

Camden County

Subdivision and Site Plan Review

Procedures, Engineering and Planning Standards

Volume 1 –Application Review and Approval Procedures

Camden County Planning Board
May 2014
Revised May 2015

INTRODUCTION

TITLE

This document consists of application, review, approval procedures and engineering and planning design standards and shall be officially titled, cited and referred to as the “Camden County Planning Board Development Regulations” (Regulations).

PURPOSE

The purpose of these Regulations is to:

1. Provide procedures, rules and design standards for Camden County Planning Board review and action on **all** proposed subdivisions of land and site plans requiring County Planning Board approval in accordance with NJSA 40:27, et seq., County Planning Act and N.J.S.A. 13:18-1 et seq., Pinelands Protection Act.
2. Provide Standards to ensure that land development throughout the County is consistent with the goals and objectives of the County Comprehensive Plan and all of its elements.
3. Provide coordination of land development applications with various State, regional, County and municipal regulatory entities to ensure a consistent and reliable review process.
4. Provide standards for the assessment of an applicant’s fair share of the cost of improvements required by the development of land.

APPLICABLE LAWS

The authority to review and approve subdivision and site plan applications detailed in these regulations is provided by the New Jersey County Planning Act NJSA 40:27-6.2, et seq. and NJSA 40:27- 6.6, et seq.

Other state laws which govern county and other jurisdictions containing provisions for implementing the New Jersey County Planning Law include:

New Jersey Municipal Land Use Law – NJSA 40:55D-37, et seq.

New Jersey Map Filing Law – NJSA 46:23 – 9.8

New Jersey Uniform Construction Code – NJSA 5:23-2.15

County Roads and Highways – NJSA 27:16-31

New Jersey Open Public Meeting Law – NJSA 10:4-6

ADOPTION AND ADMINISTRATION

These Regulations shall be adopted by the Camden County Board of Chosen Freeholders and shall be administered by the Camden County Planning Board in accordance with NJSA 40:27-6.2, et seq. and NJSA 40:27- 6.6, et seq.

These Regulations shall take effect immediately after adoption by the Camden County Board of Chosen Freeholders. These Regulations shall apply to all subdivision and site plan applications which have not received approval prior to the effective date of these Regulations.

Camden County Development Review Committee

The Camden County Planning Board relies on the Camden County Development Review Committee to review and provide administrative actions on subdivision and site plan applications. The Committee shall consist of two (2) members of the Camden County Planning Board appointed by the chairman of the Planning Board, the County Planning Director and the County Engineer.

Administrative actions taken on behalf of the Camden County Planning Board are limited to the acceptance of revised subdivisions and site plans, letters of no impact, waivers and exempt from approval actions.

Municipal Approvals

The municipal approving authority shall not issue final approval to a subdivision or site plan requiring Camden County Planning Board approval until said subdivision or site plan has received final Camden County Planning Board approval.

The municipal agency or official authorized to issue building permits shall not issue such permits for structures resulting from a subdivision or site plan requiring Camden County Planning Board approval until said subdivision or site plan has received final approval from the Camden County Planning Board.

APPLICABILITY

Subdivisions that require Camden County Planning Board **review**

The following subdivisions of land shall be submitted to the Camden County Planning Board for review:

- All subdivisions within Camden County
- All subdivisions outside of Camden County that are within 200 feet of the County boundary
- Major subdivisions within a municipality that is contiguous to Camden County which would adversely affect Camden County roads, drainage facilities and structures.

Subdivisions that require Camden County Planning Board **approval**

The following subdivisions of land shall be submitted to the Camden County Planning Board for approval:

- All subdivisions that abut a County road
- All subdivisions that abut a County drainage structure
- Subdivisions that do not abut a County road or drainage structure but affect the safety and efficiency of a County road or drainage structure through an increase in traffic
- Subdivisions that do not abut a County road but where stormwater drainage from the subdivision flows to a County drainage structure or facility

Site Plans that require Camden County Planning Board **review**

The following site plans shall be submitted to the Camden County Planning Board for review:

- Site plans that abut a County road
- Site plans that abut a County drainage structure or facility
- Site plans that abut a County road for a change of use to the existing structures
- Site plans that abut a County road or drainage facility for proposed one (1) – four (4) family residential units and appurtenances
- Site plans that abut a County road or drainage structure for a building addition, expansion or alteration which results in a significant increase in traffic or that modifies or changes any driveway that connects to a county road

- Site plans that do not abut a County road or drainage structure that includes one (1) or more acres of impervious surfaces
- Site plans that do not abut a County road or drainage structure that contain less than one (1) acre of impervious surfaces which will affect the safety and efficiency of a county road or drainage structure
- Site plans within municipalities contiguous to Camden County which adversely affect Camden County roads and drainage structures.

