



1982

2022

# MUTCHKO LAW OFFICES, LLC

## ATTORNEYS AT LAW

22 North Shore Road, Absecon, NJ 08201

Telephone: 609-646-2123 Facsimile: 609-646-4077

Email: MutchkoLaw@gmail.com

HAND DELIVERED

August 1, 2022

Zoning Board of Adjustment  
City Hall Anex  
132 West Washington Ave.  
Pleasantville, NJ 08232

Re: 126 Collins Ave., Pleasantville  
Application for Certificate of Non-Conformity

Dear Sir/Madam:

Please be advised my offices have the privilege of representing Mary E. Witmer who is the owner of the above property. The property has been used for many years as a duplex, *to wit* a two bedroom apartment on the first floor and a one bedroom unit on the second floor. She is under contract of sale which requires a certificate of nonconformity. I am enclosing following which have been fully executed by my client:

- Completed application for Certificate of Non-Conformity
- Checklist J
- Checklist A
- Certification of Understanding
- Form 10 Certifications
- Survey from James R. Boney dated 7.22.22

I have enclosed my attorney trust account check in the amount of \$250.00 which I understand is the filing fee. I believe that this is all the documents necessary at this stage. If I am mistaken, please advise. I have provided 1 original and 14 copies as instructed.

Lastly, I am enclosing the request for a certified list of property owners together with my attorney business account checking them out to \$10.00 which I understand to be the fee.

My client would like to have this matter heard at the earliest possible date inasmuch as she is under contract to sell the property. The certificate of nonconformity is a requirement to conclude that conveyance.

If there are any deficiencies or omissions with regard to the above kindly contact me so that I can promptly remedy same.

Thank you.

Very truly yours,  
*MUTCHKO LAW OFFICES, LLC*

*Gregory J. Mutchko*

Gregory J. Mutchko, Esquire

GJM/ab  
Enc.

MUTCHKO LAW OFFICES, LLC  
ATTORNEYS AT LAW  
22 NORTH SHORE ROAD  
ABSECON, NJ 08201

TD BANK  
55-136/312

8804

August 1, 2022

PAY TO THE  
ORDER OF

City of Pleasantville

\$ 250.00

DOLLARS

Two hundred & fifty dollars

MEMO

Application for Certificate Non-Conformity  
126 Collins Ave.

ATTORNEY TRUST ACCOUNT

AUTHORIZED SIGNATURE

⑈008804⑈ ⑆031201360⑆ 7863635962⑈





APPLICATION PACKAGE  
for  
LAND USE APPROVAL  
City of Pleasantville

FORM 12: REQUEST FOR  
CERTIFIED LIST OF PROPERTY OWNERS

I, Mary E. Witmer, being the undersigned Applicant or individual authorized to act for the Applicant, hereby request the names and addresses of the owners of record of every block and lot within 200' of the boundaries of the property known as:

Block: 1163

Lot(s): 8

in the City of Pleasantville, Atlantic County, New Jersey.

I also request the name(s) and address(s) of:

- ☐ the Commissioner of the New Jersey Department of Transportation (if the Subject Property is located on a State Highway);
- ☐ the Atlantic County Planning Board (if the Subject Property is located on a County Highway);
- ☐ all public utility / CATV companies that may possess an easement or right-of-way within 200' of the Subject Property; and
- ☐ The municipal clerk for (if the Subject Property is located within 200' thereof);
  - ☐ City of Absecon
  - ☐ City of Atlantic City
  - ☐ City of Ventnor
  - ☐ City of Northfield
  - ☐ Egg Harbor Township

Requests for the Certified List shall be made by completing and delivering this form to the Pleasantville Tax Assessor. The List will be made available within 7 days from the date of this request.

Payment shall be made in the form of Check or Money Order, made payable to the City of Pleasantville, in the amount of \$10.00 for the first 40 names on the List plus an additional \$0.25 for each name thereafter.

