



## **Borough of Lindenwold**

15 N. White Horse Pike  
Lindenwold, New Jersey 08021  
(856) 783-2121

### **JOINT LAND USE BOARD VARIANCE APPLICATION**

**FEES: LIST OF PROPERTY OWNERS - \$10.00**  
**VARIANCE - \$200.00**

THE JOINT LAND USE BOARD MEETS ON THE FOURTH THURSDAY OF EACH MONTH AT 6:00 P.M. IN THE LINDENWOLD BOROUGH HALL. **PLEASE CHECK WITH THE BOARD SECRETARY FOR ANY CHANGES IN MEETING DATES.**

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**APPLICANT – PLEASE READ ENTIRE PACKET!!!**

#### **CORPORATIONS MUST BE REPRESENTED BY COUNSEL**

At least (10) days before the hearing date **AND THIS WILL NOT INCLUDE THE HEARING DATE**; you must give notice to all property owners who are situated within 200 feet of the property, which will be affected by your appeal. If said property is within 200 feet of a County road, the County Planning Board must be notified. If said property is within 200 feet of a State Highway, The Commission of Transportation must be notified. If said property is within 200 feet of an adjacent borough, the applicant must notify that Borough and obtain a property owner list if there are any owners situated within 200 feet of the property which will be affected by this appeal. NOTICE TO PROPERTY OWNERS MAY BE HAND DELIVERED OR SENT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED. **IF HAND DELIVERING – SIGNATURES MUST BE OBTAINED.**

Public notice must be given by publicizing in one of the following newspapers; The Courier Post (publishes daily) or The Central Record (publishes weekly) and this notice must be published at least (10) days before the hearing date **AND WILL NOT INCLUDE THE HEARING DATE**. This form of notice (form included in this packet) shall state the date, time and place of hearing, the nature of the matter to be considered and identification of the property by street address if any and referenced by block, lot and plate number. Proof of this advertisement must be submitted to the Board secretary. **The Board has no power to waive these requirements and no power to grant relief if the requirements are not met.**

Applicant should supply a survey drawing, building plan, elevations and/or other pertinent data regarding this appeal. Fees for this application must be submitted with the **COMPLETED** application and checks should be made payable to the Borough of Lindenwold and returned to the Board secretary at least (10) days prior to the meeting.

Borough of Lindenwold

**LEGAL NOTICE MUST BE ADVERTISED IN ONE OF THE FOLLOWING NEWSPAPERS:**

The Courier Post  
301 Cuthbert Blvd.  
Cherry Hill, NJ 08002  
Phone: 888/516-9220  
Fax: 856/663-3190  
(Publishes Daily)

The Central Record  
P.O. Box 290  
Blackwood, NJ 08012  
Phone: 609/654-5000  
Fax: 609/654-9126

## CHECKLIST FOR VARIANCE APPLICATION

- \_\_\_\_\_ Eighteen (18) copies of the Application
- \_\_\_\_\_ Eighteen (18) copies of Notice to Property Owners (part of application packet)
- \_\_\_\_\_ Eighteen (18) copies of Form for Public Advertisements (part of application packet)
- \_\_\_\_\_ Two (2) copies of Certification from the Township Tax Collector that no taxes or Assessments for local improvements are due or delinquent on the subject property
- \_\_\_\_\_ One (1) copy of Notarized certification of delivery or mailing of “Notice to Property Owners”, (green receipt cards if unavailable, may be submitted at the Meeting). Attach original Property Owners List to this certification
- \_\_\_\_\_ Original Proof of Publication and/or copy of publication from the newspaper
- \_\_\_\_\_ One (1) copy of blueprint or plot plan showing proposed structure addition and/or modification
- \_\_\_\_\_ One (1) copy of elevation picture of proposed structure, addition, and/or modification
- \_\_\_\_\_ If equitable owner, one (1) copy of deed or conditional deed conveying title to the applicant
- \_\_\_\_\_ Payment of application fee

## APPLICANT:

**PLEASE MAKE EIGHTEEN (18) INDIVIDUAL PACKETS**

## **COMMENCEMENT OF DEVELOPMENT**

When the Board makes a determination and thereby varies the application of the provisions herein established, the successful applicant must, within one (1) year from the date of the favorable determination as set forth in the New Jersey Municipal Land Use commerce development of the Use approved by the Board. If the successful applicant has not commenced development within the above mentioned year, said Board determination is automatically null and void unless said applicant shall receive from the Board a renewal not to exceed one (1) year of determination. The application for renewal must be made prior to the expiration of the initial one year period, must include the reasons for inaction and the basis for request for renewal and SHALL BE accompanied by a fee of one half of the application fee then in effect for a variance. If at the end of the extension the applicant has not commenced development of the aforementioned use, the determination of the Board is automatically null and void and may not be further renewed.

