



**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 an application for subdivision or 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 meeting. Receipts of service shall be received in this office no later the 3 days prior to the hearing.
6. Notice of hearing must be published no later than 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 newspaper at the applicant's expense.

Scheduled Hearing Date: _____

FEE \$ _____ ESCROW \$ _____

Folsom Planning Board meets the third Wednesday of every month and applications must be received in the Planning/Zoning Office no later than 30 days prior to the meeting date.