

Land Use Application Process for Applicants / Hearing Procedures Status Checklist

Prepared by Robert L. Reid, AICP, PP, Land Use Regulation Officer

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 2 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.
The 10 Day Governor's Veto period ends on: _____
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. Applicant to provide cost estimate for improvements. _____
15. Applicant to provide performance bond (if required) _____
16. Applicant to provide inspection escrow. _____
17. CRDA request additional review escrow (if necessary) _____
18. LURED Professionals review of revised plans to confirm conditions of approval have
Been Satisfied. _____
19. Applicant to provide 11 copies of plans for approval signatures. _____
20. CRDA Hearing Officer, LURED Engineer, LURED Planner,
Land Use Regulation Enforcement Officer to sign plans. _____
21. Provide Applicant with 7 copies of signed plans for their distribution to City
Construction Division, Inspection Division, City Planning, City Engineer, Tax Assessor. _____
22. Applicant to provide a copy of plan with approval signatures in PDF format. _____
23. Remaining 4 copies of signed plans for LURED file, LURED Professionals. _____
24. Submit Application for Certificate of Land Use Compliance. _____
25. Request Refund of unused review escrow (if any) _____