

City of Salem Planning/Zoning Subdivision Guidelines

TO SUBDIVISION APPLICANTS:

The attached checklist is to assist you in the submission of the subdivision development plans for review to the City of Salem Planning/Zoning Board.

This checklist is intended only as an aid for applicants. It is the applicant's responsibility to include all the necessary information according to the Land Subdivision Ordinance of the City of Salem. Omission of items may result in the Board declaring the application incomplete.

NOTE: All pages must be initialed and dated by person completing form.

It is the applicant's responsibility to forward the application to the County Planning Board, and any other pertinent agency.

At least ten (10) days prior to the Board meeting to the Board Secretary below:

Carol Wright
Planning/Zoning Board Secretary
17 New Market Street
Salem, NJ 08079
Phone: 856-935-5510 ext. 209

Applicants are to submit fifteen (15) copies of:

- Application
- Sketch plat, and
- Completed checklists

A minor subdivision is defined as a subdivision of land that does not involve the creation of more than three (3) lots, including any residual portion of the tract; planned development; any new street; extension of any off-tract improvement, the cost of which is to be prorated in accordance with Section 130-148E of this chapter; conflict with any portion or provision of the Master Plan, Official Map, Part 3 (Zoning) of this chapter or other provisions of this chapter; or will not adversely affect the proper development of any remainder of the tract or the adjourning properties.

All major subdivisions and any minor subdivisions requiring variances are subject to a public hearing with personal notice to neighboring property owners and public notice in the South Jersey Times newspaper. Please see Section 130-30A requirements.

NOTE: Applicant must request a copy of the 200 ft. property list from the Tax Collector's Office at 856-935-0372 ext. 200. Applicant should not place a Notice of Hearing or send notifications until informed that the application is deemed complete and on the following month's agenda.

Salem City Planning/Zoning Board Fee Schedule

City of Salem Office of the Planning/Zoning Board 17 New Market Street - Annex Building, NJ 08079

Phone: 856-935-5510 x209

Web site: http://www.cityofsalemnj.gov



It is hereby provided that fees shall be due and payable when applications are made to the Planning Board and/or Zoning of Adjustment and to the City Council in the event there is an appeal therefrom.

Fees shall be payable by the applicant at such time as the application is submitted. All fees required shall be paid by the applicant to the Secretary of the Board to whom the application is made.

SEPARATE CHECKS ARE REQUIRED FOR THE APPLICATION AND REVIEW FEES.

Fees to be paid shall be according to the following schedule:

	Nature of Application or Services	<u>Fees</u>
1.	Conditional Use	\$150.00
2.	Any required use or sign permit	\$50.00
3.	Use variance application	\$150.00
4.	Bulk variance application	\$150.00
5.	Interpretation of land use ordinance by Planning Board	\$150,00
6.	Zoning Permit	\$25.00
7.	Minor subdivision plus (a) Review Fee (b) Inspection Fee	\$100.00 \$150.00 \$150.00
8.	Major subdivision (preliminary plat submission five lots or less) Six (6) or more lots (a) Review Fee (b) Inspection Fee	\$750.00* \$1,200.00 \$150.00 \$150.00
9.	Major subdivision (final plat submission) plus (a) Review Fee (b) Inspection Fee	\$400.00* \$150.00 \$150.00
10	. Site Plan Review (preliminary) plus (a) Review Fee (b) Inspection Fee	\$150.00 \$150.00 \$150.00

<u>Nature of Application or Services</u>	<u>Fees</u>
11. Site Plan Review (final) plus (a) Review Fee (b) Inspection Fee	\$150.00 \$150.00 \$150.00
12. Appeal from Zoning Officer of application for Interpretation of Zoning Ordinance Map or Provisions	\$50.00
13. Appeal to City Council14. Transcript (original)Copies	\$50.00 \$2.50 (per page) \$1.00 (per page)
15. Resubmission or revision of Development Plan or Application	Same as initial Application Fee
16. Informal Review	\$150.00**
17. Site Plan Waiver	\$150.00

*Escrow Fund Fees - in addition to the application fees set forth see below

- Major subdivision at preliminary application: \$50.00 per lot but not less than \$200.00
- Major subdivision application for final approval: \$50.00 per lot but not less than \$200.00
- Site Plan Review: Preliminary \$400.00 Final \$400.00
- Minor subdivision: \$150.00

For those applications where an Environmental Impact Statement is required, there shall be an additional deposit of \$500.00 to cover the review and analysis of said impact statement. The escrow fees established herein may be increased or decreased upon the recommendation of the engineer or legal counsel for the respective boards.

