

**Sea Isle City Planning Board**

Applicants Last Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Date Submitted to PB Clerk: \_\_\_\_\_

Application Check List

**Applicant must conform with the Checklist requirements contained at Local Code Section 30-1 and Exhibits thereof.**

This Application Check List is provided to assist you in submitting a complete application package to the Planning Board. A complete Application Package shall consist of:

**ONE (1) copy of this checklist (on top of package) plus one (1) each of the following items:**

- \_\_\_\_\_ Check for Application Fees, made payable to the “City of Sea Isle City”
- \_\_\_\_\_ Check for Escrow Fees, made payable to “City of Sea Isle City”.
- \_\_\_\_\_ W-9 form, completed and signed by the Applicant (one (1) copy, only)
- \_\_\_\_\_ PB-3 Application Fees and Escrow Fee Calculation Sheet
- \_\_\_\_\_ PB-4 Certification and Proof of Payment of Taxes

**Plus TWENTY (20) sets of Application, with each set compiled of the following documents:**

- \_\_\_\_\_ PB-1 SICPB current Application form, including signed and dated verification
- \_\_\_\_\_ PB-2 Survey, Plan, or Plat Affidavit
- \_\_\_\_\_ PB-5 Notice of Application for Development
- \_\_\_\_\_ PB-6 Certification of Service
- \_\_\_\_\_ PB-7 Proposed letter to “200 foot list”
- \_\_\_\_\_ Copy of 200 foot list obtained from Sea Isle City Tax Assessor
- \_\_\_\_\_ All plans, drawings, surveys, photographs, and similar documents upon which the Applicant proposes to rely in presenting the Application.

NOTE that all Application Packages must be submitted to the Board Clerk in twenty (20) complete sets, (1-original & 19-copies). Plans, drawings and similar documents must be folded (not rolled). Each set shall be bound together (rubber band, large clip or stapled). Component parts of the Application Package cannot be submitted separately; such Applications will be returned to the Applicant for completion, and may result in delay and additional costs in processing.

**No later than ten (10) days before the hearing date, all documents on which the Application will be based must be on file with the Planning Board Clerk.**

Finally: within TEN (10) Days prior to the date of the hearing, the Affidavit of Service PB-6 and all certified mail receipts and Proof of Publication must be submitted to the Planning Board Clerk.