

# CITY OF VINELAND ZONING BOARD OF ADJUSTMENT APPLICATION INSTRUCTION SHEET

- 1) In the case of individuals, the individual or their attorney, shall complete the Petition and Notice of Hearing in full. Applications by corporations (including LLC's) 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 entities owning property within 200 feet of the premises in question. The request form is attached as Page 7 of this application.
- 3) Prepare a plot plan (preferably prepared by a professional 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 plot plan should reflect the existing use(s) and structures on the subject property, with the proposed changes being clearly identified.  
*Follow instructions on page 5.*
- 4) A complete application to the Zoning Board consists of the following exhibits:
  - Petition and Notice of Hearing (Pages 1 through 3)**
  - Letter and property owners list from the Tax Assessor (See request form - Page 7)**
  - Sketch, map or plot plan (See instruction #3 above, and page 5 of this application)**

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

File completed application as follows:

14 complete copies to: **Zoning Board Secretary**, City Hall, 640 E Wood St., 4th Floor-Planning Division Office (794-4101) with appropriate fee (see Page 6)

1 complete copy to: **Frank DiDomenico, Esq.**, Board Solicitor, 8 LaSalle Street, Vineland, NJ 08360 (856-794-8155)

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

- 5) Serve all entities indicated on the Tax Assessor's property owners list with a copy of the Petition and Notice of Hearing (Pages 1 through 3), by certified mail or hand delivery with signatures and date of receipt; at least ten (10) days prior to the hearing date.
- 6) File with Frank DiDomenico, Esq., whose address is noted above, the affidavit of mailing (see page 4), along with white postmarked proof of mailing receipts and/or a list of the properties, with each owners name (printed), and each owners name (signed), and the date of hand delivery. This must be done prior to the hearing.
- 7) **ANY APPLICATION NOT PROPERLY FILED, SERVED, OR COMPLETE; WILL NOT BE SCHEDULED FOR A HEARING AND WILL BE DEEMED INCOMPLETE.**
- 8) At the hearing, individuals may appear on their own behalf, or be represented by an attorney. **Corporations (including LLC's) must be represented by an attorney.** The applicant should be prepared to present testimony, witnesses, or evidence in support of the application made in the Petition and Notice of Hearing.

9) The Applicant shall check with the Zoning Board of Adjustment Secretary, 794-4101, five (5) days prior to the meeting to ascertain if any correspondence has been received, in regards to the application, so that he/she may be able to address any comments that may be 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 Clerk's Office,

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

\_\_\_\_\_  
2) The land has frontage on \_\_\_\_\_ of \_\_\_\_\_ feet, and a depth of \_\_\_\_\_ feet.

3) A sketch, map or plot plan of the site has been filed with the Secretary of the Zoning Board of Adjustment, and is available for review on the Fourth Floor of City Hall, 640 E. Wood Street, Vineland, NJ. The sketch, map or 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(s), and the present use of the land is

\_\_\_\_\_  
Describe current use (i.e. vacant land, single family dwelling, professional 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 vehicle 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;  subdivision approval;
- site plan approval;  waiver of site plan requirements
- Other: \_\_\_\_\_

(Please check all that will apply to this application)

**Page 1**

**DISTRIBUTION**

14 copies of Petition & Notice of Hearing (pages 1 thru 3), sketch, map or plot plan, along with property owners list to the Board Secretary and; 1 complete copy of the above to Frank DiDomenico, Esquire., 8 LaSalle Street, Vineland, NJ  
1 copy of Petition & Notice of Hearing (pages 1 thru 3) ONLY, to EACH PERSON shown on property owners list, (plot plan optional)



**Petition & Notice of Hearing Page 3**

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 (Second 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 a complete site plan application has been submitted to the Planning Division (794-4101), along with the development application form, the correct number of plans, the appropriate fees, etc. 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 City staff, then the portion of the hearing concerning the site plan, may be continued to the next regular meeting date (with proper announcement and with Board approval during the meeting), without any further notice or application.

**DISTRIBUTION**

14 copies of Petition & Notice of Hearing (pages 1 thru 3), sketch, map or plot plan, along with property owners list to the Board Secretary and;  
1 complete copy of the above to Frank DiDomenico, Esquire, 8 LaSalle Street, Vineland, NJ  
1 copy of Petition & Notice of Hearing (pages 1 thru 3) 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; or I have HAND DELIVERED said copies to the persons whose names were  
supplied to me by the Tax Assessor as being owners within 200 feet of the premises in question on the letter  
attached hereto 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: Proper notice involves sending the Petition and Notice of Hearing (Pages 1 through 3), by certified mail or hand delivery with signatures and date of receipt; at least ten (10) days prior to the hearing date. 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 OR the signature list, PRIOR TO THE DATE OF THE HEARING for this application. If any additional proof of mailings are received AFTER you have filed the affidavit with Frank DiDomenico, Esquire, then you may present them to him on the evening of the meeting.

## **PLOT PLAN SPECIFICATIONS**

The below plan 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 Board.

Fourteen (14) copies of a plot plan, size 8 ½ inches by 11 inches (or larger as needed) shall accompany all applications to the Zoning Board of Adjustment.

This list of specifications is intended to serve as a guide in the preparation of a plot plan.

### **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 shall 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.
- Q. Show any easements that may affect the property.

**\*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.**



# REQUEST FOR PROPERTY OWNERS LIST

Date \_\_\_\_\_

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

FROM:

\_\_\_\_\_  
Applicant

Re: List of property owners for 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 First 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(s). Also, provide 14 copies to the Zoning Board of Adjustment Secretary when filing this application and one (1) copy to Frank DiDomenico, Esq., when filing your application with him. See DISTRIBUTION Notes on Pages 1 and 3, of the Petition & Notice of Hearing.