Mary E. Witmer  
Signature of Applicant  
(or Authorized Representative)

8/1/22  
Date



MUTCHKO LAW OFFICES, LLC  
ATTORNEYS AT LAW  
22 NORTH SHORE ROAD  
ABSECON, NJ 08201

TD BANK  
55-136/312

14790

August 1, 2022

PAY TO THE  
ORDER OF

City of Pleasantville

\$10.00

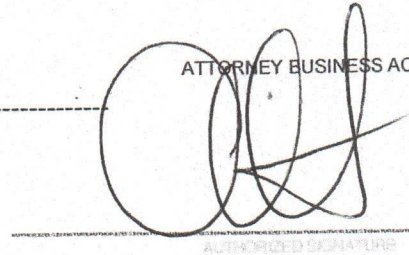
Ten dollars

ATTORNEY BUSINESS ACCOUNT

DOLLARS

MEMO

Request for Property Owners list (Form 12)  
126 Collins Ave.



⑈014790⑈ ⑆031201360⑆ 4338807162⑈



APPLICATION PACKAGE  
for  
LAND USE APPROVAL  
City of Pleasantville

FORM 4: APPLICATION FOR LAND USE APPROVAL

TO BE COMPLETED BY MUNICIPAL STAFF

Application Filed: \_\_\_/\_\_\_/\_\_\_ Application No.: \_\_\_\_\_  
Received By: \_\_\_\_\_ Application Fees: \_\_\_\_\_  
Application Found Complete: \_\_\_/\_\_\_/\_\_\_ Escrow Number: \_\_\_\_\_  
Application Found Incomplete: \_\_\_/\_\_\_/\_\_\_ Escrow Deposit: \_\_\_\_\_

TO BE COMPLETED BY THE APPLICANT

Applicant

Applicant's Name: Mary E. Witmer  
Address: 126 Collins Ave  
Pleasantville, NJ 08232  
Phone No.: (609) 703-5884 Fax No.: N/A

Agent for Applicant (if applicable)

Agent's Name: Gregory Mutchko, Esq.  
Address: 22 N. Shore Rd  
Absecon, NJ 08201  
Phone No.: (609) 646-2123 Fax No.: (609) 646-4077

Subject Property

Street Address: 126 Collins Ave  
Absecon, NJ 08232  
Block(s): 163 Lot(s): 8  
Zoning Districts: SFR-75

Application is being made to:

( ) Zoning Officer ( ☒ ) Zoning Board of Adjustment ( ) Planning Board

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Witmer  
Signature of Applicant

8/1/22  
Date



APPLICATION PACKAGE  
for  
LAND USE APPROVAL  
City of Pleasantville

APPLICATION IS BEING MADE FOR:

- ☐ Zoning Permit under N.J.S.A. 40:55D-18
- ☐ Preapplication Conference under N.J.S.A. 40:55D-10.1
- ☐ Minor Site Plan Approval under N.J.S.A. 40:55D-46.1
- ☐ Preliminary Major Site Plan Approval under N.J.S.A. 40:55D-46
- ☐ Final Major Site Plan Approval under N.J.S.A. 40:55D-50
- ☐ Waiver of (under N.J.S.A. 40:55D-10.3):
  - ☐ Preliminary or
  - ☐ Final Major Site Plan Approval, or
  - ☐ Both
- ☐ Minor Subdivision Approval under N.J.S.A. 40:55D-47
- ☐ Major Subdivision Approval under N.J.S.A. 40:55D-48
- ☐ Variance Relief under N.J.S.A. 40:55D-70(c)
- ☐ Amendment or Revision to Existing Approval
- ☐ Extension of Prior Approval under N.J.S.A. 40:55D-52
- ☐ Certificate of Redevelopment Plan Conformance under N.J.S.A. 40A:12A-1 et seq.

*[As relates solely to the jurisdiction of the Zoning Board of Adjustment]*

- ☐ Directing the issuance of a building permit for construction ( ) in the bed of mapped street, public drainage-way, flood control basin or public area under N.J.S.A. 40:55D-60(b) or ( ) on a lot not abutting an approved public street under N.J.S.A. 40:55D-60(c)
- ☐ Appeal from action of the Administrative Officer under N.J.S.A. 40:5D-70(a)
- ☐ Map or other Interpretation or Special Question under N.J.S.A. 40:55D-70(b)
- ☐ Variance relief under N.J.S.A. 40:55D-70(d)
- ☒ Certificate of Nonconformity under N.J.S.A. 40:55D-70(d)
- ☐ Any of the foregoing where Application for Site Plan approval is to follow.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Witmer  
Signature of Applicant

