



ZONING BOARD APPLICATION PROCEDURES

Submit the following items to the Zoning Administration Office:

1. Completed application forms (typed or printed legibly), which includes:
 - A. 14 copies of 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 deposit, in accordance with the attached fee schedule. If the application involves multiple application types, the fee and escrow deposit totals for all application types must be paid.

4. \$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 purposes 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



LAND USE DEVELOPMENT APPLICATION

Planning Board Zoning Board of Adjustment Board Application #: PC/ZC 20____ - _____

Property Address:	Voorhees, NJ 08043	Block:	Lot:
Property Owner Name:	Zone:	Qualifier:	
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"/> Preliminary |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Final |
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Amended Site Plan | <input type="checkbox"/> Other |

APPLICANT'S PROFESSIONALS

Attorney's Contact Information

Name:	Firm:
Address:	
Email:	Phone:

Professional's Contact Information

Name:	Field: Engineering Planning Architecture Other	Firm:
Address:		
Email:	Phone:	

Professional's Contact Information

Name:	Field: Engineering Planning Architecture Other	Firm:
Address:		
Email:	Phone:	

Professional's Contact Information

Name:	Field: Engineering Planning Architecture Other	Firm:
Address:		
Email:	Phone:	



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

PROPERTY DETAILS

Existing Land Use: _____

Proposed Land Use (be specific): _____

Number of Existing Lots: _____ Number of Proposed Lots: _____

Are there any Existing Deed Restrictions or Easements? No Yes (attached copy of same)

Are there any Proposed Deed Restrictions or Easements? No Yes (attached copy of same)

Utilities (check all that apply): Public Water Public Sewer Private Well Septic



POLITICAL CONTRIBUTION DISCLOSURE STATEMENT

1. Applications Subject to Disclosure: Any application for use variance pursuant to NJSA 40:55D-70d.
2. Individuals and Entities Subject to Disclosure Requirements: Any individual or entity listed below that is party to an application for a request for approval of any application type listed in the above paragraph pursuant to the following stock or ownership standards:
 - a. All Owners or Developers; and
 - b. All associates of said Developers who would be subject to disclosure pursuant to NJ.S.A. 40:55D-48.1 or 40:550-48.2; and
 - c. All persons or entities holding an option or contract to purchase or other enforceable proprietary interest in such land or project.
3. Contribution Disclosure Statement must be updated until a decision is rendered by the Zoning Board of Adjustment for any application subject to the requirements of Section 156.016(E) of the Unified Land Development Ordinance (ULDO).

Listed below are the date, amount, and the recipient of any and all Contributions (as defined by Section 150.10 of the ULDO) made to or on behalf of any Voorhees candidate, candidate committee, joint candidate committee, or political action committee or political party committee of, or pertaining to, made up to one year prior to filing the application subject to disclosure and/or during the pendency of the application process, and required to be reported pursuant to NJ.S.A. 19:44A-16(f):

<input type="checkbox"/> Applicant:	<input type="checkbox"/> Owner:
Name of Individual	Name of Individual
<input type="checkbox"/> Developer:	Name of Business:
Name of Individual	
<input type="checkbox"/> Professional:	Name of Employer:
Name of Individual	

Date	Amount	Political Contribution Recipient

If no contributions have been made, write "None." Attach separate sheets for each applicable entity.

By signing below, I understand and certify to the above and have reviewed Section 156.016(E) of the ULDO and am aware that if I have misrepresented in whole or in part of this certification, I and/or the business entity, will be liable for any penalty permitted under the law.

Signature (Owner, Applicant, Developer, as applicable) Date

Printed Name of Signer



CORPORATE DISCLOSURE STATEMENT

Name of Company/Organization: _____

Is Company a Corporation? Yes No

Name of State in which incorporated: _____

Is Company a Partnership? Yes No

Is Company owned by an Individual? Yes No

List the names and addresses of all individuals who are owners (full or part) of 10% or more of the stock/interest in the undersigned applicant corporation/partnership. If a Non-Profit Organization, list all board members. If Company is owned by an individual, give individual's information below.

Name of Individual(s)	Individual's Title (at Company)	Individual's Address

Where corporation/partnerships own 10% or more of the stock/interest in the undersigned or in another corporation/partnership so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholder/individual partners exceeding the 10% ownership criterion have been listed.

The above information is true and correct to the best of my knowledge.

 Signature (Owner, Applicant, Developer, as applicable)

 Date

 Printed Name of Signer



LAND USE APPLICATION FEE SCHEDULE

Application Types

SUBDIVISION	<u>Required Application Fees</u>	<u>Required Escrow Deposit</u>
<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2,500
<input type="checkbox"/> Amended Subdivision	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2,500
<input type="checkbox"/> Major Preliminary	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2,500
<input type="checkbox"/> Major Final	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2,500
<input type="checkbox"/> Major Preliminary & Final	<input type="checkbox"/> \$500	<input type="checkbox"/> \$5,000

SITE PLAN

<input type="checkbox"/> Site Plan Waiver	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1,500
<input type="checkbox"/> Minor Site Plan	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2,500
<input type="checkbox"/> Amended Site Plan	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2,500
<input type="checkbox"/> Preliminary Major Site Plan	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2,500
<input type="checkbox"/> Final Major Site Plan	<input type="checkbox"/> \$250	<input type="checkbox"/> \$2,500
<input type="checkbox"/> Preliminary & Final	<input type="checkbox"/> \$500	<input type="checkbox"/> \$5,000
<input type="checkbox"/> General Development	<input type="checkbox"/> \$500	<input type="checkbox"/> \$5,000

VARIANCE AND ZONING BOARD

<input type="checkbox"/> Appeal	<input type="checkbox"/> \$100	<input type="checkbox"/> \$500
<input type="checkbox"/> Interpretation	<input type="checkbox"/> \$100	<input type="checkbox"/> \$500
<input type="checkbox"/> Bulk Variance	<input type="checkbox"/> \$250	<input type="checkbox"/> \$500
<input type="checkbox"/> Use Variance	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1,000
<input type="checkbox"/> Temporary Use	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1,000

MISCELLANEOUS

<input type="checkbox"/> Concept Plan Review	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1,000
<input type="checkbox"/> Rezoning Request	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1,000
<input type="checkbox"/> Street Vacation	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1,000
<input type="checkbox"/> Conditional Use or Change of Use	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1,000
<input type="checkbox"/> Home Business Conditional Use	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1,000
<input type="checkbox"/> Development Review Meeting	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1,000
<input type="checkbox"/> Correspondence	<input type="checkbox"/> \$250	<input type="checkbox"/> \$500
<input type="checkbox"/> Property Owners' List	<input type="checkbox"/> \$10 or \$0.25 per name, whichever is greater	

Number of application types: **Total Fees Due:** **Total Escrow Due:**

FOR OFFICE USE ONLY	Fees Collected:	Escrow Collected:
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ZONING BOARD SUBMISSION CHECKLIST

Applicant's Name: _____

Application Number: _____

Type of Application/Relief Requested: _____

Completeness Items		a.	b.	c.	d.	Not	Waiver	Submitted
		Appeal	Interp.	Bulk	Use	Applicable	Requested	
1	14 copies of Application Form with Fees & Escrow	Required	Required	Required	Required			<input type="checkbox"/>
2	14 copies of 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	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	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	14 copies of Elevations			Required	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"/>