

FAIR HAVEN ZONING BOARD OF ADJUSTMENT

APPLICANT: _____ PROPERTY ADDRESS: _____
BLOCK: _____ LOT: _____ ZONE: _____ PHONE #: _____
APPLICANT ADDRESS (IF DIFFERENT): _____
ZONING BOARD ACCOUNT #: _____

APPLICATION GUIDELINES

In accordance with Borough requirements, the following items must be submitted with the application before it can be deemed complete.

- ___ Letter from Zoning Office
- ___ Compliance with Chapter 30.12 of the Fair Haven Land Development Code
- ___ Original signed survey with raised seal, plus **15** copies
- ___ Architectural plans containing the following information: *
 - ___ Complete floor plans showing **existing** and proposed conditions with **string dimensions**
 - ___ Elevations of all sides of structure(s) **with string dimensions**
 - ___ Zoning Schedule: must include total habitable floor area and floor area ratio
 - ___ Detail as to calculation of habitable floor area. All measurements must be from exterior perimeter of structure.
 - ___ Detail as to lot coverage calculation
 - ___ Location and type of proposed attic access
 - ___ Site plan showing existing and proposed conditions and setbacks
 - ___ Key Map showing all properties within 200'
- ___ Photographs of the property and adjacent properties
- ___ Statement of legal basis for granting variances sought
- ___ List of property owners within 200' and all others required to be served
- ___ Proof of payment of taxes for the current quarter
- ___ **Proposed** Notice to Property Owners with copy of Zoning Officer's letter attached.
- ___ **Proposed** Notice to be published in newspaper.
- ___ Payment of application and escrow fees

THE FOLLOWING ARE TO BE SUBMITTED AFTER NOTIFICATION THAT APPLICATION HAS BEEN DEEMED COMPLETE

- ___ Affidavit of Publication from Newspaper
- ___ Affidavit of Service: Copy of Notice sent to property owners with copy of Zoning Officer's letter attached, must be attached to affidavit.

IF A WAIVER OF ANY OF THE ABOVE REQUIREMENTS IS REQUESTED, SUCH REQUEST MUST BE IN WRITING AND SUBMITTED WITH THE APPLICATION

* For applications involving variances only, 15 copies of the plans are required. Of those, 11 may be reduced size. For applications involving a site plan, 20 copies are required and 15 may be reduced size.

APPLICATION TO ZONING BOARD OF ADJUSTMENT

BOROUGH OF FAIR HAVEN

NOTICE TO APPLICANTS

Please complete and attach only the part(s) that relate to the relief you seek from the Zoning Board of Adjustment. These are set forth as **PART I**, **PART II** and/or **PART III**

PART I relates solely to appeals of "...any order, requirement, decision or refusal made by an administrative officer based on or made in the enforcement of the zoning ordinance." **PART I** is *not* a request for a variance from the requirements of the zoning ordinance.

PART II relates to requests to "...interpretation of the zoning map or ordinance or for Decisions upon other special questions upon which (the) board is authorized to pass by any zoning or official map ordinance..." **PART II** applications may also be combined with applications for relief under **PART III** applications.

PART III relates to applications for variance(s) to allow departure from the requirements of the zoning ordinance for specific reasons and in particular cases set forth in the New Jersey Municipal Land Use Law (MLUL) and the local zoning ordinance. This is the most common application Part.

(NOTE: THIS NOTICE OF APPEAL MUST BE SERVED UPON THE ADMINISTRATIVE OFFICER FROM WHOM THE APPEAL IS TAKEN WITHIN 20 DAYS OF THE DATE OF THE ACTION WHICH IS APPEALED.)

APPLICATION TO ZONING BOARD OF ADJUSTMENT
OF THE BOROUGH OF FAIR HAVEN

PART II

TO BE FILLED IN ONLY IF APPLICATION IS FOR INTERPRETATION OF ZONING MAP OR CONSTRUCTION OF ORDINANCE PURSUANT TO N.J.S. 40:55D-70b.

