TOWNSHIP OF BERNARDS
ZONING BOARD OF ADJUSTMENT

Instructions for Filing a Board of Adjustment Application (2020)

These instructions are designed to help the applicant file a complete application. It is the applicant's responsibility to see that all pertinent information is submitted and that all procedures are properly executed. Please feel free to contact Cyndi Kiefer, Board Secretary (908-204-3026 or ckiefer@bernards.org) with any questions you may have.

Applications are heard by the Board in the order they are deemed complete, not the date they are submitted. Please submit Items 1-10 along with the additional items, collated, with the first page of the two-page application on top so the name of the applicant(s) can be seen. The checklist page is important but it should be the last page of the submittal.

Before filing out this application, we recommend that you contact Nancy Koederitz, Township Zoning Officer (908-204-2507 or nkoederitz@bernards.org) to learn the nature of the variance(s) required.

STEP 1 - SUBMITTING THE APPLICATION PACKET

1. **SUBMIT THE NOTARIZED ORIGINAL AND (16) COPIES OF THE APPLICATION, FORMS** (as described in Items #2 through #10) and all "Additional Items" (17 collated sets). **Item #11 - Affidavit of Service** shall be submitted once notices have been served. Complete the two-page application form in its entirety. If a question does not apply, mark it "N/A". Please include an email address; this address will be used for official notifications. If you are asked to provide dimensions, please include the exact measurements found on your survey or plot plan. **All signatures (all applicants must sign) on the application form must be notarized** including those in "Owner's Authorization" section of the application, if applicable.

2. **SUBMIT COMPLETED W-9 FORM** (one copy only).

3. **FORM A - SITE VISIT CONSENT FORM** (17 total).

4. **FORM B - STATEMENT OF OWNERSHIP** (3 total)
   Submit only if the applicant is a corporation or partnership

5. **FORM C - 200 FOOT PROPERTY SEARCH LIST** (3 sets total).
   Use this form to obtain the 200 foot property search list from the Tax Assessor for a fee of $10.00. The list is valid for three months from the date of certification. The cover sheet,
which includes the date the list was provided, must be included. The list must be recertified by the assessor if you intend to serve notice after the three month deadline.

6. **FORM D - CERTIFICATION OF CURRENT PROPERTY TAX PAYMENTS (3 total).**
   This certification must be obtained from the Tax Collector.

7. **FORM E - NOTICE FOR SERVICE (3 total).**

8. **FORM F - NOTICE FOR PUBLICATION (3 total).**

9. **FORM G - DIMENSIONAL STATISTICS (17 total).**

10. **FORM H - CONTRIBUTION DISCLOSURE STATEMENT (3 total, if required).**
    Not required for "Bulk" or "C" variances.

11. **FORM I - AFFIDAVIT OF SERVICE (original + green/white certified receipts)**
    Do not submit this form until AFTER you have served notice to those on the 200 foot list.
    Submit this form and the green and white certified mail postal slips to Ms. Kiefer and she
    will notarize your signature. RETURN RECEIPT CARDS ARE NOT REQUIRED.

**ADDITIONAL ITEMS**

**SUBMIT ORIGINAL AND 16 COPIES OF A SURVEY OR PLOT PLAN (17 total).**
Indicate all pertinent information, including lot size, lot width, lot coverage, location of all
existing buildings, structures and setbacks. The survey must be to scale and must show all
proposed improvement(s) with accurate measurements of distances to all property lines. We
do not accept rolled plans. Please submit all plans folded so that the name of the applicant is
visible.

**SUBMIT ARCHITECTURAL SKETCHES (17 total) OF PROPOSED IMPROVEMENT(S).**
We do not distribute rolled plans. Please submit all plans folded so that the name of the
applicant is visible.

**SUBMIT PHOTOGRAPHS OF THE PROPERTY SHOWING THE LOCATION OF THE
PROPOSED IMPROVEMENT(S) (17 sets total).**
These photographs should show not only the location on the lot but how the proposed
improvements will appear to property owners on adjoining lots.

