

ALPHA BOROUGH BOARD OF ADJUSTMENT

INSTRUCTIONS TO APPLICANTS

1. The applicant must submit formal written application to the Board on forms provided by the Board. The forms may be obtained from the Secretary of the Board. A copy of the application shall be given by the applicant to the Zoning Enforcement Officer.
2. Upon receipt of the appeal or application and the required fee, the Secretary of the Board will notify the applicant as to the day fixed for the hearing and give the applicant a copy of the required notice to property owners and others, and a copy of the required affidavit.
3. At least ten (10) days prior to the time appointed for said hearing, the applicant shall give personal notice to all owners of property within 200 feet of subject premises within or without the municipality, and where required, counties and municipalities and the State by sending written notice thereof by certified mail to the last known address of the property owner(s), or by handing a copy thereof to the said property owner(s) or officials. All addresses shall be obtained by the applicant from the current tax records of the municipality(s), or from a list of property owners prepared by the Tax Assessor, upon the request of the applicant and the payment of the prescribed fee. Applicant shall also cause a copy of notice to be published in the Star Gazette.
4. The applicant shall prepare, and sign before a notary public; one copy of the affidavit of proof of notice provided and submit it, together with a copy of the required notices to the Board at least five days prior to the hearing, together with Affidavit of Publication.
5. The applicant shall submit to the Board at the time of the application, (1) Sixteen (16) copies of a plot plan showing, (a) block and lot number, (b) dimensions of the lot, (c) dimensions of present and proposed structures, (d) location of all structures and distances between the various structures

and the property lines; (e) All other dimensions applicable to this application; and (2) Fifteen (15) copies of a map showing all properties within 200 feet of subject property, and approximate location of structures thereon, together with the names of the owners of all adjoining properties. If this plot plan is prepared by other than a licensed surveyor or architect, the applicant must furnish the Board with an affidavit stating that all the information shown thereon is correct. If subdivision, site plan, or conditional use approval is also sought, applicant will submit nine (9) copies of the relevant forms.

6. The name and address of the Secretary of the Board:

Laurie A. Barton, Secretary
1001 East Blvd.
Alpha, NJ 08865

7. In order to ensure expeditious processing of the appeal, the applicant should be careful to comply fully and promptly with all requirements. The time for the Board's decision (120 days) shall not begin to run until the filing of a complete notice of appeal or development application, together with requisite fees, and proof that the application has been filed with the county planning board and soil erosion review board for their review, where applicable.
8. Procedures and standards to be followed must be in accordance with the Municipal Land Use Law, Chapter 291 Laws of 1975; N.J.S.A.40:55d-1 et seq.

ALPHA BOROUGH BOARD OF ADJUSTMENT

NOTICE OF APPEAL AND VARIANCE APPLICATION

*****For Official Use Only*****

Case No.: _____ Time for Board Decision: _____, 20

Date Filed: _____, 20 Disposition Date: _____, 20

Date Application Completed: _____, 20 Disposition: _____

Hearing Date: _____, 20 _____

Applicant: _____

Property Street Address: _____

Block _____ Lot _____

TO THE APPLICANT: COMPLETE APPROPRIATE SECTIONS IN FULL FOR RELIEF REQUESTED. PLEASE TYPE OR PRINT.

Section 1

NOTICE OF APPEAL

OF

ZONING ENFORCEMENT OFFICER'S DECISION

TO THE ZONING ENFORCEMENT OFFICER:

The petition of _____

shows that on or about the _____ day of _____, 20____ an

application to the Zoning Enforcement Officer for the purpose of

(describe intended action) _____

on the premises located at (street address) _____
_____ Block _____, Lot No. _____,
as shown on the Municipal Tax Maps was made; that after due consideration
the Zoning Enforcement Officer did on the _____ day of _____, 20____
decline to issue said permit for the reasons stated in the attached copy
of the Zoning Enforcement Officer's Refusal of Permit Form.

Applicant, feeling aggrieved at the action of the Zoning Enforcement Officer, files this notice of appeal with said officer, together with the required fee of \$ _____, and requests that action of the Zoning Enforcement Officer be reversed or modified as the facts may be determined, and applicant further requests that a day be fixed for hearing on this appeal and states the proper notice will be given to all owners of property situated within two hundred (200) feet of the property specified above, and others as required by statute.

*****TO APPLICANT** File original with Zoning Enforcement Officer and one (1) copy with Secretary of Board of Adjustment.

*****TO ZONING OFFICER** Upon receipt of this form immediately transmit to the Board of Adjustment all papers which were available to you when your decision was made.

Section 2

APPLICATION FOR VARIANCE

TO THE BOARD OF ADJUSTMENT

An application is hereby made for a variance from the terms of
Section(s)
of the zoning ordinance so as to permit _____

Reasons for variance:

This application for a use variance includes an application for
a subdivision_____, or site plan_____, or conditional use_____,
approval.

TO APPLICANT: File all copies with Secretary of the Board of Adjustment
when only a variance is sought.

ATTACHED HERETO AND MADE A PART OF THIS APPLICATION, I SUBMIT THE FOLLOWING: (NOTE: All these papers must be submitted with all applications).

- (a) The original Building Application, signed by the Building Official and/or a true copy of the Official Order issued by the Building Official and signed by him, where applicable.
- (b) Fifteen (15) COPIES of a map showing all lots within 200 feet of the property; if buildings exist thereon the map shall be a certified "location map" and clearly indicate such buildings and their approximate location, together with "prevailing set-back" dimensions.
- (c) Fifteen (15) COPIES of a Plot Plan and clearly indicate such buildings thereon with all front, side and rear yard dimensions and all dimensions applicable to this application.
- (d) Fifteen (15) COPIES of Subdivision or Site Plan or Conditional Use Application and requires documents, when applicable.
- (e) Cash or check payable to the Borough of Alpha for appropriate fee(s) (See fee schedule included).
- (f) Information required on attached Schedule A.