**AS YOU PREPARE FOR YOUR APPEARANCE BEFORE THE BOARD THESE FEW NOTES MAY HELP:**

1. Don't be nervous, remember that the board is made up of people like you who reside in Lindenwold and have an interest in making Lindenwold a better place to live.
2. You will be sworn to tell the truth in this matter. The Board may ask you questions concerning your property. These questions are used to clarify some ideas and not to pry.
3. You are asking the board to change or bend the Zoning Regulations to accommodate your special needs. To do this, you need to be aware of the concepts of burden of proof and hardship.
4. **BURDEN OF PROOF:**  
Remember that the burden of proof for a variance rests with the applicant. The Board can not prove your case for you; you have to tell us why we should grant the variance. You do this through the application you filed, your sworn oral testimony, and any exhibits you may want to submit.
5. **HARDSHIP:**  
In most cases you need to establish a hardship. A hardship can be created by reason of exceptional narrowness, shallowness, shape, special condition, physical feature or other extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures on it. In addition to establishing this hardship, the applicant has to establish that the proposed relief can be granted without substantial detriment to the public good or the Zone Plan of the Borough of Lindenwold.
6. You have the right to be represented by an attorney if you so desire, but you are not obligated to have an attorney.

## VARIANCE APPLICATION

Applicant: Owner \_\_\_\_\_ Tenant \_\_\_\_\_

Name \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**NOTE:** If tenant of property is applying for this variance, they must have written permission from the owner for submission to this Board.

Applicant is the owner of the following described property:

Block \_\_\_\_\_ Lot \_\_\_\_\_ Plate \_\_\_\_\_ Zone \_\_\_\_\_

Existing use of Land or Building \_\_\_\_\_

Proposed use of Land or Building \_\_\_\_\_

Use Variance required? \_\_\_\_\_

Applicant requesting the following variance(s) from SETBACKS on:

Lot Size    Frontage    Front Setback    Rear Setback    Left Side Setback    Right Side Setback    Total Side Setback

EXISTING \_\_\_\_\_

REQUIRED \_\_\_\_\_

PROPOSED \_\_\_\_\_

Where applicable: D.E.P. Wetland approval required: YES \_\_\_\_\_ NO \_\_\_\_\_

Other Variances requested: \_\_\_\_\_

Has this property ever been the subject of an application before the Planning Board? \_\_\_\_\_

Has this property ever been the subject of an application before the Zoning Board? \_\_\_\_\_

If yes, please give reason \_\_\_\_\_

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

\_\_\_\_\_  
Date

**VARIANCE APPLICATION FOR:** VARIANCE ( ), USE VARIANCE ( ), WAIVER ( )  
MINOR SITE PLAN ( ), MAJOR SITE PLAN ( )  
MINOR SUBDIVISION ( ), MAJOR SUBDIVISION ( )

**APPLICATION NO.** \_\_\_\_\_ **DATE SUBMITTED** \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Name and address of Present Owner (**IF OTHER THAN ABOVE**)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Interest of Applicant if other than owner \_\_\_\_\_

Location of Site \_\_\_\_\_

Neighborhood or Section

Street

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zone \_\_\_\_\_

Number of Proposed Lots \_\_\_\_\_ Area of entire Tract \_\_\_\_\_

**DEVELOPMENT PLANS:** Sell Lots Only (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

Construct Houses for Sale (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

Other \_\_\_\_\_

Proposed Density \_\_\_\_\_

Number of Dwelling Units per Net Acre \* \_\_\_\_\_

\*GROSS ACRE LESS AREA FOR RIGHT-OF-WAY, EASEMENTS AND OTHER IMPROVEMENTS.

**NAME AND ADDRESS OF PERSON PREPARING SKETCH PLAT.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Borough of Lindenwold

TO THE JOINT LAND USE BOARD PETITION FOR:

Variance \_\_\_\_\_ Waiver \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Applicant is the OWNER ( ), TENANT ( ) of the following described property:

\_\_\_\_\_  
\_\_\_\_\_

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Plate \_\_\_\_\_

Present use of Land or Building \_\_\_\_\_

\_\_\_\_\_

Desired use of Land or Building \_\_\_\_\_

\_\_\_\_\_

**NOTE:** Has this Property ever been the subject of an application before the Planning  
Board \_\_\_\_\_ or Zoning Board \_\_\_\_\_

If YES, Please give reason \_\_\_\_\_

\_\_\_\_\_

Applicant desires the following **VARIANCE / WAIVER**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date



## AFFIDAVIT OF OWNERSHIP

**“MUST BE COMPLETED AND RETURNED”**

Name of Company / Organization: \_\_\_\_\_

Is Company a Corporation? (YES)\_\_\_\_\_ (NO)\_\_\_\_\_

Name of State in which incorporated: \_\_\_\_\_

Is Company a partnership? (YES)\_\_\_\_\_ (NO) \_\_\_\_\_

**PLEASE list any and all individuals who are “OWNERS” (Full or Part) of the Company / Organization, and if a Non-Profit Organization, list all “BOARD MEMBERS”**

**Name**

**Address**

**Title**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The above information is true and correct to the best of my knowledge

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Please **PRINT** Name and Title

NOTICE OF PROPERTY OWNERS

In accordance with the requirements of the Borough of Lindenwold Zoning Ordinance and Section 40:55-44 of the revised Statutes of the State of New Jersey, you are hereby notified that a “Petition of Appeal” has been filed by the undersigned with the Secretary of the Joint Land Use Board and is available for examination in the office of the Secretary.

