

**WORKSHOP COMMITTEE REQUIREMENTS
PLANNING & ZONING BOARDS
BOROUGH OF GLASSBORO**

*Work Shops: meetings are held the **SECOND Tuesday of each month** 9:00 a.m. at the Municipal Building [Conference Room #2] Location: 1 South Main Street, Glassboro.*

*At least **TWO WEEKS PRIOR** to the meeting:
A **CHECK** of \$300.00 for escrow, (check payable to the "Borough of Glassboro) **PLUS COVER LETTERS** and **PLANS**:*

REQUIREMENTS:

A COVER LETTER EXPLAINING THE APPLICATION

- 1. name, address and phone number of applicant,*
- 2. name, address and phone number of property owner,*
- 3. address and block & lot numbers of property to be discussed,*
- 4. Describe proposed project or use.*

FOUR SETS OF PLANS & FOUR COVER LETTERS: (TOTAL)

- 1. Two (2) sets of Plans with two (2) cover letters to our office*
- 2. Mail one (1) set of plans with a cover letter to the following:
Mark Brunermer, Sickels Asso. 833 Kings Hwy., Woodbury, N.J. 08096 (engineer)
Melanie J. Adamson, Remington & Vernick, 231 Kings Hwy. East, Haddonfield,
New Jersey 08033 (planner)*

CONTACT PERSON: D. Clark Pierpont

Planning and Zoning Administrator

1 S. Main St., (to my attention) – mailing address

10 South POPLAR Street, Glassboro, N.J. 08028 – location address

856 881 8140 – phone

856 863 4690 – fax

M. – F. 8:30 a.m. to 4:30 p.m. – (lunch hour 12 p.m. to 1 p.m.)