

## APPLICATION FOR VARIANCE

LMcpeek@hazletnj.org

NOTE: The list of property owners within (200') must be obtained from the Tax Assessor's Office

### SUBMIT THE FOLLOWING:

1. **(1) Original and (5) Copies** of the completed Two (2) Page Application.
2. **(6) Copies** of Property Survey (Scaled Plot Plan)
3. **1 PDF file** of complete submittal emailed to LMcpeek@hazletnj.org
4. **(1) 24" X 36" and (5) 18" x 24" Copies** of Construction Plans. Architectural Plans must be sealed.
5. (1) Copy of the W-9 Tax Identification Form
6. (1) Copy of the NOTICE OF APPLICATION
7. (1) Copy of the PROOF OF SERVICE including Notary Seal
8. (2) Checks, payable to the Township of Hazlet, in the following amounts:

Application Fee \$ \_\_\_\_\_ Escrow Fee \$ \_\_\_\_\_

### UPON RECIEPT OF THE ABOVE:

9. Laura McPeek (732) 217-8659 will secure a meeting date and enter same on your NOTICE OF APPLICATION
10. Once a meeting date has been entered onto your NOTICE OF APPLICATION you will then reproduce the NOTICE OF APPLICATION as needed, according to the number of addresses on your certified list including all utilities. You may obtain the list from the Tax Assessor.
11. Address the individual copies of the NOTICE OF APPLICATION to the individual addresses appearing on the Certified List including all Utilities. **A completed copy of the notice shall also be published in the Asbury Park Press (Legal Section 888-516-9220 or 732-643-3662), the Asbury Park Press will send you an Affidavit of the Newspaper Publication. Notice must be served no later than ten (10) days prior to the hearing date.**
12. Serve each of the addresses in the following manner:  
**Personally by handing** a copy of the Notice of Application to said property owner who must be (18) years of age or older; **property owner must sign and date where indicated on the NOTICE OF APPLICATION** to indicate he or she has accepted service. (NOTE: A copy of the Notice may not be left at a residence unattended or served on a minor as this would not constitute proper service and therefore will affect the validity of the hearing. OR...you may serve by **Certified Mail, Return Receipt Requested.**

**Proof of signed notice and/or the (white) Certified Mailing Receipts as well as the (green) Signature cards and the Affidavit of Publication must be returned to Laura McPeck at least ten days (10) days prior to your hearing date.**

13. Secure from the Tax Collector Certification that taxes are paid and current on the subject property.
14. **For Residential Properties** Photographs must be submitted to show the following:
  - a. The front of the house taken from the street.
  - b. The proximity to neighbors on all sides, taken in such a way as to include the Applicant's house in part of the photographs for perspective purposes.
  - c. The areas in question for which the Applicant requests the variance.

Please be advised that at this point, members of the Land Use Board may visit your property to review your case. Please check for ID prior to allowing anyone to enter your property.

Applicant must be present at the hearing to discuss their case and to answer any questions posed by the Board or other interested persons. *All business concern applicants must be represented by an Attorney, admitted to practice law in the State of New Jersey.*

If your Application involves property in an environmentally-sensitive area, you, the Applicant must bear the cost of any professional fees incurred in fact-finding.

You will be notified at the hearing of the Board's decision and the reason thereof. **The Board's determination MUST be published in the Asbury Park Press. This Notice will be the Applicant's responsibility and expense.**

**HAZLET TOWNSHIP LAND USE BOARD**

APPLICATION # \_\_\_\_\_

Date Filed \_\_\_\_\_

**TOWNSHIP OF HAZLET**  
**1766 Union Avenue**  
**HAZLET, NJ 07730 732-217-8659**

**1 Original and 5 COPIES OF APPLICATION & PLANS****1 PDF File emailed to Board Secretary@ [LMcpeek@hazletnj.org](mailto:LMcpeek@hazletnj.org)****1. APPLICANT** \_\_\_\_\_ **PHONE** \_\_\_\_\_**Address** \_\_\_\_\_**I am the (Owner/Lesse/Prospective Purchaser/Other** \_\_\_\_\_ **)****Of Property Located at** \_\_\_\_\_  
*(street address)***And Designated as Block** \_\_\_\_\_ **Lot** \_\_\_\_\_ **on the Tax Map**  
**Of the Township of Hazlet or other Descriptions.****2. Said property is in a** \_\_\_\_\_ **Zone, is** \_\_\_\_\_  
*(give dimensions of area)***and has the following structure(s):** \_\_\_\_\_*(indicate type of structure INCLUDING BUT NOT LIMITED TO HOUSE, SHEDS, DECKS, POOLS, POOL DECKS)***3. Request is hereby made for permission to** \_\_\_\_\_*(state in detail the proposed construction and/or use)***4. The proposed building or use thereof is contrary to Article** \_\_\_\_\_ **Section(s)** \_\_\_\_\_  
**of the Zoning Ordinance of the Township of Hazlet in the following particulars:****5. The conditions obtaining and the reasons for this request are as follows:**  
*(must Be Completed)*

6. The names and addresses, block and lot numbers, as they appear on the latest Tax Duplicate and Tax Map of the Township of Hazlet and of adjoining municipalities of all owners of property within (200) feet of the boundaries of the property affected by this application must be attached to this application. No. of Pages attached? \_\_\_\_\_

7. Does applicant propose to use the entire tract of land? \_\_\_\_\_

8. Has the property been separated from a larger tract of land? \_\_\_\_\_  
If so, when? \_\_\_\_\_. Has the Land Use Board approved the  
subdivision? \_\_\_\_\_. When? \_\_\_\_\_.

