

# **TOWNSHIP OF DELRAN ZONING BOARD OF ADJUSTMENT**

**Kathy Phillips, Secretary  
Planning & Zoning Board  
900 Chester Avenue  
Delran, New Jersey 08075**

**(856) 461-8542**

**Fax (856) 461-1147**

**Email: [kphillips@delrantownship.org](mailto:kphillips@delrantownship.org)**

## **APPLICATION PACKET FOR A VARIANCE**

This packet does not include the required submission checklist for a use variance, site plan and/or subdivision applications. In order to obtain a copy of the checklist, you must contact the Board Secretary. This packet should **not** be used for making an application to the Planning Board. You can contact the Board's Secretary to obtain a copy of the Planning Board application packet.

Anyone with any questions regarding the variance packet may contact the Board Secretary during normal business hours: Monday – Friday 9am to 5pm.

**DELRAN TOWNSHIP  
ZONING BOARD OF ADJUSTMENT**

**VARIANCE PACKET  
TABLE OF CONTENTS**

<u>Description</u>	<u>Page #</u>
Rules & Adopted Policies	3
Application Details	9
Applicant and Owner Certification	13
Schedule “A” – Applicant’s Professionals	14
Schedule “B” – Application Details	15
Schedule “C” – List of Additional Application Documents	17
Escrow Agreement	18
Property Tax Certification	19
Property Address Certification	20
W-9 Form	21
Filing & Escrow Fees	22
Zoning Board’s Professional Staff	25
Information on Notice to Property Owners	26
Request for list of property owners within 200’	27
Notice to Property Owners within 200 Feet	28
Affidavit of Service	29
List of Official Newspapers	30
Notice of Publication in Official Newspaper	31
Official Meeting Dates	32
General Information	33
Copy of N.J.S.A. 40:55D-70	34

# Delran Township Zoning Board

## Rules & Adopted Policies

*Adopted: February 17, 2009*

### I. Submitting an Application

- A. All application forms must either be typed or clearly printed or the application will be returned as unacceptable.
- B. The following documentation is to be submitted to the Board Secretary to file an application
  - 1. Request for Bulk Variances (**Residential only**)/Hardship Variance (NJSA 40:55D-70C (1)) or Substantial Benefit Variance (NJSA 40:55D-70C (2)), Certificate of Nonconforming Use (NJSA 40:55D-68), Appeal Of Administrative Decision (NJSA 40:55D-70A) and Interpretations (NJSA 40:55D-70B).
    - a. Completed application forms with original signatures – including pages 9-21.
    - b. Thirteen (13) copies of property survey, which have not been reduced in size and is not a faxed copy, showing proposed structure(s), with all dimensions and proposed setbacks.
    - c. Thirteen (13) copies of any additional documentation listed on Scheduled C (see page #17)
    - d. Required application fees and escrow deposit (in accordance with page #22-24)
    - e. The Board reserves the right to request additional paper copies of any application forms, plans, reports, photos, etc. for an application in the event it is determined additional hardcopies are necessary to allow the Board to properly review the application.
    - f. The Board reserves the right to request that the applicant provide any additional documentation deemed necessary to allow the Board to make an informed decision on the application.
  - 2. Requests for Use Variances (NJSA 40:55D-70D), Site Plans, Subdivisions and any other application not listed under I.B.1.
    - a. Completed application forms with original signatures – including pages 9-21
    - b. Five (5) sets of full sized plans in accordance with the Township Submission Requirements Checklist (a copy of which is available separate from this package) and the Delran Township Ordinances.
      - (1) An application that does not include a request for site plan or subdivision approval is required to comply with the submission requirements for a “concept plan” on Submission Requirements Checklist.
    - c. One (1) reduced sized copy of the plan (11”x17”).

# Delran Township Zoning Board

## Rules & Adopted Policies

*Adopted: February 17, 2009*

- d. A PDF electronic copy of the plan to be submitted either by CD or e-mail to the Board Secretary. If this requirement can not be accomplished by the applicant, the applicant may request a waiver from this requirement however in that case the applicant is required to provide a total of thirteen (13) sets of full sized plans.
- e. Three (3) copies of any additional required reports in accordance with the Township Submission Requirements Checklist.
  - (1) An application that does not include a request for site plan or subdivision approval is required to comply with the submission requirements for a “concept plan” on Submission Requirements Checklist.
- f. A PDF file copy of any additional required reports (see item I.A.2.e. above) in accordance with the Township Submission Requirements Checklist (either by CD or e-mail). If this requirement can not be accomplished by the applicant, the applicant may request a waiver from this requirement however in that case the applicant is required to provide a total of thirteen (13) hardcopies of those reports.
- g. Required application fees and escrow deposit (in accordance with page #22-24).
- h. The Board reserves the right to request additional paper copies of any application forms, plans, reports, photos, etc. for an application in the event it is determined additional hardcopies are necessary to allow the Board to properly review the application.
- i. The Board reserves the right to request that the applicant provide any additional documentation deemed necessary to allow the Board to make an informed decision on the application.

- C. In addition to filing the required application forms and supporting documentation to the Board Secretary it is the applicant’s responsibility to provide copies of the application, plans and all supporting documentation to all of the Board’s professionals (in accordance to page #25). Failure to do so may result in the delay of the scheduling of the applicant’s public hearing.

