.A. 40:55D-48.2 et. seq.				
5	Appropriate application and escrow fees must be paid with separate checks				
6	Provide a Social Security number or a tax ID number for escrow account purposes along with a W-9 form				
7	Proof that taxes or assessments for local improvements are paid through last billing cycle				
8	Proof that water and sewer bills are paid through last billing cycle				
9	If the property is used for a rental unit attach a copy of the most recent rental license.				
10	Certification of no wet lands or if wet lands exist on the subject property, obtain a letter of exemption or letter of interpretation from NJDEP				
11	Property owners of all parcels within 200' on the tax duplicate				
12	Provide a copy of a property survey prepared within the last year signed and sealed by a NJ licensed professional surveyor and copy of last recorded deed for property.				
13	Provide Building Architectural Elevations and Floor Plans				
14	Provide aerial picture of the property				

**Checklist 2
Subdivision Application**

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Subdivision plan prepared, signed and sealed by a New Jersey licensed surveyor and shall include all items set forth below.				
2	Name, signature, license number, seal and address of design professional				
3	Title block denoting type of application, municipality, county, block, lot and street location				
4	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
5	A schedule of the required and proposed bulk requirements				
6	Graphic scale				
7	Signature blocks for Board Chairman, Secretary, Board Engineer and Municipal Engineer				
8	Appropriate certification blocks with information as required by the Map Filing Law (Final Plat only)				
9	Appropriate monumentation as required by the Map Filing Law				
10	All plans shall be on standardized sheets of 24" x 36"				
11	Metes and bounds for all existing and proposed lots and rights-of-way showing dimensions, bearings, curve data, tangent lengths, radii, arc lengths, chord lengths and angles				
12	Square Footage of tract to the nearest tenth				
13	Revision Box. Current revision date noted when applicable.				
14	Size and location of any existing and proposed structures with setback dimensions				

**Checklist 2
Subdivision Application (continued)**

15	Location and dimensions of any existing streets, curb cuts or driveways to the property				
16	All proposed setback lines				
17	Delineation of any existing or proposed deed restrictions, easements or covenants				
18	Any lands restricted by reason of wetlands or wetlands buffers. Wetlands and buffers shall be shown on the plan with the appropriate NJDEP file number				
19	Sight Triangles				
20	Zoning Schedule for all new lots				
21	List of required outside regulatory agency approvals or permits.				
22	List of variances requested				
23	List of requested waivers or exceptions				
24	Property owners of all parcels within 200' identified on the most recent tax map				
25	All existing streets, adjoining uses, structures, driveways, rights-of-way and easements on or within 100' of the site including existing structures on adjacent properties and distance to property lines				
26	All existing watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on or within 200' of the site				
27	Existing and proposed contours at 1' intervals based on U.S.G.S Datum. Contours shall extend at least 25' beyond subject property				
28	Description and extent of wooded areas, specimen trees and other significant natural features				
29	Sanitary Sewer and Water Service Connections				
30	Proposed vehicular and pedestrian circulation				
31	Written confirmation from the Borough Tax Assessor for new block numbers, lot numbers and addresses				
32	Parking plan for each new lot showing spaces, curb cuts and driveways				

Checklist 3
Preliminary/Final Major Subdivision Application

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Preliminary Subdivision plan prepared, signed and sealed by a New Jersey licensed professional engineer				
2	Final Subdivision plat prepared, signed and sealed by a New Jersey licensed surveyor (Final Subdivision application only)				
3	Name, signature, license number, seal and address of design professional				
4	Title block denoting type of application, municipality, county block, lot and street location				
5	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
6	A schedule of the required and proposed bulk requirements				
7	Graphic scale.				
8	Signature blocks for Board Chairman, Secretary and Board Engineer				
9	Appropriate certification blocks with information as required by the Map Filing Law (Final Plat only)				
10	Appropriate monumentation as required by the Map Filing Law				
11	All plans shall be on standardized sheets of 24" x 36"				
12	Metes and bounds for all existing and proposed lots and rights-of-way showing dimensions, bearings, curve data, tangent lengths, radii, arc lengths, chord lengths and angles				
13	Square Footage of tract to the nearest tenth				
14	Revision Box. Current revision date noted when applicable.				
15	Size and location of any existing and proposed structures with setback dimensions				

