

INCOMPLETE APPLICATIONS WILL DELAY CONSIDERATION BY THE BOARD.

The Zoning Officer then has forty five (45) days, by state law (N.J.S.A. 40:55D-10.3) to declare the application complete or incomplete. During this time, the application will be scheduled for review by the Development Review Committee (DRC) and all applicable Borough professionals will review the plans and forward comments to the Zoning Officer. The Zoning Officer will advise the applicant in writing if the application is incomplete and the need to submit additional, itemized information. This process will be repeated until all required documents and complete plans are received.

Should document revisions be required, the applicant should re-submit eighteen (18) signed and sealed plans, along with eighteen (18) collated and stapled together copies of completed application forms (if different from original submission), and remaining outstanding fees.

During this time of Borough review, the applicant should utilize Form No. 17 of this application package and request the list of all property owners and others to whom notification of the application is to be made. This is done by completing the form and forwarding it with a \$10.00 fee made payable to the Borough of Garwood, to the Municipal Clerk, 403 South Avenue, Garwood, NJ 07027. The list will then be prepared from the current tax duplicates and forwarded to the party indicated on the form within seven (7) business days of the date of receipt of the written request. If, during preparation of this list, it is determined that certain properties within the 200' boundary are located in other municipalities, the applicant is responsible for contacting the appropriate municipal official in that municipality and obtaining the certified list of those property owners. The application forms should be reviewed for all notification requirements for which the applicant is responsible.

DR FORM 17

REMIT THIS FORM TO:

MS. CHRISTINA M. ARIEMMA, BOROUGH ADMINISTRATOR/CLERK
BOROUGH OF GARWOOD
403 SOUTH AVENUE
GARWOOD, NJ 07027
c-ariemma@garwood.org

INCLUDE \$10.00 CHECK MADE PAYABLE TO THE BOROUGH OF GARWOOD, OR CASH IS ACCEPTABLE. DO NOT SUBMIT THIS FROM WITH YOUR APPLICATION PACKET TO THE ZONING CODE OFFICER; IT MUST BE FILED WITH THE MUNICIPAL CLERK.

Date

Fee paid

REQUEST FOR LIST OF PROPERTY OWNERS WITH 200FT

DO NOT WRITE ABOVE LINE

Request is hereby made for a list of property owners within two hundred feet (200') in all directions of property hereinafter described.

Applicant's Name: _____

OWNER'S Name: _____

Address of
Property in Question: _____

Block No: _____ Lot No: _____

PERSON TO WHOM LIST SHOULD BE SENT/NOTIFIED FOR PICKUP

Name: _____

Address: _____

Phone No.: _____

Signature of Applicant

Date