Residential Bulk Variance Process

First

• Submit Part One of the Land Development application including all supporting documents, plans and fees (4 separate checks)
• Board Secretary will deem the application complete or request additional documents

Then

When Part One is deemed complete

• Board Secretary will schedule your public hearing for the next available Zoning Board Meeting and inform you of the date and time.
• Submit Part Two of the Land Development application including supporting documents

Last

You will present your application to the Board at the Public Hearing

• If approved there will be a Memo of Approval for you after 10:00am the next morning. This memo will allow you to apply for building and zoning permits.
• A resolution of approval will be memorialized at the following Zoning Board meeting and originals will be mailed to you for your records.
• You must apply for zoning and/or building permits within one (1) year of the date of approval.
MOUNT LAURELTOWNSHIP
SCHEDULED MEETINGS OF THE ZONING BOARD OF ADJUSTMENT

Regular meetings – (normally) the FIRST WEDNESDAY OF THE MONTH at 7:00 pm. January 2020 through July 2020 meetings will be held in the Court Room in the Main Township Building, August 2020 through December 2020 meetings will be held in the Mount Laurel Township Community Center. The Reorganization and first Regular meeting of 2021 is scheduled for January 6, 2021. Formal Action will be taken at Reorganization, Regular and Special Meetings.

MOUNT LAUREL MUNICIPAL COMPLEX
100 Mount Laurel Road, Mount Laurel, New Jersey 08054

APPLICATIONS must be submitted to the Zoning Board Office by Noon on the deadline for filing date in order to appear on the agenda for the next available Regular Meeting. (Note Rules and Regulations for scheduling of applications filed with a site plan and or subdivision application.) Regular Meetings will commence at 7:00 p.m. No Meeting scheduled for July 2020.

2020

<table>
<thead>
<tr>
<th>DEADLINE FOR FILING</th>
<th>REGULAR MEETING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 02, 2020</td>
<td>February 05, 2020</td>
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<td>January 29, 2020</td>
<td>March 04, 2020</td>
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<td>March 25, 2020</td>
<td>May 06, 2020</td>
</tr>
<tr>
<td>April 29, 2020</td>
<td>June 03, 2020</td>
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<tr>
<td>May 20, 2020</td>
<td>July – NO MEETING</td>
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<td>June 24, 2020</td>
<td>August 05, 2020</td>
</tr>
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<td>July 22, 2020</td>
<td>September 02, 2020</td>
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<td>October 21, 2020</td>
<td>December 02, 2020</td>
</tr>
<tr>
<td>November 25, 2020</td>
<td>January 06, 2021 (Reorg &amp; 1st Reg. Mtg.)</td>
</tr>
</tbody>
</table>

Jeffrey Bailey. Board Chairman
Suzanna O’Hagan, Board Secretary
Zoning Board of Adjustment

cc: Burlington Co. Times (for publication on 1/14/2020)
Agenda File Twp. Clerk
ZONING BOARD OF ADJUSTMENT 2020

CHAIR  JEFFREY BAILEY
VICE CHAIR  MICHAEL KIERNAN
            JOHN FRANCESCONE
            JOSEPH GREEN
            ROBERT KILLEN
            BRIAN LIST
            RENE LICIAGA

ALTERNATE #1  ALAN KRAMER
ALTERNATE #2  MARILYN JONES

ENGINEER  ALAIMO ASSOC.
           BILL LONG, P.E.  609-267-8310
                     EXT. 303

PLANNER  JOSEPH PETRONGOLO, P.P.
          REMINGTON AND VERNICK ENGINEERS  856-216-1890
                                               EXT. 1095

SOLICITOR  EVAN CROOK
           MALAMUT LAW  856-424-1808

TRAFFIC ENGINEER  MICHAEL ANGELASTRO, PHD
                   REMINGTON & VERNICK ENGINEERS  856-216-1890
                                                   EXT. 1029

FIRE MARSHAL  BRIAN McVEY  856-234-6053
                 EXT. 5926

ZONING BOARD SECRETARY  SUZANNA O’HAGAN
                       EMAIL: SOHAGAN@MOUNTLAUREL.COM  856-234-0001
                                                   EXT. 1226

ZONING BOARD ASST. SEC.  TRISH HOCHREITER
                        EMAIL: MLPLANNING@MOUNTLAUREL.COM  856-234-0001
                                                   EXT. 1318

