THE DEPARTMENT OF PLANNING AND DEVELOPMENT HAS INITIATED A NEW PROCESS FOR APPLICATION FEES. WE NOW REQUIRE TWO (2) SEPARATE CHECKS. ONE (1) CHECK WILL BE FOR THE APPLICATION FEE AND ONE (1) CHECK WILL BE FOR THE ESCROW FEE. YOUR COOPERATION IN THIS MATTER WILL BE GREATLY APPRECIATED.

INSTRUCTIONS

• Bulk Variance: Check for \$85.00 payable to Township of Woodbridge (\$75 fee; \$10 property owners list)

Bulk Variance: Check in the sum of \$100.00 payable to Township of Woodbridge (escrow)

Use Variance: Check for \$510.00 payable to Twp of Woodbridge; \$10 property owners list Use Variance: Check for \$2,500.00 payable to Twp of Woodbridge (escrow) (Escrow fee is for consultant's report/attorney to prepare resolution)

ALL FEES AND ESCROWS ARE NON-REFUNDABLE

• Four (4) completed, <u>signed</u> copies of "Application to Vary or Modify..." (2 pages) (Suggestion: complete one full Application, date and sign it, photocopy three times) THIS IS THE ONLY DOCUMENT WE NEED 4 COPIES OF.

Photographs:

- 2 Photos of the front of your house Photos of the rear of your house
- 2 Photos of whatever is across the street from your house (another house, an empty lot, a movie theatre, etc.) WRITE ON THE BACK OF EACH PICTURE WHAT IT IS A PICTURE OF, I.E. "FRONT", "REAR", "ACROSS THE STREET"
- Denial received from Zoning Officer (original only)
- Tax Certification request, filled out by homeowner (original only)
- 10 copies of survey showing exactly what is on your property as of
 this date. If you are using an old survey, draw in any changes made
 to the property since the survey was made, i.e. shed, fence, or deck added.
 DRAW ON THE SURVEY EXACTLY WHAT YOU ARE PROPOSING, INCLUDE EXACT
 DIMENSIONS OF <u>ALL</u> STRUCTURES ON LOT, DISTANCES FROM HOUSE TO ALL
 PROPERTY LINES, DISTANCES FROM ANY OTHER STRUCTURES TO ALL
 PROPERTY LINES (See sample attached)
- 5 sets of building plans. If these are professionally prepared, they must be signed and sealed by NJ preparer. If they are prepared by you, write on the bottom "Prepared by homeowner".

NOTE: Dimensions on survey, application and building plans MUST MATCH!



Township of Woodbridge

John E. McCormac, CPA, Mayor

Department of Planning and Development Marta Lefsky, Director One Main Street • Woodbridge, New Jersey 07095 Tel: (732) 602-6004 • Fax: (732) 602-6038



unity

DATE:	<u> </u>		
57(12.			Woodbridge - Ten Towns, One Comm
Applicant Name:			
Applicant Address:			_
			_
	4		_
Tax ID. Number: (For Applicants making	escrow deposits o	f \$5,000 or more)	_
Location of Subject Property: (if separate from above):	Block:	_Lots:	_
			_
(DO NOT FILL OUT BEL	OW THIS LINE)		
Application Number:			
Type of Application:			
Check Numbers:			-
Total Escrow Deposit:			_
UJB Number:			_

APPLICATION TO VARY OR MODIFY THE PROVISIONS OF THIS ORDINANCE

DEVELOPMENT APPLICATION CHECKLIST

TO BE COMPLETED AND RETURNED WITH APPLICATION - SINGLE-FAMILY, TWO-FAMILY AND THREE-FAMILY DETACHED DWELLINGS:

Fee as required by this Ordinance.

*P **NP ***WR

*PROVIDED

**NONE PROPOSED

***WAIVER REQUESTED

CHECKLIST REQUIREMENTS
Four (4) copies of completed application.
One (1) Denial of Building Permit.
 One (1) Certification that all taxes on the property have been paid and that there are no outstanding assessments for local Improvements.
List of names and addresses of persons having 10% interest or more in the corporation or partnership (if applicable).
Two (2) sets of photographs showing the following views: front of subject property; rear of subject property; and opposite side of the street.
Ten (10) sets of a survey which indicates all existing and proposed buildings and structures with all front, side and rear yard dimensions, together with prevailing setback in the area.
Five (5) sets of building plans, either bearing the seal of a licensed architect in the State of New Jersey, or certified as having been prepared by the homeowner for his own use and occupancy. (Note: All two and three-family dwellings shall require an architect's certification).

