

TOWNSHIP OF MILLBURN - BOARD OF ADJUSTMENT VARIANCE APPLICATION - CHECKLIST

***Twelve copies of each required document**

Calendar No. _____

Provided	Not Provided	Waiver	
			1) Board Application* (Attachment A)
			2) Letter of Denial from Zoning Official, if applicable* (Attachment B)
			3) Tax and Assessment Payment Report* (Attachment C)
			4) Notice of Appeal (N.J.S.A. 40:55D-70a), if applicable* (Attachment D)
			5) Summary of Variances* (Attachment E)
			6) Spec/F.A.R. Calculation Form* (Attachment F)
			7) Sample Request for List Owners (Attachment G)
			8) a. Instructions on Notice. 9) b. Sample Notice of Hearing (for publication)(Attachment H)
			10) Sample Notice to be Served on Property Owners and others entitled to notice (Attachment I)
			11) Construction Drawings/Plan*: Floor Plans, Elevations, and/or Renderings; 1/4"=1'-0" recommended
			12) Survey Map of Site to Scale: * a. Maximum of 1" = 20' scale; b. Show all existing and proposed structures, buildings, impervious areas, drainage facilities, etc. c. Certified "Substantially Correct" by licensed Civil Engineer or Surveyor. d. Show environmentally constrained land on site including where necessary floodplain areas, wetlands, wetlands buffers, stream and state open waters, steep slopes and other areas specified Ordinance Section 509.2.
			13) Official Millburn Township Tax Map Sheet*: Include properties within 200 feet and list of owners of properties within 200 feet at a 1" = 100' scale.
			14) Topographic Survey*: All pool applications and/or any proposed use affected by a natural slope in excess of 15%.
No	Yes		15) Site Plan Exemption a. Is this variance Site Plan Exempt in accordance with Section 301.44 of our Ordinance? b. If not, were copies of the completed application forwarded to the Township Forester, Engineer, Police Chief, Fire Chief, Tax Assessor and Planning Board for review and comment (14 days before is desirable)? Date forwarded: _____
Yes	No	N/A	
			16) Certificate of corporate or partnership ownership disclosure, if required by N.J.S.A. 40:55D- 48.1 (Attachment J)
			17) "Subdivision Package"* (If applicable)
Yes	No		18) Historic Preservation Committee a. Development requested in designated historic district or on designated historic site? b. If so, were copies of the completed application forwarded to the Historic Preservation Commission at least 14 days prior to hearing of this application, according to Section 806(B)? Date forwarded: _____
Yes	No	N/A	
Yes	No		19) Was a completed application forwarded to the Planning Board in accordance with Section 417 of our Ordinance (14 Days before hearing is desirable)? Date forwarded: _____
			20) Photographs/Elevations* (Optional)
			21) Board of Adjustment Fee: \$ _____

The attached application of: Name: _____

Address: _____

has been found to be COMPLETE and may now be scheduled for a hearing pursuant to the laws and regulations of the Board of Adjustment and may be subject to further submission required based on reviews by Consultants or Township officials.

Date Submitted to Administrative Officer: _____ Date Application Deemed COMPLETE: _____

BY: _____ (Administrative Officer Signature)

**APPLICATION FOR DEVELOPMENT
TOWNSHIP OF MILLBURN**

Millburn Town Hall, 375 Millburn Avenue, Millburn, NJ 07041

() PLANNING BOARD *APPLICATION OR CALENDAR # _____
() BOARD OF ADJUSTMENT NAME OF APPLICANT _____
*APPLICATION FEE _____ LOCATION (ADDRESS) _____
*ESCROW FEE _____ BLOCK # _____ LOT # _____
*DATE FILED _____ TAX MAP SHEET # _____
*DATE APPLICATION DEEMED COMPLETE _____ ZONE DISTRICT _____

*To Be Completed By Administrative Officer/Board Secretary

Application is hereby made for:

() SUBDIVISION	() SITE PLAN	() VARIANCE/APPEAL
() Concept Plan	() Concept Plan	() Appeal of Administrative Officer Decision
() Minor	() Minor	MLUL C. 40:55D-70a
() Preliminary Major	() Preliminary Major	() Interpretation
() Final Major	() Final Major	MLUL C. 40:55D-70b
() CONDITIONAL USE	() AMENDED APPLICATION	() Bulk Variance
SUBDIVISIONS:		MLUL C. 40:55D-70c
Total number of lots: _____		() Use Variance
SITE PLANS:		MLUL C. 40:55D-70d
Total area of site: _____ sq. ft.		() Building in bed of mapped street/other reserved area
Total area of all floors of buildings: _____ sq. ft.		MLUL C. 40:55D-34
Total number of parking spaces provided: _____		() Building not related to street
		MLUL C. 40:55D-36