Site Plans that require Camden County Planning Board **approval**

The following site plans shall be submitted to the Camden County Planning Board for approval:

- Site plans that abut a County road
- Site plans that abut a County drainage structure or facility
- Site plans that do not abut a County road or drainage structure that includes one (1) or more acres of impervious surfaces
- Site plans that abut a County road or drainage structure or contain one (1) acre or more of impervious surfaces for proposed commercial, industrial, multifamily structures containing five or more units or any other land development requiring off-street parking
- Site plans that **do not** abut a County road or drainage structure or contain one (1) acre or more of impervious surfaces for proposed commercial, industrial, multifamily structures containing five or more units or any other land development requiring off-street parking
- Site plans that do not abut a County road or drainage structure but where stormwater drainage from the site is directed to a county drainage structure or facility
- Site plans that do not abut a County road or drainage structure but affect the safety and efficiency of a county road or drainage structure through an increase in traffic

TYPES OF APPROVAL GRANTED FROM THE CAMDEN COUNTY PLANNING BOARD

The following types of approval are granted from the Camden County Planning Board

For **Subdivision** requiring **review**:

- Letter of no impact to County roads or drainage facilities (Waiver)

- Exempt form approval

For **Subdivisions** requiring **approval**:

- Camden County Planning Board Approval - **Final approval** is granted once County Planning Board staff has determined that all engineering requirements have been satisfied.

For **Site Plans** requiring **review**:

- Letter of no impact to county roads or drainage facilities (Waiver)
- Exempt form approval

For **Site Plans** requiring **approval**:

- Camden County Planning Board Approval – **Final approval** is granted once County Planning Board staff has determined that all engineering requirements have been satisfied.

***** Note** - Any application that requires **approval, must** receive an approval letter from the Camden County Planning Board before any construction or development takes place. Applicants proceeding to construction without the proper Camden County Planning Board approval are subject to a \$500 penalty. Additional penalties of \$500 will be imposed on those applicants that are not compliant with these regulations.

APPLICATION PROCEDURES

Pre- Application Meeting

Prior to submitting a formal application to the Camden County Planning Board all applicants and/or their representatives are encourage to request a meeting with Camden County Planning Board staff, in order to expedite the application process. Pre-application meetings will be scheduled only when Camden County Planning Board staff determines that a meeting is warranted.

The purpose of such a meeting is to:

- Inform the applicant of the administrative, technical and procedural requirements
- Review the application and submission requirements with the applicant
- Determine the type and scale of the proposed development
- Review the design standards and potential requirements as they pertain to the county highway system and drainage facilities
- Review surrounding development plans to coordinate roadways, driveways, and drainage facilities
- Review and discuss the general design of the project
- Inform the applicant of environmentally sensitive areas
- Coordinate requirements with local and state officials when applicable

Information items that should be provided prior to or on the day of the pre-application meeting should include but not be limited to:

- Name of the applicant
- Name of the project
- Site location including address, block and lot number
- Size and type of the existing and proposed land use
- Traffic impact of such development
- Stormwater and drainage impact of such development
- Volume and rate of stormwater flow from the proposed development
- Anticipated date of construction and build out

The Camden County Planning Board and Development Review Committee shall not be bound by any recommendations and or advisory comments made by staff of the Camden County Planning Board during a pre-application meeting.

SUBMITTING THE APPLICATION

Contents of Application Package

All applications submitted to the Camden County Planning Board must be sent to:

Camden County Planning Board
Division of Planning
Charles J. DePalma Complex
2311 Egg Harbor Rd.
Lindenwold, New Jersey 08021

Types of Submissions

New application – subdivision both major and minor or site plan
Revision of prior application
Resubmission of Part of a major subdivision

Administrative Completeness Review

Staff of the Camden County Planning Board reviews all applications for administrative completeness. All application packages must include but are not limited to the following:

- Two (2) copies of a fully completed Camden County Planning Board application signed by the applicant or their agent or representative
- Two (2) copies of a fully completed Submissions Requirements Checklist
- Two (2) copies of a fully completed Affidavit of Ownership
- Two (2) copies of a fully completed Fee Schedule
- A check made to the Camden County Treasurer in the amount of the appropriate fees

Any application received that does not include these documents, the correct number of copies or incomplete information will be deemed incomplete and therefore will not be reviewed or heard by the Camden County Planning Board until such time when the application is completed.

