

# Union Beach Planning Board Variance Application

---



---

**\*TEN DAYS BEFORE THE MEETING DATE, THE FOLLOWING PAPERWORK MUST BE\***  
**\*\*\*\*\*FILED WITH THE BOARD SECRETARY\*\*\*\*\***

---



---

- |  |   |
|--|---|
| <p>___ 1. Letter from Zoning Officer</p>   | <p>1 copies<br/><b><u>15 COPIES</u></b></p> |
| <p>___ 2. General Information pages 2 &amp; 3</p>  | <p><b><u>15 COPIES</u></b></p>              |
| <p>___ 3. Get the list of property owners within 200 feet of the property in question from the Tax Assessor. You must notify all property owners within that 200 feet (either by hand delivery or by registered, receipt requested mail) If hand delivered, the owner of the property must sign the list and be given a copy of the notification.</p>            | <p><b><u>15 COPIES</u></b></p>              |
| <p>___ 4. Legal survey of your property, the existing dwelling, and any additional buildings, patios, decks, pools or porches that are not shown on your survey. Also, detail the survey to show the dwellings to the right, left, and rear of your property; include the proposed addition (SHADE THIS) to show clearly what it is that you are requesting.</p> | <p><b><u>15 COPIES</u></b></p>              |
| <p>___ 5. A floor plan of each floor of your dwelling.</p>   | <p><b><u>15 COPIES</u></b></p>              |
| <p>___ 6. Both front and side views of the proposed finished building.</p>   |   |
| <p>___ 7. Copy of the hearing notice (The notice given to all property owners, either by hand or by registered mail – AT LEAST TEN DAYS BEFORE MEETING .)</p>  | <p><b><u>15 COPIES</u></b></p>              |
| <p>___ 8. Affidavit of ownership (this is to be <u>NOTARIZED</u>)</p>  | <p><b><u>1 COPY</u></b></p>                 |
| <p>___ 9. Affidavit of publication from one newspaper (they will mail this to you).</p>  |   |
| <p>___ 10. A check made out to the Borough of Union Beach (see fee schedule) accompanied by a W-9 tax form.</p>  |   |
| <p>___ 11. Proof that taxes and sewer bills are paid up to date</p>  | <p><b><u>1 COPY</u></b></p>                 |
| <p>___ 12. Proof of service – after property owners are served and the notice printed in the newspaper, have the Affidavit of Service <u>NOTORIZED</u>.</p>  | <p><b><u>1 COPY</u></b></p>                 |

**THIS OFFICE IS OPEN ON TUESDAY EVENING FROM 4 PM TO 8 PM  
OUR PHONE # IS (732) 739-1503. THERE IS A MACHINE – PLEASE LEAVE A MESSAGE  
SOMEONE WILL CONTACT YOU.**