



## Byram Township Land Use Board Application for a Variance / Lot Line Adjustment

### CHECKLIST

- Application filled out Completely
- Application Fee
- Escrow Fee
- Completed W-9 Form
- JCP&L Utilities Letter
- Copy of property survey

The following information must be provided on survey. This information must be legible and present an adequate picture of existing and proposed conditions.

- Existing structures / driveways located on subject property
  - Proposed structures
  - Existing and proposed wells and septic locations
  - Existing yard setback lines of entire site area
  - Distance of dwellings / structures on adjoining lots from subject property line
  - Road locations, width of right of way, curbs, sidewalks, catch basins, parking and loading areas, drainage easements, swales, berms, guide rails and existing and proposed grades. (Some of the previous items may be waived if not applicable.)
- Copy of Applicable Tax Map Page
  - Elevations and floor plans of proposed construction
  - Photographs of Property
  - 1 original and 16 copies of all application materials



# Byram Township Land Use Board Application for a Variance / Lot Line Adjustment

For Byram Township Use  
Application # \_\_\_\_\_

Date Submitted \_\_\_\_\_

Date Complete \_\_\_\_\_

### ***Applicant Information***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax : \_\_\_\_\_

\_\_\_\_\_ Are you the owner? \_\_\_\_\_  
If "NO" see page 5

Provide e-mail if you wish to receive communication via e-mail: \_\_\_\_\_

### ***Professional Information***

#### Attorney (if applicable)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax : \_\_\_\_\_

\_\_\_\_\_

Provide e-mail if you wish to receive communication via e-mail: \_\_\_\_\_

#### Engineer, Architect, Planner, Other (if applicable)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax : \_\_\_\_\_

\_\_\_\_\_

Provide e-mail if you wish to receive communication via e-mail: \_\_\_\_\_

#### Engineer, Architect, Planner, Other (if applicable) Use additional sheet if necessary

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax : \_\_\_\_\_

\_\_\_\_\_

Provide e-mail if you wish to receive communication via e-mail: \_\_\_\_\_

*Property Information*

Property Location/ Street Address: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

Size of Lot \_\_\_\_\_ Size of proposed construction \_\_\_\_\_

- Does the property have a well or public water? \_\_\_\_\_
- Does the property have a septic system or public sewers? \_\_\_\_\_
- Does the property have frontage on a lake? \_ If yes, stricter zoning standards may apply. \_\_\_\_\_
- Board Members and/or staff may visit the property. Is there a dog on the property? Yes \_\_\_\_\_ No \_\_\_\_\_
- Have Court proceedings been instituted in this case? \_\_\_\_\_
- Has an application been made for this property previously? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Please describe decision made: \_\_\_\_\_

\_\_\_\_\_

Please describe in detail the project that you are working on and why you need a variance. Describe the current condition of the property and any features that affect your property as well. (e.g. septic / well location, rock outcrop, wetlands, mature trees, lake shore, steep slopes, flood plains, ridge line). \*\* Applicant must be prepared to explain hardship reasons to Board.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(use additional sheet if necessary)

*Zoning Table*

(use attached schedule of space regulations)

<b>Standard</b>	<b>Requirement</b>	<b>Existing</b>	<b>Proposed</b>	<b>Variance Needed?</b>	<b>Requested Variance</b>
Lot Area				Yes / No	
Front Setback				Yes / No	
Left Side Setback				Yes / No	
Right Side Setback				Yes / No	
Rear Yard Setback				Yes / No	
Lot Width				Yes / No	
Principal Building Coverage				Yes / No	
Max Lot Disturbance				Yes / No	
Critical lot Disturbance				Yes / No	
Height				Yes / No	
Setback from water body				Yes / No	

***Variations Sought***

- \_\_\_ (A) Appeals from a decision of the zoning officer or administrative officer with regard to enforcement of the zoning ordinance.
- \_\_\_ (B) Requests for interpretation of the zoning map or ordinance.
- \_\_\_ (C) Applications for relief of zoning ordinance for a bulk requirement that cannot be met because the property is exceptionally narrow, shallow, or oddly shaped; has exceptional topographic features or conditions of the property; or other exceptional or extraordinary situations or circumstances that uniquely affect the property or legally existing structures; or the purposes of zoning would be advanced by a deviation from the Zoning requirements and the benefits outweigh any detriments.
- \_\_\_ (D) (\_\_\_1) To permit a use or principle structure not otherwise permitted in the district.  
 (\_\_\_2) To permit expansion of a non-conforming use.  
 (\_\_\_3) To permit deviation from conditional use standards.  
 (\_\_\_4) To increase the floor-area-ratio (FAR) beyond permitted.  
 (\_\_\_5) To increase the permitted density beyond permitted.  
 (\_\_\_6) To increase the height of a structure 10' or 10% beyond permitted.
- \_\_\_ 40:55D-34) To permit a building or structure in a public right of way or drainage way.
- \_\_\_ (40:55D-35) To permit a structure without frontage on an improved roadway.

