

OFFICE OF
VENTNOR CITY ZONING BOARD
VENTNOR CITY PLANNING BOARD
 CITY HALL
 VENTNOR CITY, NEW
 JERSEY 08406
 (609) 823-7987
MEETING TIMES 6:30 P.M.
 www.ventnorcity.org

1. Applications and drawings shall be delivered to the Zoning Office (folded and in package form). Two (2) complete applications shall be completed in full by the applicant and submitted to the Zoning Office. Applications must be reviewed by the City Engineer **PRIOR TO THE 1ST OF THE MONTH**. Upon the Department’s approval, the applicant shall deliver sixteen (16) copies each of the applications, and all sealed drawings with elevations based on flood elevations, to the Zoning Office, for Zoning Board applications; and to the Mayor’s Office for Planning Board applications, together with separate checks (made payable to the City of Ventnor) in the amount of:

***Note:** All additional copies of the Zoning applications must be received by this office no later than ten (10) days prior to meeting date.

A. The following Application and Inspection Fees shall be as required for the listed Applications. The Secretaries of the Planning and Zoning Boards shall not have the ability to waive or modify an application or inspection fee. Any request for waiver of a fee shall be made in writing at the time of filing of the completed application; however, the Applicant must post the necessary application fee as required by this subchapter in order to be heard by the respective Board.

APPLICATION FEES

(1) Subdivision Applications:

Minor Subdivision	\$350.00
Major Subdivision-Preliminary	\$1,000.00
Major Subdivision-Final	\$750.00

Note: Sketch Plat shall be included in the Preliminary Application Fee and Final Plat Review shall be included in the Major Subdivision-Final Application Fee.

Amended Applications ½ of original fee

(2) Site Plan Applications:

Change in Business	\$75.00
Minor Site Plan “C” Variance	\$400.00
Major Site Plan-Preliminary	\$550.00
Major Site Plan – Final	\$450.00

Note: Minor Site Plan shall include variance applications before the Zoning Board in accordance with Subchapter 102-120.

Amended Applications ½ of original fee

(3) Other Applications:

Extensions of Time (no plan modifications)	\$150.00
Extensions of Time (plan modifications)	\$300.00
Certificate of Non Conformity	\$300.00
Appeal from Zoning Officer	\$500.00
Use or Density Variance/Interpretation “D” Variance	\$500.00

Note: Informal Applications will no longer be accepted. **DO NOT NOTICE NEWSPAPER UNTIL APPLICATION IS DEEMED COMPLETE.**

 **PLEASE INCLUDE PICTURE OF PREMISES ON EACH APPLICATION**

INSPECTION FEES

- | | |
|----------------|--|
| (1) Site Plans | 5% of approved Engineer's Estimate of Cost |
| Subdivisions | 5% of approved Engineer's Estimate of Cost |

After review of the application and all drawings for compliance with the above, the Board Secretary shall then and only then issue a hearing date.

Note: No application filed within thirty (30) days of a scheduled meeting will be heard at that meeting.

(2) The applicant, his agent or attorney shall appear before the Board, to present proof and answer questions in support of the application, at the time and place fixed for the hearing.

(3) If the applicant is a corporate applicant, he *must* be represented by an attorney.

(4) The applicant, shall at least 10 (ten) days prior to the time appointed for said hearing, give personal notice to all owners of the property, situated within or without the city, as shown on the most recent tax list(s) of the city(s) whose properties are located within 200 feet of the property affected (obtained from City Tax Collector) by mailing a copy by certified mail with return receipt requested. On the night of the hearing, the applicant must deliver to the board Secretary a copy of the official list as obtained from the Tax Collector together with a copy of the notice sent to the property owners, all return receipts, and if hand delivered, a notarized "Proof of Service of Notice" forms.

Notice of application and hearing must be given, as above, to the following when proximity or size requires.

- a. City Clerk's Office of adjoining municipalities (if within 200 feet of another municipality).
- b. County Planning Board (if within 200 feet of county land or a county road).
- c. N.J. Commissioner of Transportation (if within 200 feet of a state highway).
- d. Director of the Division of State and Regional Planning (if request involves 150 acres or 500 dwelling units).
- e. Department of Conservation and Development (if site plan approval).

5. Where a variance is granted, all necessary permits for the work contemplated by the appeal shall be secured within one (1) year of the date of Board action, and the building or alteration, as the case may be, shall be commenced within one (1) year of the date of issuance of the building permit. Upon failure to comply with these requirements such approval shall be automatically rescinded.

