

**TOWNSHIP OF GREENWICH**

**PLANNING/ZONING BOARD**

**APPLICATION PACKAGE**

**INSTRUCTIONS**

**FOR**

**APPLICANT**

## TOWNSHIP OF GREENWICH

### INSTRUCTIONS FOR APPLICANT/APELLANT

**NOTE:** Please read these instructions completely before proceeding with the application. These instructions are for the purpose of facilitating an application with the Planning/Zoning Board only, and are not intended to be a statement of the applicable legal requirements. The applicant is fully responsible for the filing and presentation of the application and the compliance with all legal requirements. In view of the numerous legal requirements pertaining to a zoning application, it is recommended that the applicant consult with an attorney, although representation by an attorney is not mandatory unless the applicant is a corporation or LLC.

1. Initial application should be made to the Zoning Officer of the Township of Greenwich for a Permit. If the permit is refused, a permit refusal form should be obtained stating the reasons for the refusal.
2. Contact the Secretary of the Township of Greenwich Planning/Zoning Board and obtain from the Secretary the forms necessary for the filing of the Application, the date, time and place of the next scheduled hearing, and the amount of the required Application fee.
3. Complete the Application form (s) and answer all questions in as much detail as possible. Please note that **12 copies** of the Application together with **12 copies** of a Survey and/or the Development Plans will be required. The plans must be current and prepared by a licensed professional. They must show, at a minimum, the existing improvements, the proposed development, set backs, lot area, etc. The Survey should be presented to the Zoning Officer initially when the application for a permit is made.
4. If a variance is required obtain from the Tax Assessor of the Township of Greenwich a written, certified list of the names and addresses of owners of properties within 200 feet of the subject property. Greenwich Tax Assessor: 590 Shiloh Pike, Bridgeton, NJ 08302 Phone: 856-455-1230 x 12 Hours: Monday – Thursday – 9:00 a.m. – 2:00 p.m.
5. File **12 copies** of the Application(s) together with required Attachments with the Secretary of the Land Use Board at least 10 days prior to the date of the meeting and submit the required fee payable to the **“Township of Greenwich”** noting the Block and Lot number on the check or money order.
6. Complete the **“Notice of Appeal or Application for Development”** if required and personally serve upon the owners of property within 200 feet and obtain a written receipt, or mail to them by certified mail, return receipt requested, at least ten (10) days before the scheduled hearing date.

7. Arrange for service of the “**Notice of Appeal or Application for Development**” upon all other parties if required by law, and on the County Planning Board, adjoining municipalities of the State of New Jersey, if applicable.
8. Arrange for publication of the “**Notice of Appeal or Application for Development**” in the official newspaper of the Township of Greenwich, Planning/Zoning Board, which is the South Jersey Times, at least ten (10) days before the schedule hearing date, and obtain an affidavit of publication from the newspaper.
9. Complete the Affidavit of Service and Publication Form. This must be signed before a Notary Public.
10. File the Affidavit of Service and Publication Form including certified receipts and return receipts from the Post Office prior to the hearing date to the Planning/Zoning Board Secretary
11. You must appear at the hearing and present your case before the Board of Adjustment. You may be represented by an attorney, and may have experts or other witnesses appear on your behalf. Owners of properties within 200 feet or other interested persons may appear to testify in favor of the application or against it, and you may cross-examine such persons. In event of an adverse decision of the Board, you may appeal the decision to the Superior Court, and in such case the appeal may be limited to a verbatim record made before the Board and re-application may not be permitted.
12. Following the hearing, the applicant must publish the decision of the Planning/Zoning Board within ten (10) days of its decision.

**PLANNING/ZONING BOARD  
TOWNSHIP OF GREENWICH  
CUMBERLAND COUNTY NEW JERSEY**

**PLANNING/ZONING BOARD**  
**APPLICATION(S)**

APPLICATION TO THE GREENWICH TOWNSHIP PLANNING BOARD  
CONSTRUCTION/DEMOLITION/ALTERATION  
HISTORIC CONSERVATION DISTRICT

Application No. \_\_\_\_\_

1. Applicant Name, Address

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

Telephone (Home/Cell/Work) \_\_\_\_\_

2. Location/Address of proposed work

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

3. Name and Address of Property Owner (if same, leave blank)

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

4. Tax Map Reference of Subject Property

Block \_\_\_\_\_ Lot \_\_\_\_\_

5. Briefly describe the construction, alteration, demolition or relocation you propose (use additional sheets as necessary and attach required number of architectural renderings)

