

Borough of Middlesex

PROCEDURES FOR VARIANCE APPLICATIONS

1. Complete application form #1 and submit to Secretary along with one copy of:
 - a. most recent copy of survey showing location of proposed addition, structures or changes with dimensions from all property lines and other structures on the property.
 - b. interior floor plan of all levels including basement
 - c. copy of deed or proof of ownership
 - d. copy of Association approvals (if applicable)
 - e. application fee of \$ _____
 - f. escrow fee of \$ _____
2. Complete and submit form #7 for proof of tax payment.
3. Complete and submit form #2 to request a Property Owners list from the Tax Assessor. The cost of this list is \$10.00
4. Once your applications and plans are reviewed, you will receive a letter from the Zoning Officer indicating the sections of the ordinance from which all variances are required. **At that time, you will be notified of the next available meeting date. DO NOT MAIL, HAND DELIVER OR PUBLISH THE PROPERTY OWNERS NOTICE UNTIL YOU HAVE RECEIVED THE LETTER FROM THE ZONING OFFICER ASSIGNING THE MEETING DATE AND INFORMING APPLICANT OF POSSIBLE VARIANCES**
5. Complete form #3 and send by certified mail or hand delivered to all property owners and utility companies as listed on the Property Owners list prepared by the Tax Assessor. If Notice is hand delivered, form #4 must be submitted.
 - If your property is adjacent to a County road, Notice must be sent to the Middlesex County Planning Board
 - If your property is adjacent to an adjoining Municipality, Notice must be sent to that Municipal Clerk
 - If your property is adjacent to a State highway, Notice must be sent to the New Jersey State Commissioner of Transportation

All Notices must be stamped or hand delivered no less than 10 days before the meeting date.

6. Complete form #5 and submit to Courier News for publication. Notice must be published no less than ten days before meeting date.
7. Complete form #6 for Affidavit of Service
8. Submit all forms plus 10 additional copies of the applications and plans to the Secretary no less than 10 days before the scheduled meeting date.

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9. Proof of Publication must be submitted to the Secretary no less than 5 days before the scheduled meeting date.

The following suggestions should be implemented to provide for a more detailed, accurate drawing of proposed additions, etc.

1. If you have septic and well, indicate, on your survey, the distance from proposed structure(s) to septic and well.
2. Show dimensions, in proportion, for existing structure(s).
3. Show proposed structure(s) separate from existing structure. Measurements should be made perpendicular from existing and proposed structure to the side, rear and front property lines. All measurements to be made to the closest point of the property line.
4. Show placement and size of fence and gates, if part of the variance.
5. Show all existing accessory structures on property such as shed, garage, etc.

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GENERAL APPLICATION – Form #1

APPLICATION # _____

DATE _____

Application is hereby made to the Joint Land Use Board for the following:

FORM A ____ Appeal alleging administrative error in enforcement of the Zoning Ordinance
(N.J.S. 40:55D-70a).

FORM B ____ Interpretation or Decisions on Special Questions relating to the zoning map or an
Ordinance (N.J.S. 40:55D-70b).

FORM C ____ Applications and Appeals alleging peculiar and exceptional practical difficulties
or exceptional or undue hardship (N.J.S. 40:55D-70c).

FORM D ____ Applications to grant variances to allow a structure or use in a district restricted against
such structure or use (N.J.S. 40:55D-70d).

Name of Applicant

Address of Applicant

Tel # _____

Name of Land Owner

Address of Land Owner

Attorney's Name, Address & Telephone #

Names, addresses and telephone numbers of all experts, engineers, or planners utilized by the applicant
in support of this application, if applicable.

Block _____ Lots _____ Size of Property _____

Zone of Property _____ Location of property _____

Brief description of request _____

Date of purchase: _____

Applicant is (check one):

Owner _____ Purchaser under Contract _____ Other (explain) _____

Are the premises serviced by Municipal Water? Yes ___ No ___

Are the premises serviced by Sewers? Yes ___ No ___

If not, indicate location of well and septic on plot plan.

Has there been any previous appeal, request, or application to this or any other Township Board or Official involving these premises?

No _____

Yes _____ (If "Yes", state the nature, date and disposition of the matter).

What peculiar or exceptional practical difficulties will you encounter or what undue hardship will you experience if this variance is not granted.

State why the subject premise is particularly suited for the relief sought, as opposed to the way for which it is zoned.

Set forth any exceptional conditions with respect to the subject premises which prevent the applicant from complying with the requirements of the Zoning Ordinance.

Briefly describe how the proposed use/change would advance the aims of the Zoning Ordinance and promote the general good.

State why you believe granting this variance would not negatively affect the intent and purpose of the Master Plan and Zoning Ordinance.

State what efforts you have made to avoid making this application (e.g.) purchase of additional adjoining property, relocate planned construction, etc.

State any other reasons you have which you believe supports your request.

