

# West Windsor Township

Department of Engineering and Community Development  
271 Clarksville Road\* P.O. Box 38\*Princeton Junction\*New Jersey 08550\*(609)799-2400\*FAX(609)275-4850

## APPLICATION TO WEST WINDSOR ZONING BOARD OF ADJUSTMENT

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### FOR OFFICIAL USE ONLY

Application Control Number: \_\_\_\_\_

Date Application Filed: \_\_\_\_\_

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### SECTION 1 - INFORMATION REGARDING THE APPLICANT

A] The Applicant's full legal name is \_\_\_\_\_  
\_\_\_\_\_

B] The Applicant's mailing address is \_\_\_\_\_  
\_\_\_\_\_

C] The Applicant's telephone number is \_\_\_\_\_  
\_\_\_\_\_

D] The Applicant's fax number is \_\_\_\_\_

E] The Applicant is a: CORPORATION \_\_\_\_\_  
PARTNERSHIP \_\_\_\_\_ INDIVIDUAL (S) \_\_\_\_\_  
OTHER (please specify) \_\_\_\_\_  
\_\_\_\_\_

F] If the Applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership.

G] The relationship of the Applicant to the property in question is: OWNER \_\_\_\_\_  
LEASEE \_\_\_\_\_ PURCHASE UNDER CONTRACT \_\_\_\_\_  
OTHER (please specify) \_\_\_\_\_  
\_\_\_\_\_

H] If the Applicant is not the owner of the property in question, the Applicant must obtain and submit a copy of this application signed by the owner in the space provided in Section 7B.

( **Note:** If the applicant is a corporation seeking relief under N.J.S.A. 40:55D-70 et seq., then the Applicant must be represented by a New Jersey Attorney).

**SECTION 2 - INFORMATION REGARDING THE PROPERTY**

A] The street address of the property is \_\_\_\_\_  
\_\_\_\_\_

B] The tax map Block Number (s) \_\_\_\_\_; the Lot Number (s) is \_\_\_\_\_

C] The zone in which the property is located is \_\_\_\_\_

D] The dimensions of the property are \_\_\_\_\_

E] The size of the property is \_\_\_\_\_square feet/acre(s).

F] Road frontage of the property is \_\_\_\_\_

G] The property is located:

1. within 200 feet of another Municipality \_\_\_\_\_
2. adjacent to an existing or proposed County road \_\_\_\_\_
3. adjacent to a State highway \_\_\_\_\_

(If any of the above apply, please make sure that all proper jurisdictional authorities ARE properly noticed and served - If there is any doubt on who should be notified, please contact the Planning/Zoning Office).

H] Have there been any previous Zoning Board of Adjustment or Planning Board hearings involving this property: YES \_\_\_\_\_ NO \_\_\_\_\_

I] If the answer to "H" is YES, attach a copy of the written decision (s) adopted by the applicable Board.

**SECTION 3 - INFORMATION ABOUT REQUESTED RELIEF**

A] NATURE OF APPLICATION

1. Type of Variances:

“A” Variance

\_\_\_\_\_Appeal of Zoning Officer

\_\_\_\_\_Appeal of Alleged Error

“B” Variance

\_\_\_\_\_ Interpretation of Development Ordinance (Subdivision, Site Plan, Zoning)

“C” Variance

\_\_\_\_\_ Bulk Variance (dimensional)

“D” Variance

\_\_\_\_\_ Variance including, but not limited to a use or structure not permitted in a Zoning District; Floor Area Ratio, Density

2. a] Subdivision \_\_\_\_\_

b] Subdivision Application to follow \_\_\_\_\_

3. a] Site Plan \_\_\_\_\_

b] Site Plan Application to follow \_\_\_\_\_

4. Waiver of lot street frontage requirement \_\_\_\_\_

5. Exception to the official map \_\_\_\_\_

B] Please attach one copy of the following forms depending on the type of application being made:

1. (a) Appeal of Zoning Officer

(b) Appeal of Alleged Error

2. (a) Interpretation of Development Ordinance

(b) Interpretation of Zoning

3. Bulk Variance (dimensional)

4. Variance including, but not limited to a use or structure not permitted in a zoning district; Floor Area Ratio, or Density

**SECTION 4 - INFORMATION ABOUT EXPERTS**

The following information, although not required, is respectfully requested to enable the Board to facilitate the processing of this application.

A] Applicant's Attorney:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

B] Applicant's Engineer:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

C] Applicant's Architect:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

D] Applicant's Planner:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

E] Other Experts:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

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**SECTION 5 SUBMISSION OF APPLICATION:**

Please submit one (1) copy of the following material to the Planning/Zoning Office during "Open Window" week, which is the week of the second Wednesday of each month:

- A] \_\_\_\_\_ Application – signed (copy of agreement with owner if being purchased)
  
- B] \_\_\_\_\_ One (1) set of drawings (to scale) showing all adjoining properties affected and all features involved (i.e, dimensions of present and proposed buildings, location of all structures and distances between various structures and property lines, parking layout, etc.)
  