## II. Scheduling an application for a public hearing

- A. Request for Bulk Variances (**Residential only**)/Hardship Variance (NJSA 40:55D-70C (1)/Substantial Benefit Variance (NJSA 40:55D-70C (2)), Certificate of Nonconforming Use (NJSA 40:55D-68), Appeal Of Administrative Decision (NJSA 40:55D-70A) and Interpretations (NJSA 40:55D-70B).
  - 1. Applications must be filed with the Board secretary in accordance with the rules and adopted policies of the Board at least fifteen (15) days prior to a scheduled hearing. However, the Board reserves the right to determine the scheduled meeting date of an application at the time the application is made due to the Board’s present work load scheduled for a given meeting date.

**Delran Township Zoning Board**  
**Rules & Adopted Policies**  
*Adopted: February 17, 2009*

2. An applicant (or their representative) will be notified in writing of their scheduled meeting date by the Board's secretary.
  3. Written notice will be provided to the applicant (or their representative) indicating the date of the scheduled public hearing at least fourteen (14) days prior to their scheduled hearing date.
- B. Requests for Use Variances (NJSA 40:55D-70D), Site Plans, Subdivisions and any other Zoning Board application not listed under II.A.
1. No application will be scheduled for a public hearing until the application has been reviewed and deemed complete by the Board's professional staff.
    - a. The Board and their professional staff have forty-five (45) days from the date of submission to review an application for completeness.
    - b. The applicant (or their representative) shall be notified in writing whether the application has been deemed complete or incomplete. In the event the application is deemed to be incomplete the reasons for that determination will also be provided in writing.
    - c. If an application is deemed incomplete and the applicant wishes to request submission waivers from the Board, the request must be made in writing to the Board at least seven (7) days prior to any meeting date. The applicant will not be scheduled for their public hearing until the issues dealing with completeness have been addressed (either by the granting of the submission waiver by the Board or the applicant submitting the required information).
  2. An application must be deemed complete at least fifteen (15) days prior to a scheduled hearing date.
  3. An applicant (or their representative) will be notified in writing of their scheduled meeting date by the Board' secretary.
  4. Written notice will be provided to the applicant (or their representative) indicating the date of the scheduled public hearing at least fourteen (14) days prior to their scheduled hearing date.
  5. All revisions to an application, plans or supporting documentation must be submitted at least 15 days prior to a scheduled hearing date. All revisions must also be provided by the applicant directly to all of the Board's professional staff. Failure to do so may result in the application being continued until the next available meeting date.
- C. Requirements pertaining to all applications before the Zoning Board

# **Delran Township Zoning Board**

## **Rules & Adopted Policies**

*Adopted: February 17, 2009*

1. The applicant is required to provide the following proof of any required notice for all applications requiring notice in accordance with the Municipal Land Use Law and Delran Township ordinances.
  - a. Applicant is required to provide a copy of a list of property owners within 200' (tax Assessor's List – See page #27 for form to request list) prior to appearing before the Board for their scheduled public hearing.
    - (1) List of property owners within 200' (Tax Assessor's List) shall be prepared no more than ninety (90) days prior to a scheduled hearing. In the event that the list was prepared more than 90 days before the scheduled hearing the applicant will be required to obtain a new list from the Tax Assessor.
  - b. Applicant is required to provide a copy of a notice that was provided to property owners and/or other agencies within 200' prior to appearing before the Board for their scheduled public hearing (see page #28 for a generic form to send to property owners).
  - c. Applicant is required to provide the original certified mail receipts and/or signatures for property owners notified within 200' prior to appearing before the Board for their scheduled public hearing.
  - d. Applicant is required to provide the original affidavit of service (see page #29 for form) prior to appearing before the Board for their scheduled public hearing.
  - e. Applicant is required to provide the original affidavit of publication from either the Burlington County Times or Courier Post prior to appearing before the Board for their scheduled public hearing (see page #31 for a generic form to send to newspaper for publication).

### III. Meetings

#### A. Regular Meetings

1. All Zoning Board meetings shall begin at 7:00 pm, in the Delran Township Municipal Building located at 900 Chester Avenue, Delran, New Jersey unless otherwise noted or adopted by separate resolution.
2. All Zoning Board meetings are held in accordance with the Open Public Meetings Act.
3. A copy of the agenda of the meeting shall be posted on the official bulletin board, sent to all parties (or their representative) requesting a hearing before the Board and posted on the township website.

# **Delran Township Zoning Board**

## **Rules & Adopted Policies**

*Adopted: February 17, 2009*

4. It is recommended to all applicants providing exhibits for review at a scheduled hearing that the exhibits be available on a laptop and arrangements should be made prior to the meeting (no later than 5:00 pm on the day of the scheduled meeting) with the Board's secretary to use the Township projector and projection screen.
5. The Board or the Board's Chairperson may modify the agenda at any time in accordance with the rules and regulations of the Board and the Open Public Meetings Act.
6. No new Zoning Board application will begin their hearing after 9:30 p.m. and the meeting shall conclude at 10:00 p.m. Any remaining items on the agenda will be scheduled for the next regular scheduled Zoning Board meeting.
  - a. The Board at their discretion may extend this requirement, by motion, if sufficient reasons exist to extend the meeting or a public hearing.
7. The Zoning Board may decide to request a presence of a court reporter for any given hearing.
  - a. If the applicant or other party wishes to request a transcript of that hearing the party making the request shall pay the full expense of preparing the transcript.
    - (1) A request for the preparation of a transcript shall be made in writing.
    - (2) A \$100.00 deposit is required at the time the request is made and the balance is due when the transcript is completed and the final bill is received.
    - (3) A copy of the transcript will not be provided until the required balance has been paid by the party that made the request.
8. No public hearing will be held for any applicant having a delinquent escrow account or outstanding requested escrow replenishment payment.
9. Any applicant or witness testifying before the Board is required to provide their name (with correct spelling) and address and be sworn in for their testimony. If the witness is testifying as an expert the witness must provide their credentials for acceptance.

