

This application must be filled out and submitted to the Zoning Officer prior to applying for a variance.

APPLICATION AND USE PERMIT

ADDRESS \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

Zoning in which located \_\_\_\_\_

Describe proposed structure and/or use \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

(If different from above)

Phone# \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

(Owner / Applicant)

Attached plans, survey or accurate sketch showing all structures existing on Property, Property Dimensions and Setbacks.

(Applicant Should Not Write Below This Line)

The foregoing application and attachments have been examined and found to be in ( ) not in ( )

Accordance with the terms of the Zoning Ordinance and the following action has been taken:

- ( ) Use permitted by Ordinance
- ( ) Use permitted by variance approved on \_\_\_\_\_ subject to any special conditions attached to the grant thereof.
- ( ) Use permit is denied for non-compliance with the provisions of Section \_\_\_\_\_ for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

( ) \_\_\_\_\_

An appeal of the decision may be taken by filing such appeal with the Land Use Administrator within Twenty (20) days from the date of this notice (N.J.S.A. 40:55 D-72)

\_\_\_\_\_  
Date  
Forms/applications/variances

\_\_\_\_\_  
Zoning Officer

**APPLICATION TO THE ZONING BOARD OF ADJUSTMENT  
TOWNSHIP OF BURLINGTON**

FOR OFFICIAL USE ONLY:

Date Application filed: \_\_\_\_\_

Fee Paid:      Amount \$ \_\_\_\_\_      Date: \_\_\_\_\_

Date file complete: \_\_\_\_\_

Time period expires: \_\_\_\_\_

\_\_\_\_\_

**Section 1.**      *Simple Variance Option:*

If the application involves nothing more than:

- (a)      the erection of a fence or shed on property of a single or two-family residence, or
- (b)      construction of a swimming pool accessory to a single or two-family residence, or
- (c)      construction of an addition to or an alteration of a single or two-family residence,

then the applicant may submit a simple sketch of the property showing clearly what is proposed and its relationship to existing structures. Upon choice of this option, applicant need not fill out sections 5(C), 5 (D), 6 or 7 of this option.

Check box to effect simple variance option     

NOTE: Assistance is available at the office of the Land Use Administrator.

\_\_\_\_\_

**Section 2.**      *Appeal from Denial of Building Permit:*

If this application has arisen as the result of the denial of zoning permit, please secure from the Land Use Administrator an appeal form giving reasons for denying the zoning permit and submit it with the application. (OPTIONAL)

\_\_\_\_\_

**NOTE: Corporations must be represented by a New Jersey Attorney.**

**Section 3. Information Regarding the Applicant:**

- (a) The applicant's full legal name is \_\_\_\_\_
  - (b) The applicant's mailing address is \_\_\_\_\_
  - (c) The applicant's e-mail address is \_\_\_\_\_
  - (d) The applicant's telephone number is \_\_\_\_\_
  - (e) The applicant is a: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_  
Individual(s) \_\_\_\_\_ Other (please specify) \_\_\_\_\_
  - (f) If the applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership. See instruction # \_\_\_\_\_.
  - (g) The relationship of the applicant to the property in question is: Owner \_\_\_\_\_  
Tenant or Lessee \_\_\_\_\_ Purchaser Under Contract \_\_\_\_\_  
Other (please specify) \_\_\_\_\_
  - (h) If the applicant is not the owner of the property in question, the applicant must obtain and submit a copy of this application signed by the owner in the space provided in **Section 9**.
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**Section 4. Information Regarding the Property:**

- (a) The street address of the property is \_\_\_\_\_
- (b) The location of the property is approximately \_\_\_\_\_ feet from the intersection of \_\_\_\_\_.
- (c) The tax map Block number(s) is \_\_\_\_\_ Lot number(s) \_\_\_\_\_. (See tax bill or deed or call tax office for this information)
- (d) The zone in which the property is located is \_\_\_\_\_ (Land Use Administrator's Office can help determine this information)
- (e) The dimensions of the property are \_\_\_\_\_
- (f) The size of the property is \_\_\_\_\_ square feet.
- (g) The property is located:
  - (1) within 200 feet of another municipality
  - (2) adjacent to an existing or proposed County road (If uncertain, call the Public Works Department)
  - (3) adjacent to other County land
  - (4) adjacent to a State highway

- (h) Have there been any previous Board of Adjustment or Planning Board hearings involving this Property? YES \_\_\_\_\_ NO \_\_\_\_\_
- (i) If the answer to “H” is YES, attach a copy of the written decision(s) adopted by the applicable Board.

