

## ZONING BOARD APPLICATION INSTRUCTIONS

Application must be completed and returned (*Original and 15 copies of everything*) to the Zoning Office in accordance to the following schedule:

**2020**

Meeting Date	Submission Deadline
January 9	December 5
February 6	January 9
March 5	February 6
April 2	March 5
May 7	April 2
June 4	May 7

Meeting Date	Submission Deadline
July 2	June 4
August 6	July 2
September 3	August 6
October 1	September 3
November 5	October 1
December 3	November 5

- 1) The Zoning Board meets at 6:30 PM on the first Thursday of the month on the fourth floor of City Hall. All applicants must be present at the meeting. An attorney must represent corporations and LLC's.
- 2) Property owners within 200' of the site must be given written notification of the application at least 10 days prior to the meeting. Each property owner must be given, via certified mail or hand-delivery to the owner, a copy of the "The Notice of Proof of Service" – page 5. The proof of service including certified mailing receipts, newspaper publication and affidavit of service must be returned to the Zoning Board at least 4 days before the meeting date. A list of property owners within 200' must be obtained from the Tax Assessors Office – 1<sup>st</sup> floor, City Hall. A request for List of Property Owners within 200 feet is included with this package. The cost is \$10.00 for the first forty (40) names and twenty-five cents for each additional name and address.
- 3) The Legal Notice must be published in the Daily Journal at least 10 days prior to the meeting (the date of the hearing is not counted as one of the 10 days). This notice is found in the application packet- Page 6 for your completion and delivery to the Daily Journal's Office.
- 4) Do not publish your Legal Notice or notify owners within 200 feet of the site until you are given a hearing date in writing from the Zoning Office.
- 5) Contact the Planning Office at 825-7000 extension 7288 to find out what type of drawing/site plan must be submitted and the application fee. All Plans submitted, must be drawn by a licensed New Jersey Land Surveyor or Professional Engineer.
- 6) All taxes on the property must be paid in full in order for an application to be heard by the Zoning Board.

Date Application Received: \_\_\_\_\_

Application # \_\_\_\_\_

Fee Paid: \_\_\_\_\_

**CITY OF MILLVILLE  
ZONING BOARD OF ADJUSTMENT**

**APPLICATION FORM**

**Please type or print all information**

1. Application Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

2. Applicant's Attorney Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

3. Property Information

Street Address \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

Lot Area \_\_\_\_\_ Frontage \_\_\_\_\_ Depth \_\_\_\_\_

4. The appropriate Plan has been filed with the Secretary of the Zoning Board of Adjustment of the City of Millville which may be examined at the Office of the Secretary on the 5th floor of City Hall 12 S. High Street, Millville, New Jersey between the hours of 8:30 AM and 4:30 PM Monday through Friday. The map or sketch indicates the existing locations of boundary lines and structures and the changes requested to be granted herein by this Application.

5) The present use of the land is \_\_\_\_\_

6) Description of proposed use or change to the property \_\_\_\_\_

7) The changes requested (are/are not) (*circle one*) permitted in this zone by the Development Regulations of the City of Millville. If permitted, set forth the Section of the Regulation by which such use is permitted.

Such use is permitted: \_\_\_\_\_

8) Type of Variance requested:

A    B    C    D    (*Circle appropriate variance type*)

9) Set forth reasons why the Zoning Board of Adjustment should grant your application. Specify in detail all facts and reasons you intend to rely upon in support of the request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10) Date(s) and result(s) of any previous applications(s) to this Board for the above described property.

A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_

11) A hearing on this Application will take place at 6:30 PM on \_\_\_\_\_ in the 4<sup>th</sup> floor Richard C. McCarthy Commission Chambers in Millville City Hall, 12 S. High Street, Millville, New Jersey.

Signature of Applicant(s)

Date

THIS IS TO CERTIFY THAT NO TAXES OR ASSESSMENTS FOR LOCAL IMPROVEMENTS ARE DUE OR DELINQUENT ON THE PROPERTY IN QUESTIONS – if applicable.

Signature of Tax Collector

Date

**DISCLOSURE STATEMENT**

*(If applicant is a corporation or partnership)*

**NAME OF DEVELOPMENT**

**APPLICATION**

- A. Is this application to subdivide a parcel or parcels of land into six (6) 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. IF NOT, SIGN AND SUBMIT**

- 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)*

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- 2. Does a corporation or partnership own 10% or more of the stock of this corporation or partnership? of any class or at least 10% of the interest in the partnership, as the case may be  
*(Use extra sheets if necessary)*

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. 1997, C.336 have been listed *(Use extra sheets if necessary)*.

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**DATE:** \_\_\_\_\_ **APPLICANT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC.**

**SEE ZONING OFFICE FOR  
TEMPLATE DURING  
COVID-19 PANDEMIC  
PROTOCOLS**

**NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER (DAILY JOURNAL)**

**SEE ZONING OFFICE FOR  
TEMPLATE DURING  
COVID-19 PANDEMIC  
PROTOCOLS**

**AFFIDAVIT OF SERVICE**

State of New Jersey

SS

County of Cumberland

\_\_\_\_\_ being duly sworn upon this deposes and says:

On \_\_\_\_\_, I sent copies of the foregoing notice and of the Application for Variance EITHER by certified mail or by handing a copy to the property owner. Return receipt requested to the persons whose names and addresses appear on the attached list. A copy of said notices are attached hereto and marked "Exhibit A." Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200 feet who were served as well as receipts returned by the Post Office to me. There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality, which is marked "Exhibit C."

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me:

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**NOTE: *This form must be signed by a Notary Public and turned in to the Secretary of the Zoning Board of Adjustment with the list of persons to whom notice was sent and receipts 4 days before the meeting date.***

**Request for List of Property Owners within 200 Feet of:**

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address:

Phone: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Picked up: \_\_\_\_\_ Mailed: \_\_\_\_\_

Paid by: Check \_\_\_\_\_ Cash: \_\_\_\_\_

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

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**OFFICIAL USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

List prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Released by: \_\_\_\_\_ Date: \_\_\_\_\_



## BOARD POLICY

*On this 7<sup>th</sup> day of July 1980, the Millville Zoning Board adopts the following policy in regard to limits of time to construct after a variance is granted.*

Any use variance, which is granted an applicant, shall cause building permit to issue for 1 year from the date of grant. If the applicant has not built for one (1) year, he shall be entitled to appear before the Board for a **three (3) month extension** which extension **shall be denied or continued at the Board's discretion**. Further, **after the first three (3) month extension, the applicant may again appear before the Board for a second three (3) month extension** which second extension may be denied or continued at the Board's discretion.

No further extensions may be granted and an applicant must formally re-apply for a variance should the Board grant two (2) consecutive three (3) month extensions after the expiration of the allowable one (1) year time period.

The policy is to have no effect on any building permit fees or policies of the City already in effect.

**Failure to re-notice the Board for your desire to extend the variance will cause the variance to be void.**

### *Zoning Board of Adjustment policy related to re-hearings:*

An applicant shall be entitled to ONE and ONLY ONE hearing involving the same requested relief.

Further, there is no appeal from the final decision of the Board to any other municipal entity.

Res-adjudicate or one hearing on the subject matter shall be the only hearing, is and shall be the policy of the Millville Zoning Board of Adjustment.

All applicants are therefore advised that they have a right to procure an attorney; however, procurement after hearing shall not be influential to re-hearing.