

**CITY OF CORBIN CITY
PLANNING/ZONING BOARD OF ADJUSTMENTS
316 ROUTE 50
CORBIN CITY NJ 08270**

PROCEDURES FOR FILING A VARIANCE APPLICATION

1. Obtain an application for a variance and complete in full. In addition, the applicant shall supply any and all other information and data that may be reasonably required to assist the Board with respect to evaluating the relief sought by the applicant whether or not such information is specifically requested on the form.
2. All applications shall be filed with the Board Secretary at least 21 days prior to the date of the next regular meeting. The applicant shall file the original and 14 copies of any application and all accompanying documents and plans.
3. The applicant shall pay such fees and deposit escrow amounts as required for consideration of the application and the application shall not be deemed complete until such fees and escrow amounts have been paid.
4. Upon receipt of the application the Board Secretary will review it for completeness and notify the applicant in writing. As soon as the application is complete the case shall be assigned a hearing date.
5. Obtain a list of property owners within 200 feet of property requesting the variance (\$10.00 fee).
6. Notify property owners of intended variance and date of hearing. You can send either a copy of the variance application or write a personal letter stating your request. The notice to your neighbors must be sent CERTIFIED REGISTERED MAIL-RETURN RECEIPT. Submit all receipts to the Board Secretary prior to the hearing date.
7. Notice shall also be given by the applicant to one of the official city newspapers at least 10 days prior to the date of the hearing. (the Atlantic City Press or the Main Journal)
8. The applicant shall file an affidavit of proof of service and affidavit of publication with the Board Secretary prior to the date of the hearing.
9. Each application shall be accompanied by proof that no taxes or assessments for local improvements are due or delinquent on the subject property.

**CITY OF CORBIN CITY
PLANNING/ZONING BOARD OF AJUSTMENTS**

**APPLICATION FOR A VARIANCE OR VARIANCES FROM THE TERMS OF THE ZONING ORDINANCE OF THE CITY OF
CORBIN CITY**

TO THE ZONING BOARD OF ADJUSTMENT:

AN APPLICATION IS HEREBY MADE FOR A VARIANCE OR VARIANCES FROM THE TERMS OF A CERTAIN SECTION OR SECTIONS NO. _____ OF THE CORBIN CITY ORDINANCE 4-98 SO AS TO PERMIT _____

THIS APPLICATION IS MADE BASED ON THE DECISION RENDERED BY THE ZONING OFFICIAL DATED _____ AND STATING AS FOLLOWS: _____

THE FOLLOWING REASONS ARE ADVANCED AND COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 40:55D-70c FOR THE GRANTING OF A HARDSHIP VARIANCE _____; OR 40:55D-70d FOR THE GRANTING OF A USE VARIANCE _____; _____

THIS APPLICATION FOR A USE VARIANCE INCLUDES AN APPLICATION FOR SITE PLAN APPROVAL _____; SUBDIVISION APPROVAL _____.

DESCRIPTION OF PROPOSED STRUCTURE OR USE:

PREMISES EFFECTED KNOWN AS _____

BLOCK: _____ Lot: _____

APPLICANT: _____ Phone: _____

ADDRESS: _____

OWNER: _____

LESSEES: _____

ADDRESS: _____

PROPOSED USE: _____

ZONE: _____ LAST PREVIOUS OCCUPANCY: _____

SIZE OF LOT: _____ SIZE OF BUILDING (AT STREET LEVEL) _____;

FEET FRONT _____; FEET DEEP _____

PERCENTAGE OF BUILDING OCCUPIED BY BUILDING _____% HEIGHT OF BUILDING _____;

STORIES _____; FEET _____

YARD DEPTH FOR PROPOSED PRINCIPAL USE:

FRONT YARD _____; SIDE YARD (RIGHT) _____; (LEFT) _____; REAR YARD _____;

YARD DEPTH FOR PROPOSED ACCESORY USE:

FRONT YARD _____; SIDE YARD (RIGHT) _____; (LEFT) _____; REAR YARD _____;

ZONING REQUIREMENTS: YARD DEPTH OFR PRINCIPAL USE

FRONT YARD _____; SIDE YARD (RIGHT) _____; (LEFT) _____; REAR YARD _____;

MAXIMUM BUILDING HEIGHT FOR PRINCIPAL USE _____ FEET; ACCESSORY USE _____ FEET.

MAXIMUM PERCENTAGE OF LOT COVERAGE _____%

MAXIMUM GROSS FLOOR AREA _____ SQUARE FEET.