**Section 5. Information about requested relief:**

- (a) “Proposal” – Attach a statement entitled “Proposal” setting forth the particulars of the proposed use of the property (if other than single family residential) and a description of the proposed physical changes to the property. (Include all physical improvements such as structures, additions, landscaping, etc.)

Check box when attached

- (b) “Reasons for Relief” – Attach a statement entitled “Reasons for Relief” setting forth the facts relief upon to support the Applicant’s claim of right to relief.

Check box when attached

- (c) Nature of Application, check appropriate items.

(1) Interpretation of development ordinance or map \_\_\_\_\_

(2) appeal of action of Zoning Officer \_\_\_\_\_

(3) variance: “C” – variance \_\_\_\_\_

“D” – use variance \_\_\_\_\_

“D” – nonuse variance \_\_\_\_\_

(4) a. subdivision \_\_\_\_\_

b. subdivision application to follow \_\_\_\_\_

(5) a. site plan \_\_\_\_\_

b. site plan application to follow \_\_\_\_\_

(6) waiver of lot to abut street requirement \_\_\_\_\_

(7) exception to the official map \_\_\_\_\_

- (d) The proposed use, building or subdivision is contrary to: (List the specific sections of the Ordinance from which a variance is sought, the requirement itself and the proposed variation. If additional space is needed, please attach a list to this application.)

Section \_\_\_\_\_ Required \_\_\_\_\_ Proposed \_\_\_\_\_

Section \_\_\_\_\_ Required \_\_\_\_\_ Proposed \_\_\_\_\_

Section \_\_\_\_\_ Required \_\_\_\_\_ Proposed \_\_\_\_\_

**Section 6. Information about Experts:**

The following information, although not required, is respectfully requested to enable the Board to facilitate the processing of this application.

- (a) Applicant's Attorney: Phone No. \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_
- (b) Applicant's Engineer: Phone No. \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_
- (c) Applicant's Architect: Phone No. \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_
- (d) Applicant's Planner: Phone No. \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_
- (e) Other Experts: Phone No. \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_
- 

**Section 7. Information about Required Exhibits:**

A "Complete Application" required the following submissions. Simple variance applicants need not submit items \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

Please check if item is submitted with this form:

- (a)   1   Copies of this application.
- (b)   17   Plot plans (Highlight)
- (c)   17   Copies of 200-foot radius map (Highlight)
- (d)   1   Copy of "authorized" application form if applicant is not the property owner.
- (e)   1   List of property owners within 200 feet of the property.
- (f)   1   Copy of owner's notice and newspaper notice.

- (g)   1   List of others served, i.e. County, State, etc.
  - (h)   1   Payment of taxes
  - (i)        List other required submissions here
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**Section 8.**     *Notice:*

Applicant is responsible to publish and serve notice of this application in accordance with NJSA 40:55D-12, however, notice may not be effected until this application is certified as complete by the Land Use Administrator of the Zoning Board of Adjustment.

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**Section 9.**     *Verification and Authorization:*

Applicant's Verification

I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

\_\_\_\_\_  
Applicant's Signature

Owner's Authorization

I hereby certify that I reside at \_\_\_\_\_, in the County of \_\_\_\_\_, and State of \_\_\_\_\_; and that I am the owner of all that certain lot, piece of parcel of land known as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ on the Tax Map of \_\_\_\_\_, which property is the subject of the above application, and that said application is hereby authorized by me.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_, New Jersey

Date: \_\_\_\_\_, 20\_\_\_\_\_

# ***NOTICE OF HEARING TO PROPERTY OWNERS***

TO WHOM IT MAY CONCERN:

Please take notice that on the \_\_\_\_\_ day of, \_\_\_\_\_ 2024 at 7:00 p.m., a hearing will be held before the Burlington Township Zoning Board on the application of \_\_\_\_\_ for the variance (explain in detail why you are coming before Board)

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on the premises located at \_\_\_\_\_ Burlington, NJ 08016 and designated as Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Burlington Township Tax Map. All meetings will be held at the Township Municipal Complex, 851 Old York Road, Burlington, New Jersey. There will be adequate opportunity for questions and comments from members of the public for this application.

