

SPARTA TOWNSHIP ZONING BOARD OF ADJUSTMENT

APPLICATION CHECKLIST

- ❑ Completed application with Applicant's address, phone numbers and email address, signed and notarized. (1 original and 14 copies) Pages 1-A and 1-B
- ❑ Permission to Inspect form, signed by the Applicant. (1 original signature and 14 copies)
- ❑ Affidavit of Ownership, signed by the owner and notarized. (1 original signature and 14 copies)
- ❑ Two checks: application fee and escrow fee both made out to Sparta Township.
- ❑ Architectural plans. (14 copies)
- ❑ Survey, Plot Plan or Site Plan showing entire lot with setback lines, neighboring dwellings and lot lines, septic location on property in question. (14 copies)
- ❑ Tax Certification (obtained from Tax Collector)
- ❑ Certified list of Property Owners within 200 feet (obtained from Tax Assesor)
- ❑ Notice to property owners and NJH must be done ten (10) days prior to meeting date. A letter will be sent when application is scheduled for a hearing.
- ❑ Notice of hearing, Affidavit of Notice, Certified list with receipts and Proof of Publication must be handed in seven (7) days prior to the meeting.

**PLEASE PROVIDE A PDF FILE OF THE COMPLETE APPLICATION AND
PLEASE NOTE: APPLICATIONS MUST BE STAPLED TOGETHER AND ALL
PLANS MUST BE FOLDED!**

SPARTA TOWNSHIP

ZONING BOARD OF ADJUSTMENT

INSTRUCTIONS

Applications for development shall be filed with the Zoning Board of Adjustment pursuant to these instructions as hereinafter set forth, in those cases and under those applications for development pursuant to N.J.S.A. 40:55D-70 and 40:55D-76.

1. Included in this application packet are the following forms which need to be submitted in order to deem an application complete:
 - Application – ORIGINAL (*completed, signed and notarized*) and 14 copies
 - Permission to Inspect Property – ORIGINAL (*signed*) and 14 copies
 - Affidavit of Ownership –ORIGINAL (*signed and notarized*) and 14 copies

CHECK LIST ITEMS: (*To be submitted in addition to the above application*)

2. Application and Escrow Fees (*determined by type of application*) - Two separate checks payable to the Township of Sparta are required.
3. Tax Certification - (*obtained from Tax Collector*)
4. Certified list of property owners within 200 feet of subject property (*obtained from Tax Assessor*)
5. Plot plan or survey - ORIGINAL and fourteen (14) copies.
Plot Plan or Survey must indicate the following items:
 - Name of development or owner
 - Name, address, certification and seal of map preparer
 - Block and Lot number(s)
 - Date plans/survey were prepared and subsequent revisions
 - Distance of dwellings/structures on adjoining lots from subject property line
 - Area of entire site with existing yard setback lines
 - Proposed and existing structures and driveways located on subject property
 - Proposed and existing well and septic locations
 - (*Some of the following items may be waived if not applicable*) Road locations, width of right-of-way, curbs, sidewalks, catch basins, parking and loading areas, drainage easements, swales, berms, guide rails and existing & proposed grades.
 - For Site plans that include drainage and/or public improvements, use PB Checklist for Preliminary/Final Site Plan.

6. When the application and all check-list items have been properly completed and filed with the Planning Department, the Applicant will be notified of the date of hearing. At that time, the Applicant shall be required to do the following:

- Notify all property owners within 200 feet of the subject property via certified mail, return receipt requested (this is used to guaranty the validity of the hearing). The notice must specify time, date, location of the public hearing and the particulars of the application and variance requests.
- Publish legal notice advertisement in the NJ Herald, Newton, New Jersey - legals@njherald.com

Noticing to the property owners and publication in the newspaper must be done at least 10 days prior to scheduled meeting date - Do not count the date of meeting as the 10th day.

- Notify Sussex County Planning Board if property is adjacent to a county road or proposed county road.
 - Notify Clerk of adjoining Municipality if property is within 200 feet of a bordering municipality.
7. At least seven (7) days prior to the scheduled meeting date, the Applicant shall provide to the Planning Department the following items:
- Affidavit of publication (*available from the NJ Herald*)
 - Certified List of adjoining property owners with white certified mail receipts and green returned cards from the post office
 - Sample copy of the "Notice of Hearing" which was served upon the adjoining property owners and published in the NJ Herald within the time allowed by law
 - Affidavit of Notice (*signed and notarized*)

NOTE: FAILURE TO PROVIDE ADEQUATE NOTICE IN THE REQUIRED TIME WILL RESULT IN THE APPLICATION NOT BEING HEARD AT THE SCHEDULED MEETING.

All corporate applicants must be represented by an attorney. Other applicants may proceed with or without an attorney. Those not represented by an attorney must appear personally.