### **B. Special Meetings**

1. An applicant or a Board member may request a special meeting. A special meeting can only be established by the Board as a result of an approving resolution by the Board by the majority of the members present.
2. An emergency special meeting may be called by the Board Chairperson.
3. All special meetings are to be held in compliance with the Open Public Meetings Act.
4. All special meetings are to comply with the same rules and regulations of a regular meeting were applicable.

**Delran Township Zoning Board**  
**Rules & Adopted Policies**  
*Adopted: February 17, 2009*

5. Any applicant requesting a special meeting shall pay all out-of-pocket expenses incurred by the Board in holding such a meeting, including, but not limited to, the cost of meeting attendance for all Board professionals required to attend the meeting and the advertisement costs for holding a special meeting.
6. The Board may require the applicant to provide additional public notice to the public for any requested special meetings.
7. The starting time and time limit for the special meeting shall be set by the Board or the Board Chairperson.

**IV. Amendments**

- A. The Board reserves the right to amend their rules and adopted policies at any time. However, any changes made must be approved by the Board, by motion at a public meeting and must be included in the written version available to the public in order to become valid.



**TOWNSHIP OF DELRAN  
MUNICIPAL BUILDING  
900 Chester Avenue  
Delran, New Jersey 08075**

**APPLICATION FOR RELIEF  
BEFORE THE ZONING BOARD OF ADJUSTMENT**

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\*\*\*Applications will not be scheduled for a public hearing before the board until the application and supporting documentation has been deemed complete by the board's professional staff.

\*\*\*Action will be conditioned upon current payment of all municipal taxes, assessments, application and review fees.

\*\*\*It is the responsibility of the applicant to mail or deliver copies of this application and all supporting documents to the Zoning Board Solicitor, Delran Fire Official and (if a sign variance, use variance, subdivision or site plan approval is sought) the Zoning Board Engineer and Planner for their review at the same time that it is filed with the Board. Necessary addresses are attached at the end of this form. Application and escrow fees must be paid before the application can be reviewed or otherwise considered.

\*\*\*Any application for a use variance, site plan or subdivision is required to submit copies of all required items contained in the submission requirements checklist adopted by Delran Township in addition to the completed application forms. A copy of the submission requirements checklist may be obtained from the Board's Secretary or by download from the township website.

**Failure to comply or fully complete the application may result in it being deemed incomplete, not being heard or denied.**

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**TO BE COMPLETED BY TOWNSHIP STAFF ONLY**

Date Filed: \_\_\_\_\_ Application # \_\_\_\_\_

Application Fees: \_\_\_\_\_ Escrow Fees \_\_\_\_\_

Scheduled for Complete Hearing \_\_\_\_\_

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**1. DESCRIPTION OF PROPERTY**

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax Map: Page \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Page \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Dimensions: Width \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

Zoning District (designation and description) \_\_\_\_\_

**2. APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

3. DISCLOSURE STATEMENT

Applicant is a: Corporation Partnership Individual

Pursuant to NJSA 40:55D-48.1 the names and addresses of all persons owning ten (10) percent or more of the stock in a corporate application or a ten (10) percent or greater interest in any partnership applicant must be disclosed. In accordance with NJSA 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns a ten (10) percent or greater interest in the applicant followed up the chain of ownership until the names and addresses of the individual owners equaling or exceeding this limit are disclosed. (Attach additional pages as necessary).

NAME: ADDRESS INTEREST

NAME: ADDRESS INTEREST

NAME: ADDRESS INTEREST

4. OWNER

If the owner is other than the applicant, the following information must be provided:

Owner's Name:

Address:

Telephone # Fax #

5. PROPERTY AND DEVELOPMENT INFORMATION

A. Restrictions, covenants, easements, association by-laws, existing or proposed on the subject property:

YES (attach copies) NO PROPOSED

NOTE: All deed restrictions, covenants, easements, association by-laws and the like must be submitted for review and written in easily understood English in order to be approved.

B. Present use of premises:

C. Details description of the nature of the application including all proposed uses (attach additional sheets as necessary):

Three horizontal lines for text entry.

YES NO

D. Is public water line available?

E. Is a septic system proposed?

F. Are any off-tract improvements required or proposed?

6. APPLICANT’S PROFESSIONALS: Please list on Schedule “A”

7. REQUEST FOR APPROVAL OR RELIEF

\_\_\_\_\_ Direct issuance of permit for a structure in the bed of a mapped street, public drainage way, or flood control basin (NJSA 40:55D-34)

\_\_\_\_\_ Direct issuance of permit for a structure on a lot not abutting a street (NJSA 40:55D-36)

\_\_\_\_\_ Certificate of non-conforming use (NJSA 40:55D-68)

\_\_\_\_\_ Appeal of administrative decision (NJSA 40:55D-70A)

\_\_\_\_\_ Request for interpretation/question (NJSA 40:55D-70B)

\_\_\_\_\_ Variance relief (hardship) (NJSA 40:55D-70C (1))

