

CITY OF VINELAND ZONING BOARD OF ADJUSTMENT VARIANCE APPLICATION INSTRUCTION SHEET

1) In the case of individuals, they or their attorney, should complete the Petition and Notice of Hearing in full. Applications by corporations will only be accepted from an attorney. **APPLICATIONS MUST BE TYPED, or PRINTED CLEARLY.**

2) Obtain from the Tax Assessor, a Property Owners List of all persons owning property within 200 feet of the premises in question. The request form is attached as Page 8 of this application. (Additional directions, bottom of page 8)

3) Prepare a sketch, map, or plot plan (preferably made by an engineer), of the premises, showing in detail; existing boundary lines (dimensioned); all buildings and structures with sizes; locations of all buildings and structures on adjacent properties (sides & rear), along with their locations noted including dimensions to boundary lines. The drawing should reflect the existing uses and structures on the subject property, with the proposed changes being clearly identified.

Follow instructions and see sample on Pages 5 & 6.

4) A complete application to the Zoning Board consists of the following exhibits:

Petition and Notice of Hearing (Pages 1 thru 3)

Letter and Property Owners List from Tax Assessor (See Page 7)

Plot Plan or Map (See Instruction 3 above, and Page 5)

Please attach all of the above together with staples or paper clips as required.

File Completed application as follows:

14 Complete copies to: **Planning Office**, City Hall, 640 E Wood St., 4th Floor ZBA Secretary (794-4101) with appropriate fee (see Page 7)

1 Complete copy to: **Frank DiDomenico, Esq.**, Board Solicitor, 8 LaSalle Street, Vineland, NJ (794-8155)

APPLICATIONS MUST BE FILED THIRTY (30) DAYS PRIOR TO THE MEETING DATE. THE ZONING BOARD OF ADJUSTMENT MEETS THE 3RD (THIRD) WEDNESDAY OF EACH MONTH.

5) Serve all property owners within 200 feet of the premises in question with a copy of the Petition and Notice of Hearing (Pages 1 thru 3), by Certified Mail, Return Receipt Requested or Hand Delivery with signatures and date of receipt; at least ten (10) days prior to the hearing. See Page 4 of Application for more detailed instruction.

6) File with Frank DiDomenico, Esq., whose address is noted above, the Affidavit of Mailing, along with white postmarked receipts, green return cards and any unopened Notices that were returned as not claimed; and/or a list of the properties, the owners name (printed), the owners name (signed), and the date of Hand Delivery. This must be done prior to the hearing, and the applicant can deliver any additional Green Return Cards, or unopened letters the evening of the meeting.

7) ANY APPLICATION NOT PROPERLY FILED, SERVED, OR COMPLETE; WILL NOT BE SCHEDULED FOR HEARING.

8) At the hearing, individuals may appear on their own behalf, or be represented by an attorney. **Corporations must be represented by an Attorney.** The Applicant should be prepared to present testimony, witnesses, or evidence in support of his contentions made in the Petition and Notice of Hearing.

9) The Applicant is required to check with the Zoning Officer, 794-4113, five (5) days prior to the meeting to ascertain if any correspondence has been received, in regards to his application, so that he may be able to address any issues raised at the hearing. **SEE**

CHECK LIST ON PAGE 6

In The Matter of the Appeal of:

**}CITY OF VINELAND
}ZONING BOARD OF ADJUSTMENT**

Name

}PETITION & NOTICE OF HEARING

Address

City/State/Zip

Day Time Phone

To: **CITY OF VINELAND ZONING BOARD OF ADJUSTMENT**

This application concerns Block _____, Lot(s) _____ Sheet _____ on the Tax Map of the City of Vineland, having a street address of:

The premises are owned by _____.

by virtue of deed recorded in the Cumberland County Court House, Clerk's Office,

Book _____ Page _____. The applicant's interest in the property if other than owner is

2) The Land has frontage on _____ of
(Street)
_____ feet, and a depth of _____ feet.

3) A Map or Plot Plan of the site has been filed with the Zoning Officer of the City of Vineland, and is available for review on the Sixth Floor of City Hall, 640 E. Wood Street, Vineland, NJ. The Map of Plot Plan will demonstrate existing boundary lines, existing structures, and proposed changes or structures that the applicant requests approval of herein.

4) The Land is situated in the _____ Zone, and the present use of the land is

Describe CURRENT USE (i.e. Vacant Land, Single Family Dwelling., Prof. Office, Retail Store, etc.)

5) I desire to construct, modify, or establish the following on this property

: _____
Describe PROPOSED CHANGE (i.e. Bedroom Addition, Used Car Sales, Retail Store, Two Family Dwelling, etc.)

