

APPLICATION FOR RESIDENTIAL BULK VARIANCES

TOWNSHIP OF CRANBURY
23-A North Main Street
Cranbury, New Jersey 08512
Phone (609) 664-3122 - Fax (609) 664-3146
jckratz@cranbury-nj.com

The application, with supporting documentation, must be delivered & filed with the Planning/Zoning Administrative Officer for review by the Development Review Committee 14 business days prior to meeting) at which time the application will be considered for completeness.
CONSULT WWW.CRANBURYTOWNSHIP.ORG FOR MEETING DATES

SUBJECT PROPERTY

Location: _____

Tax Map: Page _____ Block _____ Lot(s) _____ Zoning District _____
Page _____ Block _____ Lot(s) _____ Zoning District _____

Dimensions: Frontage _____ Depth _____ Total Area _____ (specify whether Acres or SF)

APPLICANT

Applicant's Name: _____

Firm's Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

- Applicant is a: Corporation (submit Disclosure Statement)
 Partnership (submit Disclosure Statement)
 Individual

OWNER

Owner's Name: _____

Firm's Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

CONTEMPLATED FORM OF OWNERSHIP:
(CHECK ALL THAT APPLY)

- Fee Simple
 Condominium
 Cooperative
 Rental

PROPERTY INFORMATION

Restrictions, covenants, easements, association proposed on the property:

Yes [attach copies] _____ No _____ Proposed _____

NOTE: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in understandable English in order to be approved.

1. Section(s) of Ordinance from which a variance is requested:

[attach Zoning Officer violation notice, if applicable]

2. Waivers Requested of Development Standards and/or Submission Requirements: [additional pages as needed]

3. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [attach pages as needed].

4. Is a public water line available? Yes / No

5. Is public sanitary sewer available? Yes / No

6. Does the application propose a well or septic system? Yes / No

7. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers?

8. Are any off-tract improvements required or proposed?

9. Is the subdivision to be filed by Deed or Plat?

10. Other approvals which may be required:

	YES	NO
Middlesex County Health Department		
Middlesex County Planning Board		
Freehold Soil Conservation District		
NJ Department of Environmental Protection		
Sewer Extension Permit		
Stream Encroachment Permit		
Wetlands Permit		
Potable Water Construction Permit (N.J. American Water Company)		
NJ Department of Transportation		
NJ Turnpike Authority		
Public Service Electric & Gas Company		
Historic Preservation Commission (within Historic District & 200-ft buffer zone)		
Cranbury Township Environmental Commission		

11. Include Certification from the Tax Collector that all taxes due on the subject property have been paid.
12. List of Maps, Reports and other materials accompanying application (attach additional pages as required for complete listing).

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff: Engineer, Planning Consultant, and Attorney for the Board to which the application is submitted for their review. The professional staff in accordance with the suggested deadline submission of 14 business days prior to date of meeting, must receive the documentation prior to the Development Review Committee meeting at which the application is to be considered for completeness, otherwise the application will be deemed incomplete.

David J Hoder, PE, PP, CPWM, CME
Hoder Associates
548 Ridge Road
Fair Haven, NJ 07704
Phone: 732-241-4543

Richard Preiss, Board Planner
Phillips Preiss Grygiel, Inc.
33-41 Newark Street
Third Floor, Suite D
Hoboken, NJ 07030
Phone: (201) 420-6262

Trishka Waterbury Cecil, Esquire
Mason, Griffin & Pierson, P.C.
101 Poor Farm Road
Princeton, NJ 08540
Phone: (609) 436-1211

