

BOONTON PLANNING & ZONING BOARD
100 WASHINGTON STREET, BOONTON, NJ 07005
973-402-9410 Ext. 630

APPLICATION PROCEDURES

1. Application must be filed at least twenty (20) days prior to a regular meeting of the Board. The Board meets on the second Wednesday of each month.
2. All plans, documents, data and information as listed on the Checklist for Completeness of Application must be submitted with the application. Application and Escrow fees must be submitted at time of filing of application.
3. Completeness procedures upon filing of application are as follows:
 - a. Upon receipt of an application the Secretary will refer same to the Board Engineer and Board Planner for professional review and written report as to completeness. The Engineer and Planner will submit written reports to the Board Secretary within two (2) weeks.
 - b. Upon receipt of the reports from the Engineer and Planner, the secretary shall forward the reports to the applicant and/or applicant's attorney and engineer.
 - c. The Board shall take action on completeness at its first meeting following receipt of above mentioned reports. When acting on completeness the Board shall, at the same time, act on any request for waiver of checklist items.
 - d. If the application is declared **complete** the secretary shall notify the applicant. If deemed **incomplete** the secretary shall so notify the applicant of the deficiencies.
4. Procedures following completeness are as follows:
 - a. The application shall be referred to any individual or agency designated by the Board for report and recommendation.
 - b. Public hearing shall be scheduled by the Board and the applicant shall be so notified of the date and time.
 - c. When required, applicant shall provide written notice to property owners within 200' of subject property (*certified list of owners within 200' to be obtained by applicant from Tax Assessor*) as well as publish notice of hearing in newspaper designated by the Board. Notice/publication must be made no later than ten (10) days prior to the hearing date and proof thereof must be submitted to Board secretary prior to hearing date.
 - d. Action on an application shall be taken only at a regular meeting or a special meeting scheduled by the Board for that purpose. Such action shall be taken within the time limits prescribed by law or within such further time consented to by the applicant.

If you have any questions, please feel free to contact the Board secretary between the hours of 8:30 AM and 4:00 PM, Monday thru Friday, at 973-402-9410 Ext. 630.