

**BOROUGH OF WOODLYNNE**  
**200 Cooper Avenue**  
**Woodlynne, New Jersey 08107**

**INSTRUCTIONS TO PETITIONER**

Upon application for variances or special exceptions or appeals to the Board under N.J.S.A. 40:55-39 (a) through (d) the applicant shall:

1. Make formal written application to the Board on the forms provided the type of relief desired and why such relief should be granted by the Board.

2. Submit with application fee indicated by the schedule below payable to the Borough of Woodlynne:

Appeal N.J.S.A. 40:55-39 .....	Residential & Commercial \$50.00
(includes certified property List)	

3. Give notice on forms provided at least 10 days prior to the time for the hearing, to all owners of property situate within or without the municipality, as shown by the most recent tax list of the municipality, whose property or properties as shown by said list are located within 200 feet of the property to be affected by the appeal. The notice shall be given by sending written notice by registered or certified mail to the last known address of the property owner or owners as shown by the most tax lists of the municipality or by handing a copy to the property owners or by a copy at their usual place of abode.

4. Applicant must have the public notice of the meeting published in the paper (The Courier Post or the Retrospect), at least 10 days prior to the meeting

5. Ten (10) days before the hearing return the following:

- (a) Three (3) copies of the Application for Notice of Appeal notarized
- (b) One (1) copy of "Proof of Service" notarized
- (c) One (1) "List of Property Owners Served" notarized.
- (d) One (1) copy of "Public Notice" that was delivered to property owners also the names of property owners situate within 200 feet of the property to be affected by the appeal.
- (e) Four (4) copies of Plot Plan showing (a) dimensions of the lot, (b) dimensions of present and proposed structures, (c) location of all structures and property lines.
- (f) Fee - as indicated by the above schedule.

6. The applicant should be careful to comply fully with all of the above instructions in order to expedite his application. THE BOARD CAN TAKE NO ACTION UNTIL ALL OF THE ABOVE REQUIREMENTS ARE MET.

7. Under the law, the Board shall render its decision upon the application within 60 days from the date of the hearing, and in any event, within 90 days from the date of filing the appeal. If the Board does not render its decision at the expiration of such time, the Board shall be deemed to have decided adversely to the applicant.

# BOROUGH OF WOODLYNNE

Planning Board—Zoning Board of Adjustment

## FEE SCHEDULE (Ordinance # 12-2002)

APPLICATION TYPE	FILING FEE	ESCROW
Informal Major Subdivision	\$50.00 + \$30.00 per lot (Up to 20 lots)	N/A
Preliminary Major Subdivision	\$200.00 + \$30.00 per lot	\$1,500.00
Final Major Subdivision	\$50.00 + \$10.00 per lot	\$750.00
Minor Subdivision	\$25.00 + \$15.00 per lot	\$500.00
Informal Site Plan	One-Half (1/2) the Preliminary Site Plan Fee	
Preliminary Site Plan (Residential)	\$10.00 per unit (Minimum \$100—Maximum \$1,000)	\$1,200.00
Preliminary Site Plan (Commercial)	\$50.00 per acre + 2% of estimated cost of improvements excluding buildings (Minimum \$100.00)	\$1,200.00
Final Site Plan	One-Half (1/2) of the Preliminary Site Plan Fee	\$750.00
Minor Site Plan	N/A	\$500.00
Use Variance (Residential)	\$25.00 per dwelling unit	
Use Variance (Commercial)	\$20.00 per acre (Minimum \$100—Maximum \$1,000)	\$150.00
Use Variance (Industrial)	\$20.00 per acre (Minimum \$100—Maximum \$1,000)	\$250.00
Bulk Variance (Residential)	\$50.00	(Residential) \$150.00 (Commercial) \$250.00
Conditional Use	\$150.00	\$100.00

