



# BOROUGH OF CHESILHURST

201 GRANT AVENUE  
CHESILHURST, NJ 08089

Monday - Thursday

Hours: 9:00 a.m. - 2:00 p.m.

**Edward Williams, Zoning Officer**

Phone: (856) 767-4153 • zoning@chesilhurstboro.org

## VARIANCE APPLICATION INSTRUCTIONS

1.) Submit the completed Variance Application form to the Planning and Zoning Office along with the following forms:

- a.) Affidavit of Ownership
- b.) Tax & Assessment Payment Report
- c.) Notice of Appeal of Zoning Enforcement Officer's Decision  
- To be signed off by Zoning Officer
- d.) Escrow Agreement (Submit only if filing a "D" Variance – Use)
- e.) Form W-9: Request for Taxpayer Identification Number & Certification  
(Submit only if filing a "D" Variance – Use)
- f.) Sample of Newspaper Advertisement
- g.) Sample of Notice to Property Owners
- h.) Affidavit of Service Notice

2.) Fee Schedule- To be submitted at time of application:

“A” Variance-Appeal of Zoning Officer Decision:

Filed when the applicant alleges there is an error in any order, requirement, decision or refusal made by the Zoning Officer in enforcing the Zoning Ordinance.

Application Fee: \$200.00

“B” Variance-Interpretation of Zoning Ordinance or Map:

Filed when an applicant requests an interpretation of the Zoning Map or Zoning Ordinance.

Application Fee: \$200.00

“C” Variance-Hardship or Bulk Variance:

Filed when an applicant seeks an exception to the strict application of Zoning Ordinance or a decision of the Zoning Officer. **The applicant must provide proof that strict adherence to the Zoning Ordinance would create exceptional practical difficulties and undue hardships.**

Application Fee: \$200.00

“D” Variance-Use Variance:

Filed by an applicant for one of the following reasons:

- To construct or create a use or principal structure in a zoning

district that has restrictions against such use or principal structure.

- To expand a non-conforming use.
- To deviate from a conditional use requirement.

Application Fee: \$250.00

Escrow Fee: \$1,000.00

3.) Notification Instructions:

a.) Newspaper Notice:

- A Newspaper Notice (as per the sample newspaper notice) must be published one (1) day in one of the following newspapers at least ten (10) days prior to the scheduled hearing date. The Planning/Zoning Board Secretary will notify the applicant of their public hearing date. Please call the newspaper you chose to advertise in to find out how they will accept payment for the ad.

Central Breeze  
P.O. Box 1027  
Medford, NJ 08055  
609-654-5000 x-16

Inquirer NJ Desk  
53 Haddonfield Rd.  
Cherry Hill, NJ 08002  
856-779-3840

Courier Post News Room  
P.O. Box 5300  
Cherry Hill, NJ 08034  
888-516-9220

- Submit Affidavit of Publication, provided by newspaper agency, at least 5 days prior to scheduled meeting date.

b.) Notice to Property Owners:

- A Notice to Property Owners (as per the sample notice to property owners) must be sent by certified mail to all persons named on the list of property owners obtained from the Tax Assessor's Office at least ten (10) days prior to the scheduled hearing date.
- Order a list of property owners from the Chesilhurst Borough Tax Assessor's Office, (856)767-4153 option #7. This list will include the names and addresses of all persons who own property within 200 feet of the lot that is subject of this application. The Assessor's Office will charge a fee for this list. **Please Note:** The list of property owners must not be older than 6 months from the date of notification. In addition, the ordered list and cover letter received from the Assessor's Office must accompany the application.

c.) Affidavit of Service Notice:

- Have notice notarized the same day the certified letters to property owners are mailed.
- Submit the Affidavit of Service Notice and postmarked certified receipts at least 5 days prior to the scheduled hearing date.

4.) The applicant shall submit twelve (12) copies of a survey or plot plan showing location of variance requested.

- 5.) The applicant shall file with the Secretary of the Planning and Zoning Board, at least (30) days prior to the monthly scheduled meeting of the Board.
- 6.) **THE PLANNING AND ZONING BOARD SECRETARY WILL SCHEDULE AND NOTIFY THE APPLICANT OF THEIR PUBLIC HEARING DATE BASED UPON AVAILABILITY.**
- 7.) The applicant must be represented by an attorney if the applicant is a corporation.
- 8.) The Municipal Land Use Code's for Chesilhurst Borough can be accessed through the internet at: [www.chesilhurstboro.org](http://www.chesilhurstboro.org).
- 9.) **Variance approvals expire in one year, if not acted on.**
- 10.) Compliance with Affordable Housing Obligation if applicable.