Complete By-Laws of the Mount Laurel Zoning Board are available on mountlaurel.com or by request.
<table>
<thead>
<tr>
<th></th>
<th>FILING</th>
<th>ESCROW</th>
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<tbody>
<tr>
<td><strong>SITE PLANS (124-11)</strong></td>
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<tr>
<td>Informal Concept</td>
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<tr>
<td>Formal Concept</td>
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<td>1,000.00</td>
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<tr>
<td>Minor Site Plan (Board or Alteration Committee Approval)</td>
<td>250.00</td>
<td>750.00</td>
</tr>
<tr>
<td>Preliminary (Amended)</td>
<td>275.00</td>
<td>2000.00 &amp; 50.00 per residential unit 4000.00 &amp; 100.00 per Non-Resid. lot</td>
</tr>
<tr>
<td>Final (Amended)</td>
<td>275.00</td>
<td>2000.00 &amp; 50.00 per Residential unit 3000.00 &amp; 100.00 per Non-Resid. lot</td>
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<td>Preliminary &amp; Final (Amended of Combined)</td>
<td>375.00</td>
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<tr>
<td>Minor Site Plan Alteration</td>
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<td>750.00</td>
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<td>Site Plan Waiver</td>
<td>100.00</td>
<td>200.00 if required</td>
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<td>Conditional Use</td>
<td>200.00</td>
<td>500.00 &amp; subdivision/site plan</td>
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<tr>
<td>Extensions of Approval</td>
<td>150.00</td>
<td>250.00</td>
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<td><strong>SPEED HUMPS (148-17.2)</strong></td>
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<td>250.00</td>
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<td><strong>SUBDIVISIONS (138-46)</strong></td>
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<td>Informal Concepts</td>
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</tr>
<tr>
<td>Sketch Plat/Minor SD/Lot Line Change</td>
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<td>1,000.00</td>
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<tr>
<td>Major Preliminary (Amended))</td>
<td>275.00</td>
<td>2000.00 &amp; 50.00 per Residential unit 3000.00 &amp; 100.00 per Non-Resid. lot</td>
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<tr>
<td>Major Final (Amended)</td>
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<td>2000.00 &amp; 50.00 per Residential unit 3000.00 &amp; 100.00 per Non-Resid. lot</td>
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<td>Extensions of Approval</td>
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<td>250.00</td>
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<tr>
<td>Certificate of Subdivision (40:55D-56, 54:5-14, 54:5-15)</td>
<td>per Statute</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amount 1</td>
<td>Amount 2</td>
</tr>
<tr>
<td>---------------</td>
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<td>----------</td>
</tr>
<tr>
<td>A (Appeals)</td>
<td>250.00</td>
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<tr>
<td>B (Interpretation)</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>C (Bulk)</td>
<td>250.00</td>
<td>200.00 Res. w/SD or SP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>500.00 w/o SD or SP</td>
</tr>
<tr>
<td>C (sign) (fence)</td>
<td>250.00</td>
<td>500.00</td>
</tr>
<tr>
<td>D (Use)</td>
<td>250.00</td>
<td>1000.00 Residential</td>
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<tr>
<td></td>
<td></td>
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**OTHER FEES**

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<td>Compliance Plans Submission</td>
<td>1000.00</td>
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<tr>
<td>Request for Special Meetings</td>
<td>250.00</td>
</tr>
<tr>
<td>Publication of Decision</td>
<td>40.00</td>
</tr>
<tr>
<td>200’ List for Notice</td>
<td>10.00</td>
</tr>
<tr>
<td>Copies (per state statute or applicable laws)</td>
<td>$.05 each for letter size copy and $.07 legal size copy</td>
</tr>
<tr>
<td>Master Plan</td>
<td><a href="http://www.mountlaurel.com">www.mountlaurel.com</a></td>
</tr>
<tr>
<td>Disc copy of meeting</td>
<td>3.00</td>
</tr>
</tbody>
</table>

- These fees are cumulative for all applications.

- Escrow monies are to be replenished with each revision of plans, upon receipt of compliance or final plans, the week of public hearings, or a meeting to memorialize a Resolution by the Boards. See Ordinances in application.

09/12/11, rev. 02/25/13 &14 & 18
MLT ZB Residential Bulk Variance Checklist

Part One

Please return this checklist with the following items

☐ Fee’s – 4 separate checks to Mt. Laurel Township

☐ Memorandum of Procedure – signed

☐ Application- 3 pages - signed – 14 copies

☐ Supporting plans/surveys – 14 copies – **Must be original Size**
  with proposed project marked on the survey

☐ Slab Affidavit (pool and/or patio only)

☐ Bulk Variance Proofs

☐ Setback Worksheet

☐ Escrow Agreement – signed by applicant

☐ 200’ list request

☐ Tax Certification **signed by Tax Collector**

☐ Home Owners Association approval
  ☐ I do not have a Home Owners Association
MEMORANDUM OF PROCEDURE

TO: All Applicants to the Zoning Board of Adjustment
FROM: Mount Laurel Township Zoning Board of Adjustment
Re: Zoning Board Procedures—Issuance of Building Permits

This Memorandum has been prepared to advise all applicants of the procedure used by the Mount Laurel Township Zoning Board of Adjustment and to further advise successful applicants when they can expect a zoning and building permit.