Applicant's Name _____ Phone # _____
Applicant's Address _____
Owner's Name _____
Owner's Address _____
Relationship of applicant to owner (i.e. tenant, purchaser under contract, etc.) _____

Location of Premises: _____ Block _____ Lot _____
(Street) (Tax Map Reference)

The premises are located in the following Zone _____

Applicant should attach statement of contentions as to such interpretation or construction to this application.

APPLICATION TO ZONING BOARD OF ADJUSTMENT
OF THE BOROUGH OF FAIR HAVEN

PART III

TO BE FILLED IN ONLY IF APPLICATION IS MADE DIRECTLY TO THE BOARD
OF ADJUSTMENT OR IF ALTERNATIVE RELIEF IS SOUGHT PURSUANT TO
N.J.S. 40:55D-70c or d. AND ARTICLE 4 OF THE LAND USE ORDINANCE AND
DEVELOPMENT REGULATIONS OF THE BOROUGH OF FAIR HAVEN

Applicant's Name _____ Phone# _____
Applicant's Address _____
Owner's Name _____
Owner's Address _____
Relationship of applicant of owner (i.e. tenant, purchaser under contract, etc.) _____
Location of Premises _____ Block _____ Lot _____
(Street) (Tax Map Reference)
The premises are located in the following Zone _____

Request is hereby made for permission to erect, alter, convert, use, a _____
_____ contrary to the
requirements of Article _____, Exhibit _____ of the Zoning Ordinance, or
for other relief as follows:

1. Said property is _____
(give dimensions and area)
and has the following structures _____
(dwelling, garage, shed, pool, etc.)

2. Size of proposed building:
a) Total square footage of all stories (exclusive of attached garage & cellar), half stories
or any attic served by a fixed stairway _____ square feet
b) Number of stories _____
c) Height of principal building _____

3. Setbacks of building: Front _____ Rear _____ Side _____ Side _____

PAGE 2 of PART III

4. Has there been any previous appeal, request, or application to this or any other Borough Board or the Construction Official involving these premises? Yes ___ No ___

If YES, state the nature, date and the disposition of said matter: _____

5. Attach a statement to this application stating what exceptional conditions exist preventing the Applicant from complying with the Zoning Ordinance. Also include a statement of facts showing why the relief requested can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the Zoning plan and Zoning ordinance.

6. All applicants must attach to this application a schedule showing the following information (if applicable):

Type of construction (frame, stone, brick, etc.) _____
Present use of existing building(s) & premises _____

Describe any deed restrictions affecting the property. _____

Total proposed dwelling units _____

Total proposed professional offices _____

Total proposed parking spaces _____

A photograph or photographs of land & buildings involved in the application.

Name & addresses of all expert witnesses proposed to be used.

Proof of payment of all property taxes due & owing on the premises.

7. A SEALED SURVEY made by a licensed Land Surveyor to scale (not less than 1" = 100' of the property). Scale drawings (of not less than .25" = 1' of the proposed building(s) of the existing structure(s) indicating the changes, alterations or additions contemplated, if relevant.

8. A copy of any conditional contract or agreement related to this application must be filed with the application or presented to the Board at the times of the hearing.

9. A signed copy of the attached checklist indicating the documents to be submitted with the application to conform to the requirements of the Fair Haven Land Use Ordinance with respect to applications for variances and as set forth in Article 12 of the Fair Haven Land Use Ordinance.

PAGE 3 of Part III

10. If the applicant is a corporation or partnership, the names and addresses of all stockholders or partners owning a 10% or greater interest in said corporation or partnership shall be set forth in accordance with P.L. 977 Ch. 336.

State of _____, County of _____ ss

_____ being duly sworn according to law hereby certify that the information presented in this application to be true and accurate. If applicant is not the owner of the property, have the owner sign below, consent, or file with the application a letter signed by the owner consenting to the application.

The foregoing application is hereby consented to this _____ day of _____, 20_____.

