

City of Lambertville  
Planning Board and Board of Adjustment

“THE APPLICATION PROCESS”

There are three stages of an application. A brief description of each stage is provided below. COMPLIANCE IS REQUIRED.

COMPLETENESS:

Stage One:

1. The application must be filed on the forms provided, typed or printed legibly in ink and signed by: 1) the owner of the property and 2) the applicant, if not the same as the owner.

The original, plus **15** copies of the application, **15** copies of all plans, **4** copies of the completed checklist and **3** separate checks (one for the application fee, one for the escrow and one for the publication of the Notice of Decision). The Notice of Decision fee is \$15.00. Please make your check payable to the City of Lambertville.

A complete application must be submitted to the Board Secretary 21 Days prior to the next meeting. Your application will NOT be put on the agenda until the Secretary has received all the necessary documents.

2. All plans submitted must be drawn to a scale not less than one inch equal to one hundred feet (1"=100') {in conformance with State of NJ "Map Filing Law"}, on one of the four standard sheet sizes (8 1/2" x 42"; 24" x 36", or 15" x 21") {in conformance with the City Ordinance, sec. 516.21}.
3. Tax Status Forms must be given to the Tax Collector, before the time of application submission. Certification that the taxes have been paid to date must be received prior to the appearance to the Board for completeness and will be verified for all subsequent meetings.
4. Property location forms must be given to the Tax Assessor before the time of the application submission. Certification of new block and lot numbers and / or street address must be received prior to appearance to the Board.
5. Any other documents not included with application and fee submission, for which approval or review is sought, must be received 10 days prior to the hearing. [Article 1, section 107(b)].
6. You will be notified by the Board Secretary as to when you are scheduled to appear before the Board.

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### PUBLIC HEARING:

#### Stage Two:

The applicant is required to supply an affidavit of service. Copies of certified mailings must be submitted 10 days prior to the Public Hearing, with any other documentation required and identified at the Completeness hearing.

Public Notice and Notice to Property Owners must include the following:

1. Property Identification 1) Block & Lot numbers, 2) Street Address
2. Relief sought i.e.: variances as stated in application.
3. Date, time and place of meeting where Public Hearing will take place.
4. Place for public to review the application (City Hall, 18 York Street, Lambertville NJ)

### RESOLUTION:

#### Stage Three:

The Board's attorney will prepare a written Resolution of the Boards findings which occurred at the Public Hearing. The Board votes on the Resolution.