RESIDENTIAL BULK VARIANCE APPLICATION CHECKLIST		
<i>For sheds, fences, pools, residential additions, barns, etc.</i>		
<i>Please be sure your application contains each of the following</i>		
INCLUDED	NOT INCLUDED	
		Completed “c” Bulk Variance Application.
		Payment of Application Fee for Bulk or other variance pursuant to N.J.S.A. 40:55D-70c: (1) Single-family or two-family residential: \$200.00 for first variance plus \$25.00 for each additional variance (<i>made payable to the Township of Cranbury</i>) AND Payment of Publication of Notice: \$100.00 (<i>all applications must include Publication of Notices Fee \$100.00, not to be confused with the applicant’s publication of notice responsibilities</i>). Submit one (1) check for Application Fees and one (1) check for Escrow Fees
		Payment of Escrow Fee for Bulk or other variance pursuant to N.J.S.A. 40:55D-70c: (1) Single-family or two-family residential: \$100.00 for the first variance plus \$50.00 for each additional variance (<i>made payable to the Township of Cranbury along with a copy of the signed escrow agreement and W9 form</i>). Submit one (1) check for Application Fees and one (1) check for Escrow Fees
		Completed W-9 form.
		Signed escrow agreement indicating payment for all professionals’ reviews and inspections.
		Completed Bulk Requirements Table.
		Current survey (to scale) showing all existing conditions. Must show location of existing and/or proposed houses, additions, driveways, pools, other buildings and structures with accurate distances from the property lines drawn to scale.
		For adjoining properties, distance from structures to nearest property line of subject property.
		Location of existing and/or proposed septic systems and wells on property.
		Location of all easements (including conservation easements), public right of ways, etc.
		Cut sheets, brochures, and/or architecture elevations showing details of type of structure proposing – including height, materials, design, color, etc.
		Photographs of property views: 2 - from street (and any other area that can be viewed off site) showing where structure would be located, 2 – view from side yards, 2 – view from rear. Mark on photographs name of photographer, location/view and date taken.
		Show on plan/survey any proposed landscaping and/or any relocation or removal of existing landscaping. Identify any trees that will be removed by species and size (caliper).
		Written certification from Tax Collector verifying taxes are paid in full for the current quarter.
		Certified list of property owners within 200-ft of subject property.
		Aerial photograph of subject property including within 200-ft of subject property. (Aerials can be acquired on-line at Google.com)
		Zoning Action Letter from Jeff Graydon, Zoning Officer
		Provide copy of resolution from any/all previous approvals granted by either the Planning Board of Zoning Board for the property in question.

REQUEST FOR BULK VARIANCE Per N.J.S.A. 40:55d-70c

Please answer the following questions:

- | | | |
|-------|-------|--|
| YES | NO | |
| _____ | _____ | Will there be land grading? |
| _____ | _____ | Will there be underground utilities or piping? |
| _____ | _____ | Will there be structures or building additions? |
| _____ | _____ | Will they be constructing parking areas or sidewalks? |
| _____ | _____ | Will they be building in the street (municipal improvements)? |
| _____ | _____ | Will the use be other than single family residential? |
| _____ | _____ | Will they be constructing lighting? |
| _____ | _____ | Will there be retaining walls? |
| _____ | _____ | Will there be soil disturbance? (See Page 6 and 7 of this application) |
| _____ | _____ | Is there a known drainage problem on the site? |
| _____ | _____ | Is the site one with known contamination? |
| _____ | _____ | Is it near a stream or lake? |

BULK REQUIREMENTS TABLE <i>Most information can be found in documentation sent to applicant from Jeff Graydon, Zoning Officer (which you will attach as part of this application). Additional information can be found at the following links: http://www.cranburytownship.org/Zoning_Map.pdf and/or http://ecode360.com/6664900 </i>		
	PERMITTED BY ORDINANCE	PROPOSED
ZONING CLASSIFICATION OF LAND		Not Applicable
LOT AREA		
LOT FRONTAGE		
LOT WIDTH		
LOT DEPTH		
FRONT YARD		
SIDE YARD		
REAR YARD		
OTHER		

SOIL DISTURBANCE

§ 150-62. Soil disturbance.