ATTACH COMPLETED CHECKLIST FOR DETERMINATION OF COMPLETENESS

1. Applicant _____ Phone # _____
Address _____

2. Owner _____ Phone # _____
Address _____

3. Interest of Applicant (if other than owner) _____

4. **Ownership Disclosure.** Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning 10% or more of the stock in a corporate applicant, or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S.A. 40:55D-48.2, the disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders or partners exceeding the 10% ownership criterion have been disclosed.

****ATTACH LIST IF ADDITIONAL SPACE IS NEEDED TO COMPLETE DISCLOSURE REQUIRED****

Name _____ Address _____ % Interest _____

Name _____ Address _____ % Interest _____

Name _____ Address _____ % Interest _____

5. Applicant's attorney, if any.

Name _____ Phone # _____

Address _____ Fax # _____

6. Applicant's Engineer, Architect or Surveyor preparing plan.

Name/License # _____ Phone # _____

Address _____ Fax # _____

Name/License # _____ Phone # _____

Address _____ Fax # _____

7. Other experts who will submit a report or testify for the Applicant:

Name/Profession _____ Phone # _____

Address _____ Fax # _____

Name/Profession _____ Phone # _____

Address _____ Fax # _____

8. Description of present use of the premises. _____

9. Purpose of Application and detailed description of proposed improvements, development, change in use, etc. Attach Rider if additional space is necessary.

10. Specific sections of the zoning regulations for which appeal or variance relief is sought, and the nature and extent of the specific variances.

11. Describe the characteristics of the property, dwelling and/or other improvements on the property that make it peculiar or unique when compared to other properties in the neighborhood and the specific hardships resulting from these conditions which necessitate variance relief.

12. If application seeks use variance relief, state the "special reasons" as that term is defined under the Municipal Land Use Law, to justify the granting of use variance relief pursuant to N.J.S.A. 40:55D-70d.

13. State whether the applicant owns or has under contract for purchase, an adjoining property. If so, set forth the block and lot number and street address of the property.

14. State what efforts have been made to obtain the result you wish to accomplish without violating the Zoning Ordinance (i.e., relocation of planned construction, purchase of additional land, etc.).

15. State the specific facts that show the relief sought may be granted without substantial detriment to the public good (impact on the surrounding properties, the streetscape and neighborhood) and without substantially impairing the intent and purpose of the Township zone plan and zoning ordinance regulations.

16. Outline of any other factual reasons or legal basis upon which your claim for relief is based.

17. If the application involves a setback or other bulk variance(s) in connection with residential use, attach building footprint and elevation drawings of any proposed residence or addition, colored photographs of the property and the adjacent properties if appropriate, and the distance to the nearest building(s) on adjacent properties.

18. List any waivers being requested (Specify applicable Ordinance provisions).

19. Has there been any previous appeal, request or application made to this or any other Township Board or the Construction Official regarding this property? If yes, state the date, nature and disposition of the appeal, request or application and attach copies of any and all resolutions or other documents pertaining to same.

20. Attach a copy of the Notice which is to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within 200 feet in all directions of the property which is subject of this application. THE NOTICE MUST SPECIFY THE NATURE OF THE PROPOSED CONSTRUCTION OR IMPROVEMENT, AND THE SPECIFIC VARIANCES AND/OR WAIVERS BEING REQUESTED, AS WELL AS THE SECTIONS OF THE ORDINANCE FROM WHICH RELIEF IS SOUGHT, IF APPLICABLE. THE PUBLICATION AND THE SERVICE ON THE AFFECTED OWNERS MUST BE ACCOMPLISHED AT LEAST 10 DAYS PRIOR TO THE DATE SCHEDULED BEFORE THE BOARD FOR THE HEARING. AN AFFIDAVIT OF SERVICE ON ALL PROPERTY OWNERS AND A PROOF OF PUBLICATION MUST BE FILED 10 DAYS BEFORE THE APPLICATION WILL BE COMPLETE AND THE HEARING CAN PROCEED.

