

**TOWNSHIP OF FRANKLIN
BOARD OF ADJUSTMENT**

Use "D" Variance

Instruction Sheet

- 1) Applications for development shall be filed with the Zoning Board of Adjustment pursuant to these instructions where the Zoning Board of Adjustment has the power to hear the particular application for development pursuant to N.J.S.A. 40:55D-70 and 40:55D-76.
- 2) Application shall be made upon forms supplied by the Zoning Board of Adjustment. The information required by the attached official checklist must be supplied with the application.
- 3) The applicant shall file with the Board of Adjustment Secretary twenty sets of the application together with twenty sets of all supporting documents.
- 4) When the application and all checklist items and the appropriate fee have been filed with the Board of Adjustment Secretary and the application has been deemed complete, the applicant will be notified of the date of hearing. At that time the applicant will be supplied with the necessary forms and affidavits for notice to the property owners and others required to receive notice pursuant to State Statute.
- 5) The fees for a use variance are as follows:

Expansion of an existing non-conforming use (single or two-family residential)	\$200 per meeting or portion
Parking of one (1) ¾ ton mfr. rated capacity commercial vehicle out of doors in any residential zone between midnight & 6am	\$100 per meeting or portion
All others	\$625 per meeting or portion
Escrow	See Attached Sheet
- 6) WHERE TO FILE: Board of Adjustment
Township of Franklin
475 DeMott Lane
Somerset, NJ 08873
(732) 873-2500

**TOWNSHIP OF FRANKLIN
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Part A - Application Form

Applicant: _____

Applicant's Mailing Address: _____

Owner: _____

Owner's Mailing Address: _____

Person to whom correspondence
should be mailed: _____

Address: _____

Telephone number: _____

An appeal is made for a variance from the terms of the Franklin Township Development
Ordinance, Section _____

This request is made for permission to erect, alter, convert, and/or use the property described in
this application to permit the following:

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Part B - Application Form

1) Block: _____ Lot(s): _____

Street Address _____

The property is on the (east, west, north, south) side of _____
(street)
and is approximately _____ feet from _____
(intersection of another street)

2) The property is presently in the _____ zone.

3) Is public water available to the property? _____

4) Is public sanitary sewer available to this property? _____

5) Present use of property: _____

6) Area of property in square feet: _____

7) Has there been any previous appeal involving this property? _____
If yes, state type, nature and date of such appeal: _____

8) Is property under contract to be sold? _____ If yes, state date of contract and
name of contract purchaser: _____

9) Does the applicant own any contiguous property? _____
If yes, state the block and lot of such property: _____

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Details & Submission Checklist

The following checklist should be used as a guide for the submission of a Use Variance Application. The checklist is a list of items required by the Board of Adjustment. When all of the items have been submitted, the application will be deemed complete by the Zoning Administrator.

In all cases where a required item is not included in the submission or on the plan, an indication of why it has not been submitted should appear as an addendum to the site plan. Where a waiver is being requested a letter requesting the waiver and stating a purpose for granting the waiver should accompany the application.

The Applicant should place a check in the first column if the item has been submitted. The second column should contain the page number of the map on which that item appears, if applicable. The third column is for official use only.

Name of Applicant: _____
Docket Number (for official use only): _____

	Submitted	Page #	Official Use
Two copies of the checklist			
Twenty Copies of the Variance Application form			
Twenty Copies of the Site Plan			
Twenty Copies of a Rendering or Elevation of the building(s)			
Twenty Copies of existing and proposed floor plans			
Fees (Application & Escrow)			

The applicant must submit with the application to the Township a copy of a letter sent to the below listed agencies requesting their approval. A copy of the application and proposed plan must also be submitted to these agencies. The applicant is responsible for obtaining these approvals as well as any other outside agency approvals which may be required.

	Submitted	Page #	Official Use
D & R Canal Commission, P.O. Box 539 Prallsville Mills, Stockton, NJ 08559-0539			
Somerset County Planning Board P.O. Box 3000, Somerville, NJ 08876			

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Details & Submission Checklist

The Use Variance plan must be a map prepared by a licensed surveyor or licensed engineer of the State of New Jersey showing the following information:

		Submitted	Page #	Official Use
(1)	All property lines of the subject property plotted from deed descriptions.			
(2)	All adjacent lots with block and lot numbers, names of owners and approximate location of structures on such adjacent lots.			
(3)	All required setbacks under existing zoning and proposed setbacks.			
(4)	All existing and proposed street right-of-way lines, pavement widths and improvements.			
(5)	Key map, scale, north arrow and legend.			
(6)	All street intersections within 500' of any property line of the subject premises and the distance to such intersections.			
(7)	All zone boundary lines.			
(8)	All proposed methods of vehicular ingress and egress from the subject site to public streets, showing proposed widths and radii and distances from the nearest residential street in both directions.			
(9)	The location and design of proposed off-street parking.			
(10)	The location of existing woodlands, indicating those to be preserved.			
(11)	General topographic and drainage data based on coast and geodetic maps, as well as approximate size and location of detention facilities.			
(12)	Lot Data Table per Schedules II & III of the Development Ordinance.			
(13)	The method of providing sanitary sewer and water at capacities sufficient to serve the proposed project, indicating points of connection to existing utilities.			
(14)	Deed restrictions, covenants, easements and/or rights of way pertaining to the subject lot.			

If any of the above items do not exist on the site, a note must be on the plan stating same. This checklist requires the minimum information to constitute a complete application. The Board may require additional information to make an informed decision.

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PART D - Affidavit

Sworn to and subscribed before
me this _____ day of
_____, 20 _____

OWNERS SIGNATURE

NOTARY PUBLIC

AFFIDAVIT

STATE OF NEW JERSEY)
) SS
COUNTY OF)

I, _____, of full age, being duly sworn according to law and upon
my oath depose that I reside at _____ in the County
of _____ and State of _____ and that the above
statements contained in this application and in the papers appended thereto are true.

APPLICANTS SIGNATURE

Sworn to and subscribed before
me this _____ day of
_____, 20 _____

NOTARY PUBLIC

NOTE: If the applicant is a corporation or partnership, the names and addresses of all
stockholders or partners owning a 10% or greater interest in said corporation or partnership shall
be set forth in accordance with C.40:55D-48.1 et seq.