

**WORKSHOP COMMITTEE REQUIREMENTS  
PLANNING & ZONING BOARDS  
BOROUGH OF GLASSBORO**

**Work Shops:** meetings are held the **SECOND Tuesday of each month** 9:00 a.m. at the Municipal Building [Conference Room #2] Location: 1 South Main Street, Glassboro.

At least **TWO WEEKS PRIOR** to the meeting:  
Application Fee: \$50.00, (check payable to the "Borough of Glassboro)  
Escrow Deposit: \$400.00, (check payable to the "Borough of Glassboro)

**PLUS COVER LETTERS and PLANS:**

**REQUIREMENTS:**

**A COVER LETTER EXPLAINING THE APPLICATION**

1. name, address and phone number of applicant,
2. name, address and phone number of property owner,
3. address and block & lot numbers of property to be discussed,
4. Describe proposed project or use.

**FOUR SETS OF PLANS & FOUR COVER LETTERS: (TOTAL)**

1. Two (2) sets of Plans with two (2) cover letters to our office
2. Mail one (1) set of plans with a cover letter to the following:  
Mark Brunermer, Sickels Asso. 833 Kings Hwy., Woodbury, N.J. 08096 (engineer)  
Melanie J. Adamson, Remington & Vernick, 2059 Springdale Rd., Cherry Hill,  
New Jersey 08003 (planner)

**CONTACT PERSON:** Kristine D'Amico

Planning Board Coordinator

1 S. Main St., (to my attention) – mailing address

10 South POPLAR Street, Glassboro, N.J. 08028 – location address

856 881 8140 – phone

856 863 4690 – fax

M. – F. 8:30 a.m. to 4:30 p.m. – (lunch hour 12 p.m. to 1 p.m.)