6. Both the public advertisement and the legal notice sent to surrounding property owners should read: "You are hereby notified that I have applied to the Ventnor (Zoning Board) (Planning Board) for (variance/major subdivision) which will permit me to do the variances are being requested, including the precise street address, block and lot numbers). The requested action includes, in addition, any such variances, waiver and exceptions as might otherwise be deemed necessary by the Board. A public hearing on my application will be held by the (Zoning Board) (Planning Board) on (day and week) (exact date) and [[time of meeting(6:30 P.M.)] in Ventnor City Hall, 6201 Atlantic Avenue, Ventnor, New Jersey. Copies of the application are on file with the Secretary of the Board for review by the public prior to the scheduled hearing. "If you have any objections to the granting of this (these) variance(s), please attend the meeting and you will be heard.

9. PROFESSIONALS REPRESENTING THE APPLICANT: (Check applicable professional and provide information)

Attorney: (Name) _____ Phone() _____
 Address: _____
Architect: (Name) _____ Phone() _____
 Address: _____
Engineer: (Name) _____ Phone() _____
 Address: _____
Preparer of Sketch Plot or Site Plan (if different from above)
 (Name) _____ Phone() _____
 Address _____

(Be sure to include all area codes and zip codes with the above information)

10. IF SITE PLAN ACTION IS REQUIRED:

- Provide on the Site Plan itself a detailed landscape plan, if applicable, including types of ground materials and vegetation, sizes, etc. Also provide on the Site Plan, if applicable, details of finish materials for the building, including any signs or lighting plans.
- What is the present use of the site and building(s)?

- How will this be changed?

All of off-street parking places current & proposed

11. IF SUBDIVISION ACTION IS REQUIRED:

- After conferring with the City Tax Assessor, provide lot numbers of new lots(s), dimensions, and area of each use extra pages, if necessary
- | Lot No(s) | Dimension(s) | Area(s) |
|-----------|--------------|-----------|
| _____ | _____x_____ | _____s.f. |
| _____ | _____x_____ | _____s.f. |
| _____ | _____x_____ | _____s.f. |
- Purpose of the Subdivision
 _____To sell lot(s)
 _____To build and sell homes (or other buildings)
 _____Other (please explain): _____

12. IF VARIANCES ARE REQUIRED:

(Note: Properly sealed site plan must show all dimensions relevant to variance analysis)

- Current use of lot(s) and building(s): _____
- Number of bedrooms and off-street parking places current and proposed _____
- Proposed Use: _____
- If a "D" or "Use" Variance is required, please explain: _____
- Regarding any dimensional variances required and requested, please fill out the following chat:
- *Variance type ie., front, rear side etc...*

<u>Variance Type</u>	<u>Requirement of District</u>	<u>Present Condition</u>	<u>Proposed Condition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

13. PRIOR ACTION:

Please detail any prior hearing and/or decision relevant to this application. Supply date, name of Board, and results (If no prior action, check one _____.)

14. SPACE FOR NARRATIVE:

In this space you must provide any information not otherwise set forth above, which may be relevant to the Application, including justifications, clarifications and extenuating circumstances. Include a general narrative description of what is being proposed. ***Failure to properly complete this space will constitute an incomplete application.***

15. COUNTY ACTIONS (Provide necessary dates and decisions):

Site Plan: _____

 Subdivision: _____

 Other: _____

16. SIGNATURE OF APPLICANT(S):

_____ Date: _____
 _____ Date: _____

17. This space for Board Secretary:

Staff Committee action took place
 _____ 200 , and case assigned to
 _____.
 Board for _____ 200 .

18. Notarized Statement by Applicant:

State of New Jersey)
 _____ ss.
 County of Atlantic)
 _____, being duly sworn
 according to law, deposes and says, that the statements
 contained in the above application and the statements
 contained in the papers submitted herewith are true.
 Sworn to and subscribed before me this _____ day of
 _____ 200 .

STATE OF NEW JERSEY)

ss.

COUNTY OF ATLANTIC)

_____ of full age, being duly sworn according to law, disposes and says, that he/she resides at _____ in the City of _____ County of _____; and State of _____ that he/she is the applicant in a proceeding before the Planning/Zoning Board, Ventnor City, New Jersey, being an application under the City's Development Regulations, and which relates to the premises known as

Block _____ Lot _____; that he/she gave notice of this proceeding to each and all of the owners of property affected by said application according to the rules of the Ventnor City Development Regulations by personal service or by registered mail on

_____, 200 . A true copy of said notice is attached to this Affidavit, together with the list of property owners upon whom same was served.

(Applicant's signature)

Sworn to before me on this _____ day of _____, 200 .

(Notary Public)