As a matter of policy, the Board of Adjustment will hear no new cases after 10:00 p.m. and will conclude the hearing at 10:30 p.m.

S P A R T A T O W N S H I P
L A N D D E V E L O P M E N T A P P L I C A T I O N S
Schedule of Fees (as per chapter VIII) effective May 3rd 2026

SITE PLAN APPLICATION

	<i>Application Fee</i>	<i>Escrow Fee</i>
Preliminary Site Plan	\$500 plus \$25 per 1,000 sq. ft. gross floor area plus \$10 per 1,000 sq. ft. of site disturbance	Same amount as Preliminary Site Plan application fee.
Final Site Plan	1/2 the amount of Preliminary Site Plan	Same amount as application fee
Site Plan Amendment	\$500.00	\$ 1,200.00
Minor Site Plan	\$ 300.00	300.00
Conditional Use	\$ 300.00	300.00
Site Plan Waiver	\$ 50.00	

SUBDIVISION APPLICATIONS

	<i>Application Fee</i>	<i>Escrow Fee</i>
Lot Line Adjustment	\$ 250.00	\$ 1,200.00
Minor Subdivision 1 - 3 Lots	\$ 300.00 plus \$ 10.00 per lot	\$ 1,200.00 plus \$ 25.00 per lot
Technical Major Subdivision (Minor with Variances)	\$ 300.00 plus \$ 25.00 per lot	\$ 1000.00 plus \$ 25.00 per lot
Preliminary Major Subdivision	\$ 750.00 plus \$ 25.00 per lot	\$ 2,500.00 plus \$ 50.00 per lot
Final Major Subdivision	\$ 500.00 plus 25.00 per lot	\$ 2,000.00 plus \$ 50.00 per lot
Subdivision Amendment	\$500.00	\$ 1,200.00

VARIANCES

	<i>Residential</i>		<i>Retail, Professional, Multi-Family</i>		<i>Industrial</i>	
Variance	Application Fee	Escrow Fee	Application Fee	Escrow Fee	Application Fee	Escrow Fee
A	\$ 100.00	\$ 500.00	\$ 100.00	\$ 500.00	\$ 100.00	\$ 500.00
B	100.00	500.00	100.00	500.00	100.00	500.00
C	100.00	500.00	200.00	500.00	200.00	500.00
D	200.00	500.00	500.00	500.00	750.00	750.00

Additional Fees to the above:

		<i>Application</i>	<i>Escrow</i>
Undersized Lot	Construction of a single family dwelling on an undersized lot	\$ 100.00	500.00
Extension of Application	Preliminary or Final Subdivision, and Site Plan application	500.00	500.00
Zone Change Request	Request before the Planning Board	500.00	500.00
Special Meetings	Planning Board or Zoning Board of Adjustment	1000.00	1000.00

SPARTA TOWNSHIP
ZONING BOARD OF ADJUSTMENT
APPLICATION

DATE OF FILING

APPLICATION # _____

FOR OFFICIAL USE ONLY

BLOCK _____ **#LOT(s) #** _____ **LOCATION** _____ **ZONE** _____

Name Of Applicant: _____

Mailing Address: _____

Telephone Number: _____ E-mail address _____

Name Of Owner _____

(If different than Applicant)

Mailing Address: _____

Name, Address & email address of Attorney: *(if Applicable)*

Name, Address & email address of Engineer, Surveyor, Architect, etc.: *(if Applicable)*

VARIANCES REQUESTED:

"B" Interpretation ☐

"C" VARIANCE: ☐ Front ☐ Rear ☐ Side Yard ☐ Lot Area ☐ Impervious Coverage ☐ Height

☐ Width at Bldg. Setback Line ☐ Road Frontage ☐ Construction on Unimproved Road

☐ Setback from Stream or Lake ☐ Other: ☐ Building Coverage (R-3 Zone only)

"D" VARIANCE: ☐ Use Variance ☐ Site Plan

NATURE OF REQUEST: (e.g.; to construct house, deck, addition, etc.)