# BOROUGH OF WOODLYNNE

Planning Board—Zoning Board of Adjustment  
Municipal Building  
200 Cooper Avenue, Woodlynne, New Jersey 08107  
Tel: (856) 962-8300 ext. 214  
Fax: (856) 962-8763

## LAND DEVELOPMENT APPLICATION

### 1. SUBJECT PROPERTY

Address: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Dimensions: Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Total Area: \_\_\_\_\_  
Zoning District: \_\_\_\_\_

### 2. APPLICANT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Applicant is a (Please check one):  
 Individual  Corporation  Partnership  Limited Liability Company

### 3. IF PROPERTY OWNER IS OTHER THAN THE APPLICANT, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

**7. APPLICANT'S PROFESSIONALS (Attorney, Engineer, Surveyor, etc.)**

Name: \_\_\_\_\_ Profession: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**8. LAND USE**

Existing Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

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

**9. REASONS APPLICANT BELIEVES BOARD SHOULD APPROVE DESIRED ACTION:**

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

**10. APPLICANT CERTIFICATION**

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am the Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or 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 the applicant is a partnership, this must be signed by a general partner.]

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

\_\_\_\_\_  
Print Name

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**PROOF OF SERVICE**

[To be submitted prior to scheduled meeting date]

STATE OF NEW JERSEY :  
: SS  
COUNTY OF CAMDEN :

I, \_\_\_\_\_, of full age, being duly sworn according to law, upon my oath, depose and say:

1. I am the applicant in a certain application now pending before the Joint Land Use Board of the Borough of Woodlynne.

2. The hearing on the application shall be heard at the Municipal Building, 200 Cooper Avenue, Woodlynne, New Jersey on

Date: \_\_\_\_\_ Time: \_\_\_\_\_

3. A written notice was given to all property owners within two hundred feet (200') of the property in question, at least ten (10) days prior to said hearing in accordance with N.J.S.A. 40:55D-11 and 40:55D-12 and the amendments thereto.

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

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

Sworn to and subscribed before me, a Notary Public of the State of New Jersey this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[Notary Public]

**11 PROPERTY OWNER CERTIFICATION**

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 applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.]

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

**NOTE:**

Attach four (4) copies of plan of real estate affected, indicating location and size of lot, size of improvements now erected and proposed to be erected thereon, or other change desired also any other information required by the Planning Board or Board of Adjustment.

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 19

AT 7:00 P.M., LOCAL TIME, A PUBLIC HEARING WILL BE HELD BEFORE THE PLANNING BOARD OF THE BOROUGH OF WOODLYNNE, AT THE MUNICIPAL BUILDING, 200 COOPER AVENUE, WOODLYNNE, NJ UPON THE APPLICATION OF \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ FOR A VARIANCE FROM THE PLANNING BOARD OF THE BOROUGH OF WOODLYNNE TO \_\_\_\_\_

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

ALL PERSONS INTERESTED WILL BE GIVEN AN OPPORTUNITY TO BE HEARD.

\_\_\_\_\_  
APPLICANT

THIS NOTICE MUST BE PERSONALLY SERVED OR SENT CERTIFIED OR REGISTERED MAIL, AND PUBLISHED IN THE RETROSPECT OR THE COURIER POST, AT LEAST 10 DAYS BEFORE THE DAY OF THE HEARING TO ALL PROPERTY OWNERS WITHIN 200 FEET OF THE PROPERTY ON WHICH THE STRUCTURE MAY BE LOCATED

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*SUPPLEMENTAL APPLICATION INFORMATION  
FOR SITE PLAN, USE VARIANCE, CONDITIONAL USE AND  
CHANGE OF USE APPLICATIONS*

	<b>REQUIRED</b>	<b>EXISTING</b>	<b>PROPOSED</b>
Minimum Lot Area			
Front Yard Setback			
Side Yard Setback			
Rear Yard Setback			
Roadway Frontage			
Impervious Coverage Limit			
Parking Spaces			
Building Height			