(Owner(s) of property referred to)

(Applicant(s) other than owners)

(Address of property referred to)

Sworn and subscribed to
before me this _____ day of
_____ 20_____

Signature of person authorized to take oaths

Borough of Fair Haven
Land Development Application Checklist

Name of Application: _____ Date: _____

Block: _____ Lot(s): _____ Address: _____

Individual Completing Checklist: _____ Title: _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of a written waiver request from the applicant, a specified requirement is waived by the municipal agency. The waiver request shall be granted or denied within 45 days of receipt of said request. If an item is considered by the applicant to be "Not Applicable", a waiver request should be made.

| Item Number | Minor | | Major | | Variance | | | Item Description | Applicant Mark | Status | Borough Mark | Comments | |
|-------------|-------------|-----------|-------------|-----------|-------------|-----------|-----------|------------------|----------------|--|--------------|----------|-----|
| | Subdivision | Site Plan | Prelim | | Final | | 40:55D-70 | | | | | | |
| | | | Subdivision | Site Plan | Subdivision | Site Plan | (a) & (b) | | | | | | (c) |
| 1 | • | • | • | • | • | • | • | • | • | Completed Application Form | Complies | | |
| | | | | | | | | | | | Waiver | | |
| 2 | • | • | • | • | • | • | • | • | • | Calculation of the application fee and review escrow | Complies | | |
| | | | | | | | | | | | Waiver | | |
| 3 | • | • | • | • | • | • | • | • | • | Individual checks made out to the Borough of Fair Haven in the amount calculated for the application fee and review escrow | Complies | | |
| | | | | | | | | | | | Waiver | | |
| 4 | • | • | • | • | • | • | • | • | • | A completed Checklist (latest revision) with written explanations for all requested completeness waivers. | Complies | | |
| | | | | | | | | | | | Waiver | | |

| Item Number | Major | | | | | | Variance | | | Item Description | Applicant Mark | Status | Borough Mark | Comments |
|-------------|-------------|-----------|-------------|-----------|-------------|-----------|-----------|-----|-----|---|----------------|--------|--------------|----------|
| | Minor | | Prelim | | Final | | 40:55D-70 | | | | | | | |
| | Subdivision | Site Plan | Subdivision | Site Plan | Subdivision | Site Plan | (a) & (b) | (c) | (d) | | | | | |
| 5 | • | • | • | • | • | • | • | • | • | Completed Escrow Agreement signed by owner and applicant. | Complies | | | |
| | | | | | | | | | | | Waiver | | | |
| 6 | • | • | • | • | • | • | • | • | • | Completed Ownership Disclosure Statement. | Complies | | | |
| | | | | | | | | | | | Waiver | | | |
| 7 | • | • | • | • | • | • | • | • | • | Tax Collector Certification from the Borough Tax Collector that all current taxes and assessments on the property are paid to date. | Complies | | | |
| | | | | | | | | | | | Waiver | | | |
| 8 | • | • | • | • | • | • | • | • | • | Certified list of property owners within 200' of the property as prepared by the Borough Tax Assessor. | Complies | | | |
| | | | | | | | | | | | Waiver | | | |
| 9 | • | • | • | • | • | • | • | • | • | Completed Monmouth County Planning Board application. Copy of a check made payable to "Monmouth County." | Complies | | | |
| | | | | | | | | | | | Waiver | | | |
| 10 | • | • | • | • | • | • | • | • | • | Completed Freehold Soil Conservation District (FSCD) application. Copy of a check made payable to "FSCD." | Complies | | | |
| | | | | | | | | | | | Waiver | | | |