6) I desire the Zoning Board of Adjustment to Grant a Variance pursuant to NJSA 40:55D-70, paragraph

- a; b; c; d or Approval as related to a
- Temporary Use Permit; Sub-Division Approval;
- Site Plan Approval; Waiver of Site Plan Requirements
- Other: _____

(Check ALL that will apply to this application)

8) If the applicant is represented by an Attorney, please note the name and address:

Name

Address

Phone

City/State/Zip

9) Set forth any previous applications to the Zoning Board of Adjustment, regarding this property, along with the nature of request, date of hearing, and results of same.

10) **TAKE NOTICE** that a hearing on this application will be conducted at the City of Vineland Council Chambers (First Floor), 640 E. Wood St., Vineland, NJ, on _____, **7:30 P.M.**, at which time you may appear individually or by counsel and express your opinions either for or against this application.

DATE

APPLICANT or ATTORNEY

NOTICE TO APPLICANTS and ATTORNEYS

TIME FOR IMPLEMENTING APPROVAL: If you are granted an approval from the Zoning Board of Adjustment as a result of this application, you will be provided a period of one year from the date of approval to obtain permits, or to implement the approved use. Failure to do so will result in the termination and voiding of this approval, unless an applicant makes a written application to the Zoning Officer for an extension of time regarding this approval, prior to the expiration of the one year period. Such extension, if approved, may only be granted for an additional 6 months.

SITE PLAN APPROVAL can only be obtained if the Site Plan has been submitted to the Planning Division (794-4101), along with the Standard Development Application, the correct number of plans, and the appropriate fees. If Site Plan Approval is requested as a condition of a previous Variance approval, then a separate Petition and Notice of Hearing and Public Notice will be required. If during an original hearing of any application, the Applicant has requested Site Plan Approval, but the Plan has not been reviewed by the Site Plan Review Advisory Board, then the portion of the hearing concerning the Site Plan, can be continued to the next regular meeting date (with proper announcement during the meeting), without any further notice or application.

DISTRIBUTION

- 14 Copies of Petition & Notice of Hearing (3 pages), Plot Plan or Map, along with Property Owners List to the Zoning Office and;
- 1 Complete Copy of above to Frank DiDomenico, Esq. 8 LaSalle St., Vineland, NJ
- 1 Copy of Petition & Notice of Hearing (3 pages) ONLY, to EACH PERSON shown on Property Owners List, (Plot Plan Optional)

CITY OF VINELAND ZONING BOARD OF ADJUSTMENT

In the matter of the appeal of:

Name

Address

City/State/Zip

}AFFIDAVIT OF MAILING

State of New Jersey }

SS

County of Cumberland }

I, _____ being duly sworn upon his oath deposes and says:
(Applicant's Name)

On _____, I sent copies of the attached Petition and Notice of Hearing by CERTIFIED MAIL, return receipt requested; or I have HAND DELIVERED said copies to the persons whose names were supplied to me by the tax Assessor as being residents within 200 feet of the premises in question on the letter attached hereto. I have attached all receipts and unopened returned letters hereto for all notices that were mailed Certified, or I have provided a list of properties, with the owner's names printed, signatures of owner, and dates of delivery for those notices that have been Hand Delivered.

APPLICANT'S SIGNATURE

Sworn to and Subscribed before
me, a Notary Public of New Jersey
this _____ day of _____

Two Thousand _____

Directions to Applicant: All notices of the Petition and Notice of Hearing must be mailed Certified (Return Receipt), or Hand Delivered no later than Ten (10) Days PRIOR to the hearing date of this application. Upon completion of distribution of the notices, complete this affidavit, have it notarized, and deliver it to Frank DiDomenico, Esq., including all White Postmarked Receipts, Green Return Cards, and returned unopened Notices: OR the Signature List, PRIOR TO THE DATE OF THE HEARING for this application. If any additional Green Return Cards, or unopened Notices are received AFTER you have filed this affidavit with Frank DiDomenico, Esquire, then you may present them to him on the evening of the meeting.

PLOT PLAN SPECIFICATIONS

These specifications are required for an application for a Variance to the Zoning Board of Adjustment. The purpose of a Plot Plan is to provide sufficient data for proper evaluation and determination by the Zoning Board.

Fourteen (14) copies of a Plot Plan, size 8 ½ inches by 11 inches shall accompany all applications to the Zoning Board of Adjustment. (Larger if required)

This list of specifications is intended to serve as a guide in the preparation of a Plot Plan.

