

ZONING BOARD APPLICATION INSTRUCTIONS

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

2022

Meeting Date	Submission Deadline
January 6	December 2
February 3	January 6
March 3	February 3
April 7	March 3
May 5	April 7
June 2	May 5

Meeting Date	Submission Deadline
July 7	June 2
August 4	July 7
September 1	August 4
October 6	September 1
November 3	October 6
December 1	November 3
January 5, 2023	December 1

- 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, copies of the first 3 pages of the Zoning Application (The Notice of Proof of Service – page 5). The certified mailings must be returned to the Zoning Board Secretary along with any unclaimed mailings and the property owners list. These must be returned 4 days before the meeting date. **A list of property owners within 200' must be obtained from the Tax Assessors Office – 1st 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.** 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- 4) **Do not publish your Legal Notice or notify owners within 200 feet of the site until you are given a hearing date in writing from the Zoning Office.**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: _____ Email: _____

2. Applicant's Attorney Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

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 4th 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

NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC.

City of Millville
ZONING BOARD OF ADJUSTMENT
NOTICE OF HEARING ON APPLICATION

TO: _____ OWNER OF PREMISES: _____

PLEASE TAKE NOTICE:

That the undersigned has filed an application for development with the Board of Adjustment of the City of Millville for a _____ Variance from the requirements of the Zoning Ordinance so as to permit

on the premises at _____ and designated as Block ____ Lot ____ on the City of Millville Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity. A public hearing has been set down for _____, **2021, 6:00 P.M.**, via teleconference in conformity with recommendations and advice of County, State, National and International Public Health agencies regarding public gatherings during the COVID-19 pandemic to which the public is invited to attend and provide public comment during the public portion of the meeting in accordance with the Open Public Meetings Act, Chapter 231, Public Laws of 1975. Please join the meeting from your computer, tablet or smartphone using the following URL or access phone number:

- Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/866924965>
- You can also dial in using your phone.
United States: +1 (224) 501-3412
- Access Code: 866-924-965
- New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/866924965>

When the case is called you may comment or by agent or attorney and present any objections which you may have to the granting of the relief sought in the petition.

The following described maps and papers are on file on the municipal website at <http://www.millvillenj.gov/313/Zoning> for viewing. If a member of the public does not have access to a computer, please contact the Board Secretary, to make arrangements to access plans at (856) 825-7000 ext. 7288 or william.davis@millvillenj.gov.

(Here insert description of documents)

This notice is sent to you by the applicant, by order of the Board of Adjustment.

Respectfully,

Applicant

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER (DAILY JOURNAL)

City of Millville
Zoning Board of Adjustment

TAKE NOTICE that on the ____ day of _____ 2021, at 6:00 PM, a hearing will be held before the City of Millville Zoning Board of Adjustment via teleconference in conformity with recommendations and advice of County, State, National and International Public Health agencies regarding public gatherings during the COVID-19 pandemic on the application of the undersigned for a variance or other relief so as to permit _____

on the premises located at _____

and designated as Block _____ Lot _____ on the City of Millville Tax Map.

The following described maps and papers are available for inspection on the municipal website at <http://www.millvillenj.gov/313/Zoning>. If a member of the public does not have access to a computer, please contact the Board Secretary, to make arrangements to access plans at (856) 825-7000 ext. 7288 or william.davis@millvillenj.gov.

(Herein insert description of documents)

Any interested party may access the meeting with the following information and participate therein in accordance with the rules of the Zoning Board of Adjustment:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/866924965>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 866-924-965

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/866924965>

Name of Applicant

Publication Date: _____

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 by certified mail. Return receipt requested to the persons whose names and addresses appear on the attached list. Attached are receipts returned by the Post Office to me.

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: _____

OFFICIAL USE ONLY

Received by: _____ Date: _____

List prepared by: _____ Date: _____

Released by: _____ Date: _____

BOARD POLICY

On this 7th 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.