**SUBMIT 17 COPIES OF THE CHECKLIST.**
The checklist is provided to assist you in satisfying the requirements of the Board regarding
your application. Please indicate in the appropriate box which items have been submitted, are
not applicable, or for which a waiver is requested. If you are not sure which checklist is
required, please contact Cyndi Kiefer (908-204-3026).

**SUBMIT, IF APPLICABLE, A LIST OF WITNESSES (AND THEIR EXPERTISE) WHO
WILL TESTIFY IN SUPPORT OF THE APPLICATION (3 total).**

**SUBMIT APPLICATION FEE and ESCROW DEPOSIT.**

01/01/20
See SCHEDULE 1 for applicable fees. **Three separate checks** made out to “Bernards Township” are required: the application fee, the escrow deposit and the digital imaging fee. The escrow deposit covers the costs of professional staff such as the attorney, the engineer, and/or the planner that the Board judges are necessary to advise them regarding your application. If the escrow deposit is insufficient to cover these costs, you will be billed the excess. You will not be billed more than the actual costs of services. Any escrow amount not needed will be refunded to you with a complete accounting detail of these costs after the completion of the project upon receipt of a written request.

**After your application has been reviewed and deemed ready to move forward, you will be notified in writing of your meeting date along with specific instructions on when you must serve and publish notice.**

### STEP 2 - SERVING/PUBLISHING NOTICE

All notices should describe the proposed changes that require variance approval and the ordinance requirements (example: “...so as to permit a 14’ side yard setback where a 25’ setback is required”). If the notice is defective in any way, the hearing on the application shall be postponed until sufficient notice is served.

1. **NOTICE OF PUBLIC HEARING ON APPEAL OR APPLICATION**

   The applicant is responsible for serving a copy of the Notice of Public Hearing by **certified mail or by personal service** to all property owners within 200 feet as per the certified list provided by the Tax Assessor. Please fill in the blanks on **FORM E** and sign the notice.

   You are also responsible for noticing the **fire company and utility companies that have registered with the township**; this information is provided with the certified list. It is also the applicant’s responsibility to notice 1) the adjoining municipality if the property is within 200 feet of a neighboring municipality; 2) the County Planning Board if the property is adjacent to an existing county road or proposed road shown on the official county map or on the county master plan, adjoining other county land or situated within 200 feet of the municipal boundary; and 3) the State Commissioner of Transportation if the property is within 200 feet of a state highway.

   If notice is served by personal service, you must keep a list of **dated signatures of all property owners** on the property list **at least 10 calendar days prior to the public meeting**. If notice is served by certified mail, you must submit the stamped certified mail receipts (the Post Office calls these ‘white and green receipts’). **NO RETURN RECEIPT IS REQUIRED**

   **You must supply proof that you have correctly served notice** by submitting to the Board Secretary no later than 24 hours or **at least one working day** before the meeting the following:

   A. **Affidavit of Proof of Service (FORM I)** which Ms. Kiefer can notarize for you.
   B. **Original Certified Mail Receipts and/or Original Signatures**
2. **PUBLICATION OF NOTICE OF PUBLIC MEETING**

Complete **FORM F** using the same information required by **Form E** and publish this notice in one of the two official newspapers of Bernards Township (Bernardsville News or Courier News) **no later than 10 days before the hearing date**. It is the responsibility of the applicant to ensure that the notice is published accurately and in a timely manner.

**STEP 3 - AT THE MEETING**

Be sure you are prepared. Be familiar with your documents and the memos submitted by the board’s professionals.

You will be sworn in by the Board Attorney and all of your testimony will be under oath. The Board will ask you questions, which you should answer to the best of your ability. Members of the public will be permitted to ask questions on your testimony and to comment on your application. All such testimony must be given at the public meeting. Petitions or letters submitted outside of the public hearing are not allowed.

When the public comments have concluded, the Board will deliberate and render a decision. Your application may be adjourned to another meeting if the Board feels more information is required to make a sound decision. Whether your application is granted or denied, the Board will request its attorney to prepare a written resolution. At the next monthly meeting, the resolution will be adopted by the Board.

