

Date Application Received: _____

Application # _____

Fee Paid: _____

**CITY OF MILLVILLE
ZONING BOARD OF ADJUSTMENT**

APPLICATION FORM

Please type or print all information

1. Application Information

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____ Email: _____

2. Applicant's Attorney Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

3. Property Information

Name of Present Owner _____

Street Address _____

Block _____ Lot _____ Zone _____

Lot Area _____ Frontage _____ Depth _____

4. The appropriate Plan has been filed with the Secretary of the Zoning Board of Adjustment of the City of Millville which may be examined at the Office of the Secretary on the 5th floor of City Hall 12 S. High Street, Millville, New Jersey between the hours of 8:30 AM and 4:30 PM Monday through Friday. The map or sketch indicates the existing locations of boundary lines and structures and the changes requested to be granted herein by this Application.

5) The present use of the land is _____

6) Description of proposed use or change to the property _____

7) The changes requested (are/are not) (*circle one*) permitted in this zone by the Development Regulations of the City of Millville. If permitted, set forth the Section of the Regulation by which such use is permitted.

Such use is permitted: _____

8) Type of Variance requested:

A B C D (*Circle appropriate variance type*)

9) Set forth reasons why the Zoning Board of Adjustment should grant your application. Specify in detail all facts and reasons you intend to rely upon in support of the request.

10) Date(s) and result(s) of any previous applications(s) to this Board for the above described property.

A. _____ B. _____ C. _____

11) A hearing on this Application will take place at 6:00 PM on _____ in the 4th floor Richard C. McCarthy Commission Chambers in Millville City Hall, 12 S. High Street, Millville, New Jersey.



Signature of Applicant(s)

Date

THIS IS TO CERTIFY THAT NO TAXES OR ASSESSMENTS FOR LOCAL IMPROVEMENTS ARE DUE OR DELINQUENT ON THE PROPERTY IN QUESTIONS – if applicable.



Signature of Tax Collector

Date

DISCLOSURE STATEMENT

(If applicant is a corporation or partnership)

NAME OF DEVELOPMENT

APPLICATION

- A. Is this application to subdivide a parcel or parcels of land into six (6) or more lots?
YES _____ NO _____
- B. Is this application for a variance to construct a multiple dwelling of 25 or more family units?
YES _____ NO _____
- C. Is this application for approval of a site or sites to be used for commercial purposes?
YES _____ NO _____

IF ANY OF THE ABOVE ANSWERS WERE YES, PROCEED TO D. IF NOT, SIGN AND SUBMIT

- D. Is the applicant a corporation or partnership?
YES _____ NO _____

IF YES:

1. List the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be
(Use extra sheets if necessary)

2. Does a corporation or partnership own 10% or more of the stock of this corporation or partnership? of any class or at least 10% of the interest in the partnership, as the case may be
(Use extra sheets if necessary)

YES _____ NO _____

IF YES:

List the names and addresses of the stockholders of that corporation holding 10% or more of the stock or of 10% or greater interest in that partnership, as the case may be. This requirement is to be followed by every corporate stockholder or partner in a partnership, until the names and addresses of the noncorporate stockholders and individual partners exceeding 10% ownership criterion established in L. 1997, C.336 have been listed *(Use extra sheets if necessary)*.

DATE: _____ APPLICANT: _____

SIGNATURE: _____

NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC.

City of Millville
ZONING BOARD OF ADJUSTMENT
NOTICE OF HEARING ON APPLICATION

TO: _____ OWNER OF PREMISES: _____

PLEASE TAKE NOTICE:

That the undersigned has filed an application for development with the Zoning Board of Adjustment of the City of Millville for a _____ Variance from the requirements of the Zoning Ordinance so as to permit

on the premises at _____ and designated as Block ____ Lot ____ on the City of Millville Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity. A public hearing has been set down for _____, 20____, 6:00 P.M., in the 4TH Floor Richard C. McCarthy Commission Chamber, 12 S. High Street, Millville, New Jersey, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

The following described maps and papers are on file on the municipal website at <http://www.millvillenj.gov/313/Zoning> for viewing.

This notice is sent to you by the applicant, by order of the Board of Adjustment.

Respectfully,

Applicant

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER (DAILY JOURNAL)

City of Millville
Zoning Board of Adjustment

TAKE NOTICE that on the ____ day of _____ 20____, at 6:00 PM, a hearing will be held before the City of Millville Zoning Board of Adjustment in the 4th Floor Richard C. McCarthy Commission Chamber, 12 S. High Street Millville, New Jersey, on the application of the undersigned for a variance or other relief so as to permit

on the premises located at _____
and designated as Block _____ Lot _____ on the City of Millville Tax Map.

The following described maps and papers are available for inspection on the municipal website at <http://www.millvillenj.gov/313/Zoning>.