\_\_\_\_\_ Variance relief (substantial benefit) (NJSA 40:55D-70C (2))

\_\_\_\_\_ Variance relief (use) (NJSA 40:55D-70D)

8. ADDITIONAL RELIEF REQUESTED: If subdivision or site plan approval is also being Sought, please complete schedule “B”

9. SUPPORTING DOCUMENTATION: List on schedule “C”

10. PUBLIC NOTICE AND CERTIFICATION AS TO TAXES PAID

Attach a copy of the Public Notice to appear in the official newspaper of the municipality and to be delivered to the owners of all real property, as shown on the current tax duplicate, located within the State within 200 feet of the outbound property line of the subject property. Notice to other agencies such as the County of Burlington and State Department of Transportation may also be required. The notice should specifically describe the parcel and the relief sought. This notice is jurisdictional. Failure to give proper notice **at least 10 days prior to the date scheduled for the hearing** will result in the application not being heard. An affidavit of service on all persons entitled to notice and a proof of publication must be filed before the application is complete and ready for hearing. In addition the applicant must provide a current certification from the municipal Tax Collector that all taxes and assessments due with respect to the subject property have been paid and are current.

11. OTHER REQUIRED APPROVALS (Please complete in full)

	YES	NO
Delran Sewer Department	_____	_____
NJ American Water Company	_____	_____
Delran Fire Marshall	_____	_____
Burlington County Health Department	_____	_____
Burlington County Planning Board	_____	_____
NJ Council on Affordable Housing	_____	_____
NJ Department of Environmental Protection		
Sewer Extension	_____	_____
Sewer Connection Permit	_____	_____
Stream Encroachment Permit	_____	_____
Waterfront Development Permit	_____	_____
Freshwater Wetlands	_____	_____
Potable Water Construction Permit	_____	_____
Other (Specify)_____	_____	_____
Other (Specify)_____	_____	_____
Public Service Electric & Gas Co.	_____	_____
Other (Specify)_____	_____	_____
Other (Specify)_____	_____	_____

Please note: It is the applicant’s responsibility to obtain any necessary approvals from all agencies having jurisdiction in this matter. Any approval given by the Zoning Board does not negate any necessary approvals, which may be required by any other agency.

**CERTIFICATIONS**

**APPLICANT'S CERTIFICATION**

I certify that the statements made in this application, attachments and materials submitted are true. I further certify that I am (check description):

- \_\_\_\_\_ The individual applicant.
- \_\_\_\_\_ A general partner of the partnership applicant.
- \_\_\_\_\_ A duly authorized officer of the corporate applicant.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**OWNER'S CERTIFICATION**

I certify that I am the Owner or authorized representative of the owner of the property which is the subject of this application, that I have authorized the applicant to make this application, and that I agree to be bound by the application, representations and decisions the Board in the same manner as if I were the applicant. I further certify that I am (check description):

- \_\_\_\_\_ The individual owner.
- \_\_\_\_\_ A co-owner with authority to bind other owners.
- \_\_\_\_\_ A general partner of the partnership owner.
- \_\_\_\_\_ A duly authorized officer of the corporate owner.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**SCHEDULE "A"**

A-1 Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

A-2 Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

A-3 Planner: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

A-4 Traffic Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

A-5 Architect: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

A-6 Other Expert (List any other expert who will submit a report or testify on behalf of the applicant. Attach additional sheets as necessary).  
Field of Expertise: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**SCHEDULE "B"**

**NOTE:** Relief set forth below is available from the Zoning Board only when sought together with an application under NJSA 40:55D-70D (use variance). See NJSA 40:55D-70B.

**B-1 SUBDIVISION:**

- \_\_\_\_\_ Minor Subdivision Approval
- \_\_\_\_\_ Major Subdivision Approval (Preliminary)
- \_\_\_\_\_ Major Subdivision Approval (Final)
  
- Number of lots to be created (including remainder lot) \_\_\_\_\_
- Number of proposed dwelling units (if applicable) \_\_\_\_\_
- Is the subdivision to be filed by deed or plat? \_\_\_\_\_
- Have any proposed new lots been reviewed with the Tax Assessor for appropriate lot and block numbers? \_\_\_\_\_
- What form of security does the applicant propose as a performance and maintenance guarantee? \_\_\_\_\_

**B-2 SITE PLAN:**

- \_\_\_\_\_ Minor site plan approval
- \_\_\_\_\_ Preliminary site plan approval
  - \_\_\_\_\_ Phases (if applicable)
- \_\_\_\_\_ Final site plan approval
  - \_\_\_\_\_ Phases (if applicable)
- \_\_\_\_\_ Amendment or revision to approved site plan
- \_\_\_\_\_ Exception or waiver from site plan review requirements
- Reason for request: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
  
- Area to be disturbed (in square feet or acreage) \_\_\_\_\_
- Number of proposed dwelling units (if applicable) \_\_\_\_\_
- What form of security does the applicant propose as a performance or maintenance guarantee? \_\_\_\_\_
  
- Existing number of employees: \_\_\_\_\_
  
- Number of additional employees with proposal: \_\_\_\_\_
  
- Hours of operation: \_\_\_\_\_

B-3 ORDINANCE SECTIONS FROM WHICH RELIEF IS REQUIRED

Relief is requested from the following ordinance requirements (be specific):

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B-4 WAIVERS FROM DEVELOPMENT STANDARDS OR SUBMISSION REQUIREMENTS:

Relief is requested from the following development standards or submission requirements:

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B-5 I certify that I have read and understand the attached list of rules and adopted policies (adopted February 17, 2009) of the Delran Zoning Board and agree to be bound by those adopted policies.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

B-6 Applicant shall provide a written statement prepared by a Professional Planner listing and supporting the hardship or special reasons as to why the requested variances should be granted.