Checklist 3
Preliminary/Final Major Subdivision Application (continued)

16	Location and dimensions of any existing streets, curb cuts or driveways to the property				
17	All proposed setback lines				
18	Delineation of any existing or proposed deed restrictions, easements or covenants				
19	Sight Triangles				
20	Development stages or staging plans				
21	Zoning Schedule for all new lots				
22	List of required outside regulatory agency approvals or permits.				
23	List of variances requested				
24	List of requested waivers or exceptions				
25	Property owners of all parcels within 200' identified on the most recent tax map				
26	All existing streets, adjoining uses, structures, driveways, rights-of-way and easements on or within 100' of the site including existing structures on adjacent properties and distance to property lines				
27	All existing watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on or within 200' of the site				
28	Existing and proposed contours at 1' intervals based on USGS Datum. Contours shall extend at least 25' beyond subject property				
29	Description and extent of wooded areas, specimen trees and other significant natural features				
30	Drainage area map for existing and developed site condition				
31	Stormwater Management Calculations				
32	General soils information				
33	Sanitary Sewer and Water Service Connections				
34	Proposed vehicular and pedestrian circulation				

Checklist 3
Preliminary/Final Major Subdivision Application (continued)

35	Existing and proposed utilities				
36	Proposed solid waste and recyclable materials storage				
37	Existing and proposed spot elevations at all building corners, property corners, curbs, streets and any others necessary to ensure proper grades and drainage				
38	Construction details as required by Residential Site Improvement Standards (RSIS)				
39	Road and paving cross-sections and profiles				
40	Proposed street names where new road(s) are proposed				
41	Written confirmation from the Borough Tax Assessor for new block numbers, lot numbers and addresses				
42	Lighting plan and details (see CMP Environmental Recommendations. link shown below) https://capemaypoint.org/uploaded_files/document/EC%20Recommendation%20on%20Light%20Tresspass%20Ordinance%2005%2002%2024.pdf				
43	Landscape plan and details (see CMP Tree Removal and Replacement ordinance, link shown below) https://ecode360.com/46071266				
44	Site identification signs, traffic control signs and directional signs				
45	Parking plan for each new lot showing spaces, curb cuts and driveways				
46	Traffic Impact Report describing anticipated traffic volume and impact on existing and proposed roads when deemed necessary by the Board				
47	Environmental Analysis Report of site				
48	Proof of submission to the Borough Fire Chief				
49	Report summarizing the project's compliance with the Fair Housing obligations				
50	A map showing state approved wetland delineation, buffers and transition area boundaries at the same scale as the municipal tax map when wetlands exist on the subject or adjacent property. Include NJDEP file number				

Checklist 4
Preliminary/Final Site Plan Application

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Site plan and architectural plan prepared, signed and sealed by a New Jersey licensed professional engineer or architect				
2	Name, signature, license number, seal and address of design professional				
3	Title block denoting type of application, municipality, county block, lot and street location				
4	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
5	A schedule of the required and proposed bulk requirements				
6	North arrow and graphic scale.				
7	Signature blocks for Board Chairman, Secretary and Board Engineer				
8	All plans shall be on standardized sheets of 24" x 36"				
9	Square Footage of tract to the nearest tenth				
10	Revision Box. Current revision date noted when applicable.				
11	Size and location of any existing and proposed structures with setback dimensions				
12	Location and dimensions of any existing streets, curb cuts or driveways to the property				
13	Delineation of any existing or proposed deed restrictions, easements or covenants				
14	Any lands restricted by reason of wetlands or wetlands buffers. Wetlands and buffers shall be shown on the plan with the appropriate NJDEP file number				
15	Sight Triangles				

Checklist 4
Preliminary/Final Site Plan Application (continued)

