



Department of Planning and Zoning

For “A” and “B” Applications and “C” Variances

ZONING BOARD APPLICATION PACKET

The enclosed packet contains forms and instructions required in order to be make an application to the Winslow Township Zoning Board of Adjustment. Please read through the instructions carefully, including the types of variance application and the standards for variances, as they are a guide to the application and hearing process. The items listed below are included with this application package:

Information & Instructions

Zoning Board Application Packet (THIS FORM) pages 1-5

Application Submission

Land Use Development Application, pages 1-5
Corporate Disclosure form, page 6
Tax & Collections payment verification form, *approved by Tax Collector*, page 12
Fee Schedule pages 46-47
Property List Request Form, submit to Tax Assessor page 48
Consent to assume liability, in cases of appeals page 52
Appeal of Zoning Officers decision, for A Variances page 53

Application/Plan Submission to outside offices

Tax & Collections payment verification form, submitted to Tax Collector

Notification

Sample Notice of Hearing for paper/ Certified property owners within 200ft page 50
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I N F O R M A T I O N A B O U T A P P L I C A T I O N S

TYPES OF APPLICATIONS - APPEALS, REQUESTS FOR INTERPRETATIONS AND TYPES OF VARIANCE RELIEF:

(a) Appeal of an Administrative Decision

An Appeal of an Administrative Decision is a request for the review of a decision made by the Zoning Officer to determine if the decision was in error under the provisions of the Zoning Ordinance or relevant statutes. Only the Zoning Board of Adjustment may hear such a request.

(b) Interpretation or Special Question

An Interpretation is a request for the interpretation of the Zoning Ordinance or Map, or for a decision on "special questions" which may arise in connection with the administration of the Zoning Ordinance. Only the Zoning Board may hear such a request.

(c) Bulk Variance

A bulk (c1) variance (sometimes referred to as a "hardship" variance) or a bulk (c2) (sometimes referred to as a "flexible c" bulk variance where the deviation can be granted without substantial detriment to the public good) is for relief from the requirements of the Zoning Ordinance which generally relates to physical features, such as lot or setback requirements. Either the Planning Board or Zoning Board has authority to hear bulk (c) variance requests depending on whether other relief is sought.

(d) Use Variance

A use (d) variance is a request to permit the following:

1. use or principal structure in a zone that where the use is not permitted in the zone;
2. expansion of a non-conforming use;
3. deviation from a specification or standard for a conditionally permitted use;
4. an increase in the permitted density (permitted number of dwelling units/gross area),
5. an increase of more than ten (10') feet or 10% of the permitted height of a principal structure.

A use (d) variance may only be heard by the Zoning Board of Adjustment, approved only on the affirmative vote of at least five (5) members. All other requests can be decided (granted) by a simple majority of the Board members present and voting.

BULK (C) VARIANCES

A bulk (c) variance (sometimes referred to as a "hardship" variance) is the relief of requirements from the Zoning Ordinance, which generally relates to physical features, such as lot and yard requirements. Either the Planning Board or Zoning Board has authority to hear bulk (c) variance requests. C Variances not connected to Site Plan or Subdivision applications are in the jurisdiction of the Zoning Board

STANDARDS FOR VARIANCES

The requirements of the Zoning Ordinance and other relevant laws and ordinances are presumed to further the purposes of zoning embodied in the Municipal Land Use Law (M.L.U.L.). Therefore, every variance must, at least presumptively and to some limited extent, create some detriment to the public interest. The burden of proof is on the applicant to show that the application meets certain tests.

Bulk (c) Variance

1. The strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property
 - a. By reason of exceptional narrowness, shallowness or shape of a specific piece of property, or
 - b. By reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or
 - c. By reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon; or
2. In an application or appeal relating to a specific piece of property the purposes of the M.L.U.L. would be advanced by a deviation from the Zoning Ordinance requirements; that the variance can be granted without substantial detriment to the public good; that the benefits of this deviation would substantially outweigh any detriment; and that the variance will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

ZONING BOARD APPLICATION PROCEDURES

STEP I: APPLICATION SUBMISSION

- A. Completed Land Use Development Application.
- B. All required Fee & Escrow payments as set forth in the Fee Schedule. Application fees are non-refundable. All checks should be made payable to the "Township of Winslow". Separate checks should be submitted for fees and escrow.
- C. Property Owners List Request & associated fee to the Tax Assessor's Office.