8/1/22  
Date

(insert revision date)





APPLICATION PACKAGE  
for  
LAND USE APPROVAL  
City of Pleasantville

FORM 5: OWNERSHIP INFORMATION & CORPORATE DISCLOSURE  
(To be completed by the Owner of Record of the Subject Property)

Owner's Name: Mary W. Witmer  
Address: 126 Collins Ave  
Pleasantville, NJ 08232  
Phone No.: (609) 703-5884 Fax No.: N/A  
Email Address: N/A

Date Owner <sup>inherited</sup> ~~purchased~~ the Subject Property: 02/15/19

Was Subject Property purchased from the City of Pleasantville: ☐ Yes  
☒ No

If not the Owner, Applicant's standing to bring Application:

☐ Lessee ☐ Contract Purchaser ☐ Other

Attach Lease, Contract to Purchase or other proof of relationship as applicable.

Applicant is a(n) (check one):

☐ Individual ☐ Corporation ☐ Partnership  
☐ Limited Liability Corporation (LLC) ☐ Limited Liability Partnership (LLP)

If Applicant is not an individual,

Name of Corporation, Partnership, LLC or LLP: \_\_\_\_\_

Official empowered to complete this Disclosure on behalf of the Corporation, Partnership, LLC or  
LLP: \_\_\_\_\_

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

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

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

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the  
procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City  
of Pleasantville and agree to be bound by same.

Mary E. Witmer 8/1/22  
Signature of Applicant Date



APPLICATION PACKAGE  
for  
LAND USE APPROVAL  
City of Pleasantville

Pursuant to N.J.S.A. 40:55D-48.1, Applicants must disclose the names and addresses of all persons owning 10% or more of the stock in a corporate applicant or 10% or more interest in a partnership applicant. N.J.S.A. 40:55D-48.2 provides that such disclosure applies to any corporation or partnership which owns 10% or more interest in any entity subject to disclosure under N.J.S.A. 40:55D-48.1.

Where a corporation / partnership owns 10% or more of the stock / interest in the Applicant or in another corporation / partnership so reported, this requirement shall apply to all non-corporate stockholders / individuals / partners qualifying under the 10% ownership criterion.

NAME & ADDRESS OF QUALIFYING INDIVIDUAL / ENTITY	DATE OF BIRTH (as applicable)	TAX ID NUMBER (tin)	POSITION	% INTEREST
	/ /			
	/ /			
	/ /			
	/ /			
	/ /			
	/ /			
	/ /			

(use additional sheets if necessary)

Signature of official empowered to complete the following Disclosure on behalf of the Corporation, Partnership, LLC or LLP (if additional sheets are necessary, such signature shall appear on each sheet):

Signature \_\_\_\_\_

Date \_\_\_\_\_

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Witmer 8/1/22  
Signature of Applicant Date

(insert revision date)





APPLICATION PACKAGE  
for  
LAND USE APPROVAL  
City of Pleasantville

FORM 6: PROJECT INFORMATION

Project Name: 124 Collins Ave

Present Use of the Subject Property: Duplex

Proposed Use of the Subject Property:

- ( ) Sale of Lot(s) (no construction proposed)  
( ) Construction of owner-occupied residential dwelling  
( ) Construction of ( ) rental or ( ) for-sale residential dwellings  
( ) Construction of owner-occupied commercial or other use.

Specify: \_\_\_\_\_

- ( ) Construction of rental or for-sale commercial or other use.

Specify: \_\_\_\_\_

- (✓) Other. Specify: continue permissible nonconforming use as duplex.

For each category (as applicable), provide number and type of units. For residential projects, include number of bedrooms per unit. For commercial projects, include the s.f. per unit:

2 residential / unit

(1) 2 bedrooms (1) 1 bedroom

For residential projects, number of units to be deed restricted as "Affordable" under regulations established by the New Jersey Council on Affordable Housing (COAH): - 0 -

Estimated cost of construction of Proposed Project: \$ - 0 -

Have any of the lands within the Subject Property been classified by any State or Federal Agency as Environmentally Sensitive, Wetlands, Riparian Lands, Brownfield, Greyfields or other applicable designation? ( ) Yes (✓) No