**In the event a formal application is made after informal review, the informal review fees shall be credited against any application fees that are required in this schedule.

The inspection and review fees described herein are to be deposited with the Secretary of the Board. These fees shall be maintained in a separate escrow account as shown in the trust fund section of the municipal accounts. The amount to be deposited shall be the greater of the amount described above or Five (%) percent of the estimated cost of all improvements required as a condition of subdivision or site plan approval which estimate shall be made by the municipal engineer. Upon the recommendation of the municipal engineer or municipal solicitor, the required escrow may be increased if it appears that there shall be insufficient funds to pay the necessary review and inspection fees. Any funds remaining in the escrow account upon completion of the proposed development shall be returned to the developer.



Applicant Name (Last, First):	
,	

City of Salem Planning/Zoning Board Application

Application to the City of Salem P	lanning/Zoning	g Board is n	made for the following (check as many as apply):
☐ Appeal to City Council	☐ Zoning	Permit	☐ Any required use or signed permit
☐ Site Plan/Final	☐ Site Plan	n/Prelim	☐ Major Subdivision/Prelim
☐ Minor Subdivision	☐ Interpret	tation	☐ Conditional Use
☐ Informal Review	☐ Use Var	iance [☐ Bulk Variance
☐ Major Subdivision/Final	☐ Site Plan	n Review [☐ Appeal from Zoning Officers decision
☐ Resubmission or revision	of developm	ent plan or	
Fifteen (15) copies of applic	eation and Alior to date of	LL suppor hearing fo	orting materials must be filed ten (10) days for completeness.
Date Filed:			(mm/dd/year)
1. Applicant Information:			
Applicant Full Name:			
(Please Print)			
Applicant Address:			
(City/State	e/Zip)	777	
Telephone:			
Is Applicant (please check that	t may apply):	☐ Indivi	vidual
		☐ Corpo	poration (provide list of stockholders)
Applicant's interest in property	y:	Partne	nership (provide list of partners)
*			

City of Salem | Office of the Planning/Zoning Board | 17 New Market Street - Annex Building | 1 New Market Street - Municipal Building (meetings held) | Salem, NJ 08079 | 856-935-5510 x209

*If applicant is a corporation, provide the name and addresses of the President, Vice President, Secretary, and Treasurer and attach to a little of the President, Vice President, Secretary, and Treasurer and attach to a little of the President, Vice President, Secretary, and Treasurer and attach to a little of the President, Vice Pr	
President, Secretary, and Treasurer and attach to application.	e
If applicant is other than present owner of property in question, please provide present owner of property in question, please provide present owner.	vner
(Name and address of present owner)	
2. Attorney Information: NOTE: Corporate applicant must be represented by NJ attorney	
Attorney's Name:	7
Attorney's Name:(Please Print)	
Firm and Address:	
	· · · · · · · · · · · · · · · · · · ·
(City/State/Zip)	
Telephone:	
3. Architect/Engineer:	
Name:	
(Please Print)	
Firm and Address:	
Tim and Address.	
(City/State/Zip)	
Telephone:	
2. Property Location	
BlockLotZone Address:	
Was a previous application submitted for the proposed development? If yes, date	
Description of Contemplated Development:	
Description of Drainage Description	
Description of Drainage Requirement:	
•	

If variance is sought, describe change in lot area, setback requirement or yard re	
	quireme
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3. Signature of Tax Office Representation stating that no local taxes/assessme.	nts are
Date:	



Land Use Checklist

Schedule A - General Requirements

The following requirements are applicable for all submissions to either the Planning Board or Zoning Board of Adjustment:

Please indicate options below:

