

Elaine D. Powell
Assistant Zoning Officer
Corrine Tarcelli
Zoning Board Secretary



www.voorheesnj.com

DAILY OFFICE HOURS
8:30 A.M. TO 4:30 P.M.
Office: 856-429-0647
Fax: 856-795-2335
2400 Voorhees Town Center
Voorhees, NJ 08043

VARIANCE APPLICATION PROCEDURES

STEP I. SUBMIT THE FOLLOWING TO THE ZONING ADMINISTRATION OFFICE

- A. Completed application forms (typed or printed), which includes Application for Zoning Permit, Tax and Assessment Payment Report, and Request For A Certified List Of Property Owners
For Use Variance: The applicant must include a written statement as to the reason for the use variance request and negative and positive criteria.
- B. Fourteen (14) copies of a plot plan (and supporting documents) depicting the following:
1. Block and lot numbers.
 2. Lot dimensions.
 3. Location of all present and proposed structures on the site including their distances from the property line.
 4. Dimensions of all present and proposed structures.
 5. Dimensions of all present and proposed parking areas.
 6. For sign variance - 14 copies of a sketch of the sign showing dimensions, height from grade to bottom and top of sign, and proposed copy and colors; for a free-standing sign, a plot plan showing location of sign.
- C. Fourteen (14) copies of Architectural Plans & Elevations for any and/all additions.
- D. Details for any and/all structures, including but not limited to, deck, shed, fence, gazebo, etc.
- E. Photographs of site and surrounding properties. (Fourteen (14) copies)
- F. Submit application fees as follows:
1. For (a), (b) or (c) variance Residential - \$75.00 per lot
 2. For (a), (b) or (c) variance Non-Residential - \$100.00 per lot
 3. For (d) use variance - \$200.00 plus \$50.00 per acre
 4. For Temporary Use Permit - \$100.00
- G. Submit completed Escrow Account Certification and escrow fees as follows:
1. For (a) or (b) variance Residential - \$500.00
 2. For (a) or (b) variance Non-Residential - \$500.00
 3. For (c) variance Residential - \$500.00 (\$1000.00 if an engineering escrow is required)
 4. For (c) variance Non-Residential - \$1000.00
 5. For (d) use variance - \$2500.00
 6. For Temporary Use Permit - \$1000.00
- H. Submit a \$10.00 fee for the list of property owners within 200 feet of the subject property.

APPLICATION FOR ZONING BOARD OF ADJUSTMENT

PAGE TWO

SPECIAL NOTES

For "A" (APPEAL) or "B" (INTERPRETATION) REQUESTS:

1. Submit the application – completed in its entirety.
2. Submit fourteen (14) copies of the basis for your appeal of the Administrative Officer's determination in the enforcement of the zoning code or for an interpretation of the zoning map or ordinance.

For "C" (BULK) TYPE VARIANCES:

1. Submit fourteen (14) copies of the survey or other type of plan indicating the extent of improvement(s) and the proposed setback dimension(s) or other information which requires a "C" type (bulk) variance from the Zoning Board.
2. Submit fourteen (14) copies of architectural plans & elevations for any and all additions.
3. Submit fourteen (14) copies of details for any and all structures (i.e. deck, fence, shed, gazebo, etc.).
4. Submit fourteen (14) copies of photographs of site and surrounding area/properties.

For "D" (USE) TYPE VARIANCE ONLY:

1. Submit sixteen (16) copies of a survey, site plan, or conceptual plan indicating the proposed use in concept form only (see submission checklist for items that must be included on plan). It is not recommended that a full subdivision or site plan be prepared until the Zoning Board makes a determination on the use variance application. If the site is non-residential, then a fully drawn and engineered subdivision and/or site plan would be required to be submitted back to the Zoning Board for review and approval as a condition of the use variance approval.

NOTE: All plans must be folded to a size NOT to exceed 10" X 13". Rolled plans **will not** be accepted.

NOTE: If applying for site plan approval in conjunction with use variance request, then you must follow the filing procedures for site plan approvals.

Applications for non-residential development are transmitted for review and recommendations to the Zoning Board, Zoning Board Engineer, Zoning Board Solicitor, and our Fire and Police Departments.

All approvals are subject to written verification, issued by the Voorhees Township Tax Collector, stating that all real property taxes and sewer assessment are paid in full.

FEES: All fees are provided in the attached fee schedule as well as page 1 of these procedures.

