

FLORENCE TOWNSHIP PLANNING AND ZONING OFFICE
Important Information Regarding Bulk
Variance Applications

FEES

Application fee: Bulk Variance is \$75.00
Use Variance is \$100.00

Initial Escrow Deposit: Bulk is \$250.00 Use is \$1,000.00
Request for Certified List is \$10.00

The escrow deposit must be a separate check as this money is deposited in a special escrow fund that is only used to pay invoices relating to your Land Use Application. The escrow agreement must be signed and the original and one copy submitted with the application.

APPLICATION REQUIREMENTS

You must fill out the Land Use application. This must be signed by the applicant and the owner and the signatures must be notarized. You must fill out the variance checklist. You must submit the tax collectors certification and the Zoning Officer's Certification. You must supply a recent survey prepared by a licensed surveyor. You must submit a sketch plan showing the exact location and dimensions of the requested variance.

The application must be received and deemed administratively complete at least 15 days prior to the meeting date. You must submit the original and 13 copies of the entire application packet (all the items listed above) for your application to be considered administratively complete.

PUBLIC NOTICE REQUIREMENTS

The Land Use office will supply you with a certified list of property owners within 200' of your property. All property owners as well as public utilities must be notified by either certified mail or personal notice. You do not need to request return receipt for certified mail (green cards). If you choose personal notice you must be sure that only the homeowner named on the certified list signs - an adult child or resident grandparent is not permitted to sign for the owner.

Certified mail receipts and personal notice signatures must be turned in to the Land Use Office prior to the meeting.

Notice must also be published (one time only) in the legal add section of the Burlington County Times. You must request a proof of publication and submit this to the Land Use Office prior to the meeting.

**IT IS YOUR RESPONSIBILITY TO PROVIDE PUBLIC NOTICE TO
ADJOINING PROPERTY OWNERS AND THE NEWSPAPER AT LEAST 10
DAYS PRIOR TO THE MEETING.**