

TOWNSHIP OF FLORENCE

VARIANCE APPLICATIONS CHECKLIST OF SUBMISSION REQUIREMENTS

TO BE FILLED OUT BY APPLICANT:

Name of Applicant: _____
Location of Subject Property:
Street Address: _____
Block: _____ Lot: _____
Date Submitted to Florence Land Use Office: _____

FOR OFFICIAL USE ONLY:

Date Received at Florence Land Use Office: _____ By: _____

Completeness Review By (required by both):

Complete	Incomplete	Reviewed by	Signature	Date Reviewed
___		Board Engineer	_____	_____
___		Board Attorney	_____	_____

(If incomplete indicate the missing items on this form and return it to the applicant)

Date Returned to Applicant: _____ By: _____

INSTRUCTIONS

You should first obtain the "GENERAL INSTRUCTIONS FOR APPLICATIONS", from the Land Use Office. Read it carefully for a detailed explanation of the application process. Be sure that you have the correct checklist before you begin compiling your application. This checklist relates to steps 1 and 2 in the process (as described in the General Instructions) and can be used only for **variance applications**. It is your responsibility, as an applicant, to provide a complete "picture" of your application. Only after you have provided the information listed below can your application be certified as "complete" and submitted to the Planning Board or Zoning Board for their review. In some cases (indicated below), specific checklist items may be requested to be waived by checking the appropriate box under "waiver requested". Be sure that you address each of the items listed in this checklist in your application submission. Failure to do so will result in it being classified "incomplete". An "incomplete" application has no legal status.

SUBMISSION OF MATERIALS to the LAND USE OFFICE

At the time of the original submission of your application to the Florence Land Use Office, your application must be in six (6) complete sets (original and 5 copies). All maps must be folded and a complete set must be sent directly to the Board’s professional staff (addresses can be obtained from the Land Use Office). After your application has been certified as complete you must submit nine (9) additional sets to the Land Use Office. As noted below, the application fee is a non-waivable submission item. However, because the application fee is non-refundable, you are not required to submit the application fee until after your application is certified “complete” (and scheduled on the Board’s meeting agenda).

Non-waivable Submission Items

The following items must accompany all applications at the time of the original submission. They cannot be waived. Please check the appropriate box when provided:

Provided	
	Completed and signed checklist together with written justification of waiver requests, if any. Original and 5 copies.
	Application Form. Original and five (5) copies, completed and notarized.
	Escrow fee along with the completed escrow agreement (consult with the Land Use Office for the amount and to obtain agreement form).
	Certification by the Township Tax Collector that all taxes on the subject property are paid to date
	Checklist completed and signed together with written justification for request for waiver of specifics items, if any. Original and five (5) copies.
	If the property is under agreement, either a copy of the agreement or a letter from the owner granting permission to seek application approval.

PLEASE NOTE: The application fee is also a non-waivable submission item; but because it is non-refundable, you may submit it after your application is certified as “complete” and scheduled on a Board meeting agenda.

Submission Items

The following items are required by ordinance to be submitted with all variance applications. You may request that a specific item be waived by marking the appropriate “waiver requested” box and providing written justification for the request. A determination on any waiver request will be made based upon the written justification that must accompany any waiver request. Waivers will be granted only for good and sufficient reason and the request to waive a major item will substantially delay the process. Please check the appropriate boxes:

Provided	Waiver Requested	
		Survey of the property by a licensed New Jersey land surveyor showing boundaries and all existing structures.
		A sketch plan outlining the location, nature and extent of any variances(s) requested.
		A complete “Request for Certified List of Property Owners” form (obtain from Land Use Office).
		A certificate from the Zoning Officer setting forth the reasons for the denial of the zoning permit. If you have retained an attorney or planner, they may provide the written description of the needed variance(s).

“d” (“USE”) VARIANCE (under C40:55D-70d) SUBMISSION REQUIREMENTS

If your application is for or includes a “d” (use) variance the following information must be provided in addition to the submission items listed above:

Provided	Waiver Requested	
		A written statement describing and providing legal justification for the exact proposed use requested.

APPLICANT’S CERTIFICATION

The undersigned (applicant) hereby acknowledges that the information contained herein is true and complete to the best of his/her knowledge.

Date: This _____ day of _____, 2___

APPLICANT'S NOTICE RESPONSIBILITIES

As an applicant for variance approval you have the responsibility under state law to notify the public and surrounding property owners of the date of the public hearing and the nature of the application. This responsibility, however, can only be fulfilled after the application has been certified as “complete”, placed on the Board’s agenda and scheduled for public hearing by the Land Use Office. Detach and retain this sheet until after you have been notified that your application has been certified “complete” and public hearing date has been set. At that time it is your responsibility to perform the following:

- * Provide notice of the public hearing by personal service or certified mail to all property owners within 200 feet of the subject property as listed on the certified list provided by the Land Use Office **no later than ten (10) days prior to the public hearing.** (A sample notice is available from the Land Use Office.) An affidavit of service (form available from the Land Use Office), together with the certified mail receipts, shall be provided to the Land Use Office prior to the public hearing.
- * Arrange for publication of a notice of the public hearing to be published no later than ten (10) days prior to the public hearing in the Burlington County Times or Register News (proof of publication must be provided to the Land Use Office prior to the hearing date.)
- * Additional parties must receive notice, by personal service or certified mail, in the following situations. If the property you are developing is:
 1. Within 200’ of an adjoining municipality, you must notify the clerk of that municipality and the Burlington County Planning Board.
 2. Adjacent to an existing or proposed county road or to property owned by Burlington County, you must notify the Burlington County Planning Board.
 3. Adjacent to a State highway, you must notify the New Jersey Commissioner of Transportation.
 4. Larger than 150 acres or will have more than 500 dwelling units, you must notify the State Planning Commission.

If you have any question concerning this checklist or the application process, contact the Florence Township Land Use Office at (609) 499-2525.