MOUNT OLIVE TOWNSHIP
PLANNING BOARD
VARIANCE APPLICATION INSTRUCTIONS

The completed application package, together with applicable forms and required fees, must be submitted to the Board Secretary in order for your case to be scheduled.

A complete application shall include:

1. **General Information** – Page 1 and 2

2. **Request for Variance** – Pages 3, 4, 5

3. **Affidavit** – Page 6: This form must be signed by the owner of the property and the applicant. No other person may make application to the Planning Board, except the owner or person under contract to purchase the premises without a legal Power of Attorney.

4. **Certificate of Paid Taxes** – Page 7: Fill in the top portion and submit to the Tax Collector’s Office for verification of payment of taxes.

5. **Certificate of Corporate Ownership** – Page 8: If the applicant represents a corporation or partnership, this form must be completed and submitted with the application package.

6. **W-9 Form** – Last page (Require Birth Date and Social Security Number)

The applicant is required to submit the original plus 3 copies of the completed application and fifteen (15) sets of plans to the Board Secretary along with two (2) checks made payable to “Mount Olive Township”. (See attached fee schedule) One check is a Township application fee. The second will be deposited in an escrow account to cover any engineering, planning, legal and other expenses associated with review of submitted materials. Any money remaining in the escrow account after the application has been acted upon will be returned to the applicant.

After application has been deemed complete and given an application number the following is required of the applicant:

1. Applicant must obtain from the Tax Assessor’s Office a list of all adjoining property owners, current within 60 days, within 200 feet of the subject property.

2. **Notice of hearing** – At least ten days prior to the public meeting, the applicant is required by law to service written notice on the owners listed on the tax list and place same notice in the official newspaper, email to drenegals@gannett.com - The Daily Record, 800 Jefferson Road, Parsippany, NJ 07054 Phone 1-800-398-8993. Complete and copy enclosed form (see page 9). Original should be retained and given to Board Secretary. Notice must be served by certified mail return receipt.
requested, personal delivery by obtaining property owners full signature, and date on the original tax list.

3. After notifying all adjoining property owners, and publication of legal notice, applicant must complete the Affidavit of Service. It should be notarized and filed with the Board Secretary as proof of service.

4. After completion of above, the following items should be submitted to the Board Secretary prior to the meeting date to prove notice has been served properly:

Original Notice to Adjoining Property Owners, completed and signed
Original Affidavit of Service, signed and notarized
Original list received from Tax Assessor of property owners within 200 feet
All white (certified mail slips)
Any green cards received back
Verification from newspaper of publication of notice

Please note, that failure to fulfill any of the above requirements will result in application not being heard.

Please contact the Board Secretary (973) 691-0900 Ext. 7313 with any questions.

MOUNT OLIVE TOWNSHIP FEE SCHEDULE
AS PER SECTION 400-18 OF THE LAND USE ORDINANCE

<table>
<thead>
<tr>
<th>&quot;C&quot; VARIANCE</th>
<th>APPLICATION FEE</th>
<th>ESCROW FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESIDENTIAL</td>
<td>$100.00 per lot</td>
<td>Minimum of $500.00 per lot</td>
</tr>
<tr>
<td>NON RESIDENTIAL</td>
<td>$250.00 per lot</td>
<td>Minimum of $750.00 per lot</td>
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<tr>
<th>&quot;D&quot; VARIANCE</th>
<th>APPLICATION FEE</th>
<th>ESCROW FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESIDENTIAL</td>
<td>$250.00 per lot</td>
<td>Minimum of $2,000.00 per lot</td>
</tr>
<tr>
<td>NON RESIDENTIAL</td>
<td>$500.00 per lot</td>
<td>Minimum of $5,000.00 per lot</td>
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MOUNT OLIVE TOWNSHIP
PLANNING BOARD
VARIANCE APPLICATION

APPLICANT:
NAME
ADDRESS

TELEPHONE
EMAIL

OWNER:
NAME
ADDRESS

TELEPHONE
EMAIL

ENGINEER/SURVEYOR:
NAME
ADDRESS

TELEPHONE
EMAIL

ATTORNEY:
NAME
ADDRESS

TELEPHONE
EMAIL

RELATIONSHIP OF THE APPLICANT TO THE PROPERTY IS:
OWNER __________________________ PURCHASER UNDER CONTRACT __________________________

