

### INSTRUCTIONS TO APPLICANT

Upon application for Appeals, Special Exceptions, or Variances to the Board under N.J.S.A. 40:55-39. The applicant shall conform to the following:

- Must have a completed Zoning Application from our Zoning Administrator.
- All taxes and/or assessments are NOT delinquent on said property. (See attached Code notice)
- All applications must be ordered before the 21<sup>st</sup> day of the month prior to the next scheduled hearing date. This includes the "List of Owners Served". (This can take up to 7 days to be completed)
- Must submit the appropriate Fee required, payable to Borough of Oaklyn:
  - List of Property Owners – 200 ft \$ 10.00
  - Appeals, Special Exceptions or Variances
    - Single-family residential 100.00
    - All other properties 200.00

Must submit a separate check for the following escrow, payable to Borough of Oaklyn

- Planning Board Solicitor Review Escrow \$500.00

Must make a formal written application to the Board on the forms provided, stating the type of relief desired and why such relief should be granted by the Board.

- ❖ If the applicant is a corporation or partnership a: "Disclosure Statement" is required and you must be represented by an Attorney
- ❖ Application must include a "Survey" showing dimensions of the lot, dimensions of present and proposed structures and the location of all structures and property lines.
- ❖ The following form must be notarized: "Application for Notice for Appeal" and "Affidavit of Proof of Service"

- ❖ Must return the original completed Application Package, plus thirteen (13) copies of: "Application for Notice of Appeal" and "Survey"
- ❖ Must submit any other documentation they plan to present.

The applicant must place the "Public Notice" in the newspaper with a **minimum of ten days** prior to the hearing. This date does not include the date of the publication or the date of the hearing.

**Borough of Oaklyn**

**Planning Board**

**YOUR APPLICATION PACKAGE AND ALL COPIES ARE DUE ON OR BEFORE:** \_\_\_\_\_

Taxes check: \_\_\_\_\_ List of Owners Paid: \_\_\_\_\_

Application Fee Paid \_\_\_\_\_ Attorney Escrow Paid: \_\_\_\_\_

**YOUR HEARING DATE IS:** \_\_\_\_\_ **AT 7:00 P.M. COUNCIL CHAMBERS – 500 WHITE HORSE PIKE – OAKLYN**

**IT IS YOUR RESPONSIBILITY TO SUBMIT PROOF OF PUBLICATION TO THE BOARD**

**THE BOARD CAN NOT TAKE ANY ACTION UNTIL ALL REQUIREMENTS ARE MET!**

Any questions, please call the Planning Board Secretary 856-858-2457 ext 6001.

***Borough of Oaklyn***



**APPLICATION FOR NOTICE OF  
APPEAL, SPECIAL EXCEPTION OR VARIANCE**

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

**FILE #:** \_\_\_\_\_

Applicant name & address: \_\_\_\_\_

Owner name & address: \_\_\_\_\_

Attorney name & address: \_\_\_\_\_  
(If applicable)

Interest  
of applicant if not owner: \_\_\_\_\_  
(Agent, leasee, etc.)

1. Application relates to: Use: \_\_\_\_\_ Ground Coverage: \_\_\_\_\_ Setbacks: \_\_\_\_\_ Height: \_\_\_\_\_  
(Check all applicable items)

Existing building: \_\_\_\_\_ Proposed building: \_\_\_\_\_ Other: \_\_\_\_\_

2. Description of real estate affected: Block #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Lot size: \_\_\_\_\_

Location: \_\_\_\_\_

Present use: \_\_\_\_\_ Present zoning classification: \_\_\_\_\_

Present improvements upon land: \_\_\_\_\_

3. This is an appeal from the action of the:

- Building Inspector in refusing my Building Permit dated \_\_\_\_\_

- Zoning Administrator in refusing my Zoning Application dated \_\_\_\_\_

4. Action desired by applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Your statement of alleged error of the Building Inspector or the Zoning Administrator. Specifications of error must state separately; the applicant's objections to the action taken with respect to each question of the law and fact which is sought to be reviewed.

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6. Reasons applicant believes the Planning Board should approve desired action. Include the section(s) of the ordinance under which it is felt that desired action may be allowed, include the grounds for the appeal or reasons both with respect to law and fact for granting the appeal, special exception or variance:

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Is a hardship claimed? \_\_\_\_\_ If YES be specific: \_\_\_\_\_

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(If more space is needed, additional sheets may be attached, please reference each question number)

7. Has a previous appeal been filed in connection with this premises: YES: \_\_\_\_\_ NO: \_\_\_\_\_

8. Attached is a Plot Plan showing the dimensions of the lot, dimensions of present and proposed structures and the location of all structures and property lines: YES: \_\_\_\_\_ NO: \_\_\_\_\_

I hereby depose and say that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

**SWORN TO AND SUBSCRIBED BEFORE ME,  
A NOTARY PUBLIC OF NEW JERSEY**

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

(Notary Public)

(Signature of Owner)

(Signature of Applicant)

