

LAKWOOD TOWNSHIP PLANNING BOARD

CORRESPONDENCE REQUEST FORM

ORIGINAL APPROVAL NUMBER _____ ORIGINAL APPROVAL DATE _____

Brief summary of your request, detailing any deviations from the original Board approval:

Reasons for this request, including supporting information:

Current project status (ie, in resolution compliance, under construction, waiting on outside agency, etc):

****Please attach six (6) copies of any plans or supporting documents to this correspondence. Note that material changes to a Board approval require an Amended application and cannot be approved under correspondence. Please note that the Board will not be accepting testimony under correspondence, therefore your Correspondence should be clear and concise with regards to your request.***

Acceptable for Board review under correspondence:

Board Secretary	Board Engineer	Board Attorney
<i>Indicate Y or N</i>	<i>Indicate Y or N</i>	<i>Indicate Y or N</i>

Policy regarding correspondence matters:

1. No action other than a matter that the board secretary/administrative officer has tentatively determined to be appropriate for administrative approval will be considered at a board hearing on correspondence unless the chairperson first approves the placement of the matter on the calendar.

2. Any change or adjustment proposed for administrative approval, if appropriate, will be tentatively approved by the board secretary/administrative officer only after consultation with the board engineer and attorney.

If the board secretary/administrative officer is satisfied that the change/modification requested is insignificant, then the matter will be tentatively administratively approved and recommended for placement on the calendar to the board chair. The matter will be placed on the calendar for review and confirmation by the board only after approval by the chair.

If the matter is considered at the hearing on correspondence, no comment will be entertained by the board from the applicant or the public at the hearing on a change or adjustment tentatively approved for administrative approval unless such comment is solicited by the chair. The reason is that matters that may be administratively approved are by definition not significant changes and do not require board approval. The reason that all administrative approvals will be placed on the calendar is only so that the board may review changes that the board's professionals have recommended to make certain that the board is aware of the change/adjustment and to make certain that the change/adjustment is in accord with the decision originally made by the board. Thus the board's function is the review the recommendation and consent to make certain that the board's professionals are carrying out the original intent of the board. Examples would be where a resolution needs to be amended to fix what amounts to a typographical error or where insignificant site plan adjustments need to be made due to field conditions, miniscule error correction and the like.

3. Any correspondence request shall pass or fail as correspondence and no additional comment or testimony will be accepted by the board.

4. If any person is dissatisfied with the decision of whether a matter is to be placed on the calendar for consideration, then that person may appeal the decision as provided by law.