

# *Borough of Middlesex*

## **PROCEDURES FOR VARIANCE APPLICATIONS**

1. Submit four (4) copies of the General Application forms along with four (4) copies of the plan plus the application and escrow fees.
2. Complete and submit form #7 for proof of tax payment.
3. Complete and submit form #2 to request a Property Owners list from the Tax Assessor. The cost of this list is \$10.00
4. Once your applications and plans are reviewed, you will receive a letter from the Zoning Officer indicating the sections of the ordinance from which all variances are required.

**At that time, you will be notified of the next available meeting date.**

**DO NOT MAIL, HAND DELIVER OR PUBLISH THE PROPERTY OWNERS NOTICE UNTIL YOU HAVE RECEIVED THE LETTER FROM THE ZONING OFFICER ASSIGNING THE MEETING DATE AND INFORMING APPLICANT OF VARIANCES**

5. Complete form #3 and send by certified mail or hand delivered to all property owners and utility companies as listed on the Property Owners list prepared by the Tax Assessor. If Notice is hand delivered, form #4 must be submitted.
  - If your property is adjacent to a County road, Notice must be sent to the Middlesex County Planning Board
  - If your property is adjacent to an adjoining Municipality, Notice must be sent to that Municipal Clerk
  - If your property is adjacent to a State highway, Notice must be sent to the New Jersey State Commissioner of Transportation

All Notices must be stamped or hand delivered no less than 10 days from the meeting date.

6. Complete form #5 and submit to Courier News for publication. Notice must be published no less than ten days from meeting date.
7. Complete form #6 for Affidavit of Service
8. Submit all forms plus 10 additional copies of the applications and plans to the Secretary no less than 10 days from the scheduled meeting date.
9. Proof of Publication must be submitted to the Secretary no less than 5 days before the scheduled meeting date.

*Borough of Middlesex*  
**GENERAL APPLICATION**

APPLICATION # \_\_\_\_\_  
DATE \_\_\_\_\_

Application is hereby made to the PLANNING BOARD \_\_\_\_\_ BOARD OF ADJUSTMENT \_\_\_\_\_  
for the following:

FORM A \_\_\_\_\_ Appeal alleging administrative error in enforcement of the Zoning Ordinance  
(N.J.S. 40:55D-70a).

FORM B \_\_\_\_\_ Interpretation or Decisions on Special Questions relating to the zoning map or an  
Ordinance (N.J.S. 40:55D-70b).

FORM C \_\_\_\_\_ Applications and Appeals alleging peculiar and exceptional practical difficulties  
or exceptional or undue hardship (N.J.S. 40:55D-70c).

FORM D \_\_\_\_\_ Applications to grant variances to allow a structure or use in a district restricted against  
such structure or use (N.J.S. 40:55D-70d).

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

\_\_\_\_\_  
Address of Applicant

Tel # \_\_\_\_\_

\_\_\_\_\_  
Name of Land Owner

\_\_\_\_\_  
Address of Land Owner

Attorney's Name, Address & Telephone #

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

Names, addresses and telephone numbers of all experts, engineers, or planners utilized by the  
applicant in support of this application, if applicable.

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

Block \_\_\_\_\_ Lots \_\_\_\_\_ Size of Property \_\_\_\_\_

Zone of Property \_\_\_\_\_ Location of property \_\_\_\_\_

Brief description of request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of purchase: \_\_\_\_\_

Applicant is (check one):

Owner \_\_\_\_\_ Purchaser under Contract \_\_\_\_\_ Other (explain) \_\_\_\_\_

Are the premises serviced by Municipal Water? Yes \_\_\_ No \_\_\_

Are the premises serviced by Sewers? Yes \_\_\_ No \_\_\_

If not, indicate location of well and septic on plot plan.

Has there been any previous appeal, request, or application to this or any other Township Board or Official involving these premises?

No \_\_\_\_\_

Yes \_\_\_\_\_ (If "Yes", state the nature, date and disposition of the matter).

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

What peculiar or exceptional practical difficulties will you encounter or what undue hardship will you experience if this variance is not granted.

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

State why the subject premise is particularly suited for the relief sought, as opposed to the way for which it is zoned.

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Set forth any exceptional conditions with respect to the subject premises which prevent the applicant from complying with the requirements of the Zoning Ordinance.

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Briefly describe how the proposed use/change would advance the aims of the Zoning Ordinance and promote the general good.

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State why you believe granting this variance would not negatively affect the intent and purpose of the Master Plan and Zoning Ordinance.

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State what efforts you have made to avoid making this application (e.g.) purchase of additional adjoining property, relocate planned construction, etc.

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State any other reasons you have which you believe supports your request.

