

**LAKWOOD TOWNSHIP**  
**SITE PLAN EXEMPTION APPLICATION**

1. **APPLICANT'S NAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
**EMAIL ADDRESS** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_

2. **OWNER'S NAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_

3. **ATTORNEY NAME & ADDRESS** \_\_\_\_\_  
**PHONE NUMBER** \_\_\_\_\_ **FAX NUMBER** \_\_\_\_\_

4. **ENGINEER NAME & ADDRESS** \_\_\_\_\_  
**PHONE NUMBER** \_\_\_\_\_ **FAX NUMBER** \_\_\_\_\_

5. **SITE LOCATION** \_\_\_\_\_  
**BLOCK** \_\_\_\_\_ **LOT** \_\_\_\_\_  
**LOCATION OF NEAREST INTERSECTION** \_\_\_\_\_

6. **BRIEF NARRATIVE OF PROPOSED PROJECT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **PRESENT USE** \_\_\_\_\_

8. **PROPOSED USE** \_\_\_\_\_

9. **PARKING REQUIREMENT**

**HOUSE OF WORSHIP & RELIGIOUS FACILITIES**  
(SF Sanctuary \_\_\_\_\_ see section 18-905.B)

**PUBLIC & PRIVATE SCHOOLS**  
(Classroom \_\_\_\_\_ Office \_\_\_\_\_ see section 18-906.B)

**SPACES REQUIRED** \_\_\_\_\_ **SPACES PROPOSED** \_\_\_\_\_

10. ZONING DATA	ZONE	
PARAMETER	<u>REQUIRED</u>	<u>PROVIDED</u>
LOT AREA	_____	_____
LOT WIDTH	_____	_____
FRONT YARD	_____	_____
SIDE YARD(ONE/BOTH)	_____	_____
REAR YARD	_____	_____
MAX.BLDG. HEIGHT	_____	_____
MAX. BLDG.COVERAGE	_____	_____

**SIGNATURE OF APPLICANT** \_\_\_\_\_

**A - ADMINISTRATIVE DATA**

	<b><u>PREPARER</u></b>	<b><u>P.B.</u></b>
1. APPLICATION FEE		
2. ESCROW FEE		
3. CHANGE OF USE APPLICATION		
4. REAL ESTATE AFFIDAVIT		
5. AFFIDAVIT OF OWNERSHIP		
6. CERTIFICATE OF OWNERSHIP BY APPLICANT		
7. W-9 FORM		
8. ESCROW AGREEMENT		
9. CHECKLIST FOR CHANGE OF USE SITE PLAN		
10. FLOOR PLAN		

**B - GENERAL DATA**

	<b><u>PREPARER</u></b>	<b><u>P.B.</u></b>
1. PLANS TO A SCALE OF NOT LESS THAN 1" = 50 FEET		
2. PLANS SHALL BE PREPARED BY AN ARCHITECT, ENGINEER, OR LAND SURVEYOR		
3. BEARING & DISTANCE IN FEET OF OUTBOUND		
4. KEY MAP SHOWING LOCATION OF TRACT		
5. TITLE BLOCK CONTAINING NAME OF PREPARER, LOT & BLOCK #'S, TAX MAP SHEET #, DATE PREPARED, & DATE OF ALL REVISIONS		
6. NORTH ARROW		
7. SIGNATURE BLOCK		
8. ADJACENT BLOCK, LOTS & OWNERS		
9. ZONING DISTRICT OF PARCEL, SCHEDULE OF REQUIRE- MENTS REQUIRED VS. PROPOSED * A NOTATION SHOULD BE PLACED ON ALL VARIANCE REQUESTS		
10. MINIMUM BUILDING SETBACK LINES		

# CHANGE OF USE SITE PLAN CHECKLIST

	<u>PREPARER</u>	<u>P.B.</u>
11. GENERAL NOTES INDICATING THE FOLLOWING:		
⇒ PREMISES KNOWN & DESIGNATED AS		
⇒ NAME & ADDRESS OF OWNER & APPLICANT		
⇒ AREA OF ENTIRE TRACT		
⇒ EXISTING USE		
⇒ PROPOSED USE		
⇒ METHOD OF WATER & SEWER SERVICE		
⇒ EFFECTS OF PROPOSED IMPROVEMENTS TO EXISTING ON / OFF SITE STORMWATER FACILITIES		
⇒ METHOD OF REFUSE REMOVAL, i.e. PRIVATE CARRIER, MUNICIPAL, CONTAINER TYPE, i.e. DUMPSTER, ROBO CANS, ETC.		
⇒ STATEMENT REGARDING ANY GRADING REQ'D		
⇒ BRIEF NARRATIVE OF PROPOSED PROJECT		
12. ENVIRONMENTAL CONCERNS, i.e. WETLANDS, ETC.		
13 EXISTING WOODS LINE & PROPOSED LIMIT OF CLEAR		