STEP II: COMPLETENESS REVIEW

The application will be confirmed by the Board Secretary that all required forms, fees, plans are received.

- A. Once all necessary items are submitted, the application will be deemed complete and formally scheduled for a hearing date.

STEP III: PUBLIC NOTIFICATION (a minimum of 10 days prior to hearing)

Notice must be provided (pursuant to *N.J.S.A. 40:55D-12*) in the official newspaper (The Courier Post Online News Publication) and to property owners within 200 feet of the subject parcel (utilize list provided by the Assessor's Office). Please review the following instructions regarding proper notice procedures:

- A. Do not provide notice until you have been formally confirmed by the Board Secretary for a Zoning Board hearing.
- B. Notice must be provided a minimum of ten (10) days prior to the hearing (not including the date of the meeting) or the application will be rescheduled to a later date, which will require new notice.
- C. Complete the Sample Notice of Hearing/Certified Property owners within 200ft
 1. The description of the relief sought must be provided on the form.
 2. Copies of the form must be distributed to all persons/entities listed on the Property Owners List either by Certified Mail or Hand Delivery in accordance with *N.J.S.A. 40:55D-12*.
 3. A copy of the Notice of Hearing must also be provided to all utility companies listed on the supplemental sheet attached to the Property Owners List, including the Commissioner of Transportation when a property is adjacent to a State Highway. Notice shall be given by personal service or certified mail to the New Jersey Department of Community Affairs of a hearing on an application for development of property that exceeds one hundred and fifty (150) acres or five hundred (500) dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk, pursuant to §6b of c.291 Laws of NJ 1975.
- D. Complete the AFFIDAVIT OF SERVICE OF NOTICE. Sign, notarize, and attach original certified mail receipts.
- E. Complete PUBLIC NOTICE of Zoning Board hearing and submit it to the newspaper.

Courier Post News Room
P.O. Box 5300
Cherry Hill, NJ 08034
888-516-9220
cplegals@gannett.com

Legal notices must be submitted to the above at least two (2) working days prior to the date to be published. *Notice must be published at least 10 days prior to the hearing.*

1. The description of the relief desired should reflect that of the NOTICE OF HEARING.
2. The newspaper will send you an affidavit of proof of publication, which must be submitted to the Department of Planning and Zoning(see Step IV).

STEP IV: SUBMIT PROOF OF NOTICE

The following items must be submitted to the Board Secretary no later than five (5) days prior to the hearing date.

- A. One copy of the NOTICE OF HEARING and
- B. The AFFIDAVIT OF SERVICE OF NOTICE and
- C. Original certified mail receipts, and
- D. The affidavit of proof of publication from the Courier-Post.

STEP V: PREPARE THE PRESENTATION

The presentation to the Zoning Board should be brief and concise but present all relevant facts and address the requested variances. You may present photographs, sketches, witnesses, and/or any other pertinent information. The burden of proof is on the applicant since she or he is asking for an exception of the ordinance. **The Zoning Board is required to consider certain standards in compliance with the Municipal Land Use Law (M.L.U.L.) in evaluating your application as specified in the MLUL and as outlined in the Information about Variances in this package.** The presentation should specifically address these points that are referenced in the Information about Variances section of these instructions for further information.

