

CITY OF BURLINGTON 2018 SCREENING BOARD SCHEDULE

<u>Meeting Date</u>		<u>Deadline</u>	
January	3 rd	December	21 st
February	7 th	January	25 th
March	7 th	February	25 th
April	4 th	March	22 nd
May	2 nd	April	22 nd
June	6 th	May	19 th
July	11 th	June	29 th
August	1 st	July	19 th
September	5 th	August	23 rd
October	3 rd	September	20 th
November	7 th	October	25 th
December	5 th	November	25 th

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, and 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, and Attention: Nikisha Scott, Board Secretary. Fax transmissions are to be sent to: (609) 386-1195 or E-mail address: lubsecretary@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: lubsecretary@burlingtonnj.us or by calling (609) 386-0200, Extension 147.