21. I certify that the foregoing statement and the materials submitted are true. I further certify that I am (a) the individual applicant, or (b) that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or (c) that I am a general partner of the partnership applicant. (If the applicant is a corporation this must be signed by an authorized corporate officer. If applicant is a partnership, this must be signed by a general partner.)

Signature of Applicant

Print Name of Applicant

Sworn and subscribed to before me this

_____ day of _____, 20_____.

Notary Public (Affix Stamp and Seal)

22. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. (If the owner is a corporation this must be signed by authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.)

Signature of Property Owner

Print Name of Property Owner

Sworn and subscribed to before me this

_____ day of _____, 20_____.

Notary Public (Affix Stamp and Seal)

23. PERMISSION TO INSPECT PROPERTY. I (We) hereby authorize and permit Members of the Millburn Township Planning Board/Board of Adjustment/Township Officials and Consultants to make on-site inspections of the subject property in connection with this application.

Date: _____

Signature of Property Owner

Print Name of Property Owner

**Township of Millburn - Board of Adjustment
TAX AND ASSESSMENT PAYMENT REPORT**

Calendar # _____ Date _____

Under provisions of New Jersey Statutes, N.J.S.A. 40:55D-39C and N.J.S.A. 4:55D-65h, an applicant for development of land must submit proof that no taxes or assessments for local improvements or local taxes are due or delinquent on the property stated below.

Applicant will complete Section I of this form in duplicate and submit them with his application for development. The Administrative Officer will forward two (2) copies to the Tax Collector for verification that no delinquent taxes or assessments are due. One (1) signed copy of this form will be retained by the Tax Collector and one (1) copy placed in the Applicant's file.

Section I (completed by applicant)

I, _____ of _____
(name) (address)

am making an application to the Board of Adjustment for the _____
_____ of Lot(s) _____

Block _____, located at _____
(address)

Whose owner of record is _____
(name)

(address)

I, therefore, request the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

Date: _____ Applicant's Signature _____

Section II - Completed by Tax Collector

I, Donna Ruggiero, Tax Collector of the Township of Millburn, find that Lot(s) _____

Block _____, better known as (address) _____

- () All taxes have been paid
- () All assessments due have been paid
- () The following are delinquent and due _____

Date Donna Ruggiero, Tax Collector

Board of Adjustment - Millburn, New Jersey

NOTICE OF APPEAL

[COMPLETE THIS FORM ONLY IF AN APPEAL IS BEING TAKEN FROM A DETERMINATION OF THE ADMINISTRATIVE OFFICER/BUILDING INSPECTOR PURSUANT TO N.J.S.A. 40:55D-70a.]

Notice of Appeal: To the Administrative Officer/Building Inspector of the Township of Millburn:

Take notice that the undersigned hereby appeals to the Board of Adjustment of the Township of Millburn from the order, determination or decision of the Administrative Officer/Building Inspector of the Township of Millburn made on the _____ date of _____, 20_____, (denying/granting) a building permit to allow the construction/alteration/maintenance/conversion of:

on Property located at _____, Block _____, Lot _____.

The appellant alleges error in the order, requirement, decision or refusal of said Administrative Officer/Building Inspector in that:

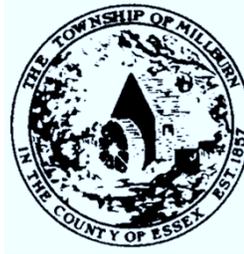
TAKE FURTHER NOTICE that you are hereby requested to immediately transmit to the Secretary of the Board of Adjustment all papers constituting the record upon which the action appealed from was taken, in accordance with the rules of the Board and the Municipal Land Use Law.

Date _____ Signature _____
Appellant

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

ZONING CALCULATION FORM

NOTE: For permit applications for all new dwellings and residential additions applicant shall completely fill in all existing, proposed and required information on both sides of calculation form. For permit applications limited to accessory structures such as decks, patios, detached garages, etc. applicant shall fill out sections 1, 2, and 5.