A public hearing will be conducted before the Joint Land Use Board in connection with this appeal in the Municipal Building on:  
the \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_ at \_\_\_\_\_ P.M.

PROPERTY INVOLVED

Street and No. \_\_\_\_\_  
Assessment Map: Plate \_\_\_\_\_, Zone \_\_\_\_\_  
Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_  
\_\_\_\_\_

Present Use: \_\_\_\_\_

Desired Use: \_\_\_\_\_

NATURE OF RELIEF OR VARIANCE DESIRED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

Address: \_\_\_\_\_  
\_\_\_\_\_

# FORM FOR PUBLIC ADVERTISEMENT

**Advertisement to appear in the newspaper at least (10) days prior to the Joint Land Use Board meeting and this will not include the meeting day. This notice must run for (1) day only.**

## NOTICE

Take notice that the undersigned has applied to the Joint Land Use Board of the Borough of Lindenwold for

[illegible]

To be built at \_\_\_\_\_  
Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

A public hearing will be held on \_\_\_\_\_ - \_\_\_\_\_  
Date Time

At the Municipal Building, at which time you may appear either in person or by attorney and present any objections you may have to this petition. This application and supporting documents are on file in the office of the Board Secretary and are available for inspection during normal business hours.

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Name of Applicant

Address: \_\_\_\_\_

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JOINT LAND USE BOARD

To Whom It May Concern:

This is to inform all interested parties that the said persons listed below have been given a copy of “Notice to Property Owners” on \_\_\_\_\_  
Stating that a public hearing will be held on \_\_\_\_\_  
Before the Joint Land Use Board at the Municipal Building in connection with an appeal for a Variance to the Ordinance for building a \_\_\_\_\_  
\_\_\_\_\_ on the property at \_\_\_\_\_

PLEASE PRINT

NAME ADDRESS


Dated \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ personally appeared before me on \_\_\_\_\_  
Residing at \_\_\_\_\_ who states under oath that he/she is the petitioner of the above “Notice to Property Owners” and has made known to them of his/her desire and intentions.

Sworn and subscribes before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 2 \_\_\_\_\_  
\_\_\_\_\_

Borough of Lindenwold

**TAX CERTIFICATION FORM**

**NOTE\*\*\***Address, Block and Lot must be filled out by the Applicant

Address \_\_\_\_\_

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

**Assessed Owner** \_\_\_\_\_

I HEREBY CERTIFY THAT THE TAXES ON THE ABOVE

Are paid as of \_\_\_\_\_, through \_\_\_\_\_

Next Quarter due \_\_\_\_\_

\_\_\_\_\_  
**LINDENWOLD TAX**

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

**SEWER UTILITY**

I CERTIFY THAT THE ABOVE MENTIONED PROPERTY

Pays \_\_\_\_\_ a year \_\_\_\_\_ a quarter

They are currently paid from \_\_\_\_\_ to \_\_\_\_\_

The next regular payment of \_\_\_\_\_ is due on or before \_\_\_\_\_

\_\_\_\_\_  
**LINDENWOLD SEWER UTILITY**

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

**CCMUA**

I CERTIFY THAT THE ABOVE MENTIONED PROPERTY

Pays \_\_\_\_\_ a year, \_\_\_\_\_ a quarter

They are currently paid from \_\_\_\_\_ to \_\_\_\_\_. The next regular payment of \_\_\_\_\_ is due on or before \_\_\_\_\_

\_\_\_\_\_  
**CCMUA**

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

**SCHEDULE OF AREA, YARD AND BUILDING REQUIREMENTS**

ZONE	LOT AREA	FRONTAGE (FEET)	.....YARD DIMENSIONS.....				MAXIMUM HEIGHT (FEET)
	SQUARE FEET		FRONT (FEET)	REAR (FEET)	SIDE (FEET)	BOTH (FEET)	
R-1	10,000	100	35	25	10	25	35
R-1A	11,200	80	35	25	10	25	35
R-2	7,000	70	35	25	10	20	35
R-3	1 acre	*	30	*	*	*	35
R-4	1 acre	**	30	**	**	**	35
B-1	10,000	100	30	25	10	20	35
B-2	20,000	100	30	25	10	20	35
OP-1	10,000	100	30	25	10	20	35
I-1	1 acre	200	50	30	20	50	60

**NOTES:**

(Amended 4-21-1980 by Ord. No. 537; 12-16-1985 by Ord. No. 699; 4-12-1989 by Ord. No. 809)

\* See Article VIII for certain setback requirements

\*\*See Article IX for certain setback requirements