Specified Time for Administrative Completeness review

Within thirty (30) business days of receipt of a Planning Board application staff will notify the applicant, representative, or agent of any items that must be submitted to satisfy the requirements for administrative completeness.

Failure to Submit Items Required for Administrative Completeness

If the applicant or their agent or representative fails to submit the required items for administrative completeness within 90 days of the date of notification of the items that must be submitted, the incomplete application package will be voided and discarded and all fees will be forfeited.

Review of Application Package for Determination of Technical Completeness

Technical requirements vary for the type of application being submitted. The following requirements are for:

Subdivision applications (both minor and major) must include but are not limited to the following:

- One (1) copy of the Municipal/Township Application
- One (1) set of plans
- One (1) copy of Pinelands Certification of Filing (where applicable)
- Two (2) sets of a Traffic Impact Study (Major subdivision with new streets connecting to County Highways)

Site Plan applications must include but are not limited to the following:

- One (1) copy of the Municipal/Township Application
- Two (2) Sets of Signed and Sealed Plans (Which reflect all requirements contained in Chapter ____ of this publication.)
- Two (2) sets of Drainage Calculations (Data based upon 10 YEAR – PRE and a 25 YEAR POST Year Storm Event)
- Two (2) Sets of Traffic Impact Study (If applicable)
- One (1) Copy of Pinelands Certificate of Filing (If applicable)
- One (1) Copy of Local Engineer's Report
- Two (2) Copies of a signed and sealed survey conducted by a licensed surveyor if existing conditions are referenced in accordance with N.J.A.C. 13:40-7.2 (a.)1

- All Dedications, Easements, Deed, etc...

Specified Time to review for Technical Completeness

Within thirty (30) days of receipt of a completed application staff will notify the applicant, representative, or agent of any items that must be submitted to satisfy the requirements for technical completeness as defined in this section. If the Camden County Planning Board fails to notify the applicant, its representative or agent of the items that must be submitted to satisfy the application for technical completeness within thirty (30) days, the application is deemed technically complete and the Camden County Planning Board must take action on the application within this same 30 day period.

REVIEW, APPROVAL AND RECORDING PROCEDURES

Types of Subdivisions

The Camden County Planning Board recognizes two types of subdivisions of land. They are minor and major subdivisions.

A Minor subdivision of land is defined as any division of land that is:

- 3 or less lots
- Does not contain any new streets connecting to a county road/s
- Does not represent partial development of a larger tract in single ownership

A Major subdivision of land is defined as any division of land that is:

- Greater than 3 lots
- Contains a new street/s connecting to a county road/s

Subdivision Review and Approval Procedures

General Requirements

Submissions shall be made by the applicant or through the appropriate municipal approving authority and shall conform to the details outlined in the section of these procedures titled Application Procedures.

Subdivision review requires three (3) submissions in sequence, as follows:

- Preliminary Plan
- Final Development Plan
- Filing Plan

All plan submissions shall conform to the Subdivision Submission Details section of these procedures.

Approval of a final development plan represents authorization to submit a filing plan for approval in accordance with the requirements of the New Jersey Map Filing Law. Submission of a final development plan and a filing plan may be concurrent.

Exemptions

The following divisions of land are exempt from these subdivision procedures pursuant to NJSA 40:55D-7, provided that no new streets or roads are proposed. Please note that a subdivision that is exempted does not need to go through the application process.

- Divisions of land for agricultural purposes where the resulting parcels are five (5) acres or larger in size.
- Divisions of property by testamentary or intestate provisions
- Divisions of property upon court order
- Consolidation of existing lots by deed or other recording instrument and
- The conveyance of one or more adjoining lots, tracts or parcels of land, owned by the same person or persons and all 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 the municipality.

The term “subdivision” shall also include the term “re-subdivision”.