TO BE COMPLETED AND RETURNED WITH APPLICATION - MULTI-FAMILY, COMMERCIAL AND INDUSTRIAL USES:

*P	**NP	***WR	CHECKLIST REQUIREMENTS
			Four (4) copies of completed application.
			One (1) Denial of Building Permit.
			One (1) tax map including subject property.
			One (1) Certification that all taxes on the property have been paid and that there are no outstanding assessments for local improvements.
		-	List of names and addresses of persons having 10% interest or more in the corporation or partnership (if applicable).
			Two (2) sets of photographs showing the following views: front of subject property; rear of subject property; and opposite side of the street.
			Twelve (12) copies of a current site survey. Surveys shall be prepared by a New Jersey licensed land surveyor. Improvements to or adjacent to the site shall be prepared by a New Jersey licensed professional engineer or architect. Said survey shall include the following details:
			 All existing and proposed buildings and structures with all front, side and rear yard dimensions.
			2. Existing and proposed pavement.
			3. Parking and loading areas.
			4. Outdoor storage areas (if applicable).
			Refuse storage areas and method of screening.
			6. On-site lighting.
			Proposed or existing free-standing signs.
			8. Method of controlling storm water drainage.
			9. Landscaping.
			Twelve (12) copies of floor plans and building elevations prepared by a licensed architect of the State of New Jersey.
			Fee as required by this Ordinance.

TO BE COMPLETED AND RETURNED WITH APPLICATION - CONDITIONAL USE PERMIT:

*P	**NP	***WR	CHECKLIST REQUIREMENTS
			NOTE: Surveys shall be prepared by a New Jersey licensed land surveyor. Improvements to or adjacent to the site shall be prepared by a New Jersey licensed professional engineer or architect.
			Twelve (12) sets of plans providing all details required in Section 150-46 of this Ordinance relative to the specific Conditional Use, including a current survey, which shall include the following details:
			 All existing and proposed buildings and structures with all front, side and rear yard dimensions.
			2. Pavement.
			3. Parking and loading areas.
			 Outdoor storage areas, refuse storage areas and method of screening.
			5. On-site lighting.
			6. Free-standing signs.
			7. Landscaping.
			8. Fencing.
<u> </u>			9. Method of controlling storm water and drainage.
			 Floor plans and building elevations, prepared by a New Jersey licensed architect.
			Four (4) copies of completed application for Conditional Use Permit.
			List of names and addresses of persons having 10% interest or more in the corporation or partnership (if applicable).
			Certification that all taxes on the property have been paid and that there are no outstanding assessments for local improvements.
			Statement as to status of other required approvals (municipal, county, state, federal, other).
			One (1) Denial of Building Permit.
			One (1) tax map of the area.
			Two (2) sets of photographs showing the following views: front of subject property; rear of subject property; and opposite side of the street.
			Fee as required by the Ordinance.

FORM CL(11/99) EXPLANATION FOR ANY REQUEST FOR A WAIVER OF ANY CHECKLIST REQUIREMENT (USE ADDITIONAL SHEET IF NECESSARY): APPLICANT'S SIGNATURE

TOWNSHIP OF WOODBRIDGE

APPLICATION TO VARY OR MODIFY PROVISIONS OF THE LAND USE DEVELOPMENT ORDINANCE OF WOODBRIDGE TOWNSHIP

		PHONE:
ADDRESS:		
OWNER:		PHONE:
ADDRESS:		
ATTORNEY:		PHONE:
ADDRESS:		
PROPERTY LOCA	ATION:(STREET)	
	(STREET)	(SECTION)
BLOCK:	LOT(S):	ZONE:
LOT SIZE:		
PRESENT OCCUI	PANCY (ONE, TWO, OR THREE	FAMILY DETACHED DWELLINGS, ETC.)
PROPOSED CON	STRUCTION OR USE:	
PROPOSED CON SIZE OF PROPOS	STRUCTION OR USE:	
PROPOSED CON SIZE OF PROPOS INTENDED USE:	STRUCTION OR USE: SED: DINTRARY TO THE LAND USE OF	

