



## **INSTRUCTIONS FOR A VARIANCE APPLICATION**

**Application must be submitted with payment no later than one month prior to meeting to be put on the agenda (see list of application & meeting dates and list of fees)**

**THE BOARD REQUIRES (1) ORIGINAL APPLICATION PACKET WITH RAISED SEALS AND 16 COPIES OF THE PACKET TO INCLUDE THE FOLLOWING:**

- 1. BASIC APPLICATION**
  - 2. SURVEY**
  - 3. TAX MAP WITH PROPERTY HIGHLIGHTED**
  - 4. PLANS-FOLDED**
  - 5. LETTER OF DENIAL**
- 

**THE AFFIDAVIT OF OWNERSHIP MUST BE NOTARIZED**

**TWO SETS OF COLOR PHOTOS TO REFLECT THE FRONT, SIDE AND REAR OF PROPERTY ARE REQUIRED OR ONE SET AND COPIES IN EACH PACKET**

**ALL CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY**

**ALL "D" or USE VARIANCE APPLICANTS MUST HAVE A COURT REPORTER & PROFESSIONAL PLANNER**

**AFTER APPLICATION IS IN AND PAID - THE COLLECTOR WILL PREPARE A LIST OF PROPERTY OWNERS WITHIN 200 FEET TO BE NOTIFIED AND INSTRUCTIONS FOR SERVING NOTICE TO NEIGHBORS AND LEGAL NOTICE TO THE PAPER WILL BE GIVEN BY THE BOARD SECRETARY TO APPLICANT**

## BOARD OF ADJUSTMENT MEETING DATES AND APPLICATION DEADLINES FOR 2018

MEETINGS ARE THE 2ND THURSDAY OF THE MONTH

| MEETING DATE        | FULL APPLICATION DUE |
|---------------------|----------------------|
| THURS JAN 11        | MON DEC 11 (2017)    |
| THURS FEB 8         | MON JAN 8            |
| THURS MAR 8         | MON FEB 5            |
| THURS APR 12        | MON MAR 5            |
| THURS MAY 10        | MON APR 9            |
| THURS JUNE 14       | MON MAY 7            |
| THURS JULY 12       | MON JUNE 11          |
| THURS AUG 9         | MON JULY 9           |
| THURS SEPT 13       | MON AUG 6            |
| THURS OCT 11        | MON SEPT 10          |
| THURS NOV 8         | FRI OCT 5            |
| THURS DEC 13        | MON NOV 5            |
| THURS JAN 10 (2019) | MON DEC 10           |

| Type                                       |   | Fee                  | Initial Escrow for Professional Review |
|--|---|----------------------|--|
| Fee for furnishing list of property owners |   | \$10.00              |  |
| Applications requiring court reporter      |   | \$250.00 per meeting |  |
| Zoning Board of Adjustment fees            |   |                      |  |
|  | Administrative appeals pursuant to N.J.S.A. 40:55D-70a                  | \$100.00             | \$100.00                               |
|  | Interpretation of zoning regulation pursuant to N.J.S.A. 40:55D-70b     | \$200.00             | \$100.00                               |
|  | Bulk variance applications (one-family pursuant to N.J.S.A. 40:55D-70c) | \$150.00             | \$500.00                               |
|  | Bulk variance applications (other) pursuant to N.J.S.A. 40:55D-70c      | \$550.00             | \$1,000.00                             |
|  | Use variances pursuant to N.J.S.A. 40:55D-70d                           | \$750.00             | \$1,000.00                             |
|  | Sign  | \$200.00             | \$100.00                               |
|  | Site plan application   |                      |  |
|  | Residential - preliminary   |                      |  |
|  | Minimum   | \$400.00             | \$750.00                               |
|  | Apartment, townhouse or condominium                                     | \$50.00 per unit     | \$200.00 per unit                      |
|  | Commercial preliminary  |                      |  |
|  | Minimum   | \$400.00             | \$750.00                               |
|  | 0 to 1,000 square feet of gross floor area                              | \$400.00             | \$750.00                               |
|  | 1,001 to 2,500 square feet of gross floor area                          | \$500.00             | \$1,000.00                             |
|  | 2,501 to 5,000 square feet of gross floor area                          | \$700.00             | \$1,500.00                             |
|  | Over 5,001 square feet of gross floor area                              | \$1,000.00           | \$2,000.00                             |