(Herein insert description of documents)

Any interested party may access the meeting with the following information and participate therein in accordance with the rules of the Zoning Board of Adjustment:

Name of Applicant

Publication Date: _____

State of New Jersey

SS

County of Cumberland

_____ being duly sworn upon this deposes and says:

On _____, I sent copies of the foregoing notice and of the Application for Variance by certified mail. Return receipt requested to the persons whose names and addresses appear on the attached list. Attached are receipts returned by the Post Office to me.

Sworn to and subscribed before me:

This _____ day of _____ 20__.

NOTE: *This form must be signed by a Notary Public and turned in to the Secretary of the Zoning Board of Adjustment with the list of persons to whom notice was sent and receipts 4 days before the meeting date.*

Request for List of Property Owners within 200 Feet of:

Block: _____

Lot: _____

Property Owner: _____

Mailing Address: _____

Property Address: _____

Phone: _____

Requested by: _____ Date of Request: _____

Picked up: _____

Mailed: _____

Paid by: Check _____

Cash: _____

Date: _____

Signature: _____

OFFICIAL USE ONLY

Received by: _____

Date: _____

List prepared by: _____

Date: _____

Released by: _____

Date: _____

BOARD POLICY

On this 7th day of July 1980, the Millville Zoning Board adopts the following policy in regard to limits of time to construct after a variance is granted.

Any use variance, which is granted an applicant, shall cause building permit to issue for 1 year from the date of grant. If the applicant has not built for one (1) year, he shall be entitled to appear before the Board for a **three (3) month extension** which extension **shall be denied, granted, or continued at the Board's discretion**. Further, **after the first three (3) month extension, the applicant may again appear before the Board for a second three (3) month extension** which second extension may be denied or continued at the Board's discretion.

No further extensions may be granted and an applicant must formally re-apply for a variance should the Board grant two (2) consecutive three (3) month extensions after the expiration of the allowable one (1) year time period.

The policy is to have no effect on any building permit fees or policies of the City already in effect.

Failure to re-notice the Board for your desire to extend the variance will cause the variance to be void.

Zoning Board of Adjustment policy related to re-hearings:

An applicant shall be entitled to ONE and ONLY ONE hearing involving the same requested relief.

Further, there is no appeal from the final decision of the Board to any other municipal entity.

Res judicata or one hearing on the subject matter shall be the only hearing, is and shall be the policy of the Millville Zoning Board of Adjustment.

All applicants are therefore advised that they have a right to procure an attorney; however, procurement after hearing shall not be influential to re-hearing.

CITY OF MILLVILLE

**PLANNING BOARD/ZONING BOARD OF ADJUSTMENT
ESCROW AGREEMENT**

This agreement, made this _____ day of _____, 20____, by and between _____ (hereinafter "Applicant"), and the City of Millville Planning Board/Zoning Board of Adjustment (hereinafter "Board").

WHEREAS, Applicant has filed with the Board an application for development or a request for a pre-application meeting for property located at _____, also known as Block/s _____, Lot/s _____ on the tax map of the City of Millville, said application or pre-application meeting having been assigned the number _____;

WHEREAS, in connection with the aforesaid, Applicant has deposited with the Board, in escrow, the sum of \$ _____ (Check Number _____ Cash _____) as required by ordinance and/or rules of the Board to pay the anticipated cost of professional review of the aforesaid application by the Board's professional staff; and

WHEREAS, the parties desire to set forth their rights and obligations concerning the aforesaid escrow deposit, any additional deposits that may be required, and any refunds that may be due, in connection with the aforesaid application;

NOW THEREFORE, the parties hereto agree as follows:

- 1) **PURPOSE OF ESCROW DEPOSIT.** The purpose of the escrow deposit is to provide funds to pay the Board's solicitor, engineers, planner and other professionals (as may be deemed advisable or necessary by the Board in order to make informed decisions) for the actual time spent by them in reviewing the application or for the pre-application meeting in order to advise the Board and the applicant whether the application is complete, whether it complies with ordinance requirements, whether changes or conditions should be imposed and whether the application meets requirements for approval. The funds are provided to pay for all professional review services of whatever nature, including but not limited to site inspections, written or oral communications with the applicant and with the Board and its staff, attendance at conferences, research and study of particular problems, and preparation of official documents, including resolutions of approval or denial. The amount specified by ordinance to be deposited by Applicant in escrow is acknowledged by the Applicant to be an estimate only. The Applicant accepts its responsibility to pay the actual costs of professional review of the aforesaid application and agrees that such responsibility may require an additional deposit of funds, or may result in a refund of unused funds.
- 2) **PROFESSIONAL REVIEW.** The Board and the Applicant authorize the Board's professional staff to review, inspect, study and evaluate all plans, documents, and data which the aforesaid application comprises, to consult with the Applicant or any matter concerning the application, to research any laws and regulations that may apply to the proposed development, to physically inspect and view the property being developed, and to perform all tasks required or deemed advisable by them to enable them in their professional judgment to properly advise the Board. The Board directs its professional staff to make oral and/or written reports of their findings and conclusions derived from the foregoing review, study and investigation, and to submit bills to the Board on a monthly basis itemizing the services performed, the time spent in performing such services, and the approved rate applicable to such services. Applicant agrees to pay for the performance of the professional work outlined above, as required by the City of Millville Planning/Zoning Board office.
- 3) **ADDITIONAL ESCROW DEPOSITS.** In the event that the amounts billed to the Board for professional review services shall exceed the amount of Applicant's escrow deposit, the Board shall notify Applicant in writing to deposit the full amount of such excess. Applicant shall, within ten (10) days from

