

## **LAND DEVELOPMENT APPLICATION INSTRUCTIONS For Planning Board or Zoning Board of Adjustment**

1. Contact the Borough Engineer to determine whether the Planning Board or the Zoning Board of Adjustment will hear the application and to determine the meeting date.
2. The applicant shall provide fifteen (15) copies of the application, plans, and other documentation, no later than fifteen (15) days prior to the date of the appropriate Board meeting.
3. If public notice is required, then the applicant shall contact the Tax Collector's Office to obtain a certified list of property owners within 200 feet, and utilities operating within the Borough.

Samples of Public Notice for the Planning Board and the Zoning Board of Adjustment are attached. The appropriate Board notice must be published in a local newspaper (i.e.: Courier News, Manville News, Messenger Gazzette) and either mailed by certified mail, return receipt requested or personally delivered to every property owner and utility on the certified list provided by the Tax Collector, no later than ten (10) calendar days before the date of the appropriate Board meeting date. (A copy of meeting dates and times is attached.) A Proof of Service Certification shall also be submitted.

4. Obtain a taxes paid to date certificate from the Borough Tax Collector.
5. Fees will be determined once the complete application package is submitted. The applicant will be notified of the fee amount, which must be paid prior to the meeting date.

Complete Application Package includes:

- Fifteen (15) copies of application
- Fifteen (15) copies of all plans
- Fifteen (15) copies of any other submittal or document
- Taxes paid to date certificate
- Proof of Service Certification with Attachments