PREVAILING FRONT SETBACK OF ADJOINING BUILDINGS WITHIN ONE BLOCK _____ FEET.

HAS THERE BEEN ANY PREVIOUS APPEAL INVOLVING THESE PREMISES? _____.

IF SO, STATE CHARACTER OF APPEAL AND DATE OF DISPOSITION. _____

DATE: _____ APPLICANT/ AGENT _____

STATE OF NEW JERSEY:

SS

COUNTY OF ATLANTIC:

_____ OF FULL AGE, BEING DULY SWORN ADDORING TO
THE LAW, UPON MHY OATH DEPOSES AND SAYS THAT ALL OF THE ABOVE STATEMENTS AND THE
STATEMENTS CONTAINED IN THE PAPERS SUBMITTED ARE HEREWITH TRUE.

APPLICANT/AGENT

SWORN AND SUBSCRIBED TO BEFORE ME THIS _____ DAY OF _____ 20____.

NOTARY PUBLIC OF THE STATE OF NEW JERSEY

AFFIDAVIT OF OWNERSHIP:

STATE OF NEW JERSEY:

SS

COUNTY OF ATLANTIC:

_____ OF FULL AGE, BEING DULY SWORN ACCORDING TO

LAW UPON MY OATH DEPOSES AND SAYS THAT I RESIDE AT _____

IN THE CITY/TOWNSHIP OF _____ COUNTY OF _____

AND THAT I AM THE OWNER IN FEE OF ALL THAT CERTAIN LOT, PIECE OR PARCEL OF LAND SITUATED,

LYING AND BEING IN CORBIN CITY, NEW JERSEY, AND KNOW AND DESIGNATED AS BLOCK _____

LOT _____ ON THE TAX MAP OF SAID CORBIN CITY, WHICH IS THE LAND INVOLVED IN THIS

PROCEEDING.

SWORN AND SUBSCRIBED TO BEFORE ME THIS _____ DAY OF _____ 20_____.

OWNER

NOTARY PUBLIC OF THE STATE OF NEW JERSEY

AUTHORIZATION NECESSARY IF OTHER THAN OWNER IS MAKING THE APPLICATION TO THE BOARD OF ADJUSTMENNTS.

_____ IS HEREBY AUTHORIZED TO MAKE THE WITHIN APPLICATION.

DATE: _____ OWNER: _____

WITNESS: _____

**CITY OF CORBIN CITY
ZONING BOARD OF ADJUSTMENTS**

AFFIDAVIT:

STATE OF NEW JERSEY:

SS

COUNTY OF ATLANTIC:

_____ OF FULL AGE, BEING DULY SWORN ACCORDING TO

LAW UPON MY OATH DEPOSES AND SAYS THAT:

1. I RESIDE AT _____.

2. _____ IS THE APPLICANE IN A PROCEEDING BEFORE THE ZONING BOARD OF ADJUSTMENT OF THE CITY OF CORBIN CITY, NEW JERSEY BEING AN APPLICATION UNDER THE ZONING ORDINANCE AND RELATING TO PREMISES _____ OTHERWISE KNOW AS BLOCK _____ LOT _____ ON THE TAX MAP OF THE CITY OF CORBIN CITY.

3. ON _____ I SERVED WRITTEN NOTICE OF THE HEARING OF THIS APPEAL SCHEDULED FOR _____ UPON EACH AND ALL OWNERS OF PROPERTY WITHIN 200 FEET OF THE AFORESAID PREMESE AND ALSO UPON ALL OTHER NECESSARY PARTIES. A TRUE COPY OF WHICH NOTICE IS ATTACHED HERETO AND MADE A PART HEREOF.

4. THE RECEIPTS FOR THE NOTICES SENT BY CERTIFIED MAIL ARE ATTACHED HERETO AND MADE A PART HEREOF.

APPLICANT

SWORN AND SUBSCRIBED TO BEFORE ME THIS _____ DAY OF _____ 20____.

NOTARY PUBLIC OF THE STATE OF NEW JERSEY

**CITY OF CORBIN CITY
PLANNING/ZONING BOARD OF ADJUSTMENT
316 RT. 50
CORBIN CITY, NJ 08270**

CHECKLIST FOR VARIANCE APPLICATION:

1. Completed application including plot/site plans (14 copies)
2. Certified list of property owners (from city clerk-\$10.00 fee payable to city).
3. Filing fee and escrow fee (paid to city clerk (2) separate checks).
4. Affidavit of ownership (include with application).
5. Affidavit of proof of service (10 days prior to hearing)
6. Affidavit of publication of notice of official city paper (10 days prior to hearing)
7. Return receipts of notices sent to adjoining property owners (10 days prior to hearing).
8. Proof of taxes paid (10 days prior to hearing)
9. Hearing date _____ at _____pm.