| Type |  | Fee              | Initial Escrow for Professional Review |
|------|--|------------------|--|
|      | Residential and commercial - final                   | 1/2 preliminary  | 1/2 preliminary                        |
|      | Major subdivision                                    |                  |  |
|      | Minimum  | \$550.00         | \$1,000.00                             |
|      | Plus   | \$150.00 per lot | \$550.00 per lot                       |
|      | Minor subdivision (one-family residential)           |                  |  |
|      | No new lot created                                   | \$250.00         | None                                   |
|      | 1 to 3 lots  | \$500.00         | \$1,000.00                             |
|      | Minor subdivision (other, residential or commercial) |                  |  |
|      | 1 to 3 lots  | \$250.00 per lot | \$1,000.00                             |
|      | Special meeting at request of applicant              | \$800.00         |  |

**TOWNSHIP OF VERONA  
BOARD OF ADJUSTMENT APPLICATION**

DATE APPLICATION \_\_\_\_\_

CASE # \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

PROPERTY OWNER'S NAME \_\_\_\_\_

PROPERTY OWNER'S ADDRESS \_\_\_\_\_

PROPERTY OWNER'S PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

PROPERTY OWNER'S EMAIL \_\_\_\_\_

RELATIONSHIP OF APPLICANT TO OWNER \_\_\_\_\_

REQUEST IS HEREBY MADE FOR PERMISSION TO DO THE FOLLOWING:

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

CONTRARY TO THE FOLLOWING:

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

LOT SIZE: EXISTING \_\_\_\_\_ PROPOSED \_\_\_\_\_ TOTAL \_\_\_\_\_

HIEGHT: EXISTING \_\_\_\_\_ PROPOSED \_\_\_\_\_

PERCENTAGE OF BUILDING COVERAGE: EXISTING \_\_\_\_\_ PROPOSED \_\_\_\_\_

PERCENTAGE OF IMPROVED LOT COVERAGE: EXISTING \_\_\_\_\_ PROPOSED \_\_\_\_\_

PRESENT USE \_\_\_\_\_ PROPOSED USE \_\_\_\_\_

| SET BACKS OF BUILDING: | REQUIRED | EXISTING | PROPOSED |
|------------------------|----------|----------|----------|
| FRONT YARD             | _____    | _____    | _____    |
| REAR YARD              | _____    | _____    | _____    |
| SIDE YARD (1)          | _____    | _____    | _____    |
| SIDE YARD (2)          | _____    | _____    | _____    |

DATE PROPERTY WAS ACQUIRED \_\_\_\_\_

TYPE OF CONSTRUCTION PROPOSED:

---

---

SIGN INFORMATION (if applicable): supply details on location, dimensions, height and illumination

---

---

---

---

| AREA PER FLOOR (square feet): | EXISTING | PROPOSED | TOTAL |
|-------------------------------|----------|----------|-------|
| BASEMENT                      | _____    | _____    | _____ |
| FIRST FLOOR                   | _____    | _____    | _____ |
| SECOND FLOOR                  | _____    | _____    | _____ |
| ATTIC                         | _____    | _____    | _____ |

NUMBER OF DWELLING UNITS: EXISTING\_\_\_\_\_ PROPOSED\_\_\_\_\_

NUMBER OF PARKING SPACES: EXISTING\_\_\_\_\_ PROPOSED\_\_\_\_\_

History of any previous appeals to the Board of Adjustments and the Planning Board

---

---

What are the exceptional conditions that warrant relief from compliance with the Zoning Ordinance?

---

---

Supply a statement of facts showing how relief can be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the Zone Plan and the Zoning Ordinance

---

---

---

---

History of any deed restrictions:

---

---

A legible plot plan or survey to scale (not less than 1"=100') of the property indicating the existing and/or proposed structure and scale drawings of the existing and/or proposed structure must be provided.

A copy of any conditional contract relating to this application must be filed with this application.