**Borough of Oaklyn**

**Planning Board**

**YOUR APPLICATION PACKAGE AND ALL COPIES ARE DUE ON OR BEFORE: \_\_\_\_\_**

Taxes check: \_\_\_\_\_ List of Owners Paid: \_\_\_\_\_

Application Fee Paid \_\_\_\_\_ Attorney Escrow Paid: \_\_\_\_\_

**YOUR HEARING DATE IS: \_\_\_\_\_ AT 7:00 P.M. COUNCIL  
CHAMBERS – 500 WHITE HORSE PIKE – OAKLYN**

**IT IS YOUR RESPONSIBILITY TO SUBMIT PROOF OF PUBLICATION TO THE BOARD**

**THE BOARD CAN NOT TAKE ANY ACTION UNTIL ALL REQUIREMENTS ARE MET!**

Any questions, please call the Planning Board Secretary 856-858-2457 ext 6001.



CHECK LIST FOR VARIANCE APPLICATION

	Zoning Application from Zoning Administrator
	Taxes / assessments are NOT delinquent on said property
	Application ordered before 21 <sup>st</sup> day of the month prior to next scheduled meeting
	"List of Owners" requested before the 21 <sup>st</sup> day of the month prior to next scheduled meeting
	\$10.00 fee received for List of Owners
	\$100.00 fee received for application – residential
	\$200.00 fee received for application – other than residential
	\$500.00 fee received for Planning Board Solicitor Review Escrow (separate check) payable to Borough of Oaklyn
	Written application on forms provided – stating type of relief desired and why such relief should be granted
	"Disclosure Statement" if applicant is corporation or partnership
	Attorney for corporation or partnership
	"Affidavit of Ownership"
	"Application for Notice of Appeal"
	"Affidavit Proof of Service"
	Survey show dimensions of the lot, dimensions of present and proposed structures. All exact measurements are needed
	"Public Notice" certification 10 days prior to date. Date does not include date of publication and date of the hearing
	Certified mailing slips stamped with date
	Exhibits being presented
	12 copies of application package and submissions to the board

Planning Board Secretary

Date

Applicant

Date

## PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

AT 7:00 P.M, LOCAL TIME, A PUBLIC HEARING WILL BE HELD BEFORE THE PLANNING BOARD OF OAKLYN IN THE BOROUGH COUNCIL CHAMBERS, 500 WHITE HORSE PIKE, OAKLYN, NJ, UPON THE APPLICATION OF

\_\_\_\_\_  
STREET ADDRESS : \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ FOR A VARIANCE FROM THE PLANNING BOARD OF THE BOROUGH OF OAKLYN FOR \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
AS WELL AS ANY AND ALL OTHER VARIANCES DEEMED NECESSARY FOR THE APPROVAL OF THIS APPLICATION. ALL PERSONS INTERESTED WILL BE GIVEN AN OPPORTUNITY TO BE HEARD. DOCUMENTS RELATING TO THIS APPLICATION ARE ON FILE WITH THE SECRETARY OF THE PLANNING BOARD AND ARE AVAILABLE FOR INSPECTION DURING REGULAR BUSINESS HOURS, MONDAY THROUGH FRIDAY, AT THE OAKLYN MUNICIPAL BUILDING, 500 WHITE HORSE PIKE, OAKLYN, NJ.

FURTHER TAKE NOTICE, THE BOARD MAY, AT IT'S DISCRETION, ADJOURN, POSTPONE, OR CONTINUE THE SAID HEARING FROM TIME TO TIME AND YOU ARE HEREBY NOTIFIED THAT YOU SHOULD MAKE DILIGENT INQUIRY OF THE PLANNING BOARD OFFICE CONCERNING SUCH ADJOURNMENTS, POSTPONEMENTS, OR CONTINUATIONS.

\_\_\_\_\_  
APPELLANT

**“APPELLANT”: THIS NOTICE MUST BE PUBLISHED IN THE LOCAL NEWSPAPER AND THIS ALSO SERVES AS THE WRITTEN NOTICE REQUIRED TO BE PERSONALLY SERVED OR MAILED CERTIFIED TO THE PROPERTY OWNERS. THIS MUST BE COMPLETED AT LEAST TEN (10) DAYS BEFORE THE HEARING DATE. THE TEN (10) DAY NOTICE, DOES NOT INCLUDE THE DATE OF PUBLICATION OR THE DATE OF THE HEARING.**

## **“AFFIDAVIT OF PROOF OF SERVICE”**

**STATE OF NEW JERSEY  
COUNTY OF CAMDEN SS.**

I, \_\_\_\_\_, of full age, being duly sworn according to law, upon my oath, depose and say:

1. I am the appellant in a certain appeal now pending before the Board of Adjustment; said hearing on appeal to be heard at the Municipal Building, Oaklyn, NJ, on

\_\_\_\_\_ at \_\_\_\_\_ P.M.  
(Date) (Time)

2. Said appeal concerns property located at and known as property belonging to:

\_\_\_\_\_

3. A written notice was given to all property owners within 200 feet of the property that are listed on the attached “List of Property Owners To Be Served Notice”, at least ten (10) days prior to said hearing on appeal, in accordance with R.S. 40:55-44 and the amendments thereto.
4. The ten (10) days’ notice did not include the day of delivery or the day of the hearing.
5. If the written notice was served by personal service, the signature of the property owner required is written on the “List Of Property Owners To Be Served Notice”.
6. If the written notice was mailed certified, the dated stamped receipt(s) are enclosed.