16	Development stages or staging plans				
17	List of required outside regulatory agency approvals or permits				
18	List of variances requested				
19	List of requested waivers or exceptions				
20	Property owners of all parcels within 200' identified on the most recent tax map				
21	All existing streets, adjoining uses, structures, driveways, rights-of-way and easements on or within 100' of the site including existing structures on adjacent properties and distance to property lines				
22	All existing watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on or within 200' of the site				
23	Existing and proposed contours at 1' intervals based on U.S.G.S Datum. Contours shall extend at least 25' beyond subject property				
24	Description and extent of wooded areas, specimen trees and other significant natural features (see CMP Tree Removal and Replacement Ordinance https://ecode360.com/46071266 here)				
25	Drainage area map for existing and developed site condition				
26	Stormwater Management Calculations				
27	General soils information				
28	Sanitary Sewer and Water Service Connections				
29	Proposed vehicular and pedestrian circulation				
30	Existing and proposed utilities				
31	Proposed solid waste and recyclable materials storage				
32	Existing and proposed finished floor elevation, top of block elevation, freeboard and spot elevations at all building corners, property corners, curbs, streets and any others necessary to ensure proper grades and drainage				
33	Construction details as required by Residential Site Improvement Standards (RSIS)				
34	Road and paving cross-sections and profiles				

Checklist 4
Preliminary/Final Site Plan Application (continued)

35	Written confirmation from the Borough Tax Assessor for new block numbers, lot numbers and addresses				
36	Lighting plan and details (see CMP Environmental Commission recommendations, link shown below) https://capemaypoint.org/uploaded_files/document/EC%20Recommendation%20on%20Light%20Trespass%20Ordinance%2005%2002%2024.pdf				
37	Landscape plan and details				
38	Site identification signs, traffic control signs and directional signs				
39	Parking plan showing dimensioned spaces, aisle widths, curb cuts, driveways, ingress and egress				
40	Traffic Impact Report describing anticipated traffic volume and impact on existing and proposed roads when deemed necessary by the Board				
41	Environmental Analysis Report of site				
42	Proof of submission to the Borough Fire Chief				
43	Report summarizing the project's compliance with the Fair Housing obligations				

**Checklist 5
Variance Plan Application**

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Variance or plot plan and exterior architectural plan prepared, signed and sealed by a New Jersey licensed professional engineer or architect. The following information must be contained on the plan.				
2	Name, signature, license number, seal and address of design professional				
3	Title block denoting type of application, municipality, county block, lot and street location				
4	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
5	A schedule of the required and proposed bulk requirements				
6	Graphic scale				
7	Signature blocks for Board Chairman, Secretary and Board Engineer				
8	All plans shall be on standardized sheets of 24" x 36"				
9	Square Footage of tract to the nearest tenth				
10	Revision Box. Current revision date noted when applicable.				
11	Size and location of any existing and proposed structures with setback dimensions on the property and on adjacent properties				
12	Location and dimensions of any existing streets, curb cuts or driveways to the property				
13	Delineation of any existing or proposed deed restrictions, easements or covenants				
14	Any lands restricted by reason of wetlands or wetlands buffers. Wetlands and buffers shall be shown on the plan with the appropriate NJDEP file number				
15	List of required outside regulatory agency approvals or permits				

Checklist 5
Variance Plan Application (continued)

16	List of variances requested				
17	List of requested waivers or exceptions				
18	Property owners of all parcels within 200' identified on the most recent tax map				
19	All existing streets, adjoining uses, structures, driveways, rights-of-way and easements on or within 100' of the site including existing structures on adjacent properties and distance to property lines				
20	All existing watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on or within 200' of the site				
21	Description and extent of wooded areas, specimen trees and other significant natural features				
22	Sanitary Sewer and Water Service Connections				
23	Proposed vehicular and pedestrian circulation				
24	Existing and proposed utilities				
25	Proposed solid waste and recyclable materials storage				
26	Written confirmation from the Borough Tax Assessor for new block numbers, lot numbers and addresses				
27	Parking plan showing dimensioned spaces, aisle widths, curb cuts, driveways, ingress and egress				
28	Zoning schedule box including existing and proposed bulk standards including FAR calculations.				
29	Report summarizing the project's compliance with the Fair Housing obligations				

For reference, see links below:
 See CMP Environmental Commission recommendations on Lighting linked here
https://capemaypoint.org/uploaded_files/document/EC%20Recommendation%20on%20Light%20Tresspass%20Ordinance%2005%2002%2024.pdf
 See CMP Tree Removal and Replacement Ordinance linked here. <https://ecode360.com/46071266>
 See CMP Landscaping Plan Requirements linked here. <https://ecode360.com/35938793#35938799>

