

## **CITY OF WILDWOOD**

### **INSTRUCTIONS FOR APPLICATION TO THE PLANNING AND ZONING BOARD**

1. Application for development shall be filed with the Planning and Zoning Board, pursuant to these instructions as hereinafter set forth, in those cases and under those circumstances where the Planning and Zoning Board has the power to hear the particular application for development. Application shall be made upon the forms supplied by the board which can be obtained from the board secretary. All information required by the official checklist, a copy of which will be given to applicant, shall be supplied.
2. The applicant shall file with the board, original and 20 copies of the application and checklist, together with a like number of supporting documents submitted with the application. Forms dealing with service and proof of service shall be filed in triplicate after the application has been deemed complete.
3. When the application and all checklist items have been completed and filed with the board secretary, together with the appropriate fee (fee schedule attached) certification from the tax collector that taxes have been paid, along with proof of payment for water, sewer and any fire inspection fees and the application has been deemed complete, the applicant will be notified of the date of hearing. If the applicant is a corporation, the must be represented by an attorney.
4. The applicant shall give notice , at least 10 days prior to the date of the hearing, as follows:
  - a. Public notice shall be made by publication in The Press of Atlantic City as a legal advertisement. Proof of such publication, in the form of an affidavit to be obtained from the Board secretary, shall be submitted to the board as hereinafter set forth.
  - b. Notice shall be given to the owners of all real property, as shown in the current tax duplicate or duplicates, located in the State and within 200' in all directions of the property which is the subject of such hearing and whether located within or without the municipality in which applicant's land is located. The list should be obtained in the City's Tax Assessor's office. This requirement is deemed to have been satisfied when condominiums or horizontal property regimes are within 200' of applicant's property by making service in the following manner:
    - (1) If the applicant's property abuts a condominium and the owner of any unit within 200' of the applicant's property and said unit has a unit above or below it, by giving notice to the condominium association.
    - (2) If the applicant's property abuts a horizontal property regime and an apartment of the co-owner is within 200' of the applicant's property and such apartment has an apartment above or below it, by giving notice to the horizontal property regime.
    - (3) If the applicant is the owner of a condominium unit or co-owners within 200' of the unit or apartment owner or co-owned by the applicant. Names and addresses of such property owners located within the City of Wildwood may be procured by making written request to the Tax Assessor. A fee will be charged.

Names and addresses of such property owners located within the City of Wildwood may be procured by making written request to the Tax Assessor. A Fee will be charged.

- a. serving a copy thereof on the owner, as shown on the said current tax duplicate, or his agenda in charge of the property, or
- b. mailing a copy thereof by certified mail to the property owner at his address as shown on the said current tax duplicate. A return receipt is not required. Notice to a partnership owner may be made by service upon any partner. Notice to a corporate owner may be made by service upon its president, vice-president, secretary or other person authorized, by appointment or by law, to accept service on behalf of the corporation.  
Where a condominium association, horizontal property regime, Community trust or homeowner's association owns grass, landscaped areas or driveways, parking lots, recreational facilities, etc., which are common elements or areas that are within 200' of the property which is the subject of a hearing, notice may be made in the same manner as a corporation, without further notice to unit owners, co-owners or homeowners on account of such common elements or areas.
- c. Notice of all hearings on applications for development involving property located within 200' of an adjoining municipality, which notice shall be in addition to the notice required to be given to the owners of lands in such adjoining municipality which are located within 200' of the subject premises.
- d. Notice shall be given by personal service or certified mail to the County Planning Board on an application for development of property adjacent to an existing county road or proposed road shown on the official county map or on the county master plan, adjoining county land or situated within 200' of a municipality boundary.
- e. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a state highway.
- f. Notice shall be given by personal service or certified mail to the Director of the Division of State and Regional Planning in the Department of Community Affairs of a hearing on an application for development of property which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk pursuant to N.J.S. 40:55D-10(b).

**CITY OF WILDWOOD**  
4400 New Jersey Avenue  
Wildwood, New Jersey 08260

**PLANNING AND ZONING APPLICATION**

*The original application with supporting documentation must be filed with the Office of the Board Secretary and MUST be delivered to the professionals for review at least 20 business days prior to the meeting at which the applicant wishes to be considered.*

**This section to be completed by Board Secretary:**

Date Filed: \_\_\_\_\_ Application #: \_\_\_\_\_  
Application Fee: \_\_\_\_\_ Escrow Fees: \_\_\_\_\_  
Date of Work Session: \_\_\_\_\_ Public Hearing: \_\_\_\_\_

**This section to be completed by Applicant:**

**1. Subject Property**

Location: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Lot Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Total Area: \_\_\_\_\_  
Zoning District: \_\_\_\_\_

**2. Applicant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Applicant is a Corporation: Partnership: \_\_\_\_\_ Individual: \_\_\_\_\_

**3. Disclosure Statement:**

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48-2, that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.