9. Have there been any previous appeals involving these premises? \_\_\_\_\_

10. By filing a second application, do applicant and owner, (if other than applicant) waive any and all rights gained in the first application? \_\_\_\_\_

11. Attached hereto and made a part hereof, are the following:

- a. 6 sets of drawings drawn to scale and containing all necessary measurements and all features involved in this application.
- b. 6 plot plans drawn to scale showing dimensions and area of property in question.
- c. Cash, checks or money orders made payable to Township Of Hazlet in the Sum of \$ \_\_\_\_\_ as payment of the filing fee and \$ \_\_\_\_\_ As the **initial deposit** to an escrow account for payment of professional fees.

I, the undersigned, being duly sworn according to law, upon my oath, do depose and say that all of the statements contained herein are based on my own knowledge and are true and correct.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

Sworn and subscribed to before me

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

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

\_\_\_\_\_  
(Notary Seal)

If applicant is not the owner of the property herein, owner must sign the following consent:

The forgoing application is hereby consented to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Owner's Mailing Address)

Township of Hazlet Land Use Board  
1766 Union Avenue  
TOWNSHIP OF HAZLET  
COUNTY OF MONMOUTH, NEW JERSEY 07730  
(732) 264-1700 (8659)

*PROOF OF SERVICE*

In the matter of the application :

Of: \_\_\_\_\_ :

STATE OF NEW JERSEY :

COUNTY OF MONMOUTH :

I, \_\_\_\_\_ being duly sworn on my oath, depose and say: That I am the applicant, owner, agent of applicant (Strike out inapplicable words) that at the date herein after stated, I served notice, of which the annexed is a true copy, upon the following property owners, each of whose property is within two hundred feet of the property of the appellant to be affected in this matter, in the following manner, that is to say.

- (a) Personally by handing such copy to said property owners, being Resident's of the Township as follows:
- (b) By mailing, by Certified Mail, Return Receipt Requested, such true copy to the last known address of such property owner as shown by the most recent tax lists of said Township; said persons being non-residents of said Township as follows:

Attached, is the original address list, signatures affixed to the NOTICE with date of each signature, and/or submitted Certified White Receipts as well as Green Card Return Receipts from the Post Office of each mailing.

(LS) \_\_\_\_\_

Subscribed and Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

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

**HAZLET TOWNSHIP LAND USE BOARD**  
**1766 Union Avenue Hazlet, NJ 07730**  
**(732) 264-1700 X8659**

NOTICE OF APPLICATION

TO: \_\_\_\_\_  
(Name of Addressee)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City/State/Zip Code)

**PLEASE TAKE NOTICE** That the undersigned has applied to the Township of Hazlet Land Use Board for the relief described below in connection with property located at:

\_\_\_\_\_  
(Street Address of Property made subject of this Application)

\_\_\_\_\_  
(Describe development/Construction/Use sought to be approved/variances)

And shown on the Hazlet Township Tax Map as Block \_\_\_\_\_, Lot \_\_\_\_\_  
The Applicant requests that the Hazlet Township Land Use Board approve a variance from  
Section \_\_\_\_\_ of the Hazlet Township Development Review Ordinance (DRO) to  
permit the said development/construction/use.

Copies of the Applications, Plans and other Supporting Documents are on file in the  
Office of the Hazlet Township Planning/Zoning at 1766 Union Avenue, Hazlet, NJ and are  
available there for inspection Monday through Friday from 8:15 a.m. to 4:00 p.m.

PLEASE TAKE FURTHER NOTICE That this matter has been placed on the agenda for the  
meeting of the Hazlet Township Land Use Board to be held on \_\_\_\_\_ at 7:00 p.m. in  
the Meeting Room of the Township Municipal Building, 1766 Union Avenue, Hazlet, NJ at which  
time you may appear in person or be represented by an Attorney and present any comments or  
objections you may have to the relief sought.

(Name of Applicant) \_\_\_\_\_

(Street Address) \_\_\_\_\_

(City, State & Zip Code) \_\_\_\_\_

**TOWNSHIP OF HAZLET LAND USE BOARD  
MONMOUTH COUNTY  
NEW JERSEY**

**AUTHORIZATION TO INSPECT PROPERTY  
SUBJECT TO AN APPLICATION FOR DEVELOPMENT**

I/We hereby agree to permit members of the Hazlet Township Land Use Board, Township Officials and/or their consultants to make an on-site inspection of property that is the subject of this application for development.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Application Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Property Owner/s (Please Print)

\_\_\_\_\_  
Signature of Property Owner/s

Form

**W-9**(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service**Request for Taxpayer  
Identification Number and Certification****Give Form to the  
requester. Do not  
send to the IRS.**Print or type  
See Specific Instructions on page 2.**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.**2** Business name/disregarded entity name, if different from above**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC
- ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_
- Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
- ☐ Other (see instructions) ▶ \_\_\_\_\_
- ☐ C Corporation
- ☐ S Corporation
- ☐ Partnership
- ☐ Trust/estate

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

**6** City, state, and ZIP code**7** List account number(s) here (optional)**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

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or

Employer identification number

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**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign  
Here**Signature of  
U.S. person ▶

Date ▶

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.