



MONARCH
SURVEYING & ENGINEERING

March 6, 2020

Land Use Board for the
Borough of Pitman
110 South Broadway
Pitman, New Jersey 08071
Attn: Ms. Susan Weaver, Coordinator

Re: *Proposed Minor Subdivision Application*
Lot 11 * Block 146 * Plate 9
No. 594 East Holly Avenue (CR 687)
Pitman Boro., Gloucester County, New Jersey

Dear Ms. Weaver:

On behalf of our Client, please accept the attached *Application for Minor Subdivision* and supporting documents prepared as part of a proposed minor subdivision application for consideration before the Pitman Borough Land Use Board, for above-referenced project site. As required for the submission of the noted application, please find the following:

1. Two (2) copies of the completed *Minor Subdivision Checklist* reviewed for the above-noted project site/application;
2. Two (2) copies of the completed *Application for Minor Subdivision* prepared for the above-noted project site/application;
3. Two (2) copies of the completed *Escrow Agreement* prepared as part of the above-noted project site/application;
4. Copy of the *Proof of Taxes Current* prepared as part of the above-noted project site/application;
5. Eight (8) copies of the *Plan of Minor Subdivision* prepared as part of the above-noted project site/application;
6. Eight (8) copies of the *Project Narrative*, along with copy of a waiver from the Borough of Pitman Public Works Department, in regards to sanitary sewer connection, prepared for the project application; and
7. Two (2) checks: one (1) check for Three Hundred Dollars (\$ 300.00) for the requisite *Application Fee(s)*; and one (1) check for One Thousand Five Hundred Dollars (\$ 1,500.00) for the requisite *Escrow/Review Fees*.

Please take a moment to review and distribute as the Applicant is requesting to present the noted application before the Pitman Borough Land Use Board/Planning Board at the next available hearing date. Please contact our office, at a minimum, or contact the Applicant for the project as noted on the Application documents so that the proper noticing requirements of the application can be forwarded accordingly, as we look forward to our opportunity to present the Application before the Board.

Thank you for your time and attention to this matter. If you should have any questions or require any addition information, please do not hesitate to contact, our Office, at (856) 582-8200.

Sincerely Yours,

Monarch Surveying & Engineering, LLC

A handwritten signature in black ink, appearing to read 'Bruce R. McKenna', with a long horizontal flourish extending to the right.

Bruce R. McKenna, PE, PLS, PP
Project Manager

cc: File

AVIS BUILDERS LLC
1184 WASHINGTON AVE
FRANKLINVILLE, NJ 08322-2826

1261

55-7600312
137

DATE 03/09/20



PAY
TO THE
ORDER OF

Boo of Pitman \$ 300.00 ^{00/100}

DOLLARS



PNC Bank, N.A. (66)

FOR Sub Division

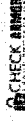
⑆001261⑆ ⑆031207607⑆ 8067040126⑆

AVIS BUILDERS LLC
1184 WASHINGTON AVE
FRANKLINVILLE, NJ 08322-2826

1262

55-7600312
137

DATE 03/09/20



PAY
TO THE
ORDER OF

Boo of Pitman \$ 1500.00 ^{00/100}

DOLLARS



PNC Bank, N.A. (66)

FOR Pitman subdivision

⑆001262⑆ ⑆031207607⑆ 8067040126⑆

Date Issued _____

BOROUGH OF PITMAN

MINOR SUBDIVISION CHECK LIST

AND INSTRUCTIONS TO APPLICANT

The following marked by a bracket shall constitute the check list required under N.J.S.A. 40:55D-10.3 for determining when the application is complete for the purpose of commencing the applicable time period for action by the Planning Board or Zoning Board of Adjustment in accord with the review procedure:

Applicant shall request an application form from the Zoning Officer.

14-6.3 Plan Requirements. The submittal shall include six copies of a plan, based on tax map information or other similarly accurate base, at a scale which will permit the entire tract to be shown on one sheet of paper, and showing the following information:

- a. The limits and dimensions of the tract to be subdivided and its identifying numbers on the borough tax map.
- b. All existing abutting streets, with rights-of-way widths clearly indicated.
- c. The proposed lot lines, with dimensions, as well as any lot lines to be eliminated.
- d. The location and dimensions, where applicable, of existing buildings, easements, streams and drainage ditches on the tract.

