

**APPLICATION INSTRUCTIONS
FOR TOWNSHIP OF BLAIRSTOWN
LAND USE BOARD**

An application is to be filed with the Board Secretary at least ten (10) days prior to the monthly meeting date. The Land Use Board meets the third Monday of the month.

Application and escrow fees (see attached fee schedule) must be submitted at this time. The 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). NOTE: An attorney must represent corporate applicants at all hearings.

The following constitutes the complete application to be filed with the Board Secretary:

1. Completed application form with original signatures - 16 sets
2. Completed checklist – 16 set
3. Copy of premises deed – 1 copy
4. Copy of contract, if applicant is contract purchaser or lessee – 1 copy
5. Letter of denial furnished by Zoning Officer, if applicable – 16 copies
6. Notice of property owners (see below) if required – 1 copy
7. Plats – 16 copies
8. Proof of Current Taxes Paid

The Township Engineer reviews the application after it has been submitted with the appropriate fees and attachments. The Township Engineer then submits a report at the next monthly meeting to the Land Use Board deeming the application either “complete” or “incomplete”. The applicant will be scheduled for a Public Hearing at the next monthly meeting, if the application has been “deemed complete”. The process takes a minimum of two monthly meetings.

NOTIFICATION: Notification is required for the Public Hearing portion of the process. When the application is “deemed complete”, the following month the applicant proceeds to the “Public Hearing” portion of the process. At that time, notification is required and the applicant must:

1. Obtain an adjoining property list from the Township Clerk/Assessor (\$10.00 fee). Request must be submitted in writing using Form and accompanied by a check for \$10.00.
2. Property owners on the certified list are to be served by certified mail, return receipt at least ten days prior to hearing date; and
3. Copy of notice of property owners is to be advertised in the the New Jersey Herald, Newton, NJ or the Star Ledger, Newark, NJ at least ten (10) days prior to the hearing date. Proof of publication must be received and submitted to the Board Secretary by the hearing date.

If you require any additional information, you can contact the Board Secretary at 908-362-6663 ext. 233 Monday through Friday 8:00am to 4:00pm..