LAND USE AND DEVELOPMENT REGULATIONS

30-12

| Item Number | Minor | | Major | | Variance | | | Item Description | Applicant Mark | Status | Borough Mark | Comments |
|-------------|-------------|-----------|-------------|-----------|-------------|-----------|-----------|------------------|---|----------|--------------|----------|
| | Subdivision | Site Plan | Prelim | | Final | | 40:55D-70 | | | | | |
| | | | Subdivision | Site Plan | Subdivision | Site Plan | | | | | | |
| 11 | • | • | • | • | • | • | • | • | Completed Monmouth County Health Department application. Copy of a check made payable to "Monmouth County." | Complies | | |
| | | | | | | | | | | Waiver | | |
| 12 | • | • | • | • | • | | | | Public utility "will serve" letters. | Complies | | |
| | | | | | | | | | | Waiver | | |
| 13 | | | • | • | • | • | | | Environmental Impact Assessment | Complies | | |
| | | | | | | | | | | Waiver | | |
| 14 | • | • | • | • | • | • | | | Freshwater wetlands Letter of Interpretation. | Complies | | |
| | | | | | | | | | | Waiver | | |
| 15 | • | • | • | • | • | • | | | List of all Federal, State, regional, and/or municipal approvals or permits required. | Complies | | |
| | | | | | | | | | | Waiver | | |
| 16 | • | • | • | • | • | • | • | • | Copies of all easements, covenants and deed restrictions including metes and bounds descriptions, on or affecting the property in question. | Complies | | |
| | | | | | | | | | | Waiver | | |

| Item Number | Minor | | Major | | Variance | | | Item Description | Applicant Mark | Status | Borough Mark | Comments |
|-------------|-------------|-----------|-------------|-----------|-------------|-----------|-----------|------------------|----------------|----------|--------------|----------|
| | Subdivision | Site Plan | Prelim | | Final | | 40:55D-70 | | | | | |
| | | | Subdivision | Site Plan | Subdivision | Site Plan | | | | | | |
| | | | | | | | (a) & (b) | (c) | (d) | | | |
| 17 | • | • | • | • | • | • | • | • | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 18 | • | • | • | • | • | • | • | • | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 19 | • | | • | | • | | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 20 | | | • | | | | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 21 | | • | | • | | | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 22 | | | | | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |

LAND USE AND DEVELOPMENT REGULATIONS

30-12

| Item Number | Minor | | Major | | Variance | | | Item Description | Applicant Mark | Status | Borough Mark | Comments |
|-------------|-------------|-----------|-------------|-----------|-------------|-----------|-----------|------------------|----------------|----------|--------------|---|
| | Subdivision | Site Plan | Prelim | Final | 40:55D-70 | | | | | | | |
| | | | Subdivision | Site Plan | Subdivision | Site Plan | (a) & (b) | | | | | |
| 23 | | | | | • | • | | | | Complies | | An engineer's estimate of all the improvements identified on the approved preliminary plan, whether completed or remaining to be completed. |
| | | | | | | | | | | Waiver | | |
| 24 | | | | | • | • | | | | Complies | | Deed descriptions including metes and bounds for all easements and right-of-way dedications, as identified on the approved preliminary plan. |
| | | | | | | | | | | Waiver | | |
| 25 | • | • | • | • | | | | | | Complies | | Six (6) copies of the Stormwater Management Plans and Reports in accordance with N.J.A.C. 7:8, including pre- and post-development calculations and drainage area maps. |
| | | | | | | | | | | Waiver | | |
| 26 | | • | | | | • | | | | Complies | | As-built drawing/survey depicting all proposed site improvements approved during the preliminary site plan application and any deviations noted in the actual constructed improvements. Include a .dwg format (ACAD 2007 or later) and .pdf format (Adobe). |
| | | | | | | | | | | Waiver | | |

| Item Number | Minor | | Major | | Variance | | | Item Description | Applicant Mark | Status | Borough Mark | Comments |
|--|-------------|-----------|-------------|-----------|-------------|-----------|-----------|------------------|----------------|----------|--------------|----------|
| | | | Prelim | Final | 40:55D-70 | | | | | | | |
| | Subdivision | Site Plan | Subdivision | Site Plan | Subdivision | Site Plan | (a) & (b) | | | | | |
| 27 | • | • | • | • | • | • | • | • | • | Complies | | |
| | | | | | | | | | | Waiver | | |
| 28 | • | • | • | • | • | • | • | • | • | Complies | | |
| | | | | | | | | | | Waiver | | |
| 29 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| Plans shall show or include the following: | | | | | | | | | | | | |
| 30 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 31 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 32 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 33 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |

LAND USE AND DEVELOPMENT REGULATIONS

30-12

| Item Number | Minor | | Major | | Variance | | | Item Description | Applicant Mark | Status | Borough Mark | Comments |
|-------------|-------------|-----------|-------------|-----------|-------------|-----------|-----------|------------------|---|----------|--------------|----------|
| | | | Prelim | Final | 40:55D-70 | | | | | | | |
| | Subdivision | Site Plan | Subdivision | Site Plan | Subdivision | Site Plan | (a) & (b) | | | | | |
| 34 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 35 | • | • | • | • | • | • | | | Name, address, and phone number of property owner and applicant. | Complies | | |
| | | | | | | | | | | Waiver | | |
| 36 | • | • | • | • | • | • | | | North arrow and scale | Complies | | |
| | | | | | | | | | | Waiver | | |
| 37 | • | • | • | • | • | • | • | • | Schedule of required zone district requirements. Include basis for building and lot coverage, building height, FAR, and habitable floor area. | Complies | | |
| | | | | | | | | | | Waiver | | |
| 38 | • | • | • | • | • | • | | | Approval signature block for Board Chairman, Secretary, and Borough Engineer. | Complies | | |
| | | | | | | | | | | Waiver | | |
| 39 | • | | • | | • | | | | Certification blocks required by map filing law. | Complies | | |
| | | | | | | | | | | Waiver | | |
| 40 | • | | • | | • | | | | Monumentation as specified by map filing law. | Complies | | |
| | | | | | | | | | | Waiver | | |
| 41 | • | • | • | • | • | • | • | • | Date of current property survey. | Complies | | |
| | | | | | | | | | | Waiver | | |

| Item Number | Major | | | | | | Variance | | | Item Description | Applicant Mark | Status | Borough Mark | Comments |
|-------------|-------------|-----------|-------------|-----------|-------------|-----------|-----------|-----|-----|--|----------------|--------|--------------|----------|
| | Minor | | Prelim | | Final | | 40:55D-70 | | | | | | | |
| | Subdivision | Site Plan | Subdivision | Site Plan | Subdivision | Site Plan | (a) & (b) | (c) | (d) | | | | | |
| 42 | • | | • | | • | | | | | Metes and bounds description showing dimensions, bearings of original and proposed lots. | Complies | | | |
| | | | | | | | | | | | Waiver | | | |
| 43 | • | | • | | • | • | | | | Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way and centerline curves on streets. | Complies | | | |
| | | | | | | | | | | | Waiver | | | |
| 44 | • | • | • | • | • | • | | | | Acreage of tract to the nearest tenth of an acre. | Complies | | | |
| | | | | | | | | | | | Waiver | | | |
| 45 | • | • | • | • | • | • | • | • | | Date of original preparation and of each subsequent revision. | Complies | | | |
| | | | | | | | | | | | Waiver | | | |
| 46 | • | • | • | • | • | • | • | • | | Size and location of any existing and proposed structures with all setbacks dimensioned. | Complies | | | |
| | | | | | | | | | | | Waiver | | | |
| 47 | • | • | • | • | • | • | | | | Size and location of all existing structures within 200' of the site boundaries. | Complies | | | |
| | | | | | | | | | | | Waiver | | | |
| 48 | • | | • | | • | | | | | Tax lot and block numbers of existing and proposed lots. | Complies | | | |
| | | | | | | | | | | | Waiver | | | |

