

CITY OF CAMDEN
DIVISION OF PLANNING
CITY HALL – ROOM 224
PO BOX 95120
CAMDEN, NEW JERSEY 08101-5120
(856) 757-7214

INSTRUCTIONS FOR ZONING/SIGN PERMIT APPLICATION

ALL APPLICANTS WHO NEED A ZONING/SIGN PERMIT MUST SUBMIT THE FOLLOWING:

1. Completed Zoning AND/OR Sign Application
2. Proof of ownership (deed, tax bill, or lease) (Leases must be notarized) (Contract of Sale)
3. A detail floor plan of proposed use, conversion of single family dwelling shall have measurement of all habitable space. Accurate drawing of a proposed sign including dimensions and illustration signed by sign supplier. **Any addition or accessory uses or fences must have a Plot Plan and/or Survey. Additions/Fences must be presented on a Plot Plan/Survey with rear and side set back. You can obtain a Plot Plan from the Engineering Dept. located in City Hall, Room 325.**
*(copy of all/any plans must accompany application.
4. Completed attached Tax Certification (**City of Camden Tax Office Room 117 1st floor and Water/Sewer is located in the Room 117, 1st floor**)
5. Application fee:
(non-refundable)

Single Family Dwelling	\$ 69.56
Two-Family Dwelling	\$ 139.13
Three-Family Dwelling	\$ 215.51
Or More	
Rooming House	\$ 259.16
Boarding House	\$ 259.16
Commercial Use	\$ 87.30
Industrial Warehousing & Manufacturing Use	\$ 139.87
Institutional Use	\$ 69.56
Advertising Billboards	\$ 395.56
Sign Application	\$ 79.11
Rezoning Application	\$ 345.09

Money Order or Check payable to the City of Camden

PLEASE RETURN COMPLETED APPLICATIONS TO THE ABOVE ADDRESS. **INCOMPLETE APPLICATIONS SHALL NOT BE PROCESS. ANY APPLICATION WHICH REMAINS INCOMPLETE FOR MORE THAN 10 BUSINESS DAYS WILL BE DISCARDED.** FALSIFICATION IN ANY FORM SHALL SUBJECT APPLICANT TO A FINE OR MUNICIPAL COURT.

No construction, erection, alteration, repair, remodeling, conversion, renovation or demolition of any building or structure shall begin prior to Zoning approval. Other municipal agency approvals maybe required.

DO NOT REMOVE OR DISCARD ANY PART OF THIS APPLICATION

I. GENERAL

Today's Date: _____

Applicant: _____ Telephone: _____

Applicant's Address: _____

Applicant Interest: (please check one) owner tenant agent/owner

SUBMITTING FOR: Zoning Permit Sign Permit

1. Name and Address of property OWNER if different from that of applicant:

2. Address and Block and Lot number for which zoning/sign permit is desired:

_____ Block: _____ Lot: _____

3.

Zone District:	R1	R2	R3	C1	C2	C3	C4	LII	LI2	GI1	GI2
(please circle)	US	PR1	OL1	TOD	MW1	MW2	MS	CV2	CC		

4. Historic District: _____

5. What is the property/land PRESENTLY being used *entirely as*:

6. Is the structure presently vacant? _____ If so how long? _____

7. How many stories/floors does the building have? _____ Is there a basement/cellar? _____

II. ZONING

1. What is being proposed?

New Construction _____ Addition _____ Fence _____ (ht _____) Installation _____
New Business _____ Conversion _____ Other (explain: _____)

2. Describe in detail the use & activities **PROPOSED** (attached separate sheet if necessary):

3. Are there other activities existing within the same property? _____ (please describe)

4. Dimensions of Principal Building and/or structure _____

5. Dimensions of All Accessory Building and/or structure _____

6. Are any of the activities conducted in the principal building existing as a nonconforming use?

No _____ Yes _____ (please explain) _____

7. To the applicant's knowledge, has there been any prior applications made to the Zoning Board of Adjustment or the Planning Board?

No _____ Yes _____ (please explain) _____

THIS APPLICANT CERTIFIES THAT THE ABOVE INFORMATION HAS BEEN COMPLETED TO THE BEST OF HIS/HER KNOWLEDGE.

(Date)

(Signature of Applicant)

(Name of Corporation or Association)

DO NOT REMOVE OR DISCARD ANY PART OF THIS APPLICATION

III. SIGN

1. Type Sign: Awning / Billboard / Freestanding / Hanging / Mounted / Off Site / Window
(please circle)

Other (describe): _____ Alteration of an existing sign _____
(attach photo & describe) _____

2. Are there any existing signs? _____ (if yes, please attach photos)

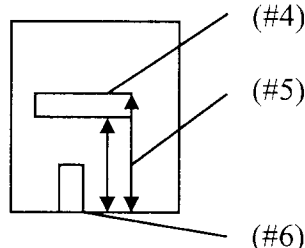
3. How many signs are proposed? _____

4. Will sign(s) be illuminated? Yes _____ No _____

5. Dimension: _____ X _____ = _____ sq ft.

6. Distance between ground and the lowest part of sign _____ ft.

7. Distance between ground and highest part of the sign _____ ft.



8. Material of Sign: _____

9. Color(s) on sign(s): _____

10. Illustration/Wording: _____

THIS APPLICANT CERTIFIES THAT THE ABOVE INFORMATION HAS BEEN COMPLETED TO THE BEST OF HIS/HER KNOWLEDGE AND FURTHER UNDERSTANDS THAT IF THE SIGN EXCEEDS THE MAXIMUM REQUIREMENT A VARIANCE THROUGH THE PLANNING BOARD OF THE CITY OF CAMDEN MUST BE REQUESTED.

(Date)

(Signature of Applicant)

(Name of Corporation or Association)

DO NOT REMOVE OR DISCARD ANY PART OF THIS APPLICATION

IV. ASSESSMENT CERTIFICATION

Section A: Applicant shall complete

SECTION A	<u>OWNER</u>
Name of OWNER of Property _____	
Address: _____	
SEARCH Address: _____	
Block: _____	Lot: _____ Account: _____

Section B: Applicant shall take this form to the City of Camden Tax Office, Room 117 (1st floor) for completion to indicate whether taxes are paid up to date. Also for water and sewer to make sure water /sewer is paid up to date. Upon completion, this form shall be submitted with original application. **NO APPLICATIONS WILL BE ACCEPTED – if any money is owed for Taxes or Water/Sewer, no permit can be issued until accounts are paid in full-proof of payment must be brought back before turning application in. *NOTE: “Contract of Sale” must be submitted when submitting a letter from the Title Company for outstanding monies being paid at the time of Closing.**

Section C: TAX OFFICE

An application for Zoning/Sign permit has been submitted to the Division of Planning. Please check your records to be certain that the account is current

I HEREBY CERTIFY THAT THE PROPERTY ASSESSMENT ARE:

****MORTGAGE LETTERS ON LETTERHEAD WILL BE ACCEPTED FOR SALE/RESALE PROPERTIES ONLY****

Account Type	Qtr.	Due date	Amount Owed	Other
(Taxes/W&S/Other	_____	_____	_____	_____
(Taxes/W&S/Other	_____	_____	_____	_____
(Taxes/W&S/Other	_____	_____	_____	_____
(Taxes/W&S/Other	_____	_____	_____	_____

COMMENTS: _____

DATED: _____

PREPARED BY: _____