

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:
Bulk Variances: \$200.00 non-refundable filing fee, plus \$450.00 escrow
Use Variance: Commercial/Residential
\$200.00 non-refundable filing fee, plus \$2,500.00 escrow

Certified List of Names Fee: \$10.00

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

- 5. ___ Certified Survey (1 copy)
- 6. ___ 3 Photos showing different views of the lot.
- 7. ___ Copy of Agreement of Sale/Lease Agreement (if applicant is not owner)
- 8. ___ 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)

- 9. ___ Notice to Property Owners (Form 102)
- 10. ___ Affidavit of Notice (Form 103)
- 11. ___ Certified List of Names
- 12. ___ Certified Mailing Receipts (Return Receipt Not Required)
- 13. ___ Proof of Publication (if applicable)

SUBMIT THE APPROPRIATE ITEMS 9 THROUGH 13 BY _____. (10 days before the meeting)

**ZONING BOARD OF ADJUSTMENT
TOWNSHIP OF MONROE
GLOUCESTER COUNTY**

125 VIRGINIA AVENUE
WILLIAMSTOWN, N.J. 08094
(856) 728-9800
Ext. #271 / #279

NOTICE OF APPLICATION OR APPEAL

ZBA No. _____

Applicant: _____ Owner: _____
(If different than applicant)

Address: _____ Address: _____

Telephone No. _____ Telephone No. _____

Fax No. _____ E-Mail Address: _____
.....

Attorney: _____ E-Mail Address: _____
Telephone No. _____

Address: _____
.....

Property Address: _____

Plate: _____ Block: _____ Lot: _____ Zoning Classification: _____
.....

1. Application concerns: (Check what is applicable)

Use _____ Lot Area _____ ^{Rear/Side/Front} Yards _____ Height _____ Addition _____ Existing Building _____

Proposed building _____ Minor/Major Site Plan _____ Minor/Major Subdivision _____

Alleged Error of Township Official _____ Other _____
.....

2. Brief description of real estate affected: Development Name: _____

Location: _____

Nearest Cross-Street: _____ Lot size: _____

Does Property Have Water/Sewer? ___ Private ___ Public

If use variance is requested for accessory structure, what is the square footage of existing home? _____

Is this in a Pinelands area? _____ if yes, Certificate of Filing No. _____
(Please attach a copy of Certificate of Filing if applicable)

Present use: _____ Present improvements upon land: _____
.....

3. If this application is for a use variance in conjunction with a request for a site plan approval, site plan waiver, or subdivision, have the appropriate forms been submitted? YES: _____ NO: _____
.....

4. If this is an appeal action of a Township Official: Date of Action: _____
Your statement of alleged error of Township Official (Include name and title of Official) _____

.....

5. State, in detail, what you want: _____

.....

6. State why you think the Board should grant what you want. State whether or not you are claiming a hardship and state specifically what hardship you are claiming:

.....

7. If there have been any previous applications filed in connection with these premises state the date and the name under which it was filed:

.....

I hereby depose and say that all of the above statements and the statements contained in any papers or plans Submitted herewith are true to the best of my knowledge and belief.

Sworn to and subscribed before me
This _____ day of _____ 20____

(Notary Public)

(Signature of Applicant)

BOARD USE ONLY Date application received: _____ Deemed Complete: _____

[04/02/19] Public hearing date: _____ By: _____

NOTICE TO PROPERTY OWNERS

A public hearing on Application No. _____ will be held by the Zoning Board of Adjustment of the Township of Monroe on _____ at 6:30 p.m. located at 125 Virginia Avenue, Williamstown, N.J. on the first floor in the Court Room.

The object of the hearing will be to consider an application by the undersigned for the following reasons:

_____ ; and any other variances/waivers that may be required for the Board to approve this application.

Location of property in question: _____

Nearest intersection-landmark: _____

Also known as Plate ____ Block ____ Lot __ of the official tax map of the Township of Monroe.

You are advised of this hearing because you are the owner of property within 200 feet and are required to be notified according to the law.

You are ***not required to appear*** at this hearing ***unless you wish to object*** to what the undersigned wants.

All written objections must be presented to the Zoning Board of Adjustment, address above, before the hearing date.

Documents related to the application may be inspected by the public between the hours of 7: 00 a.m. to 5:00 p.m., Monday through Thursday.

Date: _____ Applicant: _____

Applicant's Address: _____

AFFIDAVIT OF NOTICE

Application or Appeal No. _____

STATE OF NEW JERSEY

SS

COUNTY OF GLOUCESTER

_____ being duly sworn according to Law, upon his/her oath, deposes and says:

1. I am the applicant (or appellant) before the Zoning Board of Adjustment of the Township of Monroe.
2. At least ten (10) days prior to the hearing, I gave personal notice to all owners of property situated within or without the Township of Monroe as shown on the most recent tax lists of the Township whose property or properties as shown on said lists are located within 200 feet of the property to be affected by said application.
3. Said notice (a copy of which has been filed with the Board Secretary) was given either by Certified Mail to the last known address of the property owner as shown by the recent tax lists of the Township or by handing said notice to the property owner.
4. I have served the following property owners by Certified Mail (mailing receipts are attached).

5. I have served the following property owners in person: (see certified list for signatures)

Sworn to and subscribed
Before me this _____
Date of _____, 20__.

(Notary)

(Signature of Applicant of Appellant)