After a complete application is filed and all fees are paid, this matter will be submitted to the Zoning Board of Adjustment for a public hearing. The applicant must appear before the board and present the application. At the conclusion of the hearing a vote will be taken and the relief sought will either be granted or denied. At the next regular meeting of the Zoning Board of Adjustment (first Wednesday of every month) the Zoning Board of Adjustment will adopt a formal written resolution with specific findings of fact and conclusions of law together with an itemization of all conditions and exceptions to the relief granted.

The decision of the Zoning Board is not final until the resolution as aforesaid is adopted and signed or a memorandum is issued. A successful applicant will not be able to get a zoning or building permits until the resolution is signed or a memorandum is issued by the Zoning Board of Adjustment.

All applicants are cautioned, however, that even if a building permit is issued, the matter might not yet be final. This is true because another interested party (such as an adjacent property owner) could file an appeal from the decision of the Zoning Board of Adjustment. The right to file such an appeal generally exists for the 45 day period following the publication of the adopted resolution. It is suggested that any applicant that is concerned about the possibility of the filing of an appeal should consult with their attorney.

Receipt of this Memorandum is acknowledged.

__________________________________________  _______________________________________
Applicant's Signature                        Date

Revised: 8/06/18
APPLICATION FOR LAND DEVELOPMENT

SITE ADDRESS: ____________________________

BLOCK: ________ LOT(S): ________ ZONE(S): ________

Date Rec’d: ____________

PLEASE CHECK ALL THAT ARE REQUESTED:

☐ Minor Site Plan  ☐ Preliminary Major Site Plan  ☐ Final Major Site Plan
☐ Minor Subdivision  ☐ Preliminary Major Subdivision  ☐ Final Major Subdivision
☐ Concept Plan (optional)  ☐ Conditional Use  ☐ Other: ____________________________
☐ Minor Site Plan Alteration  ☐ Amended Site Plan  Extension of Time
☐ Site Design Waiver (Exception) ________________________________________

Variation Action Request (N.J.S.A. 40:55D-70)

☐ (a) Appeal of Admin. Officer Action
☐ (b) Interpretation
☐ (c) Bulk Variance
☐ (d) Use Variance

1. Applicant’s Name: ____________________________
Address: __________________________________________
Phone: ___________________ Fax: __________________ Email: _______________________

Status of Applicant: Individual  Partnership  Corporation

Names and Addresses of all stockholders or individual partners owning at least 10% of stock or interest per N.J.S.A. 40:55D-48.1 through 48.4 (Attach a separate sheet if necessary.)

2. Owner’s Name______________________________
Address: __________________________________________
Phone: ___________________ Fax: __________________ Email: _______________________

3. If Applicant is required to be represented by a New Jersey, list N.J. attorney’s name & address here:

N.J. Attorney’s Name______________________________
N.J. Attorney’s Address______________________________
Phone: ___________________ Fax: __________________ Email: _______________________


4. (a) Check here □ if zoning variances are required.
   (b) Check here □ if exceptions to the application or municipal requirements are requested (N.J.S.A 0:55D5)
   (c) Check here □ if exceptions to the Residential Site Improvement Standards (RSIS, NJAC 5:21-3.1)
   (d) Check here □ if waivers from the RSIS (N.J.A.C 5:21-3.2) are requested. (Such waivers require application to, and approval of, the N.J. Site Improvement Advisory Board.)

NOTE: If any of the above four (4a, b, c, d) are required, attached hereto separate exhibit(s) for each category of relief sought, stating the factual basis, legal theory, and whether they have been previously granted.

5. Name(s) and address (es) of person(s) preparing plans and reports (Attach additional sheets if necessary):
   Name: ________________ Profession: ________________ NJ Licenses: ________________
   Address: ________________ Phone: ________________ Fax: ________________
   Email: ________________

   Name: ________________ Profession: ________________ NJ Licenses: ________________
   Address: ________________ Phone: ________________ Fax: ________________
   Email: ________________

6. (a) Are there any existing Deed Restrictions? (Check box that applies) □ NO □ YES (Attach copy of existing restrictions.
   (b) Are any Deed Restrictions proposed? (Check box that applies) □ NO □ YES (Attach copy of proposed restrictions.

7. Contemplated form of ownership (Check all that apply):
   □ Fee Simple □ Condominium □ Cooperative □ Rental

8. Briefly describe and include dates for any prior or currently pending proceedings by the applicant, or other if known, before this Planning Board or Zoning Board or any other federal, state, or local board or agency involving the property which is the subject of this application. (Attached sheet if necessary)

9. (A) List exact section of Township Code where variance(s) or waiver(s) is requested (Attach sheet if necessary)

   The Variance sought is from Section ________________ of the Zoning Ordinance to Enable the Applicant to

   ________________

   (B) Hardship or Special Reason why the Variance Should be Granted (Attach sheet)________________________

   ________________

10. List any material accompanying this application. (Attach sheet if necessary)

11. Applicant certifies that the plans and the attached (Checklist if applicable) are accurate to the best of his/her knowledge.