No soil disturbance shall be permitted and no earth shall be moved on or off a site, regardless of the time span to accomplish such activity. However, nothing in this subsection shall be construed to prevent any owner, otherwise eligible in accordance with law, from excavating or cutting, stripping or otherwise disturbing lands or soil for the following purposes:

- A. Construction, uses and modifications of a one-family dwelling and its normal accessory and appurtenant uses.
- B. Gardening for noncommercial purposes.
- C. Commercial, agricultural or horticultural use when in accordance with accepted farm agricultural practices, approved by the Freehold Soil Conservation District.
- D. Excavation or cutting, stripping or other land or soil disturbance, other than removal from the site, necessary for the construction or reconstruction of curbs, sidewalks, private residential driveways, drainage systems, sewage disposal systems, swimming pools and other utility service connections, provided that all other Township, County, State and district approvals have been received.
- E. Installation, removal, replacement or maintenance of landscaping, including trees, shrubs, flowers and cover, where the existing land contours are not changed by more than one foot.
- F. Subdivision or site plans where the Board has approved the proposed soil disturbance and earthwork balance.

1. Accompanying the application for major soil permit shall be eight (8) copies of a topographical map at a scale of not less than 1"-50, and showing contour intervals at five (5) feet for grades of ten percent or greater, and contour intervals at two (2) feet for grades of less than ten percent. The map shall be prepared and certified by a New Jersey licensed engineer and shall show:

- a. The present grades on a 100 foot grid layout.
- b. The proposed grades at said points when the work has been completed.
- c. The quantity, in cubic yards, of soil involved in the work.
- d. The grades of all abutting streets and lots.
- e. Proposed slopes and lateral supports.
- f. Present and proposed surface-water drainage.
- g. All areas within 100 feet of that portion of the property which will be involved in the soil mining activities, including trees and wooded therein.
- h. Such other pertinent data as the Board may hereafter by resolution require.

2. What is the purpose for moving the soil?

- To grade land by moving soil within the property lines.
- To grade land by removing soil outside property lines.
- To grade land by filling in.
- Other (specify):

1. Kind of soil to be removed:

_____	Top Soil	_____	Cubic yards
_____	Subsoil	_____	Cubic yards
_____	Sand	_____	Cubic yards
_____	Gravel	_____	Cubic yards
_____	Other	_____	Cubic yards

SOIL DISTURBANCE (Part 2)

4. Total quantity of soil to be removed: _____ Cubic yards
5. In case of removal, the address to where the soil is going.
6. Date proposed work will be completed: _____
7. Provide name and address of the excavator, contractor or the person having express charge, supervision and control of the proposed excavation work.
8. Provide name and address of the person to have control of the operation of hauling away the excavated material.
9. Number, capacity, type and description of each piece of equipment to be used in the operation and the number of truck loads to be removed.
10. The routes over which the material will be transported and the method of traffic control.
11. Method of abating noise and dust in the operation.
12. Mean of assuring lateral support and preventing erosion, floods, the washing of silt into streams.
1. The means of protection downstream properties from the effects of the operation.
14. Any importation of soil shall be in accordance with the certification of Clean Fill Material being from virgin source or testing be provided for certification of the material prior to any importing.

APPLICATION FOR BULK VARIANCE

1. Application is hereby made for a variance from the strict application of the following provision of the Zoning Ordinance: (specify parts of ordinance involved).

 2. Applicant requests a variance to the following extent: (set forth specific variances requested).

 3. The strict application of said provisions would result in: (complete one or both of the following in detail).
 - A. The following peculiar and exceptional practical difficulties:

 - B. The following exceptional and undue hardship:

 4. Said difficulties or hardship are by reason of:

 5. Said reasons are unique and peculiar to the lands or buildings for which the variance is sought and do not apply generally to land or buildings in the neighborhood, because:

 6. The requested variance is the minimum reasonable needed, because:
-

CERTIFICATION OF APPLICANT

I certify that the foregoing statements and the materials submitted 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 authorize 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 be an authorized corporate office. If the Applicant is a partnership, a general partner must sign this.]

DATE: _____

SIGNATURE OF APPLICANT

PRINT NAME AND TITLE

Sworn to and subscribed before me this

_____ day of _____, _____(year)

(NOTARY PUBLIC)

CERTIFICATION OF PROPERTY OWNER

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, that 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 an authorized corporate office. If the owner is a partnership, a general partner must sign this.]

