

ZONING

128 Attachment 3

Borough of Riverton

Procedural Completion of Application for Zoning Variance

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

Check-Off (Initial) by Borough Representatives(s) and Date

- _____ 1. Date for hearing confirmed by the Zoning Board Secretary and Chairman. (Zoning Board Secretary notifies Board members and distributes materials.)
- _____ 2. Issue receipt(s) for all fees paid and proof of taxes. (Borough Clerk/ Treasurer)
- _____ 3. Provide list of property owners obtained from Tax Assessor. (Borough should provide within seven days of the request.)
- _____ 4. **At least 15 days before the hearing date**, receive 12 copies of all required submissions from applicant:
 - a. One copy is retained in Borough Office for preliminary review by public and Borough officials.
 - b. Other copies (including originals) are given to the Zoning Board Secretary for distribution.
- _____ 5. **At least 10 days before the hearing date**, receive and post required notification on the Borough of Riverton bulletin board in the Borough office.
- _____ 6. Hearing and decision recorded. (Zoning Board Secretary)
- _____ 7. Publication of brief notice of decision in official newspaper within 10 days following meeting approving the memorialization of the resolution. (Zoning Board Secretary)
- _____ 8. Mail copy of resolution to applicant or applicant's representative and file copy of decision in the Zoning Board of Adjustment file maintained in the Borough office. (Zoning Board Secretary and Borough Clerk)