   ________________

   Applicant’s Signature

   ________________

   Applicant’s Name (please print)
Consent of Owner

The undersigned, being the owner of the lot or tract described in this application, hereby consent to the making of this application and the approval of the plans submitted herewith with condition(s), if appropriate. 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, attach a copy of resolution authorizing application and officer signature.) I understand that all the Escrow Accounts and Taxes must be paid current.

Per Article XIII Administration section 154-100.1 of the Township Code to be deemed a complete application. I understand that NO application for development shall be deemed complete if there are outstanding, uncollected fees and escrows resulting from last application or prior submissions involving the property in question or any part thereof, including the base tract, and no application shall be deemed complete if there are outstanding taxes-

If the escrow account is deficient due to the application process of a previous or current application, the property owner is responsible to pay the negative balance.

_____________________________       ________________________________       ________________________________
Print Name   Company Name or Individual   Position/Title

_____________________________       ________________________________
Signature   Date

Sworn and Subscribed to me before this

___ Day of ____________, _____ (year)

______________________________

FEES: See Ordinance 2010-3, 2010-4, 2010-5 & 2010-6

Please provide separate checks made payable to Mount Laurel Township for the following amounts:

Filing Fee __________________________

Escrow __________________________

200' list Request __________________________

Publ. Of Decision __________________________

Received this _____ Day of ____________, _____

______________________________
Signature of Board Administrator
Mount Laurel Township
Community Development
Building Division
100 Mount Laurel Rd
Mount Laurel, NJ 08054
856-234-9686

AFFIDAVIT
SLABS / PATIOS / SWIMMING POOLS

STATE OF NEW JERSEY: ss
COUNTY OF BURLINGTON:

I, ________________________________, being of full age, duly sworn

according to law, deposed and says, that I reside at ______________________

______________________________

And, ________________________________, the owner of the property in
Mount Laurel, New Jersey, which is proposing to construct a slab / patio / swimming pool, relating to
premises located at ________________________________

Block ____________ Lot ____________ Zone ____________

If any drainage problems are created by this improvement, I am responsible for correcting them immediately.

______________________________
Property Owner’s Signature

Sworn to before me, this________

Day of ____________, _________

______________________________
A NOTARY PUBLIC OF NEW JERSEY
BULK VARIANCE PROOFS

Check all that apply:

C(1)  a)_____  b)_____  c)_____

OR

C(2)  a)_____  b)_____  c)_____  d)____   e)_____

Please note:

If you are not being represented by an attorney, we ask that you be prepared to give testimony regarding the following requirements for a bulk variance.

"C" Variances (BULK) 40:55D-70c

The applicant must provide proof that strict adherence to the Zoning Ordinance would create exceptional practical difficulties and undue hardships. The granting of a C Variance requires the affirmative votes of a majority of members present.

C(1) variance relief statutory criteria under the MLUL

a) Exceptional narrowness, shallowness, or shape of a specific piece of property
b) Exceptional topographic condition
c) Physical features which prohibit construction if strict adherence to the Zoning Ordinance is applied

C(2) variance relief statutory criteria under the MLUL

a) The requested variance must relate to a single specific piece of property;
b) The purposes of the MLUL must be advanced by the proposed deviation;
c) The benefits of the proposed variance will substantially outweigh any detriments
d) The variance can be granted without substantial detriment to the public good;
e) The grant of the variance will not substantially impair the intent and purpose of the City's zoning plan and zoning ordinance.
RESIDENTIAL USE ONLY

SETBACK WORKSHEET

STRUCTURE BEING ADDED OR EXPANDED (i.e. deck, shed, fence)

Property is an inside lot ____  Property is a corner lot ____

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>side yard setback</td>
<td>side yard setback</td>
</tr>
<tr>
<td>________ feet</td>
<td>________ feet</td>
</tr>
<tr>
<td>side yard setback</td>
<td>side yard setback</td>
</tr>
<tr>
<td>________ feet</td>
<td>________ feet</td>
</tr>
<tr>
<td>front yard setback</td>
<td>front yard setback</td>
</tr>
<tr>
<td>________ feet</td>
<td>________ feet</td>
</tr>
<tr>
<td>rear yard setback</td>
<td>rear yard setback</td>
</tr>
<tr>
<td>________ feet</td>
<td>________ feet</td>
</tr>
<tr>
<td>Height (peak of roof)</td>
<td>Height (peak of roof)</td>
</tr>
<tr>
<td>________ feet</td>
<td>________ feet</td>
</tr>
</tbody>
</table>

Accessory Structure Required setback inside lot side and rear = 6’ for all residential zones

Accessory Structure Required setback for Corner Lot = 30’ front yard for all residential zoned
  25’ side yard R-1, R-1D, R-2
  30’ side yard R-3, R-8

Accessory Structure Maximum Height = 12’
ESCROW AGREEMENT TO PAY FEES

THIS AGREEMENT made and entered on this __________ day of __________, in the year of ________.

