

## **BRIDGETON VARIANCE PROCEDURE**

The following procedure must be followed in order to proceed with a variance application to the Board of Adjustment.

1. If Variance is a result of denial from the Zoning Officer, obtain denial letter to be attached to Application.
2. Obtain application, checklist (if site plan or subdivision review required), and any other forms from the Planning Office.
3. Submit all paperwork, fees, and escrow at least two weeks prior to Board meeting.
4. Applications will be reviewed for completeness when all paperwork and fees are submitted.
  - If required, a letter of incompleteness will be sent within 45 days of submission.
  - If the application is complete, the applicant will be notified within 45 days of the date that the Board has scheduled for the hearing and may then apply for a property list for notices.

NOTE: Applicants should not expect that their applications would be heard the first month after their paperwork is submitted and complete.
5. At least ten days prior to the scheduled meeting, serve notice to neighbors and publish notice as required.
6. At least seven days prior to the scheduled meeting, submit to the Planning Office:
  - Completed property owner list with manner of service
  - Copy of public notice served with Affidavit of Publication.
  - Notarized Affidavit of Service

### **MINIMUM INFORMATION REQUIRED TO REVIEW VARIANCE REQUEST FOR COMPLETENESS**

- Completed application form
- Description of what applicant seeks to do
- Specific enumeration of the variances requested and action sought.
- Specification of sections of Zoning Ordinance from which relief is sought.
- Specification of each deviation from the requirement.
- Description of (proposed) structure, current use, and changes involved.
- Size and dimensions of lot
- Percentage of lot occupied by buildings or pavement.
- Setbacks, if relevant.
- Date of acquisition of property and ownership or contract.
- State whether application will require site plan or subdivision plan if variance granted ( if Variance is to be heard with site or subdivision hearing, see Checklists for those applications)
- Statement of paid taxes from Tax office.
- Applicant's "special reasons" for relief
- Summary of specific facts which demonstrate that the relief sought can be granted without substantial detriment to the public good and without substantial impairment of the intent and purpose of the Zone Plan and Ordinance.