

**TOWNSHIP OF PRINCETON
ZONING BOARD OF ADJUSTMENT**

APPEAL ALLEGING AN OFFICIAL'S ERROR

**“A” VARIANCE
(Ref. R.S. 40:55D-70(a) ;
Township Code 10B-20(a))**

This appeal alleges that the Administrative Official is in error on the following grounds:

(Include in the statement below citations of law; or Zoning Ordinance to support your contention)

LAND DEVELOPMENT ESCROW AGREEMENT

***TOWNSHIP OF PRINCETON
COUNTY OF MERCER
STATE OF NEW JERSEY***

Land Development Application Number: _____ (by Zoning Office)

Lot(s): _____

Block: _____

Name and Address of Developer (Applicant):

Pursuant to Section 10B-36 of the Princeton Township Code, the undersigned hereby agrees to pay for the cost of professional services, including engineering, professional planning, and legal services necessary to review the developer's application as captioned above.

Developer (Applicant)

Title

Date: _____, 20____

PUBLIC HEARING REQUIREMENTS AND PROCEDURES

Public notice: The applicant shall give notice by publication in a newspaper of general circulation in the Township, at least ten days prior to the hearing.

Notice to neighboring property owners, government entities, and public utilities: At least ten days prior to the hearing, the applicant shall give written notice to all owners of property within 200 feet of the property, whether in or outside the Township, to public utilities operating within the Township, and to municipalities, counties, and/or the State as required. Notice shall be sent by registered mail or by handing the notice directly to the property owner and obtaining a receipted copy. Addresses may be obtained from the current tax records of the Township, or from a list of property owners and others requiring notice prepared by the appropriate administrative officer, at the written request of the applicant and by payment of the prescribed fee.

Affidavits of notice: Affidavits of publication (from the newspaper) and of proof of service with certified mail slips or receipted letters for those noticed must be presented to the Zoning Board Secretary prior to noon of, and preferably before, the date of the hearing. At the hearing, the applicant may appear for herself or himself, or be represented by an attorney at law of the State of New Jersey. Corporations must be represented by an attorney.

Action taken by the Zoning Board becomes a final decision by passage of a memorializing resolution by the Board within 45 days following, to be published in an official newspaper of the Township not more than ten days following that event.

Regular meetings of the Zoning Board are normally on the fourth Wednesday of each month, at 7:30 P.M. in the Township Hall. An annual schedule of regular meeting dates is available in the Zoning Office, or on the Website.

Filed applications which are postponed for hearing by the applicant for more than two monthly meetings may be required to be resubmitted in their entirety.

The Zoning Office will furnish forms upon request, and is prepared to give general advice concerning their use and submission. Failure to comply with these instructions shall be sufficient cause for the Zoning Board to refuse to hear an application or appeal.

HELPFUL INFORMATION FOR PUBLIC HEARINGS

The following may be helpful in your presentation to the Zoning Board:

All testimony is presented under oath. A tape recording is made as a record of these proceedings; so please speak into the microphone. You may present a brief description of the nature of your application, and then you are to present whatever testimony, witnesses, and exhibits you wish the Board to consider. The Board members may ask questions of you and your witnesses. Other persons, including members of the public, also have the right to ask questions, make statements, or present testimony for the Board's consideration.

Upon completion of the testimony and related questions, the Board will close the public portion of the hearing and enter a deliberative session, during which there will be no further testimony nor argument unless the Board directs it. The deliberation and decision of the Board will take place in public. To confirm a decision taken by vote of the Board, a formal resolution will be prepared by the Board attorney for memorialization at the next regular meeting, which concludes the Board's action at that time.

FORMS REQUIRED PRIOR TO PUBLIC HEARING

<u>TITLE</u>	<u>FORM</u>
____ Publication of notice (at least 10 days prior)	Enclosed
____ Affidavit of Publication (from newspaper)	By Applicant
____ Notice of hearing to property owners, utilities, and other government entities (at least 10 days prior)	Enclosed
____ Request for list of property owners and others requiring notice	Enclosed
____ Affidavit of proof of service of notices (to be accompanied by certified mail slips or receipted letters)	Enclosed

PUBLICATION OF NOTICE

(ref. R.S. 40:55D, 11 & 12
Township Code 10B-49,50 & 55)

Date: _____ (Publication Notice should be typed)

NOTICE

Notice is hereby given that on the _____ day of _____, _____(year), at _____ P.M.,
at the Municipal Complex, 400 Witherspoon Street, Princeton, New Jersey, the Zoning Board of
Adjustment of said Township will hold a hearing on the (appeal) (application) of the undersigned,
at which time and place all interested persons will be given an opportunity to be heard.

