

Submission Checklist

A. Initial Step for Completeness Review:

- Zoning Permit Application
- Zoning Permit Application Fee
- Application for Development (1 copy)
- Accompanying exhibits listed under "Plat Submission" (1 copy)
- Narrative of Proposal (1 copy)
- Checklist (if applicable) (1 copy)

B. Final Step for Completeness Review:

- Application for Development (18 copies for PB / 16 copies for ZBA)
- Accompanying exhibits listed under "Plat Submission" (18 copies for PB / 16 copies for ZBA)
- Narrative of Proposal (18 copies for PB / 16 copies for ZBA)
- Checklist (if applicable) (6 copies)
- Proof of Payment of Taxes and Assessments
- Escrow Agreement to Pay for Services to be Rendered by Borough Professionals
- Application Fee
- Escrow Fee
- W-9 Form

N. A. Copy of Freehold Soil Conservation District Exemption Application Form

NOTE: FREEHOLD SCD CERTIFICATION PENDING

- Application or Disclosure by Corporation or Partnership pursuant to N.J.S.A. 40:55D-48.1 (if applicable)

C. The following shall be submitted no later than five (5) days prior to the scheduled hearing date:

- Copy of "Notice of Hearing" Letter sent to all property owners within 200 feet and designated utility companies
- List of Property Owners within 200 feet with certified mail receipts showing postal date stamp attached
- Copy of "Legal Notice" sent to the official newspaper of the Borough of Metuchen
- Affidavit of Publication for Legal Notice (to be provided by the newspaper)
- Affidavit of Proof of Service

D. The following shall be submitted after receipt of the Resolution:

- Affidavit of Publication for Legal Notice of Action Taken by Board (to be provided by the newspaper)
- Affidavit of Compliance
- Zoning Permit Application