W = Request for waiver of an item

X = Item included in package

Please Check		<u>Verification</u> Official Use Only
	1. Fifteen (15) copies of the appropriate application form(s), completely filled in and signed by the Applicant. If any item is not applicable to the Applicant, it should so be indicated on the application form(s).	Omeiai Use Only
	2. Certificate indicating that taxes are paid.	
	3. Receipt indicating that fees are paid.	
	4. Fifteen (15) copies of any required plot plan, site plan, or subdivision plan.	
	5. Affidavit of ownership. If Applicant is not the owner, Applicant's interest in land; e.g., tenant, contract/purchaser, lienholder, etc., and a copy of the document creating that interest. (Prices may be deleted.)	
	6. If a corporation or partnership, list names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.	
	7. Names and addresses of witnesses and their expertise, if any.	The state of the s
	8. Statement as to any application requirements for which waiver is sought, together with a statement of reasons why should be granted.	
,	9. A list of all other requirements or standards of Chapter 130, Land Use, that are not met by the application and for which a waiver or variance is sought.	

*Verification	Official	Use Only	– (Please	Sign)
			1 TOUDO	DIEIII

Checklist Verified By:	_Date	



Land Use Checklist

Schedule C - Minor Subdivision

All minor subdivisions and sketch plats shall fulfill the information requirements set forth in the checklist below prior to review by the approving authority.

Please indicate options below:

W = Request for waiver of an item

X = Item included in package

<u>Please</u> Check		Verification Official Use Only*
	1. The plat for minor subdivision approval shall be prepared under the supervision of and be signed and sealed by a licensed New Jersey land surveyor. A sketch plat for purposes other than for minor subdivision of and be signed and sealed by a licensed New Jersey land surveyor, professional planner, professional engineer or registered architect.	
	2. The plat shall be based on Tax Map information or some other similarity accurate base at a scale of not more than one (1) inch equals two hundred (200) feet to enable the entire tract to be shown on one (1) sheet.	
	3. A key map at a scale in which one (1) inch equals not more than one thousand (1,000) feet showing the entire subdivision and its relation to all features within one-half (1/2) mile o the limits of the subdivision.**	
	4. Name and address of owner, subdivider and person preparing plat.**	The state of the s
	5. The names of all adjoining property owners as disclosed by the most recent tax records.**	
	6. The Tax Map sheet, block and lot numbers.**	
	7. The location of that portion which is to be subdivided in relation to the entire tract.**	
	8. All existing and proposed streets within or adjourning the proposed subdivision with the right-of-way widths clearly indicated.**	
	9. The proposed location of any driveways or other entrances onto a public street.**	

^{**}The information shall be shown or included on the sketch plat, unless waived by the Planning/Zoning Board.

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Please Check		Verification Official Use Only*
	10. All existing structures and wooded areas, within the portion to be subdivided and within two hundred (200) feet thereof.**	
	11. All proposed lot lines and lot lines to be eliminated by the proposed subdivision shall be clearly indicated.**	
	12. The location, size and direction of flow of all streams, brooks, drainage structures and drainage ditches in the are to be subdivided or within two hundred (200) feet of the subdivision.**	
	13. The location and width of all existing and proposed utility easements in the area to be subdivided.**	
	14. The zoning classification of the property and all additional information necessary to show compliance with the applicable zoning requirements.**	
	15. Acreage of the entire tract, the area being subdivided and the area of each lot created.**	
	16. Approximate lot dimensions, drawing scale and North arrow.**	
	17. For all applications involving the creation of more than two (2) lots, spot elevations on lot corners, and for any application where found necessary by the Planning Board, sufficient topographic information for proper determination of requirements, but not exceeding the topographic information requirement applicable to preliminary major subdivision applications.**	
	18. For any application where found necessary by the Planning Board to assure that there is no adverse effect upon the development or provision of access to the remainder of tract, a rough indication of an acceptable layout of the remainder of the tract.**	
	19. A written commitment from the City Sewerage Superintendent of sufficient capacity to provide sewerage to each lot when occupied by a dwelling house.**	
	20. A written commitment from the City Water Superintendent of sufficient capacity to provide water service to each lot when occupied by a dwelling house.**	

*Verification Official Use Only – (Please Sign)

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Checklist Verified By: _		 Date

^{**}The information shall be shown or included on the sketch plat, unless waived by the Planning/Zoning Board.



Land Use Checklist

Schedule D - Preliminary Plat Requirements - Major Subdivision

A development application which is classified as a <u>major subdivision</u> shall not be considered complete until the information requirements set forth in the checklist below have been fulfilled, unless waived by the approving authority.