**PLEASE NOTE: ALL APPLICATION FEES ARE NON-REFUNDABLE
APPLICATION AND ESCROW FEES MUST BE SEPARATE CHECKS**

PLEASE NOTE: A \$20.00 FEE WILL BE COLLECTED FOR BAD CHECKS RETURNED

POWERS OF THE ZONING BOARD OF ADJUSTMENT

(A) The Zoning Board of Adjustment shall have the power to:

(1) Hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, decision or refusal made by an administrative officer based on or made in the enforcement of the zoning provisions of this chapter.

(2) Hear and decide requests for interpretation of the zoning map, zoning provisions of this chapter, official map, or for decisions upon other special questions upon which the Board is authorized to pass.

(3) Hear and decide variance requests pertaining to:

(a) "*c*" variances.

1. Where (A) by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or (B) by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or (C) by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or structures lawfully existing thereon, the strict application of any regulation or the zoning provisions of this title would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon the applicant for development of such property, grant a variance from such strict application of such regulations or zoning provisions so as to relieve such difficulties or hardship.

2. Wherein in an application or appeal relating to a specific piece of property the purposes of the Municipal Land Use Law would be advanced by a deviation from the regulations or zoning provisions of this title and the benefits of the deviation would substantially outweigh any detriment, grant a variance to allow departure from the regulations or zoning provisions of this title; provided; however, that the fact that a proposed use is an inherently beneficial use shall not be dispositive of a decision on a variance under this section and provided that no variance covered by subsection 156.004(A)(3)(b) below shall be granted under this subsection; and provided further that the proposed development does not require approval by the Planning Board of a subdivision, site plan or conditional use in conjunction with which the Planning Board has power to review a request for a variance pursuant to this chapter.

(b) "*d*" variances. In particular cases and for special reasons, grant a variance to allow departure from the zoning provisions of this chapter to permit:

1. A use or principal structure in a district restricted against such use or principal structure.
2. An expansion of a non-conforming use.
3. Deviation from a specification or standard pertaining solely to a conditional use.
4. An increase in the permitted floor area ratio.
5. An increase in the permitted density, except as applied to the required lot area for a lot or lots for detached one or two dwelling unit buildings which lot or lots are either an isolated undersized lot or lots resulting from a minor subdivision.
6. A height of a principal structure which exceeds by ten (10) feet or ten percent (10%) the maximum height permitted in the district for a principal structure. Variances granted under this subsection shall be granted only by affirmative vote of at least five members. No variance or other relief may be granted under the terms of this section unless such variance or other relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning provisions of this chapter.

(4) Exercise such other powers which are authorized by N.J.S.A. 40:55D-76.

§ 158.03 SUBMISSION REQUIREMENTS CHECKLIST D

DEVELOPMENT CHECKLIST

Applicant: _____
 Application Number: _____
 Type of Variance: _____

	a. Appeal from Decision of Zoning Officer	b. Request for Interpretation of Code Provision	c. Bulk Variance	d. Use Variance	C	I	N/A	WN
1	Variance application form	*	*	*				
2	Application and escrow fees	**	*	*				
3	Proof of current tax payment	**	*	*				
4	Name and address of owner and applicant	**	*	*				
5	Name, signature, license number, seal and address of engineer, land surveyor, architect, landscape architect, as applicable	**	*	*				
6	Zoning Permit	**	*	*				
7	Determination of zoning Officer (if applicable) (general)	**	*	*				
8	Request for Property Owner List for Notices	**	*	*				
9	Notices to Property Owners within 200 feet	**	*	*				
10	Affidavit of Service to Property Owners	**	*	*				
11	Certification of Publication in Newspaper	*	*	*				
12	Affidavit of Ownership	**	*	*				
13	16 copies of Sealed property survey	**	*	*				
14	Corporate Disclosure Statement	**	*	*				
15	Contribution Disclosure Statement		*	*				
16	Architectural Plans		*	*				
17	Elevations		*	*				
18	Photographs of site & surrounding properties		*	*				
19	Details of structure		*	*				

*Required

Zoning Administrative Officer
Elaine D. Powell



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8:00 A.M. TO 5:00 P.M.
Office: 856-429-0647
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2400 Voorhees Town Center
Voorhees, NJ 08043