DATE: _____

SIGNATURE OF OWNER

PRINT NAME AND TITLE

Sworn to and subscribed before me this

_____ day of _____, _____(year)

(NOTARY PUBLIC)

CERTIFICATION OF AUTHORIZATION

(If anyone other than property owner is making the application, the following must be executed)

_____ is hereby authorized to make the within application.
(Name of Applicant)

DATE:

SIGNATURE OF PROPERTY OWNER

PRINT NAME AND TITLE

Sworn to and subscribed before me this

_____ day of _____, _____ (year)

(NOTARY PUBLIC)

CERTIFICATION OF ESCROW

I understand that the sum of \$_____ has been deposited in an escrow account in accordance with the Ordinances of the Township of Cranbury. I further understand that the escrow account is established to cover the cost of professional service including engineering, planning, legal and other expenses associated the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary. I understand that I will be notified of the required additional amount that shall add the sum of the escrow account within fifteen (15) days.

[Please be sure to attach a copy of W-9 Form with an original signature]

DATE:

SIGNATURE

PRINT NAME AND TITLE

Sworn to and subscribed before me this

_____ day of _____, _____ (year)

(NOTARY PUBLIC)

DISCLOSURE STATEMENT

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or Partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the mom-corporate stockholders and partners exceeding the 10% been disclosed.

**CERTIFICATION OF OWNERSHIP OF APPLICANT
AS REQUIRED BY THE NEW JERSEY LAW
(P.L. 997, Chapter 336)**

NAME	ADDRESS
------	---------

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Signature of Officer/Partner

DATE: _____

Name of Applicant Corporation/Partnership

CONSENT TO ENTRY

The undersigned property owner hereby consents to the entry onto the property known as Block _____, Lot _____, on the Tax Map of the Township of Cranbury by members of the Township of Cranbury _____ board to perform an inspection(s) of the property, at reasonable times, in combination with the application for a bulk variance, use variance, site plan or subdivision which has been submitted herewith.

This consent permits entry onto the property only by the above-mentioned Board Members for the purpose of conducting visual inspection during the pendency of the aforesaid application. This right of entry is limited to entry onto the subject property only by those persons hold the designated position listed herein.

DATE: _____

Property Owner

Instructions Regarding Public Notice

Pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-12, and section 150-72C of the Cranbury Township Land Development Ordinance, public notice must be provided for any application involving one or more of the following: extension of site plan or subdivision approval for five or more years; modification or elimination of a significant condition or conditions in a memorializing resolution in any situation wherein the original application required public notice, and for any application for development, including variances and conditional use approvals, except the following: conforming minor site plan and minor subdivision applications; appeals from actions/inactions of the Zoning Officer; and requests for interpretation of the zoning ordinance or official map.

The notice must contain the following: the name of the applicable board (Cranbury Township Planning Board or Cranbury Township Zoning Board of Adjustment); the date, time and place of the public hearing; the street address of the property proposed for development, if the property has a street address, or the property's lot and block numbers as shown on the Cranbury Township tax maps; *a description of the nature of the matters to be considered, including the type(s) of relief being requested*; and the location and times at which the application, maps and documents for which approval is sought can be inspected by the public. It is very important that the notice describe in as much detail as possible what is being proposed, and that it identify all known variances, exceptions (sometimes called waivers), or other types of relief being sought, so that interested parties can make an informed decision as to whether to seek more information and/or attend the public hearing on the application.

Notice must be provided at least 10 days prior to the date of the public hearing by:

- Publication once in Cranbury Township's official newspaper (for 2016 either Cranbury Press (published weekly) or Trenton Times (published daily)).
- Hand-delivery or certified mail to all owners of property within 200 feet of the property that is the subject of the application, including property owners in any abutting municipality if the property in question is located within 200 feet of any of the Township's boundary lines
- Hand-delivery or certified mail to the clerk of any municipality located within 200 feet of the subject property
- Hand-delivery or certified mail to the Middlesex County Planning Board if the subject property is adjacent to an existing or proposed County road, adjoins other County land, or is situated within 200 feet of a municipal boundary
- Hand-delivery or certified mail to the NJ Commissioner of Transportation if the subject property abuts a State highway
- Hand-delivery or certified mail to the State Planning Commission if the application exceeds 150 acres or 500 dwelling units
- Hand-delivery or certified mail to any public utility, cable television company, or local utility that possesses a right-of-way or easement in the Township and has registered with the Township to receive notice.