14-6.4 Procedure. Two application forms and six copies of the plan shall be submitted to the Zoning Officer no less than two weeks previous to a meeting of the Planning Board at which the plans shall be considered. The Zoning Officer shall, within 24 hours transmit all copies of the application and plans to the Subdivision Committee. The Subdivision Committee shall thereupon review the application and plans, and if in order, instruct the Zoning Officer to forward five copies of the plan to the County Planning Board. Upon return of the plans, bearing the approval of the County Planning Board the members of the subdivision committee shall indicate their approval or disapproval on the application form, and make their recommendations at the next meeting of the planning board as to action to be taken. When approved by the planning board, a certification to that effect, signed by the chairman and the secretary of the planning board shall be placed on the application form and all copies of the plan, and distribution shall be made as follows: One copy of the plan to each of the following:

- a. Applicant
- b. Borough Engineer
- c. Tax Assessor
- d. Borough Clerk

Payment of Taxes. No Application shall be considered unless there shall first have been submitted proof of payment of all current Pitman Municipal taxes, water and sewer charges for the lands and premises involved in said application.

BOROUGH OF PITMAN
APPLICATION FOR MINOR SUBDIVISION

APPLICATION NO. _____

DATE _____

STREET 594 East Holly Avenue TAX MAP PLATE Plate 9 BLOCK 146 LOT 11

Application is hereby made for approval of a proposed subdivision of the above property, which qualifies as a Minor Subdivision by having the following characteristics:

- (a) The entire tract is not divided into more than five lots.
- (b) Each lot can be served by the existing sewer and water systems.
- (c) Each lot has a frontage on a street or streets of adequate actual or proposed right of way width as defined in Section 14-9 of the Borough Subdivision Ordinance, and suitably improved in accordance with Borough standards.
- (d) No new street paving is required.
- (e) None of the lots is intended for further subdivision.

Submitted herewith are six copies of a plan drawn to scale, showing the boundary dimensions of the tract, and of the proposed lots, the actual right-of-way widths of abutting streets, and the location of all existing buildings on the tract.

Applicant will arrange to have plan of the subdivision recorded within 190 days from the date of approval, according to law.

Additional information _____

Property Owner Avis Builders, LLC

Address 1184 Washington Ave., Franklinville NJ 08322

Fee \$ \$300 + \$1500 = \$1800 Received _____ By _____

Referred to County Planning Board _____ Returned approved _____

Action of Subdivision Committee:
Signature _____ Yes or No _____

APPROVED BY BOROUGH OF PITMAN
Under Section 14-6 of rules and regulations governing the subdivision of land.

Date: _____

Chairman, Planning Board

Borough Clerk

Copy of approved plan sent : Applicant _____ Borough Engineer _____

Rev. 11-1-73 Tax Assessor _____ Borough Clerk _____

ESCROW AGREEMENT

THIS AGREEMENT (the "Agreement") is entered into this _____ day of _____, 20__ by and between the COMBINED PLANNING/ZONING BOARD OF THE BOROUGH OF PITMAN (the "board"), the BOROUGH OF PITMAN (the "Borough") and _____ Greg Avis (Applicant) _____ (the "Applicant").