**DELRAN TOWNSHIP  
ESCROW AGREEMENT**

I understand that the sum of \$\_\_\_\_\_ has been deposited in the escrow account in accordance with the Ordinance of the Township of Delran. This account has been established to cover the cost of professional services (including but not limited to legal, engineering, planning and other expenses) associated with the review of the application and related materials, consideration of the application, decision with respect to the application, and the memorialization and publication of the decision.

Sums not utilized in this process will be returned to the applicant, however, the applicant must send written notice by certified mail to the chief financial officer of the municipality and the approving authority, and to the relevant municipal professionals, that the application or the improvements, as the case may be, are completed. After the receipt of such notice, the professional shall render a final bill to the chief financial officer of the municipality within 30 days, and shall send a copy simultaneously to the applicant. The chief financial officer of the municipality shall render a written final accounting to the applicant on the uses to which the deposit was put within 45 days of receipt of the final bill. Any balances remaining in the deposit or escrow account, including interest in accordance with section 1 of P.L. 1985,c. 315 (c.40:55D-53.1), shall be refunded to the developer along with the final accounting.

Should additional funds be deemed necessary, I understand that I will be notified of the required additional amount and shall add this sum to the escrow account within fifteen (15) days of the notice.

Furthermore, all applicants will receive a monthly statement from the financial institution to which the escrow money was deposited.

I further understand that, upon written request, I am entitled to receive a statement of charges paid from the account and the basis for those charges. If the applicant has any objection, dispute or exception to any charge, the applicant should notify in writing the governing body with copies to the chief financial officer, the approving authority and the professional with 45 days from receipt of the informational copy of the professionals voucher, in accordance with 40:55D-53.2a.

I further understand that failure to pay the reasonable costs of the review of application will result in the delay of the receipt of the final approvals and permits until such payment is made.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name

Address to send all account correspondence to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax I.D. or Social Security #: \_\_\_\_\_

-----  
For official use only

Block \_\_\_\_\_ Lot \_\_\_\_\_

File # \_\_\_\_\_

**Township of Delran**

*Department of Community Development*

*Planning & Zoning Division*

*900 Chester Avenue*

*Delran, NJ 08075-9703*

*Telephone: (856) 461-8542*

*Fax: (856) 461-1147*

**PROPERTY TAX CERTIFICATION**

TO: Kathy Phillips, Secretary  
Planning & Zoning Boards

FROM: Delran Township Tax Collector

RE: Block \_\_\_\_\_

Lot(s) \_\_\_\_\_

Street Address \_\_\_\_\_

Property Owner \_\_\_\_\_

Please be advised that the property taxes for the above referenced property are:

\_\_\_\_\_ Current

\_\_\_\_\_ Delinquent (Amount: \$ \_\_\_\_\_)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



Form **W-9**

(Rev. March 1994)

Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do NOT  
send to the IRS.

Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See instructions on page 2 if your name has changed.)

Business name (Sole proprietors see instructions on page 2.)

Please check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other

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

City, state, and ZIP code

Requester's name and address (optional)

List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For sole proprietors, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How To Get a TIN** below.

Social security number  
| | | + | | |

OR

Employer identification number  
| | | + | | | | |

**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

### Part II For Payees Exempt From Backup Withholding (See Part II instructions on page 2)

### Part III Certification

Under penalties of perjury, I certify that:

- 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
- 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 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.

**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 of underreporting interest or dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, the 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. (Also see **Part III instructions** on page 2.)

Sign  
Here

Signature

Date

Section references are to the Internal Revenue Code.

**Purpose of Form.**—A person who is required to file an information return with the IRS must get your correct TIN to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 to give your correct TIN to the requester (the person requesting your TIN) and, when applicable, (1) to certify the TIN you are giving is correct (or you are waiting for a number to be issued), (2) to certify you are not subject to backup withholding, or (3) to claim exemption from backup withholding if you are an exempt payee. Giving your correct TIN and making the appropriate certifications will prevent certain payments from being subject to backup withholding.

**Note:** If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What Is Backup Withholding?**—Persons making certain payments to you must withhold and pay to the IRS 31% of such

payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable

interest and dividend accounts opened after 1983 only), or

- You do not certify your TIN. See the Part III instructions for exceptions.

Certain payees and payments are exempt from backup withholding and information reporting. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

**How To Get a TIN.**—If you do not have a TIN, apply for one immediately. To apply, get **Form SS-5**, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or **Form SS-4**, Application for Employer Identification Number (for businesses and all other entities), from your local IRS office.

If you do not have a TIN, write "Applied For" in the space for the TIN in Part I, sign and date the form, and give it to the requester. Generally, you will then have 60 days to get a TIN and give it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN.

# **Township of Delran**

*Department of Community Development  
Planning & Zoning Division  
900 Chester Avenue  
Delran, NJ 08075-9703  
Telephone: (856) 461-8542  
Fax: (856) 461-1147  
Email: kphillips@delrantownship.org*

## **MEMO**

TO: To All Interested Parties

FROM: Kathy Phillips, Secretary  
Planning & Zoning Boards

RE: Delran Township Land Use Application Fees

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Please be advised that any application filed before either the Delran Township Planning Board or the Delran Township Zoning Board require filing and escrow fees in accordance with the fee schedule, attached hereto.