Please indicate options below:

W = Request for waiver of an item

X = Item included in package

Please Check		<u>Verification</u> Official Use Only*
	1. The preliminary plat shall be clearly and legibly drawn or reproduced in black and white at a scale of not less than one (1) inch equals fifty (50) feet. It shall be prepared under the supervision of and be signed and sealed by a licensed New Jersey land surveyor and any engineering design work shall be done by a licensed New Jersey professional engineer.	
	2. The plat shall be prepared in compliance with the design standard of this Part 5 and shall show or be accompanied by the following information in addition to all that is required by the required for a sketch plat (see Checklist C).	
	3. Accurate bearings, heading and other boundary details.	
	4. All required front, side and rear setback lines.	
	5. Specimen trees having a diameter in excess of twenty-four (24) inches.	
	6. Any structures of historic significance within two hundred (200) feet of the subdivision and a statement of the impact of the development on the historic structure.	
	7. Topography contours at two (2) foot interval for slopes averaging five percent (5%) or greater and one (1) foot contours for slopes less than five percent (5%). Elevations or contours need not be shown, however, for those portions of any parcel to be retained by the subdivider in an undeveloped state that are more than two hundred (200) feet from the lots being created. Contours should show existing ground elevations and proposed elevations in any areas to be regarded.	
	8. Streets – Cross sections and center-line profiles of proposed streets within the subdivision and existing streets which abut the subdivision.	

Please Check		<u>Verification</u> Official Use Only*
	9. Watercourses – All existing and proposed watercourses shall be shown accompanied by the following information.	
	A. When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed within the floodway of an existing stream, evidence of submissions of the improvement to the Division of Water Resources shall accompany the subdivision.	
	B. Cross sections of watercourses and/or drainage swales at an approximate scale showing the extent of the floodplain, top of bank, normal water level and bottom elevation at the following locations.	
	1. At any point where a watercourse crosses the boundary of a subdivision.	
	2. At fifty (50) foot intervals for a distance three hundred (300) feet upstream and downstream of any proposed culvert or bridge within or adjacent to the subdivision.	
	3. Immediately upstream and downstream of any point of junction of two (2) or more watercourses.	
	4. At a maximum of three hundred (300) feet intervals along all watercourses which run through or adjacent to the subdivision.	
	C. When ditches, streams, brooks or watercourses are to be altered, improved or relocated, the method of stabilizing slopes and the measures to control erosion and siltation as well as typical cross sections and profiles shall be shown on the plat or accompany it.	
	D. The boundaries of the floodplains within or adjacent to the subdivision.	
	10. Drainage – Preliminary plans and profiles at a scale of one (1) inch equals fifty (50) feet horizontally and one (1) inch equals five (5) feet vertically of all proposed and existing storm sewers, drainage swales, and streams within the subdivision together with the locations, size, elevations, and capacities of any existing storm drain, ditch, or stream to which the proposed facility will be connected.	

<u>Please</u> Check		<u>Verification</u> Official Use Only*
	A. The location and extent of any proposed groundwater recharge basins, retention basins or other water conservation devices.	
	B. All drainage calculations used for the design of the storm drainage system and the documents indicating conformance to the standards in this chapter shall be submitted.	
	11. Utilities – Preliminary plans and profiles of proposed utility layouts shall be at a scale of not more than one (1) inch equals fifty (50) feet horizontally and one (1) inch equals five (5) feet vertically showing connections to existing and proposed utility systems.	
	12. A written commitment from the City Sewerage Superintendent of sufficient capacity to provide sewerage service to each lot when occupied by a dwelling house.	
	13. A copy of any protective covenants or deed restrictions applying to the land being subdivided.	
	14. If application involves the disturbance of more than once (1) acre, the applicant shall also submit five (5) copies of an environmental impact statement, as per Checklist F.	

*Verification Official Use Only - (Please Sign)	
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Checklist Verified By:	Date	



City of Salem Land Use Checklist

Schedule E – Final Plat Requirements

An application for final <u>major subdivision</u> approval shall not be considered complete until the information requirements set forth in the checklist below have been fulfilled, unless waived by the approving authority.