## C - MAPPING/TECHNICAL DATA

	<u>PREPARER</u>	<u>P.B.</u>
1. LOCATION OF BUFFERS		
2. BUS DROP OFF/PICK UP		
3. CIRCULATION		
4. PARKING AREAS, DIMENSIONS OF STALLS, AISLES, HANDICAP SPACES, SURFACE i.e. GRAVEL, PAVEMENT, ETC.		
5. PARKING TABULATION, NUMBER OF SPACES REQUIRED VS. PROPOSED		
6. LOCATION OF SIGNS (DETAILS IF REQUIRED)		
7. LOCATION OF PLAYGROUND/ACTIVITY AREA (DETAILS IF REQUIRED)		
8. LOCATION OF ALL STRUCTURES & MAN MADE FEATURES ON SITE		
9. LOCATION OF EXISTING/PROPOSED TRAILERS		
10. LOCATION OF PROPOSED/EXISTING WALKWAYS		
11. FOR HOUSE OF WORSHIP SITE PLANS (SEE SECTION 18-905 FOR INFORMATION REQUIRED)		
12. FOR PUBLIC & PRIVATE SCHOOLS (SEE SECTION 18-906 FOR INFORMATION REQUIERD)		
13. LANDSCAPE & LIGHTING		

# CHANGE OF USE SITE PLAN CHECKLIST

	<u>PREPARER</u>	<u>P.B.</u>
14. TOPOGRAPHY & PROPOSED GRADING		
15. LOCATION OF DUMPSTERS, ETC.		

APPLICATION FEE = \$250.00  
ESCROW FEE = \$1,900.00

CHECKLIST PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## ARTICLE VI SUBDIVISION AND SITE PLANS

### **18-600 General Requirements**

No development shall take place within the Township nor shall any land be significantly cleared or altered, nor any use or change in the use of any building or other structure nor shall any watercourse be diverted or its channel or floodplain dredged or filled, nor shall any parking areas, accessory or otherwise, or access ways thereto, be constructed, installed or enlarged, nor shall any building permit, certificate of occupancy or other required permit be issued with respect to any such structure, land or parking area, except in accordance with an approval of such development granted pursuant to this Section, unless exempted in Section 18-601 and related subsections.

### **18-601 Exceptions to Application Requirements**

The rules, regulations and standards set forth in this Section shall be considered the minimum requirements for the protection of the public health, safety and welfare of the citizens of the Township. However, if the applicant can clearly demonstrate that, because peculiar conditions pertaining to the subject parcel, the literal enforcement of this Section is impracticable or will exact undue hardship, the Planning Board may permit such exemption(s) and waiver(s) as may be reasonable within the general purpose and intent of the rules, regulations and standards established by this Section.

#### **18-601.01 Subdivision Exceptions:**

- A. A building permit or certificate of occupancy may be issued if all improvements have been installed or completed except the finish course of the road and the Township Engineer warrants that completion of the road is in the Township's interest after the subdivider has completed construction of dwellings and structures. The maintenance guaranty required shall not begin until the finish course has been installed.
- B. The Construction Official may also authorize the issuance of a temporary certificate of occupancy if the following improvements have been bonded but not yet installed: landscaping, sidewalks, other similar improvements.

- C. The Planning/Zoning Board when acting upon an application which includes provisions for low and moderate income housing, shall waive those portions of the design standards which create barriers to the construction of low or moderate income housing and which are not necessary to protect public health and safety.
- D. The following shall not be considered subdivisions within the meaning of this act, if no new streets are created:
1. Divisions of land found by the Planning Board, or Subdivision Committee thereof appointed by the Chairman, to be for agricultural purposes where all resulting parcels are five (5) acres or larger in size;
  2. Divisions of property by testamentary or intestate provisions;
  3. Divisions of property upon court order; and,
  4. Conveyances so as to combine existing lots by deed or other instrument.
  5. The conveyance of one or more adjoining lots, tracts or parcels of land, owned by the same person or persons and all of which are found and certified by the administrative officer to conform to the requirements of the municipal development regulations and are shown and designated as separate lots, tracts or parcels on the tax map or atlas of the municipality.

