

Please read through the procedure thoroughly.

MINOR SUBDIVISION PACKAGE

The following items will need to be provided to the Board Secretary at least 30 days before the scheduled meeting date:

1. Fifteen (15) copies of a professionally drawn plot plan. (Plan drawn by an Engineer.) If you send a plan to the Board Solicitor and one to the Board Engineer you will only need to submit 13 professionally drawn plot plans to the Land Use Office. Lists of the required items that must be shown on the plan are on the attached checklist. (**See below for required County approvals. Additional plans may need to be made.**)

2. Payment of all fees and escrows. (See fee schedule for amounts.) If you pay by check or money order, the escrow and the filing fees must be paid by separate checks or money orders due to the fact that the escrow is deposited in a different account. This escrow will incur interest while it is in the account. All checks or money orders can be made out to "Commercial Township".

3. Development application form filled out and signed.

4. Escrow agreement signed and notarized. The Board Secretary can notarize the escrow agreement as long as the applicant signs the agreement in her presence.

5. All taxes on the property or properties related **must be paid up to date**. This will be checked and confirmed by the Tax Office.

6. W-9 tax form file out.

A few items to keep in mind:

1. You may need more than 15 copies of your plan made. The pink copy of the application along with **four additional copies of your plan will need to be sent to the Cumberland County Planning Board in Bridgeton. You will need your County Planning Board and/or other agency approvals before your file can be finalized. Normally, the County will review your application then send your notification as to whether it has been approved along with any conditions to your approval. There normally is a \$50.00 fee that will need to be paid to the County. The applicant will be responsible for paying the fee.

2. Be sure to schedule and confirm your meeting date with the Land Use Board Secretary to avoid any delays or problems due to a meeting cancellation or a full agenda. The Board Secretary makes all final decision on what will be on each month's agenda. You also need to be prepared to attend your confirmed meeting to give a quick presentation as to what you are requesting and to answer any questions the Land Use Board may have. All Land Use Board meeting are held the fourth Wednesday of the each month at 7:00 P.M. at the municipal hall unless otherwise notified.

3. If you discover that you need any variance approval, you will need to contact the Board Secretary. It is required by law that if a variance is involved that all property owners within 200 feet of the property be notified and that a notice is published in the local newspaper. This may alter when the Board can hear your application. The Board Secretary will provide you with information if this is to occur.

4. After the subdivision is approved it will need to be filed by deed or plat. The easiest method is by deed. The deed(s) along with their legal descriptions must be reviewed by the Board Solicitor and Engineer then signed by the Board Chairperson and Secretary. Your file cannot be finalized and remaining escrow refunded until this has been completed.

5. It normally takes about three or four months before any remaining escrow is refunded to the applicant. Escrow covers any fees incurred by the Board's Solicitor and Engineer. Such fees are any pre or post review of the application, deed review and legal description review. All subdivision applications do incur some billing. After the application, resolution, County approvals, all deeds or plats are approved and all billing has been paid, the remaining escrow will be refunded with any interest that has incurred through its duration in the account. If your billing is to exceed the amount of escrow deposited, you will be responsible for the difference.

If at anytime, you or your professional should have any questions or concerns, please do not hesitate to contact the Board Secretary, Kathi Burno at (856) 785-3100 ext. 120, Monday through Friday from 8:00 A.M. to 4:00 P.M. In order to have your application process run smoothly and quickly, please do not hesitate to contact secretary even though it may seem like a minor problem or question.