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)
   - Disclosure Statement (If applicant is a partnership, corporation or limited liability corporation- Page 8).

Please attach all of the above together with staples or paper clips as complete individual packets.

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 AT LEAST THIRTY (30) DAYS PRIOR TO THE BOARD MEETING DATE. THE ZONING BOARD OF ADJUSTMENT MEETS ON THE 3RD (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. Partnerships and 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.

PLEASE NOTE: ALL APPROVALS ARE MEMORIALIZED AT THE NEXT AVAILABLE ZONING BOARD MEETING. SEE APPLICATION CHECK LIST ON PAGE 6.
In The Matter of the Appeal of:  

______________________________

Name

______________________________

Address

______________________________

City/State/Zip

______________________________

Day Time Phone

To:  

CITY OF VINELAND  

ZONING BOARD OF ADJUSTMENT

______________________________

PETITION & NOTICE OF HEARING

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 _________________________________.

(Street)

________________________ 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)

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

7) Set forth, in detail, including all facts which you wish to rely on at the hearing, why the Zoning Board of Adjustment should grant your application, (attach as many sheets as needed). This application may be decided on reasons herein stated in the event that one desires not to provide additional testimony on the application.
Petition & Notice of Hearing

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.

* Do to the COVID-19 pandemic, the City will adhere to N.J.S.A. 40:55D-1 and conduct monthly meetings virtually and in person until further notice. If you wish to attend a meeting virtually, please go to www.vinelandcity.org and choose “Planning/Zoning Virtual Meetings-All Attendees” for further instructions.

______________________________
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

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.
FEE SCHEDULE

“A” Variance ..................$475.00
“B” Variance .................. $475.00
“C” Variance ..................$475.00
“D” Variance ..................$1138.00
Temporary Use .................. $475.00
Site Plan .................. See 2019 Fee Schedule

Make Checks payable to the CITY OF VINELAND

CHECKLIST FOR APPLICANT’S USE

☐ Obtain letter from Tax Assessor – See Page 7
☐ Complete Petition & Notice of Hearing – See Pages 1, 2 & 3
☐ Sketch, map or plot plan – See Page 5
☐ File 14 copies of complete application** of Petition & Notice of Hearing and other documents with the Zoning Board of Adjustment Secretary at least 30 days prior to the meeting.

**Note: A complete application contains: Petition & Notice of Hearing – Pages 1, 2, 3
Plot plan
Property owners list & Tax Assessor’s letter
Disclosure (if applicable)

☐ 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 Board Secretary 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 requested _________________ Fee $ ____________________

____________________________________________________________

____________________________________________________________

Page 6
REQUEST FOR PROPERTY OWNERS LIST

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. Conover,

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.

Revised January 2019

Page 7
DISCLOSURE STATEMENT PURSUANT TO L. 1977, C-336

NAME OF DEVELOPMENT APPLICATION

A. Is this application to subdivide a parcel or parcels of land into six or more lots?
   YES ________ NO ________

B. Is this application for a variance to construct a multiple dwelling of 25 or more family units?
   YES ________ NO ________

C. Is this application for approval of a site or sites to be used for commercial purposes?
   YES ________ NO ________

IF ANY OF THE ABOVE ANSWERS WERE YES, PROCEED TO D.

D. Is the applicant a corporation or partnership?
   YES ________ NO ________

If Yes:

1. List the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be. (Use extra sheets if necessary).

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. Does a corporation or partnership own 10% or more of the stock of this corporation or partnership?
   YES ________ NO ________

If Yes:

List the names and addresses of the stockholders of that corporation holding 10% or more of the stock or of 10% or greater interest in that partnership, as the case may be. This requirement is to be followed by every corporate stockholder or partner in a partnership, until the names and addresses of the noncorporate stockholders and individual partners exceeding 10% ownership criterion established in L.1977,C.336 have been listed. (Use extra sheets if necessary).

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

DATE: ___________________  APPLICANT SIGNATURE ___________________

Print name _______________________________________________________

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