

CITY OF BURLINGTON
2017 SCREENING BOARD SCHEDULE

January 4, 2017 meeting.... December 30, 2016
February 1 meeting.... deadline January 27
March 1 meeting.... deadline February 24
April 5 meeting.... deadline March 31
May 3 meeting deadline April 28
June 7 meeting.... deadline June 2
July 5 meeting.... deadline June 30
August 2 meeting.... deadline July 28
September 6 meeting.... deadline September 1
October 4 meeting.... deadline September 29
November 1 meeting.... deadline October 27
December 6 meeting.... deadline December 1

The City of Burlington Screening Board is an informal Committee of the Land Use Board who assists the public with their land and property development application.

Screening Board Sessions are generally held on the first Wednesday of each month in the City Hall Council Chambers, 525 High Street, beginning at 3:15 PM.

Those interested persons who wish to have an application/proposal reviewed by the Committee must submit a letter that includes as much information regarding the proposal as possible. The proposal should include the exact location (which includes block and lot) as well as a survey, if building is proposed. The Committee reviews information such as adequate parking, days/hours of operation, ingress/egress, environmental issues, number of employees, drainage, etc.

The letter should also include a contact name, daytime telephone number and e-mail address. The letter should be forwarded to the City of Burlington, 525 High Street, Burlington, N.J. 08016, Attention: Nikisha Scott, Board Secretary. Fax transmissions are to be sent to: (609) 386-1195 or E-mail address: nscott@burlingtonnj.us.

After submission of the request by the above deadline, the contact person will be contacted in the beginning of the first week of that month they requested to appear and informed of a more approximate time to appear. Interested persons are generally scheduled in 15 minute intervals.

If clarification is needed on the above, please contact Ms. Scott by E-mail at: nscott@burlingtonnj.us or by calling (609) 386-0200, Extension 147.