



INSTRUCTIONS

IT IS HIGHLY RECOMMENDED YOU HAVE AN ENGINEER OR SOLICITOR ADVISE YOU DURING THIS PROCESS. IF YOU ARE AN "LLC" OR "CORPORATION", YOU MUST BE REPRESENTED BY LEGAL COUNCIL AT YOUR PLANNING/ZONING BOARD MEETING.

1. After obtaining the application packet from the Borough, completely fill out each form.
2. Form 992-2 is a site plan review checklist designed to assist the applicant as to what is included the plan.
3. File 12 copies of the completed application and plans with the Borough Clerk.
4. ****File copies of the completed application and plans on a thumb drive in pdf format or the application will be considered incomplete.****
5. File 1 copy of the application and plan with the Planning Board Solicitor:

David F. Carlamere, Esquire
Carlamere and Rowan
1546 Blackwood- Clementon Road
PO Box 1397
Blackwood, N.J. 08012

6. File 1 copy of the application and plan with the Planning Board Engineer:

Charles Riebel, Jr.
Township of Berlin
135 Route 73 South
West Berlin, N.J. 08091

7. File 1 copy of the application and plan with the Chief of Police:

Chief James Walsh
105 Kennedy Blvd.
Somerdale, N.J. 08083

8. File 1 copy of the application and plans with the Zoning Officer:

Karen Wharton
105 Kennedy Blvd.
Somerdale, N.J. 08083



9. File 1 copy of the application and plans with the Fire Marshall:

John O'Leary
105 Kennedy Blvd.
Somerdale, N.J. 08083

10. It is only necessary to file with the Camden County Planning Board if your site is located on a county road. Please check with the Zoning Officer, Borough Clerk or Planning Board Secretary to determine this and obtain the proper forms.
11. Form 493-1 is a "Fill in the Blank" form to be used to **advertise your intentions and have your notice published 10 days prior to the regular meeting of the Planning -Board**. If you are applying for a variance, you must notify all property owners within 200 feet of your site, also at least 10 days before the scheduled meeting, by certified/ return receipt mail or personal service. (A certified list of property owners can be obtained from the Clerk's office). **It is your responsibility to place and pay for the advertisement**. It is suggested you use The Courier Post or Record Breeze for publication (the Record Breeze must receive the ad by Monday for it to appear on Thursday). ***YOU MUST BRING THE PUBLICATION AFFIDAVIT AT LEAST 2 DAYS BEFORE THE MEETING AS PROOF OF ADVERTISEMENT, OR YOUR CASE WILL NOT BE HEARD.***
12. After the Board makes a ruling, a copy of the Resolution will be sent to you and/or your attorney if applicable. A \$25.00 advertising fee is collected by the Borough to publish the results of your application in the newspaper.
13. If you have any questions, **you should contact your attorney for advice** or the Borough Clerk at 856-783-6320, ext. 3300 who will provide you with information only, not advice.

BLUEPRINT PLANS MUST BE SUBMITTED PROPERLY FOLDED