receipt of such notice, deposit additional funds with the Board sufficient to cover the amount of the foregoing deficit. The written notice described in this paragraph shall be sent to Applicant at the address given on the application form, unless Applicant notified the Board in writing that a different address shall be used. In the event that Applicant fails to timely deposit the additional funds in accordance with the notice given by the Board, the Board may cease further consideration of the application, may deny the action sought by the Applicant, and/or may avail itself of any legal remedy it has against the Applicant.

4) **REFUND OF ESCROW DEPOSITS.** In the event that the amounts billed to the Board for professional review services shall be less than the amount of Applicant's escrow deposit, the Board shall return such excess funds to the Applicant in accord with the escrow closeout procedures of the Municipal Land Use Law, N.J.S.A. 40:55D-53.2.

5) **BOARD'S CUSTODIAL OBLIGATIONS.** The Board shall keep the escrow deposits of Applicant on deposit in a depository institution selected by the Board. The Board shall comply with the reporting, interest and administrative expense requirements of N.J.S.A.40:55D-53.1, but only as to escrow deposits in excess of \$5,000.00. The Board shall disburse funds from Applicant's escrow deposit/s in accordance with its established procedures, including signed vouchers, for the payment of professional review fees.

6) **LITIGATION.** The Applicant shall be responsible for all expenses incurred by the Board as a result of litigation arising out of the non-performance by the Applicant of this escrow agreement, including but not limited to all costs and expenses of collection.

IN WITNESS WHEREOF, the Applicant and Board, by their duly authorized representative(s), have set their hands and seals as of the date first written above.

Witness as to Applicant:

Print Name of Applicant

By: _____
Signature Of Applicant OR Representative

Title of Representative

Witness as to Board:

City of Millville Planning and Zoning Boards

By: _____
Itzel Torres-Velazquez, Board Secretary

City of Millville
Acknowledgement of Water/Sewer Connection fees

Applicant Information:

- **Full Name of Applicant:** _____
- **Property Address:** _____
- **Phone Number:** _____
- **Email Address:** _____

1. Property Type and EDU Calculation:

Please select the type of property for which you are applying for water/sewer connection:

Residential Dwelling Units:

- ☐ Single-family home (1 EDU per unit)
- ☐ Apartment (1 EDU per unit)
- ☐ Condominium (1 EDU per unit)
- ☐ Duplex/Half double (1 EDU per unit)
- ☐ Mobile home (1 EDU per unit)
- ☐ Townhouse (1 EDU per unit)

Other Dwelling Units:

- ☐ Boarding house (1/4 EDU per room)
- ☐ Hotel (1/4 EDU per room)
- ☐ Motel (1/4 EDU per room)
- ☐ Nursing home (1/2 EDU per room)
- ☐ Rooming house (1/4 EDU per room)
- ☐ Tourist lodging (1/4 EDU per room)

Commercial Buildings:

- ☐ Office, Retail, or General Commercial Building
 - **Estimated Water Flow (gallons/day):** _____
 - **Estimated Sewer Flow (gallons/day):** _____
 - (1 EDU for every 300 gallons of water/day or 240 gallons of sewer/day)

Industrial or Manufacturing Buildings:

- ☐ Industrial/Manufacturing
 - **Estimated Water Flow (gallons/day):** _____
 - **Estimated Sewer Flow (gallons/day):** _____
 - (1 EDU for every 300 gallons of water/day or 240 gallons of sewer/day)

Warehouses:

- ☐ Warehouse
 - **Estimated Water Flow (gallons/day):** _____
 - **Estimated Sewer Flow (gallons/day):** _____

- (1 EDU for every 300 gallons of water/day or 240 gallons of sewer/day)

If an engineer's certification estimating the water/sewer flow is unavailable, the connection fees will be based on square footage:

Commercial/Industrial Buildings: 1 EDU for every 2,400 sq. ft.

Warehouses: 1 EDU for every 10,000 sq. ft.