1. **PURPOSE.** The board authorizes its' professional staff to review, inspect, report to the Board, and study all plans, documents, statements, improvements and provisions submitted by, or made by, the Applicant to the Board or pursuant to relief granted to the Applicant by the Board. The Board is entitle to reimbursement from an Applicant for all reasonable costs/fees incurred by Applicants in accordance with N.J.S.A 40:55D-8, and N.J.S.A. 40:55D-53 et seq. Of the New Jersey Municipal Land Use Law ("MLUL").
2. **ESCROW ESTABLISHED.** The Board, Borough and Applicant, is accordance with the provisions of this Agreement, hereby create an escrow deposit account to be established with the designated financial office of the Borough of Pitman.
3. **ESCROW FUNDED.** The Applicant, by execution of this Agreement, shall pay to the Borough to be deposited in the depository referred to in paragraph 2 immediately above, such sums as required by the applicable Borough Ordinances governing the same.
4. **INCREASE IN ESCROW AMOUNT DEPOSITED.** If, during the existence of this escrow Agreement, the funds deposited into said escrow account are insufficient to cover any voucher or bill submitted by the Board's professional staff, Applicant shall, within fourteen (14) days of receipt of a notice from the Board or the Borough that a deficiency in the Applicant's escrow exists, provide such funding as required to the fund the existing deficit as well as to pay for projected costs and fees associated with ongoing professionals reviews, inspections, etc., pursuant to applicable Borough ordinances governing the same, as well as the MLUL (specifically, N.J.S.A. 40:55D-53.1 and 53.2). Interest earned on such escrow deposits, if the amount of such interest exceeds \$ 100.00, shall, if any, be paid to the Applicant in accordance with section 53.1 of the MLUL.
5. **DISPUTES AND APPEALS.** Should any disputes arise by and between the Applicant and the Borough and/or the Board with respect to either the funding of, or payment from, the escrow deposit account established herein, then the settlement of any and all disputes, including any appeals from any decisions made by the Borough and/or the Broad regarding such escrow deposit accounts, shall be made as called for by the applicable ordinance of the Borough of Pitman and the provisions of the MLUL, specifically N.J.S.A. 40:55D-53.2.a.

6. **COLLECTION OF DELINQUENT ESCROW BALANCES.** Should the Applicant fail to adequately and on a timely basis fail to fund its escrow deposit account so that the payment of all necessary and reasonable fees of the Board's professionals can be made in accordance with law, then the Borough and/or the Board shall be entitled to pursue all remedies available at either law or in equity, including but not limited to all amounts due, reasonable attorney's fees incurred in the collection of such amounts due, and simple interest at a rate of 18% per annum on all sums unpaid, beginning from 30 days after the Applicant received notice of such deficiencies, if permitted by law. The Borough and/or the Board shall be permitted to place a lien against any and all properties within the Borough owned by the Applicant until such time as all sums due and owed have been paid. The Borough shall also have the right to withhold and/or suspend any building permits, the conduct of construction inspections, the issuance of certificates of occupancy, and other actions, unless and until all escrow deficiencies have been satisfied by the Applicant.

7.

Date: 03/03/20

Sworn and Subscribed Before me this
3 Day of March, 2020.


NOTARY PUBLIC


SIGNATURE OF APPLICANT

Greg Avis
Name of Applicant- Please Print

Gabrielle M Tolbert
Notary Public
New Jersey
My Commission Expires 10-13-2021
No. 50047626

Date: _____

BOROUGH OF PITMAN

Date: _____

BOROUGH OF PITMAN
COMBINED PLANNING/ZONING
BOARD OF ADJUSTMENT

BOROUGH OF PITMAN PLANNING/ ZONING FEE SCHEDULE

MINOR SUBDIVISION

APPLICATION FEE (NON-REFUNDABLE) \$300.00
ESCROW \$1,500.00 (5 LOTS OR LESS)

MAJOR SUBDIVISION APPLICATION FEES (NON-REFUNDABLE)

PRELIMINARY APPLICATION FEE \$500.00
FINAL OR PRELIMINARY/FINAL \$300.00
AMENDED PRELIMINARY OR FINAL \$300.00

ESCROW

PRELIMINARY \$5,000.00 + \$300.00/LOT
FINAL MAJOR SUBDIVISION \$3,000.00
AMENDED PRELIMINARY \$3,000.00

SITE PLAN REVIEW

APPLICATION FEES (NON-REFUNDABLE) \$500.00
REVIEW FOR C1 (NOT INVOLVING OFF-STREET PARKING) \$300.00
AMENDED \$300.00
NEW USE WAIVER \$200.00