If the applicant is a corporation or partnership, the names, addresses and phone numbers of those owning a 10% or greater interest in the corporation shall be provided.

|           |              |              |
|-----------|--------------|--------------|
| Name_____ | Address_____ | Phone #_____ |
| Name_____ | Address_____ | Phone #_____ |
| Name_____ | Address_____ | Phone #_____ |
| Name_____ | Address_____ | Phone #_____ |

Expert witness(es) that will present evidence on behalf of this application:

Attorney: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_  
Email \_\_\_\_\_

Architect/Engineer: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_  
Email \_\_\_\_\_

Planner: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_

# BOARD OF ADJUSTMENT APPLICATION SITE PLAN

O INDICATES SHRUBS OR TREES

X INDICATES FENCES

NEIGHBOR'S HOUSE  
ESTIMATE DISTANCE FROM  
THE PROPOERTY LINE

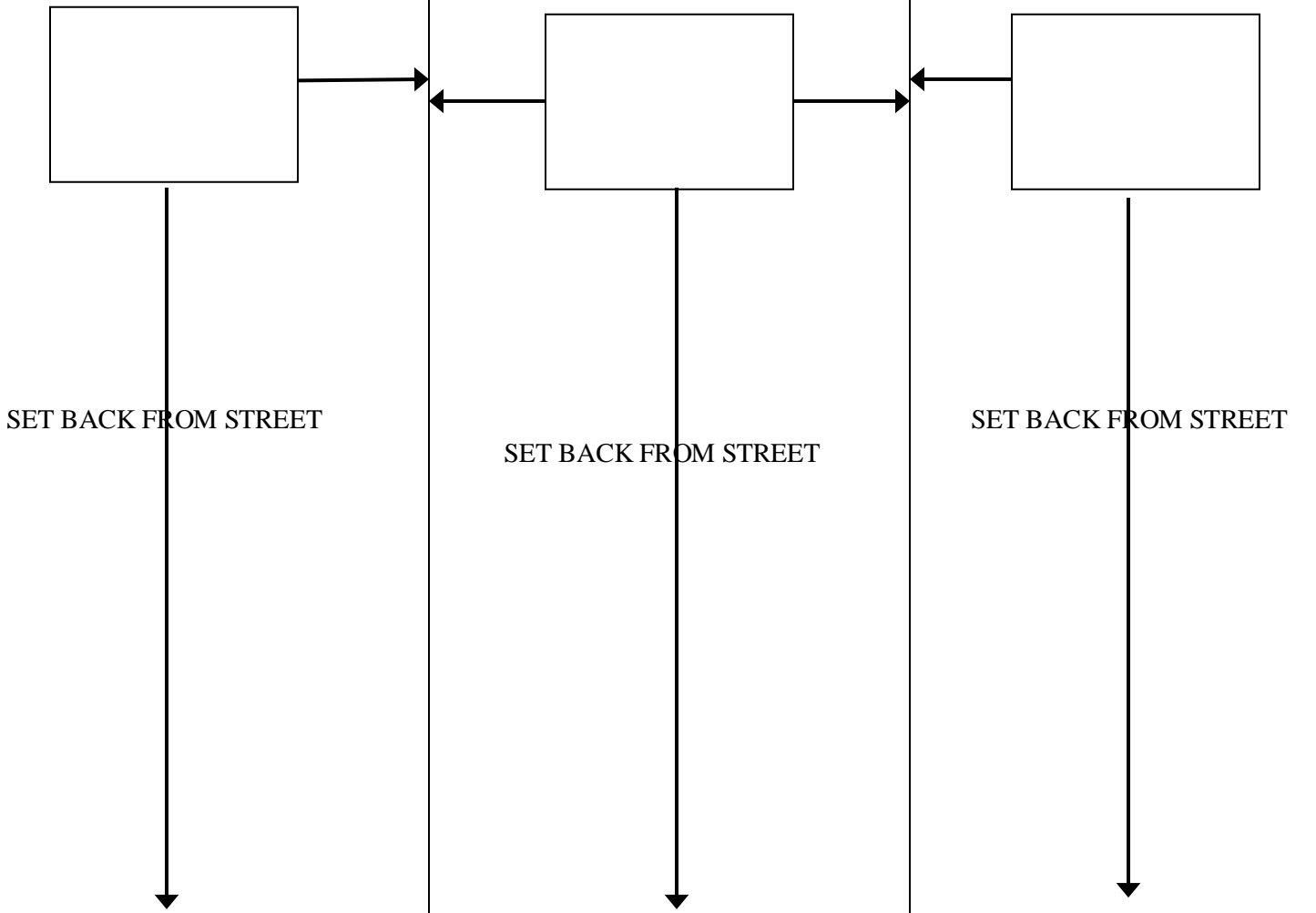
HOUSE ON LEFT

APPLICANT'S HOUSE  
SHOW THE DISTANCE TO THE  
PROPERTY LINE FROM  
SURVEY

CENTER HOUSE

NEIGHBOR'S HOUSE  
ESTIMATE DISTANCE FROM  
THE PROPOERTY LINE

HOUSE ON RIGHT



STREET



AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY  
COUNTY OF ESSEX

\_\_\_\_\_ OF FULL AGE, BEING DULY SWORN ACCORDING TO LAW ON  
OATH DEPOSED AND SAYS, THAT DEPONENT RESIDES AT \_\_\_\_\_, IN THE CITY OF  
\_\_\_\_\_ IN THE COUNTY OF \_\_\_\_\_ AND STATE OF \_\_\_\_\_ AND THAT  
\_\_\_\_\_ IS THE OWNER IN FEE OF ALL THAT CERTAIN LOT, PIECE OF LAND,  
SITUATED, LYING AND BEING IN THE TOWNSHIP OF VERONA AFORESAID AND KNOWN AND DESIGNATED AS  