LOCATION OF PREMISES:
STREET __________________________
BLOCK __________________________ LOT(S) __________________________

ZONE:
RR-AA  R-3  R-5ML  L  C-1  L-I  FTZ-1
RR-A  R-3SC  R-6  P  C-2  G-1  FTZ-2
R-1  R-4  R-7  PB  CR-3  O-R  FTZ-3
R-2  R-5  AR  PC-2  C-LI  M  FTZ-4

HOW LONG HAS PRESENT OWNER HAD TITLE TO THE PROPERTY? __________________________
HAS THE APPLICANT EVER OWNED OR PRESENTLY OWN PROPERTY CONTIGUOUS TO THE SUBJECT PROPERTY?

__________________ YES _________________ NO

IF YES: BLOCK_________ LOT_________

DATE CONVEYED _______________

HAS THERE BEEN ANY PREVIOUS APPEALS, REQUEST, OR APPLICATIONS INVOLVING THIS PROPERTY?

__________________ YES _________________ NO

IF YES, STATE CASE NUMBER, NATURE, DATE, AND DISPOSITION OF MATTER:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

ARE THERE ANY EASEMENTS/DEED RESTRICTIONS AFFECTING THIS PROPERTY?

__________________ YES _________________ NO

IF YES, PLEASE DESCRIBE:

______________________________________________________________________________

______________________________________________________________________________

REQUEST FOR VARIANCE

APPLICATION IS HEREBY MADE FOR PERMISSION TO (ERECT), (ALTER), (CONVERT), (USE) A

______________________________ CONTRARY TO REQUIREMENTS OF SECTION ____________ OF THE LAND

USE ORDINANCE:

IDENTIFY VARIANCES REQUESTED ______________________________________________________________________

DESCRIPTION OF PROPOSED IMPROVEMENT __________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

DOES PARCEL ADJOIN STATE/COUNTY ROAD? ___________________________________________________________________

ARE PUBLIC WATER FACILITIES AVAILABLE TO THIS PROPERTY? ____________________________________________

ARE PUBLIC SEWERAGE FACILITIES AVAILABLE TO THIS PROPERTY? ____________________________________________

4
PRESENT USE (DESCRIBE IN DETAIL WITH REFERENCE TO EACH PROPERTY & STRUCTURE)


AREA OF LOT/PARCEL IN SQUARE FEET


JUSTIFICATION FOR VARIANCE
DESCRIBE WHY THE PROPOSED IMPROVEMENT CANNOT CONFORM TO SETBACK AND/OR HEIGHT REQUIREMENTS OF THE ZONE DISTRICT. ARE THERE PHYSICAL CONDITIONS ON YOU PROPERTY WHICH PREVENT COMPLIANCE WITH THE ZONE DISTRICT REGULATIONS?


EXPLAIN IN DETAIL WHY THE VARIANCE CAN BE GRANTED WITHOUT SUBSTANTIAL DETRIMENT TO THE PUBLIC GOOD AND WILL NOT SUBSTANTIALLY IMPAIR THE INTENT AND PURPOSE OF THE ZONE PLAN AND ZONING ORDINANCE.


SITE CHECK LIST
THE APPLICANT IS REQUIRED TO SUBMIT THE FOLLOWING WITH REGARD TO APPLICATIONS FOR DECK, SHED, OR FENCE:

1. CURRENT SURVEY OF PROPERTY SHOWING LOCATION OF SEPTIC AND WELL; LOCATION OF EXISTING & PROPOSED BUILDINGS, DIMENSIONS OF PROPOSED STRUCTURES (HEIGHT, WIDTH AND DEPTH – PLANS DRAWN TO SCALE IF AVAILABLE).
2. PHOTOGRAPH OR PHOTOGRAPHS OF EXISTING PROPERTY.

