

LYNDHURST PLANNING BOARD

Meeting Date: _____ Commercial Leader Ridge Rd. By: _____

Meeting Time: 7:00 PM All paper work returned by: _____

Meeting Place: 367 Valley Brook Ave. Notification of Home Owners: _____

INSTRUCTIONS TO APPLICANTS

1. The applicant must submit an original and *sixteen (16) copies* of the formal written application to the **Planning Board** on the forms provided by the Board. *The forms may be obtained from the Administrative Officer or the Recording Secretary of the Planning Board.* A copy of the completed application shall be returned to the applicant after its approval.

2. The applicant should also submit *sixteen (16) copies* of architectural plans, survey and plat plans, if required. All plans must be folded.
The plat plan shall show the following:
 - Block numbers and Lot numbers
 - Dimensions of the lot (s).
 - Dimensions of present and proposed structures

3. Upon receipt of the completed application and other required documents and the required fee, the Administrative Officer or Recording Secretary of the Board will notify the applicant as to the day fixed for the hearing and gives the applicant a copy of the required Notice to Property Owners and Others and a copy of the required Affidavit.

- 4 a. At least *ten (10) days* prior to the time appointed for the said hearing, the applicant shall give personal notice to all owners of property, within the Municipality, and where required, counties and municipalities and the State by sending written notice thereof by certified mail, returned receipt requested, to last known address of the property owner (s), or by handing a copy thereof to the said property owner(s) or officials. All addresses shall be obtained by the applicant from the current tax records of the municipality(s), or from a list of property owners prepared by the *Tax Assessor's Office* upon request of the applicant and the payment of the prescribed fee.

- 4b. At least ten (10) days prior to the time of said hearing, the applicant will publish a notice in the following newspapers: **COMMERCIAL LEADER OF LYNDHURST, STAR LEDGER OR THE BERGEN RECORD**, a notice of the applicant and the date of the hearing. A suggested formal notice for publication is attached to these instructions.

- 5a. The applicant shall prepare and sign before a notary public, one copy of the

affidavit of proof of notice provided and submit it, together with a copy of the required notices, to the Planning Board at the time of the hearing.

- 5b. The applicant shall secure an affidavit of proof of publication and submit it to the Planning Board's attorney at the time of hearing.
6. The regular monthly meeting of the Lyndhurst Planning Board is held on the **Second Wednesday of each month at 7:00 PM in the Municipal building located at 367 Valley Brook Avenue, Lyndhurst, NJ 07071.**
7. The Board will decide on the application and formal written resolution of the Board's findings of fact and conclusions will be mailed to the applicant. In addition, notice of the decision will be published in either; **THE COMMERCIAL LEADER OF LYNDHURST, STAR LEDGER OR THE BERGEN RECORD.**
8. If the application includes a request for subdivision approval or site plan approval, the Planning Board will require all documents and plans, which would be required by The Municipal Land Use Procedures Check List. A checklist will be provided to the applicant.
9. The applicant shall furnish *two (2) recent photographs*, one of, which shows the front of the property and the other the rear of the property facing the street.
10. Copy of DEED.