

**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)  
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- 9. \_\_\_ Affidavit of Notice (Form 103)
- 10. \_\_\_ Certified List of Names
- 11. \_\_\_ Certified Mailing Receipts (Return Receipt Not Required)
- 12. \_\_\_ Proof of Publication (if applicable)

SUBMIT THE APPROPRIATE ITEMS 9 THROUGH 13 BY \_\_\_\_\_. (10 days before the meeting)  
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**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 \_\_\_\_\_ <sup>Rear/Side/Front</sup> 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: \_\_\_\_\_

**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)