If Yes, explain: \_\_\_\_\_

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Witmer 8/1/22  
Signature of Applicant Date





APPLICATION PACKAGE  
for  
LAND USE APPROVAL  
City of Pleasantville

If No, is there any indication that the Subject Property might contain subsurface or groundwater contamination? ( ) Yes (✓) No

If Yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other than what is required by the City of Pleasantville, are any other approvals required for the Proposed Project? ( ) Yes (✓) No

If yes, specify (as applicable)

GOVERNMENTAL AGENCY OR PRIVATE ENTITY	YES	NO	DATE SUBMITTED	STATUS OF APPROVAL
City of Pleasantville Storm / Wastewater Division			___/___/___	
Atlantic County Board of Health			___/___/___	
Atlantic County Health Department			___/___/___	
Atlantic County Planning Board			___/___/___	
Cape Atlantic Soil Conservation District			___/___/___	
NJ Department of Environmental Protection			___/___/___	
NJ Department of Transportation			___/___/___	
NJ Council on Affordable Housing			___/___/___	
Other			___/___/___	
Other			___/___/___	
Other			___/___/___	

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Witmer 8/1/22  
Signature of Applicant Date

(insert revision date)



APPLICATION PACKAGE  
for  
LAND USE APPROVAL  
City of Pleasantville

FORM 7: ZONING CONFORMANCE  
(if multiple Principal buildings, provide information for all buildings)

Zoning District in which Subject Property is located:

Residential Zoning Districts

- ( ) Single-Family Residential 50 (SFR-50)  
( ) Single-Family Residential 60 (SFR-60)  
(✓) Single-Family Residential 75 (SFR-75)  
( ) Residential Duplex (R-D)  
( ) Multi-Family (MF)

Commercial Zoning Districts

- ( ) Central Business District (CBD)  
( ) Neighborhood Commercial (NC)  
( ) General Commercial (GC)  
( ) Regional Commercial (RC)  
( ) Regional Shopping Center (RSC)  
( ) Light Industrial (LI)

Specialty Zoning Districts

- ( ) Bayside Mixed-Use (BMU)  
( ) Cemetery (CEM)  
( ) Conservation (CONSERV)  
( ) Waterfront Residential (WR)

Overlay Zoning Districts

- ( ) Bayside Mixed Use Overlay Zone  
( ) City Center Support Overlay  
( ) Franklin Boulevard Professional Office Overlay  
( ) Main Street Neighborhood Commercial Overlay  
( ) New Road Professional Office Overlay

Redevelopment Plans

- ( ) Block 189 Rehabilitation Area  
( ) California Avenue Rehabilitation Area  
( ) CARA Cambria Avenue Redevelopment Area  
( ) CCRA Center City Redevelopment Area  
( ) LBRA Lakes Bay Waterfront Redevelopment Area  
( ) NARA Narcissus Avenue Rehabilitation Area  
( ) WTRA Woodland Terrace Rehabilitation Area

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Whitmer  
Signature of Applicant

8/1/22  
Date

(insert revision date)





APPLICATION PACKAGE  
for  
LAND USE APPROVAL  
City of Pleasantville

Lot Regulations for Zoning District in which Subject Property is located:

	Existing	Required	Proposed
Lot Width (ft)	<u>50</u>	<u>75</u>	<u>50</u>
Lot Depth (ft)	<u>170+</u>	<u>100</u>	<u>170+</u>
Lot Size (s.f.)	<u>8,500+</u>	<u>7,500</u>	<u>8,500+</u>

Building Regulations for Zoning District in which Subject Property is located:

	Existing	Required	Proposed
Front Yard Setback (ft)	<u>16.8</u>	<u>20</u>	<u>16.8</u>
Side Yard Setback [L / R] (ft)	<u>3.9 / 20</u>	<u>6 / 6</u>	<u>3.9 / 20</u>
Rear Yard Setback (ft)	<u>36*</u>	<u>30</u>	<u>36</u>
Impervious Coverage (%)		<u>60</u>	

\* to garage bldg.

Height and number of stories for Principal Building (if multiple Principal buildings, provide information for tallest building): 35 feet 2.5 stories

Does the Subject Project conform with all applicable requirements for the specific Zoning District in which the Subject Property is located as specified by the Pleasantville Land Management Code (Chapter 300)?  
( ) Yes ( ☒ ) No

If No, explain nonconformities: lot width and left side yard setback as per above.