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# *Borough of Middlesex*

## **REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS – Form #2 \$10.00 Fee**

TO: Borough of Middlesex Tax Assessor

DATE:

I am requesting a certified list of property owners within 200 feet of the property located at:

\_\_\_\_\_ *(insert address)*

BLOCK: \_\_\_\_\_

LOT: \_\_\_\_\_

Please forward list to *(please clearly print name and address)*

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

-----For office use only-----

*date paid:* \_\_\_\_\_

*cash or check #* \_\_\_\_\_

*application #* \_\_\_\_\_

# *Borough of Middlesex*

## PROPERTY OWNERS NOTICE – Form #3

TAKE NOTICE THAT on \_\_\_\_\_ at 7:30pm, a hearing will  
*(insert meeting date)*

be held before the Borough of Middlesex Zoning Board of Adjustment at the  
Municipal Building, 1200 Mountain Avenue, Middlesex, NJ on the application of

\_\_\_\_\_ for a variance or other relief from  
*(insert name)*

section(s) \_\_\_\_\_  
*(insert ordinance sections as indicated by Zoning Officer)*

and any other variances the Board deems necessary to permit

\_\_\_\_\_  
*(describe proposed property changes)*

on the premises located at \_\_\_\_\_  
*(insert property address)*

Middlesex, NJ 08846 designated as Block \_\_\_\_\_ Lot \_\_\_\_\_.

All documents related to this application are on file with the Board Secretary and  
may be reviewed during normal business hours of the Municipal Building. Any  
interested party may appear at said hearing and participate when the meeting is  
opened to the public therein in accordance with the rules of the Zoning Board of  
Adjustment.

Very Truly Yours,

\_\_\_\_\_  
*(applicant signature)*

# *Borough of Middlesex*

## **SIGNATURE SHEET – Form #4** *(to be used only if Notice was hand delivered)*

TO ALL PROPERTY OWNERS:

BY SIGNING THIS, YOU CERTIFY THAT THE NOTICE FOR A VARIANCE APPLICATION  
AT \_\_\_\_\_, MIDDLESEX, NJ WAS HAND DELIVERED TO YOU  
*(insert property address)*

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_



*Borough of Middlesex*

**NEWSPAPER NOTICE – Form #5  
to be published in  
Courier News – Legal Dept  
92 E. Main Street – Suite 202  
Somerville, NJ 08876  
cnlegals@gannett.com  
888-516-9220 office  
888-516-9480 fax**

TAKE NOTICE THAT on \_\_\_\_\_ at 7:30pm, a hearing will  
*(insert meeting date)*

be held before the Borough of Middlesex Zoning Board of Adjustment at the  
Municipal Building, 1200 Mountain Avenue, Middlesex, NJ on the application of

\_\_\_\_\_ for a variance or other relief from  
*(insert name)*

section(s) \_\_\_\_\_  
*(insert ordinance sections as indicated by Zoning Officer)*

and any other variances the Board deems necessary to permit

\_\_\_\_\_  
*(describe proposed property changes)*

on the premises located at \_\_\_\_\_  
*(insert property address)*

Middlesex, NJ 08846 designated as Block \_\_\_\_\_ Lot \_\_\_\_\_.

All documents related to this application are on file with the Board Secretary and  
may be reviewed during normal business hours of the Municipal Building. Any  
interested party may appear at said hearing and participate when the meeting is  
opened to the public therein in accordance with the rules of the Zoning Board of  
Adjustment.

Very Truly Yours,

\_\_\_\_\_  
*(applicant signature)*

*Borough of Middlesex*

**AFFIDAVIT OF PROOF OF SERVICE – Form #6**

STATE OF NEW JERSEY,  
COUNTY OF MORRIS

\_\_\_\_\_ of full age, being duly sworn according to law upon his oath deposes and says:

- 1. I reside at \_\_\_\_\_.
- 2. That on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. I served as hereinafter set forth, notices of a hearing, in the matter of the application for development, to be held by the Planning Board/Board of Adjustment on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a copy of the same being attached hereto.
- 3. The service of said notice was not less than 10 days prior to the date of the hearing.
- 4. The said notice was given by certified mail or personal service to all persons required to be given notice by the Municipal Land Use Law.

\_\_\_\_\_ Affiant

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public of New Jersey

5. PUBLIC NOTICE - (Publication) Applicant is required to give public notice of the hearing on any application for development and include any variances or possible variances. This notice must appear in print in the legal notices of the Borough's officially designated newspaper at least (10) ten days prior to the date of the hearing. At the time of the hearing, the applicant is required to produce a copy of this notice with date of publication certified by the newspaper.

6. WITHIN SEVEN (7) WORKING DAYS OF THE HEARING, THE AFFIDAVIT, LIST OF PROPERTY OWNERS AND POST OFFICE RECEIPTS SHALL BE SUBMITTED TO THE PLANNING DEPARTMENT IN THE ORDER THEY APPEAR ON YOUR LIST OF PROPERTY OWNERS. The applicant shall furnish a list of property owners within 200 feet of the parcel in question, who have been notified of the hearing, in accordance with the Municipal Land Use Law.

*Borough of Middlesex*

**TAX CERTIFICATION – Form #7**

TO: Tax Collector

DATE:

To Whom It May Concern:

I hereby certify that the real estate taxes, water & sewer and, if applicable, assessments for local improvement, are paid currently on

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

also know as \_\_\_\_\_, Middlesex, NJ

\_\_\_\_\_  
*representative from Tax Office*

\_\_\_\_\_  
*date*