The Township Of Millburn

BUILDING & ZONING DEPARTMENT

375 Millburn Avenue, Millburn, NJ 07041

(973) 564-7055

Fax: (973) 379-3927

1. Worksite Address:	Block	Lot	Map
Owner in Fee	Zone District		
Owner Address	Telephone No.		

2. Lot Characteristics:	Existing	Proposed	R-3	R-4	R-5	R-6	See Section	Conforms?	
Lot Area:	s.f.	s.f.	29,000 s.f.	20,000 s.f.	14,500 s.f.	6,000 s.f.	606.2e.1.a)	Yes	No
Lot Width:	ft.	ft.	115 ft.	100 ft.	75 ft.	60 ft.	606.2e.1.b)	Yes	No
Lot Depth:	ft.	ft.	175 ft.	150 ft.	125 ft.	90 ft.	606.2e.1.c)	Yes	No

3. Setback Requirements:	Existing		Proposed		Required Minimums:				See Section	Conforms?	
Front Setback - ft.	ft.		ft.		ft.	Established Setback (40 ft. min)			606.2e.1.d)	Yes	No
Front Setback - ft. (For corner lots only)	ft.		ft.		ft.	Established Setback (40 ft. min)			606.2e.1.d)	Yes	No
Side Yard Setback (Complete applicable lines only)	Existing		Proposed		Required Minimums:				See Section	Conforms?	
Side Yard Setback in the R-5 & R-6 Districts:	Left Side	Right Side	Left Side	Right Side	Bldg. Hgt.	Reqd. SB	R-5	R-6	606.2e.1.e)[1]		
Side Setback for building segments to 18' in hgt. - ft.	ft.	ft.	ft.	ft.	ft.	ft.	12	8	606.2e.1.e)[1](a)	Yes	No
Add'l Side Setback for building segments >18' in hgt.	ft.	ft.	ft.	ft.	ft.	ft.	0.33 per ft	0.30 per ft	606.2e.1.e)[1](b)	Yes	No
Side Setback for building segments 32' in hgt. - ft.	ft.	ft.	ft.	ft.	ft.	ft.	16	12	606.2e.1.e)[1](c)	Yes	No
Side Yard Setback in the R-3 & R-4 Districts:	Left Side	Right Side	Left Side	Right Side	Bldg. Hgt.	Reqd. SB	R-3	R-4	606.2e.1.e)[2]		
Side Setback 1-story bldg up to 18' in hgt. - ft.	ft.	ft.	ft.	ft.	ft.	ft.	15	15		Yes	No
Side Setback for 2nd floor or bldg >18' in hgt. - ft.	ft.	ft.	ft.	ft.	ft.	ft.	25	22		Yes	No
Side Setback for garages facing side property line	ft.	ft.	ft.	ft.	ft.	ft.	28	28	606.2e.1.e)[2](c)	Yes	No

3. (Continued) Setback Requirements:	Existing		Proposed		Required Minimums:		See Section	Conforms?	
Combined Side Yard	ft.	%	ft.	%	ft.	35% of lot width	606.2e.1.f)	Yes	No
Rear Yard Unoccupied	s.f.	%	s.f.	%	s.f.	25% of Lot Area	606.2e.1.g)	Yes	No
Rear Setback	ft.	%	ft.	%	ft.	20% of Lot Depth	606.2e.1.h)	Yes	No

4. Coverage & Height Requirements:	Existing		Proposed		R-3	R-4	R-5	R-6	See Section	Conforms?	
Building Coverage	s.f.	%	s.f.	%	13%	14%	18%	23%	606.2e.2.a)	Yes	No
Lot Coverage	s.f.	%	s.f.	%	35%	35%	35%	45%	606.2e.2.b)	Yes	No
Building Height - ft.		ft.		ft.	32	32	32	32	606.2e.2.c)	Yes	No
Building Height in R-3 & R-4 - ft. [where roof pitch > 8 in 12]		ft.		ft.	35	35			606.2e.2.c)	Yes	No
Floor Area Ratio -- Residential	s.f.	%	s.f.	%	25%	26%	30%	36%	606.2e.2.d)	Yes	No