STEP VI: ATTEND THE HEARING (within 120 days of being deemed complete)

- A. The Zoning Board of Adjustment must hear the application within 120 days of the application being deemed complete.
- B. The Zoning Board meets in the Courtroom of the Municipal Building at 125 S. Route 73, Braddock, NJ 08037. The hearing begins at 6:30 p.m. and is preceded by a caucus at 6:00 p.m. A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney. The procedure for the hearing is as follows:
 1. Pledge of Allegiance & Roll call
 2. The Chair determines which applicants are present and announces the order of hearing.
 3. Generally, residential bulk (c) variances are first on the agenda.
 4. When the application is called, the applicant or representative proceeds to the podium.
 5. The Board Attorney swears in anyone giving testimony. The applicant then presents their testimony regarding the proposal and variance request.
 6. The Board members ask questions after the case is presented.
 7. The public is then allowed to ask questions or make a sworn statement.
 8. The Applicant has the opportunity to summarize their application and testimony.
 9. The Chair closes the hearing and asks for discussions by the Board. No further comments can be made by the applicant or designated representative or the public.
 10. A Board member makes a motion on the application and, if seconded, a vote is taken.
- C. Board agendas are posted on the Township website at <https://www.winslowtownship.com/> before the hearing

STEP VII: AFTER THE HEARING

- A. Memorialization of Resolution within 45 days of decision:
 1. After the hearing the Zoning Board Solicitor (attorney) will prepare a legal document called a Resolution which will include all of the facts that were presented to the Board and the Board's reasoning for the approval/denial of the variance request.
 2. The Board must vote on the Resolution at a hearing within forty-five (45) days of the decision. They are basically voting to agree that the facts presented in the Resolution are the facts upon which their decision was based and that all conditions of approval (if applicable) are addressed appropriately in the Resolution. *The applicant is not required to attend the hearing at which the Resolution is memorialized.*
 3. A copy of the Resolution will be emailed to the applicant, applicant's attorney and professionals (as listed on the application).
- B. Notice of Decision. A Notice of Decision will be submitted by the Board Secretary to the Winslow Township website, under Legal Advertisements. It will run for one week from the date it was posted. After this time, it

can be found under the ARCHIVES button for one year.

C. Time Period for Appeal. Any party who wishes to appeal a decision of the Zoning Board must do so within forty-five (45) days of the publication of the Notice of the Board's Decision.

1. **For Residential C (Bulk) Variances and D (Use) Variances, after the Resolution is memorialized, you may proceed with Zoning & Construction permits. A Zoning Permit with a "Consent to Assume Liability" clause may be required in case an appeal is filed.**

D. Items to Submit After the Hearing; for "C" or "D" Variances related to new structures

1. Zoning Permit. A Zoning Permit application may be submitted once the Resolution is memorialized. A processing fee of \$30.00 for residential projects or a \$50.00 for commercial projects is required. A grading inspection fee may apply.

2. A DCA Development fee may apply to permits for new construction, and/or additions of residential uses in qualifying Zones and larger development, per Township Ordinance. Similarly, a Non-Residential Development Fee is required for applicable commercial developments, per Township Ordinance, see Chapter 295-A of the Winslow Codebook. A Residential Development Fee or required set-aside for Affordable Housing is required for all new market-rate dwellings proposed, depending on the nature of the development proposed.

GENERAL APPLICATION INFORMATION:

Site Plan applications- Minor or Major (including Waiver of Site Plan and Change of Use)

Minor Site Plan- A Site Plan of one (1) or more lots which:

- a.) Does not propose the new construction or addition of any building or structure greater than 5,000 gross sq. ft.
- b.) Does not disturb more than 10,000 gross sq. ft. of land area
- c.) Requires 15 or fewer off-street parking spaces
- d.) Is not a planned development, as defined by N.J.S.A. 40:55D-1 et seq.
- e.) Does not involve the extension of any new street or off-tract improvement; and
- f.) Contains information sufficient to make an informed judgement as to whether the requirements established by this chapter for the approval of a Minor Site Plan have been met.

Major Site Plan- Any Site Plan not meeting the definition of a Minor Site Plan.

1. The applicant shall submit the following plans/reports at the time of filing:
 - a.) Five (5) **Full Sets of Plans** to the Planning & Zoning Office
 - b.) Sixteen (16) copies (11" x 17") of the overall development plan (just one sheet).
 - c.) Four (4) copies of any and all reports
 - d.) A digital download version of the submittal via drop box, one drive, or on a flash drive.