**STEP 4 – AFTER THE MEETING**

After your resolution has been adopted, a copy will be sent to you. Once you satisfy the Conditions of Approval listed in your resolution, you may file for a building permit. Please read your resolution carefully and know what the conditions of approval are. If the initial escrow deposit is insufficient to cover the charges submitted by professionals, you will be billed for the difference. Work on your project may be delayed until the requested escrow is submitted.

Please be aware that some variances expire one year after the date of the resolution. Applicants may apply for a one-year extension of the variance approval. Please inform the Board Secretary or the Township Planner if you need to apply for an extension and they will assist you in making that application.
SCHEDULE 1 – APPLICATION FEES, ESCROW, & DIGITAL IMAGING FEES
(2020)

Instructions:

Application fees:
Applications seeking more than one approval must be accompanied by the sum of the application fees. Please refer to Table 901 for the fees required for submission. Application fees are nonrefundable.

Escrow Deposits:
Escrow deposits are required to cover costs associated with the reviewing and processing of the application by technical and professional staff and consultants (i.e. attorneys, engineers, planners and other specialists). Applications seeking more than one approval must be accompanied by the sum of the applicable escrow deposits. Please refer to Table 901 for the deposits required. Costs billed to applicants will be no more than the amount billed to the Township by technical and professional staff and consultants for such services. If the amount of the deposit exceeds the actual costs, the applicant shall be entitled to a return of the excess deposit upon written request.

Document Imaging:
The following amounts shall be due and payable at the time of application to defray the cost of document imaging: for Subdivisions and Site Plans: $150; for Variances: $25.

2020 HOURLY RATES

<table>
<thead>
<tr>
<th>Position</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Township Attorney</td>
<td>$205.00/hour</td>
</tr>
<tr>
<td>Board Attorney</td>
<td>$185.00/hour</td>
</tr>
<tr>
<td>Board Engineer</td>
<td>$135.00/hour</td>
</tr>
<tr>
<td>Township Planner</td>
<td>$115.00/hour</td>
</tr>
<tr>
<td>Township Surveyor</td>
<td>$158.00/hour</td>
</tr>
<tr>
<td>Fire Official</td>
<td>$70.00/hour</td>
</tr>
<tr>
<td>Zoning Officer</td>
<td>$60.00/hour</td>
</tr>
</tbody>
</table>
### TABLE 901
Application Fee and Escrow Deposit Fee Schedule  
(current as of 03/13/18)

<table>
<thead>
<tr>
<th></th>
<th>Application Fee</th>
<th>Escrow Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subdivisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Minor</td>
<td>$300 + $50/lot</td>
</tr>
<tr>
<td>b. Preliminary plat, major</td>
<td>$500 + $100/lot</td>
<td>$4,000 + $200/lot</td>
</tr>
<tr>
<td>c. Final plat, major</td>
<td>$300 + $25/lot</td>
<td>$2,000 + $50/lot</td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Preliminary plan (residential)</td>
<td>$500 + $25/dwelling unit</td>
<td>$2,500 + $25/dwelling unit + $25/acre</td>
</tr>
<tr>
<td>b. Preliminary plan (nonresidential)</td>
<td>$500 + $0.02/sq.ft. of building floor area + $25/acre</td>
<td>$2,500 + $0.03/sq.ft. of building floor area + $25/acre</td>
</tr>
<tr>
<td>c. Final plan (residential)</td>
<td>$300 + $10/dwelling unit</td>
<td>$1,500</td>
</tr>
<tr>
<td>d. Final plan (nonresidential)</td>
<td>$300 + $0.01/sq.ft. of building floor area + $25/acre</td>
<td>$1,500</td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conditional Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Supplementary apartment</td>
<td>$150</td>
<td>$500</td>
</tr>
<tr>
<td>b. Other</td>
<td>$250 + $0.10/sq.ft. of conditional use building or structure</td>
<td>$500</td>
</tr>
<tr>
<td><strong>4.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Appeals (N.J.S.A. 40:55D-70a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Single-family residential</td>
<td>$50</td>
<td>$500</td>
</tr>
<tr>
<td>2. Other</td>
<td>$150</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Application Fee</td>
<td>Escrow Deposit</td>
</tr>
<tr>
<td>--------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>b.</td>
<td>Interpretations (N.J.S.A. 40:55D-70b)</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Single-family residential</td>
<td>$50</td>
</tr>
<tr>
<td>2.</td>
<td>Other</td>
<td>$150</td>
</tr>
<tr>
<td>c.</td>
<td>Bulk variance (N.J.S.A. 40:55D-70c)</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Single-family residential</td>
<td>$100</td>
</tr>
<tr>
<td>2.</td>
<td>Other</td>
<td>$250</td>
</tr>
<tr>
<td>d.</td>
<td>Special reasons (N.J.S.A. 40:55D-70d)</td>
<td>$500</td>
</tr>
</tbody>
</table>

