Borough of Highlands Land Use Board Process

Please note that due to the unique nature of each application, the outlined process ***may vary.***

Start here
SUBMIT APPLICATION

COMPLETENESS REVIEW

DEEMED COMPLETE

DEEMED INCOMPLETE

BOARD REVIEW

- Payment of any outstanding fees and escrow
- Submit 16 copies of (folded) plans
- Request 200-ft List
- Notice Residents
- Notice Newspaper
- Submit Affidavit of Publication
- Submit proof of certified mailing

BOARD APPEARANCE
Decision made at hearing.

At next meeting
RESOLUTION MEMORIALIZED

CONFORMANCE

- Notice of decision published
- Submit draft of subdivision deed, plans, etc. as applicable
- Any and all other conditions of approval that applies

CONFORMANCE REVIEW

NO

YES

- Payment of escrow for all professional reviews
- Payment of inspections if any

BOARD SIGNS OFF

Your Land Use Board Process is complete.
Proceed to Construction Dept. for Building Permits (if applicable)