ESCROW

SITE PLAN REVIEW \$3,000.00
REVIEW FOR C1 (NOT INVOLVING OFF-STREET PARKING) \$1,500.00
AMENDED \$1,500.00

USE VARIANCE

APPLICATION FEE (NON-REFUNDABLE) \$300.00
ESCROW \$1,500.00

CONDITIONAL USE

APPLICATION FEE (NON-REFUNDABLE) \$300.00
ESCROW \$1,500.00

BULK VARIANCE

APPLICATION FEE (NON-REFUNDABLE) \$150.00
ESCROW \$1,000.00

APPEALS/INTERPRETATIONS

APPLICATION FEE (NON-REFUNDABLE) \$300.00
ESCROW \$1,500.00

NEW JERSEY MUNICIPAL LAND USE LAW

Chapter 291 Laws of 1975
N.J.S.A. 40:55D-39E

Pursuant to the provisions of the above-captioned laws, every application for development submitted to the Planning Board or Zoning Board of Adjustment shall be accompanied by proof that no taxes or assessments are delinquent on said property, any approvals or releases granted by either the Planning Board or the Zoning Board of Adjustment shall be conditioned upon either the prompt payment of such taxes--assessments or the making of adequate provisions for the payment thereof in such manner to make the municipality adequately protected.

TO BE COMPLETED BY BOARD SECRETARY

BLOCK 146 LOT 11 ADDITIONAL LOTS N/A

REMARKS No. 594 EAST HOLLY AVENUE

TO BE COMPLETED BY TAX OFFICE

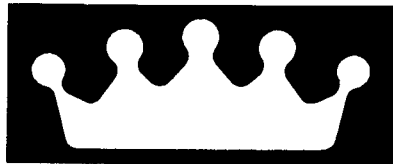
ASSESSED TO _____

YEAR _____ QUARTER TAXES DUE _____ AMOUNT \$ _____

STATUS OF PAYMENT ON TAXES DUE _____

SIGNATURE OF APPLICANT

SIGNATURE OF TAX OFFICIAL



MONARCH
SURVEYING & ENGINEERING

PROJECT NARRATIVE

On behalf of our Client, Monarch Surveying & Engineering, LLC has prepared the attached *Plan of Minor Subdivision* as part of a completed *Application for Minor Subdivision* for consideration by the Land Use Board/Planning Board for the above-noted project site. Being known as Lot 11, Block 146, the application is to allow for the creation of a new building lot for the construction of a new residential dwelling and grant the requested bulk variance(s) of the Code of Pitman Borough, as to possible lot non-conformity, for minimum lot width, at the building line.

The tract is located within Residence (RA) zoning district of the Borough of Pitman, and the associated 'c' variance is being requested of the requirements as outlined in §35-4.2 of the Code of Pitman Borough, to allow for a proposed lot width of ± 41.1 ft., along the right-of-way of East Holly Avenue (CR 687), whereas a minimum lot width of 75 ft. is required, and any other variances or waivers deemed necessary and appropriate by the Board.

It should be noted that due to the unique size and configuration of the existing tract, the proposed residential building/dwelling can be situated to the rear of the lot, where more than sufficient lot area is available to accommodate the proposed dwelling, along with any associated site improvements, such as driveways and onsite sewage disposal system. The remainder lot and existing dwelling will result in a conforming lot under the noted Code and will not require any variance(s), etc. for the application.

Should the project move forward and a formal application be considered by the Board, the relevant proofs and/or testimony will be provided at that time as to the validity and soundness of the necessary and required variances.



Borough of Pitman
Department of Public Works

599 Elwood Ave
Pitman, New Jersey 08071

Phone: 856-589-1040
Fax: 856-589-7797
Email: ppw@pitman.org

11/20/19

Re: Sewer Connection
594 East Holly Ave
Pitman, NJ 08071

To whom it may concern,

This letter is in regards to the above addresses request for sewer connection into Pitman's sewer system infrastructure. Unfortunately, Pitman's sewer system isn't available for connection in front of the home. This property will need to seek other alternatives for sewer collection. Please contact me with any additional questions.

Sincerely,

Matthew Paden
Pitman Water and Sewer Division
Water and Sewer Licensed Operator
586-589-1040
Matt.paden@pitman.org