



“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 21st day of the month prior to the next scheduled hearing date. This includes the “List of Property Owners Served”. (This can take up to 7 days to be completed)
- Must submit the appropriated Fee required, payable to the Borough of Oaklyn:
 - List of Property Owners \$ 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 the Borough of Oaklyn:
 - Planning Board Solicitor Review Escrow \$ 350.00

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 forms must be notarized:
 - “Application for Notice of Appeal” **and** “Affidavit of Proof of Service”
- Must return the **original** completed Application Package, plus twelve (12) 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 date. This date **does not** include the date of publication or the date of the hearing.

The Public Notice must be submitted to the newspaper two or more days prior to publication date.

Example:

The Courier Post needs the notice by 5:00 on Thursday, for Saturday, Sunday & Monday publications.
by 5:00 Friday for Tuesday, 5:00 Monday for Wednesday and so on.

The Retrospect only publishes on Friday, therefore; the notice must be received by 5:00 on Tuesday.

YOUR APPLICATION PACKAGE AND ALL COPIES ARE DUE ON OR BEFORE: _____

(Taxes Checked: _____ List of Property Owners Paid: _____ Fee Paid: _____ Escrow Paid: _____)

YOUR HEARING DATE IS _____ AT 7:00 PM - IN THE CIVIC WING

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 at (856) 858-2457 x 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.

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:

Is a hardship claimed? _____ If YES be specific: _____

(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 _____

(Signature of Owner)

(Notary Public)

(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 st day of the month prior to next scheduled meeting |
| "List of Owners" requested before the 21 st 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 |
| \$350.00 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 _____, 201__

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)

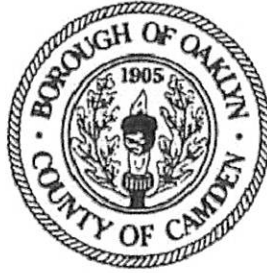
**SWORN TO AND SUBSCRIBED BEFORE ME,
A NOTARY PUBLIC OF NEW JERSEY**

This _____ day of _____, 20 _____

(Notary Public)

ADDITIONAL
PUBLIC NOTICE REQUIREMENTS
IF WITHIN 200' FROM PROPERTY

| | |
|----------------------|--|
| 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

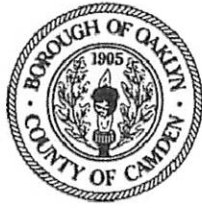
(If anyone other than above owner is making this application, the following authorization must be executed)

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

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|-------------------------------|-------------|
| <i>Signature of Applicant</i> | <i>Date</i> |
|-------------------------------|-------------|

THE RETROSPECT

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

Open Monday through Friday 8:30 a.m. to 5 p.m.

(856) 854-1400 • www.theretrospect.com

Published by Ainsworth Media, Inc.

Serving: Audubon • Audubon Park • Barrington • Collingswood • Haddon Heights
Haddon Township • Haddonfield • Oaklyn • Woodlynne

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The Retrospect makes every effort to proof all advertising to ensure that ads are published without error. *The Retrospect* accepts responsibility for typographical errors only if they are reported by the end of business on the Monday following publication. Errors should be reported to Brett Ainsworth at (856) 854-1400.

Subscription Prices

\$29 for one year • \$45 for two years
(Camden County residents)

\$39 for one year • \$64 for two years
(non-Camden County residents)

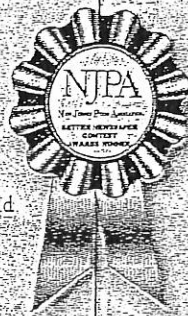
Newsstand Prices

75¢ per issue

\$1.50 for back issues over three months old



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The Retrospect (USPS 673-080) is published weekly for \$29 per year by Ainsworth Media, Inc., 732 Haddon Ave., Collingswood, NJ 08108. Periodicals mail postage paid at Camden, NJ and additional offices. POSTMASTER: Send address changes to *The Retrospect*, P.O. Box 296, Collingswood, NJ 08108.

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.