



Applicant:
Address :
Block 00 / Lot 00, R-00

ZONING BOARD OF ADJUSTMENT VARIANCE APPLICATION INSTRUCTIONS

***** MIN. FIFTEEN (15) DAYS PRIOR TO THE MEETING DATE, THE FOLLOWING ***
*** DOCUMENTATION MUST BE FILED WITH THE BOARD SECRETARY *****

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|---|------------------|
| 1. Completed Application Form (located online) | 12 COPIES |
| 2. Denial Letter from the Land Use & Development Official. | 12 COPIES |
| 3. Survey(s), Architectural Plan and Plot Plan. <u>Survey</u> must be prepared by a licensed professional current and show the property in its existing condition. <u>Architectural</u> Plans must include all elevations. <u>Plot plan</u> must include bulk schedule, setbacks and all proposed improvements. | 12 COPIES |
| 4. <u>PDF files</u> of #3 above. | E-Files |
| 5. Consent Form, if applicant is NOT the owner (Must be notarized). | 1 COPY |
| 6. Copy of the intended Public Notice (Example attached). | 1 COPY |
| 7. Obtain list of all property owners within 200 feet of your property, as well as public utilities. Contact the Board Secretary for this information. | 1 COPY |
| 8. Proof of current taxes (https://www.rumsonnj.gov/finances) | 1 COPY |
| 9. Variance Application Fees Paid. | 1 COPY |
| Escrow Fee Paid. | |
- SEPARATE CHECKS, MADE OUT TO THE BOROUGH OF RUMSON**

At this point, the application can be reviewed for completeness and, if deemed complete, will be given a tentative Hearing Date before the Board.

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10. After receiving a Hearing date (and a MINIMUM of TEN (10) calendar days prior to the hearing):
 - A copy of the Public Notice must be sent BY CERTIFIED MAIL to all property owners, and utilities. **(SUBMIT all GREEN & WHITE SLIPS with the Affidavit of Service)**
 - Public Notice must be published in the Asbury Park Press or the Two River Times

11. Affidavit of Service, must be notarized **1 COPY**
12. Affidavit of Publication from the newspaper **1 COPY**

*** Failure to meet the 10-day min. requirement will result in the cancellation of the Hearing ***

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*** An applicant may request a Waiver from submitting any of the Submission Requirements, in writing (provide reason) and submitted at the time of the application submission. The request for waiver will be reviewed by the Board at the next meeting and applicant will be notified of the Board's decision ***

*** Applications approved by the Board will be memorialized at the following meeting. It is the responsibility of the Applicant to make arrangements to post the Notice of Decision within 30 days of the Resolution ***

***** Plans that have been approved and memorialized by Resolution by the Board cannot be modified without further approval by the Board *****



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**PLANNING BOARD -
ZONING BOARD OF ADJUSTMENT**

APPLICATION TIMELINE

Rumson Zoning Board Case #: _____
(Assigned at 1st hearing)

- Permit Application Denied: _____
- Board Application Received: _____
- Review for Completeness: _____
(Max 45 days)
- Scheduled Hearing Date: _____
(Max 120 days from #3)
- Date of Decision: _____
- Resolution Memorialized: _____
(Max....)
- Resolution sent to Applicant: _____
(Within 2 weeks)
- Public Notice of Decision: _____
(Within 30 days of signed Resolution)
- Appeal Period Complete: _____
(45 days after Public Notice)
- Date of Resolution Expiration: _____
(One year after memorialization)