LAND USE AND DEVELOPMENT REGULATIONS

30-12

| Item Number | Minor | | Major | | Variance | | | Item Description | Applicant Mark | Status | Borough Mark | Comments |
|-------------|-------------|-----------|-------------|-----------|-------------|-----------|-----------|---|----------------|--------|--------------|----------|
| | Subdivision | Site Plan | Prelim | Final | 40:55D-70 | | | | | | | |
| | | | Subdivision | Site Plan | Subdivision | Site Plan | (a) & (b) | | | | | |
| 49 | • | | • | • | | | | Area of proposed lots in square feet. | Complies | | | |
| | | | | | | | | | Waiver | | | |
| 50 | • | • | • | • | • | • | | Any existing or proposed easement or land reserved for or dedicated to public use. | Complies | | | |
| | | | | | | | | | Waiver | | | |
| 51 | • | • | • | • | • | • | | Property owners within 200 feet of subject property. | Complies | | | |
| | | | | | | | | | Waiver | | | |
| 52 | • | • | • | • | • | • | | Location of streams, floodplains, wetlands or other environmentally sensitive areas on or within 200' of the project site (Note: variance applications need only show these features on site) | Complies | | | |
| | | | | | | | | | Waiver | | | |
| 53 | • | • | • | • | • | • | | Preliminary architectural plans and elevations. | Complies | | | |
| | | | | | | | | | Waiver | | | |
| 54 | | | • | • | • | • | | Site identification signs, traffic control signs, and identification signs. | Complies | | | |
| | | | | | | | | | Waiver | | | |
| 55 | • | | • | | • | | | Existing and proposed sight triangles. | Complies | | | |
| | | | | | | | | | Waiver | | | |
| 56 | | | • | | | | | Proposed street names when new road is proposed. | Complies | | | |
| | | | | | | | | | Waiver | | | |
| 57 | | • | | • | | | | Parking plan. | Complies | | | |
| | | | | | | | | | Waiver | | | |

| Item Number | Minor | | Major | | Variance | | | Item Description | Applicant Mark | Status | Borough Mark | Comments |
|-------------|-------------|-----------|-------------|-----------|-------------|-----------|-----------|------------------|----------------|----------|--------------|----------|
| | | | Prelim | Final | 40:55D-70 | | | | | | | |
| | Subdivision | Site Plan | Subdivision | Site Plan | Subdivision | Site Plan | (a) & (b) | | | | | |
| 58 | | | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 59 | | | | | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 60 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 61 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 62 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 63 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 64 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |

LAND USE AND DEVELOPMENT REGULATIONS

30-12

| Item Number | Minor | | Major | | Variance | | | Item Description | Applicant Mark | Status | Borough Mark | Comments |
|-------------|-------------|-----------|-------------|-----------|-------------|-----------|-----------|------------------|----------------|----------|--------------|----------|
| | | | Prelim | Final | 40:55D-70 | | | | | | | |
| | Subdivision | Site Plan | Subdivision | Site Plan | Subdivision | Site Plan | (a) & (b) | | | | | |
| 65 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |
| 66 | • | • | • | • | • | • | | | | Complies | | |
| | | | | | | | | | | Waiver | | |

(2002 Code § 16.48.020; Ord. No. 2014-18)

Fair Haven Zoning Board of Adjustment
Escrow Agreement

I understand that the sum of \$_____ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Ordinances of the Borough of Fair Haven. I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and add that sum to the escrow account within fifteen (15) days.

Date

Signature of Owner

Notice to applicants to the Planning Board or Zoning Board of Adjustment

Attached is a packet of forms and instructions to assist you in making application to the Planning Board or Zoning Board.

Property owners or their representative must obtain from the Borough Tax Collector a list of those property owners with 200 feet of the property in question and others entitled to notice. A form letter requesting that list is enclosed. By ordinance, your request must be in writing and accompanied by a check for \$10.00. The Tax Collector has 7 days to provide you with the list.

Service to those shown on the list provided by the Tax Collector may be made in person or by Certified Mail. No return receipt is required and the date of mailing of the Certified Mail is considered the date of service. The required notice must be completed at least 10 days prior to the Board meeting. You must provide the persons or organizations served with completed Notice of Hearing on Appeal or Application (A copy of this document is enclosed) with a copy of the Zoning Officer's Letter attached.

The notice to be published in either the Asbury Park Press or the Two River Times consists of a completed form, a copy of which is enclosed. This notice must be published at least 10 days before the scheduled Board meeting. The newspaper will provide you with an Affidavit of Publication which should be delivered to the Secretary of the Board, at Borough Hall.

The day of the meeting is NOT counted as one of the 10 days.

TO: Tax Collector
Borough of Fair Haven
748 River Road
Fair Haven, NJ 07704

FROM: _____

RE: Property address _____, also known as
Block _____, Lot _____ on the Tax Map of the Borough of Fair Haven.