NOTES:

1. No application fee shall exceed $15,000.

2. Any nonresidential buildings in a predominantly residential site plan shall pay an escrow deposit of $0.03 per square foot of nonresidential building floor area in addition to the residential escrow deposit.

3. Any residences in a predominantly nonresidential site plan shall pay $25 per dwelling unit escrow deposit in addition to the nonresidential escrow deposit.

4. Document imaging: All documents associated with an application shall be provided to the Board in the digital format specified in Appendix A, Article VII, Digital Submission Standards. For those applicants not providing these documents in digital format, the following amounts shall be due and payable at the time of application to defray the cost of document imaging:

   (a) Subdivisions and site plans: $150.

   (b) Variances: $25.
5. Tax Map revision fee. In addition to the application fees set forth in Subparagraphs 1 and 2 above, the following amounts shall be due and payable at the time of application to defray the cost of professional services required to effect revisions to the Tax Map necessitated by the development application:

(a) Minor subdivision plat: $75.00 per lot.

(b) Final major subdivision plat: $50.00 per lot.

(c) Site plan application creating condominium units (whether residential or commercial units): $50.00 per unit.

6. Amended application. Application fee shall be 1/2 of the original application fee but not to exceed $500.00. Escrow deposit shall be 1/2 of the original escrow deposit unless sufficient funds remain in the escrow account from the original application, such that the Board determines a lesser amount is adequate to cover anticipated bills.

7. Extension of preliminary approval, final approval, or variance approval. Application fee shall be 1/2 of the original application fee but not to exceed $500.00. Escrow deposit shall be 1/2 of the original escrow deposit for preliminary or final extensions, and $300 for variance extensions, unless sufficient funds remain in the escrow account from the original application.

8. Conceptual approval. In the event that the developer chooses to submit an application for conceptual approval of the development plan, 25% of the entire preliminary development plan application fee and the entire escrow amount shall be paid at the time of such submission and the remainder shall be payable at the time of the submission of a complete application for preliminary approval.

9. Waiver of fees. Charitable, philanthropic, fraternal and religious nonprofit organizations holding a tax exempt status under the Federal Internal Revenue Code of 1954 [26 U.S.C. § 501(c) or (d)] shall pay one-half (1/2) of the normal application fee. All governmental agencies of the Township of Bernards are exempt from the payment of any fee required under this chapter.

10. Variances involving subdivisions or site plans shall be accompanied by the application fee and escrow deposit in #1 and #2.

11. Additional escrow funds shall be required by the Board when the escrow balance has been depleted below the amount of the original deposit. The additional deposit shall be an amount sufficient to restore the escrow balance to the amount of the original escrow deposit unless the Board determines a lesser amount is adequate to cover anticipated bills.
Whenever additional funds are required, the applicant shall be notified in writing and the additional deposit shall be remitted to the Board Secretary within ten (10) days of the date of the written notification.

12. Modification or elimination of a condition contained in a previously adopted resolution of approval. Application fee shall be $300. Escrow deposit shall be $1,000.