APPLICATION ZONING BOARD OF ADJUSTMENT

APPLICANT: _____
ADDRESS: _____
PHONE: (____) _____
FAX: (____) _____

FOR OFFICE USE ONLY
CASE# _____
DATE FILED: _____
FEE PAID _____

OWNER OF RECORD: _____
ADDRESS: _____

PHONE: (____) _____ FAX: (____) _____

PERSON HAVING EVERYDAY RESPONSIBILITY FOR THIS APPLICATION WHO CAN BE
CONTACTED DURING NORMAL BUSINESS HOURS:

PHONE: (____) _____

SITE DATE: _____ ZONE _____ BLOCK _____ LOT/S _____
ACREAGE _____
EXISTING USE _____
PROPOSED USE _____
ADDRESS _____

TYPE OF APPLICATION:

- | | |
|--|--|
| <input type="checkbox"/> APPEAL (40:55D-70a) | <input type="checkbox"/> PRELIMINARY SUBDIVISION |
| <input type="checkbox"/> INTERPRETATION (40:55D-70b) | <input type="checkbox"/> FINAL SUBDIVISION |
| <input type="checkbox"/> BULK VARIANCE (40:55D-70c) | <input type="checkbox"/> SITE PLAN W/ WAIVERS |
| <input type="checkbox"/> USE VARIANCE (40:55D-70d) | <input type="checkbox"/> MINOR SITE PLAN |
| <input type="checkbox"/> TEMPORARY USE PERMIT (SEC: 156-020) | <input type="checkbox"/> PRELIMINARY SITE PLAN |
| <input type="checkbox"/> MINOR SUBDIVISION | <input type="checkbox"/> FINAL SITE PLAN |

NOTARY

Sworn and subscribed to before me this
_____ day of _____, 20____.

SIGNATURE OF APPLICANT

ZONING BOARD * VOORHEES TOWNSHIP
Variance Application

APPLICANT: _____
ADDRESS: _____

For Office Use Only:
Case No: _____
Date Filed: _____
Fee Paid: _____

List the variance or variances requested pursuant to NJSA 40:55D-70c/d for the subject application. Cite the section in the Site Plan, Subdivision or Zoning Code for which relief is requested. State the nature of the relief; for example, a side yard setback of ten feet where fifteen feet is required.

SECTION	NATURE OF RELIEF
1. _____	_____ _____ _____
2. _____	_____ _____ _____
3. _____	_____ _____ _____
4. _____	_____ _____ _____
5. _____	_____ _____ _____

If necessary, attach a separate sheet for additional variance requests.

Applicant's Signature

Date

Attorney, filing on behalf of applicant

Date

ZONING ADMINISTRATION

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APPLICATION FOR ZONING PERMIT

DATE _____
OWNER _____
ADDRESS _____ BLOCK _____ LOT (S) _____
PHONE NUMBER (____) _____
TENANT _____ CONTRACTOR _____
ADDRESS _____ ADDRESS _____
PHONE NUMBER (____) _____ PHONE NUMBER (____) _____
FAX NUMBER (____) _____ FAX NUMBER (____) _____
EMAIL WHERE PERMIT/CERTIFICATE TO BE SENT: _____
NAME OF DEVELOPMENT _____
DO YOU HAVE AN ASSOCIATION THAT REQUIRES EXTERIOR APPROVAL – YES or NO
(IF YES, WE NEED A COPY OF THEIR APPROVAL LETTER)
EXISTING USE _____
PROPOSED USE/STRUCTURE (PLEASE DESCRIBE IN DETAIL)

FLOOR AREA _____ SF STRUCTURE/FENCE HEIGHT _____ FT

PROPOSED SETBACKS FROM PROPERTY LINES:

FRONT _____ FRONT _____ SIDE _____ SIDE _____ REAR _____
REVERSE FRONT SETBACK _____ LAKE SETBACK _____

GARAGE: FRONT ENTRANCE _____ FT SIDE ENTRANCE _____ FT
GARAGE: NUMBER OF CARS _____ SQUARE FOOTAGE (GARAGE) _____
OFF STREET PARKING SPACES _____ LOT COVERAGE _____ SF
INTERIOR LOT _____ CORNER LOT _____ LOT AREA _____ SF
PAVING: DRIVEWAY/PATIO/WALKWAY _____ SF
DECK _____ SF PORCH _____ SF
LANDSCAPING REQUIRED FOR FENCING APPROVAL – YES or NO
OTHER _____
CCMUA APPROVAL: DATE _____
BOARD OF HEALTH APPROVAL: DATE: _____
D.E.P. WETLAND APPROVAL REQUIRED YES NO