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

\_\_\_\_\_  
Applicant's Signature

Planning Board Comments:

Approved (Preliminary) (With Conditions) (Final)

Disapproved

\_\_\_\_\_  
Chairman date

\_\_\_\_\_  
Secretary date

# **NOTICE OF APPLICATION**

**TOWNSHIP OF GREENWICH**

**NOTICE OF APPEAL OR APPLICATION FOR DEVELOPMENT**

PLEASE TAKE NOTICE that a hearing will be held before the Township of Greenwich Zoning Board of Adjustment , on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ PM to consider an Appeal or Application for Development regarding the property known as:

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

Lot and Block: \_\_\_\_\_

in the Township of Greenwich, wherein the Appellant or Applicant is seeking: (Describe in Detail)

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

The hearing will be held in the Meeting Room of the OEM Building, 1000 Ye Greate Street in the Township of Greenwich, Cape May County, New Jersey.

Maps and documents relating to said matter, if any, will be available for public inspection in the Office of the Secretary of the Township of Greenwich at the OEM Building, 1000 Ye Greate Street, Greenwich, Cumberland County, New Jersey at least ten (10) days prior to the hearing date during normal business hours.

This Notice is given pursuant to N.J.S.A. 40:55D-1 et seq.

Any person affect by this Appeal or Application shall have the opportunity to be heard at the public hearing.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Applicant/Appellant



**TOWNSHIP OF GREENWICH**  
**AFFIDAVIT OF SERVICE AND PUBLICATION**

STATE OF NEW JERSEY)  
  SS  
COUNTY OF CUMBERLAND)

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

1. I am the applicant/appellant in a proceeding before the Township of Greenwich, Zoning Board of Adjustment, which relates to the project known as

\_\_\_\_\_

2 Attached hereto is a copy of the Notice of Appeal or Application for Development in the above captioned matter.

3. Attached hereto is a certified list of owners of properties within 200 feet which was furnished by the Tax Assessor of the Township of Greenwich.

4. The service of a copy of the Notice of Appeal or Application for Development has been served upon the following persons on the date and in the manner designated:

PERSON SERVED                    DATE OF SERVICE/MAILING                    MODE OF SERVICE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Other service or public notice was made as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Attached hereto and made a part hereof are personal acknowledgements and/or receipts evidencing service.
7. On \_\_\_\_\_, I caused a copy of the Notice of Appeal or Application for Development to be published in the official newspaper of the Township of Greenwich, Planning/Zoning Board. Attached hereto and made a part hereof is an Affidavit or Publication by the official newspaper.

\_\_\_\_\_  
Applicant/Appellant

Sworn to and subscribed  
before me this        day  
of                        ,20

\_\_\_\_\_  
(Notary Public)

# **FEE SCHEDULE**

**MEETING DATES**

**AND**

**SUBMISSION DEADLINES**

**ANNUAL MEETING NOTICE**  
**TOWNSHIP OF GREENWICH**  
**COUNTY OF CUMBERLAND**

**PLANNING/ZONING BOARD**

In compliance with Chapter 231 of the Laws of the State of New Jersey 1973, the following constitutes a schedule of application filing deadlines and meetings of the Township of Greenwich Planning/Zoning Board for the year 2016.

**APPLICATION DEADLINES\***

**PLANNING/ZONING BOARD MEETINGS**

Thursday, December 24, 2015

Monday, January 4, 2016

Friday, January 22, 2016

Monday, February 1, 2016

Friday, February 26, 2016

Monday, March 7, 2016

Thursday, March 24, 2016

Monday, April 4, 2016

Friday, April 22, 2016

Monday, May 2, 2016

Friday, May 27, 2016

Monday, June 6, 2016

Friday, July 1, 2016

Monday, July 11, 2016

Friday, July 22, 2016

Monday, August 1, 2016

Friday, September 2, 2016

Monday, September 12, 2016

Friday, September 23, 2016

Monday, October 3, 2016

Friday, October 28, 2016

Monday, November 7, 2016

Wednesday, November 23, 2016

Monday, December 5, 2016

\*All Applications and Plans must be received on the Friday, 10 days prior to the Planning/Zoning Board Meeting or unless otherwise noted.

\*All above said meetings will be held in the OEM Building, 1000 Ye Greate Street, Greenwich, New Jersey, at 7:30 p.m.

Lisa Garrison, Board Secretary