5. Accessory Uses: (Complete applicable lines only)	Existing		Proposed		R-3	R-4	R-5	R-6	See Section	Conforms?	
Building Coverage	s.f.	%	s.f.	%	13%	14%	18%	23%	606.2e.2.a)	Yes	No
Lot Coverage	s.f.	%	s.f.	%	35%	35%	35%	45%	606.2e.2.b)	Yes	No
Minimum Accessory Structure Side Setback - ft.		ft.		ft.	12				606.2e.3.a)	Yes	No
Minimum Accessory Structure Rear Setback - ft.		ft.		ft.	12				606.2e.3.b)	Yes	No
Minimum Accessory Structure Street Setback - Corner Lot		ft.		ft.	2x the required Front Setback (80 ft. min)				505	Yes	No
Maximum Accessory Structure Height - ft.		ft.		ft.	18				606.2e.3.c)	Yes	No
Accessory Use Mechanical Setback - ft.		ft.		ft.	36				501.5	Yes	No
Minimum Detached Garage Setback - ft.		ft.		ft.	12	12	3	3	606.2e.3.d)	Yes	No
Driveway Setback - ft.		ft.		ft.	5	5	0	0	606.2g	Yes	No
Number of Garage Spaces - max.					4	3	2	2	606.2e.3.d)	Yes	No
Rear Yard Area - sq. ft.		ft.		ft.						Yes	No
Maximum Accessory Use Coverage	s.f.	%	s.f.	%	20% of Rear Yard Area				501.3	Yes	No
Maximum Accessory Use Coverage - Corner Lot	s.f.	%	s.f.	%	7% of Lot Area				501.3	Yes	No
Rear Yard Unoccupied	s.f.	%	s.f.	%	s.f.	25% of Lot Area			606.2e.1.g)	Yes	No
Front Yard Area - sq. ft.		ft.		ft.						Yes	No
Maximum Paved/Impervious Surface in Front Yard	s.f.	%	s.f.	%	30% of Front Yard Area				607.3e	Yes	No

Prepared by:

Signature of Applicant

Date

Board of Adjustment – Millburn, New Jersey

**SAMPLE REQUEST FOR LIST OF PROPERTY OWNERS WITHIN 200 FEET
AND OTHERS ENTITLED TO NOTICE OF AN APPLICATION**

Date: _____

The Administrative Officer
The Township of Millburn Board of Adjustment
Millburn Hall
375 Millburn Avenue
Millburn, NJ 07041

Gentlemen:

In accordance with C.40:55D-12(c), written request is hereby made for a certified list of property owners from the current tax duplicates of names and addresses of owners of property within 200 feet of block _____ Lot(s) _____ also known as address _____ whom I am required to give notice under C.40:55-12(b) and Township Ordinance.

Enclosed please find a sum not to exceed \$.25 per name, or \$10.00, whichever is greater, to cover the cost of the certified list.

Sincerely,

By: _____

Address: _____

Interest: _____

Date Received: _____

Amount Paid: _____

By: _____

INSTRUCTIONS ON NOTICE REQUIREMENTS

Notice is a jurisdictional requirement. Therefore, the Notices must specify the nature of the proposed improvement and enumerate ALL of the variances or other relief that is being requested at the time the application is submitted, whether or not those variances have been previously identified on the Zoning Officer's letter of denial.

A Sample of a completed Notice is as follows:

<p>NOTICE OF HEARING Board of Adjustment of the Township of Millburn, New Jersey</p>
<p>TAKE NOTICE that JOHN DOE has made an application to the Millburn Township Board of Adjustment in connection with the construction of a TWO STORY ADDITION TO THE SINGLE FAMILY DWELLING on Property in Millburn Township, located at 123 ABC STREET, MILLBURN, Block <u>1234</u>, Lot <u>1</u>, which requires the following bulk variances: Side yard setback, Township Ordinance Section 606.2.e.1(e)(1); side yard setback combined, Township Ordinance Section 606.2.e.1(f); side yard setback based on height, Township Ordinance Section 606.2.e.1(e)(2); and building coverage, Township Ordinance Section 606.2.e.2(a).</p> <p>The Applicant may also seek other variances and waivers as the need may arise during the course of the hearing on this Application. The application is now Cal.# ABC on the Secretary's calendar, which is scheduled for a hearing on January 1, 2004 at 7:00 p.m. in Town Hall, 375 Millburn Avenue, Millburn, New Jersey. All documents relating to this application are on file in the office of the Secretary of the Board of Adjustment daily between the hours of 8:30 a.m. - 4:30 p.m., Monday through Friday. Any interested party may appear at said hearing and participate therein in accordance with the rules of the Zoning Board of Adjustment.</p> <p style="text-align: right;">JOHN DOE, APPLICANT</p>

[SAMPLE NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER]

**NOTICE OF HEARING
Board of Adjustment of the Township of Millburn, New Jersey**

TAKE NOTICE that _____ has made an application to the Millburn Township Board of Adjustment in connection with the (construction)(alteration)(maintenance)(conversion) of a _____ on Property in Millburn Township, located at _____ Block _____, Lot _____, which requires the following (bulk variance)(use variance) relief, (minor)(preliminary)(final)(site plan) (subdivision)(waivers)[cross out inapplicable sections]:

