



## ZONING BOARD APPLICATION PROCEDURES

### Submit the following items to the Zoning Administration Office:

1. Completed application forms (typed or printed), which includes:
  - A. Zoning Board of Adjustment Application & Variance Application Form,
  - B. Affidavit of Ownership & Escrow Account Certification,
  - C. Property List Request, and
  - D. Application for Zoning Permit and Determination of Zoning Officer.
  - E. If applicant is a business, Political Contribution Disclosure Statement & Corporate Disclosure Statement.
  - F. If application is for a Use variance, a written statement as to the reason for the use variance request with negative and positive criteria stated.
2. **Fourteen (14) copies** of each of the following items:
  - A. Plot plan (and supporting documents) depicting the following:
    - i. Block and lot numbers,
    - ii. Lot dimensions,
    - iii. Location of all existing and proposed structures on the site with distances from the property line,
    - iv. Dimensions of all present and proposed structures and parking areas,
    - v. Sketch of the sign showing dimensions, height from grade to bottom and top of sign, and proposed copy and colors (if application includes signage).
  - B. Architectural Plans & Elevations for any and/all additions.
  - C. Details for any and/all structures including, but not limited to, decks, sheds, fence, gazebo, etc.
  - D. Photographs of site and surrounding properties.
3. Application fees and escrow deposits, as follows:

For Residential Applications:

a. (Appeals) applications	Application Fee: \$75 per lot	Initial Escrow: \$500
b. (Interpretation) applications	Application Fee: \$100 per lot	Initial Escrow: \$500
c. (Bulk) Applications	Application Fee: \$100 per lot	Initial Escrow: \$500*
d. (Use) Variances	Application Fee: \$250 + \$50 per acre	Initial Escrow: \$2,500

For Non-Residential Applications:

a. (Appeals) applications	Application Fee: \$100 per lot	Initial Escrow: \$500
b. (Interpretation) applications	Application Fee: \$450 per lot	Initial Escrow: \$500
c. (Bulk) Applications	Application Fee: \$250 per lot	Initial Escrow: \$1,000
d. (Use) Variances	Application Fee: \$250 + \$50 per acre	Initial Escrow: \$2,500

For Temporary Use Permits Applications:

Application Fee: \$100	Initial Escrow: \$1,000
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4. Escrow Account Certification and Escrow Deposit.
5. \$10.00 fee for the Property List Request.

### Notes:

- A \$20.00 fee will be collected for returned checks.
- Application fees (non-refundable) and escrow deposits must be paid with separate checks.
- All plans must be folded to a size not to exceed 10" X 13" as **rolled plans will not be accepted**.
- If applying for site plan approval in conjunction with a Zoning Board request, then the filing procedures for site plan (Planning Board) approvals must also be followed.
- Approvals are subject to written verification that real property taxes and sewer assessment are paid in full.



## POWERS OF THE ZONING BOARD OF ADJUSTMENT

- a. 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 ordinance;
- b. Hear and decide requests for interpretation of the zoning map or ordinance or for decisions upon other special questions upon which such board is authorized to pass by any zoning or official map ordinance in accordance with this act;
- c. (1) Where:
  - a) By reason of exception narrowness, shallowness or shape of a specific piece of property, or
  - b) By reason of exceptional topographical 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 the structures lawfully existing thereon, the strict application of any regulation pursuant to article 8 of this act (C.40:55D-62 et seq.) would result in peculiar and exceptional practical difficulties to, or exceptional or undue hardship upon, the developer of such property, grant, upon an application or an appeal relating to such property, a variance from such strict application of such regulation so as to relieve such difficulties or hardship;(2) where in an application or appeal relating to a specific piece of property the purposed of this act or the purposes of the "Educational Facilities Construction and Financing Act," P.L.2000, c.72 (C.18A"7G-1 et al.), would be advanced by a deviation from the zoning ordinance requirements and the benefits of the deviation would substantially outweigh any detriment, grant a variance to allow departure from the regulations pursuant to article 8 of this act 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 subsection and provided that no variance from those departures enumerated in subsection d. of this section 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 subsection a. of section 47 of this act (C.40:55D-62 et seq.); and
- d. In particular cases and for special reasons, grant a variance to allow departure from regulations pursuant to article 8 of this act 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 pursuant to section 54 of P.L.1975, c.291 (C.40:55D-67) pertaining solely to a conditional use,
  - (4) an increase in the permitted floor area ratio as defined in section 3.1 of P.L.1975, c.291 (C.40:55D-4),
  - (5) an increase in the permitted density as defined in section 3.1 of P.L.1975, c.291 (C.40:55D-4), 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 or
  - (6) a height of a principal structure which exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure. A variance under this subsection shall be granted only by affirmative vote of at least five members, in the case of a municipal board, or two-thirds of the full authorized membership, in the case of a regional board, pursuant to article 10 of this act.