13. Informal review pursuant to N.J.S. 40:55D-10.1. Application fee shall be $100, which shall be a credit toward the fee for the application for development.
**Form W-9**

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

1. **Name** (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. **Business name/disregarded entity name, if different from above**

3. **Check appropriate box for federal tax classification; check only one of the following seven boxes:**
   - Individual/sole proprietor or
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Single-member LLC
   - Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership).

   **Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4. **Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):**
   - Exempt payee code (if any) __________
   - Exemption from FATCA reporting code (if any) __________

   (Applies to accounts maintained outside the U.S.)

5. **Address (number, street, and apt. or suite no.)**

6. **City, state, and ZIP code**

7. **List account number(s) here (optional)**

**Part I: Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Social security number**

**Or**

**Employer identification number**

**Part II: Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**

**Signature of U.S. person**

**Date**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1098-S (proceeds from real estate transactions)
- Form 1098-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.
TOWNSHIP OF BERNARDS
2020 ZONING BOARD OF ADJUSTMENT APPLICATION

[ ] Bulk or Dimensional ("c") Variance
[ ] Use ("d") Variance
[ ] Conditional Use ("d") Variance
[ ] Floor Area Ratio, Density, or Height ("d") Variance
[ ] Site Plan - Preliminary / Final
[ ] Appeal of Zoning Officer’s Decision
[ ] Interpretation of Zoning Ordinance
[ ] Minor Subdivision
[ ] Major Subdivision - Preliminary / Final
[ ] Other (specify):

1. APPLICANT: __________________________________________________________

Address: __________________________________________________________________

Phone: (home) __________________ (work) __________________ (mobile) ________________

Email (will be used for official notifications): ______________________________________

2. OWNER (if different from applicant): ____________________________________________

Address: __________________________________________________________________

Phone: __________________________ Email (will be used for official notifications):

3. ATTORNEY: ________________________________________________________________

Address: ____________________________________________________________________

Phone: __________________________ Email (will be used for official notifications):

4. OTHER PROFESSIONALS (Engineer, Architect, etc. Attach additional sheet if necessary):

Name: ___________________________ Profession: ________________________________

Address: ____________________________________________________________________

Phone: __________________________ Email (will be used for official notifications):

5. PROPERTY INFORMATION: Block(s): ________ Lot(s): ________ Zone: ________

Street Address: ______________________________ Total Area (square feet/ acres): ________

6. ARE THERE ANY PENDING OR PRIOR PLANNING BOARD OR BOARD OF ADJUSTMENT
APPLICATIONS INVOLVING THE PROPERTY? [ ] No [ ] Yes (if yes, explain or attach Board
resolution)

7. ARE THERE CURRENTLY ANY VIOLATIONS OF THE ZONING ORDINANCE INVOLVING
THE PROPERTY? [ ] No [ ] Yes (if yes, explain)

02/06/19
Bernards Township Zoning Board of Adjustment

Page 1 of 2
8. ARE THERE ANY DEED RESTRICTIONS OR EASEMENTS AFFECTING THE PROPERTY?
[ ] No  [ ] Yes (if yes, explain) ________________________________

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

10. DESCRIPTION OF REQUESTED VARIANCES OR EXCEPTIONS (include Ordinance section no.):
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________

11. THE FOLLOWING ARGUMENTS ARE MADE IN SUPPORT OF THE APPLICATION: ________________________________
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________

12. NOTARIZED SIGNATURES (ALL APPLICANTS AND OWNERS MUST SIGN):

   APPLICANT(S) SIGN HERE:
   I/we, ___________________________________________________ and ____________________________ hereby depose and say that
   all of the above statements and the statements contained in the materials submitted herewith are true and correct.
   Signature of Applicant(s): ________________________________________________________________
   Sworn and subscribed before me, this _______ day of _______________ , 2020.
   ______________________________________________________________
   Notary