Attach extra pages is applicable to comply.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_

**4. If owner is other than the applicant, provide the following information on the owner(s)**

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

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

Phone No: \_\_\_\_\_

**5. Property Information:**

Restrictions, covenants, easements, association by-laws, existing or proposed on property:

Yes (attach copies)                      No                      Proposed

*Note: All deed restrictions, covenants, easements, association by-laws, existing and proposed MUST be submitted for review and MUST be written in easily understandable English in order to be approved.*

Present use of the premises: \_\_\_\_\_

\_\_\_\_\_

**6. Applicant's Attorney:**

Name: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**7. Applicant's Engineer:**

Name: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**8. Applicant's Planning Consultant**

Name: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**9. Applicant's Traffic Engineer**

Name: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**10. List any other Expert who will submit a report or who will testify for Applicant. (Attach additional names, if necessary)**

Name: \_\_\_\_\_

Field of Expertise: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**11. Application Represents a Request for the following:**

**SUBDIVISION:**

Minor Subdivision Approval \_\_\_\_\_

(Preliminary) Subdivision Approval \_\_\_\_\_

(Final) Subdivision Approval \_\_\_\_\_

Number of lots to be created \_\_\_\_\_

Number of proposed dwelling units \_\_\_\_\_

**SITE PLAN:**

Minor Site Plan Approval \_\_\_\_\_  
Preliminary Site Plan Approval \_\_\_\_\_ (Phases if applicable) \_\_\_\_\_  
Final Site Plan Approval \_\_\_\_\_ (Phases is applicable) \_\_\_\_\_  
Area to be disturbed (square feet) \_\_\_\_\_  
Total number of proposed dwelling units \_\_\_\_\_  
Request for Waiver from Site Plan Review and approval \_\_\_\_\_  
Reason for request: \_\_\_\_\_  
\_\_\_\_\_

Informal Review \_\_\_\_\_  
Appeal decision of an Administrative Officer (N.J.S. 40:55D-70a) \_\_\_\_\_  
Map or Ordinance Interpretation of Special Question (N.J.S. 40:55D-70b) \_\_\_\_\_  
Variance Relief (hardship) (N.J.S. 40:55D-70c(1)) \_\_\_\_\_  
Variance Relief (substantial benefit) (N.J.S. 40:55D-70c(2)) \_\_\_\_\_  
Variance Relief (use) (N.J.S. 40:55D-70d) \_\_\_\_\_  
Conditional Use Approval (N.J.S. 40:55D-67) \_\_\_\_\_  
Direct issuance of a permit for a structure in bed of a mapped street, public drainage way or flood control basin (N.J.S. 40:55D-34) \_\_\_\_\_  
Direct issuance of a permit for a lot lacking street frontage (N.J.S. 40:55D-35) \_\_\_\_\_

12. Section(s) if Ordinance from which variance is requested. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Waivers requested of development standards and/or submission requirements. (attach additional pages as needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The notice must specify the Sections of the Ordinance from which relief is sought, if applicable. The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the administrative officer for the hearing.

15. Explain, in detail, the exact nature of the application and the changes to be made at the premises: (attach pages if needed) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? \_\_\_\_\_

17. Are any off-tract improvements required or proposed? \_\_\_\_\_  
\_\_\_\_\_

18. Is the subdivision to be filed by Deed or Plat? \_\_\_\_\_

**19. Other Approvals which may be required and date plans submitted:**

	Yes	No	Date Plans Submitted
Cape May County Municipal Utilities Authority	_____	_____	_____
Cape May County Health Department	_____	_____	_____
Cape May County Planning Board	_____	_____	_____
New Jersey Department of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
NJ Department of Transportation	_____	_____	_____

**20.** Certification from the Tax Collector that all taxes due on the subject property have been paid, along with water, sewer and fire fees, if applicable.

**21.** List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing). It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the board secretary, The documentation must be received by the professional staff at least ten (10) business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

Quantity	Description of Item
_____	_____
_____	_____

**22.** The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals.

Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

	Reports Requested
Attorney _____	_____
Engineer _____	_____
Other _____	_____

**23. Affidavit of Ownership and Certification** (as applicable)

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporation applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.

Sworn to and subscribed before me this \_\_\_\_\_ day \_\_\_\_\_ of 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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

I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.

Sworn to and subscribed before me this \_\_\_\_\_ day \_\_\_\_\_ of 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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

**24.** I certify that I am the Owner of the property which is the subject of this application, that U have authorized the applicant to make this application and that I agree to be bound by the application, the application, the representations made and the decision in the same manner as if I were the applicant. (If the owner is a corporation, this must be signed by an authorized corporate officer. If the owner is a partnership this must be signed by a general partner).

Sworn to and subscribed before me this \_\_\_\_\_ day \_\_\_\_\_ of 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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

**25.** I understand that the initial sum of \$\_\_\_\_\_ has been deposited in an escrow account (Builder’s Trust Account). In accordance with the Ordinances of the City of Wildwood, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days. I further understand that all escrow charges which are due and owing shall become a lien on the premises, and shall remain so until paid.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OR OWNER OR AGENT

## Professional Staff

**Board Secretary** – Kate Dunn  
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