Text copied from Municipal Land Use Law, Section 40:55D-70 Powers



## ZONING BOARD APPLICATION

Property Address:	Block:	Lot:
Property Owner Name:		
Property Owner Address:		
Property Owner Phone:	Property Owner Email:	
Applicant's Name (if not Property Owner):		
Applicant's Address:		
Applicant's Phone:	Applicant's Email:	
Existing Use:		
Proposed Use:		
Property Acreage:	Property Zone:	

### TYPE OF APPLICATION

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Appeal (a)        | <input type="checkbox"/> Interpretation (b) | <input type="checkbox"/> Bulk (c)          |
| <input type="checkbox"/> Use (d)           | <input type="checkbox"/> Temporary Use      | <input type="checkbox"/> Site Plan Waiver  |
| <input type="checkbox"/> Minor Site Plan   | <input type="checkbox"/> Major Site Plan    | <input type="checkbox"/> Minor Subdivision |
| <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Preliminary        | <input type="checkbox"/> Final             |

### APPLICANT'S PROFESSIONALS

#### Attorney's Contact Information

Name:	Firm:
Address:	
Email:	Phone:

#### Engineer's Contact Information

Name:	Firm:
Address:	
Email:	Phone:

#### Planner's Contact Information

Name:	Firm:
Address:	
Email:	Phone:

#### Architect's Contact Information

Name:	Firm:
Address:	
Email:	Phone:

_____ Applicant's Signature	SWORN to before me this _____ day of _____, 20____.  _____ Notary Public Signature
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## VARIANCE APPLICATION FORM

Cite the section in the Site Plan, Subdivision or Zoning Code from which relief is requested as well as the precise relief/ variance(s) requested pursuant to NJSA 40:55D-70c/d for the subject application.

SECTION	NATURE OF RELIEF
<b>Example:</b> <u>150.13(A)(6)</u>	<b>Example:</b> To allow deck in rear yard to have a rear yard setback of 13' where 15' is required.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attach an additional copy of this sheet for if more than five requests are being made.

Applicant's Signature	Date
Attorney, filing on behalf of Applicant	Date

ZONING OFFICE USE ONLY			
Date Paid:	Cash/Check #:	Collected by:	
APPROVED or DENIED	Date of Action:	Article: XV	Section:
<input type="checkbox"/> Property taxes are current	<input type="checkbox"/> Property taxes are not current		

Tax Collector's Signature



## AFFIDAVIT OF OWNERSHIP

I, \_\_\_\_\_, being duly sworn, depose and say: I certify that I am the owner of the land known as Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_, and/or the structures located on same. Permission and consent are herewith granted to \_\_\_\_\_  
(Applicant's Name)  
to pursue approvals for this this property, and I approve and agree to the terms and conditions of any approvals granted to same.

Owner's Signature

Date

SWORN to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public Signature

## ESCROW ACCOUNT CERTIFICATION

I understand that the sum of \$\_\_\_\_\_ will be deposited into an escrow account. In accordance with Section 156.033 of the Voorhees Township ULDO, 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 concerning the nature and substance of this application and/or to pay the services of any such professional personnel and the costs and expenses incurred by such, 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 this 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.