Variance applications:

1. The applicant shall submit twelve (12) copies of a survey or plot plan showing location of variance requested at 11 x 17 size, dated within 5 years of the proposed application and showing current conditions of the property.
2. A digital download version of the submittal via drop box, one drive, or on a flash drive.
3. **Variance approvals expire in one year, if not acted on.**

Subdivision applications:

Minor Subdivision- In the Non-Pinelands Areas of the Township of Winslow, a minor subdivision is any subdivision containing not more than three (3) lots fronting on an existing minor street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance or this chapter; in the Pinelands Areas of the Township of Winslow, a minor subdivision is any subdivision containing not more than four (4) lots fronting on an existing minor street, not involving any new street or road or the extension of municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance, or this chapter.

Major Subdivision- All subdivisions that are not classified as minor subdivisions.

1. The applicant shall submit the following plans/reports at the time of filing:
 - a.) Five (5) **Full Sets of Plans** to the Planning & Zoning Office
 - b.) Sixteen (16) copies (11" x 17") of the overall development plan (just one sheet).
 - c.) Four (4) copies of any and all reports
 - d.) A digital download version of the submittal via drop box, one drive, or on a flash drive.

PRIOR APPROVAL REQUIRED, related to properties within Pinelands

Properties within the Pinelands areas require **a Pinelands Certificate of Filing**, prior to applying for Winslow Township approvals for Site Plan (including waiver of site plan & change of use) and Subdivision applications.

The applicant shall file with the Secretary of the Planning and Zoning Board, at least (30) days prior to the monthly scheduled meeting of the Board.

WINSLOW TOWNSHIP PLANNING BOARD MEETS THE THIRD THURSDAY OF EVERY MONTH

WINSLOW TOWNSHIP ZONING BOARD OF ADJUSTMENT MEETS THE SECOND WEDNESDAY OF EVERY MONTH

EXCEPTIONS APPLY, PLEASE CONFIRM YOUR DATE WITH THE BOARD SECRETARY



Department of Planning and Zoning

125 South Route 73, Braddock, NJ 08037

Phone: 609-567-0700, ext. 6

Email: zoning@winslowtownship.com

Website: www.winslowtownship.com

LAND USE DEVELOPMENT APPLICATION

FOR OFFICE USE ONLY

Submission Date: _____ ESCROW # _____

PLANNING BOARD

ZONING BOARD OF ADJUSTMENT

FOR OFFICE USE ONLY

TAXES/UTILITIES PAID YES/NO _____

APP FEES \$ _____

ESCROW \$ _____

1. APPLICANT

2. OWNER

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Interest in Property: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

3. TYPE OF APPLICATION (check all that apply)

- Minor Subdivision
- Preliminary Major Subdivision
- Final Major Subdivision
- Minor Site Plan
- Preliminary Major Site Plan
- Final Major Site Plan
- Amended Plan (subdivision or Site Plan)
- Site Plan Waiver
- Change of Use

- A Variance- Appeal of Administrative Officer's Decision
- B Variance- Interpretation of Zoning Ordinance
- C Variance- Bulk or Hardship Variance
- D Variance- Use Variance
- Conditional Use
- Extension of prior approval
- PUD
- Amended PUD
- Other: _____

5. ATTORNEY (A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney)

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

6. APPLICANT'S PROFESSIONALS (Engineer, Surveyor, Planner, etc.)

Name: _____
Profession: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____
Email: _____

Name: _____
Profession: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone: (____) _____ Fax: (____) _____
Email: _____

7. JURISDICTION

- IS LOCATED ON A COUNTY ROAD
- IS LOCATED WITHIN PINELANDS (certificate of filing required)

- IS LOCATED ON A STATE HIGHWAY
- IS WITHIN 200FT OF MUNICIPAL BOUNDARY

8. LAND USE

Existing Land Use: _____
Proposed Land Use (be specific): _____

9. PROPERTY

Block(s): _____ Lot(s): _____
Number of Existing Lots: _____
Number of Proposed Lots: _____

- Proposed type of ownership:
- Fee Simple Condominium
 - Rental Cooperative
 - Are there Existing Deed Restrictions or Easements? No Yes (please attach copies)
 - Are there Proposed Deed Restrictions or Easements? No Yes (please attach copies)

10. UTILITIES (check all that apply)

- Public water Public sewer Private well Private septic system

11. APPLICATION SUBMISSION MATERIALS

List all plans, reports, photos, etc. (use additional sheets if necessary): _____

17. CONSENT OF OWNER

I certify that I am the Owner of the property which is the subject of this application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency (if owned by a Corporation, a resolution must be attached authorizing the application and officer signature).

