

**Borough of West Cape May
Planning-Zoning Board**

Administrative Checklist for Application Acceptance

Provide With Application: <i>(fully assembled packets)</i>	<u>X</u>	<u>Notes</u>
Application - 20 copies plus original	_____	
Survey - 20 copies <i>(supposed to be w/in 2 yrs)</i>	_____	
Plans - 20 copies	_____	
Pictures - 20 copies	_____	
W-9 - 1 copy	_____	
<i>Provide Proof of Ownership :</i>		
Copy of Deed to property	_____	
Affidavit of Ownership	_____	
Contract of Sale	_____	
<i>* FEES: (must be 2 separate checks)</i>		
Application Fee	_____	<i>* All fees can be found on our Fee Schedule included with the application</i>
Escrow Payment	_____	
*All Applications, Plans, Survey, & Pictures <u>must be provided electronically via email to the Board Assistant (.pdf is acceptable)</u>		
<i>* email: toliver@westcapemay.us</i>		
<u>10 DAYS prior to hearing</u>		
Proof of Taxes/Utilities Paid	_____	
Notice of Hearing Published	_____	
Certified Notice to Property Owners Mailed	_____	
<u>1 WEEK before hearing - provide to the Assistant:</u>		
200 Foot List	_____	
Property owners return receipts (green & stamped by USPS)	_____	
Proof of Publication	_____	
Affidavit of Service & Publication	_____	

- Notice/Advertisement in Star & Wave (10 days prior - requirement) **See samples located on the Borough's website (www.westcapemay.us)*
- Affidavit & Proof of Publication/Mailings must be submitted at least **1 WEEK** prior to hearing date
- If an Applicant is the homeowner (or rep.) & no Legal Counsel is obtained, the Applicant should attend
- If Applicant is a Corporation or LLC (or similar) then a NJ Licensed Lawyer **MUST** attend with the Applicant