FORM VCU (11/99)

		TIONS FOR DEVELOPMENT REGARDING THESE APPEAL AND APPROVING AUTHORITY.
PRINCIPAL P	OINTS ON WHICH THIS APPEAI	_ IS BASED:
SIGNATURE	OF APPLICANT	SIGNATURE OF OWNER
ADDRESS		ADDRESS
ACCEPTANC	E OF REASONABLE REVIEW CO	DSTS:
	by agree to pay all reasonable cosewith, where such review is requir	st for professional review of the plan(s) and materials ed.
SIGNATURE		DATE

OF WOODER

Township of Woodbridge

John E. McCormac, CPA, Mayor

Department of Planning and Development Marta Lefsky, Director One Main Street • Woodbridge, New Jersey 07095 Tel: (732) 602-6004 • Fax: (732) 602-6038

FORM VCU (11/99)



Woodbridge - Ten Towns, One Community

REQUEST FOR CERTIFIED PROPERTY OWNERS LIST

DATE:					
TO:	ADMINISTRATIVE OFFICER				
Please prepare a certified property owners list for the following:					
APPLICANT:					
PROPERTY I	_OCATION:(S				
	(5	Street)	(Section)		
BLOCK(S):		LOT(S):			
MAIL LIST TO	D:				
NAME:					
ADDRESS:					
FEE: \$10.00	PAID ()	DATE:			
DATE REQUE	EST RECEIVED:				
			· · · · · · · · · · · · · · · · · · ·		
DATE REFER	RED TO ENGINEERING	S:			
TAX MAP NO.: DATE MAILED TO APPLICANT:					
				DATE OF P.O	. LIST DONE:

OF WOODER

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TOWNSHIP OF WOODBRIDGE LAND USE AND DEVELOPMENT ORDINANCE SECTION 150-12G - ARTICLE II

Woodbridge - Ten Towns, One Community

APPLICATION FOR DEVELOPMENT - CERTIFICATION OF TAXES

APPLICANT	
ADDRESS	
OWNER	
ADDRESS	
	ELOPMENT PROJECT: (: LOT{S}:
Street	Neighborhood Section Name
	Il taxes on the above referenced property have been paid and standing assessments for local improvements.
	Richard Lorentzen, Tax Collector
	Tablara Edicinacii, Tax Concoloi
	DATE:

Township of Woodbridge



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Woodbridge - Ten Towns, One Community

DEAR BULK VARIANCE APPLICANT:

THIS IS TO INFORM YOU THAT THE PROCESS YOU ARE ABOUT TO UNDERTAKE WILL BE A MINIUMUM OF 2-3 MONTHS IN DURATION. THE AVERAGE IS ACTUALLY A MONTH OR MORE LONGER.

THE PROCESS GENERALLY INCLUDES:

FILING THE APPLICATION;
REVIEW TO ENSURE IT IS COMPLETE;
SCHEDULING OF THE APPLICATION FOR HEARING;
NOTICE TO SURROUNDING PROPERTY OWNERS;
PUBLIC HEARING;
DECISION BY THE BOARD;
ADOPTION OF RESOLUTION;
PLAN REVISIONS;
FINAL SIGNOFF.

THOUGH THE LAW PROSCRIBES THAT ACTION BE TAKEN WITHIN 165 DAYS, WE MAKE EVERY EFFORT TO MOVE ALL APPLICATIONS THROUGH THE PROCESS AS QUICKLY AS POSSIBLE, AND WITHIN THE TIME FRAME MENTIONED ABOVE.

THIS INFORMATION IS PROVIDED TO YOU SO THAT YOU MAY IN ADVANCE BE ABLE TO MAKE PLANS ACCORDINGLY.

PLEASE NOTE THIS DOES NOT INCLUDE TIME THAT IT WILL TAKE TO SUBMIT/PROCESS YOUR BUILDING PERMIT.

THANK YOU.