SWORN & SUBSCRIBED to before me this
 _____ day of _____, 200____ (year)
 _____ (notary)

SIGNATURE (owner) DATE

PRINT NAME

18. DISCLOSURE STATEMENT (circle all that apply)

Pursuant to N.J.S.A. 40:55D-48.1 & 48.2, please answer the following questions:

- | | | |
|---|-----|----|
| Is this application to subdivide a parcel of land into six (6) or more lots? | Yes | No |
| Is this application for a variance to construct a multiple dwelling of twenty-five (25) or more units | Yes | No |
| Is this application for approval of a site (or sites) for non-residential purposes? | Yes | No |
| Is the applicant a corporation? | Yes | No |
| Is the applicant a limited liability corporation? | Yes | No |
| Is the applicant a partnership? | Yes | No |

If you responded YES to any of the above, please answer the following (use additional sheets if necessary):

List the names and addresses of all stockholders or individual partners owing at least 10% in stock of any class or at least 10% of the interest in partnership (whichever is applicable).

Does a corporation or partnership own 10% or more of the stock in this corporation or partnership? If yes, list the names and addresses of stockholders of that corporation holding 10% or more of the stock or 10% or greater interest in that partnership (whichever is applicable). This requirement is to be followed by every corporate stockholder or partnership, until the names and addresses of the non-corporate stockholders and individual partners with 10% or more ownership have been listed.

SIGNATURE (applicant) DATE

19. SURVEY WAIVER CERTIFICATION

As of the date of this application, I hereby certify that the survey submitted with this application, under the date of _____, 20____ shows and discloses the premises in its entirety, described as Block(s) _____ Lot(s) _____; and I further certify that no buildings, fences, or other facilities have been constructed, installed, or otherwise located on the premises after the date of the survey with the exception of the structures shown.

SWORN & SUBSCRIBED to before me this
 _____ day of _____, 20____ (year)
 _____ (notary)

SIGNATURE (owner) DATE

PRINT NAME

FOR OFFICE USE ONLY

The application was reviewed in accordance with the rules of the applicable Board and Ordinances of the Township of Winslow and determined that all the checklist items are in order and this application has been deemed complete. The time within which the applicable Board must act on this application pursuant to *N.J.S.A. 40:55d-1 et seq.*, has commenced from this date.

SIGNATURE (administrative officer) DATE

Winslow Township Planning and Zoning Board Corporate Disclosure

Name of
Company/Organization: _____

Is the Company a Corporation? Yes No

If yes, what State is the Corporation Incorporated in? _____

Is the Company a Partnership? Yes No

Is the Company an Individual Owner? Yes No
_____ Please list any/all
individuals who are owners or if a non-profit all board members.

Name	Address	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above information is true and correct to the best of my knowledge:

Signature

Date

Signature

Date

TAX AND COLLECTIONS PAYMENT REPORT

WINSLOW TOWNSHIP PLANNING AND ZONING BOARD

.....

Section I (To be completed by applicant)

I _____

of _____

am making application to the Planning and Zoning Board for the development of

Block(s) _____ Lot(s) _____

in the _____ Zone, located at _____

The owner of record is _____

This tract was formerly subdivided on _____

Original Block(s) _____ Lot(s) _____

I acquired interest in the property on _____

I requested the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

Applicant's Signature _____

Date _____

.....