APPLICATIONS FOR ADDITIONS TO PRINCIPAL STRUCTURE MUST SUBMIT:
1. SURVEY PREPARED BY LICENSED SURVEYOR, SIGNED AND SEALED, INDICATING PROPOSED IMPROVEMENT AS WELL AS SETBACK FROM LOT LINE.
2. ARCHITECTURAL INFORMATION AS INDICATED ON ATTACHED CHECKLIST
AFFIDAVIT

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 an 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).

Sworn to and subscribed before me this

____________________ day of _____________ 2019

________________________________________
SIGNATURE OF APPLICANT

__________________________
NOTARY PUBLIC

__________________________
SIGNATURE OF 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, the presentations 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 officer. If the owner is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this

____________________ day of _____________ 2019

________________________________________
SIGNATURE OF APPLICANT

__________________________
NOTARY PUBLIC

__________________________
SIGNATURE OF OWNER

I understand that the sum of $________ has been deposited in an escrow account (Builder’s Trust Account). In accordance with the Ordinances of the Township of Mount Olive, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with 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 and shall add that sum to the escrow account within fifteen (15) days.

________________________________________
DATE

________________________________________
SIGNATURE OF APPLICANT

________________________________________
SIGNATURE OF OWNER
TOWNSHIP OF MOUNT OLIVE PLANNING BOARD
CERTIFICATE OF PAID TAXES

OWNER: _______________________________ Phone #: __________________________

ADDRESS: ______________________________________________________________

TITLE & LOCATION OF PROPERTY: ____________________________________________

________________________________________________________________________

Block #_____________ Lot #___________ Zone___________ # of Lots___________
Tax Sheet #____________

Description of Subdivision:

Minor - # of Lots ______________________________
Sketch - # of Lots ______________________________
Prel. - # of Lots ______________________________
Final - # of Lots ______________________________

FOR OFFICIAL USE ONLY

TAXES OF RECORD FOR 2019 YEAR

FIRST QUARTER ______________________________
SECOND QUARTER ______________________________
THIRD QUARTER ______________________________
FOURTH QUARTER ______________________________

THE TAX COLLECTOR OF MOUNT OLIVE TOWNSHIP ______________________________
CERTIFIES THAT THE ABOVE TAXES ARE PAID TO DATE.

DATE: ______________________________

7
CERTIFICATE OF OWNERSHIP OF APPLICANT
AS REQUIRED BY NEW JERSEY LAW
(P.L. 1977, CHAPTER 336)

LISTED BELOW ARE NAMES AND ADDRESSES OF ALL OWNERS OF 10% OR MORE OF THE STOCK/INTEREST* IN THE UNDERSIGNED APPLICANT CORPORATION/PARTNERSHIP.

<table>
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<tr>
<th>NAME</th>
<th>ADDRESS</th>
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*WHERE CORPORATIONS/PARTNERSHIPS OWN 10% OR MORE OF THE STOCK/INTEREST IN THE UNDERSIGNED OR IN ANOTHER CORPORATION/PARTNERSHIP SO REPORTED, THIS REQUIREMENT SHALL BE FOLLOWED UNTIL THE NAMES AND ADDRESSES OF THE NONCORPORATE STOCKHOLDERS/INDIVIDUAL PARTNERS EXCEEDING THE 10% OWNERSHIP CRITERION HAVE BEEN LISTED.

_________________________________________  __________
SIGNATURE OF OFFICER/PARTNER                DATE

_________________________________________
NAME OF APPLICANT CORPORATION/PARTNERSHIP
TOWNSHIP OF MOUNT OLIVE
PLANNING BOARD

APPLICATION #PB__________

Notice to property owners and newspaper of appeal and/or application please take notice that the undersigned has filed an appeal or application for development with the Township of Mount Olive Planning Board for a _________________ variance from the requirements of the Land Use Ordinance so as to permit ____________________ on premises known as ____________________ Block ____________ Lot ____________ on the tax map of the Township of Mount Olive. In addition to the above approvals, applicant requests that the application be deemed amended to include any additional approvals, variances, exceptions or waivers determined to be necessary in the review of processing this application, whether requested by the Board or otherwise.