1. The Building or Structure *will be* _____ dimensions / _____ square feet

2. Existing and proposed setbacks are as follows:

- a) *Front Yard Setback:* Existing _____ ft. Proposed _____ ft. Min. Required _____ ft.
- b) *Rear Yard Setback:* Existing _____ ft. Proposed _____ ft. Min. Required _____ ft.
- c) *Right Side Yard Setback:* Existing _____ ft. Proposed _____ ft. Min. Required _____ ft.
- d) *Left Side Yard Setback:* Existing _____ ft. Proposed _____ ft. Min. Required _____ ft.
- e) *Total Side Yard Setback:* Existing _____ ft. Proposed _____ ft. Min. Required _____ ft.
- f) *Road Frontage* Existing _____ ft. Proposed _____ ft. Min. Required _____ ft.
- g) *Lot Width at Bldg. Setback* Existing _____ ft. Proposed _____ ft. Min. Required _____ ft.
- h) *Height of Bldg./Structure* Existing _____ ft. Proposed _____ ft. Max. Required _____ ft.
- i) *Lot Area/Size* Existing _____ sq. ft./acreage _____ Min. Required _____ sq. ft.
- j) **Impervious Coverage:* Existing _____ % Proposed _____ % Max. Required _____ %
(* Areas that are impermeable to water - i.e.; portions of property that are covered with buildings, walkways, driveways, etc.)
- k) *Building coverage (R-3 Zone)* Existing _____ % Proposed _____ % Max. Required _____ %
- l) *Other:* _____ Existing _____ Proposed _____ Required _____

3. Has an application involving this property ever been made to the Zoning Board of Adjustment or Planning Board?

_____. If the answer is "YES", date and nature of application _____.

4. Describe the ***exceptional conditions*** of the property that prevent compliance with the Zoning Ordinance e.g.; topography, lot configuration, lot size, etc.:

State of New Jersey, County of Sussex, SS:

_____, being of full age, and duly sworn according to law, do hereby certify that the information presented in this application to be true and accurate.

Sworn to and subscribed before me this

_____ day of _____ 20 _____

Notary Public

Applicant's Signature

SPARTA TOWNSHIP ZONING BOARD OF ADJUSTMENT

PERMISSION TO INSPECT

NOTICE TO ALL APPLICANTS:

As part of the review process for variance applications, it is often necessary and advisable that various members of the Administrative staff, Boards and Committees visit the property in question. We are hereby requesting your permission to authorize such inspections by the appropriate Township representatives whenever necessary.

Please note: It would be helpful to have the house number displayed and clearly visible.

Your cooperation will be appreciated. Should you have any questions regarding this request, please contact the Planning Department at (973) 729-8093.

PERMISSION GRANTED TO INSPECT PROPERTY:

Owner's signature

Date

AFFIDAVIT OF OWNERSHIP

Township of Sparta

Assessor's Office



65 Main Street
Sparta, New Jersey 07871
Ph. 973.729-2626
Fax 973.729-2012
Joseph.Ferraris@spartanj.org

\$10.00 Fee

CERTIFIED LIST REQUEST

Pursuant to N.J.S.A. 40:SSD-12

Lists are completed within 7 days of receipt of request

DATE: _____

BLOCK: _____ **LOT:** _____ **QUAL:** _____

OWNERSHIP: _____

PROPERTY LOCATION: _____

APPLICANT/AGENT: _____

I HEREBY REQUEST A CERTIFIED LIST OF PROPERTY OWNERS WHOSE PROPERTY IS WITHIN 200' (TWO HUNDRED FEET) OF THE ABOVE LISTED PROPERTY(IES). THE PURPOSE OF THIS IS FOR ACTION BEFORE THE:

PLANNING BOARD: **D**

ZONING BOARD: **D**

MAILING ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PHONE#: _____ **FAX#:** _____

EMAIL: _____

PRINT NAME: _____

SIGNATURE: _____

www.spartanj.org

OFFICE USE ONLY

MAP PAGE: _____

ADD'L LOTS: _____

PREV. REQ: _____

RECEIPT: _____

SPARTA TOWNSHIP
ZONING BOARD OF ADJUSTMENT
LEGAL NOTICE OF HEARING

This notice is being sent to you, as an owner of property within 200 feet of the subject property for which this application is being filed in accordance with the requirements of the Sparta Township Zoning Board of Adjustment.

Please take notice that, on _____, 2023 at 7:00 p.m. the Sparta Township Zoning Board will conduct a public hearing in the Sparta Township Municipal Building Court Room, located at 65 Main St. Sparta, NJ 07871 to consider application # _____, the application of _____, which involves property located at _____, Sparta, also known as Block _____, Lot _____, as shown on the tax maps of the Township of Sparta and being located in the Zone.

The applicant is requesting permission to _____

_____.

The applicant is requesting the following variances and/ or waivers from the Sparta Land Use Ordinance: _____

_____.

The applicant will also request any and additional variances, exceptions, waivers, permits, approvals or licenses deemed necessary or appropriate by the Board which may arise during the hearing process.