Section II (To be completed by Tax Collector)

_____ All taxes due have been paid.

_____ All assessments due have been paid.

_____ The following are delinquent and past due.

Tax Collector's Signature:

_____ Date _____

FEESCHEDULE

APPLICATION TYPE	FILING FEE	REVIEW ESCROW
VARIANCES		
A Variance (N.J.S.A. 40:55D-70a)	\$350.00	No escrow
B Variance (N.J.S.A. 40:55D-70b)	\$350.00	No escrow
C Variance (N.J.S.A. 40:55D-70c)	\$350.00	No escrow
D Variance (N.J.S.A. 40:55D-70d)	\$350.00	\$2,500.00
SUBDIVISION PLANS		
Minor Subdivision Plan	\$425.00	\$4,000.00
Preliminary Major Subdivision Plan		
Up to 9 lots	\$750.00	\$3,000.00 + (\$350.00/lot)
10 lots or more	\$1,000.00	\$3,000.00 + (\$350.00/lot)
Final Major Subdivision Plan		
Up to 9 lots	\$500.00	\$3,000 + (\$150.00/lot)
10 lots or more	\$750.00	\$3,000 + (\$150.00/lot)
Amended/resubmitted Minor Subdivision Plan	\$100.00	25% of preliminary escrow
Amended/resubmitted Major Subdivision Plan	\$250.00	A sum sufficient to bring escrow balance to original escrow required
SITE PLANS		
Site Plan Waiver	\$250.00	\$2,500.00
Minor Site Plan	\$425.00	\$5,000.00
Preliminary Major Site Plan	\$750.00	\$750.00 per acre of the subject site plan; minimum of \$7,000
Final Major Site Plan	\$750.00	\$500.00 per acre of the subject site plan; minimum of \$5,000.00
Amended/ resubmitted Minor Site Plan	\$100.00	25% of preliminary escrow
Amended/ resubmitted Major Site Plan	\$250.00	A sum sufficient to bring escrow balance to original escrow required
Planned Unit Development (preliminary or final)	\$1,500.00	\$750.00 per acre; or minimum of \$37,500.00
Amended Planned Unit Development	\$750.00	\$15,000.00

FEESCHEDULE

APPLICATION TYPE	FILING FEE	REVIEW ESCROW
MISCELLANEOUS		
Informal Concept Meeting	-	\$1,000.00
Amended resolution	\$250.00	-
Extension of prior approval	\$250.00	\$1,000.00
Change of Use	\$300.00	\$350.00 per acre, minimum of \$1500.00
Conditional Use	\$250.00	\$1500.00
Department of MUA review	-	\$5,000.00
Discussions on agenda	\$100.00	
Inspection Escrow	-	5% of cost estimate
Maintenance Inspection Escrow	-	\$500.00
Specialized Expert testimony	-	\$1,000.00
Tax Map revisions		
Minor Subdivisions (5 lots or less)	-	\$75.00 per lot
6-25 lots	-	\$65.00 per lot
26-75 lots	-	\$45.00 per lot
76-125 lots	-	\$40.00 per lot
126-175 lots	-	\$35.00 per lot
175+ lots	-	\$30.00 per lot
Tax Map revision due to discrepancy/lot line adjustments, other minor revisions	-	\$50.00 per lot
Site Plan changes		
Commercial site plan	-	\$800.00
Condominium site plan	-	\$1,000.00 + \$20.00 per unit for residential condominium projects
Printing/plotting final deliverables	-	\$1,000.00
PERMITS		
Zoning Verification Letter	\$50.00 per lot	
Zoning Permit		
Residential	\$30.00	
Commercial	\$50.00	
Forestry Permits	\$25.00	
Grading inspection fee- Residential Single Family	\$500.00	
Grading inspection fee- Residential Townhomes	\$250.00	

**Separate checks should be provided, one for escrow and another for fees, payable to the 'Township of Wins*



Office of the Tax Assessor
125 SOUTH ROUTE 73
BRADDOCK, NJ 08037
(609) 567-0700 option #9
assessor@winslowtownship.com

REQUEST FOR CERTIFIED PROPERTY OWNER LIST

Date _____

Name _____

Address _____

Please mail original list to _____
If different then above address

Please call for pick up Phone Number _____

Please e-mail list to e-mail address _____

Please prepare list in an excel spreadsheet format applicant will prepare own labels (sent via email only)

Please prepare mailing labels (an additional fee of .05 per label will be charged)

Please prepare the appropriate Certified List of Winslow Township Property Owners within _____ feet of the below indicated property(ies):

Block(s) _____

Lot(s) _____

**if the subject property is within 200' of another municipality, a legible copy of that municipality's tax map indicating the subject property(ies) MUST be attached.