All fees are due to this office at the time the application is filed. If an applicant wishes to post the required fees by check, they must include **separate checks** to cover the filing fee and the required escrow fees. All checks are to be made payable to "Delran Township".

Additionally, please take notice that the filing fees are a one time, **nonrefundable** flat fee. Escrows fees are used to cover the costs of the Delran Township Professional Staff for their review and out of pocket expenses for the application. Also, an applicant may be required to post additional escrow money prior to appearing before the appropriate board or at anytime thereafter to cover the costs of the Board's Professional's invoices.

**DELRAN TOWNSHIP FEE SCHEDULE**  
**LAND USE APPLICATIONS**  
**FILING FEES**  
**PURSUANT TO ORDINANCE #150-8**

Minor Subdivision	\$250.00
Major Subdivision Sketch Plat	\$1,000.00
Minor Site Plan	\$500.00
Major Site Plan	\$1,000.00
Conditional Use or Change in Use	\$200.00
Concept Plan Review or Informal Review	\$150.00
Variances:	
Sign Application, Oversize Sign	\$300.00
Use Variance	\$500.00
Variance Other Than Use Variance	\$200.00
Appeal Made From the Decision Of the Administrative Officer or Zoning Officer in the Enforcement of the Zoning Ordinance	\$150.00
Request for Interpretation of the Zoning Map or Ordinance or Other Permitted Special Questions	\$200.00
Certificate of conformance from the Zoning Officer	\$25.00
Application for a certificate of Non-conforming use before the Zoning Board	\$150.00
Request for extension of approval	\$150.00
Certified List of Property Owners Within 200 Feet	\$10.00 or \$.25 per name, Whichever is greater

# DELTRAN TOWNSHIP FEE SCHEDULE

## LAND USE APPLICATIONS

### ESCROW FEES PURSUANT TO ORDINANCE #150-8

a.	Minor Subdivision:	\$1,000.00
b.	Major Subdivision:	
	Sketch plat	
	Per lot	\$50.00
	Minimum	\$2,500.00
c.	Site Plan (Initial fee required on all site plans plus the fees below)	\$300.00
	Commercial/industrial development application not involving structures:	
	1-3 lots and/or units	\$3,500.00
	Over 3 lots and/or units	\$5,000.00
	Commercial/industrial development application involving structures:	
	Total floor plan:	
	1-1,249 sq.ft.	\$1,000.00
	1,250 – 2,499 sq.ft.	\$2,000.00
	2,500 – 9,999 sq.ft.	\$3,000.00
	10,000 – 19,999 sq.ft.	\$4,000.00
	Over 20,000 sq.ft.	\$5,000.00
d.	Conditional use or change in use application	\$500.00
e.	Variance	
	Use Variance	\$1,250.00
	Sign Variance	\$1,000.00
	Other Than Use or Sign Variance	\$250.00
f.	Interpretation of Chapter 355, Zoning	\$500.00
g.	Concept review or informal review	\$500.00
h.	Appeal made from the decision of an Administrative Officer or the Zoning Officer in the enforcement of Chapter 355, Zoning	\$250.00
i.	Application for a certificate of nonconforming use before the Zoning Board	\$250.00
j.	Request for an extension of an approval	\$250.00



**DELRAN TOWNSHIP  
ZONING BOARD  
PROFESSIONAL STAFF**

ZONING BOARD SOLICITOR:

Siciliano & Associates  
Sal Siciliano, Esq.  
16 South Haddon Avenue  
Haddonfield, NJ 08033

Telephone: (856) 795-0500 Fax: (856) 795-5515  
Email: [sjs@sicilianolaw.com](mailto:sjs@sicilianolaw.com)

ZONING BOARD SECRETARY:

Kathy Phillips  
Delran Township, Planning & Zoning Department  
900 Chester Avenue  
Delran, NJ 08075

Telephone: (856) 461-8542 Fax: (856) 461-1147  
Email: [kphillips@delrantownship.org](mailto:kphillips@delrantownship.org)

**Please take notice:** It is the applicant's responsibility to submit copies of the application, plans and all other supporting documentation to the Board's Professional Staff. Failure to submit the required documents to the professionals in a timely manner will result in the delay of scheduling before the board. No application will be scheduled for a public hearing before the board until the application has been deemed complete by the professional staff. In the event there is a conflict of interest with any of the Zoning Board professionals please contact the Zoning Board Secretary to obtain the appropriate conflict professional that should handle the project.

Any revisions being submitted for consideration prior to a scheduled meeting less than fifteen (15) days prior to a scheduled meeting may result in the delay of a scheduled meeting.