Location of premises: (address, block and lot number)

Nature of appeal or application: (ref. Note 2 below)

The following described maps and papers are on file in the office of the Zoning Board at the Municipal Complex, 400 Witherspoon St., and are available for inspection between the hours of 9:00 a.m. and 4:00 p.m. (Insert description of documents)

(Print name)

Signature of Applicant/Appellant

Note 1: This must be published as a legal notice in the official newspaper of Princeton Township or in a newspaper of general circulation in Princeton Township, at least ten (10) days before the meeting date

Note2: Consult R.S. 40:55D-11 & 12 and Twp Code 10B-49, 50 & 55 and include in notice all required contents. Include references to all requests made in conjunction with the application for development, subdivision, conditional use, variance or special permit.

NOTICE OF HEARING TO PROPERTY OWNERS WITHIN 200 FEET

ZONING BOARD OF ADJUSTMENT
TOWNSHIP OF PRINCETON, NEW JERSEY

Date: _____

NOTICE OF HEARING TO PROPERTY OWNERS (N.J.S.A. 40:55D-11 & 12)

TO WHOM IT MAY CONCERN:

In compliance with 10B-55 to 10B-56.1 of the Princeton Township Land Use Code, notice is hereby served upon you to the effect that (I) (we) _____ do hereby propose to: **(Give detailed information)**

Location of property: (address, block and lot number)

The undersigned has filed an appeal or application for development with the Zoning Board of Adjustment of The Township of Princeton so as to permit _____

_____.

(if applicable) (I) (We) have also applied to the Zoning Board of Adjustment for a subdivision _____, site plan _____, and/or conditional use _____ approval.

Any person or persons affected by this (appeal) (application) may have an opportunity to be heard at the meeting to be held on _____, at _____ P.M. in the Main Meeting Room of the Municipal Complex, 400 Witherspoon Street, Township of Princeton, New Jersey.

All documents relating to this application may be inspected by the public between the hours of 9:00 a.m. and 4:00 p.m. in the office of the Zoning Board of Adjustment, Municipal Complex, 400 Witherspoon Street, Township of Princeton, New Jersey.

Signature of Applicant/Appellant

WRITTEN REQUEST FOR LIST OF PROPERTY OWNERS

TOWNSHIP OF PRINCETON
ZONING BOARD OF ADJUSTMENT

WRITTEN REQUEST FOR LIST OF
PROPERTY OWNERS WITHIN 200 FEET
(N.J.S.A. 40:55D-12(c))
(Township Code 10B-55)

This is a request for the Administrative Officer to make within seven (7) days and certify a list from current tax duplicates of names and addresses of owners to whom the applicant is required to give notice pursuant to N.J.S.A. 40:55D-12(b) and Township Code 10B-55.

I understand that I shall be entitled to rely upon the information contained in such list, and failure to give notice to any owner not on the list shall not invalidate any hearing or proceeding.

Signature of Applicant

(APPLICANT'S NAME AND ADDRESS)
(PLEASE PRINT)

Name: _____

Address: _____

Phone: _____

PROPERTY ADDRESS: _____

PROPERTY Section (Block): _____ Lot: _____ of request.

Fee: 10B-55 Ten dollars or \$.25 per name, whichever is greater.

NOTE: Other notices are, or may be, required by N.J.S.A. 40:55D-12 and by other State laws and Municipal Ordinances, the recipients of which are not included in the above list of property owners within 200 feet. All required notices are to be given by the applicant per N.J.S.A. 40:55D-12 and Township Code 10B-55.

5/10/00

Rev. 5/10/00

FILING FEES: "A" VARIANCE

1. WITH INITIAL APPLICATION:	REVIEW/ HEARING FEES	ESCROW FEES
"A" Variance: Section 10B-20 (c) zoning relief	\$ 50.00	\$250.00
Educational Training Fee	\$ 30.00	
Decision publication	\$ 25.00	
List of property owners, utilities, & other government entities:	\$ 10.00 or \$.25/name, whichever is greater	
Total:	\$ 115.00 Or \$ 105.00 (if owners list is not obtained from the Township)	\$250.00

Please submit two separate checks: one for application fees, educational training fee, decision publication fee and owners list fee; the other for the escrow amount. Both checks should be made payable to the *Township of Princeton*.