ACTION REQUIRED:

PLANNING BOARD _____

X

ZONING BOARD _____

SIGNATURE OF APPLICANT _____

ZONING OFFICE USE ONLY:

APPROVED _____

ARTICLE _____ SECTION _____

DENIED _____

Amount paid _____

Date paid _____

Cash/Check# _____

Initial _____

REQUIRED FEES:

\$60.00 ZONING PERMIT/CERTIFICATE OF CONFORMANCE

**NOTE: CHECK WITH THE CONSTRUCTION DEPARTMENT FOR THE PROCEDURES FOR THE
ISSUANCE OF CONSTRUCTION PERMITS.**

ZONING ADMINISTRATION

VOORHEES TOWNSHIP
TAX AND ASSESSMENT PAYMENT REPORT

DATE _____

SECTION I (to be completed by applicant)

I _____ of _____
NAME ADDRESS

am making an application for: (check type of application)

____ License _____ New _____ Renewal
(type)

PLANNING BOARD/ZONING BOARD OF ADJUSTMENT

- | | |
|--|----------------------------|
| ____ Conceptual Subdivision or Site Plan | ____ Site Plan Waiver |
| ____ Minor Subdivision | ____ Minor Site Plan |
| ____ Preliminary Subdivision | ____ Preliminary Site Plan |
| ____ Final Subdivision | ____ Final Site Plan |
| ____ Temporary Use Permit (Zoning) | ____ Variance(s) |
| ____ Appeal (Zoning) | ____ Use Variance (Zoning) |
| ____ Interpretation (Zoning) | |

Zoning Department

____ Zoning Permit _____ Certificate of Conformance

Block(s) _____ Lot(s) _____ Qual. _____

Located at: _____
(street)

Owner of Record: _____

I request the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

DATE: _____

Applicant's signature

.....
(Take this portion over to the Tax Collector so to verify paid taxes)

SECTION II

- I find that: () All taxes due have been paid.
 () All assessments due have been paid.
 () The following are delinquent and past due.

Tax Collector

VOORHEES TOWNSHIP
ZONING BOARD
AFFIDAVIT OF OWNERSHIP

Township of Voorhees

County of Camden, New Jersey

I(We), _____
being duly sworn, deposes and says: I (We) am (are) the owner (s) of the land known as
Block (s) _____, Lot (s) _____
_____ and/or the structures located on same.

Permission is herewith granted to _____
Applicant's Name
to pursue approvals for this property, and I (we) do approve and agree to the terms and
conditions of any approvals granted to same.

Signature

Sworn to before me this
_____ day of _____,
20_____.

Notary Public



PROPERTY LIST REQUEST

**FEE: \$10.00 OR .25 PER NAME
WHICHEVER IS GREATER**

DATE RECEIVED: _____

**I WOULD LIKE TO REQUEST A CERTIFIED LIST OF PROPERTY
OWNERS WITHIN 200 FEET OF:**

PLATE: _____ **BLOCK:** _____ **LOT(S):** _____

OWNER: _____

ADDRESS: _____

_____ **ZIP:** _____

APPLICANT: _____

ADDRESS: _____ **ZIP:** _____

PHONE: _____

FAX: _____

SIGNATURE: _____

***PLEASE NOTE THAT WE HAVE 7 DAYS TO COMPLETE THE LIST**

DATE COMPLETED (BY OFFICE): _____



ESCROW ACCOUNT CERTIFICATION

Township of Voorhees
Planning/Zoning Offices
2400 Voorhees Town Center
Voorhees, New Jersey 08043

I understand that the sum of \$ _____ has been deposited in an escrow account. In accordance with the Unified Land Development Ordinance, Section 156.033, of the Township of Voorhees, I further understand that the escrow account is established to cover the cost of any professional personnel employed by the reviewing board or the Township Committee to process, review, inspect, study or make recommendations to such reviewing board or the Township Committee concerning the nature and substance of the applicant's application and/or to pay the services of any such professional personnel and the costs and expenses incurred by such professional personnel, the reviewing board and/or the Township Committee to create, amended or modify, including, but not limited to, the costs and expenses to draft, finalize and publish, the official Tax Map and/or Zoning Map of the township, which creation, amendment and/or modification is necessitated by the approval of the applicant's application. Sums not utilized shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within ten (10) days after receipt of written notice from the Township.

Date _____

Signature of Applicant