

**TOWNSHIP OF TOMS RIVER PLANNING BOARD  
CONFERENCE WORKSHOP MEETING APPLICATION**

**FEE:** A \$300.00 APPLICATION FEE WILL BE REQUIRED PAYABLE AT THE TIME OF SUBMISSION OF THE APPLICATION. IN ADDITION A SEPARATE \$500.00 ESCROW DEPOSIT FEE IS REQUIRED. APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE APPROPRIATE PAYMENTS. MAKE CHECKS PAYABLE TO "TOWNSHIP OF TOMS RIVER." ALL FEES MUST BE ACCOMPANIED BY A COMPLETED W-9 FORM. THE NAME ON THE CHECK AND THE NAME ON THE W-9 FORM MUST MATCH.

**ALSO:** APPLICANT IS REQUIRED TO SUBMIT EIGHT (8) SETS OF PLANS AND/OR SKETCHES OF THE PROPOSALS IN CONJUNCTION WITH THE SUBMITTAL OF THIS APPLICATION. THE APPLICANT SHOULD BE ACCOMPANIED BY AN ENGINEER AND/OR ATTORNEY AT THE MEETING. ALL FORMS, FEES, PLANS AND ATTACHMENTS MUST BE RECEIVED BY THE OFFICE STAFF AT LEAST ONE WEEK IN ADVANCE OF THE REQUESTED WEDNESDAY MEETING. ALL ITEMS ON THESE FORMS MUST BE COMPLETED IN FULL.

**NOTE:** APPLICANTS ARE NOTIFIED THAT DISCUSSION AT THE CONFERENCE WORKSHOP MEETING IS INFORMAL IN NATURE AND IN NO WAY DOES THIS COMMITTEE'S DISCUSSION REFLECT ACCEPTANCE OR ENDORSEMENT OR ANY APPLICANT'S PROPOSAL.

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PERSON(S) APPEARING \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
NAME OF APPLICANT \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
APPLICANT'S ADDRESS \_\_\_\_\_  
BLOCK: \_\_\_\_\_ LOT(S): \_\_\_\_\_ ZONE: \_\_\_\_\_  
STREET ADDRESS NUMBER \_\_\_\_\_ AREA OF TRACT \_\_\_\_\_

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EXISTING USE \_\_\_\_\_ PROPOSED USE \_\_\_\_\_

DESCRIPTION OF PROPOSAL (INCLUDED, IF APPLICABLE, NUMBER OF LOTS PROPOSED, SQUARE FOOTAGE OF PROPOSED AND EXISTING BUILDINGS, EXISTING AND PROPOSED VARIANCES AND DESIGN EXCEPTIONS, NUMBER OF UNITS, NUMBER OF PARKING SPACES, ENVIRONMENTAL AND FIRE PROTECTION CONSIDERATIONS).

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**FOR OFFICE USE ONLY:**  
DATE OF MEETING \_\_\_\_\_ ITEM NO. \_\_\_\_\_  
PERSONS CALLED \_\_\_\_\_ PHONE NO. \_\_\_\_\_