Subdivision Waiver

In certain instances, the requirement of submission of a Final Development Plan may be waived. An applicant may proceed directly from Preliminary Plan approval to Filing Plan under the following circumstances:

- For subdivisions that **do not abut** a county road or drainage structure and:
 - Will create less than three (3) lots to be used only for construction of single family detached residence
 - Do not exceed more than three (3) acres in size
 - Do not create an indirect adverse effect on a County road or drainage facility and,
 - Does not represent the partial development of a larger tract in single ownership.
- For subdivisions that **abut** a County Road or drainage structure and:
 - Will create less than three (3) lots to be used only for construction of single family detached residence
 - Do not exceed more than three (3) acres in size
 - Consists of not more than three (3) single family detached residences with circular, semicircular or a turnaround driveway to prevent motorists from backing onto the county roadway.
 - Will not have an adverse effect on County roads or County drainage facilities.
 - Will not have an adverse traffic increase on the County road.
 - Does not represent the partial development of a larger tract.

For all subdivisions abutting a County road, that have been waived from full subdivision review, the Preliminary Plan shall depict any proposed additional County Rights-of-way as established by the County Transportation Master Plan and County Road Design Standards contained herein.

Subdivision Review and Approval Procedures

Minor Subdivisions

A minor subdivision shall contain the plat details set forth in these regulations and shall be accompanied by the information that is necessary to properly assess impacts on county roads, county drainage structures and facilities. The Camden County Development Review Committee will not take formal action on a minor subdivision application that does not contain sufficient plan details or is not accompanied by the information that is necessary for the Camden County Development Review Committee to determine impacts on county roads, county drainage structures and facilities.

After a review of the application and supporting documents upon advice of the Camden County Development Review Committee, the County Planner or designated staff shall take action on application for minor subdivisions as indicated below:

- Minor subdivisions that **do not abut** a county road or drainage facility will be granted:
 - A **waiver** from approval.

Waiver from approval will be indicated in letter issued by the Camden County Planning Director or designated staff and forwarded to the municipal approving authority, the applicant and their authorized representative.

- Minor subdivisions that **abut** a county road or drainage facility require approval by the Camden County Planning Board and will be forwarded to the Board for approval. Minor Subdivision applications may be required to provide additional information that includes but is not limited to:
 - Physical features
 - Design constraints
 - Impacts of increased traffic
 - Impacts of increased stormwater

Additional information required for review shall be indicated in a letter, email or phone correspondence by the Camden County Planning Director or designated staff and forwarded to the municipal approving authority, the applicant, the applicant's attorney or applicants authorized representative.

The Camden County Planning Board upon advice of the Camden County Development Review Committee, the County Engineer and/or County Planner may take the following actions on applications for minor subdivisions as indicated below:

- **Disapproval**

Reasons for disapproval of a minor subdivision may include but are not limited to:

- The subdivision is substantially inconsistent with the provisions of these regulations
- The subdivision results in adversely affecting the safety and free flow of traffic traveling on a county road or drainage facility.
- Driveways are not shown to maximize sight distance or to limit or eliminate conflicts at or along the county road and do not meet the sight distance standards contained in these regulations.
- Subdivision creates an adverse drainage condition along a county road, drainage structure or facility.
- Information contained on the subdivision plat, application form, or in accompanying studies, analyses or other supportive documents is found to be inaccurate or false

Upon a decision of the Camden County Planning Board disapproving a subdivision, the reasons for disapproval shall be reported in letter by the Camden County Planning Director or designated staff and shall be forwarded by certified mail to the municipal approving authority, the applicant, and the applicants authorized representative.

- **Approval**

Conditions of final approval may include but are not limited to the following:

- Revisions of the subdivision plat to meet the Subdivision Submission Details as outlined in these regulations.
- Revisions of the subdivision plat to conform with provisions outlined in these regulations known as “Design Standards” such as:
 - Rights-of-way and Easements
 - Access Design Standards
 - Public Rights-of-Way –Residential and Non – Residential
 - Multi- Family Residential or Non Residential Driveways
 - County Road/ Traffic Design Standards
 - County Storm Water Management
 - Landscaping
 - Traffic Signal
- Revision of the subdivision plat to add, delete or modify notes on the plat
- Revision of the subdivision plat to show land preservation easements
- Submission of a deed of easement to the County of Camden for the maintenance and reconstruction of a county drainage structure, dedication of a road Right-Of-Way to be used in accordance with the Camden County Transportation Plan, and for the dedication of a sight triangle or drainage easement.
- Posting of a performance guarantee pertaining to the satisfactory installation of improvements to a county road and/or county drainage structure.

