

**VARIANCE PROCEDURE
PART I**

- A. All property taxes on the property relating to the variance must be paid up to date.
- B. The following items will need to be filed with the Secretary of the Land Use Board at least **21 days** before the date of the meeting you wish to attend. ***Note:** Your meeting date has to be approved and scheduled with the Land Use Board Secretary:

1. Fifteen copies of a professionally drawn plot plan (Plans drawn by an Engineer).
2. The application, Property owners list request form, W-9 form and escrow agreement must be filled out and signed. The escrow agreement needs to be notarized.
3. Filing fees and escrow fees must be paid. The filing fees are as follows:

Bulk Variance

Filing Fee: \$125.00

Homeowner's list \$10.00
per block.

Escrow: \$500.00

Use Variance

Filing Fee: \$250.00

Homeowner's list \$10.00
per block.

Escrow: \$1000.00

Fees can be paid by cash, check or money order. If you pay by check or money order you will need **two separate checks or money orders**: one for the filing fees/property owner's list and the other would be for the escrow. The reason for this is because the escrow is deposited in a different account and managed by the Land Use Board Secretary. All checks and money orders can be made out to **"Commercial Township"**.

4. If the person submitting the application is not the owner, then an Owner's Consent form will need to be signed by the person owning the property. This form can be obtained by the Land Use Board Secretary. Please keep in mind that it does not matter if the person owning the property is a relative or friend, the form will still need to be signed.

- C. After the all the above has been turned into Land Use Board Secretary and deemed complete, the Board Secretary will then turn in the Property Owner's List Request Form to the Tax Assessor. With the Tax Assessor being part-time, it may take a few days to do the list. As soon as the list becomes available, the Board Secretary will contact the applicant to pick it up unless other arrangements are made. ***Note:** This property owner's list will contain all property owners within 200-foot radius of the property needing the variance. This list must be done and certified by the Tax Assessor. The notifying of property owner within this 200-foot radius is required under the Municipal Land Use Law. See Part II for procedures on notifying property owners and publishing in the local newspaper.

**VARIANCE PROCEDURE
PART II**

A. Per the Municipal Land Use Law applicants of any variance application must notify property owner within a 200-foot radius of the property needing the variance. **Notification must be done no later than 10 days before the scheduled meeting date.** The procedure for notifying property owner is as follows:

1. The Land Use Board Secretary will provide the applicant with a sample notice which will need to be filled out if the applicant chooses to use it. The applicant is not required to use the sample notice and can write their own if they wish. The notice will need to contain date, place and time of meeting, name(s) of applicant/ owner of property, address of property seeking variance, block(s), lot(s) and relief being requested. The applicant will also need to sign and date the notice.

2. The notice will need to be sent to every property owner listed on the property owner's list, which was done by the Tax Assessor. ****IMPORTANT: ALL NOTICES MUST BE SENT OUT AT LEAST TEN DAYS BEFORE YOUR SCHEDULED MEETING DATE. YOUR APPLICATION WILL NOT BE HEARD IF NOTIFICATION IS LESS THEN TEN DAYS BEFORE THE MEETING DATE.**** You will also be required to send a notice to the Township Clerk at the Municipal Hall. Notices can be done the following two ways:

a. You may send the notices certified mail, return receipt requested. The Board Secretary will need copies of the receipts and the original green cards when they come back through the mail. List the names of those property owners under #3 on the "Proof of Service."

b. You may hand deliver your notices. If you hand deliver, you must have the property owner or someone at that dwelling that is over 14 years of age and/or a competent person sign the "Proof of Service" under #4. If the person lives out of State, out of the Township or you can not reach that property owner or anyone at the residences to sign for the notice, then you must send it certified mail, return receipt requested.

***Note:** The Proof of Service will need to be notarized after notices have been sent and/or hand delivered and all green cards have come back.

B. Per the Municipal Land Use Law, notice of the variance must be published once in the local newspaper. ****IMPORTANT: THE NOTICE MUST BE PUBLISHED IN THE NEWSPAPER NO LATER THEN 10 DAYS BEFORE THE SCHEDULED MEETING DATE. YOUR APPLICATION WILL NOT BE HEARD IF PUBLICATION IS LESS THEN 10 DAYS BEFORE THE MEETING DATE.** The notice will need to contain the same information indicated in Section A1, Part II of the Variance Procedure. The Secretary to the Board will provide a sample letter that may be used if the applicant chooses. The notice will need to be published in the Bridgeton/ Millville News, which is the local Township newspaper. The Bridgeton/Millville News is located at 100 E. Commerce Street in Bridgeton or you may contact them at (856) 451-1000. After the notice has been published, the newspaper will give you a "Proof of Publication", which will be signed and notarized by the newspaper.

C. The Board Secretary will need the original, notarized Proof of Publication, the notarized Proof of Service, copies of all certified receipts and the original green cards that came back through the mail. If any letters come back refused, unclaimed, deceased or as wrong address, please include them.