The Planning Board receives its powers through the Municipal Land Use Law, Chapter 291, Laws of N.J. 1975-40:55D-1 et. Seq. This law allows Municipal Planning Boards to hear applications for **subdivisions** and **site plans only.**

- Citizens have opportunities to comment on the **Master Plan** when it is reviewed periodically by the Planning Board.

- Any **subdivision** or **site plan** application heard by the Planning Board involves **only** a permitted use of the subject parcel.

- Plan Review & Public Hearing Meetings begin promptly at 6:00 pm with a 9:00 pm curfew. All meetings are held at the Municipal Building.

Generally, the Board has no jurisdiction or power to deny an application that fully complies with the zoning ordinance.

Additional information may be obtained from the Planning Board office (732) 364-2500 ext.5238 or kkielt@lakewoodtwpnj.org

DEFINITIONS

The following are some of the terms you may hear at a Planning Board meeting:

1. **Site Plan** – a development plan which shows topography, location of all buildings, structures, roads, rights of way boundaries, etc.
2. **Minor Subdivision** – a subdivision of land for the creation of 4 lots or less.
3. **Major Subdivision** – any subdivision of land creating more than 4 lots.
4. **Variance** – permission to depart from the literal requirements of a zoning ordinance.
5. **Master Plan -** the future plan of the development of a municipality.
6. **Zoning** – a set of regulations and requirements that govern use, placement, spacing and size of buildings and lots within a specific area.
7. **Ordinance** – a law adopted by a municipal body.
8. **Resolution** – an official document, authorized by a Planning Board vote, specifying approval or denial of a development proposal.
9. **Waiver** – (exception) a relaxation of a development standard.

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Planning Department
231 Third Street
Lakewood, NJ 08701

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A CITIZEN'S GUIDE TO LAKEWOOD PLANNING BOARD MEETINGS

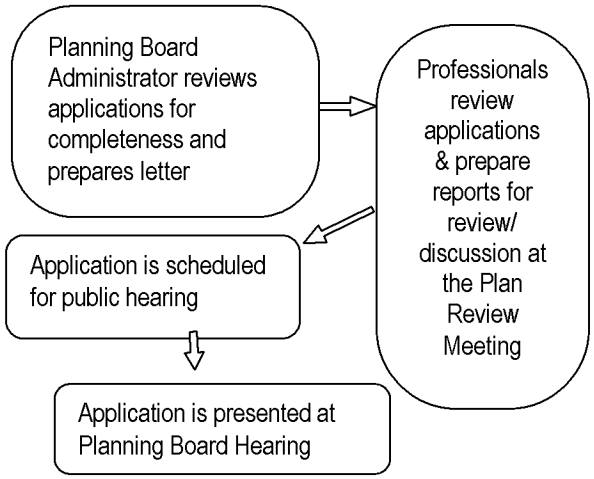
This guide was written to familiarize citizens with Planning Board meeting procedures. Many levels of review and examination go into a development proposal. We hope you will support us as we attempt to make the best decisions possible for Lakewood Township.

THE APPLICATION PROCESS

Upon receipt of an application for development, the Planning Board performs several procedural tasks.

The application process includes reviews by the Board Planner and Board Engineer. In addition, recommendations are received from the Environmental Commission and Shade Tree Commission. The Board may also request recommendations from the Board of Fire Commissioners, Department of Traffic & Safety, or any other agency deemed necessary.

APPLICATION REVIEW



PLAN REVIEW MEETING

At the Plan Review meeting the members, board professionals, applicants and applicants' professionals discuss the applications as set forth on a specific agenda.

- The Planning Board Engineer provides a brief synopsis of the application. In addition, the board engineer and planner provides a brief overview of their reports.
- The applicant and representatives address the issues raised by the Planning Board professionals and other agency reports received.
- The board members and professionals ask questions of the applicant and representatives.
- The public may be present at the plan review meeting, however; public participation is not permitted, unless called upon by the board.
- The application is then placed on the agenda of the next available public hearing.

THE PUBLIC HEARING

To run the meeting in the most efficient manner and to provide the Planning Board and the public with as much information as possible, a specific agenda is followed.

- The Planning Board Engineer provides a brief synopsis of the application. In addition, the board engineer and planner provides a brief overview of their reports.
- The applicant and their representatives address the issues raised by the Planning Board professionals and other agency reports.
- The board members and professionals ask questions of the applicant and representatives.
- The hearing is then opened to the public to ask questions or make comments. Any citizen may speak for him/herself after being sworn in by the Planning Board Attorney. Any citizen may also be represented by an attorney.
- After all public comment is taken, the public hearing is closed and no further public input may be provided.
- The board chairperson will entertain a motion to approve or deny the application. The board will vote on the motion and direct the Board Attorney to prepare a resolution of approval or denial, for adoption at the next public hearing.

THINGS YOU NEED TO KNOW

- The Planning Board does not accept applications dealing with ***USE* variances.** Use variances are sought when the proposed use is not permitted under the zoning ordinance. Such applications are heard ***only*** by the Zoning Board of Adjustment.
- The Planning Board may hear requests for ***BULK* variances** in connection with a subdivision or site plan application. A bulk variance is generally a reduction of a standard concerning lot size, setbacks, coverage or parking.
- By law, the Planning Board is not permitted to accept letters or petitions from residents