Any application for a use variance, site plan or subdivision requires a copy of the application, plans and supporting documentation to be sent to the Zoning Board Planner, Engineer and the Township Fire Official:

ZONING BOARD ENGINEER/  
TRAFFIC ENGINEER

CME Associates  
Ed D'Armiento  
1 Market Street, Suite 1F  
Camden, NJ 08102

Telephone: (732) 410-2651 Fax: (856) 246-1169  
Email: [Edarmiento@cmeusa1.com](mailto:Edarmiento@cmeusa1.com)

ZONING BOARD PLANNER:

CME Associates  
Chris Dochney  
1 Market Street, Suite 1F  
Camden, NJ 08102

Telephone: (732) 410-2651 Fax: (856) 246-1169  
Email: [Cdochney@cmeusa1.com](mailto:Cdochney@cmeusa1.com)

DELRAN FIRE OFFICIAL:

Walt Bauer  
Delran Fire Department  
900 Chester Avenue  
Delran, NJ 08075

Telephone: (856) 461-5474 Fax: (856) 461-9005  
Email: [Walter.Bauer@delranfire.org](mailto:Walter.Bauer@delranfire.org)

## INFORMATION ON NOTICE TO PROPERTY OWNERS

Please be advised of the following:

1. Once an application has been scheduled for a public hearing before the Zoning Board, the applicant is required to provide proper notice to persons within 200' and other agencies, which may be required, in accordance with N.J.S.A. 40:55D-12 et. seq.
2. Notice to property owners and other agencies must be performed not less than ten (10) days prior to the scheduled meeting date.
3. The applicant is required to provide proof of proper notice to the Board's Secretary prior to appearing at the scheduled hearing before the Board.
4. Certified list of property owners will not be accepted if it is prepared more than 90 days prior to the scheduled hearing date.
5. Advertisement in the official newspaper is required in accordance with page 31 of this packet.
6. Failure to comply with any of these rules and regulations will result in the application not being heard by the Board.

**To: Karen Davis, Tax Assessor  
Delran Township**

**Request for list of property owners within 200 feet of the property listed below:**

**Block:\_\_\_\_\_ Lot:\_\_\_\_\_ Qual:\_\_\_\_\_**

**Requested by:\_\_\_\_\_**

**Address: \_\_\_\_\_  
\_\_\_\_\_**

**Phone #: \_\_\_\_\_**

**Please note: Assessor's office has seven (7) days to process this request.**

**A \$10.00 fee is due at the time request is made.**

**Thank you.**

**NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC.  
TOWNSHIP OF DELRAN  
ZONING BOARD OF ADJUSTMENT  
NOTICE OF HEARING ON APPEAL OR APPLICATION**

TO: \_\_\_\_\_  
OWNER OF PREMISES: \_\_\_\_\_  
\_\_\_\_\_

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Zoning Board of Adjustment of the Township of Delran for a \_\_\_\_\_  
Variance from the requirements of the Zoning Ordinance so as to permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the premises at \_\_\_\_\_  
and designated as Block \_\_\_\_\_, Lot \_\_\_\_\_

on the Delran 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 down for \_\_\_\_\_  
20\_\_\_\_\_, at \_\_\_\_\_ p.m., in the Delran Municipal Building, 900 Chester Avenue, Delran, New Jersey, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief of the relief sought in the petition.

The following applications, maps and documents are on file in the office of the Zoning and Planning Boards and are available for inspections.

This notice is sent to you by the applicant, by order of the Zoning Board of Adjustment.

Respectfully,

\_\_\_\_\_  
(Applicant)

**AFFIDAVIT OF SERVICE**

State of New Jersey:

County of \_\_\_\_\_:

\_\_\_\_\_ 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 \_\_\_\_\_, State of \_\_\_\_\_ and that he/she did on \_\_\_\_\_, 20\_\_\_\_\_, at least ten days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by appeal number \_\_\_\_\_ located at \_\_\_\_\_.

Said notice was given either by handing a copy to the property owner or by sending said Notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon: (check if applicable)

- \_\_\_\_\_ 1. The Clerk of the Delran Township
- \_\_\_\_\_ 2. The County Planning Board
- \_\_\_\_\_ 3. The Director of the Division of State and Regional Planning
- \_\_\_\_\_ 4. The Department of Transportation
- \_\_\_\_\_ 5. The Clerk of Adjoining Municipalities

A copy of said notices are attached hereto and marked "Exhibit A"

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

Attached to this affidavit and marked "Exhibit B" is a list of property owners within 200 feet of the affected property who were served, showing the block and lot numbers of each property as same as they appear on the municipal tax map and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality, which is marked "Exhibit C"

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality, which is marked "Exhibit D".

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

## OFFICIAL NEWSPAPERS

After the application has been scheduled for a public hearing before the Board, it is the applicant's responsibility to provide public notice in the official newspaper in accordance with N.J.S.A. 40:55D-12et. seq.

A copy of the notice must be published for one day, a minimum of **10 days prior to the scheduled hearing not including the hearing date**, in **one** of the following official newspapers.

Burlington County Times  
Route 130 North  
Willingboro, NJ 08046  
Phone (609) 871-8100  
Fax (609) 877-2706

Courier Post  
301 Cuthbert Blvd.  
Cherry Hill, NJ 08034  
Phone (856) 663-6000  
Fax (856) 663-3190

**Once the notice is published in the newspaper, the original affidavit of publication must be submitted to the Board Secretary prior to the scheduled public hearing.**

**Failure to comply with any of these rules and regulations will result in the application not being heard by the Board.**

**NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER**

**TOWNSHIP OF DELRAN  
ZONING BOARD OF ADJUSTMENT**

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, at \_\_\_\_\_ o'clock p.m., a hearing will be held before the Delran Township Zoning Board  
of Adjustment at the Municipal Building, 900 Chester Avenue, Delran, New Jersey on the appeal or application of the  
undersigned for a variance or other relief so as to permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the premises located at \_\_\_\_\_

and designated as Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Delran Township Tax Map.