2. Connection Fees:

Connection Fees:

Water Connection Fee: \$940 per EDU

Sewer Connection Fee: \$1,740 per EDU

Total Estimated Fees:

Water Fee: \$ _____

Sewer Fee: \$ _____

Total Connection Fee: \$ _____

3. Questions and Further Assistance:

If you have any questions regarding the application or connection fees, please contact:

Water Maintenance Department: 856-825-7000, ext. 7613

Engineering Department: 856-825-7000, ext. 7616

You may also refer to the **City Municipal Code on Water/Sewer Connection Fees**

[<https://ecode360.com/6292505#6292516>].

I knowlege that if my application is approved, I will be responsible for all required connection fees.

Applicant's Signature

Date

(Please note that any connection fees need to be paid prior to obtaining any construction permits)

PROFESSIONAL CONTACT INFORMATION

Name: _____ Role: _____

Phone Number: _____ Fax Number: _____

Email: _____

Address: _____

Name: _____ Role: _____

Phone Number: _____ Fax Number: _____

Email: _____

Address: _____

Name: _____ Role: _____

Phone Number: _____ Fax Number: _____

Email: _____

Address: _____

Name: _____ Role: _____

Phone Number: _____ Fax Number: _____

Email: _____

Address: _____

Fee Schedule

Application Type	Filing Fee	Review Escrow Initial Deposit
VARIANCES		
“A” Variance (Appeal)		
• Residential	\$150.00	\$350.00
• Non-Residential	\$150.00	\$350.00
“B” Variance (Interpretation)		
• Residential	\$50.00	\$350.00
• Non-residential	\$100.00	\$1,000.00
“C” Variance (Bulk)		
• Residential	\$200.00	\$500.00
• Non-Residential	\$500.00	\$1,000.00
“D” Variance (Use)		
• Residential	\$300.00	\$500.00
• Non-Residential	\$500.00	\$2,000.00
Resolution	\$150.00	
SUBDIVISION PLANS		
Minor Subdivision Plan (Lot Line adjustment)	\$100.00 +(\$50.00/lot)	\$500 + \$50.00/lot
Preliminary Major Subdivision Plan		
• Up to 10 lots	\$500.00	\$2,000 + \$100.00/lot
• 11 lots or more	\$500.00	\$10,000 + \$50.00/lot
Final Major Subdivision Plan		
• Up to 10 lots	\$500.00	\$1,000 + \$100.00/lot
• 11 lots or more	\$500.00	\$5,000 + \$50.00/lot
Amended Subdivision Plan	\$300.00	25% of preliminary escrow
Redivision when not creating a new lot	\$100.00	\$300.00
Extension of Subdivision preliminary or final approval	\$200.00	\$500.00
Certification of Subdivision Approval (40:55D-56)	\$100.00	
SITE PLANS		
Site Plan Waiver		\$500.00 per acre
Design Waiver		\$100.00 per waiver
Minor Site Plan	\$500.00	\$500.00
Preliminary Major Site Plan		
• Residential	\$500.00	\$1,000 + (\$50.00/unit)
• Non-Residential	\$500.00	\$2,500 + (\$200.00/acre)
Final Major Site Plan		
• Residential	\$500.00	\$1,000 + (50.00/unit)
• Non-Residential	\$500.00	\$2,500 + (\$100.00/acre)
Preliminary & Final Major Site Plan Review	\$1,000.00	\$3,000 + (\$50.00/unit) (\$200.00/acre)
Amended Site Plan (by Applicant)	\$300.00	25% of preliminary escrow
Extension of preliminary or final Site Plan approval	\$200.00	\$500.00
Stormwater Review		\$1,500.00

SITE INSPECTIONS		
Commercial Grading and Site Plan (Final Review)	\$250.00	\$1,000.00
Final Residential Site Inspection	\$100.00	\$500.00
Final Residential Grading Inspection	\$100.00	\$500.00
Grading Permit	\$200.00	None
Soil Removal Permit	\$250.00	\$200 minimum plus \$50/hr after 4hrs
GENERAL DEVELOPMENT		
Planned Development Review	\$1,500.00	\$5,000 + \$50/unit
Amendment to General Development Plan	\$500.00	\$1,000.00
Work site inspection fees		Greater of \$500 or 3% of the cost of the improvement
MISCELLANEOUS		
Conditional Use with no site plan	\$200.00	\$500.00
Special Meeting		\$500.00
Concept Plan Review during Regularly Schedule Planning Board Meeting		\$300.00
Certificate of Non-Conformity	\$50.00	\$500.00
Request for a relief of Condition of Approval	\$50.00	\$200.00
Property Owner List	\$0.25/name or \$10.00, whichever is greater	
Appeal to City of Commission from Zoning Board decision	\$100.00	\$500.00
Pre-Application with Professionals		\$500.00