BLOCK \_\_\_\_\_ AND LOT \_\_\_\_\_ AS SHOWN ON THE TAX MAPS OF THE TOWNSHIP OF VERONA.

\_\_\_\_\_

\_\_\_\_\_

NOTARY

OWNER

AFFIDAVIT OF APPLICANT

COUNTY OF ESSEX  
STATE OF NEW JERSEY

\_\_\_\_\_ OF FULL AGE, BEING DULY SWORN ACCORDING TO LAW, ON  
OATH DEPOSED AND SAYS THAT ALL OF THE ABOVE STATEMENTS CONTAINED IN THE PAPERS SUBMITTED  
HEREWITH ARE TRUE. SWORN TO AND SUBSCRIBED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_.

\_\_\_\_\_

\_\_\_\_\_

NOTARY

APPLICANT

# AUTHORIZATION

IF ANYONE OTHER THAN THE OWNER IS MAKING THIS APPLICATION, THE FOLLOWING AUTHORIZATION MUST BE EXECUTED.

TO THE BOARD OF ADJUSTMENT

\_\_\_\_\_ IS AUTHORIZED TO MAKE THE WITHIN APPLICATION.

SWORN AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

NOTARY

APPLICANT

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY

COUNTY OF ESSEX

\_\_\_\_\_ OF FULL AGE, BEING DULY SWORN ACCORDING TO LAW, ON HIS OATH DEPOSED AND SAYS THAT HE OR SHE RESIDES AT

\_\_\_\_\_ IN THE COUNTY OF ESSEX , AND STATE

AND THAT HE OR SHE DID ON \_\_\_\_\_ AT LEAST TEN (10) DAYS PRIOR TO THE HEARING DATE, GIVE PERSONAL NOTICE TO ALL PROPERTY OWNERS WITHIN 200 FEET OF THE PROPERTY AFFECTED LOCATED AT \_\_\_\_\_ SAID NOTICE WAS GIVEN BY HANDING A COPY TO THE PROPERTY OWNER OR BY SENDING SAID NOTICE BY CERTIFIED MAIL. COPIES OF THE REGISTERED RECEIPTS ARE ATTACHED HERETO.

NOTICES WERE ALSO SERVED UPON:

CHECK IF APPLICABLE

( ) CLERK OF THE \_\_\_\_\_ OF \_\_\_\_\_

( ) COUNTY PLANNING BOARD

( ) STATE OF NEW JERSEY DEPARTMENT OF TRANSPORTATION

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

NOTARY

APPLICANT