Project Name: ____________________________________________________________

Project Location: _________________________________________________________

Applicant Name: __________________________________________________________

Applicant’s Address: _______________________________________________________

Applicant’s Federal ID No. or SSN: __________________________________________

Phone Number/Email Address: _____________________________________________

Is hereinafter referred to as “Applicant”, the Planning Board or Zoning Board of Adjustment of Mount Laurel Township is hereinafter referred to as “Board”, and Mount Laurel Township in the County of Burlington is hereinafter referred to as “Township”.

WHEREAS, Applicant is proceeding under the Land Subdivision and Development Ordinance (hereinafter “Ordinance”, for approval of: ___________; and

- PURPOSE: The Board authorizes its professional staff to review, inspect, report, and study all plans, documents, statements, improvements, and provisions made by the Applicant in conforming to the requirements of the Code of the Township of Mount Laurel, New Jersey. The Board directs its professional staff to make all oral and/or written reports to the Board of its conclusions and findings derived from the review, study, investigation and like or similar duties performed as elsewhere authorized. The Applicant, by execution of this agreement, agrees to pay all reasonable professional fees incurred by the Board for the performance of the duties outlined above.

- ESCROW DEPOSIT: The Township and Board hereby acknowledge initial receipt of $___________, said sum being a cash deposit to be placed in a township trust account to cover the cost of the aforementioned review, study and investigation fees. Such sum shall be charged periodically as fees and charges accrue and the balance of the escrow sum, if any, after all charges and fees have been paid shall be returned to the Applicant.

- INCREASE IN ESCROW FUND: The Applicant agrees to pay any additional sum required to pay charges and fees not covered by the escrow fund within fifteen (15) days after the date of receipt of a notice of deficiency by the appropriate township office. The Applicant understands and agrees to pay such sum notwithstanding any dispute to the reasonableness of fees and charges.
CONTEST OF REASONABLENESS: The Applicant agrees that the reasonableness and/or accuracy of any fee or charge may be challenged within seven (7) days of receipt of the professional's billing voucher and in accordance with the Code of the Township of Mount Laurel, New Jersey. Where the Applicant objects to the payment of any voucher from the escrow fund, he/she shall have the right to appeal, in accordance with the requirements of the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.

NOTICE: The Applicant agrees that all notice or refunds shall be mailed to the following address:

Contact Name: ____________________________
Company Name: __________________________
Address: _________________________________
City: __________________ State: ______ Zip Code: _______
Telephone#: __________________ Fax #: __________ Email: __________________

I agree to be responsible for all bills against this development's escrow account. In the event that this project is sold or my interest is transferred to another party, my obligation can only be relieved if all outstanding escrow bills are paid and the new principal obligates himself to the responsibility of all future bills in an agreement with the Township.

COLLECTION: Should the Applicant fail to pay any amount required to be paid hereunder when due, the Township shall be entitled to pursue all remedies at law or equity. Interest shall accrue at the rate of 18% per annum interest on all-sums unpaid after the due date. The Township may collect a reasonable attorney's fee which shall not be less than $300.00 should litigation for the purpose if collecting any sum be commenced.

Date _______________________
Authorized Agent Name/Title (please print)

Authorized Agent Signature*

*If the applicant is a company/corporation, this agreement must be attested to by an appropriate officer representing the applicant.
*If the applicant is an individual, this agreement must be attested to by the applicant.

Cc: Finance Office, __________________________
Professional Staff, __________________________
REQUEST FOR 200' PROPERTY LIST

Please furnish a listing of the property owners and their mailing address for all properties within 200 feet of:

BLOCK ____________________ LOT ____________
SITE ADDRESS ________________________________

BLOCK ____________________ LOT ____________
SITE ADDRESS ________________________________

BLOCK ____________________ LOT ____________
SITE ADDRESS ________________________________

REQUESTED BY: NAME: ________________________________
ADDRESS: ______________________________________
PHONE NUMBER: ________________________________

REQUEST FOR: _____ Zoning Board Appl. _____ Planning Board Appl. _____ Other

LIST NEEDED BY (Date): ________________________________

CHECK ONE: _____ PICK-UP _____ MAIL _____ FAX _____ EMAIL

Provide Fax # or Email Address: ________________________________

FEE SCHEDULE: Request per property* $ 10.00
Tax Map Page .07

*Pursuant to the provisions of NJSA 40:55D-12c... the fee is twenty-five cents (25c) per name or ten dollars ($10), whichever is greater. ..
TO: ZONING BOARD OF ADJUSTMENT & PLANNING BOARD