Dear Sir or Madam:

Please make and certify a list from current tax duplicates of the names and addresses of owners to whom I am required to give notice pursuant to Article 3 of the Fair Haven Land Use Ordinance which, I understand, will be provided to me within seven days of the date of this request. I am enclosing my check for \$10.00 made payable to the "Borough of Fair Haven" as your fee.

_____ I will arrange to pick up this list at your offices in seven days.

_____ Please mail this list to me in the enclosed, stamped addressed envelope.

Thank you,

Tel: _____

Dated: _____

PLEASE BE ADVISED that the information provided is not legal advice and that failure to properly notice may significantly impact your rights. In order to protect your rights, you should consult with an attorney.

**IN THE MATTER OF THE APPLICATION OF
(**APPLICANT'S NAME**) FOR PREMISES KNOWN
AS LOT (**XX**) IN BLOCK (**XX**) ON THE OFFICIAL
TAX MAP OF THE BOROUGH OF FAIR HAVEN**

NOTICE OF HEARING
Pursuant to NJSA 40:55D-12

PLEASE TAKE NOTICE that the (**Planning Board or Zoning Board of Adjustment**) of the Borough of Fair Haven will hold a virtual/remote public hearing on (**Day, Month, Date, Year**) at (**time**)p.m., to further consider the application of (**applicant's name**) for premises known as Lot (**XX**) in Block (**XX**) as shown on the Official Tax Map of the Borough of Fair Haven and located at (**physical address**), Fair Haven, New Jersey 07704.

THE APPLICATION:

(Please include a description of your proposed application. Include proposed work, variances, etc.)

Due to the current Coronavirus/COVID-19 State Directives, this meeting is being held virtually/remotely through web-meeting, video conference communications via the Zoom platform. You are hereby notified that you are permitted to participate in the remote hearing and present any comments, and/or objections you may have to the granting of the relief sought.

HOW TO ATTEND/PARTICIPATE/VIEW/HEAR VIRTUAL REMOTE HEARING?

OPTION 1: JOIN ZOOM MEETING VIA COMPUTER:

- **For Zoning Board go to <https://www.fairhavennj.org/zoning-board>**
- **For Planning Board go to <https://www.fairhavennj.org/planning-board>**
- There will be a link to a 'Public Notice' document. Within this document there will be a link that will take you to the scheduled Zoom meeting.

OPTION 2: DIAL BY PHONE (If you do not have a computer or internet access or if your computer does not have a microphone and/or audio):

- **For Zoning Board go to <https://www.fairhavennj.org/zoning-board>**
- **For Planning Board go to <https://www.fairhavennj.org/planning-board>**
- There will be a link to a 'Public Notice' document. Within this document there will be a phone number to the scheduled Zoom meeting.
- Dial the phone number posted in the Public Notice document, call in to connect to the scheduled Zoom meeting.

It is recommended that Members of the public notify the Board Secretary in advance, via email or phone call of their intention to undertake cross-examination, introduce evidence and/or make public statements or comments to ensure technological needs are accommodated and documents that will be referenced are available for review by all participants.

PUBLIC INSPECTION OF APPLICATION:

The application and supporting documents are on file with the Borough of Fair Haven's Planning Board or Zoning Board of Adjustment, as the case may be, at the Borough Hall Municipal Building, 748 River Road, Fair Haven, NJ 07704 and are available for inspection as outlined herein. Members of the public may contact the (applicant/applicant's attorney) at (phone number) or (email) to request a copy of the application documents including all exhibits and plans either as an electronic copy via email or hard copy by regular mail, subject to any standard fees or charges, or by appointment. Members of the public may also contact the Board Secretary via email or telephone as referenced below. The application and supporting documents will also be posted on the Borough website at:

For Zoning Board of Adjustment: <https://www.fairhavennj.org/zoning-board>

For Planning Board: <https://www.fairhavennj.org/planning-board>

PLEASE TAKE FURTHER NOTICE that you are privileged to attend this virtual/remote public hearing either by web conference or telephone as outlined above to present any and all comments you may have regarding this application. The hearing may be continued without further notice on such additional or other dates as the Board may determine.

IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTICE, OR IF AT THE TIME OF THE MEETING YOU ARE HAVING DIFFICULTY ACCESSING THE OR NEED ASSISTANCE DOING SO, CONTACT SANDI PAPA AT (732)245-6111 OR SPAPA@FHBORO.NET.

(DATE)

(Applicant or Attorney Name)

(NOTICE TO BE PUBLISHED IN ASBURY PARK PRESS OR TWO RIVER TIMES, WHICH ARE OFFICIAL NEWSPAPERS FOR SUCH PUBLICATIONS)

**ZONING BOARD OF ADJUSTMENT
BOROUGH OF FAIR HAVEN
MONMOUTH COUNTY, NEW JERSEY**

TAKE NOTICE that on the _____ day of _____, 20 _____ at 7:15 P.M., a hearing will be held before the Borough of Fair Haven, Zoning Board of Adjustment at the Municipal Building, 748 River Road, Fair Haven, New Jersey 07704 on the appeal of the decision of the Zoning Officer, interpretation of the zoning map or construction of zoning ordinance(s) or application of the undersigned for a variance or other relief so as to permit:

(describe) _____

The following variances have been applied for:

On the premises located at _____

And designated as Block: _____, Lot: _____ on the Official Tax Map of the Borough of Fair Haven.

In addition, the Applicant(s) seek any and all variances, waivers and/or related relief which may be necessary to approve the application that is proposed.

A copy of the application and all pertinent maps, drawings and documents have been filed with the Borough Clerk and may be inspected at the Municipal Building during regular business hours.

All interested parties may appear at said hearing and participate therein in accordance with the rules of the Zoning Board Adjustment.

[Name(s) of Applicant(s)]

Publication Date: _____

NOTICE OF HEARING
ZONING BOARD OF ADJUSTMENT
BOROUGH OF FAIR HAVEN
MONMOUTH COUNTY, NEW JERSEY

TO: All property owners within 200 feet of:

Block: _____ Lot: _____ of the Borough of Fair Haven Tax Map

Street Address: _____

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Zoning Board of Adjustment of the Borough of Fair Haven for a _____ Variance from the requirements of the Zoning Ordinance to permit _____

In addition, the Applicant(s) seek any and all variances, waivers and/or related relief which may be necessary to approve the application that is proposed.

The Following variance(s) are applied for:

See attached denial of Zoning Officer. (MUST BE ATTACHED).

A public hearing will take place on _____, 20 _____, at 7:15 P.M. in the Municipal Building at 748 River Road, Fair Haven, New Jersey 07704, and when the case is called, you may appear either in person, or by attorney and present any objections or comments you may have for granting the relief sought by the applicant.

A copy of the application and all pertinent maps, drawings and documents have been filed with the Borough Clerk and may be inspected at the Municipal Building during regular business hours.

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

[Signature(s) of Applicant(s)]

Dated: _____, 20 _____

ZONING BOARD OF ADJUSTMENT
BOROUGH OF FAIR HAVEN
MONMOUTH COUNTY, NEW JERSEY

PROOF OF SERVICE OF NOTICE OF APPLICATION AS REQUIRED BY NEW
JERSEY STATUTE 40:55D-12

In the matter of the application of _____
(Name(s) of Applicant(s))

COUNTY OF MONMOUTH)
STATE OF NEW JERSEY) ss.

_____ of full age, being duly sworn according to law,
desposes and says that he/she resides at _____ in the
_____ (municipality) of _____ (county)
State of _____

1. On the _____ day of _____, 20____, I personally served by
handing a copy of the attached notice of hearing to the following persons at the addresses
shown on the attached list with the letter "H" marked next to their name, at least ten (10)
days prior to hearing date,

2. On the _____ day of _____, 20____, I served a true copy of the
attached notice of hearing upon the following persons at the addresses shown on the
attached list by Certified Mail (attach Certified Mail receipts) with the letter "M" marked
next to their name, at least ten (10) days prior to hearing date,

being those owning property within 200 feet of the property affected by this application
and such other entities entitled to notice as are set forth in the N.J.S. 40:55D-12.

Subscribed and sworn to
before me this _____ day
of _____, 20____

(Signature of Applicant)