

PLEASE READ THROUGH THE PROCEDURE THOROUGHLY.

MINOR SITE PLAN PACKAGE

The following items will need to be provided to the Board at least 30 days before the scheduled meeting date: (No later than 21 days.)

1. Fifteen (15) copies of a professionally drawn plot plan. (Plan drawn by an Engineer). A list of the required items that must be shown on the plan are on the attached checklist. If you wish to send one copy of your plan to the Board Engineer and one to the Board Solicitor, only 13 copies need to be submitted to the Planning Office. **(**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 fee 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 check and money orders can be made out to "Commercial Township".

3. Development application form filled out and signed.

4. Escrow agreement signed and notarized.

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 filled out.

7. Top portion of the Property Owner's Request Form to the Tax Assessor.

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 you notification as to whether it has been approved along with any conditions to your approval. There normally is \$50.00 fee that will need to be paid to the County. The applicant will be responsible for paying the fee. Please see the Township's Board Secretary for more information on County approvals.

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 decisions 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 meetings are held the first Wednesday of each month at 7:00 P.M. at the municipal hall unless otherwise notified.

3. It normally takes about three or four months before any remaining escrow is refunded to the application. Escrow covers any fees incurred by the Board's Solicitor and Engineer. Such fees are any pre or post review of the application. Most site plans incur some billing. After the application and resolution are approved, any County approvals final 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.

4. If you discover that you need a variance along with your site plan approval, please contact the Board Secretary. This will change your relief being sought along with additional fees and escrow that may need to be deposited.

If at any time, 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. 26, Monday through Friday from 8:00 A.M. to 4:00 P.M. In order for your application process to run smoothly and quickly, please do not hesitate to contact the secretary even though it may seem like a minor problem.