   OWNER(S) SIGN HERE (IF APPLICANT IS NOT THE OWNER):
   If the application is made by a person or entity other than the property owner, or by less than all of the property
   owners, then the property owner or the additional owners must complete the following:
   I/we, ________________________________________________ the owner(s) of the property described in this application,
   hereby authorize _________________________________________ to act as my/our agent for purposes of making
   and prosecuting this application and I/we hereby consent to the variance relief (if any) granted and all
   conditions of approval thereof.
   Signature of owner(s): ________________________________________________________________
   Sworn and subscribed before me, this _______ day of _______________ , 2020.
   ______________________________________________________________
   Notary

02/06/19  Bernards Township Zoning Board of Adjustment  Page 2 of 2
TOWNSHIP OF BERNARDS
PLANNING BOARD / BOARD OF ADJUSTMENT

SITE INSPECTION CONSENT FORM

Applicant: ______________________________ Application: __________________________

Block: __________ Lot: __________

Street Address: __________________________

I, ______________________________, owner of the above property, hereby acknowledge that, upon determination of completeness of the application, a site inspection may be scheduled with the Board for a mutually convenient date and time. I hereby authorize members of the Planning Board/Board of Adjustment and their representatives and consultants to enter onto the property at the time of the site inspection for the purpose of evaluating the application.

Signature: __________________________ Date: __________
STATEMENT OF OWNERSHIP

Corporate or Partnership
Name of Applicant

Address

The following is a list of all shareholders and/or partners owning beneficially or having registered in their names not less than ten percent (10%) of the stock of the corporation or interest in a partnership involved in an application hereinabove referred to:

Name
Address:

Name
Address:

Name
Address:

Name
Address:

Name
Address:

Name
Address:

I hereby certify under penalty of perjury that the foregoing is true:

Signature: Date:

Rev 01-01-18
SUBMIT ORIGINAL LIST + 2 COPIES

THIS FORM IS TO BE SENT TO TAX ASSESSOR, 1 COLLYER LANE, BASKING RIDGE, NEW JERSEY, 07920 (908) 204-3082 TO REQUEST 200 FOOT PROPERTY SEARCH. INCLUDE A CHECK FOR $10.00. LIST WILL BE MAILED TO YOU WHEN IT IS COMPLETED.

200 FOOT PROPERTY SEARCH

BLOCK ____________, LOT ________

PROPERTY LOCATION: ________________________________

OWNER NAME: ________________________________

OWNER ADDRESS: ________________________________

REQUESTED BY: ________________________________

PHONE NUMBER: ________________________________

MAIL PROPERTY SEARCH TO: ________________________________

________________________________________________________________________

YOU WILL BE APPEARING BEFORE (CHECK ONE):

BOARD OF ADJUSTMENT _______ PLANNING BOARD _________

Rev 01-01-18
CERTIFICATION OF CURRENT PROPERTY TAX PAYMENTS

BLOCK ___________  LOT ______________

PROPERTY LOCATION: __________________________________________

ASSESSED TO: _______________________________________________

ADDRESS: ___________________________________________________

REQUESTED BY: _____________________________________________

PHONE NUMBER: _____________________________________________

MAIL CERTIFICATION TO: _____________________________________

________________________________________________________________

I CERTIFY THAT THE PROPERTY TAXES ARE CURRENT, PAID THROUGH _____________.

__________________________________________
PEGGY WARREN,
TAX COLLECTOR
Notice served on owners indicated on 200-foot property search.

**TOWNSHIP OF BERNARDS**

**ZONING BOARD OF ADJUSTMENT**

**NOTICE OF HEARING ON APPEAL OR APPLICATION**

TO: __________________________________________________________

ADDRESS: ____________________________________________________

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Board of Adjustment of the Township of Bernards for a _________________ variance from the requirements of Section ________________________ of the Bernards Township Zoning Ordinance so as to permit______________________________________________________________

______________________________________________________________

______________________________________________________________

and any other variances the Board may deem necessary, on the premises located at ____________________________________ and designated as Block ___________, Lot ______________, on the Township Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

A public hearing has been set for ________________ , 20__, at 7:30 p.m. or as soon thereafter as the matter may be reached, in the Municipal Building, 1 Collyer Lane, Basking Ridge, New Jersey, and, when the case is called, you may appear either in person, or by Attorney, and present any objections which you may have to granting of the relief sought in the petition.