The application, all supporting documents, and all exhibits to be considered by the Zoning Board are available in electronic format on the Burlington Township website, on the home page, click on the date of the meeting on the section of the page identifying “Upcoming Meetings” and a new window will open identifying each application and all documents they have provided. For those without internet access, the application and all supporting documents are on-file in the office of the Planning & Zoning Department. Please contact either Jennifer Field, Administrative Officer (via email [jfield@twp.burlington.nj.us](mailto:jfield@twp.burlington.nj.us), or telephone 609-239-5810) or Scott Hatfield (via telephone 609-239-5891) to make an appointment to view the documents at the Municipal Building located at 851 Old York Road, Burlington Township, New Jersey.

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Signature of Applicant

***NOTE:***      ***This notice must be personally served or sent by certified or registered mail at least ten (10) days before the day of the hearing, and proof of service given to the Land Use Administrator of the Board of Adjustment at least five (5) days before the day of the hearing.***

## ***NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER***

<https://legals.gannettclassifieds.com/legals/som/index.html>

### ***TOWNSHIP OF BURLINGTON ZONING BOARD OF ADJUSTMENT***

- Select 'Get Started'
- Select Burlington County Times. Continue.
- Category: Classifieds Liners Legals
- Classification: Public Notices
- Package: General Package. Continue.
- Select Legal 1 Column with Optional Logos. Continue.
- Title: you can type in what type of variance you are applying for.  
Fence/shed/pool/patio-Variance
- Ad Text: You will copy and paste the word document that was provided in my e-mail, which you also sent to your 200-foot list. Continue.  
Proof read your notice. Continue.
- Select your date, wait for it to turn yellow. **This must be published 10 days prior to the meeting date.** The sooner, the better. You only need 1 affidavit. Continue.
- Create an account, if you do not have one, and proceed with payment.
- Once you receive confirmation that your notice is published, e-mail over to me.

#### ***Applicant Information Only:***

***This is the form for Public Notice to be filed and paid by applicant in the official newspaper of Burlington Township for publication at least ten (10) days prior to date of hearing.***



**AFFIDAVIT OF PROOF OF SERVICE**  
**ZONING BOARD OF ADJUSTMENT**  
**TOWNSHIP OF BURLINGTON**

*Proof of Service of notices are required by Statute must be filed and verified with the Land Use Administrator at least 5 days prior to the meeting or the case will not be heard.*

STATE OF NEW JERSEY )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_ of full age, being duly sworn according to law, on his/her oath deposes and says the (s)he resides at \_\_\_\_\_ in the Municipality of \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_ and that (s)he did on \_\_\_\_\_, 20\_\_\_\_, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by appeal number \_\_\_\_\_ located at \_\_\_\_\_.

Said notice was given either 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)

- ( ) The Clerk of Burlington Township
- ( ) County Planning Board
- ( ) The Department of Transportation
- ( ) The Clerk of Adjoining Municipalities

A copy of said notices are attached hereto and marked "Exhibit A".

Notice was also published in the official newspaper of the municipality as required by law.

Attached to this affidavit and marked as "Exhibit B" is a certified list of such owners prepared by the Tax Assessor of the Municipality.

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality, which is marked "Exhibit C".

