

TOWNSHIP OF GLOUCESTER

MEMORANDUM



TO: Applicants

FROM: Kenneth D. Lechner, PP, AICP, Director / Planner
Department of Community Development & Planning

RE: REDEVELOPMENT AREA PROCEDURES

DATE: March 20, 2006 (Last revised November 06, 2019)

The following is a general outline of procedures that the Department of Community Development & Planning has implemented to administer applications within redevelopment areas:

- STEP 1:** The Applicant submits the standard Township Land Development Application Form and on item #3, "Type of Application" indicates "Redevelopment Agreement."
- a. Filing Fees: Not applicable.
 - b. Escrow Fees: Escrow fees for professional services are optional and vary depending on the complexity of the application. The Department provides guidance to each applicant in determining the recommended escrow fees.
 - i. The ordinance requires \$500.00 per professional reviewing the application up to a maximum of \$2,000.00: Engineering, Planning, Legal, and Architectural.
 - c. Support Documents: The Applicant provides those support documents (i.e., project narrative, concept site plan, architectural renderings, building elevations, floor plans, etc.) appropriate for the particular application.
- STEP 2:** The Township Clerk's office would advise on the scheduled date of the Redevelopment Entity meeting to consider the application.
- STEP 3:** The Applicant presents their application to the Redevelopment Entity.
- a. STEP 3 may continue until such time the Redevelopment Entity has determined that they have sufficient information and issues either a Memorandum of Agreement or Redevelopment Agreement.
 - i. A Memorandum of Agreement or Redevelopment Agreement (Checklist #110) is required for a complete application to the Planning Board, as follows:

"A Memorandum of Agreement from the Redevelopment Authority describing the preliminary terms of a redevelopers agreement, which may include a project description, uses, densities, aspects related to site architecture, engineering, planning, funding, schedules and any other miscellaneous provisions."
- STEP 4:** The Applicant submits a Complete Application to the Planning Board for the type of project (i.e., site plan waiver, minor subdivision, preliminary major subdivision, final major subdivision, minor site plan, preliminary major site plan, final major site plan, and general development plan), which include various filing and escrow fees.
- a. In addition to Checklist items #1 - #109 (See Section 817, Submission Checklist of the Land Development Ordinance), projects within redevelopment areas also require submission of the following checklist items in order to be deemed complete:
 - i. Memorandum of Agreement or Redevelopment Agreement [Checklist #110].
 - ii. Architectural renderings in color and building elevations [Checklist #111].
 - iii. Project narrative describing compliance of the project with the respective Redevelopment Plan [Checklist #112].
- STEP 5:** Redevelopment Entity issues a Redevelopment Agreement incorporating conditions of the Memorandum of Agreement, Planning Board Resolution(s), and other conditions within their jurisdiction in accordance with the Local Redevelopment and Housing Law, if applicable.