Date: _____

Signature of Applicant or Agent

If Applicant is not the owner,
Signature of Owner

SCHEDULE A

DESCRIPTION OF PROPOSED STRUCTURE OR USE

PREMISES AFFECTED known as Lot(s) _____, Block(s)
(street address) _____

Applicant _____ Address _____

Owner _____ Address _____

Lessee _____ Address _____

If applicant is not owner set forth applicant's interest in the property:

Last previous occupancy: _____

Zone: _____

Zoning requirements: front yard: _____ ft., side yard: _____ ft.,

setback: _____ ft., rear yard: _____ ft., minimum lot area: _____ sf.,

minimum floor area: _____ sf., lot width: _____ ft.

Size of Lot: width: _____ ft., depth: _____ ft.,

area: _____ sf. Size of Buildings: Principal: _____ sf.,

Accessory: _____ sf. Percentage of lot occupied by building(s):

Principal: _____ % Accessory: _____ %

Height of building(s): _____ stories: _____ ft.

Setback from front property line: _____ ft, From side: _____ ft.

"Prevailing set-back" of adjoining building(s) within 200 feet: _____ ft.

If sign variance, size of sign(s): _____; attached graphic
representation to scale of sign(s).

Has there been any previous appeal involving these premises? _____

AFFIDAVIT OF PROOF OF SERVICE
PLANNING BOARD/BOARD OF ADJUSTMENT
OF

Case No.: _____

Filed: _____

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST
BE FILED AND VERIFIED WITH BOARD SECRETARY AT LEAST 2
DAYS PRIOR TO MEETING OR CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY
COUNTY OF _____

)
)ss.

_____, of full age, being duly sworn according to law, states that: (s)he resides at _____ in the municipality of _____, County of _____, and State of _____; that (s)he is the applicant in a proceeding before the Planning Board / Board of Adjustment of _____, New Jersey, having submitted an application under the Subdivision / Site Plan / Zoning Ordinance, which has the Case No. _____ and relates to premises _____; that on _____, 20_____, (s)he gave written notice of the hearing on this application to all persons on the attached form owning property affected by the application in the required form according to law.

Applicant's Signature

Sworn to and Subscribed before me

this _____ day of _____,
20_____.

NOTE TO APPLICANT: Attach a list of all persons served

NOTE: This Affidavit of Service must be filed with the Board at least five (5) days prior to the hearing date.

NOTE: Notice of hearing must also be published in the official newspaper at least ten (10) days before hearing.

SCHEDULE

Personal Service

<u>Name of Person Served</u>	<u>Place of Service</u>	<u>Date of Service</u>	<u>Person Actually Served</u>
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Service by Certified Mail

<u>Name of Person Served</u>	<u>Place of Service</u>	<u>Date of Service</u>	<u>Person Actually Served</u>
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NOTE: Attach copies of White Receipt for Certified Mail.

ALPHA BOROUGH BOARD OF ADJUSTMENT

NOTICE OF HEARING

Applicant: _____ Case No.: _____

Property Address: _____

Block: _____ Lot: _____

PLEASE TAKE NOTICE that the undersigned proposed to

on the property set forth above.

(Cross out inapplicable portion)

Zoning Officer of the Borough of Alpha, New Jersey, refused this request by reason of its being in violation of Section(s) _____ of the Zoning Ordinance, from which decision (I) (we) hereby appeal.

(I) (we) have applied to the Board of Adjustment for a variance, (together with subdivision _____, site plan _____, conditional use _____ approval).

Any person or persons affected by this action may have an opportunity to be heard at the meeting to be held _____, 20____, at _____ P.M. in the Municipal Building, 1001 East Blvd., Alpha, New Jersey.

All documents relating to this application may be inspected by the public between the hours of 9:00 A.M. and 4:30 P.M. in the Municipal Building.

Applicant

ALPHA BOROUGH BOARD OF ADJUSTMENT

NOTIFICATION TO APPLICANT OF PUBLIC HEARING DATE

Case No.: _____ Appeal Filed: _____, 20 _____

To: _____ Applicant

Your application to the Alpha Borough Board of Adjustment concerning premises at _____
(street address)

Block: _____ Lot: _____ has been given Case No. _____

You are hereby notified that a public hearing on this application has been ordered for _____, 20____, at _____ P.M. in the Alpha Borough Municipal Building, 100 East Blvd., Alpha, New Jersey, at which time you must be present either in person or by attorney, or your application will be rejected by default.

Notice of the public hearing must be served by you, as described in N.J.S.A. 40:55D-12. The form of notice to be served and affidavit of service to be returned to the Board are attached. Please note that the affidavit of service must be filed with the Board at least five (5) days prior to the hearing date.

Respectfully,

Laurie A. Barton
Board Secretary

Attachments

ALPHA BOROUGH BOARD OF ADJUSTMENT

CONSENT TO EXTENSION OF TIME FOR DECISION

Applicant: _____ Case No.: _____

Property Address: _____

Block: _____ Lot: _____

It appearing that, due to the complex nature of applicant's application to the Alpha Borough Board of Adjustment, the Board will not be able properly review the application by _____, 20____, when the statutory time for approval expires:

It is on this _____ day of _____, 20____ agreed by and between the applicant , _____

and the Board of Adjustment of the Borough of Alpha that the time for decision shall be extended to _____, 20____.

Applicant

Secretary of the Board