Sworn and subscribed to  
before me this \_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Notary Public

## ***INSTRUCTION TO APPLICANTS***

### *ITEM – 2 Instructions for filing applications pursuant to 40:55D-70 and 76.*

1. The applicant must submit his formal written application to the Board on forms provided by the Board. The forms may be obtained from the Land Use Administrator of the Board or the Zoning Enforcement Officer. A copy of the application shall be given by the applicant to the Zoning Enforcement Officer.
2. Upon receipt of the appeal or application and the required fee, the Land Use Administrator of the Board will notify the applicant as to the day fixed for the hearing and give the applicant a copy of the required notice to property owners and others, and a copy of the required affidavit.
3. At least ten (10) days prior to the time appointed for said hearing, the applicant shall give personal notice to all owners of the property, within or without the municipality, and where required, counties and municipalities and the State by sending written notice thereof by certified mail to the last known address of the property owner(s), or by handing a copy thereof to the property owner(s) or officials. All addresses shall be obtained by the applicant from the current tax records of the municipality(s), or from a list of the property owners prepared by the Board's Land Use Administrator, upon the request of the applicant and the payment of the prescribed fee. The applicant must also arrange for publication of notice of hearing in the Burlington County Times at least ten (10) days prior to the hearing. At least (5) days prior to the hearing the applicant must present to the Land Use Administrator's office the original U.S. Postal Receipts of the certified mailings in the order of the certified list along with an affidavit of publication.
4. The applicant shall prepare and sign before a notary public, one copy of the affidavit of proof of notice provided and submit it, together with a copy of the required notices, to the Board at the time of the hearing.
5. The applicant shall submit to the Land Use Administrator of the Zoning Board of Adjustment at the time of the filing
  - (1) One copy of a survey showing:
    - (a) Block and lot numbers
    - (b) Dimensions of the lot
    - (c) Dimensions of present and proposed structures
    - (d) Location of all structures and distances between the various structures and property lines
  - (2) One copy of a map showing all properties within 200 feet of the subject property, and approximate location of structures thereon, together with the names of all adjoining properties.

If this plot plan is prepared by other than a licensed surveyor or architect, the applicant must furnish the Board with an affidavit stating that all the information shown thereon is correct. If subdivision, site plan or conditional use approval is also sought, applicant will submit one copy of the relevant forms.

6. The regular monthly meeting of the Zoning Board of Adjustment is held on \_\_\_\_\_ 20\_\_\_\_, at 7:00 pm. In the Burlington Township Municipal Complex, 851 Old York Road.
7. In order to ensure expeditious processing of the appeal, the applicant should be careful to comply fully and promptly with all requirements. The time of the Board's decision shall not begin to run until the filing of a complete development application, and reviewed by the Screening Committee, together with the requisite fees, and proof that the application has been filed with the County Planning Board and Soil Erosion Review Board for their review, where applicable.
8. The action taken by the Board will be advertised in a newspaper of general circulation within the municipality not more than ten (10) days after arriving at said decision.



*THIS IS TO VERIFY RECEIPT OF NOTICE OF PUBLIC HEARING IN REGARD TO:*

Variance to Permit \_\_\_\_\_

Premises \_\_\_\_\_

Owner \_\_\_\_\_ Applicant \_\_\_\_\_

The Zoning Board of Adjustment granted a variance for \_\_\_\_\_  
at property located at \_\_\_\_\_ designated as Block \_\_\_\_\_  
Lot \_\_\_\_\_.

A resolution memorializing the granting of said variance will be adopted at the Zoning Board of Adjustment meeting of \_\_\_\_\_, 20\_\_\_\_. There is a forty-five (45) day appeal period from the date of publication of said resolution in the newspaper.

I have read and understand above statements and request release of construction permits at my own risk. I realize that if an appeal is filed, it may be necessary for me to cease construction of use and remove anything constructed if said appeal is upheld.

I further agree to hold the Township of Burlington harmless from any actions or decisions of any appeal.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
PRINT NAME

DATE: \_\_\_\_\_

Jennifer Field Administrative Officer  
Township of Burlington  
851 Old York Road  
Burlington, New Jersey 08016

Dear Mrs. Field:

Pursuant to your request I have reviewed the Tax Records of the Township of Burlington and preliminarily note that there are no taxes or assessments for local improvements that are due or delinquent on the property which is the subject matter of the following applicant:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

Block No. \_\_\_\_\_ Lot No. \_\_\_\_\_

\_\_\_\_\_  
Tax Collector

\_\_\_\_\_  
Township Clerk

**NOTE:** *The above is not a formal tax search or improvement search performed pursuant to NJSA 54:1 et seq. The information supplied is preliminary in nature, designed to assist the processing of applications before the Planning and Zoning Boards. In the event that the applicant desires to rely upon the information, a formal tax search and Municipal Improvement Search should be applied for and the fees posted for said search in accordance with the prevailing statutes.*

330-28 SCHEDULE OF FEES AND ESCROW SUMS330-28-A INFORMAL REVIEW OF LAND DEVELOPMENT APPLICATIONS

1. A resident seeking guidance on a land use matter affecting his or her personal residence shall pay a fee of \$100 for review by the Joint Staff Committee on Land Development Applications.
2. The fee for a developer for review by the Joint Staff Committee on Land Development Applications shall be \$300.