FROM: TAX COLLECTORS OFFICE
      TAX CERTIFICATION/PROPERTY STATUS

DATE:

ONLY ONE BLOCK AND LOT PER REQUEST ON THIS FORM. THE NAME MUST BE AS IT APPEARS ON THE TAX BILL. VERIFICATION OF BLOCK, LOT AND OWNER INFORMATION IS AVAILABLE IN THE TAX BOOK LOCATED OUTSIDE THE TAX ASSESSORS OFFICE.

In reference to Block_____________, Lot_________ Qualifier_________

Located at:_____________________________________________________

Assessed to (property owner)_____________________________________

Tax Collector Office:

Date:________________________

Certified by:________________

Paid Current:__________________________________________________

or Delinquent (Quarter(s)):_____________________________________

Liens:_________________________________________________________

Zoning Violation(s):___________________________________________

Current Escrow Account(s):_____________________________________
MLT ZB Residential Bulk Variance Checklist

Part Two

Please return this checklist with the following items only after Part One is complete

☐ List of Property Owners within 200’ including utilities (Tax Assessors List)

☐ Proof of Service (certified mail receipts and/or signatures) Including Utilities

☐ One (1) copy of Letter to Property Owners and Utilities

☐ Affidavit of Service – signed

☐ Affidavit of Publication from Official Newspaper
NOTIFICATION REQUIREMENTS
FOR
ZONING BOARD OF ADJUSTMENT

In addition to notifying residents within 200 feet of the subject premises, there are some applications in which additional notification requirements are necessary. All required notification must be given by certified mail or personal service, at least 10 days in advance of the scheduled regular meeting date. These requirements are set forth in N.J.S.A. 40:55D12. and include the following:

1. If any portion of the property is located within 200 feet of an adjoining municipality, notice must be given to the Township Clerk of such municipality. It will also be necessary to obtain, from the adjoining municipality, the names and addresses of the owners in that municipality that are within 200 feet of the subject premises, and they must also be given notice.

2. If the property is: 1) located on an existing County road or proposed road shown on the official County map or on the County Master Plan; or 2) adjacent to or adjoins other County lands; or 3) located within 200 feet of a municipal boundary, it is necessary to give notice to the BURLINGTON COUNTY PLANNING BOARD, whose mailing address is Burlington County Office Building, 49 Rancocas Road, Mount Holly, NJ 08060. (The address for hand delivery is 5 Maple Avenue, Hainesport, NJ)

3. If the property is located on a State highway, notice must be given to the COMMISSIONER OF TRANSPORTATION, whose mailing address is 1035 Parkway Avenue, CN 600, Trenton, NJ 08625.

4. If the application in question exceeds 150 acres, or involves 500 or more dwelling units, notice must be given to the Director of the Division of State and Regional Planning, DEPARTMENT OF COMMUNITY AFFAIRS, whose mailing address is 363 West State Street CN 800 Trenton NJ 08625. Such notice shall include a copy of any maps or documents which are required to be on file with the municipality.

5. In all cases in which notice is required, a legal notice must be published in the official newspaper of Mount Laurel Township, which is the CENTRAL RECORD, whose mailing address is 307 Destine Ave, Landsdale PA 19446 (609)-654-5000). Such publication must take place at least 10 days in advance of the meeting.

IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE, YOU SHOULD CONSULT WITH YOUR ATTORNEY OR MOUNT LAUREL TOWNSHIP ZONING BOARD OF ADJUSTMENT ADMINISTRATOR. These requirements have been established by Statute, not by the Assessor's Office. If any requirement is overlooked the Board to which you are applying will not be able to hear your application on the date that you are scheduled to appear.
<table>
<thead>
<tr>
<th>Filing Deadline</th>
<th>Notice Deadline</th>
<th>Regular Meeting 7pm</th>
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<tbody>
<tr>
<td>January 2, 2020</td>
<td>January 25, 2020</td>
<td>February 5, 2020</td>
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<td>February 26, 2020</td>
<td>March 28, 2020</td>
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<td>Reorg &amp; 1st Reg Meeting</td>
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NOTICE TO PROPERTY OWNERS OR AGENCIES

TO (property owners name) __________________________________________

OWNER OF PREMISES (address) ________________________________________

MOUNT LAUREL TAX MAP BLOCK _______ LOT _______ PLEASE TAKE NOTICE:

   That the undersigned has applied to the Board of Adjustment of Mount Laurel
Township for a Variance from the terms of articles and Sections of the Zoning Ordinance so
as to permit

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

and any other such variances and waivers as may be required as a result of review and
recommendations by the board or its professionals.

