WASHINGTON BOROUGH LAND USE BOARD
NOTIFICATION TO APPLICANT OF PUBLIC HEARING DATE

Case No. _____________ Application Filed ________, 20____

To: ____________________________, Applicant

Your application to the Washington Borough LAND USE BOARD concerning the premises at __________________________ (Street Address)

Block: _____ Lot: _______ has been given Case No. _____________

You are hereby notified that a public hearing on this application has been ordered for _____________, at 7:30 P.M. in the Washington Borough Municipal Building, 100 Belvidere Avenue, Washington, New Jersey, at which time you must be present either in person or by attorney, or your application will be dismissed.

Notice of the public hearing must be served and published by you, as described in N.J.S.A. 40:55D-12. The form of notice to be served and affidavit of service to be returned to the Board are attached. Please note that the affidavit of service must be filed with the Board at least 5 days prior to the hearing date.

Respectfully,

Patricia L. Titus
Land Use Board Clerk

attachments
WASHINGTON BOROUGH LAND USE BOARD
APPLICATION

*Case No.:__________ Time for Board Decision:______ 20___*
*Date Filed:__________ Disposition Date:__________ 20___*
*Date Application Completed:______ 20__ Disposition:____________*

TO THE APPLICANT: COMPLETE APPROPRIATE SECTIONS IN FULL FOR RELIEF REQUESTED. PLEASE TYPE OR PRINT.

1. GENERAL INFORMATION

TO BE COMPLETED BY ALL APPLICANTS

Block:__________________________ Lot:____________________

Property Street Address:______________________________________________________________

Applicant's Name:________________________________________________________________

Applicant's Address:______________________________________________________________

Applicant’s email address:_______________________________________________________

Owner's Name:__________________________________________________________________

Owner's Address:______________________________________________________________

Attorney's Name:______________________________________________________________

Attorney's Address:______________________________________________________________

Attorney's Telephone:______________________________________________________________

Attorney’s email address:________________________________________________________

If applicant is not owner set forth applicant's interest in the property:______________________________

Current or Last previous use or occupancy:______________________________

Proposed Use or Occupancy:______________________________________________
### GENERAL INFORMATION
(Continued)

<table>
<thead>
<tr>
<th>Zone:</th>
<th>ZONING ORDNANCE REQUIREMENTS</th>
<th>EXISTING CONDITIONS</th>
<th>PROPOSED CONDITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Area</td>
<td></td>
<td></td>
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<tr>
<td>Lot Frontage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Width</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Side Yard</td>
<td></td>
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<tr>
<td>Front Yard</td>
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<td></td>
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<tr>
<td>Rear Yard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessory Bldg:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distance to sideline</td>
<td>five (5) feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distance to rear line</td>
<td>five (5) feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distance to other bldg</td>
<td>five (5) feet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bldg. Coverage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor area Ratio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot coverage</td>
<td></td>
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<tr>
<td>Accessory Bldg coverage</td>
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<tr>
<td>Signs:</td>
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<tr>
<td>Number</td>
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<td></td>
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</tr>
<tr>
<td>Size(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If sign variance attach graphic representation to scale) of size and location of proposed sign(s).

Have there been any previous applications involving these premises?
_________________________ If so date(s) of applications:_________________________

Nature of prior application(s) and date of disposition:_________________________
2. NOTICE OF APPEAL OF ADMINISTRATIVE OFFICER’S DECISION 
(N.J.S.A. 40:55D-70(a)) 
(Must Be Filed Within 20 Days of Decision Appealed From) 
TO THE ADMINISTRATIVE OFFICER: 

The applicant states that on or about the _____ day of 
__________, 20___ an application was made to__________________________ 
______________________________________ (Name and Title of Administrative Officer) for the purpose of (describe intended action):____________________ 

_______________________________________________________________________ 

_______________________________________________________________________ 

_______________________________________________________________________ 

_______________________________________________________________________ 

on the premises set forth above; and that the said Officer did on the _____ day of ____________, 20___, decline to issue a permit or took other action for the reasons stated in the attached copy of the Administrative Officer's Refusal of Permit Form or other notice of action. 

Applicant files this notice of appeal with said officer, and with the Clerk of the Land Use Board, together with the required fee, and requests that action of the Administrative Officer be reversed or modified for the following reasons:

_______________________________________________________________________ 

_______________________________________________________________________ 

_______________________________________________________________________ 

_______________________________________________________________________ 

_______________________________________________________________________ 

_______________________________________________________________________ 

_______________________________________________________________________ 

***TO APPLICANT File original of this form with the Administrative Officer and one copy with Clerk of the Land Use Board. 

***TO ADMINISTRATIVE OFFICER Upon receipt of this form immediately transmit to the Land Use Board all papers which were available to you when your decision was made.
3. APPLICATION FOR VARIANCE
(N.J.S.A.40:55D-70(c) or (d))

TO THE LAND USE BOARD:

An application is hereby made for a variance from the terms of Section(s) __________________________ of the Zoning Ordinance so as to permit ________________________________

___________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

REASONS FOR VARIANCE: (ATTACH SUPPLEMENTAL SHEETS IF NECESSARY)

(c)(1)(a) Describe exceptional size or shape of property:____________

_______________________________________________________________________

(c)(1)(b) Describe exceptional topographic conditions or features unique to the property:__________________________

_______________________________________________________________________

(c)(1)(c) Describe other extraordinary situations uniquely affecting the property:________________________________________________

_______________________________________________________________________

(c)(2) Describe how the purposes of the Municipal Land Use Law would be advanced by deviation from the Zoning Ordinance:

_______________________________________________________________________

(c)(2) Describe how the benefits of the deviation from the Zoning Ordinance would outweigh any detriment:

_______________________________________________________________________

(d) Describe the special reasons for the granting of the variance:

_______________________________________________________________________

_______________________________________________________________________

Describe how the relief can be granted without substantial detriment to the public good:______________________________

_______________________________________________________________________

_______________________________________________________________________

Describe how the relief may be granted without substantially impairing the intent and purpose of the zone plan and zoning ordinance:________________________

_______________________________________________________________________

_______________________________________________________________________
4. APPLICATION FOR OTHER RELIEF
TO THE LAND USE BOARD:

An application is hereby made for:

_____ Building Permit (N.J.S.A.40:55D-36)

_____ Certification of preexisting nonconforming use
    (N.J.S.A.40:55D-68)

_____ Interpretation of Zoning Map (N.J.S.A.40:55D-70(b))

✓ Other: Describe: ________________________________

Reasons: (ATTACH SUPPLEMENTAL SHEETS IF NECESSARY) ____________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

TO APPLICANT: File all copies with Clerk of the LAND USE BOARD when only a variance or other relief is sought.

5. CERTIFICATION
TO BE SIGNED BY ALL APPLICANTS AND OWNERS

IF A VARIANCE PURSUANT TO N.J.S.A.40:55D-70(d) IS SOUGHT I ALSO SEEK SUBDIVISION APPROVAL, SITE PLAN APPROVAL, OR CONDITIONAL USE APPROVAL FROM THE LAND USE BOARD AND SUBMIT THE DOCUMENTS REQUIRED THEREBY.

_____ Subdivision  _____ Site Plan  _____ Conditional Use

I CERTIFY THAT ALL THE INFORMATION SUBMITTED AND THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT.

Date: ____________________

Signature of Applicant or Agent

Signature of Co-Applicant

If applicant is not the owner, signature of owner.

Signature of Co-owner
WASHINGTON BOROUGH LAND USE BOARD

NOTICE OF HEARING

Applicant: __________________________ Case No. ___________

Property Address: ________________________________________________

________________________________________________________________

Block: ___________ Lot: ___________

PLEASE TAKE NOTICE that the undersigned has filed an appeal or application for development with the Board of Adjustment of the Borough of Washington, Warren County, so as to permit ____________________________________________

________________________________________________________________

on the property set forth above.

A public hearing has been set down for __________, 20__ at 7:30 P.M. in the Washington Borough Municipal Building, 100 Belvidere Avenue, Washington, New Jersey and any interested party affected by this action may appear either in person, or by attorney, and may participate in the hearing regarding the granting of the relief sought in the appeal or application.

All documents relating to this application may be inspected by the public between the hours of 9:00 A.M. and 4:30 P.M. in the Office of the Clerk of the Land Use Board in the Washington Borough Municipal Building, 100 Belvidere Avenue, Washington, New Jersey.

_________________________________________________________

Applicant
WASHINGTON BOROUGH LAND USE BOARD

AFFIDAVIT OF SERVICE

Applicant: ____________________________:

Property Address: ____________________:

__________________________________:

Block: ______  Lot: ______:

STATE OF NEW JERSEY)

COUNTY OF WARREN)

[Signature], of full age, being duly sworn according to law upon his / her oath deposes and says:

1. I served a copy of the attached notice upon the persons set forth in the attached schedule, which schedule sets forth the name of the person served, place of service, date of service, and the person actually served. Service was made by handing a copy of the notice to the person actually served and informing that person of its contents.

2. I deposited in the post office at ____________ envelopes with postage prepaid thereon, directed to the person set forth on the attached schedule containing a copy of the notice annexed hereto. The notice was sent certified mail return receipt requested. The Post Office receipts (PS Form 3800) are attached hereto.

3. I also served copies of the Notice upon: (Check if applicable)

   ( ) 1. The Clerks of the following municipalities:

   ( ) 2. County Planning Board.

   ( ) 3. The Director of the Division of State and Regional Planning.

   ( ) 4. The Department of Transportation.

   ( ) 5. Public utilities which have registered to receive notice.

4. Notice was also published in the Express-Times, the official newspaper of Washington Borough, at least 10 days before the hearing date.

5. Attached to this Affidavit is the list of owners of property within 200 feet of the subject property and of the public utilities which have registered with the municipality to receive notice of applications, prepared by the Tax Assessor of the municipality.

6. The Affidavit of Publication from the Express-Times will be filed with the Clerk of the Land Use Board no later than the date of the hearing.

__________________________________

Signature of Applicant

Sworn and subscribed to before me this __________ day of __________ 20__.
### SCHEDULE

<table>
<thead>
<tr>
<th>Personal Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Person Served</strong></td>
</tr>
</tbody>
</table>

**Service by Certified Mail**
(Withdraw Receipt)

| Name of Person Served | Address for Service | Date Mailed |

**Note:** Attach copies of white receipt for certified mail.
WASHINGTON BOROUGH LAND USE BOARD

CONSENT TO EXTENSION OF TIME FOR DECISION

Applicant: ______________________________ Case No. ______

Property Address: _____________________

______________________________

Block: ____________ Lot: ____________

It is appearing that, due to the complex nature of applicant's application to the Washington Borough Land Use Board, the Board will not be able to properly review the application by _________________, 20___, when the statutory time for approval expires:

It is on this _____ day of _________________, 20___, agreed by and between the applicant, ________________________________

and the Land Use Board of the Borough of Washington that the time for decision shall be extended to _________________, 20___.

______________________________
Applicant

______________________________
Clerk of the Board