Certification

I certify that the information presented in this application is true and accurate. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I understand that my application fees will not be refundable, under any circumstances, including withdrawal of this application prior to hearing. Any unused escrow fees will be refunded.

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

\_\_\_\_\_  
Date

Notarization

Sworn and Subscribed before me:

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

I hereby certify that all real estate taxes and assessments for local improvements are paid currently.

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

\_\_\_\_\_  
Date

I hereby grant permission to representatives of the Township of Byram to enter and inspect my property in connection with a development application being processed by the Land Use Board.

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

\_\_\_\_\_  
Date

Owner Information (if not applicant)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax : \_\_\_\_\_

I hereby consent to the applicant filing the attached application to the Byram Township Land Use Board.

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

\_\_\_\_\_  
Date



Certification of Taxes

This form is to be signed by the Tax Collectors Office.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Taxes are Paid in full through the \_\_\_\_\_ quarter for the year \_\_\_\_\_.

\_\_\_\_\_  
(Collector's Office)



*Consent to Continuance of Hearing*

This form may be necessary if the Board schedule is full or if the hearing is carried for any reason. Please do not sign this form unless instructed to do so.

The undersigned applicant in the matter pending before the Land Use Board, bearing Application Number \_\_\_\_\_, hereby consents to the continuance of the hearing in said matter to \_\_\_\_\_ at 8:00 P.M. If at said time and place a quorum of the Board is not present, said matter shall be further continued to the next succeeding regularly scheduled meeting of the Board.

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

\_\_\_\_\_  
Date

## *Noticing*

When the application and all check list items have been properly completed and filed with the Board Secretary, the applicant will be notified of the date of hearing. At that time, the applicant shall be required to do the following:

1. Notice of Hearing

- a. Notify all property owners within 200 feet of subject property via hand delivery and/or certified mail at least 10 days in advance of the hearing.

- b. Publish in the New Jersey Herald at least 10 days prior to meeting.

2. Proof of Service

- a. Hand Delivery (applicant must serve notice in person and obtain signature of recipient).

- b. Certified Mail (submit white receipts from post office to Board Secretary prior to meeting).

- c. Original clipping of newspaper ad, certified by the newspaper (submitted to Board Secretary prior to meeting.)



***Request for Certified List of Property Owners***

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

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

Please furnish the list of property owners in the vicinity of the above parcel needed to meet requirements for an appearance before the Land use Board.

Check one box below to indicate disposition of the completed list of property owners.

Shall be mailed to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will be picked up from Board Secretary:  
Phone Number: \_\_\_\_\_

A fee of \$10.00 is required before preparation of list.

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Fee Paid: \_\_\_\_\_

List Prepared by: \_\_\_\_\_

**BYRAM TOWNSHIP LAND USE BOARD**

**LEGAL NOTICE**

PLEASE TAKE NOTICE that the undersigned has made application to the Byram Township Land Use Board regarding property know and referenced to as Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_, located at \_\_\_\_\_. The subject property is located in the \_\_\_\_\_ zone. The applicant is seeking approval to \_\_\_\_\_

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The applicant requires variances for \_\_\_\_\_

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as well as any and all other variances, waivers, permits, approvals or licenses that are deemed necessary and appropriate by the Township Land Use Board.

A hearing before the Land Use Board has been scheduled for \_\_\_\_\_ 20\_\_\_\_, at 8:00 PM in the Municipal Building, 10 Mansfield Drive, Byram, NJ. At the time of the hearing, or any adjourned date thereafter, you may appear in person or by attorney to present any comments you may have regarding this application. The application, maps, and related information are available for inspection at the Municipal Building, Monday through Friday, 8:30 AM - 4:30 PM.

\_\_\_\_\_  
Applicant





To Whom It May Concern:

With the respect to the above-referenced subject matter, be advised if there are any existing overhead or underground electric facilities within proximity of the project, the property owners must contact 1-800-662-3115. Please advise the Contact Center Representative of the project plan and request a notification/work order for a field representative to visit the proposed site.

Please note, with any construction project, adequate clearance must be maintained to adhere to the established safety regulations. Construction can in no way interfere, impede, encroach or inhibit the use, maintenance, operation of or access to any JCP&L facilities, equipment or easement. Please be advised relocation of our facilities is billable.

The applicable NESC guidelines adhere to.

Sincerely,

Jersey Central Power & Light



**Affidavit of Proof of Service**

**State of New Jersey**

**County of Sussex**

I, \_\_\_\_\_ of full age, being duly sworn according to law, deposes and says, that I reside at \_\_\_\_\_ in the municipality of \_\_\_\_\_, County of \_\_\_\_\_, and State of \_\_\_\_\_.

That I am an applicant in a proceeding before the Land Use Board of Byram Township, New Jersey being an application for \_\_\_\_\_ which relates to the premises known as Block \_\_\_\_\_ Lot \_\_\_\_\_ as shown on the tax maps of the Township of Byram; that on \_\_\_\_\_ I gave written notice of the hearing of this application to each and all of the persons upon whom service must be had on the required form and according to the attached lists, and in the matter indicated hereon.

\_\_\_\_\_  
(Signature)

Sworn to and Subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public