Upon a decision of the Camden County Planning Board approving a minor subdivision, Camden County Planning Director or designated staff will issue a letter stating such approval to the municipal approving authority, the applicant, and the applicants authorized representative.

Major Subdivisions

All major subdivisions are subject to review by the Camden County Development Review Committee, County Engineer and County Planner. Such review will be in accordance with the procedures and engineering and planning standards outlined in this manual. The review is subject to those items provided for in NJSA 40:27 - 6.2.

A major subdivision shall contain the plats or schematic plans, preliminary plans and final plats details as set forth in these regulations. The Camden County Development Review Committee will not take formal action on a major subdivision application that

does not contain sufficient plan details or is not accompanied by the information that is necessary for the Camden County Development Review Committee to determine impacts on county roads, county drainage structures and facilities.

After a review of the application and supporting documents, upon advice of the Camden County Development Review Committee, the County Planner or designated staff shall take action on an application for major subdivisions as indicated below:

- Major subdivisions that **do not** affect a county road, county drainage structure or county drainage facility and are not subject to the parameters outlined in NJSA 40:27-6.2 proceed as follows:

- Upon receipt of a completed application and a staff review including review by the County Engineer and County Planner the applicant will receive a letter of “**no impact**” and can proceed directly from Preliminary submission to Filing Plan

Included in the “**no impact**” letter may be additional advisory comments and recommendations relative to goals, objectives and policies contained in the Camden County Comprehensive Plan and to promote sound planning practices.

- Major subdivisions that **abut** a county road or drainage facility require approval by the Camden County Planning Board and will be forwarded to the Board for approval. Major Subdivision applications may be required to provide additional information that includes but is not limited to:

- Physical features
- Design constraints
- Impacts of increased traffic
- Impacts of increased stormwater

Additional information required for review shall be indicated in a letter, email or fax correspondence by the Camden County Planning Director or designated staff and forwarded to the municipal approving authority, the applicant, and the applicant’s attorney or authorized representative.

The Camden County Planning Board upon advice of the Camden County Development Review Committee, the County Engineer and County Planner may

take the following actions on applications for major subdivisions as indicated below:

- **Disapproval**

Reasons for disapproval of a major subdivision may include but are not limited to:

- The subdivision does not provide reverse frontage on the county road
- The subdivision does not provide a service road or marginal access road along the county road
- The width of the county road right-of-way shown on the subdivision plan is not consistent with the Camden County Transportation Element of the Comprehensive Plan
- Roads and driveways that intersect the county road are not designed or aligned in accordance with Camden County design criteria and standards
- The subdivision is substantially inconsistent with the provisions, design criteria and design standards of these regulations
- The safety and efficiency of traffic traveling on a county road or on a county drainage structure would be adversely affected as a result of the subdivision
- Driveways are not shown to maximize sight distance along the county road or limit or eliminate conflicts at the county road and do not meet the sight distance standards contained in these regulations.
- Stormwater drainage from subdivision would adversely affect a county road, drainage structure or facility
- Information on the subdivision plans, application form or contained in the accompanying studies, analysis or other supportive documents is found to be erroneous

Upon a decision of the Camden County Planning Board disapproving a major subdivision, the reasons for disapproval shall be reported in a letter by the Camden County Planning Director or designated staff and shall be forwarded by certified mail to the municipal approving authority, the applicant, and/or authorized representative.

- **Approval**

After review of the application, supporting documents and any additional requested information the County Engineer or designated staff member will issue a report outlining the conditions needed by the applicant to meet compliance with the Camden County Development Regulations: Design Standards for the following generalized subject areas, but not limited to:

- Rights-of-way and Easements
- Control of Access to County Roads and Access Design Standards
- County Road Design
- County Storm Water Management Systems Design Criteria and Design Standards
- Landscaping along County Roads Design Standards
- Traffic signal Design Standards
- County Bridge or Culvert Construction/ Reconstruction Design Standards

The report, outlining the conditions for approval, will be forwarded by mail, email or fax correspondence by the Camden County Engineer or designated staff to the municipal approving authority, the applicant, the applicant's attorney or authorized representative. Final approval for subdivisions will not be granted until all conditions are satisfied.

