

ELSINBORO TOWNSHIP PLANNING BOARD

Dear Applicant,

As the Secretary for the Planning Board, I am providing you the attached application form(s) and checklist(s). It is your responsibility to complete and file.

Upon receipt of your application, the Board has 45 days to determine whether or not it is complete. If it is not complete, you will be so notified in which event you may request a waiver hearing from providing said information, or provide same.

Once the application is deemed complete or required items waived, I will advise you of a hearing date. It will then be your responsibility to notify all the necessary parties of the requested relief in accordance with the Municipal Land Use Law, i.e., N.J.S.A. 40:55D-11 and -12.

Unfortunately, since I am not an attorney, I am not permitted to provide any legal advice regarding the required notice, description of relief requested, etc. Accordingly, it is your responsibility to assure compliance with the legal requirements associated with the processing of your application.

In addition, since I am not a licensed engineer, I am not permitted provide any technical advice regarding the required materials submitted with your application.

Be further advised that the Board's professionals (engineer, planner, and solicitor) bill against your escrow which will be required to be replenished before a hearing is scheduled and/or payment of same will be made a condition of any approval.

The application process, and the completion of the application check-lists can be confusing for those unfamiliar with the application process. While not a requirement for application submittal, it is strongly recommended that you obtain assistance from an attorney and/or licensed engineer to ensure that your application is complete and properly noticed. Errors in application completion and notice often result in increased application costs.

Respectfully,

Elsinboro Planning Board Secretary