

Township of Cinnaminson  
VARIANCE INSTRUCTIONS

**IMPORTANT:** In order to expedite the process of the application, the applicant should be careful to comply fully with all instructions.

1. Secure from the Zoning Officer a denial form (BA-1) which will state the section and article numbers of the ordinance, and reasons for the denial of the permit. The Zoning Officer will give you the application forms package. It is a two-part process, which will be explained to you when you receive the package.
2. If you are not the owner of the property, a letter of authority from the owner is required.
3. Attach in triplicate, drawn to scale, a survey / plot plan depicting the following:
  - A. Dimensions and area of lot, including Title Block
  - B. Existing and proposed structures with dimensions and proposed setbacks.
  - C. Driveways and parking areas if applicable.
4. Attach in triplicate, a copy of the tax map showing subject property, and those properties located within 200', including any in other towns.
5. The first part of the completed applications (BA-2 pgs. 1,2, &3), accompanied by Architectural plans/prints, must be filed with the Zoning Officer AT LEAST 21 days prior to the next regularly scheduled monthly meeting. Cash or Check MUST accompany application. ("C" \$45.00, plus \$400.00 Residential/\$600.00 Commercial. "D" \$75.00, plus \$400.00 Residential/\$1,200.00 Commercial, and \$0.25 per name or \$10.00, whichever is greater, for the required list of property owners and utilities within 200' of the subject property.
6. Zoning Officer will assign a case number upon receipt of the completed first part of the application (BA-2 pgs. 1,2&3) with required fees. You will be given a hearing date and time so that you can serve Notice to Property Owners (BA-4) and also post a notice in the Official Newspaper (also BA-4). This notification must be done at LEAST 10 DAYS PRIOR to the hearing date to be in compliance with State Law. The newspaper MUST PRINT the Notice at LEAST 10 DAYS PRIOR to the hearing date as well. If notification is not done in time, or done improperly, you will NOT be heard, and may be required to re-notice the entire list.
7. Submit the following to the Zoning Office at LEAST 5 DAYS prior to the meeting:
  - A. Form BA-5 pages 1 and 2 (part 2 of the application)
  - B. Copy of page BA-4, "Notice To Property Owners"
  - C. Original certified receipts (if method of service)
  - D. Affidavit of notice placed in Official Newspaper
8. The applicant or his agent must be in attendance at the hearing. A CORPORATION OR PARTNERSHIP MUST BE REPRESENTED BY AN ATTORNEY.
9. The action taken by the board will be advertised in the newspaper after the decision is made. Said decision will be available for inspection in the Board Secretary's office.
10. The Secretary will send copies of the Resolution to the applicant and Applicant's attorney after memorialization.

TOWNSHIP OF CINNAMINSON  
Municipal Building  
1621 Riverton Road  
Cinnaminson, NJ 08077

Dear Mr. DeKlerk,

I am requesting a property owners list of properties located with 200' of  
Block \_\_\_\_\_ Lot \_\_\_\_\_ in Cinnaminson Township.

I understand that per the Township ordinance, the fee shall be \$.25 per name, or \$10.00,  
which ever is greater.

\_\_\_\_\_ I will pay the required processing fee to the Zoning Office prior to  
receipt of the requested list.

\_\_\_\_\_ I have paid the required processing fee to the Zoning Office.

You may reach me at the following number and I will pick up the list.

\_\_\_\_\_

Kindly mail the above list to the address below:

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

Thank-You,

\*\*\*\*\* Please furnish a copy of my list of property owners to the Planning and Zoning  
Office.

**TOWNSHIP OF CINNAMINSON, NEW JERSEY  
 BOARD OF ADJUSTMENT/PLANNING BOARD  
 ZONING OFFICER'S DENIAL**

Note: In setting forth the reasons for denial, describe same in words and also refer to the sections of the ordinances or statutes violated.

TO: \_\_\_\_\_ PHONE# \_\_\_\_\_  
 \_\_\_\_\_ EMAIL \_\_\_\_\_  
 \_\_\_\_\_

Your application for:  
 Certificate of Occupancy \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Building Permit \_\_\_\_\_ Use \_\_\_\_\_

On premises located at \_\_\_\_\_ and  
 Known as Block \_\_\_\_\_ Lot \_\_\_\_\_. In a \_\_\_\_\_ Zone has been denied  
 on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ for the following reasons:

Statement of Violation	Violation of:	Article No.	Section No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
 Zoning Officer

Note: If the applicant seeks relief from the denial of the application this instrument may not be relied upon as setting forth all violations of the Ordinance. The responsibility for setting forth all sections of the Ordinance from which relief is sought remains upon the applicant. Any appeal from this denial must be made within thirty days of the issuance of the denial.

Attorney representing applicant – name and address (if applicable)

\_\_\_\_\_  
 Phone # \_\_\_\_\_ EMAIL \_\_\_\_\_

ESCROW AGREEMENT

The undersigned hereby acknowledges the initial escrow fee required for professions to review a \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ and the application fee in the amount of \$ \_\_\_\_\_ is required upon filing the application.

The undersigned acknowledges that there MAY BE ADDITIONAL charges over and above the initial review fees deposited.

In the event that the professional review fees exceed the sum of \$ \_\_\_\_\_ the undersigned hereby agrees to pay any additional professional review fees within 10 Days of notification.