Conditions of final approval may include but are not limited to the following revisions of the plans:

- Provide reverse frontage for lots along the county road with no direct access to the county road
- Provide marginal access roads or service roads to limit direct access to the county road
- Show shared driveways
- Provide improvements to county roads and drainage systems and drainage structures and drainage facilities in accordance with county design criteria and design standards or as required by the County Engineer
- Show roads and driveways located to maximize sight distance and to meet sight distance standards outlined in these regulations

- Show the new subdivision roads connected only to an adjacent municipal road not the county road
- Limit turning movements at the proposed subdivision road intersection at county roads
- Show one-way circulation for streets that intersect county roads
- Show the clearing of sight lines along the county road
- Provide improvements to roads and drainage systems not owned or maintained by the county to mitigate development impacts to a county owned road, drainage system or facility
- Show driveways designed to allow vehicles to turn around on-site so that vehicles are not forced to back out onto a county road.
- Show that corner lots along a county road will have access only to the adjacent municipal road, not to the county road
- Show the relocation of utility poles and equipment
- Show landscaping along the county road
- Show the county road rights-of-way located in accordance with the Camden County Transportation element of the Comprehensive Plan and rights-of-way and easements as required accommodating improvements necessitated by the development or as required to accommodate improvements contained in the Camden County Capital Improvement Program.
- Show easements for maintenance and reconstruction of county drainage structures, facilities, county road drainage systems and traffic facilities
- Show sight triangle easements in accordance with design standards
- Show the reservation of land for proposed county facilities
- To add, delete or modify notes on the plan
- Show farmland preservation easements
- Submissions of construction plans and details for off-site/off-tract road and/or county drainage structures improvements.

Before final approval is granted additional submissions may be requested which include, but are not limited to:

- Submission of permits and/or approvals from other government agencies or authorities that pertain to county review, approval or the installation of improvements affecting a county road or county drainage structure

- Submission of a letter(s) from affected utilities stating that poles will be relocated in accordance with approved plans
- Submission of a copy of a municipal ordinance restricting turning movements at the county road(s) in accordance with approved plans
- Submission of monies in lieu of the installation of improvements when, as determined by Camden County Development Review Committee upon advice of the development review staff and the county engineer, the installation of improvements would create an adverse impact on a county road, drainage structure or facility, when the county has planned or scheduled improvement of the adjacent county road or county drainage facility, when the installation of the improvement by the developer would be impractical or when the subdivision is located on a scenic county road
- Contribution toward construction of county drainage structures or facilities where drainage from the development would flow to a county drainage structure or facility or where traffic from the development would cross over a county drainage structure or facility
- Contribution of a pro-rata share of the cost of off-tract/off-site county road improvements
- Execution by the developer of a county/developer agreement to provide for the construction of off-tract/off-site county road, county drainage structure or county drainage facility improvements, to require that the developer contributes toward the construction of off-tract/off-site county road, county drainage structure or county drainage facility improvements and/or to require that the developer contributes to or implements traffic reduction measures or a traffic management program
- Submission of deeds for county road rights-of-way, construction easements, sight triangle easements, drainage easements, easements for maintenance and reconstruction of county drainage structures or facilities and easements for the installation and maintenance of guiderail along a county road or county drainage structure
- Submission of a performance guarantee for design and construction of a traffic signal and related improvements if it is determined that a traffic signal may be warranted within five (5) years from the date of full build-out of the development. The performance guarantee shall be separate from other performance guarantees posted and shall remain in effect for five (5) years from the date of build-out of the development

- Submission of performance guarantees to ensure the satisfactory installation of improvements to county roads, county drainage systems, county drainage structures or facilities, to ensure future payment of a contribution toward off-tract/off-site county road, county drainage system, county drainage structure or facility improvements, to ensure the submission of construction plans for improvements to county roads, county drainage structures or county drainage facilities and to ensure the submission of parcel maps for acquisition of rights-of-way or easements
- Submission of maintenance guarantees not to exceed two (2) years in duration, to ensure the maintenance and/or repair of any required improvement that has been damaged by the developer's forces or that exhibits abnormal deterioration

Final approval of a major subdivision will not be granted until the applicant satisfies all of the conditions outlined in the County Engineers report and or conditions discussed and agreed upon during the regularly scheduled Camden County Planning Board meeting in which the applicant presents the major subdivision plan to the Board and receive comment.