\_\_\_\_\_  
(Signature of Appellant)

\_\_\_\_\_  
(Signature of person who served notice)

\_\_\_\_\_  
(Printed name of person who served notice)

**SWORN TO AND SUBSCRIBED BEFORE ME,  
A NOTARY PUBLIC OF NEW JERSEY**

**This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_**

\_\_\_\_\_  
**(Notary Public)**

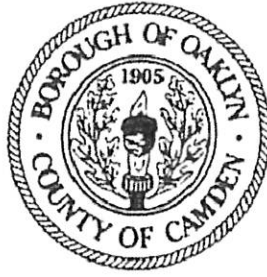
\_\_\_\_\_



**ADDITIONAL**  
**PUBLIC NOTICE REQUIREMENTS**  
**IF WITHIN 200' FROM PROPERTY**

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BORDER ANOTHER TOWN:	Notify Borough Clerk Order list of property owners
WHITE HORSE PIKE:	Department of Transportation 1035 Parkway Avenue Trenton, NJ 08625
RAILROAD:	Conrail/PRSL Property Tax Department Room 1310 Six Penn Center Philadelphia, PA 19104
COUNTY ROAD:	Camden County Planning Board Charles J. DePalma Public Works Complex 2311 Egg Harbor Road Lindenwold, NJ 08021
FOR THE FOLLOWING:	Capitol Avenue Congress Ave E. Bettewood Avenue Kendall Blvd. Manor Avenue (Oakland Ave. to Nicholson Rd.) Newton Avenue Oakland Avenue (Kendall Blvd. to Manor Ave.) W. Clinton Avenue



## AGREEMENT TO PAY FOR PROFESSIONAL REVIEW/SERVICES

Date \_\_\_\_\_

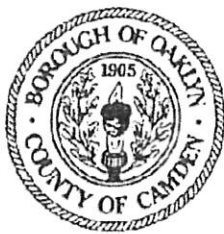
Applicants Address: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

\_\_\_\_\_, agrees to pay  
for any professional review/services necessary for the above  
construction and applications

Signature \_\_\_\_\_

Title

\_\_\_\_\_



**Planning Board  
Affidavit of Ownership**

STATE OF NEW JERSEY

ss.

COUNTY OF CAMDEN

\_\_\_\_\_, of full age, being duly sworn according to law on oath  
deposes and says that the deponent resides at \_\_\_\_\_ in the  
\_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_  
and the State of \_\_\_\_\_: that \_\_\_\_\_ is the owner  
in fee of all certain lot, piece or parcel of land situated, lying and being in the Borough of Oaklyn  
New Jersey, and know and designated as Block \_\_\_\_\_, Lot \_\_\_\_\_

*Sworn to and subscribed before me this*

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
*Notary*

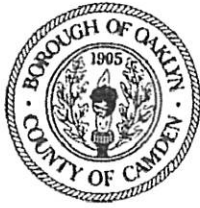
(If anyone other than above owner is making this application, the following authorization must be executed)

To the Planning Board:

\_\_\_\_\_ is hereby authorized to make the within  
application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**Planning Board  
Applicants Disclosure Statement  
(Corporation or Partnership)**

A corporation or partnership applying to the Planning Board:

- A. Subdivision with six (6) or more lots; or
- B. Site Plan for Commercial Purpose; or
- C. Variance to construct multi-dwelling of twenty-five or more family units:

Must complete the following:

The names and addresses of all persons, stockholders, or individual partners owning at least a ten (10%) percent interest in the corporation, partnership, or applicant are as follows


<i>Signature of Applicant</i>	<i>Date</i>
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# THE RETROSPECT

732 Haddon Ave • P. O. Box 296, Collingswood, NJ 08108

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Kenneth W. Roberts 1985-99

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Make Note:

If paying by credit card ~

Than call to confirm publication date



**REQUEST FOR LIST OF OWNERS AND  
TAX COLLECTOR CLEARANCE**

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

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: Block \_\_\_\_\_ Lot \_\_\_\_\_

\_\_\_\_\_

I am requesting a '200 foot property list' from the Borough of Oaklyn for the above listed property. I understand the fee for this is \$10.00 payable upon request for the list. I am aware that this list is only valid for 60 days.

I am also requesting a signature from Tax Office verifying the property taxes are paid in full.

Applicant Signature \_\_\_\_\_

TAX COLLECTOR \_\_\_\_\_

I, Judith Pierce, Tax Collector of the Borough of Oaklyn verify that the taxes and sewer on the above mention property are current and hold no municipal liens.