Checklist 6
Site Plan Waiver Application

No.	Item	Submitted	Not Applicable	Waiver Requested	Comments
1	Plot plan prepared, signed and sealed by a New Jersey licensed professional engineer or architect				
2	Name, signature, license number, seal and address of design professional				
3	Title block denoting type of application, municipality, county block, lot and street location				
4	The plans shall include a Tax Map, Zoning Map, USGS Quadrangle Map and a General Location Map at specified scale with North arrow showing entire development with reference to surrounding properties, streets and municipal boundaries				
5	A schedule of the required and proposed zoning district bulk requirements				
6	Graphic scale.				
7	Signature blocks for Board Chairman, Secretary and Engineer				
8	All plans shall be on standardized sheets of 24" x 36"				
9	Square Footage of tract to the nearest tenth				
10	Revision Box. Current revision date noted when applicable.				
11	Size and location of any existing and proposed structures with setback dimensions				
12	Location and dimensions of any existing streets, curb cuts or driveways to the property				
13	Delineation of any existing or proposed deed restrictions, easements or covenants				
14	Any existing or proposed lands restricted by reason of wetlands or wetlands buffers. Wetlands and buffers shall be shown on the plan with the appropriate NJDEP file number				
15	List of required outside regulatory agency approvals or permits				

Checklist 6
Site Plan Waiver Application (continued)

16	List of variances requested				
17	Property owners of all parcels within 200' identified on the most recent tax map				
18	All existing streets, adjoining uses, structures, driveways, watercourses, floodplains, flood zone, wetlands or other environmentally sensitive areas on and within 200' of the tract				
19	Existing rights-of-way and easements on and within 200' of the tract				
20	Description and extent of wooded areas, specimen trees and other significant natural features				
21	Proposed vehicular and pedestrian circulation				
22	Proposed solid waste and recyclable materials storage				
23	Construction details as required by Residential Site Improvement Standards (RSIS)				
24	Site identification signs, traffic control signs and directional signs				
25	Parking plan showing dimensioned spaces, aisle widths, curb cuts, driveways, ingress and egress				

BOARD FEE SCHEDULE

Per Resolution 03-2014

Application Type *	<u>Application Fee</u> Non-Refundable	<u>Escrow Fee</u> Unused portion refundable
Appeal of Administrative Officer Decision	\$500 **	\$1200
Interpretation of Zoning Map or Ordinance	\$450	\$1200
"c" and/or "d" variance	\$600	\$1500
Informal Review	\$400	\$300
Special Meeting at Applicant's Request	\$575	\$2000
Minor Subdivisions	\$450	\$1200
Major Subdivisions	\$550	\$2000
Site Plan Review	\$550	\$1500
Site Plan Waiver	\$550	\$500
Special Session	\$550	\$3000

* If multiple Application Types are requested, submit the highest applicable Application and Escrow Fees shown in the above table.

Resubmission Fee: \$150

When development plans are classified as Incomplete by the Planning Board Completeness Committee, the applicant shall pay an additional application fee of \$150 when resubmitting revised plans. This fee shall be charged on each resubmission.

Copy of Audio Tape \$10.00 per CD

<u>Copy of Minutes, Decisions,</u>		
<u>Transcripts</u>	\$ 0.05/page	Letter Sized
	\$ 0.07/page	Legal Sized
	Free	if by email

Please make checks payable to Borough of Cape May Point.

** Application fee to be returned if decision of Administrative Officer overturned by the Board.

PROOF OF PAID TAXES

This form must be submitted to the Cape May Point Tax Collector, who will complete it and return it to you. You must then submit the completed form to the Board Secretary *with the application*.

To be completed by Applicant:

Applicant's Name and Address:

Property Owner's Name and Address:

Address of Property Pertaining to Application:

Street Address:

Block & Lot:

Block _____

Lot(s) _____

To be completed by Tax Collector:

All taxes are current and paid through _____, 20____; there are no assessments for local improvements due or delinquent on the above-referenced application property.

Date

Tax Collector

Please be advised that taxes and/or assessments for local improvements are due or delinquent on the above-referenced application property as follows:

Amount due: Taxes \$ _____

Assessments: \$ _____

Date

Tax Collector

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

TAKE NOTICE that on _____, 20____ at _____ PM, a hearing will be conducted before the Planning Board of the Borough of Cape May Point Volunteer Fire Company, 412 Yale Ave., Cape May Point, NJ, and via Zoom or other provided as designated by the board on the appeal or application of the undersigned for a _____ variance or other relief so as to permit:

on the premises located at _____ and designated as Block _____, Lot(s) _____, on the Tax Map of the Borough of Cape May Point.

