

Township of Southampton

Planning & Zoning Board of Adjustment
5 Retreat Road, Southampton, NJ 08088
planning@southamptonnj.org
zoning@southamptonnj.org

MEMORANDUM

TO: PROFESSIONAL STAFF

____ PLANNING BOARD ATTORNEY
____ PLANNING BOARD ENGINEER
____ PLANNING BOARD PLANNER
____ ZONING BOARD ATTORNEY
____ ZONING BOARD ENGINEER
____ ZONING BOARD PLANNER

DATE: December 23, 2022

RE: APPLICATION INFORMATION

The following information is for new applications to either the Planning Board or Zoning Board of Adjustment

PROJECT ID: 22-1503023
PROJECT NAME: Liston Addition/Shed 14 Shenandoah Ln
CATEGORY CODE: ZNBKVR
SITE ADDRESS: 14 Shenandoah Lane
APPLICANT'S NAME: Arthur Liston + Kathleen Hoffman
APPLICANT'S ADDRESS: 14 Shenandoah Lane Southampton

The information above must be used on **all** invoices. Copies should be given to your Accounts Receivable Department, reviewers and inspectors. Any invoice or voucher received by the Township without this information will be returned. Copies of all invoices are to be mailed to the applicant at the same time as they are forwarded to the Township.

All invoices are to be sent to the Finance Officer by the **24th** of the month for payment at the next month's regular Township Committee meeting (third Tuesday of the month).

Following these instructions will eliminate the chance of hearing postponements due to deficient balances. Projects that have been approved by the Planning or Zoning Board and have gone to "bond" or Engineer Inspections, must be verified by the Finance Officer for possible new Project ID's given at receipt of "Performance Bond and Performance Engineer's Inspection" by the Township Clerk.

Charges to an applicant's escrow account should only be for review of the application, not for a special hearing before one of the Boards. Review N.J.S. 40:55D-53 for any questions regarding proper billing to an applicant's escrow account.

Cc: Nancy K. Gower, CMFO