Have any variances, waivers of zoning interpretations been obtained as relates to the existing or proposed use of the Subject Property? ( ) Yes ( ☒ ) No

If Yes, explain: \_\_\_\_\_

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Witmer 8/1/22  
Signature of Applicant Date

(insert revision date)





APPLICATION PACKAGE  
for  
LAND USE APPROVAL  
City of Pleasantville

FORM 8: PROJECT PROFESSIONALS

(use additional sheets if necessary)

Project Attorney: Gregory Mutchko, Esq  
Address: 22 North Shore Rd  
Absecon, NJ 08201  
Phone No. (609) 646-2123 Fax No. (609) 646-4077  
Email Address: mutchkolaw@gmail.com

Project Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Project Planner: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Project Architect: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Project Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Witmer 8/1/22  
Signature of Applicant Date



# PLEASANTVILLE LAND MANAGEMENT CODE

## CHECKLIST J.

Certificate of Nonconformity  
Pursuant to N.J.S.A. 40:55d-68.

See §300-20, 26 & 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the person completing the Checklist.

### APPLICATIONS FOR CERTIFICATE OF NONCONFORMITY

Pursuant to N.J.S.A. 40:55d-68:

any nonconforming use or structure existing at the time of the passage of the Land Management Code may be continued upon the lot or in the structure so occupied and any such structure may be restored or repaired in the event of partial destruction thereof.

A prospective purchaser, prospective mortgagee or any other person interested in any land upon which a nonconforming use or structure exists may apply in writing for the issuance of a Certificate of Nonconformity, certifying that the use or structure existed before the adoption of the section of the Land Management Code which rendered the use or structure nonconforming.

The Applicant for a Certificate of Nonconformity shall have the burden of proof.

Application for a Certificate of Nonconformity may be made to the Zoning Officer within one (1) year of the adoption of the section of the Land Management Code which rendered the use or structure nonconforming, or at any time to the Zoning Board of Adjustment.

The Pleasantville Land Management Code was adopted on the date indicated under §300-1 therein. Until such time as the Land Management Code is amended, such date shall be the Test Date for any nonconformity. Upon any amendment to the Land Management Code, the date of adoption of an ordinance amending a specific section of the Land Management Code shall become the Test Date for such section.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval to the City of Pleasantville and agree to be bound by same.

(insert revision date)

*Mary E. Witmer*  
Signature of Applicant

*8/1/22*  
Date





PLEASANTVILLE LAND MANAGEMENT CODE

CHECKLIST J.

Certificate of Nonconformity  
Pursuant to N.J.S.A. 40:55d-68.

See §300-20, 26 & 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the person completing the Checklist.

Certificate of Nonconformity is being sought for nonconforming:

( ) Use

( ) Building

( ) Both

Explain in detail the present nature of the nonconformity (use additional sheets if necessary):

Used as a duplex.

List all submitted evidence supporting the claim of nonconformity (use additional sheets if necessary):

1. See Exhibit A, applicant's certification.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Witmer  
Signature of Applicant

8/1/22  
Date

(Insert revision date)



# Exhibit A

## Certificate of Nonconformity

### Checklist J

I, MARY E. WITMER, do hereby certify as follows:

Property address: 126 Collins Ave., Pleasantville

The subject property has been in my family for many, many years. My grandparents originally owned the property. When they departed it was passed on to my parents in 1978. After my mother passed away in 2018, she left the property to me in her will.

My father converted the second floor into a one-bedroom apartment in 1957 and the property has been used continuously since then as a duplex with a two bedroom apartment on the first floor and another one bedroom apartment on the second floor. I resided in the upstairs apartment on and off for the last 65 years.

Accordingly, the property has been used prior to the enactment of the current zoning ordinance and I am eligible to receive a certificate of nonconformity for this continued use.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are wilfully false I am subject to punishment.

