

## **BOROUGH OF ALPHA LAND USE BOARD**

1. Applicant receives a packet with forms to be filled out and returned to board secretary three (3) weeks prior to a scheduled meeting. Also included is the Schedule of Meetings, fee schedule and W-9 form.
2. Applicant is advised that they need to be represented by an attorney if they are incorporated or an L.L.C. Applicant is also advised that if he/she is representing his/her self it is recommended that they seek the assistance of an attorney with respect to their application such as filling out the forms, preparing notice, etc.
3. Applicant is advised that the Star Gazette is the legal newspaper in which all notices of public hearings must be advertised and to contact their office for deadlines. All notices must be given at least ten (10) days prior to the schedule meeting. With respect to the Star Gazette, it is a weekly newspaper published on Friday and to meet their deadline, notice must be sent to them about three (3) weeks prior to a meeting.
4. Applicant is advised that all application fees are non-refundable and that any remaining escrow deposits after all bills have been paid will be refunded. Applicant is advised if escrow funds are insufficient he/she will have to submit additional monies to their escrow account.
5. Applicant is advised that everything must be submitted in a complete package including two (2) checks payable to the Borough of Alpha, one (1) for application fee and one (1) for escrow deposit.
6. Applicant is given secretary's contact info below and to contact her any time for assistance.

**Laurie A. Barton, Secretary**  
**908-454-0088 x161**  
**Email: [landuse@alphaboronj.org](mailto:landuse@alphaboronj.org)**

7. Applicant is advised that when seeking a variance, it may be granted or denied. Applying for a variance does not assure it will be granted.
8. Packets are mailed, emailed or given to an applicant during an appointment.
9. Applicant is to send one (1) complete set to Board Engineer and Board Attorney, with the remainder of fifteen (15) sets to Board Secretary.

PLANNING BOARD

ALPHA BOROUGH, NEW JERSEY

APPLICATION FORM FOR CONDITIONAL USE, BULK VARIANCE OR  
OTHER RELIEF PURSUANT TO ANCILLARY POWERS OF PLANNING  
BOARD

Official) \_\_\_\_\_  
 )  
 Use ) Case \_\_\_\_\_  
 No.:Filed: ) \_\_\_\_\_  
 ) \_\_\_\_\_  
 Only ) Disposition: \_\_\_\_\_ Hearing: \_\_\_\_\_

TO THE ALPHA BOROUGH PLANNING BOARD:

An application is hereby made for ( ) bulk variance  
 ( ) conditional use  
 ( ) other ancillary relief  
 (see R.S. 40:55D-60(b)  
 and (c) )

so as to permit the following:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Premises affected:

Street address

Block No.

Name of

Name of Applicant

\_\_\_\_\_

Lot No. \_\_\_\_\_

Address of Applicant

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Present Use of Property

\_\_\_\_\_

Proposed Use of Property

Size of Lot

\_\_\_\_\_

Has there been any previous application to either the Alpha Borough Board of Adjustment or Planning Board involving these premises?\_\_\_\_\_

If so, state the character of the application, the disposition and the date thereof. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This application is submitted with an application for ( ) subdivision, ( ) site plan approval ( ) conditional use.

Zone in which property is located: \_\_\_\_\_

The reasons in support of this application are as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following information is required only with respect to bulk variance and ancillary relief applications:

Size of existing building(s):

Width \_\_\_\_\_ Depth \_\_\_\_\_  
Size of proposed building(s): \_\_\_\_\_  
Width \_\_\_\_\_ Depth \_\_\_\_\_

Percentage of lot occupied by buildings \_\_\_\_\_ %

Percentage of lot proposed to be occupied by buildings \_\_\_\_\_ %

Height of existing building(s):

Stories \_\_\_\_\_ Feet \_\_\_\_\_

Height of proposed building(s):

Stories \_\_\_\_\_ Feet \_\_\_\_\_

Existing setback and yard requirements:

Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_

Both Sides (Total) \_\_\_\_\_ Rear \_\_\_\_\_

Proposed setback and yard requirements:

Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_

Both Sides (Total) \_\_\_\_\_ Rear \_\_\_\_\_

The following is to be completed only where owner is not the applicant:

Name(s) of owner(s):

\_\_\_\_\_

Address(es) of owner(s):

\_\_\_\_\_

\_\_\_\_\_

Interest of applicant in property which is subject of application:

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**\*\*NOTE:** Plans shall be submitted with details in accordance with Article VI of the Land Subdivision Ordinance for subdivision and with Article IV, Section 124-37 of the Zoning Ordinance for Site Plan approval.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of applicant or agent)