

## **PROCEDURES FOR FILING AN APPLICATION TO THE LAND USE BOARD**

1. Complete the application form, failure to do so may result in an incomplete application.
2. You must obtain a certified list of property owner's within 200 feet of the property. The list may be obtained from the Tax assessor.
3. Once you have received the property owner's list a legal notice must be sent to each owner by certified mail. (see legal notice checklist)
4. Legal notice must also be sent to the local Newspaper (Bridgeton Evening News)
5. Submit a copy of the completed application to the Board Secretary.
6. The application packet must consist of:
  - a. the application
  - b. certified receipts
  - c. Newspaper certificate
  - d. 15 copies of professional plans
  - e. the required fee
7. Upon receiving the application the secretary will forward the application to the Zoning officer the Board Engineer and Board Solicitor.
8. Once notified by the Board Secretary that your application is complete you will be notified of the date of the Land Use Board meeting.
9. After notification of the date and time, your professional shall provide the property owners with legal notice of the meeting. Notice must go out at least ten (10) days in advance of the meeting by certified mail to all owners and utility companies on the certified list of property owners. A sample copy of notice is provided in the packet.
10. The applicant must indicate in the notice property location, block and lot, address, date of hearing, location of the meeting, type of application, any variances requested; applicant's name and what the applicant will be doing on the property.
11. Prior to the scheduled meeting date the applicant must submit proof of publication from the newspaper and all return receipts, certified mailing slips and certified list of property owners.