H. Fee Schedule

APPLICATION TYPE	FILING FEE	REVIEW ESCROW INITIAL DEPOSIT
VARIANCES		
"A" Variance (Appeal)		
• Residential	\$150.00	\$350.00
• Non-Residential	\$150.00	\$350.00
"B" Variance (Interpretation)		
• Residential	\$50.00	\$350.00
• Non-Residential	\$100.00	\$1,000.00
"C" Variance (Bulk)		
• Residential	\$200.00	\$500.00
• Non-Residential	\$500.00	\$1,000.00
"D" Variance (Use)		
• Residential	\$300.00	\$500.00
• Non-Residential	\$500.00	\$2,000.00
Resolution	\$150.00	
SUBDIVISION PLANS		
Minor Subdivision Plan (Lot line adjustment)	\$100.00 + (\$50.00/lot)	\$500.00 + \$50/lot
Preliminary Major Subdivision Plan		
• Up to 10 lots	\$500.00	\$2,000 + \$100.00/lot
• 11 lots or more	\$500.00	\$10,000 + \$50.00/lot
Final Major Subdivision Plan		
• Up to 10 lots	\$500.00	\$1,000 + \$100.00/lot
• 11 lots or more	\$500.00	\$5,000 + \$50.00/lot
Amended Subdivision Plan	\$300.00	25% of preliminary escrow
Redivision when not creating a new lot	\$100.00	\$300.00
Extension of Subdivision preliminary or final approval	\$200.00	\$500
Certification of Subdivision Approval (40:55D-56)	\$100.00	
SITE PLANS		
Site Plan Waiver		\$500.00 per acre
Design Waiver		\$100 per waiver
Minor Site Plan	\$500.00	\$500.00 per acre
Preliminary Major Site Plan		
• Residential	\$500.00	\$1,000 + (\$50.00/unit)
• Non-Residential	\$500.00	\$2,500 + (\$200.00/acre)
Final Major Site Plan		
• Residential	\$500.00	\$1,000 + (\$50.00/unit)
• Non-Residential	\$500.00	\$2,500 + (\$100.00/acre)
Preliminary & Final Major Site Plan Review	\$1,000.00	\$3,000 + (\$50.00/unit) (\$200/acre)
Amended Site Plan (by Applicant)	\$300.00	25% of preliminary escrow
Extension of preliminary or final Site Plan approval	\$200.00	\$500.00
Stormwater Review		\$1,500.00
SITE INSPECTIONS		
Commercial Grading and Site Plan (Final Review)	\$250.00	\$1,000.00
Final Residential Site Inspection	\$100.00	\$500.00
Final Residential Grading Inspection	\$100.00	\$500.00
Grading Permit	\$200.00	None
Soil Removal Permit	\$250.00	\$200 minimum plus \$50/hr after 4hrs.

APPLICATION TYPE	FILING FEE	REVIEW ESCROW INITIAL DEPOSIT
GENERAL DEVELOPMENT		
Planned Development Review	\$1,500.00	\$5,000 + \$50/unit
Amendment to General Development Plan	\$500.00	\$1,000.00
Work site Inspection fees		Greater of \$500 or 3% of the cost of the improvements.
MISCELLANEOUS		
Conditional Use with no site plan	\$200.00	\$500.00
Special Meeting		\$500.00
Concept Plan Review during Regularly Scheduled Planning Board Meeting		\$300.00
Certificate of Non-Conformity	\$50.00	\$500.00
Request for a Relief of Condition of Approval	\$50.00	\$200.00
Property Owners List	\$0.25/name or \$10.00, whichever is greater.	
Appeal to City Commission from Zoning Board decision	\$100.00	\$500.00

The following schedule of fees has been established in accordance with the guidelines set forth in the Municipal Land Use Law. Every application for development shall be accompanied by the deposit required by this chapter and the established schedule of fees.