

Borough of West Cape May		
Planning-Zoning Board - administrative checklist, for application acceptance		
<u>With Application</u>	<u>X</u>	<u>Notes</u>
Application - 20 copies plus original		
Survey - 20 copies (supposed to be w/in 2 yrs)		
Plans - 20 copies		
Pictures - 20 copies		
W-9 - 1 copy		
<Copy of Deed to property		
<Affidavit of ownership		
<Contract of Sale		
Fee payment (must be 2 separate checks)		
Escrow payment		
<u>10 days prior to hearing</u>		
Proof of Taxes/Utilities Paid		
Star & Wave Notice Published		
Notice to Property Owners mailed		
<u>1 Week before hearing</u>		
200 Foot List		
Property owners return receipts		
Proof of Publication		
Affidavit of Service and Publication		
Advised applicant of:		
Notice/ advertisement and 10 day requirement		
Affidavit and proof of publication/mailings must be submitted prior to hearing date		
If applicant is not the homeowner and no lawyer, then the applicant should attend the meeting		
If applicant is a corporation then a NJ licensed Lawyer must attend with the applicant		