

APPENDIX C-2**SITE PLAN WAIVER INSTRUCTIONS****INSTRUCTIONS SPECIFIC TO REFERRAL FOR FORMAL
PLANNING BOARD ACTION:**

If the Site Plan Review Subcommittee has determined that your application qualifies for Waiver of Site Plan and is making their recommendations to the entire Planning Board, you will be notified of a meeting date and time when your application will be placed on the Agenda. An application that goes to the Board requires public notice as explained below. Some additional submissions are also required. The Board Secretary or Administrative Officer can provide you with all these forms in an easy "fill in the blanks" format.

1. **200-ft. PROPERTY LIST:** Obtain from the Assessor's Office a Certified List of all properties within two hundred feet of the subject property of the application.
2. **ATTACH A COPY OF THE PROPOSED NOTICE** to appear in the official newspaper of the municipality and to be mailed **certified** to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing. The white certified mail receipts with the date stamped by the Post Office are your proof of mailing. You do not need return receipts (green card) nor pay for them.

SITE PLAN WAIVER AND INSTRUCTIONS—Cont.

An Affidavit of Service (blank forms available) on all property owners and a proof of publication must be filed before the hearing date. These items must be submitted in advance for an application to be placed on the agenda and the hearing to proceed.

3. Attach **CERTIFICATION FROM THE TAX COLLECTOR** that all taxes due on the subject property have been paid.
4. Attach executed **DEVELOPER'S ESCROW AGREEMENT AND AFFIDAVIT OF NON-COLLUSION** (blank forms available).

***NOTE: When a property is located west of the Garden State Parkway and is under the jurisdiction of The Pinelands Commission, the local board has no jurisdiction to hear this application until the applicant has obtained a Certificate of Filing from The Pinelands Commission.**