



# City of Ventnor City

City Hall  
6201 Atlantic Avenue  
Ventnor City, New Jersey 08406

Information can be found on City Website: [www.ventnorcity.org](http://www.ventnorcity.org)

Meetings held in Municipal Court Room at 6:30 pm on specified dates

## **Application for Planning Boards**

- I. Applications and drawings shall be delivered to the Planning Board Office
  - a. All items must be collated and stapled in chronological order
- II. Two complete sets of applications with all supporting paperwork shall be submitted to the Planning Board Office
  - a. Applications must include all items on the attached checklist
  - b. Applications must include Application Fee and Escrow fee at time of application
    - i. Application and Escrow fees will be paid by separate checks made payable to the **CITY of VENTNOR.**
- III. Applications must be reviewed by the City Engineer and deemed **COMPLETE** before it may be placed on a meeting's agenda.
  - a. Initial applications must be submitted no later than **six(6) weeks** prior to a meeting
  - b. The final **COMPLETE** application must be approved by the Engineer and submitted no later than **four (4) weeks** prior to a meeting.
  - c. Upon **COMPLETE** approval, the applicant shall deliver sixteen (16) additional copies of the completed application which includes application and all supporting paperwork and photos.
    - i. Applications for Planning Board are to be delivered to the Planning Board office
- IV. Questions for applications and projects should be directed as follows:
  - a. Planning Board:
    - i. Carmella Malfara- Planning Board Secretary
      1. 609-823-7987
      2. [cmalfara@ventnorcity.org](mailto:cmalfara@ventnorcity.org)
- V. Any applicant may request, in writing, at the time of the submission of an application that a certified court reporter be present to transcribe any testimony or Board discussion at a meeting. The cost for such transcription shall be born solely by the applicant. The applicant shall have the sole responsibility for arranging for a certified court reporter to attend said meeting. When such transcription is prepared, four (4) copies of the same shall be provided to the Board at no cost to the municipality or the Board.
- VI. All fees set forth herein are non-refundable. To the extent that any escrow deposit exceeds the amount actually billed by Board Professionals regarding said application any remaining escrow shall be returned to the applicant.
  - a. The applicant shall be billed additional escrow when the initial escrow deposit has been depleted and additional work is required from Board professionals. Such additional escrow amount must be paid prior to a final Resolution being provided to the applicant. By submitting an application, the applicant agrees that they are responsible for any and all necessary applications fees, escrow fees and inspection fees as set forth in this section.
- VII. The following Application, Inspection and Escrow Fees shall be as required for the listed applications.
  - a. The secretary of the Planning Board shall not have the ability to waive or modify any fees
  - b. Any request for waiver of a fee shall be made in writing at the time of filing of an application; however, the applicant must post the necessary application and escrow fees as required by this subchapter in order to be heard by the Planning Board.

- c. If any Sub-Division or Site Plans require variances as well, then the escrow fees will be cumulative to include the fees for those variances as well.

## APPLICATION FEES

<b>Subdivision Applications</b>				
Item	Application Fee	Extras	Escrow Fee	Extras
Minor Preliminary & Final	\$ 250.00		\$ 700.00	
Major/Sketch Plat	\$ 250.00			
Major Preliminary Plat	\$ 450.00	\$50 per lot	\$ 800.00	\$250 per Lot
Major Final Plat	\$ 350.00	\$25 per lot	100% of original escrow for prelim	
Extension of Preliminary approval	\$ 150.00		20% of Original Escrow	
Extension of Final Approval	\$ 150.00		20% of Original Escrow	\$25 per lot

<b>Site Plan Applications</b>				
Item	Application Fee	Extras	Escrow Fee	Extras
Minor Commercial	\$ 200.00	\$75 for each 1000 SF up to 5000 SF, then \$50 for each 5000 SF thereafter	\$ 800.00	\$250 per 1000 SF
Minor Residential	\$ 150.00	\$25 per dwelling unit	\$ 800.00	\$250 /Dwelling Unit
Preliminary Major Commercial	\$ 300.00	\$100 for each 1000 SF up to 5000 SF and then \$25 for each 5000 SF thereafter	\$ 750.00	\$200 per 1000 SF
Preliminary Major Residential	\$ 300.00	\$100 per dwelling unit	\$ 750.00	\$200 /dwelling unit
Final Major Commercial	\$ 550.00		\$ 750.00	\$100 per 1000 SF
Final Major Residential	\$ 550.00		\$ 750.00	\$100 /dwelling unit

<b>Variances</b>				
Item	Application Fee	Extras	Escrow Fee	Extras
"C" Variances (NJSA 40:55D-70a)	\$ 200.00		\$ 600.00 for 1 <sup>st</sup> Variance, \$300 for each additional up to 4; No additional fee after 4	
Interpretations (NJSA 40:55D-70b)	\$ 200.00		\$ 600.00 for 1 <sup>st</sup> Variance, \$300 for each additional up to 4; No additional fee after 4	
Hardships (NJSA 40:55D-70c)	\$ 200.00		\$ 600.00 for 1 <sup>st</sup> Variance, \$300 for each additional up to 4; No additional fee after 4	
"D" Use Variances (NJSA 40:55-70d)	\$ 450.00		\$800 up to 2 units If Additional "C" variances are needed, the escrow fees are cumulative	\$100 /additional Unit