This application also includes a request for (Subdivision__) (Site Plan__) (Conditional Use
Approval__) (Appeal__) X where applicable – if not applicable, cross out this sentence or delete from notice
on the premises of ______________________ located at __________________________
designated as Block _______ Lot(s) _______ on the Mount Laurel Township Tax Map. A
public hearing will be held on ___________20____, at 7:00 p.m. in the Meeting Room at
the Township Municipal Center, Mount Laurel, New Jersey, at which time you may appear
either in person or by an agent, or attorney and may present any objection which you may
have to the granting of this application.

All documents relating to this application may be inspected by the public during normal
business hours in the Office of the Secretary of the Board in the Township Municipal Center.

This notice is sent to you by the applicant because the subject property is within 200 feet of
property owned by you or is otherwise required by law.

Respectfully,

____________________________________________________________________

Applicant
**LIST OF PROPERTY OWNERS AND AGENCIES SERVED**

NOTICE: The list of required names and addresses shall be obtained from the most tax lists of the municipality. "This form shall be typewritten and shall clearly indicate the method of service. Each sheet must be certified by the person who served the notices. (If "Personal Service" is used, signature of each person served acknowledging receipt of the notice is required.)

<table>
<thead>
<tr>
<th>NAME AND ADDRESS</th>
<th>TAX MAP DESIGNATION</th>
<th>SIGNATURE</th>
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*P.S. (Personal Service) CM. (Certified Mail)*

I hereby certify that the above listed persons were actually served with notice of this hearing by me in the manner set forth above.

(To be signed by the person who served the notices.)
PROOF OF SERVICE OF NOTICE UPON PROPERTY OWNERS
AND/OR PUBLIC AGENCIES

MOUNT LAUREL TOWNSHIP ZONING BOARD OF ADJUSTMENT

AFFIDAVIT OF SERVICE

STATE OF: NEW JERSEY

SS.

COUNTY OF: BURLINGTON

_________________________ of full age, being duly sworn according to law, deposes and says, that he/she resides at ______________________, Mount Laurel Township, County of Burlington, and State of New Jersey, and is the applicant in proceeding before the Board of Adjustment, Mount Laurel Township, New Jersey, and that he/she 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 and those public agencies required by law, affected by application ZB#___________ relating to the premises 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 receipts are attached hereto. Notice was also published in the official newspaper of the municipality as required by law.

Also attached to this affidavit is a copy of the certified list of property owners prepared by the Tax Assessor of Mount Laurel Township.

Respectfully,

_________________________
Signature of Applicant

Sworn to before me this ____ day of _____ 20____

_________________________
A Notary Public of New Jersey

Attached to this affidavit is a list of the property owners and public agencies served, showing method of service and Tax Map designation. Allow ten days for services. Do not count mailing or service dates.
You must publish a legal notice only once, in one of the designated newspapers below no less than ten (10) days before your scheduled public hearing.

Publish on or before:

________________________

**Designated Newspapers:**

**Burlington County Times** -

One Oxford Valley
2300 East Lincoln Highway
Suite 500D
Langhorne, PA 19047
Telephone (215) 949-4112
Email: [legals@thebct.com](mailto:legals@thebct.com)
Office hours M-F
Post 7 days

**Central Record** -

307 Destine Ave.
Landsdale, PA 19446
Telephone (215) 648-1066
Fax (215) 648-1120
Email: [SJLegals@SJlocalnews.com](mailto:SJLegals@SJlocalnews.com)
Post on Thursdays Only

**Courier Post** -

Cherry Hill Courier Post
435 E Walnut St
Green Bay, WI 54301
Telephone (609) 663-7100
Fax (877) 943-0443
Email: [cplegals@gannett.com](mailto:cplegals@gannett.com)
Office hours M-F
Posts 7 days
TOWNSHIP OF MOUNT LAUREL
ZONING BOARD OF ADJUSTMENT

A PUBLIC HEARING of Mount Laurel Township Zoning Board of Adjustment of the Township of Mount Laurel in the County of Burlington and the State of New Jersey, will be held WEDNESDAY, ________________ Commencing at 7:00 p.m. in the Meeting Room of the Mount Laurel Municipal Center, 100 North Mount Laurel Road, Mount Laurel, New Jersey, on the appeal or application of the undersigned for variance or other relief so as to permit (be specific on all variances requested):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

and any other such variances and waivers as may be required as a result of review and recommendations by the board or its professional review staff, on the premises located at ________________ in an _____ zone and designated as Block _____ Lot ______ on the Mount Laurel Township Tax Map.

This matter is known as file number ZB#___________ in the Zoning Board of Adjustment record and is available for public inspection at the Zoning Board of Adjustment office during normal business hours.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Zoning Board of Adjustment.

