



SUBMISSION OF APPLICATIONS CHECKLIST

APPLICATIONS ARE TO BE SUBMITTED IN THE FOLLOWING ORDER:

STEP #1

- 1) Land Development Application (last page must be the survey/plot plan)
SURVEY MUST ACCURATELY PROVIDE ALL DETAILS OF SITE
- 2) Appropriate Checklist/s
- 3) Zoning Officer Certification and/or 'Refusal of Permit' Letter from the Zoning Enforcement Officer (where applicable)
- 4) Tax Collector's Certification
- 5) Escrow Agreement (Original only)
- 6) Police Department NJ Motor Vehicle Statutes Applicable to Private Property (where applicable - two copies, *each with an original signature* to be returned with the application)
- 7) Plans (all plans *must be folded*)
- 8) Appropriate escrow fees
- 9) Completed Request for Certified List of Property Owners along with a *separate check* in the amount of \$10.00 payable to the Township of Florence.

In Step #1, one set will contain all original documents along with the required escrow fee/s. An additional 13 sets, put together in the above order must also be *filed at this time*.

FOR DEVELOPMENT APPLICATIONS: APPLICANT MUST COPY THIS OFFICE ON ALL CORRESPONDENCE/PLANS/RELATED DOCUMENTS THAT ARE SUBMITTED UNDER SEPARATE COVER TO THE BOARD'S PROFESSIONAL STAFF

FAILURE TO SUBMIT THE REQUIRED DOCUMENTS AND RELATED INFORMATION WILL DELAY RECEIPT OF THE APPLICATION BY THIS OFFICE.

PLEASE REFER TO OTHER SIDE OF PAGE FOR STEP #2

- 1) Publication of legal notice in either the Burlington County Times must be completed **no later than ten (10) days prior to the hearing.**
It is recommended that legal public notice and advertisement be completed BEFORE the 10 day period – this will allow for the notice and receipts of mailing to be verified by this office.
- 3) The ***original*** green and white certified receipts of mailing must be submitted at this time and **be in the same order as listed** on the Certified List of Property Owners.
- 4) The ***original*** Proof of Publication from the newspaper must be submitted to this office upon receipt from the newspaper and **prior to the hearing.**

PLEASE NOTE:

Only the original signed Escrow Agreement is required by this office; please make a copy for your own files.

If you have any questions, please do not hesitate to contact me at (609) 499-2525.

Karen Federico, Land Use Clerk