

## REASONS TO COME BEFORE THE BOARD

1

Any deviation from a permitted use as outlined in the Township Land Use Code regulations

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Violations of Land Use Code regulations

3

Any structural or use previously 'grandfathered' for a property consisting of:

- A 'C' variance or Bulk variance or a 'D' variance, referred to as a use variance

## REFERENCE:

LAND DEVELOPMENT  
TOWNSHIP ORDINANCE  
CHAPTER 296

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## APPROVAL PROCESS

### YOU'RE APPROVED WHAT'S NEXT

Resolution drafted explaining the approval process

Resolution adopted by the Board

Applicant required to submit any revisions to receive the final stamped and signed approval

Applicant can apply to Zoning/Construction Department for appropriate permits

Temporary/Final CO requires:

- As-built survey
- Escrow paid in full
- All conditions met
- Develop fee (if applicable)

Application Approval Time:

- Site plan revisions within 6 months
- Zoning/Construction permits within 1 year
- CO obtained within 1 year from construction permit date

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RARITAN  
TOWNSHIP  
*New Jersey*

## BOARD OF ADJUSTMENT

A QUASI-JUDICIAL BOARD  
AUTHORIZED TO GRANT  
VARIANCES / EXCEPTIONS FROM  
THE TOWNSHIP'S LAND USE  
REGULATIONS

### Consisting of:



The Township's Planning & Zoning Department



Additional contracted professionals



Residential volunteers appointed as Board Members

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## RESIDENTIAL APPLICATION REQUIREMENTS

- Variance application
- Signed and sealed property survey showing existing and proposed conditions
- Tax certification form
- Certified list of property owners within 200 feet for legal notice purposes
- Fees
  - Nonrefundable application fee
  - Escrow fees as needed for Board Professional Services

## APPLICATION PROCESS

- Completeness review in 45 days
  - 2nd submission may be required, with an additional 45 days
- Hearing scheduled
  - Revisions prior to hearing must be received within 21 days of hearing
- Applicant required to notifying public 10 days prior to hearing (newspapers)
- Applicant provides notice materials to the Board Secretary 2 days prior to hearing



## BOARD HEARING PROCESS

- 1 Professional review available prior to scheduled hearing
- 2 Applicant presents case at hearing in person providing justification for variance relief
- 3 Responses to questions from the board, professionals, and public
- 4 Conditions of approval discussed and agreed
- 5 Follow-up meeting may be required
  - Continuation of subsequent hearing if changes are identified
  - Extension to time for the Board to determine a final vote
- 6 Final Vote

## VISIT

<https://raritan-township.com/boards/board-of-adjustment>