**18-601.02 Site Plan Exceptions:**

- A. Single or two (2) family dwelling(s) including accessory uses and/or structures permitted as of right under applicable zoning districts, but this shall not limit the requirements for submission and approval of subdivision plats as otherwise required by Township ordinances.
- B. Provided the change of use is not a change from a residential use to a nonresidential use or the addition to a residential lot of a nonresidential accessory use, the change of one permitted use to another permitted use, or the addition of a permitted accessory use shall be exempt from the site plan application requirements of this chapter provided that the change of use does not require any variances.

The change of a residential use to a nonresidential use shall specifically not be exempt from the site plan requirements of this chapter and any such change of use shall require the submission of a change of use application. The change of use application shall be submitted to the Zoning Officer. If the Zoning Officer determines that the requested change of use is from a residential to nonresidential use, then the applicant must submit the following to the Planning Board for administrative review:

1. A copy of the site plan;
2. An executed Site Plan Exemption Checklist, together with all the items listed in Section A "Administrative Data" of the Site Plan Exemption Checklist;
3. An application fee of two hundred fifty (\$250.00) dollars; and
4. An escrow fee of one thousand nine hundred (\$1,900.00) dollars.

The Planning Board Engineer will review the Site Plan Exemption Checklist to determine whether the application should be exempt from the full site plan review and approval process.

If the Planning Board Engineer determines that the application is exempt, the Planning Board will hold a hearing to give all property owners within two hundred (200) feet the opportunity to comment on the application. The applicant shall notify all property owners within two hundred (200) feet of the date of the hearing and the nature of the application.

If the Planning Board Engineer determines that the application is not exempt then the applicant will be required to apply to the Planning Board for formal site plan approval.

- C. An addition of not more than one thousand five hundred (1,500) square feet to a previously approved site plan or minor site plan improvements and which meets the following requirements:
  1. The use must be a permitted use.
  2. The addition does not result in a variance from the parking requirements of this chapter.

3. There shall be no intrusion into any buffer area designated for that purpose on a previously approved site plan or as required by this chapter.
  4. There shall be no substantial alterations of the existing drainage involving construction of new facilities, new grading or construction to be performed which would substantially change the path, direction of quantity of surface water flow except as may be approved by the Township Engineer.
  5. The work involved shall not negate any condition of a previously approved site plan as created by the approving Board except as set forth above.
  6. The proposed addition or alteration shall not violate any zoning ordinance requirements. The Administrative Officer may grant an administrative site plan approval to an applicant when there exists on the subject property preexisting conditions which would ordinarily require variances, so long as the addition or alteration sought does not itself violate any zoning ordinance or create the need for additional variances.
  7. Other approvals and permits required by law or regulation shall be obtained and copies submitted to the Administrative Officer.
  8. The property maintenance code and all other applicable ordinances of the Township of Lakewood shall be fully adhered to.
- D. Accessory buildings that are four hundred (400) square feet or less, on commercial properties, provided that the accessory building meets all setback, height and impervious lot coverage requirements; and the building will not be used to store hazardous materials as regulated by the NJDEP for commercial and industrial land uses.
- E. Customary agricultural buildings such as barns, silos, storage sheds and related structures on an approved farm.



- F. Normal maintenance or replacement such as a new roof, painting, new siding or similar activity.
- G. Temporary construction and/or temporary sales trailers if designed in accordance with Section 18-819.
- H. All Sukkah and similar temporary structures used for religious purposes. (Ord. No. 2010-54)

### **18-602 Procedure for Approval**

All subdivisions and/or site plans other than those exempted in Section 18-601 and related subsections, shall be formally reviewed except as noted herein in two stages, preliminary and final. Preliminary and final approval may be requested simultaneously or as individual applications.

At the request of the developer, the Planning Board shall grant an informal review of a concept plan for a development for which the developer intends to prepare and submit an application for development. The amount of any fees for such an informal review shall be a credit toward fees for review of an application for development. The developer shall not be bound by any concept plan for which review is requested, and the Planning Board shall not be bound by any such review.

This section is adopted pursuant to the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) and subsequent amendments and supplements thereto in order to establish rules, regulations, standards and procedures for approval of all development other than those which are exempted in Section 18-601 and related subsections.

- A. Preserve existing natural resources and give proper consideration to the physical constraints of the land.
- B. Provide for safe and efficient vehicular and pedestrian circulation.
- C. Provide for screening, landscaping, signing and lighting.
- D. Ensure efficient, safe and aesthetic land development.
- E. Provide for compliance with appropriate design standards to ensure adequate light and air, proper building arrangements, and minimum adverse effect on surrounding property.

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