Please indicate options below:

W = Request for waiver of an item

X = Item included in package

Please Check		<u>Verification</u> Official Use Only*
CHECK	1. The final plat shall be drawn in ink on tracing cloth or its equivalent, at a scale of not less than one (1) inch equals fifty (50) feet and in compliance with all the provisions of the Map Filing Law. The final plat shall be submitted in the following form:	Official Use Only
	 The original or equivalent duplicate, one (1) translucent tracing cloth or its equivalent copy Two (2) cloths prints Ten (10) black on white prints 	
	2. All information listed Section 130-131C (1) through (7).	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
	3. Tract boundary lines, right-of-way lines of streets, street names, easements and other right-of-way land to be reserved or dedicated to public use, all lot lines and other site lines, with accurate dimensions, bearing or detection angles, and radii arcs and central angles of all curves.	
	4. The purpose of any easement, or land reserved or dedicated to public use, shall be designated, and the proposed use of sites other than residential shall be noted.	
	5. New blocks and lots shall be numbered so as to conform to the City Tax Maps.	
	6. Minimum building setback line on all lots and other sites.	
	7. Cross sections, profiles and established grades all streets as approved by the City Engineer.	194
	8. Plans and profiles of all storm and sanitary sewers and water mains as approved by the City Engineer.	

Please Check		Verification Official Use Only*
	9. A statement by the City Engineer that he or she is in receipt of a map showing all utilities and exact location and elevation identifying those portions already installed and those to be installed and that the subdivider has installed all improvements in accordance with the requirements of these regulations; or has filed a corporate surety bond, a certified check, returnable to the subdivider after full compliance, or any other type of surety approved by the City Council and approved as to form by the City Attorney, which is in sufficient amount to assure the installation and maintenance of improvements. The provisions of N.J. S.A. 40:55D-53 shall govern said bonds and the completion, inspection and approval of said improvements and the payment of inspection fees.	- Court Court Carly
	10. A written commitment from the City Sewerage Superintendent of sufficient capacity to provide sewerage service to each lot when occupied by a dwelling house.	
	11. A written commitment from the City Water Superintendent of sufficient capacity to provide water service to each lot when occupied by a dwelling house.	

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Land Use Checklist

Schedule F – Environmental Impact Statement Requirements

If an application involves the area of more than one acre, the applicant shall also submit five (5) copies of an environmental impact statement signed and sealed by a New Jersey licensed professional planner or New Jersey licensed professional engineer, preferably with experience in environmental studies. As used in this Part 5, an "environmental impact statement" means a written description and analysis of all possible direct and indirect effects the development will have upon the development's site as well as upon the surrounding region affected thereby, with particular reference to the effect of the development upon the public health, welfare and safety, the protection of public and private property, existing agricultural activities and preservation and enhancement of the natural environment. Every environmental impact statement shall contain the following:

Please indicate options below:

W = Request for waiver of an item

X = Item included in package

Please Check		Verification Official Use Only*
-	1. A key map showing the location of the development and how it relates to the surrounding region affected thereby.	
	2. A description of the development specifying, in the form of maps, drawings, graphs or similar visual aids, and also by narrative, what is to be done and how it is to be done during and after construction of the development, including information and technical data adequate to permit a careful assessment of the environmental impact of the development.	
	3. An inventory of the existing environmental conditions at the development site and in the surrounding region affected thereby which shall describe the following.	
	A. Physical characteristics – Air quality	
	 Hydrology, including maps and descriptions of streams, water bodies and floodplains and a discussion of water quality. 	
	Geology	
	Soils and their properties, including capabilities and limitation.	
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<u>Please</u> <u>Check</u>		Verification Official Use Only*
	Topography and slope	
	Drainage	
	Vegetation	
	• Geology	
	Soils and their properties, including capabilities and limitation.	
	Topography and slope	
	B. Wildlife – Fish and aquatic organisms	
	Wild animals	
· .	C. Man-made conditions and structures – Sanitary and storm sewer systems, including planned construction.	
	Noise characteristics and levels	
	Traffic volume	
	Land use, including maps and descriptions of zoning and Master Plan delineation of the development area.	
	Aesthetics	
	D. Community character – History, including maps and descriptions of sites of historic and archaeological significance.	
<u> </u>	Demography	
	Culture	
	Maps and descriptions of sites reserved or planned for recreational purposes or as wildlife refuges.	:
	4. A listing of all licenses, permits or other approvals required by municipal, county or state law, the status of each, and proof that the applicant has contacted officials of any federal, state, county or municipal agency affected by the proposed development.	*

