

BOROUGH OF ALPHA LAND USE BOARD-Instructions

1. Applicant receives a packet with forms to be filled out and returned to board secretary three (3) weeks prior to a scheduled meeting. Also included is the Schedule of Meetings, fee schedule and W-9 form.
2. Applicant is advised that they need to be represented by attorney if they are incorporated or an L.L.C. Applicant is also advised that if he/she is representing his/her self it is recommended that they seek the assistance of an attorney with respect to their application such as filling out the forms, preparing notice, etc.
3. Applicant is advised that the Star Gazette and Express Times are the legal newspapers in which all notices of public hearings must be advertised and to contact their office for deadlines. All notices must be given at least ten (10) days prior to the schedule meeting. With respect to the Star Gazette, it is a weekly newspaper published on Friday and to meet their deadline, notice must be sent to them about three (3) weeks prior to a meeting.
4. Applicant is advised that all application fees are non-refundable and that any remaining escrow deposits after all bills have been paid will be refunded. Applicant is advised if escrow funds are insufficient he/she will have to submit additional monies to their escrow account.
5. Applicant is advised that everything must be submitted in a complete package including two (2) checks payable to the Borough of Alpha, one (1) for application fee and one (1) for escrow deposit.
6. Applicant is given secretary's contact info and to contact her any time for assistance:

Donna L. Messina, Secretary

Alpha Borough Land Use Board

1001 East Blvd.

Alpha, NJ 08865

Office: 908-454-0088 x178, email: landuse@alphaboronj.org

7. Applicant is advised that when seeking a variance, it may be granted or denied. Applying for a variance does not assure it will be granted.
8. Packets are mailed, emailed, or given to an applicant during an appointment. (Applications and forms are also located on the Borough's website: alphaboro.org)
9. Applicant is to send one (1) complete set to Board Engineer and Board Attorney, with the remainder of fifteen (15) sets to Board Secretary.