The section citations and titles of the Borough ordinances for which relief is sought are as follows:

All maps and documents relating to the application may be examined at the Planning Board office located at the Municipal Building, 215 Lighthouse Avenue, Cape May Point. Access to the building and files can be obtained by contacting the Board Secretary at (609) 884-8468 x23.

Any interested party may appear at said hearing and participate therein in accordance with N.J.S.A. 40:55-11.

Applicant's Name(s)

Publication Date

NOTICE OF HEARING TO PROPERTY OWNERS

TO:

PLEASE TAKE NOTICE that the undersigned has filed an application with the Planning Board of the Borough of Cape May Point so as to permit:

The subject property is located at _____, Block _____, Lot(s) _____, on the Tax Map of the Borough of Cape May Point. This notice is sent to you as an owner of property in the immediate vicinity. A public hearing has been scheduled for _____, 20____, at _____ p.m. at the Cape May Point Volunteer Fire Company, 412 Yale Avenue, Cape May Point, N.J and via Zoom or other provided as designated by the board.

Any person or persons affected by this application has an opportunity to appear and to present testimony regarding the granting of the relief sought, the development proposed or the map interpretation.

All maps or documents relating to this application may be examined at the Planning Board office at Borough Hall, 215 Lighthouse Avenue in Cape May Point. Access to the building and files can be obtained by contacting the Board Secretary at (609) 884-8468 x23.

Applicant(s) Name

AFFIDAVIT OF SERVICE AND PUBLICATION

STATE OF NEW JERSEY:

ss.

COUNTY OF CAPE MAY:

Applicant(s) Name: _____

Address of Subject Property: _____

Block: _____ Lot(s) _____

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

1. that he/she resides at _____;
2. that he/she is the applicant or applicant's attorney in this matter in which Cape May Point Planning Board shall conduct a hearing;
3. that he/she on _____, 20____, **at least ten (10) days prior to the hearing**, gave notice to all property owners within 200 feet of the subject property and all other persons whose names appeared on the certified list obtained from the Tax Assessor's Office, Cape May Point, and as listed on the Board's application instructions;
4. that notice was given either by personal service of a notice on the property owner or by sending the notice by certified mail as noted on the attached list of persons served. Certified mail receipts showing the mailing of notice to the interested parties are attached. Acknowledgment of service from persons personally served is attached;
5. that a copy of the notice so served is attached hereto and made a part hereof;
6. that the notice was also published in the official newspaper of the municipality (Cape May Star & Wave) on _____, 20____. Attached hereto and made a part hereof is a Proof of Publication received from the official newspaper of Cape May Point;
7. that also attached hereto and made a part hereof is the original certified list received from the Tax Assessor) of all property owners and other parties to whom notice was required to be sent, showing the names and addresses of the persons served and the lot and block numbers of each person's property as same appears on the current Cape May Point tax duplicate.

NOTE: All of the required proofs must be supplied to the Board Secretary **no less than three (3) business days** prior to the date of the meeting at which the hearing is to be held.

Signature of Applicant

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

Notary Public
My commission expires: _____

Notice of Appeal of Administrative Officer Decision

PLEASE TAKE NOTICE that the undersigned, owner of premises in the Borough of Cape May Point designated on the Borough Tax Map as Block____, Lot(s)____ and commonly known as _____, Cape May Point, NJ 08212 appeals to the Cape May Planning Board from an Order, Determination or Decision of an Administrative Officer made on the ____day of _____, 20____.

The Administrative Officer held that as to the premises located at Block____, Lot _____, commonly known as _____ Cape May Point, NJ 08212, owned by _____ that:

I, the undersigned, do hereby allege error in the Order, determination, or Decision of said Administrative Officer in that:

TAKE FUTHER NOTICE that you are hereby required to immediately transmit to the Secretary of the Planning Board all papers constituting the record upon which the action was taken in accordance with the Rules of the Planning Board and the statute in such case made and provided.

Appellant Signature

Dated:_____

NOTE: The original Notice of Appeal must be served upon the Administrative Officer from whom the Appeal is taken within 20 calendar days from the date of decision/action that is being appeal. One copy should be served upon both the Secretary of the Planning Board and a Borough Clerk.