

| Borough of West Cape May | | |
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| Planning-Zoning Board - administrative checklist, for application acceptance | | |
| | | |
| <u>Provide 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 | | |
| *All Plans, Survey, Pictures, and Application must be provided electronically via email to the Board Secretary (.pdf is acceptable) | | |
| | | |
| <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 provide to the Secretary:</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