

APPEAL# _____

CHECK LIST

**JOINT LAND USE BOARD
USE VARIANCE APPLICATION**

**COMPLETE APPLICATION:
NO LATER THAN 30 DAYS PRIOR TO ANTICIPATED HEARING DATE**

DATE

- _____ **EIGHTEEN (18) COPIES OF THE NOTICE OF APPEAL.
THE ORIGINAL SIGNED AND NOTARIZED.**
- _____ **TWO (2) COPIES OF THE AFFIDAVIT OF PROOF OF SERVICE.
SIGNED AND NOTARIZED**
- _____ **200' RESIDENT LIST WITH WHITE RECEIPTS FROM POST OFFICE**
- _____ **TWO (2) COPIES OF THE COMPLETED NOTICE OF HEARING TO
PROPERTY OWNERS**
- _____ **PROOF OF PUBLICATION FROM GLOUCESTER COUNTY TIMES**
- _____ **EIGHTEEN (18) COPIES OF PLOT PLAN (EXISTING CONDITIONS)**
- _____ **EIGHTEEN (18) COPIES OF CONCEPT PLAN (PROPOSED CONDITIONS)**
- _____ **EIGHTEEN (18) COPIES OF FLOOR PLAN**
- _____ **\$300.00 FEE FOR USE VARIANCE APPLICATION**
- _____ **\$3,000.00 ESCROW FEE**
- _____ **PROOF OF TAXES PAID**
- _____ **CONSENT OF PROPERTY OWNER (IF NOT THE APPLICANT)**
- _____ **ESCROW ACCOUNT AGREEMENT**
- _____ **SIGNATURE(S) OF ALL PROPERTY OWNER(S)**

RE: **APPLICANT:** _____

LOCATION: _____

BLOCK & LOT _____

TYPE OF VARIANCE _____

PHONE: _____