A public hearing has been scheduled for _________________ 2019, at 7:00 p.m. in the municipal building, 204 Flanders-Drakestown Road, Budd Lake, New Jersey at which time you may appear, either in person or by attorney, and present any objections or comments you may have regarding this matter. Any maps or documents for which approval is sought shall be on file and available for public inspection in the offices of the Planning Department between the hours of 8:30 a.m. to 4:30 p.m. This notice is sent to you by the applicant, by order of the Planning Board.

______________________________
DATED

______________________________
APPLICANT

__________________________________________
FOR NEWSPAPER INFORMATION ONLY
APPLICANT NAME
INFORMATION: ADDRESS________________________________________ Zip Code________________
(Please Print Clearly) (ADDRESS WHERE AFFIDAVIT SHOULD BE MAILED)
TELEPHONE #

(IN CASE OF QUESTIONS REGARDING THIS AD)
Public Notices for The Daily Record email: drlegals@gannett.com
Phone: 1-800-398-8993
AFFIDAVIT OF SERVICE

State of New Jersey:

County of ________________________:

______________________________ of full age, being duly sworn according to law, on his oath deposes and says that he resides at ____________________________ in the (municipality) of ______________________ County of ____________________ and State of _____________________ and that he did on ____________________, 2019 at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected located on ____________________________, Block ________, Lot ____________. Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Originals of registered receipts, both white and green, if returned are attached hereto.

Notices were also served upon: (check if applicable)

( ) 1. The Clerk of Township of Mount Olive
( ) 2. Morris County Planning Board
( ) 4. The Department of Transportation
( ) 5. Morristown Daily Record

In addition, attached hereto are:

1. Copy of said notice
2. List of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the Municipal Tax Map.
3. Proof of publication of notice in the official newspaper of Mount Olive.

__________________________________________
(Signature of Applicant)

Sworn and subscribed to
Before me this ______________
Day of ______________ 2019

______________________________
(A Notary Public of the State of New Jersey)
# MOUNT OLIVE TOWNSHIP

## VARIANCE APPLICATION CHECKLIST

<table>
<thead>
<tr>
<th>PLAN DETAILS</th>
<th>CHECK IF SUBMITTED</th>
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<tbody>
<tr>
<td>METES &amp; BOUNDS (AS PER SURVEY)</td>
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<tr>
<td>TITLE BLOCK CONTAINING:</td>
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<tr>
<td>NAME OF APPLICANT</td>
<td></td>
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<tr>
<td>PREPARER OF PLANS</td>
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<tr>
<td>DATE PREPARED</td>
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</tr>
<tr>
<td>BLOCK &amp; LOT</td>
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<tr>
<td>ZONING DISTRICT</td>
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<tr>
<td>SCALE OF MAP</td>
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<tr>
<td>NORTH ARROW</td>
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<tr>
<td>LOCATION OF EXISTING &amp; PROPOSED STRUCTURE AND SETBACKS FROM PROPERTY LINE</td>
<td></td>
</tr>
<tr>
<td>HEIGHT OF EXISTING &amp; PROPOSED STRUCTURE</td>
<td></td>
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<tr>
<td>LOCATION OF WELL &amp; SEPTIC SYSTEM</td>
<td></td>
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<tr>
<td>ARCHITECTURAL DESIGN PREPARED BY A LICENSED ARCHITECT IN STATE OF NEW JERSEY</td>
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<tr>
<td>LANDSCAPING PLAN</td>
<td></td>
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<tr>
<td>PROPOSED SIGHT TRIANGLE EASEMENTS</td>
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</tr>
<tr>
<td>LOCATION &amp; TYPE OF ANY EXISTING EASEMENTS OR RIGHTS OF WAY</td>
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<tr>
<td>DEPICT EXISTING VS. PROPOSED INTERIOR LAYOUT</td>
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<td>CONTOURS TO DETERMINE THE NATURAL DRAINAGE</td>
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<tr>
<td>DRIVEWAY DESIGN</td>
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<tr>
<td>PHOTOGRAPHS OF PROPERTY</td>
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</table>