

ZONING BOARD OF APPEALS APPLICATION INSTRUCTIONS

1.) **GENERAL INFORMATION:**

- A.) APPEALS TO COME BEFORE THE BOARD MUST BE SUBMITTED ON THE APPLICATION FORM WITH ALL INFORMATION TYPED OR PRINTED IN INK AND MUST BE ON **ORIGINAL APPLICATION**. ADDITIONAL PAGES MAY BE ATTACHED, AND ANY OTHER INFORMATION FURNISHED THAT THE APPLICANT FEELS WILL AID THE BOARD IN REACHING THEIR DECISION.
- B.) **IN ORDER TO RECEIVE A CASE NUMBER, YOU MUST COMPLETE AND SUBMIT THE APPLICATION AND REQUIRED FEE. REQUIRED PLANS AND INFORMATION MUST BE FILED WITH THE PLANNING DEPARTMENT IN ORDER TO RECEIVE A SECURE SPACE ON THE NEXT AVAILABLE TENTATIVE AGENDA. THE FOLLOWING INFORMATION IS REQUIRED FOR RESIDENTIAL, COMMERCIAL AND LOT SPLIT REQUESTS.**

- 1.) NINE (9) SETS (FOLDED) OF A CERTIFIED SURVEY THAT SHOWS THE OUTLINE OF THE LOT OR LOTS AND EXISTING STRUCTURES, INCLUDING DECKS ABOVE 3' FROM GRADE. THIS MUST ALSO INDICATE THE SIZE AND SETBACKS. **THE LOCATION OF STRUCTURES ON ADJACENT PROPERTIES MUST BE SHOWN FOR SITE LINE APPEAL REQUESTS. THESE MUST BE SIGNED AND SEALED BY A REGISTERED SURVEYOR OR ENGINEER.**
- 2.) NINE (9) SETS (FOLDED) OF A PLOT PLAN (DRAWN TO SCALE) WHICH SHOWS THE OUTLINE OF THE LOT OR LOTS, EXISTING AND PROPOSED STRUCTURES OR LAND USES INCLUDING SIZE AND SETBACKS. ALL PROPOSED CONSTRUCTION SHOULD INCLUDE EXISTING SIGHT LINE ON THE PLOT PLAN. THIS INCLUDES DECKS 3' ABOVE GRADE.
- 3.) NINE (9) SETS (FOLDED) OF PROPOSED FLOOR PLANS, DECK PLANS AND ELEVATIONS DRAWN TO SCALE. (IE... FRONT, REAR, AND BOTH SIDE VIEWS) PROPOSED FLOOR PLANS SHOULD INCLUDE OVERALL DIMENSIONS (EXISTING AND PROPOSED), ROOM SIZE DIMENSIONS AND THE ROOM NAMES. ELEVATIONS NEED TO SHOW DIMENSIONS TO MID-POINT (FRONT AND REAR ELEVATIONS) AND DIMENSIONS TO THE PEAK OF THE ROOF (FRONT AND REAR ELEVATIONS).

THE FOLLOWING INFORMATION IS REQUIRED FOR TEMPORARY SIGN REQUESTS:

- 1.) NINE (9) SETS OF PAPERWORK LISTING WHERE THE SIGNS WILL BE PLACED. A CERTIFIED SURVEY IS NECESSARY IF ON ONE LOCATION ONLY.
- 2.) NINE (9) SETS OF PLANS SHOWING THE PROPOSED SIGN. THIS PLAN SHOULD INCLUDE THE DIMENSIONS AND DETAILS OF THE SIGN. **PLEASE INDICATE THE DATE SIGNS WILL BE ERECTED AND REMOVED.**

IF TEMPORARY SIGNAGE REQUEST INCLUDES A BANNER OVER THE ROADWAY, PLEASE BE SURE TO CONTACT THE CLERK'S OFFICE (451-4848) PRIOR TO MAKING THIS APPLICATION

- C.) REGULAR MEETINGS ARE HELD AT THE TOWNSHIP HALL ON THE FIRST AND THIRD TUESDAY OF EVERY MONTH AT 5:30 P.M. **YOU, OR A REPRESENTATIVE FOR YOU, MUST BE PRESENT.**
- D.) IF APPROVED, THE APPEAL IS GOOD FOR ONE (1) YEAR FROM THE DATE OF APPROVAL, UNLESS OTHERWISE SPECIFIED. **A PERMIT FROM THE BUILDING DEPARTMENT AND ENGINEERING DEPARTMENT MAY BE REQUIRED BEFORE CONSTRUCTION IS STARTED.**

2.) **FEES:**

REQUEST:	FEE:
Residential, first variance	\$200.00
Residential, each additional variance	\$ 50.00
Residential, notice of violation	\$500.00
Non-Residential, first variance	\$500.00
Non-Residential, each additional variance	\$100.00
Non-Residential, notice of violation	\$800.00
Temporary Signs	\$200.00