Final approval shall be indicated in a report issued by the Camden County Planning Director or designated staff member and forwarded to the municipal approving authority, the applicant, and the applicant's attorney or authorized representative.

SITE PLAN REVIEW AND APPROVAL PROCEDURES

Site plans shall contain the plan details as set forth in these regulations and shall be accompanied by the analyses and information that are necessary to properly assess the development's impacts on county roads, county drainage structures and county drainage facilities.

The Camden County Development Review Committee will not make any recommendations or advisory comments on any site plan application that does not contain sufficient plan details or is not accompanied by the information and analyses that are necessary for the Camden County Development Review Committee to determine impacts on county roads, county drainage structures and facilities.

After review of the application and supporting documents and information and upon advice of the Camden County Development Review staff and the Camden County Engineer, the Camden County Development Review Committee shall take action on a site plan application as indicated below:

- Site Plans that **do not affect** a county road, county drainage structure or county drainage facility and do not contain one or more acres of impervious surfaces are:
 - Exempt From Approval

The Camden County Planning Director or designated staff member shall issue a letter indicating that approval of the Camden County Development Review Committee and/or the approval of the Camden County Planning Board are not required for a site plan that does not affect a county road, county drainage structure or county drainage facility. Letter of exemption will be forwarded to the municipal approving authority, the applicant and their authorized representative.

The Camden County Development Review Committee or development review staff may make advisory comments and recommendations relative to goals, objectives and policies contained in the Camden County Master Plan, and to promote sound planning practices.

- Upon receipt of a completed application and a staff review including review by the County Engineer and County Planner, Site Plans **along** a county road that do not disturb existing impervious coverage, **affect** a county road, county drainage structure or county drainage facility, can receive a **letter of no impact**, if the staff review determines that there will be no impact to county facilities.

- Site Plans that **affect** a county road, county drainage structure or county drainage facility or that contain one or more acres of impervious surfaces require approval by the Camden County Planning Board and will be forwarded to the Board for approval.

The Camden County Planning Board upon advice of the Camden County Development Review Committee, the County Engineer and County Planner may take the following actions on applications for site plan:

- **Disapproval**

Reasons for disapproval of a site plan may include but are not limited to the following:

- The site plan does not provide a service road or marginal access road along the county road
- Driveways that intersect a county road are not designed or aligned in accordance with county design criteria or standards
- Driveways are connected to the county road and not to an adjacent municipal road only
- The width of the county road right-of-way shown on the site plan is not consistent with the Camden County Master Plan
- Driveways that intersect the county road are not designed or aligned in accordance with county design criteria and standards
- The site plan is substantially inconsistent with the provisions, design criteria and design standards of these regulations
- The safety and efficiency of traffic traveling on a county road or on a county drainage structure would be adversely affected or access to buildings and lands owned or maintained by the county would be adversely affected as a result of the site plan
- Driveways are not shown to maximize sight distance along the county road, to limit or eliminate conflicts at the county road or to meet the sight distance standards contained in these regulations
- Stormwater from the site would adversely affect a county road, county drainage structure or county drainage facility or on buildings and lands owned or maintained by the county
- Information contained on the subdivision plans, application form or contained in the accompanying studies, analyses or other supportive documents is found to be erroneous
- The plans contain inconsistent or confusing details or information

Upon a decision of the Camden County Planning Board disapproving a site plan, the reasons for disapproval shall be reported in a letter by the Camden County Planning Director or designated staff and shall be forwarded by certified mail to the municipal approving authority, the applicant, and the applicants authorized representative.

- **Approval**

After review of the application, supporting documents and any additional requested information the County Engineer or designated staff member will issue a report outlining the conditions needed by the applicant to meet compliance with the Camden County Development Regulations: Design Standards for the following generalized subject areas, but not limited to:

- Rights-of-way and Easements
- Control of Access to County Roads and Access Design Standards
- County Road Design
- County Storm Water Management Systems Design Criteria and Design Standards
- Landscaping along County Roads Design Standards
- Traffic signal Design Standards
- County Bridge or Culvert Construction/ Reconstruction Design Standards

The report, outlining the conditions for approval, will be forwarded by mail, email or fax correspondence by the Camden County Engineer or designated staff to the municipal approving authority, the applicant, the applicant's attorney or authorized representative. Final approval for subdivisions will not be granted until all conditions are satisfied.

