

# Land Use Application Process for Applicants / Hearing Procedures Status Checklist

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DATE: \_\_\_\_\_

Project No. \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Description:

Complete date:

1. Schedule and attend informal meeting with CRDA Planning staff to discuss development. \_\_\_\_\_
2. Applicant to request Certified List of Owners \_\_\_\_\_
3. Applicant to submit application and supporting documents materials for Completeness Review  
(Application Package must include 5 hard copies and digital files of documents for posting on website. Max. digital file size 4MB).  
(All plan documents are to be folded to 9"x 12" size) \_\_\_\_\_
4. Once application is deemed complete the applicant will be provided with available dates for hearing. \_\_\_\_\_
5. Applicant to provide Public Notice as required by MLUL. \_\_\_\_\_
6. Proof of Publication and Public Notice receipts required to confirm jurisdiction for hearing. \_\_\_\_\_
7. Attend LURED Public Hearing. \_\_\_\_\_
8. Applicant to provide any Exhibits that were presented at Hearing in media file format. \_\_\_\_\_
9. Hearing Officer Report prepared for CRDA Board. \_\_\_\_\_
10. CRDA Board adopts Resolution approving the application.  
(Resolution includes the Hearing Officer Report as an Exhibit). \_\_\_\_\_
11. CRDA Board adopted Resolution is sent to Office of the Governor for review.  
(10 Day Veto period starts upon receipt of Resolution) \_\_\_\_\_
12. Prepare Notice of Decision (NOD) for publication in newspaper. \_\_\_\_\_
13. Applicant to provide 4 copies of revised plans to address conditions of Approval. \_\_\_\_\_
14. CRDA request additional review escrow (if necessary) \_\_\_\_\_
15. LURED Professionals review of revised plans to confirm conditions of approval have Been Satisfied. \_\_\_\_\_
16. Applicant to provide 11 copies of plans for approval signatures. \_\_\_\_\_
17. CRDA Hearing Officer, LURED Engineer, LURED Planner, Land Use Regulation Enforcement Officer to sign plans. \_\_\_\_\_
18. Provide Applicant with 7 copies of signed plans for their distribution to City Construction Division, Inspection Division, City Planning, City Engineer, Tax Assessor. \_\_\_\_\_
19. Applicant to provide a copy of plan with approval signatures in PDF format. \_\_\_\_\_
20. Remaining 4 copies of signed plans for LURED file, LURED Professionals. \_\_\_\_\_
21. Submit Application for Certificate of Land Use Compliance. \_\_\_\_\_
22. Request Refund of unused review escrow (if any) \_\_\_\_\_