In the event that the escrow fees deposited by the undersigned exceed the amount of professional review fees, the excess fees shall be refunded without interest.

In the event the undersigned shall dispute any review fees charged by the professionals, the undersigned shall deposit the escrow fund with the Township of Cinnaminson within 10 Days from receipt of billing of same and shall have the right to request the appropriate Board to hear their complaint at a regularly scheduled meeting and decide the issue.

The undersigned agrees to be responsible for all bills against this developments escrow account. In the event that this project is sold or my interest is transferred to another party, my obligation can only be relieved if all outstanding escrow bills are paid and the new principal obligates himself to the responsibility of all future bills in an agreement with the Township.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Applicant (If different than owner)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

The undersigned is the responsible party for the escrow deposits:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date filed \_\_\_\_\_  
Fee paid \_\_\_\_\_  
Paid to \_\_\_\_\_

Case # \_\_\_\_\_

TOWNSHIP OF CINNAMINSON  
ZONING BOARD OF ADJUSTMENT  
PLANNING BOARD

APPLICATION FOR HEARING

Request is hereby made for:

\_\_\_\_\_ A. Review and determination of an order, requirement, decision of refusal by an administrative officer or agency, based on Articles (s) \_\_\_\_\_ Section(s) \_\_\_\_\_ of the Zoning Ordinance.

\_\_\_\_\_ B. Permission to (erect) (alter) (convert) (use) (subdivide) a \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(contrary) (pursuant) to the requirements of Articles(s) \_\_\_\_\_ Section(s) \_\_\_\_\_ of the Zoning Ordinance upon the premises Known as (street address) \_\_\_\_\_, and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Official Tax Map of the Township of Cinnaminson, in a \_\_\_\_\_ Zone, in accordance with plans attached. The proposed building, subdivision, or use therefore is contrary to the Ordinance or constitutes a special exception use in the following particulars. The following is a description of the proposed building and premises.

1. Name of Applicant \_\_\_\_\_
2. Address of Applicant \_\_\_\_\_
3. E-Mail Address: \_\_\_\_\_ Phone Number \_\_\_\_\_
4. Name of Property Owner (if different than applicant) \_\_\_\_\_
5. Address of Owner \_\_\_\_\_
6. Phone # of Owner \_\_\_\_\_ E-Mail Address \_\_\_\_\_
7. Name of Attorney \_\_\_\_\_
8. Attorney phone number \_\_\_\_\_ E-Mail address \_\_\_\_\_
9. Date Title Acquired \_\_\_\_\_
10. Name of Lessee \_\_\_\_\_
11. Use of proposed building and premises \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Dimensions of Lot \_\_\_\_\_ Area of lot \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ acre



ATTACHED HERETO AND MADE A PART OF THIS APPEAL ARE SUBMITTED THE FOLLOWING PAPERS:

1. Three sets of drawings, drawn to scale, and containing all necessary measurements and all features involved in the appeal. ( See Item 3, under Instructions)
2. Plot plans in triplicate, drawn to scale, showing dimensions and area of property in question and all properties within 200 feet of said property (see item 4 under Instructions)
3. A letter of authority, or power of attorney, in case the appeal is made by a Person other than the actual owner of the property.

I hereby depose and say that all the above statements and the statement contained in the paper submitted herewith are true and correct.

Sworn and subscribed to  
Before me this \_\_\_\_\_  
Day of \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address

**NOTE:** It is the responsibility of the applicant to specify in this application all requests for relief from any section of the ordinance he may need. Should any unspecified violation be found prior to or during the course of a public hearing **NO** such relief can be granted and the case cannot be permitted to proceed without re-advertising and reserving notices. If the failure is not discovered by the Board until it commences its deliberation after closing the public hearing, the result may be a denial of the entire application, or the grant or recommendation that the variance be granted limited to the specific relief requested, which will result in the necessity for a re-application to obtain the remaining relief required.







CINNAMINSON TOWNSHIP  
ZONING BOARD OF ADJUSTMENT  
OR  
PLANNING BOARD (AS APPLICABLE)  
NOTICE TO PROPERTY OWNERS

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Service \_\_\_\_\_

Case # \_\_\_\_\_

Please take notice that the undersigned has appealed to the reviewing Board for (give details) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and any other variances or waivers deemed necessary by the Board.

In violation from the provisions of Article(s) \_\_\_\_\_ Section(s) \_\_\_\_\_

of the zoning ordinance, on premises located at \_\_\_\_\_, known

as Block \_\_\_\_\_ Lot \_\_\_\_\_, on the Tax Map, which is within 200' of property

owned by you. This appeal is now on the Secretary's calendar for public inspection and a

hearing has been set for \_\_\_\_\_ evening, \_\_\_\_\_, 20\_\_ at 6:30 pm

prevailing time, in the Municipal Building, 1621 Riverton Road, Cinnaminson, N.J., at

which time and place you may appear either in person or by agent or by Attorney and

present any objection which you may have to granting this appeal. This Notice is served

on you by order of the reviewing Board.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

NOTE: All property owners within 200' must be served at least 10 days prior to the date set for the public hearing (not including the hearing date), as well as utilities, and a public notice in the newspaper. In addition, notice is required to the State Department of Transportation or Burlington County Planning Board if property is located on a State or County roadway.