



BELLMAWR BOROUGH

**21 East Browning Road
Bellmawr, New Jersey 08031**

JOINT LAND USE BOARD PROCEDURES FOR FILING AN APPLICATION

- ☐ Discuss application with Zoning Enforcement Officer or Board Secretary for referral to the Joint Land Use Board for approvals needed.
- ☐ Obtain all application documents from the Borough Website or the Board Secretary.
- ☐ Request from the Bellmawr Tax Assessor a list of property owners within 200 feet of the property and a tax clearance. All taxes, liens, and assessments due to the Borough must be paid prior to any application being filed. The Tax Assessor shall sign notice regarding taxes to be included with application.
- ☐ Fill out all application forms and Submission Checklist and return 14 copies to the Board Secretary along with any items required by the Checklist and send one (1) complete copy of all application materials to the Board Engineer and Board Solicitor. The applicant shall contact the Board secretary for further information.
- ☐ Once the application is deemed "Complete" and all required fees have been paid the Board Secretary will place the application on the next available agenda.
- ☐ At least ten (10) days prior to the hearing, the applicant must give personal notice to all property owners within two hundred (200) feet in all directions of the property and where required, to adjacent municipalities, the county, and public utilities, by sending written notice by certified mail or in person.
- ☐ The applicant must arrange for the publication of notice of hearing in a newspaper of general circulation in the Borough, Courier Post or Philadelphia Inquirer at least ten (10) days prior to the day before the hearing and provide proof of publication two (2) days before the hearing to the Board Secretary.
- ☐ At the hearing, any party may appear for himself or be represented by an attorney-at-law. Corporations must be represented by an attorney. All attorneys must be licensed to practice in the State of New Jersey.
- ☐ The action taken by the Board will be published in a newspaper of general circulation (The Courier Post and/or Philadelphia Inquirer) of which the cost shall be the responsibility of the applicant.