



## EWING TOWNSHIP Division of Planning & Zoning

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1666 PENNINGTON ROAD, EWING, NJ 08618 (609) 883-2900 Ext 7018 FAX (609) 406-1384

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### Procedures for Planning Board Application

1. Applicant will call the Construction Office to be scheduled for site review for conceptual review. Applicant will need to submit initial escrow fee with completed W-9, 5 sets of plans, surveys and CD or flash drive.
2. After conceptual review the applicant will develop a full scale plan if necessary and return to Site Review to have plans turned over to Engineer and Planner for their review after fees are paid.
3. Fees will be calculated by Administrative Officer of the Planning Board. Federal or tax identification # is required for escrow account. Once fees are paid, review will begin.
4. Applicant will now deal directly with the Township Engineer and Planner and/or other appropriate officials.
5. After the Township Engineer and Planner and/or other appropriate officials are satisfied, the applicant will return to site review to have their plans considered complete.
6. At this time, Applicant will then fill out application.
7. After plans are deemed complete the applicant will be scheduled for full Planning Board meeting and will follow notification according to Land Use Ordinances.
8. Applicant will make full presentation to the Planning Board.
9. A resolution of the determination will be voted on and signed by the Board.
10. The applicant will be required to publish all determinations of the Board.

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_