

**ZONING BOARD OF ADJUSTMENT  
TOWNSHIP OF MONROE  
GLOUCESTER COUNTY, N.J.  
(856) 728-9800 ext. 289**

**GENERAL INFORMATION FOR FILING AN APPLICATION OR APPEAL**

- I. The office of the Zoning Board is open Monday through Friday 8:30am to 4:30pm.
- II. Applications are considered by the Board at public hearings held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month (with the exception of November, December & Summer Months). Meetings are held at 125 Virginia Avenue, Williamstown, NJ at 7:00 p.m.
- III. Applications for a variance or appeal must be submitted no later than twenty (20) days before the scheduled hearing date.
- IV. Site Plan and Subdivision applications will be scheduled for a hearing ONLY after a report is received from the Board's Professionals, including a review as to completeness of application. (Section 175-60E)
- V. The Applicant must be present at the hearing. If the Applicant is unable to attend the hearing, he/she must notify the Secretary. If this is not done, your application may be denied.
- VI. The Applicant may be represented by an Attorney; the Applicant may not be represented by a Real Estate Agent. A corporation must be represented by an Attorney.
- VII. A Corporation or Partnership must submit with the application a Corporate Disclosure or Partnership Disclosure as outlined in Section C.40:55D-48.1&2 of the Municipal Land Use Law Chapter 291.
- VIII. If the Applicant is other than the Owner, the Applicant must submit a copy of the agreement of sale or document conferring a legal interest upon the property in question.

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**IX. NO APPLICATION WILL BE CONSIDERED WITHOUT THE FOLLOWING:**

1. Certificate of Filing from the Pinelands Commission when applicable.
2. **15 copies of your entire package, put together with all correspondences and exhibits**
3. 15 copies of the "Notice of Application or Appeal" (Form 101). This form must be filled out completely, in detail and the original must be notarized.
4. Proof that taxes on the property in question are paid to date. You may obtain this in the Office of the Tax Collector.
5. Payment of application fees. Fees are listed under section X below.
6. 15 copies of a \*certified survey, or sketch, of the property. Please see details listed on page 2 (XI).
6. Three (3) or more photographs showing different views of the lot or lots in question and any building or buildings on the lot(s).
7. One (1) completed copy of the Notice to Property Owners (Form 102)

8. One (1) completed copy of Affidavit of Notice (Form 103) Notarized.
  9. Completed forms for site plan, site plan waiver, and/or subdivision when applicable along with payment fees for the same.
  9. Submit one (1) extra copy of subdivision plat or site plan for our Solicitor.
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**XI. The following must be shown on the survey or sketch submitted with all applications:  
(This does not apply to Site Plan or Subdivision)**

1. Name and address of applicant.
2. Shape of property.
3. Location and dimensions of all existing buildings including distances from property lines.
4. Boundary dimensions.
5. Location of public and private roads and easements.
6. Location and dimensions of desired new buildings and/or additions and/or signs.
7. Show any buildings or sections of buildings that are to be removed.
8. Locations and identifications of adjoining property owners.
9. This sketch need not be scaled but should be easily understood.
- \*10. Survey must be obtained for a bulk variance. Unless waived by the Board.

**XI. NOTICE TO PROPERTY OWNERS (FORM 102)**

1. Prepare one Notice to Property Owners (Form 102) for each property owner within 200 feet of any lot line bounding the property in question in accordance with the Certified List of Names prepared by the Gloucester County Tax Assessor's office.
2. One copy of (Form 102) must be filed with your application.
3. If the property in question is located within 200 feet of an adjoining municipality you must give "Notice" to the clerk of that Municipality.
4. If the property in question is adjacent to an existing county road or proposed road shown on the official county map or on the county master plan, adjoining other county land or situated within 200 feet of a municipal boundary, you must give "Notice" to the COUNTY PLANNING BOARD.
5. If the property in question is adjacent to a state highway you must give "Notice" to the STATE COMMISSIONER OF TRANSPORTATION.
6. If your application is for property which exceeds 150 acres or 500 dwelling units, see "Notice" requirements listed in the Land Management Chapter 175.

**\*\* THE "NOTICE" MUST BE GIVEN EITHER (1) PERSONALLY TO THE PROPERTY OWNER (MUST OBTAIN INITIAL/SIGNATURE OF PROPERTY OWNER), OR (2) BY CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED. THIS "NOTICE" MUST BE GIVEN AT LEAST TEN (10) DAYS PRIOR TO THE DATE OF THE HEARING.**

7. Pay \$10.00\* to Zoning Board of Adjustment (cost for list of names).  
The Gloucester County Assessor's office will be responsible for preparing the certified list of names for you. We will fax your request to the County and they in turn will fax the list of names to our office. Our office will contact you when the list has been prepared. It could take up to seven days to prepare this list, so be sure to submit your request to have it prepared as soon as possible.

**\*Note: The above noted fee must be submitted by check made out to Monroe Township. NO CASH.**

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XII. AFFIDAVIT OF NOTICE (form 103)

After serving the "Notices" to property owners within 200 feet, complete the Affidavit of Notice (Form 103), have it **NOTARIZED** and submit it to our office before the date of the hearing.

NOTE: Notice of the Public Hearing will be submitted to the Official Newspaper for publication by the secretary of the Board of Adjustment.

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End

**CHECK LIST**

**APPLICATIONS – BOARD OF ADJUSTMENT**

- 1. \_\_\_ Certificate of Filing (if applicable)
- 2. \_\_\_ Notice of Application or Appeal (Form 101)
- 3. \_\_\_ Updated Tax Statement (obtain from the Tax Collector’s Office)
- 4. \_\_\_ Application Fees:  
**See attached Land Development Fees**  
**Certified List of Names Fee: \$10.00**, this fee must be paid to the Township Clerk

NOTE: Please submit the appropriate fees in **three separate checks**, made out to Monroe Township

- 5. \_\_\_ Certified Survey (15 copies)
- 6. \_\_\_ Notice to Property Owners
- 7. \_\_\_ Site Plan (13 copies)(if applicable)
- 8. \_\_\_ Subdivision (13 copies)(if applicable)
- 9. \_\_\_ Copy of Agreement of Sale/Lease Agreement (if applicant is not owner)
- 10. \_\_\_ If the applicant is a Corporation, you must submit the proper disclosure statements and authorizations.

IF YOU WANT TO BE SCHEDULED ON THE MEETING OF \_\_\_\_\_ SUBMIT THE APPROPRIATE ITEMS 1 THROUGH 10 BY \_\_\_\_\_. (20 days before meeting)

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- 11. \_\_\_ 3 Photos showing different views of the lot
- 12. \_\_\_ Affidavit of Notice (Form 103)
- 13. \_\_\_ Certified List of Names
- 14. \_\_\_ Mailing Receipts
- 15. \_\_\_ Return Receipts (as soon as possible before the meeting)
- 16. \_\_\_ Proof of Publication (if applicable)

SUBMIT THE APPROPRIATE ITEMS 11 THROUGH 16 BY \_\_\_\_\_. (10 days before the meeting)

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