DATED: 8/1/22

Mary E. Witmer  
MARY E. WITMER



## PLEASANTVILLE LAND MANAGEMENT CODE

### CHECKLIST A. General Requirements & Instructions

See §300-26 and 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

The following series of Checklists were crafted to provide the City and its professionals with detailed information pertinent to each of the specific types of approvals or relief available to applicants. Applicants shall complete this Checklist A. for all applications except Applications for Zoning Permits, and shall complete Checklists C. through L. as applicable. Applicants requesting multiple approvals shall complete the appropriate Checklist for each approval requested.

Applications for Zoning Permits need only complete Checklist B.

Site Plans which include design of drainage, pavement, curbing, walkways, embankments, horizontal and vertical geometrics, utilities and other pertinent structures shall be prepared, signed and sealed by a New Jersey licensed Professional Engineer. A New Jersey Registered Architect may prepare a Site Plan if limited to general locations.

Topographical and Boundary Survey information, including all subdivisions, shall be provided by or attributed to a New Jersey licensed Professional Land Surveyor.

1. One (1) original and fourteen (14) copies of:
  - A. the completed Application Forms, all certifications and other components;
  - B. all required checklist(s) in completed form; and
  - C. all documents, reports, plats, plans, drawings and photographs relating to the Application.
2. All plats, plans and drawings shall contain a Title Block, including:
  - A. The name and title of the Application / Project, City of Pleasantville, Atlantic County;
  - B. The name, title, address, telephone and fax number of the Applicant;
  - C. The name, title, address, telephone and fax number of the person who prepared the plat, plan or drawing, including the New Jersey License number and original embossed seal with signature if the preparer is a New Jersey Licensed Land Surveyor, Professional Engineer, Professional Planner or Architect;
  - D. The name, address, telephone and fax number of the owner(s) of record of the Subject Property;

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Witmer  
Signature of Applicant

8/1/22  
Date





## PLEASANTVILLE LAND MANAGEMENT CODE

### CHECKLIST A.

#### General Requirements & Instructions

See §300-26 and 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- E. Written and graphic (bar) scale in inches to feet;
- F. North Arrow
- G. The original date that the plans were prepared, the date of each subsequent revision thereof and a list of specific revisions entered on each sheet.
3. Unless otherwise specified in Checklists C. through L., no plat, plan or drawings shall be accepted unless:
  - A. drawn to a scale of 1"=10', 1"=20', 1"=30', 1"=40', 1"=50' or 1"=60' for engineering drawings or  $\frac{1}{8}$ "=1',  $\frac{3}{8}$ "=1',  $\frac{1}{4}$ "=1',  $\frac{1}{2}$ "=1',  $\frac{3}{4}$ "=1' or 1"=1' for architectural drawings, as per standard scales commercially available at any office supply store. **Items drawn to such scales but subsequently reduced or enlarged shall be summarily rejected.**
  - B. submitted on 24"x36" or larger sheet sizes, folded into eighths, with title block revealed. If one sheet is not sufficient to depict the entire tract, the plat, plan or drawing may be divided into sections and shown on separate sheets of equal size, with reference on each sheet as to the location of all adjoining sheets.
  - C. fully dimensioned to confirm conformity with all requirements.
  - D. dimensions are expressed to the nearest tenth of an acre when describing acreage or 2 decimal places when describing square feet of area or linear feet of distance. Bearings shall be given to the nearest 10 seconds and the error of closure shall not exceed 1 to 10,000.
4. A Key Map showing the entire parcel to be developed, the proposed development and the proposed street pattern, if any, within it, and the relationship of the tract to the surrounding area, with the proposed development shown in place, including all intersections and waterways within 300', at a scale not less than 1"=100', based on the City's official tax map. Where the scale of the map results in a street name not appearing, the Applicant shall legibly hand-print the missing street name.
5. Existing tax sheet with existing block and lot number(s) of the Subject Property(ies) as they appear on the current City Tax Map as well as all properties within 200' of the subject. Existing Street names of all streets bounding the subject property shall be clearly visible. Where the scale of the map results in a street name not appearing, the Applicant shall legibly hand-print the missing street name.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Witmer  
Signature of Applicant

8/1/22  
Date





## PLEASANTVILLE LAND MANAGEMENT CODE

### CHECKLIST A.

#### General Requirements & Instructions

See §300-26 and 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

6. Existing Zoning Map with existing block and lot number(s) of the Subject Property(ies) as they appear on the current City Tax Map as well as all properties within 200' of the subject. Existing Street names of all streets bounding the subject property shall be clearly visible. Where the scale of the map results in a street name not appearing, the Applicant shall legibly hand-print the missing street name.