Failure to provide notice at least 10 days prior to the hearing and in accordance with the above requirements will deprive the Board of the ability to hear the application. All applicants are required to file with the Board Administrative Secretary an affidavit of service and proof of publication demonstrating that all of the notice requirements have been met.

A suggested form of notice is attached for the applicant's convenience.

SAMPLE

**CRANBURY TOWNSHIP
MIDDLESEX COUNTY, NEW JERSEY**

NOTICE OF PUBLIC HEARING ON DEVELOPMENT APPLICATION

PLEASE TAKE NOTICE that *[insert name of applicant]*, who is the *[owner/contract purchaser/lessee]* of property designated on the Cranbury Township tax maps as *[insert block and lot number(s)]*, located at *[give street address if there is one, otherwise describe the location]* in the *[insert applicable zoning district]*, has applied to the *[insert applicable board -- Cranbury Township Zoning Board of Adjustment or Cranbury Township Planning Board]* for the following relief *[only include those that apply]*:

- Minor site plan approval
- Minor subdivision approval
- Preliminary major site plan approval
- Final major site plan approval
- Preliminary major subdivision approval
- Final major subdivision approval
- Conditional use approval pursuant to N.J.S.A. 40:55D-67
- "C" bulk variance(s) pursuant to N.J.S.A. 40:55D-70c(1) and/or c(2)
- Use variance pursuant to N.J.S.A. 40:55D-70d(1)
- Variance to expand a nonconforming use pursuant to N.J.S.A. 40:55D-70d(2)
- Variance to deviate from a specification or standard pertaining solely to a conditional use pursuant to N.J.S.A. 40:55D-70d(3)
- Variance to exceed permitted Floor Area Ratio pursuant to N.J.S.A. 40:55D-70d(4)
- Variance to exceed permitted density pursuant to N.J.S.A. 40:55D-70d(5)
- Variance to exceed height limit for a principal structure pursuant to N.J.S.A. 40:55D-70d(6)
- Site plan or subdivision ordinance exceptions (sometimes referred to as waivers) pursuant to N.J.S.A. 40:55D-51

The applicant also seeks any such other variances, exceptions, or other relief as might be identified during the course of the public hearing.

The applicant proposes to *[describe in plain English the nature of the matter to be considered, e.g., "construct a ___' x ___' tool shed ___feet from the east side property line where ___feet is required," or, "develop the property with a gasoline station and convenience store where such use is not permitted in the zone"; be sure to list all of known variances and exceptions that will be needed, if any]*.

The Board will hold a public hearing on this application on *[insert date of public hearing]* beginning at 7:30 pm prevailing time in the main meeting room of the Cranbury Township Municipal Building, 23A North Main Street, Cranbury, New Jersey. At that time all interested parties shall be permitted the right of cross-examination through their attorneys, if represented, or directly, if not represented, and will have the opportunity to present evidence and give testimony under oath.

A copy of the application and all maps and documents for which approval is sought has been placed on file in the Planning and Zoning Office in the Township Municipal Building, 23A North Main Street, Cranbury, New Jersey, and is available for public inspection during regular business hours (preferably 9:00 a.m. to 3:00 p.m.).

/s/ *[Insert name of applicant; the applicant's mailing address; and the date of the notice]*

TO: **CRANBURY TOWNSHIP TAX ASSESSOR'S OFFICE**

FROM: _____

DATE: _____

SUBJECT: **CERTIFIED LIST REQUEST**

Request is hereby made for certified list of names and addresses of all property owners within a 200-ft radius of Block(s) _____, Lot(s) _____ on Sheet _____ of the Cranbury Township Tax Map.

I understand that the attached list of utility companies will also need to be notified.

Understand that upon application of said certified lists, payment in the amount of twenty-five cents (.25) per name or ten dollars (\$10.00, whichever is greater, must be rendered.

(Signature)

PRINT FULL NAME: _____

ADDRESS: _____

FAX NUMBER: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

Fax or mail above request to:
