

**Township of Blirstown
Land Use Board (LUB) Application Instructions**

Task - Applicant	No. Sets	Timing
<p>Land Use Application* filed with LUB Secretary. The LUB meets the third Monday of the month. Applicant must supply the following:</p> <p><input type="checkbox"/> 1. Completed Application Form with original signatures</p> <p><input type="checkbox"/> 2. Completed Checklist for appropriate Application type</p> <p><input type="checkbox"/> 3. Copy of premises Deed, Owner's Authorization (sign app or attach Affidavit of Ownership)</p> <p><input type="checkbox"/> 4. Copy of contract, if applicant is contract purchaser or lessee</p> <p><input type="checkbox"/> 5. Letter of denial furnished by Zoning Officer, if applicable</p> <p><input type="checkbox"/> 6. Plats (map/surveys) with approval signature lines and 200' list</p> <p><input type="checkbox"/> 7. Proof of current taxes paid (letter from Tax Collector)</p> <p><input type="checkbox"/> 8. Site Inspection Form</p> <p><input type="checkbox"/> Administrative and Escrow fees*</p> <p>Applicant is responsible for all engineering, planning, and attorney fees charged by the Township professionals. Land Use Board applicants are responsible for full or pro rata share of the stenographic fees (if applicable).</p>	<p>16</p> <p>16</p> <p>1</p> <p>1</p> <p>16</p> <p>16</p> <p>1</p> <p>1</p> <p>2 Checks</p>	<p>10 Day prior to LUB Mtg</p> <p>Submitted with LUB Application</p>



Task - Township Engineer	No. Sets	Timing
<p>Township Engineer reviews Application submitted to LUB Secretary with appropriate fees and attachments</p> <p>Township Engineer submits report deeming Application either "Complete" or "Incomplete".</p> <p>If "Complete", Applicant will be scheduled for the Public Hearing. If "Incomplete", Applicant must return to be deemed "Complete" at next LUB Mtg. Note: Attorney must represent corporate applicants at all hearings.</p>	<p>1</p> <p>16</p>	<p>Application Submssion</p> <p>1st upcoming LUB Meeting</p> <p>2nd upcoming LUB Meeting</p>

NOTE: The Land Use Board Application process takes a minimum of two monthly meetings. "Complete/Incomplete" occurs at first meeting, and "Public Hearing" occurs at second meeting if "Complete".



Task - Applicant	No. Sets	Timing
<p>Public Hearing Notification is required by Applicant.**</p> <p><input type="checkbox"/> 1. Applicant obtains an adjoining property list from the Tax Assessor by submitting written request, including \$10 check.</p> <p><input type="checkbox"/> 2. Applicant must serve property owners on the certified list by certified mail, return receipt.</p> <p><input type="checkbox"/> 3. Applicant must submit Notice of Hearing to the New Jersey Herald or Star Ledger. Proof of publication must be received and submitted to LUB Secretary by the Hearing date.</p>	<p>1 Check</p>	<p>10 days prior to Public Hearing</p> <p>10 days prior to Public Hearing</p>

*All Land Use Applications and Fee Schedule can be found on the Township of Blirstown's website at: <http://www.blirstowntownship.org/boards---committees.html>

** Notice is not required for minor subdivisions unless accompanied by a variance.