[DESCRIBE THE NATURE OF THE VARIANCES OR APPROVALS SOUGHT IN PLAIN LANGUAGE AND INCLUDE THE RELEVANT SECTIONS OF THE TOWNSHIP ZONING ORDINANCE]

The Applicant may also seek other variances and waivers as the need may arise during the course of the hearing on this Application. The application is now Cal.# _____ on the Secretary's calendar, which is scheduled for a hearing on _____ at 7:00 p.m. in Town Hall, 375 Millburn Avenue, Millburn, New Jersey. All documents relating to this application are on file in the office of the Secretary of the Board of Adjustment daily between the hours of 8:30 a.m. - 4:30 p.m., Monday through Friday. Any interested party may appear at said hearing and participate therein in accordance with the rules of the Zoning Board of Adjustment.

Applicant

This notice is to be published in The Item at least 10 days before the hearing date. Proof of publication must be obtained from the newspaper and submitted to the Board Secretary at least two days before the hearing date.

**[SAMPLE NOTICE TO BE SERVED ON
PROPERTY OWNERS WITHIN 200 FEET AND OTHERS ENTITLED TO NOTICE]**

**NOTICE OF HEARING
Board of Adjustment of the Township of Millburn, New Jersey**

Take notice that _____ has made an application to the Millburn Township Board of Adjustment in connection with the (construction)(alteration)(maintenance)(conversion) of a _____ on property in Millburn Township, located at _____, Block _____, Lot _____, which requires the following (bulk variance)(use variance) relief, (minor)(preliminary)(final)(site plan)(subdivision)(waivers)[cross out inapplicable sections]:

[DESCRIBE THE NATURE OF THE VARIANCES OR APPROVALS SOUGHT IN PLAIN LANGUAGE AND INCLUDE THE RELEVANT SECTIONS OF THE TOWNSHIP ZONING ORDINANCE]

The Applicant may also seek other variances and waivers as the need may arise during the course of the hearing on this Application. The application is now Cal. # _____ on the Secretary's calendar, which is scheduled for a hearing on _____, 20____ at 7:00 P.M. in Town Hall, 375 Millburn Avenue, Millburn, NJ. All documents relating to this application are on file in the office of the Secretary of the Board of Adjustment daily between the hours of 8:30 AM – 4:30 PM, Monday through Friday. Any interested party may appear at said hearing and participate therein accordance with the rules of the Zoning Board of Adjustment.

Applicant

This notice is to be personally served or sent by certified mail to all persons entitled to notice at least 10 days before the hearing date. The Affidavit of Proof of Service with copies of the Notice sent by the applicant and the list of persons who were served must be submitted to the Board Secretary at least two days before the hearing date.

Board Of Adjustment – Millburn, New Jersey

AFFIDAVIT OF PROOF OF SERVICE

Calendar No. _____

_____ of full age, being duly sworn according to law, deposes and says, that he/she resides at _____, in the County of _____, and State of _____ that he/she is the applicant in a proceeding before the Millburn Township Board of Adjustment scheduled for the _____, 20____ meeting, and which has the Calendar No. _____ and relates to Property located at _____, Block _____, Lot _____; that he/she gave written notice of this proceeding in the required form to all of the persons entitled to notice as required by law as set forth on the attached list and in the manner stated on _____, 20____. **A true copy of the Notice and the names and addresses of those so notified are attached to this affidavit.**

Applicant's Signature

Sworn to before me, this ____ day of _____, 20____

(Notary Public)

STATUTORY REQUIREMENTS CONCERNING PUBLIC NOTICE

Statutory requirements concerning public notice are set forth in Sections 7.1 and 7.2 (N.J.S.A. 40:55D-II, 12,14) of the Municipal Land Use Law, Chapter 291, Laws of N.J. 1975). These requirements are also listed on the Notice Procedures form given to the applicant when he receives his list of property owners within 200 feet.

NOTICE IS A JURISDICTIONAL REQUIREMENT. PROOF OF SERVICE OF NOTICE REQUIRED BY LAW MUST BE FILED WITH THE BOARD AT LEAST TWO DAYS PRIOR TO THE HEARING DATE OR THE CASE WILL NOT BE HEARD.