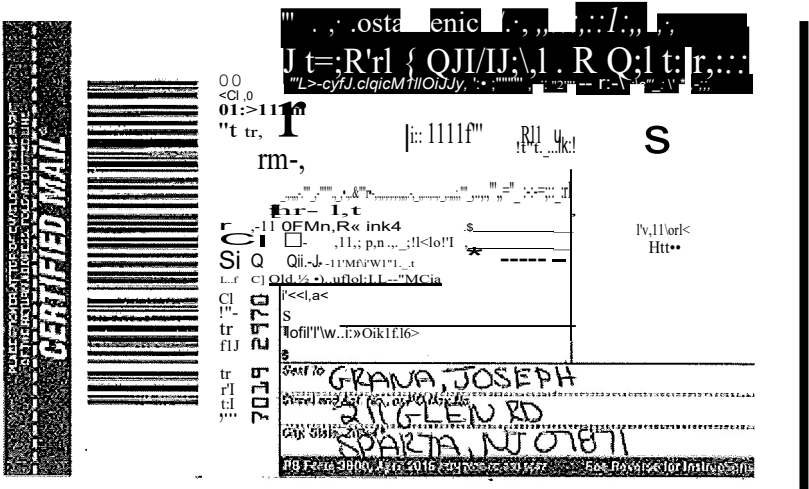
All maps and documents for which approval is sought at the hearing shall be available for inspection at least ten (10) days before the hearing, during regular business hours, in the Planning office of the Township of Sparta at 65 Main Street, Sparta NJ 07871. You may also call 973-729-8093.

Applicant or Representative's Signature

The Certified mailing should be addressed exactly as they appear on the property owners list as the Township provides.

OWNER & ADDRESS REPORT						
SPMTA		CERTIFIED LIST FOR 35004/5			09/23/20 Page 1 of 1	
BLOCK	LOT	QUAL	GLA	PROPERTY OWNER	PROPERTY LOCATION	Add'l lots
27001	41		2	GRANA, JOSEPH 211 GLEN RD SPMTA, NJ 07071	211 GLEN RD	
27001	42		2	SUGICH VICTOR 209 GLEN RD SPARTA, NJ 07071	209 GLEN RD v'	
27001	43		2	WENKE, THOMAS & KATIE 207 GLEN RD SPARTA, NJ 07071	207 GLEN RD V	

Below is an example of the certified mail white slip and green card:



SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
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719 2970 001 302 508	
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**SPARTA TOWNSHIP
ZONING BOARD OF ADJUSTMENT**

AFFIDAVIT OF NOTICE

Applicant's Name: _____, being of full age, and duly sworn according to law, deposes and says, that they are the Applicant(s) in a proceeding before the Zoning Board of Adjustment in the Township of Sparta, County of Sussex, State of New Jersey; and that on _____, 20____, the Applicant gave written notice of the hearing for Application# _____, Block _____, Lot(s) _____ or the premises known as (Street Name and#) _____

Notice was given either by personal delivery to the property owner, or by certified mail.

Notice was also published in the official newspaper of the municipality as required by law.

ATTACHED HERETO ARE THE FOLLOWING ITEMS:

- Copies of the certified registered receipts sent to property owner's within 200 feet
- Sample copy of notice
- Certified list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and prepared by the Tax Assessor of the Municipality
- Copy of publication of notice placed in the newspaper

THE ABOVE CAPTIONED ITEMS MUST BE FILED AND VERIFIED WITH THE PLANNING DEPARTMENT AT LEAST FIVE (5) DAYS PRIOR TO THE MEETING

Sworn to and subscribed before me this

____ Day of _____, 20____

Applicant's Signature

Notary Public

Signature of person who served notices,
(If other than Applicant)

CORPORATE DISCLOSURE

Listed below are the names and addresses of all owners of ten percent (10%) or more of the stock/interest in the undersigned Applicant Corporation/Partnership;

<u>NAME</u>	<u>ADDRESS</u>	<u>% OWNED</u>
1.-----	_____	_____
2.-----	_____	_____
3.	_____	_____
4. _____	_____	_____
5.-----	_____	_____

Where corporations/partnerships own ten percent (10%) or more of the stock/interest in the undersigned or in another corporation/partnership so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholders/individual partners exceeding the ten percent (10%) ownership criterion have been listed.

Sworn to and subscribed before me this

CORPORATION/PARTNERSHIP OFFICER

___ day of _____, 20___

SIGNATURE

DATE

Notary Public

NJ HERALD REQUIREMENTS

TO PUBLISH A LEGAL NOTICE

Please note the following:

- All requests, questions, and inquiries are to be emailed to legals@njherald.com
- Include your name, billing address and telephone number in your email request.
- Word documents are preferred.
- Allow enough time to process your publication and note that deadlines are provided based on the space available; and approval of proof of the notice is required along with payment.

NOTE: PUBLICATION IN THE NEWSPAPER MUST BE DONE AT LEAST 10 DAYS PRIOR TO SCHEDULED MEETING DATE - DO NOT COUNT THE DATE OF MEETING AS THE 10TH DAY.

FAILURE TO PROVIDE ADEQUATE NOTICE IN THE REQUIRED TIME WILL RESULT IN THE APPLICATION NOT BEING HEARD AT THE SCHEDULED MEETING.