- C] \_\_\_\_\_ One (1) set of applications as required by Section 3 (B) (Request for A, B, C or D Variance) [Once your application is received by the Planning and Zoning office you will receive a certified letter from the Director of Community Development outlining what, if any, changes are required. Application and escrow fee amounts and number of copies of applications and plans needed to be deemed complete will be outlined in said letter].

**SECTION 6 - COMPLETE APPLICATION**

Once an application has been deemed complete, the following items need to be addressed at least 10 days prior to your meeting date.

- A] \_\_\_\_\_ "Notice" of all property owners within 200 feet via "Certified Mail – Return Receipt Requested"
- B] \_\_\_\_\_ Copy of notice to the official newspaper of the West Windsor Township Zoning Board of Adjustment (contact the Planning & Zoning Office for the name of the official newspaper)
- C] \_\_\_\_\_ Notification of State or County if proposed application borders State/County Road, or is within 200 feet of such roadway
- D] \_\_\_\_\_ Notification of adjoining County or Municipality if proposed application is located within 200 feet of the proposed application.

A complete application requires the following submissions to the Planning/Zoning Office **at least 3 days** prior to the scheduled meeting date.

- A] \_\_\_\_\_ Return receipts from Certified letters
- B] \_\_\_\_\_ Notarized Proof of Service
- C] \_\_\_\_\_ Proof of Publication (To be provided by the newspaper to which the notification was sent)
- D] \_\_\_\_\_ Person other than the owner makes a letter or power of attorney, in case appeal is made by person other than owner

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**SECTION 7 - VERIFICATION AND AUTHORIZATION**

A] Applicant's Verification:

I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are true. I am aware that if any of the foregoing statements are false, I am subject to punishment.

\_\_\_\_\_  
Applicant's Signature

B] Owner's Authorization:

I hereby certify that I reside at \_\_\_\_\_  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ and that I am  
the owner of all that certain lot, piece or parcel of land known as Block (s) \_\_\_\_\_  
Lot (s) \_\_\_\_\_ on the Tax Map of West Windsor, which is the subject of the above  
application, and that said application is hereby authorized by me .

\_\_\_\_\_  
Owner's Name (PRINTED)

\_\_\_\_\_  
Owner's Signature

Owner's Telephone and Fax number \_\_\_\_\_

**SECTION 8    ADDITIONAL ITEMS:**

Applicants, please take note of the following additional procedural requirements:

- A] All certified lists of property owners with 200 feet of the proposed application must be requested in writing from the Planning/Zoning Office. A fee of \$10.00 or \$.25 per lot, whichever is greater, is required for this service.
- B] Any use or “D” variance application requires the recordation of the hearing by a certified court reporter in accordance with a Resolution passed by the Zoning Board of Adjustment on November 8, 1978. The cost of such reporter must be borne by the applicant.
- C] Any corporate applicant seeking relief from the Zoning Board of Adjustment must be represented by a New Jersey Attorney.
- D] Attached is a sample notice form for all properties located within 200 feet of the proposed application.
- E] Attached is a Proof of Service form to be filled out by all applicants.

**PROOF OF SERVICE**

STATE OF NEW JERSEY  
COUNTY OF MERCER

\_\_\_\_\_ of full age, being duly sworn according to law,  
deposes and says, that he/she resides at \_\_\_\_\_  
in the Township of \_\_\_\_\_ in the County of \_\_\_\_\_  
and State of \_\_\_\_\_ that he/she is the applicant in proceeding before the Zoning  
Board of Adjustment, Township of West Windsor being an application under the Zoning Ordinance, and  
which relates to premises known as \_\_\_\_\_  
that he/she gave notice of this proceeding to each and all the owners of the property affected by said  
application, in the manner provided by law on \_\_\_\_\_ 20\_\_\_\_\_, A true copy of the  
notice and the names and addresses of those so notified are attached to this affidavit.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Applicant

**TOWNSHIP OF WEST WINDSOR  
ZONING BOARD OF ADJUSTMENT**

Date: \_\_\_\_\_

**NOTICE OF HEARING ON APPEAL OR APPLICATION**

In accordance with the requirements of the Township of West Windsor Zoning Ordinance and Section 40:55D-12 of the Revised Statutes of the State of New Jersey, notice is hereby given that an application has been filed by the undersigned with the Secretary of the Zoning Board of Adjustment, and is available for examination.

PLEASE TAKE NOTICE: That the undersigned has filed an appeal or application for development with the Zoning Board of Adjustment of the Township of West Windsor for a variance from the requirements of the Zoning Ordinance or other relief so as to permit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

on the premises located at \_\_\_\_\_

and designated as Block \_\_\_\_\_ Lot (s) \_\_\_\_\_ on the West Windsor Township Tax Map.

A public hearing has been set for \_\_\_\_\_ 20\_\_\_\_\_, at 7:30 p.m. in the West Windsor Township Municipal Building at 271 Clarksville Road (on the corner of Clarksville and North Post Roads) Princeton Junction, New Jersey. Any interested party may appear at the aforesaid hearing, either in person or by their attorney, and be given an opportunity to be heard with respect to the aforesaid application. All documents relating to this application may be inspected by the public Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m. in the office of the Division of Land Use, West Windsor Township Municipal Building at the corner of Clarksville and North Post Roads, Princeton Junction, New Jersey.

\_\_\_\_\_  
Applicant