

ZONING VARIANCE APPLICATION (PACKET)

If you should have any questions, please contact the Planning & Zoning Office:

John W. Adams
Planning & Zoning Coordinator
(856) 665-1000 *Ext. 128*

Nancy L. Ellis
Administrative & Board Secretary
(856) 665-1000 *Ext. 129*

ATTENTION ALL APPLICANTS:

No application will be heard unless the required drawings, survey, pictures, etc. are received in the Planning and Zoning office no later than **15 days** prior to your scheduled hearing date. We are required to submit all information pertinent to your case to the Zoning Board Members for their review ***two weeks*** prior to the scheduled hearing.

Also, please be advised, following approval, you must obtain a building permit within ***one (1) year*** or your variance approval will expire.

ZONING BOARD APPLICATION CHECKLIST

ALL OF THE FOLLOWING STEPS MUST BE COMPLETED AND RETURNED TO THE ZONING OFFICE **15 DAYS PRIOR TO YOUR SCHEDULED HEARING.**
INCOMPLETE APPLICATION WILL NOT BE HEARD.

- (Step 1) Fill out “Petition of Appeal” and make 12 copies (Exhibit 1)
- (Step 2) Determine and pay appropriate fees.
- (Step 3) Request, in writing, a list of property owners within 200 feet of property seeking variance. (Exhibit 2)
- (Step 4) When completed “Petition of Appeal” is returned and fee is paid, the Zoning Officer Will assign a hearing date.
- (Step 5) Notify each property owner listed of the hearing date and the reason for the hearing (Exhibit 3).
NOTE: You can **ONLY** use Certified Mail, Registered Mail, or Hand Delivery. Hand notices must be given to a residence age 14 or older. **Regular mail is NOT ACCEPTABLE.**
- (Step 6) Fill out “Affidavit of Service” and have it notarized. (Exhibit 4) ***Please staple a copy of the list of property owners served and a sample of the notice sent to the property owners to the Affidavit.***
- (Step 7) Advertise the hearing date and the reason for the hearing in the Courier Post (Exhibit 5).
(The advertisement only has to be run for one day).
- (Step 8) The Courier Post will send a “***Proof of Publication***” (Exhibit 6) to you. When you receive it, please bring or mail it to the Planning and Zoning Office.
- (Step 9) Provide whatever drawings of evidence you may need to illustrate your case before the Board the evening of your hearing. It is ***optional*** as to whether you would like to provide any illustrations, brochures, or photos of the work you are proposing to have done on your property (Exhibit 7).
- (Step 10) Read and sign notice regarding taxes. (Exhibit 8)

NOTE: If application is filed by an attorney, the identity of the applicant must appear in the Legal Notice and the Notice to property owners.

Petition of Appeal
BEFORE THE ZONING BOARD OF ADJUSTMENT
TOWNSHIP OF PENNSAUKEN, IN THE COUNTY OF
CAMDEN, NEW JERSEY

(a) Name of Petitioner: _____ Date: _____

Address: _____

Town: _____ County: _____ State: _____ Zip Code: _____

(b) DESCRIPTION OF PROPERTY INVOLVED (Attach copy of Survey):

Address of Property Involved: _____

Township Assessment Map: Plate # _____ Block # _____ Lot # _____

(c) Zoning District: _____

(d) Notice obliged to be given to owners of property lying beyond the limits of the Township of Pennsauken:

Yes: _____ No: _____ If yes, name of such municipality: _____

(e) Present Use of Land or Buildings (example, Residence, Commercial, etc.)

(f) Use Desired: _____

(g) Owner's Names: _____

Subject to Agreement of Sale? Yes: _____ No: _____

(h) Relief Desired: _____

FILED ON BEHALF OF PETITIONER:

By: _____ Atty.

Address:

Signature of Petitioner: _____

Address:

Telephone No.: _____

Township of Pennsauken
Planning and Zoning Office
Municipal Building
5605 N. Crescent Blvd.
Pennsauken, NJ 08110

Re: List of Property Owners Within 200 feet

Please supply me with a list of property owners within 200 feet of :

(Address)

Plate _____, Block _____, Lot _____

Signed: _____

Date: _____

NOTICE OF HEARING TO OTHER PROPERTY OWNERS

TO: _____

OWNER OF PREMISES : _____

PLEASE TAKE NOTICE:

That the undersigned has appealed to the Board of Adjustment of the Township of Pennsauken for a variance from the terms of Articles and Sections of the Zoning Ordinance so as to permit:

On the premises _____

Plate, _____, Block _____, Lot (s) _____

Which is within 200 feet of the property owned by you. A public hearing has been scheduled for _____ at 7:00 P.M. in the Municipal Building, 5605 N. Crescent Boulevard, Pennsauken, New Jersey. *If you wish*, you may appear either in person or by attorney, and register your approval or objection.

