

# Elsinboro Planning Board

## Form -1

### Instructions for Submitting Applications

#### **Initials**

1.0 **APPLICATION**

*Please initial all completed steps and submit these instructions as part of your application.*

\_\_\_\_\_ 1.1 Fill in the required information on the Application Form

\_\_\_\_\_ 1.2 Complete and submit the application checklists

2.0 **NOTIFICATION**

\_\_\_\_\_ 2.1 The application will be scheduled for a public hearing when the application is determined to be complete by the board or its representatives. The Board Secretary will inform the applicant of the scheduled hearing date after the application is determined to be complete. **Public Notice should not be made until after the applicant is informed that the application has been placed on the Board's agenda.**

**NOTE:**

Public Notice of your application and request for a hearing must be made no less than 10 days prior to the hearing. Notification must be made whether the property is improved or unimproved. The form of notice and distribution thereof, must meet the requirements as prescribed by state statute.

\_\_\_\_\_ 2.2 A certified list of property owners is required to be submitted with your proof of notice. This list must be obtained from the Township Tax Assessor.

3.0 **APPLICATION FEES**

\_\_\_\_\_ 3.1 Application fees are described in Ordinance 96-2 and are required to be submitted with the application. Make checks payable to Elsinboro Township.

- \_\_\_\_\_ 3.2 Review Escrow deposits are described in Ordinance 96-2 and are required to be submitted with the application. The amount will be adjusted as necessary based on actual expenses incurred by the Township. Make checks payable to Elsinboro Township.

**SEPARATE CHECKS ARE REQUIRED FOR THE APPLICATION FEE AND FOR THE ESCROW DEPOSIT**

**NOTE:**

All costs associated with the submission and proper disposition of the application are the responsibility of, and shall be paid for by the applicant.

All escrow balances must be settled prior to the issuance of any construction permit, certificate of occupancy, or the filing of any deeds, associated with the approval of submitted applications.

4.0 **SUBMISSION OF APPLICATIONS**

- \_\_\_\_\_ 4.1 Applications must be submitted by the 1<sup>st</sup> day of the month in which the applicant requests the application to be heard. The Board meets on the **3<sup>rd</sup> Wednesday** of each month at **6:30 P.M.** Failure to submit all required documentation to the Board Secretary, within the timeframes described, could result in an **incomplete** determination by the Board.

5.0 **CORRESPONDENCE**

- 5.1 All correspondence shall be directed to:

Elsinboro Township Planning Board  
c/o Planning Board Secretary  
619 Salem – Ft. Elfsborg Road  
Elsinboro, New Jersey 08079

The Secretary of the Board can be contacted between 8:00 A.M. and 3:30 P.M., Monday through Friday by calling 856 339-2954.