



**BOROUGH OF FOLSOM
PLANNING/ZONING BOARD
1700 12TH STREET
FOLSOM, NJ 08037
PHONE 609-561-3507
FAX 609-561-5821**

1. Applicant must apply to the pinelands Commission for a certificate of filing.
2. If the variance is in conjunction with and application for subdivision of site plan review, complete appropriate application
3. Prepare or have prepared plat plan showing property dimensions and/or buildings on said property. Fourteen (14) copies are needed.
4. Return complete application, Certificate of Filing, plat plans and required fees no later than the first of the month of the scheduled meeting.
5. Applicant must give notice to Pinelands of hearing at least 5 days prior to such hearing.
6. Following hearing, applicant must apply to the Atlantic County Planning Division. Send:
Atlantic County Planning Division
730 Guarantee Trust Building
Atlantic City, NJ 08401
7. Applicant is required to provide notice of approvals to Pinelands within 5 days after hearing.
8. For applicant to record subdivision, plans must be signed and sealed by the following:
Atlantic County Planning Division
Folsom Planning Board Chairman and Secretary
Folsom Borough Engineer
9. Following hearing, a resolution will be drawn up indicating the Board's action. Also, action of the Board will be published in the local newspaper with applicant paying publication fee. Pinelands will also be notified of outcome of hearing by Board Secretary.
10. Folsom Planning Board meets the third Wednesday of every month.

FEE \$ _____

ESCROW \$ _____