<b>Other Applications</b>				
Item	Application Fee	Extras	Escrow Fee	Extras

Temporary Use Permit	\$ 200.00			
Conditional Use Permit	\$ 200.00			
Construction & Sand Moving Permit	\$ 550.00	5% of Construction cost Inspection Fee		
Request for Extension of Time	\$ 200.00			
Certificate of Non-Conformity (CNC)	\$ 350.00			
Appeal Decision of Zoning Officer	\$ 550.00			
Interpretation from the Board	\$ 550.00			

**Application Fee Calculator**

**Use this chart to calculate the amounts needed**

Application Fees		Escrow Fees	
Application Fee		Escrow Fee	
Application Extras		Escrow Extras	
<b>Total Application Fee</b>		<b>Total Escrow Fee</b>	

## Finalizing the Application

- I. **Inspection Fees:** The Engineer's Inspection Fee must be paid in advance of any Final Approval of Project
  - a. Site Plans: 5% of approved Engineer's Estimate of Cost
  - b. Major Subdivisions: 5% of approved Engineer's Estimate of Cost
- II. **Special Board Meetings:**
  - a. Requests for special Board meetings by the applicant other than those publicly scheduled shall require a **flat fee of \$750.00 in addition to all other fees and escrows** as set forth in this section. Special Board meetings can only be requested through written requests to both the Board Secretary and Board Chairperson and shall be in the exclusive discretion of the Board to grant or deny the same. Nothing in this section shall be deemed a requirement that the Planning Board hold any special meeting.
- III. **Application Checklist:**
  - a. Please utilize the Application Checklist found on the application to insure that all supporting paperwork is included in the application. Failure to provide all needed paperwork can delay the application process.
- IV. **Representation:**
  - a. The applicant, his or her agent or attorney, shall appear before the Board to present proof and answer questions in support of the application, at the time and place fixed for the hearing.
  - b. **If the applicant is a Corporate Applicant (i.e. LLC), they MUST be represented by an attorney.**
- V. **Notice of Hearing**, as required by NJS 40:55d-11 and NJS 40:55d-10b:
  - a. The applicant, shall at least Ten (10) business days prior to the time appointed for said hearing, give personal notice to all owners of the property situated within or without the City, as shown on the most recent tax list(s) of the City(s) properties which are located with 200 feet of the property affected. This notice must be mailed via "Certified Mail" with a "Return Receipt Requested."
  - b. The tax list may be obtained (for a cost) from the City Tax Collector's office.
  - c. ***The white post office receipts along with a copy of the Tax List must be submitted to the Board Secretary no later than the Monday before the Hearing. The list must be sequentially arranged by the Tax List.***
  - d. ***The "Green" cards from the mailing must be submitted to the Board Secretary no later than 12:00 noon the day of the hearing.***
  - e. Notice of Hearing and Application must be given, as above, to the following when proximity or size requires:
    - i. City Clerk office of adjoining municipalities if within 200 feet on another municipality
    - ii. County Planning Board if within 200 feet of State highway
    - iii. NJ Commissioner of Transportation if within 200 feet of State highway
    - iv. Director of the Division of State and Regional Planning if the application involves 150 acres or more or 500 or more dwelling units.
    - v. Department of Conservation and Development if a Site Plan approval is requested
  - f. Where a Variance is granted, all necessary permits for the work contemplated by the appeal shall secured within one (1) year of the date of Board action, and the building or alteration, as the case may be, shall be commenced within one (1) year of the issuance of the building permit. Upon failure to comply with these requirements such approval shall be automatically rescinded.
  - g. ***Work granted by the Boards shall not commence or permits issued until the Board approves the Resolution which is approximately 30 days from the initial Board Hearing.***

- i. Applicants have a 45 day appeal option for any and all hearings approved or denied
- h. The applicant must also, within 10 business days of the hearing date, give public notice via the local newspaper (the AC Press or other appropriate newspaper) of said hearing and dates thereof.
- i. The verbiage of the public notices shall be as follows:

You are hereby notified that I have applied to the Ventnor Planning Board for (describe variance, subdivision, or plan) which will permit me to do the following:

Insert a brief description of what will be done to the property and what variances are being requested. Include the precise owners name, street address, and block and lot.

The requested action includes, in addition, any such variances, waivers, and exceptions as might otherwise be deemed necessary by the Board. A public hearing on my application will be held by the Planning Board on (Day and week) (Exact Date) and (Time of Meeting -6:30 pm) in the Municipal Court Room in Ventnor City Hall at 6201 Atlantic Avenue, Ventnor City, NJ. Copies of the application are on file in the City Building Department for review by the public prior to the scheduled hearing. If you have any objection to the granting of this (these) variance(s), please attend the meeting and you will be heard.