The following described maps and papers are on file in the Zoning Office and are available for Inspection.

This notice is sent to you by the applicant pursuant to New Jersey Statute and Pennsauken Township Ordinance.

Respectfully,

(Applicant)

Courier-Post Newspaper

(Public Legal Notices)

1. Copy of ad from your Township.
2. Name, address and phone number.
3. Pre-payment (1 day run is approximately \$50.00). We require a \$50.00 prepayment.
We except, Credit cards, Checks and Cash.
4. To expedite your ad being published, please call Christine Brown at 856-486-2659, and give your information (Name, address and telephone number, along with credit card information) then fax the Notice (your Township will provide the notice) to her at 856-486-2487.
5. You will then receive an affidavit of publication, (by mail or you can pick it up, let Christine know which you would prefer) your Township will need this Affidavit in order for your case to be heard.

Christine Brown
Legal Notice Representative
Courier-Post Newspaper
856-486-2659 Phone
856-486-2487 Fax

SAMPLE NEWSPAPER NOTICE

T A K E N O T I C E

That a meeting will be held by the Zoning Board of the Township of Pennsauken on _____
at the Pennsauken Municipal Building, 5605 N. Crescent Boulevard, Pennsauken, New Jersey at 7:00 P.M. to
consider _____

Application by _____

Located at _____

Known as Plate _____, Block _____, Lot (s) _____

On the Tax Map of the Township of Pennsauken.

The following described maps and papers are on file in the Zoning Office and are available for inspection.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the
Zoning board of Adjustment.

Dated: _____

Applicant

SAMPLE

“PROOF OF PUBLICATION”

<p>LEGAL NOTICE</p> <p>TAKE NOTICE</p> <p>That a meeting will be held by the Zoning Board of the Township of Pennsauken on June 16, 2004 at the Pennsauken Municipal Building, 5605 N. Crescent Boulevard, Pennsauken, New Jersey at 7:00 P.M. to consider 20 feet of relief from the front yard setback requirement to install a privacy fence, application by John Doe located at 5555 Beacon Lane, Pennsauken, NJ 08109 known as Plate 55, Block 5555, Lot 5 on the Tax Map of the Township of Pennsauken.</p> <p>The following described maps and papers are on file in the Zoning Office and are available for inspection.</p> <p>Any interested party may appear of said hearing and participate therein in accordance with the rules of the Zoning Board of Adjustment.</p> <p>John Doe (Applicant) Dated: 6/2/04 (549257) (\$22.14)</p>

**The above document should be requested from the newspaper office.
You may advertise in either the Courier Post or Inquirer.**

**NOTICE TO ALL APPLICANTS FOR LICENSES, PERMITS AND/OR
OTHER APPROVALS WITHIN THE TOWNSHIP OF PENNSAUKEN:**

The governing body of the Township of Pennsauken has adopted Ordinance No. 1989-28. This ordinance requires that any person or entity applying for approvals from the Township of Pennsauken of any board, commission or political subdivision thereof, provide satisfactory evidence that the applicant and/or any entity in which the applicant owns an interest shall have fully paid any and all real property tax due to the Township of Pennsauken and/or has complied with all requirements of the ordinances the Township of Pennsauken, the laws of the State of New Jersey or the United States pertaining to the condition of real property which is the subject of the application or where any permit and/or license will be used. It is the burden of the applicant to provide to the issuing authority a statement from the Tax Collector of the Township of Pennsauken evidencing that all real property tax has been paid current, where applicable, and that any real property covered by the ordinance, complies with the requirements of the Uniform Construction Code, the ordinances of the Township of Pennsauken or any other law relation to the condition of such property, where applicable.

These statements must be submitted to the issuing authority prior to the approval of any license, permit or other approval. In the event that the statement from the office of the Construction Code Official evidences the existence of unabated violations, that statement shall be presumptive evidence of those violations and your application may be denied. However, you have the right to request a hearing to rebut the presumption before the body authorized to issue the permit, license or approval requested. You must request such a hearing prior to the ruling by the issuing authority on your application.

A full and complete copy of Ordinance No. 1989-28 may be obtained through the office of the Township Clerk of the Township of Pennsauken.

I HEREBY ACKNOWLEDGE RECEIPT OF THE NOTICE :

Applicant

DATED: _____