Conditions of final approval may include but are not limited to the following revisions of the plans:

- Include a marginal access road or service road
- Show improvements to county roads and drainage systems and to county drainage structures and drainage facilities in accordance with county design
- Show roads and driveways located and designed in accordance with county design standards
- Show access through a shared driveway

- To limit turning movements from driveways along the county road
- Show one-way traffic circulation for driveways that intersect county roads
- Show access only to the adjacent municipal road, not the county road
- Show clearing of sight lines along the county road
- Show driveways and parking areas designed so that vehicles do not back out onto the county road or maneuver in the path of vehicles entering or exiting the site
- Show the removal of encroachments from within the county road right-of-way or county easements
- Show improvements to roads and drainage systems not owned or maintained by the county to mitigate development impacts on a county owned road, drainage system or facility
- Show the relocation of utility poles and/or equipment
- Show landscaping along the county road
- Show the county road rights-of-way located in accordance with the Camden County Transportation element of the Comprehensive Plan and rights-of-way and easements as required accommodating improvements necessitated by the development or as required to accommodate improvements contained in the Camden County Capital Improvement Program.
- Show easements for maintenance and reconstruction of county drainage structures and facilities
- Show easements for county road drainage systems
- Show sight triangle easements to the County of Camden in accordance with county design standards
- Show easements for maintenance and reconstruction of county traffic facilities
- Show the reservation of land for proposed county facilities
- To add, delete or modify notes on the plans
- Show farmland preservation easements
- Submission of permits and/or approvals from other government agencies or authorities that pertain to county review, approval or the installation of improvements affecting a county road or drainage structure
- Submission of a letter(s) from affected utilities stating that poles will be relocated in accordance with approved plans
- Submission of a copy of a municipal ordinance restricting turning movements at the county road(s) in accordance with approved plans

- Submission of construction plans and details for off-site/off-tract county road and/or county drainage structure improvements
- Submission of monies in lieu of the installation of improvements when, as determined by Camden County Development Review Committee upon advice of the development review staff and the county engineer, the installation of improvements would create an adverse impact on a county road, county drainage structure or facility, if the county has planned or scheduled improvement of the adjacent county road or drainage facility, when the installation of the improvement by the developer would be impractical or when the subdivision is located on a scenic county road.
- Contribution toward construction of a county drainage structure or facility where drainage from the development drains to a county drainage structure or facility or where traffic from the development will cross over a county drainage structure or facility
- Contribution of a pro-rata share of the cost of off-tract/off-site county road improvements
- Execution by the developer of county/developer agreement to provide for the construction of off-tract/off-site county road, county drainage structure or county drainage facility improvements, to require that the developer contributes toward the construction of off-tract/off-site county road, county drainage structure or county drainage facility improvements and/or to require that the developer contributes to or implements traffic reduction measures or a traffic management program
- Submission of deeds for county road rights-of-way, construction easements, sight triangle easements, easements for installation and maintenance of guiderail along a county road or a county drainage structure, and easements for maintenance and reconstruction of county drainage structures or facilities
- Submission of a performance guarantee for design and construction of a traffic signal and related improvements if it is determined that a traffic signal may be warranted within five (5) years from the date of full build-out of the development; the performance guarantee shall be separate from other performance guarantees posted and shall remain in effect for five (5) years from the date of build-out of the development
- Submission of performance guarantees to ensure the satisfactory installation of improvements to county roads, drainage systems, structures or facilities, and to ensure future

payment of a contribution toward off-tract/off-site road, drainage system, structure or facility improvements

- Submission of maintenance guarantees not to exceed two (2) years in duration to ensure the maintenance and repair of any improvement that has been damaged by the developer's forces or that exhibits abnormal deterioration.

Final approval of a site plan will not be granted until the applicant satisfies all of the conditions outlined in the County Engineers report and/or conditions discussed and agreed upon during the regularly scheduled Camden County Planning Board meeting in which the applicant presents the site plan to the Board and receive comments.

Final approval shall be indicated in a letter issued by the Camden County Planning Director or designated staff member and forwarded to the municipal approving authority, the applicant, the applicant's attorney or authorized representative.