The following requirements are illustrated on the attached Sample Plot Plan. The letters as listed here are shown on the sample plan in large letters.

SIMPLIFIED PLOT PLAN * SEE NOTE BELOW

A simplified Plot Plan may be submitted when minor construction or no construction is involved. The plan shall:

- A. Be drawn neatly to scale, preferably at one inch equals twenty feet.
- B. Indicate the entire lot for which application is being made.
- C. Contain a symbol indicating the direction of north.
- D. Indicate the dimensions of the lot.
- E. Indicate the name of all streets and ways upon which the lot is located and indicate the street address.
- F. Indicate the name of the nearest intersecting street and the distance, in feet, to it.
- G. Indicate the location, height and dimension of existing and proposed structures including porches, stoops.
- H. Indicate with dimension, any parking areas with distance from buildings and property lines.
- I. When on-site parking is provided, indicate driveways and curb cuts.
- J. Indicate the name of the owner of the subject lot and the date of plan preparation.

DETAILED PLOT PLAN: * SEE NOTE BELOW

A detailed plot Plan must be submitted when major construction or a new use of land is involved. In addition to the items above, the detailed Plot Plan shall:

- K. Indicate the width of all right of ways (Streets and ways) upon which the lot is located.
- L. Indicate the lot number of the subject property and of the abutting lots.
- M. Indicate the name of owner of lot.
- N. Indicate existing and proposed contours when the site is not relatively level
- O. Indicate the location and type of existing and proposed street fixtures such as utility poles, street lights, traffic signals and signs.
- P. Draw a key map of area.

***NOTE: All yard standards are measured from the building line, which is defined as:**

The line formed by the intersection of a horizontal plane at the average finished grade of a building or structure and a vertical plane that coincides with the exterior of said building or structure on any side. In the case of a cantilevered section of a building, the vertical plane shall coincide with the most projected surface. **In the case of rooflines which project beyond the outside walls of the building, the vertical plane shall coincide with the most projected point of the roof.**

FEE SCHEDULE

“a” Variance	\$367.00
“b” Variance	\$367.00
“c” Variance	\$367.00
“d” Variance	\$874.00
Temporary Use	\$367.00
Public Hearing for Site Plan	\$ 66.00

Make Checks payable to the CITY OF VINELAND

CHECK LIST FOR APPLICANT’S USE

- () Obtain Letter from Tax Assessor – See Page 7
- () Complete Petition & Notice of Hearing – See Pages 1, 2 & 3
- () Prepare Plot Plan or Map – See Pages 5
- () File 14 copies of complete application of Petition & Notice of Hearing with the Zoning Office 30 days prior to the Meeting.

**Note: A complete application contains: Petition & Notice of Hearing – Pages 1, 2, 3
 Plot Plan
 Property Owners List

- () File 1 complete application with Frank DiDomenico, Esq., 8 LaSalle St., Vineland, NJ 08360
- () Mail or deliver Petition & Notice of Hearing (Pages 1, 2, &3) (attaching Plot Plan is optional) to persons listed on Property Owners List obtained from Tax Assessor See Page 7
- () Complete AFFIDAVIT of MAILING and deliver to Frank DiDomenico., Esq., Vineland, NJ 08360 See Page 4
- () Check with Zoning Officer 5 days prior to meeting
- () Attend Meeting on date noted on Page 3 of Petition & Notice of Hearing

Informational Notes for Applicant to use in preparation of this application.

Block _____ Lot _____ Tax Sheet _____ Zone _____

Type of Variance you must request _____, Fee \$ _____

REQUEST FOR PROPERTY OWNERS LIST

Date _____

TO: City of Vineland
Tax Assessor's Office
640 E. Wood St.
Ground Floor
Vineland, NJ

FROM:

Applicant

Re: List of Property Owners for use in a Variance Application

Dear Mr. Seifrit,

Please provide me with a certified list of property owners situated within 200 feet of the property known as:

(ADDRESS)

BLOCK(s) _____ LOT(s) _____
As shown on the City of Vineland Tax Map

Enclosed please find the \$10.00 fee as prescribed by law.

Sincerely,

APPLICANT'S SIGNATURE

Directions to Applicant: Fill out and present this request to the Tax Assessor, on the Ground Floor of City Hall. He will provide you with the Letter and Property Owners List that you will use for mailing or delivering the Petition & Notice of Hearing to the property owners within 200 feet of your property. Also, Provide 14 copies to the Zoning Officer when filing this application and one (1) copy to Frank DiDomenico, Esq., when filing your application with him. See DISTRIBUTION Notes on Pages 1 thru 3, of the Petition & Notice of Hearing.