

ZONING

128 Attachment 2

Borough of Riverton

Procedural Instructions When Applying for Zoning Variance [Amended 5-13-2009 by Ord. No. 3-2009]

EFFECTIVE JANUARY 1, 2012, ALL ZONING BOARD VARIANCE APPLICATIONS WILL BE HEARD BY THE NEWLY CONSTITUTED RIVERTON PLANNING BOARD

Check-Off – Applicant Initials and Date

- _____ 1. Obtain variance application packet from Zoning Officer or Borough Clerk.
- _____ 2. Contact Zoning Board Secretary at municipal office:
 - a. Explain the variance request.
 - b. Request the next hearing date.
 - c. Clarify what you must do to get on the agenda.
- _____ 3. Remit (to the Borough of Riverton) the following fees and obtain receipts/proofs for:
 - a. \$10 service fee for list of property owners within 200 feet of your property; request list at time of payment.
 - b. \$100 fee for hearing.
 - c. \$350 professional fees to be placed in escrow to meet the cost of reviewing applications, plans and/or inspecting the site and preparing documentation and attending meetings. (Any costs incurred in excess of the escrowed fees shall be paid by the applicant before final approval of the application, issuing of any permits or certificate of occupancy, and/or release of performance guarantees.)
- _____ 4. Obtain from the Borough Clerk/Borough Treasurer:
 - a. List of all property owners within 200 feet of the subject property (Borough will provide within seven days of the request).
 - b. Proof/statement that all tax payments are current (bring to hearing).
- _____ 5. At least 15 days before the hearing date, deliver to the Borough Clerk and obtain receipt for:
 - a. Twelve copies of the completed, signed and notarized application; only the original must have the notary seal.
Note: If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.
 - b. Twelve copies of legible plot plan or survey (not less than one inch equals 100 feet) of the property, indicating the relation of the existing and/or proposed structure with adjoining property.
 - c. Twelve copies of scale (of not less than 1/8 inch equals one foot) drawings or suitable renderings as relevant of the proposed buildings or structures indicating the changes, alterations or additions contemplated. (The Zoning Board Chairman shall determine whether or not architectural plans and elevations and/or other documentation is required to inform the Board for the purpose of its review.)
- _____ 6. At least 10 days before the hearing date:
 - a. Contact all property owners within 200 feet either in person or by certified mail (retain the proofs of mailing and bring to hearing).

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- b. Furnish each property owner with a copy of the variance request application and a letter fully explaining the need for the variance.
 - c. If you contact the property owner in person, you must obtain written signatures that they received the application and letter (bring the signatures to the hearing).
- _____ 7. At least 10 days before the hearing date, publish all pertinent information in the official newspaper (request/obtain proof of publication and bring to hearing):
- a. Request for variance stating all particulars.
 - b. Owner's name(s), property, lot, block numbers and street address.
 - c. Date, time and place of public hearing, and that pertinent information may be reviewed at the Borough Hall.
 - d. Publish same information on the Borough of Riverton bulletin board in the Borough office.
- _____ 8. At hearing, bring and submit all receipts for fees paid, proof of taxes paid, proofs of mailing and/or signatures, and proof of publication as well as all plans, drawings and supporting documentation. Failure to provide these items may cause the application to be deemed incomplete and may require a continuation on behalf of the applicant.