CITY OF CORBIN CITY
316 ROUTE 50
CORBIN CITY, NEW JERSEY 08270

NOTICE TO PROPERTY OWNERS AND TO WHOMSOEVER IT MAY CONCERN

PLEASE TAKE NOTICE:

The undersigned has applied to the Corbin City Planning Board for relief from a certain section or sections of the Developmental Ordinance of the City of Corbin City, namely Ordinance #4-98, so as to permit:

a re subdivision of two (2) existing lots into two (2) newly configured lots. Bulk Variances are for lot area and lot depth. This will allow Corbin City to maintain designated boat parking. The lots are in Village Commercial zone according to the Tax map of the City of Corbin City. Including any other variances and waivers as may be determined by the Board or the Staff in relation to the said property, on premises known as 513 Maple Ave, Corbin City, NJ 08270.

The property is also identified as Block - 404, Lot- 8+9, as designated on the Tax Map of the City of Corbin City, which land is within 200' of your property.

A hearing on this matter will be held at 7:00 PM on June 20, 2006, at City Hall, 316 Route 50, Corbin City, New Jersey, at which time you may appear whether in person or by agent or attorney and present any comments you may have on the granting of the application.

Applicant is seeking: Hardship variance_____

Use variance_____

Site Plan approval_____

Subdivision approval____ (with Bulk Variances)_

All papers in connection with this application are on file in the office of the City Clerk at City Hall, where they are available for inspection during regular business hours.

This notice is given pursuant to N.J.S.A. 40:55D-12b

Applicant name - Printed

Applicant's signature

ORDINANCE NO. 7-2006

**AN ORDINANCE REVISING THE SCHEDULE OF
DEVELOPMENT REVIEW FEES IN CORBIN CITY**

BE IT ORDAINED by the Mayor and Common Council of the City of Corbin City, County of Atlantic and State of New Jersey, as follows:

SECTION I. Purpose:

This is an Ordinance to establish a revised schedule of development review fees for the Planning Board so as to better reflect the actual costs and escrows for required professional reviews. This Ordinance amends subparagraphs 5 and 6 of Section 22.1 of Article XXII of Ordinance No. 4-98.

SECTION II. Amendments:

Subparagraphs 5 and 6 of Section 22.1, Article XXII, of the Developmental Ordinance No. 4-98 of the City of Corbin City, shall be replaced by the following:

APPLICATION FEES - The following non-refundable fees and escrows shall be payable to the City of Corbin City:

Category	Applications	Escrows
Minor Subdivision	\$250/350 with variance	\$1,000 *
Major Subdivision, Preliminary	\$400 plus \$25 per lot	\$4,000 *
Major Subdivision, Final	\$400 plus \$25 per lot	\$1,000 *
Site Plans		
Non-Residential, Preliminary		
Under 5,000 sf of building	\$500	\$2,000
From 5,001 to 10,000 sf of bldg.	\$600	\$2,500
10,001 to 50,000 of building	\$800	\$3,000
50,001 to 100,000 sf of bldg.	\$900	\$4,000
Greater than 100,000 sf of bldg.	\$1,000	\$5,000
Residential		
Up to 25 units	\$400 plus \$25 per unit	\$2,500
25 or more	\$600 plus \$25 per unit	\$5,000
Site Plan, Final	\$500	\$1,000
Informal Meeting/Review	N/A	\$200
C Variance (height or lot size)	\$250	\$500
D Variance (not permitted uses-conditional use)	\$250	\$1,000
Appeal of Zoning Officers Decision	\$200	\$500
Interpretation of Zoning Officer=s Decision	\$200	\$500

* Any changes required to be made to the official Tax Map of the City of Corbin City as a result of a subdivision shall be assessed to the applicant at a cost of \$50 per lot.

SECTION III. Enactment:

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed. This Ordinance shall take effect immediately upon final passage and publication according to law.

BY ORDER OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF CORBIN CITY,
COUNTY OF ATLANTIC AND STATE OF NEW JERSEY.

ATTEST:

CITY OF CORBIN CITY

Joanne Siedlecki, City Clerk

Carol Foster, Mayor

Introduced: 7/10/2006
Adopted: 7/10/2006
Published: 7/13/2006
Public Hearing:8/7/2006
Final Adoption:8/7/2006