

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**
- \_\_\_\_\_ **\$2,000.00 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:**                         \_\_\_\_\_