330-28 B MINOR SUBDIVISION

1. Application Fee - \$150.00
2. Escrow Fee - \$750.00 per lot. – Minimum \$2,000.00

330-28 C MINOR SITE PLAN

1. Application Fee - \$150.00
2. Escrow Fee - \$2,000.00

330-28 D PRELIMINARY MAJOR SUBDIVISION

1. Application Fee - \$300.00
2. Escrow Fee – \$250.00 per unit or acre, whichever is greater with a minimum of \$2,500.00.

330-28 E PRELIMINARY MAJOR SITE PLAN.

1. Application Fee - \$300.00
2. Escrow Fee - \$450.00 per acre with a \$3,000.00 minimum

330-28 F FINAL MAJOR SUBDIVISION

1. Application Fee - \$200.00
2. Escrow Fee - \$150.00 per unit or acre, whichever is greater with a minimum of \$1,500.00.

330-28 G FINAL MAJOR SITE PLAN

1. Application Fee - \$200.00
2. Escrow Fee - \$250.00 per acre with a minimum of \$2,500.00



330-28 H REQUEST FOR EXTENSION OF PRELIMINARY OR FINAL SITE PLAN OR SUBDIVISION APPROVALS.

1. Application Fee - \$100.00
2. Escrow Fee - \$250.00

330-28 I REQUEST FOR REAPPROVAL OF SITE PLAN OR SUBDIVISION

1. Application Fee - 50% of Original Fee
2. Escrow Fee - 50% of Original Fee

330-28 J USE VARIANCE

	<u>Filing Fee</u>	<u>Escrow Fee</u>
1. Residential	\$75.00 (1—10) residential unit \$50.00 each additional residential unit	\$200.00 each residential unit minimum \$1,500.00
2. Business	\$350.00	\$500.00 1 <sup>st</sup> acre, \$200.00 each additional acre. minimum \$1,500.00
3. Industrial	\$350.00	\$500.00 1 <sup>st</sup> acre, \$200.00 each additional acre. minimum \$1,500.00

330-28 K BULK VARIANCE

1. Residential	\$70.00	\$300.00
2. Business	\$200.00	\$500.00
3. Industrial	\$200.00	\$500.00

330-28 L APPEALS

1. Application Fees - \$150.00
2. Escrow Fees - \$300.00

330-28 M PERFORMANCE ESCROW

1. 5% of the cost of improvements as calculated by Reviewing Board's Engineer.
2. The above shall be posted prior to construction of an on or off site improvement.

330-28 N REVISED SITE PLAN OR SUBDIVISION

1. Applicant will be required for each refiling of plans not requiring a new application, to post an additional sum equal to one-fourth (1/4<sup>th</sup>) of the escrow fee normally established for the proposal as set forth above plus an Administrative filing fee of \$125.00

330-28 O CONDITIONAL USE

1. Application Fee - \$150.00
2. Escrow Fees - \$300.00 per acre with a \$1,000.00 minimum

330-28 P REZONING

1. Application Fees - \$100.00
2. Escrow Fees – In accordance with escrow fees for use variance per Section 19:6-2.10

330-28 Q PROFESSIONAL REVIEW FEES

Professional review fees shall be established annually by resolution which amount shall be in conformity with the provisions of N.J.S.A. 40:55D-53.2A.

330-28 R ADMINISTRATION OF PROFESSIONAL REVIEW FEES.

The applicant shall be obligated to reimburse the Township for all reasonable professional review fees and costs which fees and costs are set forth in N.J.S.A.

330-28 S NOTICE OF DECISION - \$30.00 REQUIRED FOR EACH APPLICATION