



**BOROUGH OF FOLSOM  
PLANNING/ZONING BOARD  
1700 12<sup>TH</sup> STREET  
FOLSOM, NJ 08037**

FOR OFFICIAL USE ONLY:

Date Application filed: \_\_\_\_\_

Application Fee Paid: \_\_\_\_\_ Escrow: \_\_\_\_\_

Date File Complete: \_\_\_\_\_

Time Period Expires: \_\_\_\_\_

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**SECTION 1. SIMPLE VARIANCE OPTION**

If the Application involves no more than:

- A) The erection of a fence or shed on the property of a single or two family residence, or
- B) Construction of a swimming pool accessory to a single or two family residence, or
- C) Construction of an addition to or an alteration to a single or two family residence then the applicant may submit a simple sketch of the property showing clearly what is proposed and its relationship to existing structures. Upon choice of this option the applicant need not fill out sections 5(C), 5(D), 6 and 7 of this application.

Check box to effect the simple variance option

Note: Assistance is available at the office of \_\_\_\_\_

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**SECTION 2 APPEAL FROM DENIAL OF BUILDING PERMIT**

If this application has arisen as a result of the denial for a Zoning Permit, please secure from the administering officer an appeal from giving reasons for denying the zoning permit and submit it with this application. (Optional)

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**SECTION 3 INFORMATION REGARDING THE APPLICANT**

A) Applicant's full legal name: \_\_\_\_\_

B) Applicant's mailing address: \_\_\_\_\_

C) Applicant's telephone number: \_\_\_\_\_

D) Applicant is a Corporation \_\_\_\_\_ Partnership \_\_\_\_\_  
Individual \_\_\_\_\_

E.) If the applicant is a corporation or a partnership, please attach a list of the names and addresses of the persons having a 10% or more interest in the corporation or partnership.

F) The relationship of the applicant to the property in question is: Owner \_\_\_\_\_  
Tenant \_\_\_\_\_ Purchaser under contract \_\_\_\_\_

G) If the applicant is not the owner of the property in question, the applicant must obtain and submit a copy of this application signed by the owner in the space provided.

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SECTION 4 INFORMATION REGARDING THE PROPERTY

- A) The street address of the property: \_\_\_\_\_
- B) The location of the property is approximately \_\_\_\_\_ feet from the intersection of \_\_\_\_\_ and \_\_\_\_\_
- C) The tax map block number is \_\_\_\_\_ lot number: \_\_\_\_\_
- D) The zone in which the property is located: \_\_\_\_\_
- E) The dimensions of the property: \_\_\_\_\_
- F) The size of the property: \_\_\_\_\_ square feet
- G) The property is located:
1. Within 200 feet of another municipality
  2. Adjacent to an existing or proposed county road
  3. Adjacent to County Land
  4. Adjacent to State highway
- H) Have there been any previous Board of Adjustment or Planning Board hearings involving this property? Yes \_\_\_\_\_ No \_\_\_\_\_
- I) If the answer to "H" is yes attach a copy of the written decision adopted by the applicable Board.
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SECTION 5. INFORMATION ABOUT REQUESTED RELIEF

- A) "Proposal" – Attach a statement entitled "Proposal" setting forth the particulars of the proposed use of the property (If other than single family residential) and a description of the proposed physical changes to the property (include all physical improvements such as structures, additions, landscaping, etc).  
Check Box when attached
- B) "Reasons for Relief" – Attach a statement entitled "Reasons for Relief" setting forth the facts relied upon to support the applicant's claim of right to relief.  
Check Box when attached

NOTE: If simple variance, proceed to Section 8

- C) NATURE OF APPLICATION, check the following
1. Interpretation of development ordinance or map \_\_\_\_\_
  2. Appeal of action of administrative officer \_\_\_\_\_
  3. Variance: "C" variance \_\_\_\_\_  
"D" use Variance \_\_\_\_\_  
"D" non use variance \_\_\_\_\_
  4. Subdivision \_\_\_\_\_  
Subdivision application to follow \_\_\_\_\_
  5. Site Plan \_\_\_\_\_  
Site Plan Application to follow \_\_\_\_\_
  6. Waiver of lot to abut street requirement \_\_\_\_\_
  7. Exception to the official map \_\_\_\_\_

D) The proposed use, building, or subdivision is contrary to: (list the specific Articles and Sections of the ordinance from which a variance is sought, the requirement itself and the proposed variation. If additional space is needed please attach a list to this application.)

Art. \_\_\_\_\_ Section \_\_\_\_\_ Required \_\_\_\_\_ Proposed \_\_\_\_\_

Art. \_\_\_\_\_ Section \_\_\_\_\_ Required \_\_\_\_\_ Proposed \_\_\_\_\_

Art. \_\_\_\_\_ Section \_\_\_\_\_ Required \_\_\_\_\_ Proposed \_\_\_\_\_

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**SECTION 6 INFORMATION ABOUT EXPERTS:**

The following information, although not required, is respectfully requested to enable the Board for facilitate the processing of this application.

A) Applicant's Attorney:

Name : \_\_\_\_\_

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

Phone number \_\_\_\_\_

B) Applicant's Engineer:

Name : \_\_\_\_\_

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

Phone number \_\_\_\_\_

C) Applicant's Architect:

Name : \_\_\_\_\_

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

Phone number \_\_\_\_\_

D) Applicant's Planner:

Name : \_\_\_\_\_

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

Phone number \_\_\_\_\_

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**SECTION 7 INFORMATION ABOUT REQUIRED EXHIBITS**

A complete application requires the following submissions.

Please check if the item is submitted with this form:

\_\_\_\_\_ Copies of this application.

\_\_\_\_\_ Plot Plans.

\_\_\_\_\_ Copies of 200 foot radius map.

\_\_\_\_\_ Copy of "authorized" application form if applicant is not the property owner.

\_\_\_\_\_ List of property owners within 200 feet of the property.

\_\_\_\_\_ Copy of owner's notice and newspaper notice.

\_\_\_\_\_ List of others served, e.g. County, State, etc.

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SECTION 8

A) Applicant's Verification:

I hereby certify that the above statements made by me and the statements and the information contained in the papers submitted in connection with application are true . I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

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

B) OWNERS AUTHORIZATION

I hereby certify that I reside at \_\_\_\_\_  
in the County of \_\_\_\_\_ and the State of \_\_\_\_\_:  
and that I am the owner of all that certain lot, piece or parcel of land known as  
Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ on the tax map of the Borough of  
Folsom, which property is the subject of the above Application, and that said Application  
is hereby authorized by me.

\_\_\_\_\_  
Owner's Signature