



**BOROUGH OF FOLSOM  
PLANNING/ZONING BOARD  
1700 12<sup>TH</sup> 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 an application for subdivision of site plan review, complete appropriate application
3. Prepare or have prepared plot plan showing property dimensions and/or buildings on said property. Fourteen (14) copies are needed.
4. Return complete application, Certificate of Filing, plot plans and required fees no later than 30 days prior to the scheduled meeting.
5. Complete list of property owners to be served at least ten (10) days prior to the scheduled meeting. Receipts of service shall be received in this office no later than 3 days prior to the hearing.
6. Notice of hearing must be published no later than ten (10) days prior to the scheduled hearing. Local publication is the Atlantic City Press and the Hammonton News. Publication is the responsibility of the applicant unless otherwise arranged.
7. Following the hearing a resolution will be passed indicating the Board's action. This decision will also be published in the local news paper at the applicant's expense.

Scheduled Hearing Date: \_\_\_\_\_

FEE \$ \_\_\_\_\_ ESCROW \$ \_\_\_\_\_

**Folsom Planning Board meets the third Wednesday of every month.**