

## ALPHA BOROUGH BOARD OF ADJUSTMENT

### INSTRUCTIONS TO APPLICANTS

1. The applicant must submit their formal written application to the Board on forms provided by the Board. The forms may be obtained from the Secretary of the Board. A copy of the application shall be given by the applicant to the Zoning Enforcement Officer.
2. Upon receipt of the appeal or application and the required fee, the Secretary of the Board will notify the applicant as to the day fixed for the hearing and give the applicant a copy of the required notice to property owners and others, and a copy of the required affidavit.
3. At least ten (10) days prior to the time appointed for said hearing, the applicant shall give personal notice to all owners of property within 200 feet of subject premises within or without the municipality, and where required, counties and municipalities and the State by sending written notice thereof by certified mail to the last known address of the property owner(s), or by handing a copy thereof to the said property owner(s) or officials. All addresses shall be obtained by the applicant from the current tax records of the municipality(s), or from a list of property owners prepared by the Tax Assessor, upon the request of the applicant and the payment of the prescribed fee of \$10.00. Applicant shall also cause a copy of notice to be published in the Star Gazette (Official newspaper of the Land Use Board).
4. The applicant shall prepare, and sign before a notary public; one copy of the affidavit of proof of notice provided and submit it, together with a copy of the required notices to the Board at least five (5) days prior to the hearing, together with Affidavit of Publication.

5. The applicant shall submit to the Board at the time of the application, (1) Sixteen (16) copies of a plot plan showing, (a) block and lot number, (b) dimensions of the lot, (c) dimensions of present and proposed structures, (d) location of all structures and distances between the various structures and the property lines; (e) All other dimensions applicable to this application; and (2) Fifteen (15) copies of a map showing all properties within 200 feet of subject property, and approximate location of structures thereon, together with the names of the owners of all adjoining properties. If this plot plan is prepared by other than a licensed surveyor or architect, the applicant must furnish the Board with an affidavit stating that all the information shown thereon is correct. If subdivision, site plan, or conditional use approval is also sought, applicant will submit nine (9) copies of the relevant forms.

6. The name and address of the Secretary of the Board:

Donna L. Messina

Board Secretary

1001 East Blvd.

Alpha, NJ 08865

Phone: 908-454-0088 x141

Email: [landuse@alphaboronj.org](mailto:landuse@alphaboronj.org)

7. In order to ensure expeditious processing of the appeal, the applicant should be careful to comply fully and promptly with all requirements. The time for the Board's decision (120 days) shall not begin to run until the filing of a complete notice of appeal or development application, together with requisite fees, and proof that the application has been filed with the county planning board and soil erosion review board for their review, where applicable.

8. Procedures and standards to be followed must be in accordance with the Municipal Land Use Law, Chapter 291 Laws of 1975; N.J.S.A.40:55d-1 et seq.