________________________________________
Name of Applicant

________________________________________
Date of Publication
<table>
<thead>
<tr>
<th>District</th>
<th>Type</th>
<th>Description</th>
<th>Unit Count</th>
<th>Year</th>
</tr>
</thead>
</table>
| 2.45A  | 1   | 1st Floor, 1 of 2 buildings
|        | 2   | 2nd Floor, 2 of 2 buildings
|        | 3   | 3rd Floor, 3 of 2 buildings
|        | 4   | 4th Floor, 4 of 2 buildings
|        | 5   | 5th Floor, 5 of 2 buildings
|        | 6   | 6th Floor, 6 of 2 buildings
|        | 7   | 7th Floor, 7 of 2 buildings
|        | 8   | 8th Floor, 8 of 2 buildings
|        | 9   | 9th Floor, 9 of 2 buildings
|        | 10  | 10th Floor, 10 of 2 buildings
|        | 11  | 11th Floor, 11 of 2 buildings
|        | 12  | 12th Floor, 12 of 2 buildings
|        | 13  | 13th Floor, 13 of 2 buildings
|        | 14  | 14th Floor, 14 of 2 buildings
|        | 15  | 15th Floor, 15 of 2 buildings
|        | 16  | 16th Floor, 16 of 2 buildings
|        | 17  | 17th Floor, 17 of 2 buildings
|        | 18  | 18th Floor, 18 of 2 buildings
|        | 19  | 19th Floor, 19 of 2 buildings
|        | 20  | 20th Floor, 20 of 2 buildings
|        | 21  | 21st Floor, 21 of 2 buildings
|        | 22  | 22nd Floor, 22 of 2 buildings
|        | 23  | 23rd Floor, 23 of 2 buildings
|        | 24  | 24th Floor, 24 of 2 buildings
|        | 25  | 25th Floor, 25 of 2 buildings
|        | 26  | 26th Floor, 26 of 2 buildings
|        | 27  | 27th Floor, 27 of 2 buildings
|        | 28  | 28th Floor, 28 of 2 buildings
|        | 29  | 29th Floor, 29 of 2 buildings
|        | 30  | 30th Floor, 30 of 2 buildings
|        | 31  | 31st Floor, 31 of 2 buildings
|        | 32  | 32nd Floor, 32 of 2 buildings
|        | 33  | 33rd Floor, 33 of 2 buildings
|        | 34  | 34th Floor, 34 of 2 buildings
|        | 35  | 35th Floor, 35 of 2 buildings
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|        | 37  | 37th Floor, 37 of 2 buildings
|        | 38  | 38th Floor, 38 of 2 buildings
|        | 39  | 39th Floor, 39 of 2 buildings
|        | 40  | 40th Floor, 40 of 2 buildings
|        | 41  | 41st Floor, 41 of 2 buildings
|        | 42  | 42nd Floor, 42 of 2 buildings
|        | 43  | 43rd Floor, 43 of 2 buildings
|        | 44  | 44th Floor, 44 of 2 buildings
|        | 45  | 45th Floor, 45 of 2 buildings
|        | 46  | 46th Floor, 46 of 2 buildings
|        | 47  | 47th Floor, 47 of 2 buildings
|        | 48  | 48th Floor, 48 of 2 buildings
|        | 49  | 49th Floor, 49 of 2 buildings
|        | 50  | 50th Floor, 50 of 2 buildings

**NOTICES:**
- PARK DISTRICT NO. 11, 1960, and 1962
- PARK DISTRICT NO. 12, 1960, and 1962
- PARK DISTRICT NO. 13, 1960, and 1962
- PARK DISTRICT NO. 14, 1960, and 1962
- PARK DISTRICT NO. 15, 1960, and 1962
- PARK DISTRICT NO. 16, 1960, and 1962
- PARK DISTRICT NO. 17, 1960, and 1962
- PARK DISTRICT NO. 18, 1960, and 1962
- PARK DISTRICT NO. 19, 1960, and 1962
- PARK DISTRICT NO. 20, 1960, and 1962
- PARK DISTRICT NO. 21, 1960, and 1962
- PARK DISTRICT NO. 22, 1960, and 1962
- PARK DISTRICT NO. 23, 1960, and 1962
- PARK DISTRICT NO. 24, 1960, and 1962
- PARK DISTRICT NO. 25, 1960, and 1962
- PARK DISTRICT NO. 26, 1960, and 1962
- PARK DISTRICT NO. 27, 1960, and 1962
- PARK DISTRICT NO. 28, 1960, and 1962
- PARK DISTRICT NO. 29, 1960, and 1962
- PARK DISTRICT NO. 30, 1960, and 1962

**Additional Notes:**
- The total number of buildings is 50.
- Each building has 2 floors.
- The district includes 5 parks, each with 10 buildings.