Borough of Middlesex

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS – Form #2 \$10.00 Fee

TO: Thomas Reilly/Tax Assessor

DATE:

I am requesting a certified list of property owners within 200 feet of the property located at:

_____ *(insert address)*

BLOCK: _____

LOT: _____

Please forward list to *(please clearly print name and address)*

FAX Number: _____

-----For office use only-----

date paid: _____

cash or check # _____

application # _____

List prepared by: _____

Date: _____

BOROUGH OF MIDDLESEX

PROPERTY OWNERS NOTICE – Form #3

TAKE NOTICE THAT on _____ at 7:30pm, a hearing will
(insert meeting date)

be held before the Borough of Middlesex Joint Land Use Board at the

Municipal Building, 1200 Mountain Avenue, Middlesex, NJ on the application of

_____ for a variance or other relief from
(insert name)

section(s) _____
(insert ordinance sections as indicated by Zoning Officer)

and any other variances the Board deems necessary to permit

(describe proposed property changes)

on the premises located at _____
(insert property address)

Middlesex, NJ 08846 designated as Block _____ Lot _____.

All documents related to this application are on file with the Board Secretary and may be reviewed during normal business hours of the Municipal Building. Any interested party may appear at said hearing and participate when the meeting is opened to the public therein in accordance with the rules of the Joint Land Use Board.

Very Truly Yours,

(applicant signature)

Borough of Middlesex

SIGNATURE SHEET – Form #4 (to be used only if Notice was hand delivered)

TO ALL PROPERTY OWNERS:

BY SIGNING THIS, YOU CERTIFY THAT THE NOTICE FOR A VARIANCE APPLICATION
AT _____, MIDDLESEX, NJ WAS HAND DELIVERED TO YOU
(insert property address)

Name _____

Name _____

Address _____

Address _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Signature _____

Signature _____

BOROUGH OF MIDDLESEX

**NEWSPAPER NOTICE – Form #5
to be published in
Courier News – Legal Dept
92 E. Main Street – Suite 202
Somerville, NJ 08876
cnlegals@gannett.com
888-516-9220 office
888-516-9480 fax**

TAKE NOTICE THAT on _____ at 7:30pm, a hearing will
(insert meeting date)

be held before the Borough of Middlesex Joint Land Use Board at the
Municipal Building, 1200 Mountain Avenue, Middlesex, NJ on the application of

_____ for a variance or other relief from
(insert name)

section(s) _____
(insert ordinance sections as indicated by Zoning Officer)

and any other variances the Board deems necessary to permit

(describe proposed property changes)

on the premises located at _____
(insert property address)

Middlesex, NJ 08846 designated as Block _____ Lot _____.

All documents related to this application are on file with the Board Secretary and may be reviewed during normal business hours of the Municipal Building. Any interested party may appear at said hearing and participate when the meeting is opened to the public therein in accordance with the rules of the Joint Land Use Board.

Very Truly Yours,

(applicant signature)

Borough of Middlesex

AFFIDAVIT OF PROOF OF SERVICE – Form #6

STATE OF NEW JERSEY,
COUNTY OF MORRIS

_____ of full age, being duly sworn
according to law upon his oath deposes and says:

1. I reside at _____.
2. That on the _____ day of _____ 20____. I served as hereinafter set forth, notices of a hearing, in the matter of the application for development, to be held by the Joint Land Use Board on the _____ day of _____, 20____, a copy of the same being attached hereto.
3. The service of said notice was not less than 10 days prior to the date of the hearing.
4. The said notice was given by certified mail or personal service to all persons required to be given notice by the Municipal Land Use Law.

Affiant

Sworn and subscribed to before me this _____ day of _____,
20_____

Notary Public of New Jersey

5. PUBLIC NOTICE - (Publication) Applicant is required to give public notice of the hearing on any application for development and include any variances or possible variances. This notice must appear in print in the legal notices of the Borough's officially designated newspaper at least (10) ten days prior to the date of the hearing. At the time of the hearing, the applicant is required to produce a copy of this notice with date of publication certified by the newspaper.

6. WITHIN SEVEN (7) WORKING DAYS OF THE HEARING, THE AFFIDAVIT, LIST OF PROPERTY OWNERS AND POST OFFICE RECEIPTS SHALL BE SUBMITTED TO THE PLANNING & ZONING DEPARTMENT IN THE ORDER THEY APPEAR ON YOUR LIST OF PROPERTY OWNERS. The applicant shall furnish a list of property owners within 200 feet of the parcel in question, who have been notified of the hearing, in accordance with the Municipal Land Use Law.

Borough of Middlesex

TAX CERTIFICATION – Form #7

TO: Tax Collector

DATE:

To Whom It May Concern:

I hereby certify that the real estate taxes, water & sewer and, if applicable, assessments for local improvement, are paid currently on

BLOCK _____ LOT _____

also know as _____, Middlesex, NJ

representative from Tax Office

date