The following applications, maps and documents are on file in the office of the Zoning and Planning Boards 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.

\_\_\_\_\_

(Name of Applicant)

Publication Date: \_\_\_\_\_

**(Affidavit of publication is required)**

**TOWNSHIP OF DELRAN ZONING BOARD**  
**ESTABLISHMENT OF OFFICIAL MEETING DATE**

PUBLIC NOTICE is hereby given that the Delran Township Zoning Board at their reorganization meeting held on January 16, 2020 established the dates below for their regular scheduled Zoning Board meetings to be held at the Delran Municipal Building at 900 Chester Avenue at 7:00 PM.

Thursday, January 16, 2020 (Re-Org)  
Thursday, February 20, 2020  
Thursday, March 19, 2020  
Thursday, April 16, 2020  
Thursday, May 21, 2020  
Thursday, June 18, 2020  
Thursday, July 16, 2020  
Thursday, August 20, 2020  
Thursday, September 17, 2020  
Thursday, October 15, 2020  
Thursday, November 19, 2020  
Thursday, December 17, 2020  
Thursday, January 21, 2021 (Re-Org)

The Board has agreed to add Tuesday, June 30, 2020 & Tuesday, September 29, 2020 to the regular Thursday meeting dates for the 2020 calendar year.

Any questions or concerns please contact the Board Secretary during normal business hours.

Kathy Phillips, Secretary  
Zoning Board Delran Township  
900 Chester Avenue  
Delran, NJ 08075



Please take notice that it is the applicant's responsibility to determine what type of application is being requested before the Board. It is further the applicant's responsibility to be able to prove such case under the requirements of N.J.S.A. 40:55D-1 et. seq. Failure by the applicant to present the required proof will result in the denial of an application.

A copy of the N.J.S.A. 40:55D-70 is attached for your information and use.

**40:55D-70. Powers.** The board of adjustment shall have the power to:

a. Hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, decision or refusal made by an administrative officer based on or made in the enforcement of the zoning ordinance;

b. Hear and decide requests for interpretation of the zoning map or ordinance or for decisions upon other special questions upon which such board is authorized to pass by any zoning or official map ordinance, in accordance with this act;

c. (1) Where: (a) by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or (b) by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or (c) by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon, the strict application of any regulation pursuant to article 8 of this act [40:55D-62 et seq.] would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property, grant, upon an application or an appeal relating to such property, a variance from such strict application of such regulation so as to relieve such difficulties or hardship; (2) where in an application or appeal relating to a specific piece of property the purposes of this act would be advanced by a deviation from the zoning ordinance requirements and the benefits of the deviation would substantially outweigh any detriment, grant a variance to allow departure from regulations pursuant to article 8 of this act [40:55D-62 et seq.]; provided, however, that the fact that a proposed use is an inherently beneficial use shall not be dispositive of a decision on a variance under this subsection and provided that no variance from those departures enumerated in subsection d. of this section shall be granted under this subsection; and provided further that the proposed development does not require approval by the planning board of a subdivision, site plan or conditional use, in conjunction with which the planning board has power to review a request for a variance pursuant to subsection a. of section 47 of this act [40:55D-60]; and

d. In particular cases for special reasons, grant a variance to allow departure from regulations pursuant to article 8 of this act to permit: (1) a use or principal structure in a district restricted against such use or principal structure, (2) an expansion of a nonconforming use, (3) deviation from a specification or standard pursuant to section 54 of P.L. 1975, c. 291 (C. 40:55D-67) pertaining solely to a conditional use, (4) an increase in the permitted floor area ratio as defined in section 3.1 of P.L. 1975, c. 291 (C. 40:55D-4), (5) an increase in the permitted density as defined in section 3.1 of P.L. 1975, c. 291 (C. 40:55D-4), except as applied to the required lot area for a lot or lots for detached one or two dwelling unit buildings, which lot or lots are either an isolated undersized lot or lots resulting from a minor subdivision or (6) a height of a principal structure which exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure. A variance under this subsection shall be granted only by affirmative vote of at least five members, in the case of a municipal board, or two-thirds of the full authorized membership, in the case of a regional board, pursuant to article 10 of this act.

If an application for development requests one or more variances but not a variance for a purpose enumerated in subsection d. of this section, the decision on the requested variance or variances shall be rendered under subsection c. of this section.

No variance or other relief may be granted under the terms of this section, including a variance or other relief involving an inherently beneficial use, without a showing that such variance or other relief can be granted without substantial detriment to the public good and will not substantially impair the intent and the purpose of the zone plan and zoning ordinance. In respect to any airport safety zones delineated under the "Air Safety and Zoning Act of 1983," P.L. 1983, c. 260 (C. 6:1-80 et seq.), no variance or other relief may be granted under the terms of this section, permitting the creation or establishment of a nonconforming use which would be prohibited under standards promulgated pursuant to that act, except upon issuance of a permit by the Commissioner of Transportation. An application under this section may be referred to any appropriate person or agency for its report; provided that such reference shall not extend the period of time within which the zoning board of adjustment shall act.

*Adopted.* L. 1975, c. 291, §57. *Amended.* L. 1979, c. 216, §23; L. 1983, c. 260, §13; L. 1984, c. 20, §12; L. 1991, c. 256, §21, effective August 13, 1991; L. 1991, c. 445, §10, effective July 16, 1992; L. 1997, c. 145, §1, effective June 30, 1997.