Pursuant to §29-1 Miscellaneous Fees

List of property owners within 200' for the first 40 names\$10.00
Each name after 40\$.25
Mailing labels (each).....\$.05



Zoning Permit Consent to Assume Liability

PROPERTY ADDRESS: _____ BLOCK(S): _____

ZONE: _____ LOT(S): _____

APPLICANTS NAME: _____ PHONE NUMBER _____

NATURE OF RELIEF OR VARAINCES REQUESTED: _____

The undersigned Applicant, or attorney on behalf of the applicant, hereby acknowledges that the time frame for appeal of the decision of the Winslow Township Board of Adjustment, relative to the above mentioned application, has not expired pursuant to N.J.S.A 4-:55D-17. The Applicant agrees that he/she will not hold Winslow Township liable for any damages arising from the use of the property prior to the appeal period having expired.

APPLICANT SIGNATURE (or attorney) DATE

PRINT NAME

APPLICANT CONTACT INFORMATION

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

EMAIL: _____

PHONE: _____

**NOTICE OF APPEAL
OF
ZONING ENFORCEMENT OFFICER'S DECISION**

To The Zoning Enforcement Officer:

The petition of _____
shows that on or about the _____ day of _____, 20____,
an application to the Zoning Enforcement Officer for the purpose of
(describe intended action) _____

on the premises located at:

Street Address _____
Block _____ Lot _____ Zone _____

as shown on the Municipal Tax Maps and owned, or optioned, by the applicant was made, that after due consideration the Zoning Enforcement Officer did on the _____ day of _____, 20____, decline to issue said permit for the reasons stated in the attached copy of the Zoning Enforcement Officer's Refusal of Permit Form.

Applicant, feeling aggrieved at the action of the Zoning Enforcement Officer, files this notice of appeal with the said Officer, together with the required fee of \$_____, and requests that action of the Zoning Enforcement Officer be reversed or modified as the facts may be determined, and applicant further requests that a day be fixed for hearing on this appeal and states that the proper notice will be given to all properties situated within Two Hundred (200) feet of the property specified above, and others required by statute. (File all copies with the Zoning Enforcement Officer, where appeal is sought.)

VARIANCE REQUIRED

ZONING OFFICER SIGNATURE

SAMPLE NOTICE FOR PAPER AND TO CERTIFIED PROPERTY OWNERS

In accordance with the requirements of the Township of Winslow, you are hereby notified that an application has been filed by the undersigned with the Secretary of the Planning Board OR Zoning Board of Adjustment and is available for examination at the Winslow Township Municipal Complex, 125 South Route 73, Winslow Township, New Jersey between the hours of 8:30 AM and 4:30 PM.

A Public Hearing will be conducted before the Planning Board OR Zoning Board of Adjustment in connection with this application in the Winslow Township Municipal Building, 125 South Route 73, Winslow Township, New Jersey on the _____ day of _____, 20____, at 7:00 PM for the Planning Board/6:30PM for the Zoning Board of Adjustment.

PROPERTY INVOLVED:

ADDRESS: _____

PLATE: _____ BLOCK: _____ LOT: _____

PROPOSED USE OR OCCUPANCY: _____

AFFIDAVIT OF SERVICE OF NOTICE

Date: _____

To: Winslow Township Planning & Zoning Office

The undersigned declares that in accordance with the provisions of the Township of Winslow Zoning Ordinance, a Notice of the Variance application and of a public hearing thereon has been sent by certified mail to all property owners within two hundred (200) feet of the boundary lines of the property involved.

As of _____, 20_____, all notices, a copy of which is attached, were mailed by certified mail to the property owners listed on the attached form and which are hereby made part of this declaration.

AFFIDAVIT

State of New Jersey, Camden County

_____ being of full age and duly sworn according to law upon his/her oath deposes and says that he/she is the person executing the foregoing statement and that the facts herein set forth are true and correct.

Signature _____

Sworn to before me this _____

Day of _____, 20_____

Notary Public