

**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.*

*\*Application for certification of pre-existing non-conforming uses shall include a survey of the property prepared by a licensed professional land surveyor and sketch of existing floor plan. Failure to provide this information will result in postponement of the application.*

- 4) A complete application to the Zoning Board consists of the following exhibits:
  - a) **Petition and Notice of Hearing (Pages 1 through 3)**
  - b) **Letter and property owners list from the Tax Assessor (See request form - Page 7)**
  - c) **Sketch, map, plot plan, and/or supporting documentation (See instruction #3 above, and page 5 of this application)**
  - d) **Disclosure Statement (if applicant is a partnership, corporation or LLC- Page 8)**
  - e) **Survey and floor plan (certification of pre-existing non-conforming uses only)**

*\*Please attach all of the above together with staples or paper clips as complete individual packets (NO FOLDERS/ENVELOPES). Take note: applications will not be deemed complete if there are missing items from the list above. Applications will be added to the agenda upon completion.*

**FILE COMPLETED APPLICATION AS FOLLOWS:**

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

**\*APPLICATIONS INCLUDING SUBMISSION ITEMS FROM THE ABOVE LIST MUST BE FILED AT LEAST 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 **Zoning Board Secretary**, the affidavit of mailing (see page 4), along with white postmarked proof of mailing receipts and/or list of the properties, with each owners name (printed), and each owners name (signed), and the date of hand delivery. Emailed copies will not be accepted. **Original receipts must be delivered at least five (5) DAYS prior to the hearing or the application may be postponed.**

**ANY APPLICATION NOT PROPERLY FILED, SERVED, OR COMPLETE; WILL NOT BE SCHEDULED FOR A HEARING AND WILL BE DEEMED INCOMPLETE.**

- 7) 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.
- 8) 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: ALTHOUGH BOARD ACTION MAY BE TAKEN AT YOUR SCHEDULED HEARING, FORMAL APPROVAL AND MEMORIALIZATION OF SAID ACTION WILL NOT TAKE PLACE UNTIL THE NEXT AVAILABLE ZONING BOARD MEETING.**

**SEE APPLICATION 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 \_\_\_\_\_ (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 ( ) certification of existing non-conforming use

( ) Other: \_\_\_\_\_

(Please check all that will apply to this 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 \_\_\_\_\_, **7:00 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.

**CITY OF VINELAND ZONING BOARD OF ADJUSTMENT**

In the matter of the appeal of:

\_\_\_\_\_  
Name

} **AFFIDAVIT OF MAILING**

\_\_\_\_\_  
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 Zoning Board Secretary, including all white postmarked receipts OR the signature list, PRIOR TO THE DATE OF THE HEARING for this application.**

## **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.

***\*Application for certification of pre-existing non-conforming uses shall include a survey of the property prepared by a licensed professional land surveyor and sketch of existing floor plan. Failure to provide this information will result in postponement of the application.***

**\*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... \$1037.00

“B” Variance... \$1037.00

“C” Variance... \$787.00

“D” Variance... \$787.00

Temporary Use... \$787.00

Certification of pre-existing non-conforming use... \$646.00

Site Plan...See 2024 Fee Schedule

All fees mentioned include the Public Hearing and Legal Documentation preparation fees.

Make Checks payable to the CITY OF VINELAND

**CHECKLIST FOR APPLICANT’S USE**

- ( ) Obtain letter and list from Tax Assessor – See Page 7
- ( ) Complete Petition & Notice of Hearing – See Pages 1, 2 & 3
- ( ) Sketch, map or plot plan – See Page 5
- ( ) Copy of survey prepared by Professional Land Surveyor (certification of existing nonconforming use only)
- ( ) Copy of floor plan (certification of existing nonconforming use only)
- ( ) File 17 copies of complete application packets\*\* 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 Statement (if applicable)
- Survey and Floor Plan (certification of existing nonconforming use only)

- ( ) 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.
- ( ) Deliver AFFIDAVIT of MAILING and postmarked receipts to the Zoning Board Secretary (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 \$ \_\_\_\_\_



# 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. 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 15 copies to the Zoning Board of Adjustment Secretary when filing this application. See DISTRIBUTION Notes on Pages 1 and 3, of the Petition & Notice of Hearing.**