Matrix containing the requirements of the Zoning District(s) in which the Subject Property(ies) are located, including the use(s) proposed, the bulk requirements of such District(s), and whether or not the proposed project conform(s) to such regulations. Such information shall be indicated on the plot or plan as well as a separate table.

7. Recent Aerial photograph depicting the Subject Property and one (1) block in each direction from the Subject Property, dated and showing the location and size of structures and from other land uses as well as all access points to such uses.

2007 aerial photography is available at no charge from the NJGIN Information Warehouse ([https://njgin.state.nj.us/NJ\\_NJGINExplorer/IW.jsp?DLayer=NJ%202007%20Orthophotography](https://njgin.state.nj.us/NJ_NJGINExplorer/IW.jsp?DLayer=NJ%202007%20Orthophotography)). Should an applicant not be able to download such information, aerial photography from Google Earth, Microsoft Virtual Earth, Bing or other commercially available sources is acceptable.

8. Neighborhood characteristic photographs depicting the Subject Property from the opposite side of the street as well as all properties fronting both sides of the street of the block on which the Subject Property is located.

Such photography shall be dated and keyed to a reproduction of the City's official tax map, at a scale of not less than 1"=60', with the Subject Property and all photographed properties indicated.

9. A certified list of all property owners whose property is located within 200' of the extreme limits of the Subject Property, as they appear on the most recent tax list prepared by the Tax Assessor. Such list must be certified as current within three (3) months prior to the date of submission of the Subject Application. Such list shall include Owner's Name and Mailing Address as well as the Block number, Lot number and Property Address of the property within 200' of the Subject.

In addition to the Tax Assessor's (8½"x11") printout, such list shall be depicted on the plans.

10. Certification that there are no outstanding uncollected fees or escrows resulting from past applications or prior submissions by the Applicant, or any entity now or previously related to the applicant, involving this property or any other properties connected with the Applicant within the City of Pleasantville. **No applications will be processed if the applicant owes the City or its professionals monies from previous applications.**

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Witmer  
Signature of Applicant

8/1/22  
Date





## PLEASANTVILLE LAND MANAGEMENT CODE

### CHECKLIST A. General Requirements & Instructions

See §300-26 and 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

- \_\_\_ 11. Certification from the Zoning Officer and/or City Engineer that any conditions required as a result of any prior approval granted for the Subject Property have been fulfilled.
- \_\_\_ 12. Certification from the City Tax Collector that all taxes and assessments are paid and current as of the date the Application is submitted, or that adequate provision for payments has been made in a matter satisfactory to the City.
- \_\_\_ 13. Statement regarding any prior Planning Board or Zoning Board of Adjustment appeal, approval or denial related to the Subject Property.
- \_\_\_ 14. Copies of protective covenants or deed restrictions affecting any portion of the Subject Property or any adjacent property (if obtainable).
- \_\_\_ 15. The location, width, legal (metes and bounds) description, use(s) for which they are intended, any limitations thereof and the manner of control or maintenance for all existing or proposed utility easements, right-of-way dedications and/or sight triangle dedication(s) affecting the Subject Property.

Items 14. and 15. are intended to address, but are not limited to, existing or proposed easements to telephone, electric, gas, water and sewer utilities; deed restrictions and covenants, master deeds and proposed by-laws of any homeowner's or community associations; proposed deeds to dedicate any portion of the affected property for public use or for ownership by any public body.

- \_\_\_ 16. **Detailed narrative** describing the existing use and condition of and the development proposed for the Subject property, addressing the individual lands and buildings therein, including a statement of the applicant's intent with respect to the ownership, sale and leasing of the project or the various components thereof.
- \_\_\_ 17. **Detailed narrative** justification for any requested waivers from any Checklist requirement. **Items which are not applicable shall be addressed as N/A.**
- \_\_\_ 18. **Detailed narrative** justification for any requested waiver(s) from any development standard and/or regulation where a variance is not required.
- \_\_\_ 19. Evidence that the Applicant has sufficient control over the Subject Property to effectuate the proposed development. Including, as appropriate:
  - \_\_\_ A. Property Owner's authorization to file the application when the Owner is not the Applicant.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Witmer      8/1/22  
Signature of Applicant      Date



# PLEASANTVILLE LAND MANAGEMENT CODE

## CHECKLIST A. General Requirements & Instructions

See §300-26 and 27 for further details regarding submission requirements and procedures.

