

Middlesex Borough
1200 Mountain Ave, Middlesex, NJ 08846
732-356-7400 ext. 247
Department of Code Enforcement, Zoning and Construction
Joint Land Use Board (JLUB)
Procedures for VARIANCE Application

1. Submit eight (8) copies of the General Application Form along with eight (8) copies of the plan plus the application fee of \$ _____ and 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.

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 from the meeting date.

6. Complete form #5 and submit to Courier News for publication. Notice must be published no less than ten days from meeting date.
7. Complete form #6 for Affidavit of Service
8. Submit all forms plus 14 additional copies of the applications and plans to the Secretary no less than 10 days from the scheduled meeting date.
9. Proof of Publication must be submitted to the Secretary no less than 5 days before the scheduled meeting date.

Middlesex Borough
General Application Form

Application Number: _____ Date: _____

Application is hereby made to the JLUB or Board of Adjustment 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 or Appeals alleging peculiar and exceptional practical difficulties or exceptional or undue hardship (N.J.S. 40:55D-70c).

- Form D-1 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).

Section 1 – Applicant / Owner Information

Blocks & Lots _____ Zone: _____ Size of Property: _____

Property(s) Address(es) _____

Applicant Name: _____

Applicant Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Attorney Name: _____ Phone: _____ Email: _____

Attorney Address: _____ City, State, Zip: _____

Is Applicant Owner? Yes, Date of Purchase _____ No Purchaser under contract Other
If other, explain -

List names and contact information of all other owners:

Section 2 – Witness / Experts Contact Information

Names and contact information of all experts, engineers, planners, or witnesses utilized by the applicant in support of this application, if applicable:

1) Name: _____ Phone: _____ Email: _____

Address: _____ City, State, Zip: _____

Title: _____

2) Name: _____ Phone: _____ Email: _____

Address: _____ City, State, Zip: _____

Title: _____

3) Name: _____ Phone: _____ Email: _____

Address: _____ City, State, Zip: _____

Title: _____

4) Name: _____ Phone: _____ Email: _____

Address: _____ City, State, Zip: _____

Title: _____

5) Name: _____ Phone: _____ Email: _____

Address: _____ City, State, Zip: _____

Title: _____

Section 3 – Application Information

- 1) Brief Description of request (Site all zoning codes you are requesting variance from:

- 2) Are the premises serviced by Municipal Water? Yes No By Sewers? Yes No
If not, indicate location of well and septic on plot plan

- 3) Has there been any previous appeal, request, or application to this or any other Borough Board or Official involving this/these premises? No Yes – If Yes, state the nature, date and disposition of the matter-

- 4) What peculiar or exceptional practical difficulties will you encounter or what undue hardship will you experience if this variance is NOT granted.

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

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

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

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

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

Form #1 - Certifications

1) I hereby grant permission to representatives of the Borough of Middlesex to enter and inspect my property(s) in connection with an application being processed by the Board.

Signature of Applicant

Date

2) I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an officer of the corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

Sworn to and subscribed before me this

_____ day of _____ 20_____

Notary Public

Signature of Applicant

3) I certify that I am the owner of the property(s) which is/are the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

Sworn to and subscribed before me this

_____ day of _____ 20_____

Notary Public of New Jersey

Signature of Applicant

Middlesex Borough

Form #2 – Request for Certified List of Property Owners

Send this request along with a check for \$10.00 payable to Middlesex Borough

To: Borough of Middlesex Tax Assessor

Date: _____

I am requesting a certified list of property owners within 200 of the property(s) located at:

Block(s) & Lot(s) :

Please forward list to:

If you have any questions, please contact (name and daytime cell number):

-----For **Office** use ONLY-----

Date Paid:

Cash or Check #:

Application #

Middlesex Borough
Form #3 – Property Owners Notice

TAKE NOTICE THAT on _____ at 7:00pm a hearing will be held before the
Borough of Middlesex Joint Land Use Board (JLUB) at the _____,
Middlesex, NJ on the application of _____ for a variance
or other relief from section(s) or the Borough Code:

and any other variances the Board deems necessary to permit (describe proposed property changes:

On the premises(es) located in Middlesex, NJ at:

Designated as Block(s) and Lot(s):

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 Middlesex Borough Joint Land Use Board

Very Truly Yours

Applicant Signature

Date

Middlesex Borough
Form #4 – Signature Sheet

To be used ONLY if Notice is 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

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Middlesex Borough

Form #5– Newspaper Notice

To be published in: Courier News – Legal Dept.

92 E. Main Street – Suite 202

Somerville, NJ 08876

Cnlegals@gannett.com

Office: 888-516-9220

Fax: 888-526-9480

TAKE NOTICE THAT on _____ at 7:00pm a hearing will be held before the
Borough of Middlesex Joint Land Use Board (JLUB) at the _____,
Middlesex, NJ on the application of _____ for a variance
or other relief from section(s) or the Borough Code:

and any other variances the Board deems necessary to permit (describe proposed property changes:

On the premises(es) located in Middlesex, NJ at:

Designated as Block(s) and Lot(s):

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 Middlesex Borough Joint Land Use Board

Very Truly Yours

Applicant Signature

Date

Middlesex Borough
Form #6– Affidavit of Proof of Service

STATE OF NEW JERSEY, COUNTY OF MIDDLESEX

Of full age, being duly sworn according to law upon his/her 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 Middlesex Borough Joint Land Use Board (JLUB) on the _____ day of _____ 20____,he 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.

Sworn to and subscribed before me this

_____ day of _____ 20_____

Notary Public of New Jersey

Signature of Affiant

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 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.

Middlesex Borough
Form #7- Tax Certification

To: Borough of Middlesex 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(s) and Lot(s):

Also known as (physical address(es):

Representative from Tax Office

Date