



Borough of South Plainfield
Planning Board and Zoning Board of Adjustments
P - 908-226-7647 F - 908-754-1179

RESIDENTIAL VARIANCE APPLICATION INSTRUCTIONS

Zoning Board of Adjustments meetings are held at Borough Hall – 2480 Plainfield Avenue
1st and 3rd Tuesday of the month at 7 pm.

****There are certain months this may not apply due to holidays, scheduling issues, etc.****

INSTRUCTIONS FOR RESIDENTS:

1. Complete page 1, 2, 3 and form entitled CERTIFIED LIST OF PROPERTY OWNERS REQUEST. Return to Zoning and Planning office along with any additional documentation (zoning permit denial, surveys, plans etc). The application must be Notarized. There is a Notary Public on staff.
2. Once a meeting date is established, you are required to place a LEGAL NOTICE in one (1) of our official newspapers listed on the LEGAL NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER at least ten (10) days prior to your scheduled meeting date (DO NOT count meeting date). Complete the LEGAL NOTICE form in the application packet and submit to one (1) of the listed publications. There is a separate fee due from the publication. You will receive an Affidavit Proof of Publication from the newspaper.
3. NOTICE OF HEARING FOR VARIANCE FOR OWNERS WITHIN 200 FEET form MUST be delivered ten (10) days prior to your scheduled meeting by Certified Mail (white slips) to all neighbors within 200 feet of the property. Return Receipt (green cards) are NOT necessary. The Certified Mail (white slips) with the recipient's name, address and the Post Office stamp shows proof of mailing. The list of owners will be furnished to you after your application is submitted and processed. Complete the NOTICE OF HEARING FOR VARIANCE FOR OWNERS WITHIN 200 FEET form in the application packet, make copies and mail as directed above.
4. Return the Affidavit Proof of Publication, the Certified Mail (white slips) and the Certified 200 Foot Name List to the Zoning Board of Adjustments and Planning Board office prior to your meeting date.

A Resolution from the board will be given to you approximately two-three (2-3) weeks after your application is heard. You will need the Resolution to apply for Building Permits.

RESIDENTIAL APPLICATION FEES:

Make check payable to Borough of South Plainfield. Fees must accompany the complete application.

- Notice to neighbors 200 feet from applicant's property - \$10
- Publication (notice in paper with decision) - \$50
- Administration / Bookkeeping - \$15
- Professional Escrow - \$100
- Bulk Variance - \$50 per variance
- TOTAL for one (1) Bulk Variance - **\$225** (each additional variance **\$50**)

2480 Plainfield Avenue, South Plainfield, NJ 07080
www.southplainfieldnj.com

BOROUGH OF SOUTH PLAINFIELD

HOMEOWNER VARIANCE APPLICATION

Applicants Name: _____

Applicants Address: _____

Owner's Name: _____

Owner's Address: _____

Phone Number: Home: _____ Cell: _____

Email Address: _____

Relationship of applicant to owner (tenant, agent, purchaser under contract, same, other etc):

Location of Premises: _____
Street Address

Block: _____ Lot: _____ Zone: _____ Lot Size: _____

Present USE of premises: Single Family Home Two Family Home Other _____

I, _____ residing at _____
Name Address

request permission to _____
State Construction or Use Requested

which is contrary to the schedule of general requirements in the Zoning Ordinance of the
Borough of South Plainfield or section(s): _____

Describe the proposed construction / use in contrary to the Zoning Ordinance:

BOROUGH OF SOUTH PLAINFIELD

HOMEOWNER VARIANCE APPLICATION

Has the proposed construction / use been reviewed by the Zoning Officer? YES NO

Was a zoning permit denial for the construction / use given? YES NO

Has there been any previous appeal(s) involving these premises? YES NO

If YES, please give case number, description and ruling:

Three horizontal lines for providing case details.

Please present the reasons to support the relief you are requesting from the ordinance requirements:

Five horizontal lines for providing reasons for relief.

I hereby testify that all the above statements and the statements contained in the papers submitted are true and accurate.

If applicant is not owner, an owner signed consent letter must be submitted along with this application.

Signature of Applicant _____ sworn and subscribed before me _____ Date _____

Notary Public _____

PROPERTY OWNER'S AUTHORIZATION

Property Location: _____

I certify that I am the OWNER of the property which is the subject of this application, and I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

Signature of owner or duly authorized representative

Date

(If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.)

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

NOTARY PUBLIC

CERTIFIED LIST OF PROPERTY OWNERS REQUEST

1. Requests must be made in writing.
2. Subject property must be identified by *Block, Lot and Street Address*.
3. Cost - \$10.00. Make check payable to the **Borough of South Plainfield**. *(If submitting with Residential Variance Application, included in fee. See Instruction page.)*
4. Each property owner included on the list must be notified at the address indicated, including each Public Utility listed on the accompanying Utilities Addendum.
5. New Jersey State Law allows seven (7) business days for processing these requests.
6. If an adjoining municipality contains property within 200 feet of the subject property, a certified list of property owners must be obtained from the adjoining municipality and those owners notified. **Adjoining Municipality List must be submitted to the Borough of South Plainfield prior to be deemed complete.**

List the block and lot of all properties subject to your development review application.

If your property contains multiple lots, list each lot separately.

If your property has more than five (5) lots, list the additional lots on the next line.

If your property is on multiple blocks, use separate lines for each block.

Applicant: _____

Address: _____

City, State, Zip: _____

Telephone: Home: _____ Cell: _____

Email: _____

Address	Block	Lot	Lot	Lot	Lot	Lot
Example: 123 Main Street	123	12.03	12.05	12.07	12.09	12.11

BOROUGH OF SOUTH PLAINFIELD

NOTICE OF HEARING FOR VARIANCE FOR OWNERS WITHIN 200 FEET

TAKE NOTICE:

A public hearing is scheduled before the **Zoning Board of Adjustment** on:

Tuesday, _____ at 7:00 pm in the Municipal Building located at 2480 PLAINFIELD AVENUE, SOUTH PLAINFIELD, NEW JERSEY to hear the application for property located at:

_____ Block: _____ Lot: _____

The undersigned has filed an application for a variance from the requirements of the Zoning Ordinance to permit:

and any other variances as deemed by this Board.

This application is on file for inspection in the Planning and Zoning office of the Municipal Building between 8:00 am and 4:00 pm Monday through Friday.

Any interested party may appear and present any objections to granting the relief requested.

Print Name of Applicant

Signature of Applicant

NOTE: This notice must be served on all property owners within 200 feet of the property involved at least ten (10) days prior to the hearing date NOT counting the date of the hearing.

BOROUGH OF SOUTH PLAINFIELD

LEGAL NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

South Plainfield Observer
908-668-0010

or

The Star Ledger
732-902-4318

or

The Courier News
888-516-9220

TAKE NOTICE:

A public hearing is scheduled before the **Zoning Board of Adjustment** on:

Tuesday, _____ at 7:00 pm in the Municipal Building located at
2480 PLAINFIELD AVENUE, SOUTH PLAINFIELD, NEW JERSEY to hear the application

for a property located at:

_____ Block: _____ Lot: _____

The undersigned has filed an application for a variance from the requirements of the Zoning Ordinance to permit:

and any other variances as deemed necessary by this Board.

This application is on file for inspection in the Planning and Zoning office of the Municipal Building between 8:00 am and 4:00 pm Monday through Friday

Any interested party may appear at the hearing and present any objections to granting the relief requested.

Print Name of Applicant

Signature of Applicant

NOTE: This notice must be printed at least ten (10) days prior to hearing date NOT counting the date of the hearing.