Each page of this Checklist must be signed and dated by the Applicant.

B. Notarized signature of the Applicant or Agent for the Applicant.

20. All Application Fee(s) and Escrow Deposit(s), including Tax Map Update Fees for subdivisions or lot consolidations. **No application will be processed which does not include the appropriate Fees and Escrows.**

The Applicant shall be responsible to insure that Fees and Escrow Deposits are sufficient to address all approvals required, consistent with the Fee Schedule under §300-9. The City reserves the right to require additional Application Fees and Escrow Deposits should the review of the Application find that additional approvals are required.

Once such additional approvals have been identified, the City, and or its professionals shall immediately cease review of the subject application and issue a letter to the Board Secretary informing the Secretary of the situation. The Board Secretary shall immediately inform the Applicant of the necessity for additional funds. The review of the application shall not resume until the appropriate funds have been submitted.

21. The Zoning Officer, Planning & Redevelopment Advisory Committee, Planning Board or Zoning Board of Adjustment, through their respective professionals, reserves the right to require such additional information as may be deemed necessary and appropriate for a full consideration of the entirety of the Subject Application.

While no application shall be deemed Incomplete for the lack of such information, the entities so indicated reserve the right to delay the granting of approvals until such information has been submitted and appropriately reviewed.

I, as applicant for the subject Application, acknowledge that I have read and am familiar with the procedures set forth herein for submitting and acting upon applications for Land Use Approval in the City of Pleasantville and agree to be bound by same.

Mary E. Wistner  
Signature of Applicant

Date

8/1/22



**CERTIFICATION OF UNDERSTANDING**

I, Mary E. Witmer, Applicant, applying to appear  
before the Pleasantville Planning and/or Zoning Board, do hereby  
CERTIFY that I understand that:

- a. The original amount posted into my escrow account may NOT be adequate to cover any bills presented against it by the Board professionals;
- b. If said original escrow is depleted, I will be required to post additional funds into the account;
- c. Until such additional funds are deposited, all work on the part of any of the Board professionals will cease until said funds are posted; and
- d. In the event of a dispute as to any bill or bills submitted, I, as the Applicant, have the option of applying to the Atlantic County Board of Construction Appeals, whose telephone number is 609-645-5971, for a fair resolution of the dispute.

DATED:

8/1/22

NAME:

Mary E. Witmer  
Applicant



APPLICATION PACKAGE  
for  
LAND USE APPROVAL  
City of Pleasantville

FORM 10: CERTIFICATIONS

APPLICANT: I certify that the foregoing statements and the materials submitted are true. I further certify that I am that the individual Applicant or that I am an Officer of the Corporation who is the Applicant, and that I am authorized to sign the application for the Corporation, or that I am general partner of the partnership Applicant. If the Applicant is a Corporation, an authorized Corporate Officer must sign this Certification. If the Applicant is a Partnership, a General Partner must sign this Certification. If the Applicant is an LLC, the Managing Member must sign this Certification.

Mary E. Witmer  
Applicant's Signature

Sworn to and subscribed before me this  
1 Day of August, 2022.

Alisse D Birks  
Notary Public of New Jersey

ALISSE D BIRKS  
Commission # 50187994  
Notary Public, State of New Jersey  
My Commission Expires  
March 08, 2027

~~PROPERTY OWNER WHERE NOT 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 by the Applicant and the decision of the Board in the same manner as if I were the Applicant. If the owner is a Corporation, an authorized Corporate Officer must sign this Certification. If the owner is a Partnership, the General Partner must sign this Certification. If the owner is an LLC, the Managing Member must sign this Certification.~~

~~Applicant's Signature~~

Sworn to and subscribed before me this  
1 Day of August, 2022.

Alisse D Birks  
Notary Public of New Jersey

ALISSE D BIRKS  
Commission # 50187994  
Notary Public, State of New Jersey  
My Commission Expires  
March 08, 2027