Please		Verification
<u>Check</u>		Official Use Only*
	5. An assessment of the probable impact of the development upon all of the topics listed in Subsection C (3) above.	
	6. A listing and evaluation of adverse environmental impacts which cannot be avoided, with particular emphasis upon air or water pollution, increase in noise during and after construction, damage to plant, tree and wildlife systems, damage to natural resources, displacement of people and businesses, increase in sedimentation and siltation, flooding, potential storm water run-off damage, both on and off site, increase in municipal services, and health, safety and wellbeing of the public. Off-site and off-tract impact shall also be set forth and evaluated.	
	7. A thorough description of the steps to be taken to minimized adverse environmental impact before, during and after construction of the development, both at the development site and in the surrounding region affected thereby, such description to be accompanied by necessary maps, schedules and other explanatory data as may be needed to clarify and explain the actions to be taken.	
	8. Any irreversible and irretrievable commitment of resources which would be involved in the proposed action shall be identifies and described.	
	9. A statement of alternatives to the proposed development which might avoid some or all of the adverse environment effects, including a no-action alternative, with an objective evaluation of each alternative including the no-action alternative.	
	10. A reference list of available pertinent published information relating to the development, the development site, and the surrounding region affected thereby.	
	11. Notwithstanding the foregoing, the reviewing board may waive the requirement for an environmental impact statement if sufficient evidence is submitted by the applicant to support a conclusion that the proposed development will have a slight or negligible environmental impact. Portions of such requirement may likewise be waived upon a finding by the reviewing board that a complete statement need not be prepared in order to evaluate adequately the environmental impact of the development.	

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Checklist Verified By:		Date



Land Use Checklist

Schedule G – Off-Site Parking Requirements

Type of Use	Minimum Parking Spaces
Residential units:	
Single-family detached or mobile homes	2 per unit provided on lot
• Two –family units (complex)	2 per unit provided on lot
Single family attached or townhouses	 2 per unit provided on lot, plus 1 1 per 6 units of visitor, provided in off-street bays
Garden apartments:	1.5 per unit except if 2 or more bedrooms exceeds 40% of unit total then 1.75 per unit, provided in off-street bays
Commercial establishments:	
Retail store, services business	• 1 per 150 square feet of gross leasable area
Service stations	• 2.5 for each service bay
• Theaters	• 1 for each 4 seats
Shopping centers	• 5.5 per 1,000 square feet of gross leasable area
• Banks	• 6 per teller window
Motels, hotels, transient guest homes	• 1 per room
Restaurants	• 1 per 2 seats devoted to service
Offices, general and professional	1 per 150 square feet of gross floor area
Research laboratories	1 per employee plus ten percent
Wholesale store, motor vehicle establishment, furniture store	• Exclusive of storage space, 1 per 400 square feet

Type of Use	Minimum Parking Spaces
Community facilities:	
• Church, house of worship	• 1 for each 3 seats
 Assembly hall, auditorium, community center 	• 1 for each 100 square feet of gross floor area or 1 for each 4 seats, whichever is greater
• Hospital	• 1.5 per bed
• Nursing home, institution for aged	• 1 for each 3 beds
Schools:	
Elementary school, junior high school	• 1 for each employee plus 10
High Schools	• 10 per classroom
• College	• 1 for every 2 students plus 1 per dorm beds
Library or museum	• 1 per 500 square feet of gross floor area
• Funeral home	• 10 plus 1 for each 50 square feet devoted to chapel or slumber rooms
Industrial establishments:	
Industrial, manufacturing use	• 1 per employee plus 10 percent or 1 per 750 feet of gross floor area, whichever is greater
Storage warehouse	• 1 per employee plus 10 percent or 1 per 750 square feet of gross floor area, whichever is greater
Recreation facilities:	
Clubs, golf clubhouses, commercial or noncommercial uses	• 1 for each 6 persons of rated capacity
Bowling alleys	• 4 spaces per alley
• Skating rink	1 space for each 120 square feet of skating area

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