The application and maps in support thereof are on file in the office of the Secretary, Planning Offices located at 277 South Maple Avenue, Monday through Friday, 8:30 AM to 4:30 PM and are available for inspection. If at all possible, call to make an appointment at (908) 204-3026.

The applicant, by order of the Board of Adjustment, sends this notice to you.

Respectfully

Rev 01-01-18
NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER.

TOWNSHIP OF BERNARDS
ZONING BOARD OF ADJUSTMENT
NOTICE OF PUBLIC MEETING

PLEASE TAKE NOTICE that on the __________ day of __________, 20__ at 7:30 p.m., a hearing will be held before the Bernards Township Zoning Board of Adjustment at the Municipal Building, 1 Collyer Lane, Basking Ridge, New Jersey, on the appeal or application of the undersigned for a variance from the requirements of Section _________________ of the Bernards Township Zoning Ordinance so as to permit

______________________________________________________________

______________________________________________________________

and any other variances that the Board may deem necessary in granting approval for the premises located at ___________________________ and designated as Block __________, Lot __________ on the Bernards Township Tax Map.

The application and maps in support thereof are on file in the office of the Secretary, Planning Offices located at 277 South Maple Avenue, Monday through Friday, 8:30 AM to 4:30 PM, and are available for inspection.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Zoning Board of Adjustment.

______________________________________________________________

DATE:__________________________
# Dimensional Statistics

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<th>Required</th>
<th>Existing</th>
<th>Proposed</th>
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<td>Lot Area</td>
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<td>Lot Width</td>
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<td>Frontage</td>
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<td>Front Yard Setback</td>
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<td>Rear Yard Setback</td>
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<td>Combined Side Yard</td>
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<td>Side Yard</td>
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<td>Height</td>
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<td>If Required, Gross Floor Area</td>
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<td>If Required, Floor Area Ratio</td>
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<tr>
<td>If Required, Improvable Lot Area</td>
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TOWNSHIP OF BERNARDS
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT
CONTRIBUTION DISCLOSURE STATEMENT

Contribution Disclosure Statement Required. Pursuant to Bernards Township Ordinance Section 21-7A (Ordinance #1745, adopted October 26, 2004), Contribution Disclosure Statements are required for certain types of development applications that include a request for a variance or other relief. When required, a Contribution Disclosure Statement must be submitted by all applicants and property owners, as well as all professionals who apply for or provide testimony, plans or reports in support of the application. See Section 21-7A for details.

Applicant: ____________________________ Application: ____________________________

Pursuant to Bernards Township Ordinance Section 21-7A, I hereby certify that I, or the firm or entity with which I am associated, made the following contributions to or on behalf of a candidate, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee of, or pertaining to, the Township of Bernards, within one year prior to the filing of the above application.

[ ] I made no contributions.

[ ] I made the following contributions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Recipient</th>
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</tbody>
</table>

Signature: ____________________________ Date: __________

Name: ____________________________
Title: ____________________________
Firm: ____________________________
Address: ____________________________

Rev 01-01-18
AFFIDAVIT OF SERVICE

State of New Jersey
County of Somerset

I, ______________________ of full age, being duly sworn according to law, on his oath deposes and says that he resides at __________________ in the Township of ______________, County of ______________ and State of ______________, and that he did on ______________, 20__, at least ten (10) days prior to the hearing date, give personal notice to all property owners within 200 feet of the property affected by Application No. __________ located at ____________________________.

Said notice was given either by handing a copy to the property owners, their original signatures appear on the attached copy of the certified list of property owners within 200 feet; or by sending said notice by certified mail, the original registered receipts are attached hereto.

Notice was also served upon: (check if applicable)
____ Clerk of the Municipality of __________________________
____ County Planning Board
____ Director of Division of State & Regional Planning
____ Department of Transportation
____ Registered Utility Companies

A copy of said notices is attached hereto.

Notice was also published in one of the official newspapers of the municipality as required by law.

______________________________
Signature of Applicant

______________________________
Notary