Applicant's Signature

Date

Voorhees Planning & Zoning Department  
2400 Voorhees Town Center  
Voorhees, NJ 08043



Hours: 8:30 am - 4:30 pm, M-F  
Phone: 856-429-0647  
Fax: 856-795-2335

## PROPERTY LIST REQUEST

I request a certified list of Property Owners within 200' of the following property:

Property Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Owner's Name(s): \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature



## ZONING PERMIT APPLICATION

\$60 Permit Application Fee, Due Upon Submission  
 (\$20 Resubmission Fee, Due Upon Resubmission)

Property Owner:	Date of Application Submission:	
Property Address:	Block:	Lot:
Phone Number:	Name of Development:	
Contractor Name:	Tenant Name (Non-residential):	
Contractor Address:	Tenant Address:	
Contractor City, State & ZIP:	Tenant City, State & ZIP:	
Contractor Phone:	Tenant Phone:	
Contractor Email:	Tenant Email:	

**NOTE:** If this property is subject to a community association (HOA) which requires their approval, that approval must be sought from the association separately. The issuance of a Zoning Permit does not replace or negate a property owner's responsibility or requirement to obtain their association's approval.

For **non-residential change of tenant applications**, is a tenant fit out proposed? Yes or No

**REQUIRED:** Email where approval is to be sent:

**REQUIRED:** Proposed use/structure/improvement (please describe in detail):

**Please complete all applicable fields:**

Floor area (in square feet):	Structure/Fence Height (in feet):	
Front Setback:	Rear Setback:	Side Setback:
Side/Secondary Front Setback:	Lake Setback:	
Lot Area (in square feet):	Corner Lot? Yes or No	
<b>For New Garage Only</b>		
Front Entrance (in feet):	Side Entrance (in feet):	
Number of Cars:	Floor Area (in square feet):	
Lot Coverage (SF and % of lot area):	Off-Street Parking Spaces:	

\_\_\_\_\_  
Signature of Applicant

**Note:** Check with Construction Department for Construction Permit application requirements and procedures.

ZONING OFFICE USE ONLY			
Date Paid:	Cash/Check #:	Collected by:	
APPROVED or DENIED	Date of Action:	Article: XV	Section:
<input type="checkbox"/> Property taxes are current	<input type="checkbox"/> Property taxes are not current		

\_\_\_\_\_  
Signature of Tax Collector





## ZONING BOARD SUBMISSION CHECKLIST

Applicant's Name: \_\_\_\_\_

Application Number: \_\_\_\_\_

Type of Application/Relief Requested: \_\_\_\_\_

Completeness Items	a. Appeal	b. Interp.	c. Bulk	d. Use	Not Applicable	Waiver Requested	Submitted
1 Application Form with Fees & Escrow	Required	Required	Required	Required			<input type="checkbox"/>
2 Variance Application Form			Required	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Names & Addresses of Property Owner & Applicant	Required	Required	Required	Required			<input type="checkbox"/>
4 Proof of Current Tax Payment (signed)		Required	Required	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Affidavit of Ownership & Escrow Account Certification	Required	Required	Required	Required			<input type="checkbox"/>
6 Request for List of Property Owners within 200'	Required	Required	Required	Required			<input type="checkbox"/>
7 Zoning Permit Application		Required	Required	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Determination of Zoning Officer	Required	Required	Required	Required	<input type="checkbox"/>		<input type="checkbox"/>
9 14 copies of Survey and/or Site Plans		Required	Required	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 14 copies of Details of Structures			Required		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 14 copies of Photos of Site & Surrounding Properties			Required	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 14 copies of Architectural Plans			Required		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 14 copies of Elevations			Required		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Name, Signature, License Number, Seal & Address of Engineer, Land Surveyor, Planner, Architect, and/or Landscape Architect		Required	Required	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Corporate Disclosure Statement		Required	Required	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 Political Contribution Disclosure Statement				Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Items Required Prior to Hearing	a.	b.	c.	d.	Submitted
17 Notices to Property Owners within 200'	This item required for all application types				<input type="checkbox"/>
18 Affidavit of Service to 200' List Property Owners	This item required for all application types				<input type="checkbox"/>
19 Certification of Publication in Newspaper	This item required for all application types				<input type="checkbox"/>