

CITY OF LAMBERTVILLE
PLANNING & BOARD OF ADJUSTMENT

18 York Street
 Lambertville NJ 08530
 Phone: 609-397-0803 ~ Fax: 609-397-2203

APPLICATION SUBMITTAL CHECKLIST

The applicant / agent are responsible for completing the following information and certifying that all documents and information has been provided at the time of submission.

APPLICANT: _____ DATE: _____
 Address: _____ Block: _____ Lot: _____

A COMPLETE application shall submitted to the Board Secretary at least **21 Days** prior to the date of a requested appearance at a regular scheduled meeting.

An application shall not be considered complete until ALL the documents and information listed below have been submitted. The applicant must prove that he / she is entitled to relief and if granted, that it would not substantially impair the intent and purpose of the Zoning Ordinance and would not be a detriment to the public good.

SUBMISSION REQUIREMENTS:

Provided	Not Applicable	Waiver	
			Complete original application and (4) copies for completeness review
			(3) copies of application mailed directly to the Board Professionals and certification that the documents were mailed (see attached)
			Fees (2) separate checks made payable to the City of Lambertville:
			a. Application Fee
			b. Escrow Fee
			Signed Escrow Agreement Letter
			Complete W-9 Form
			New Escrow Account form
			(5) copies of folded maps / plans showing the following:
			A. Accurate location of all property lines
			B. Zoning Classification of land
			C. Block and Lot numbers
			D. Location of existing and/ or proposed houses, driveways, other buildings and structures with accurate distances from the property lines drawn to scale.

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			Location of existing and/ or proposed septic systems and wells on property
			Location of features pertinent to this application, such as: <i>Easements, public right of way, bridges, streams, culverts or other natural watercourses and other natural features such as ponds, wooded areas and all other features pertinent to this application.</i>
			Identify any trees that are proposed to be removed.
			Certification in writing from the Tax Collector that all taxes and assessments are paid in full for the current quarter or installment due.
			Photographs of property and/ or existing structure relevant to this application.
			(4) Copies of existing deed.
			Copies of all prior approvals that are pertinent to this application, such as: <i>Zoning Officer, Delaware & Raritan Canal Commission, Historical Preservation Commission, all utilities, etc.</i>
			Property location forms must be given to the Tax Assessor before the time of the application submission. (attach copies to your application)
			Certification of new block and lot numbers and / or street address must be received prior to appearance before the Board.

The following items are necessary for the Public Hearing and should be submitted to the Board Secretary 10 Days prior to the commencement of the hearing, but do not affect the completeness of the application:

Provided	Not Applicable	Waiver	
			Original notice to property owners
			Affidavit of publication
			Certified mail receipts showing postal date stamp from letters sent to property owners
			Original of Affidavit of Proof of Service