

Board of Commissioners

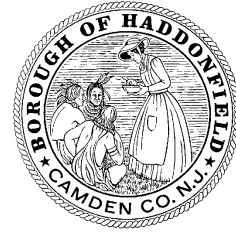
Letitia G. Colombi

Mayor

Director of Public Works Properties

Neal P. Rochford

Director of Revenue and Finance



Borough of Haddonfield

Camden County, New Jersey

Instructions for Filing a Variance Application

1. Obtain the Variance Application Form from Room 104 of Borough Hall (242 King's Highway East, Haddonfield, New Jersey 08033);
 2. Complete **EVERY** line of **EVERY** page of the Variance Application Form [**NOTE**: Applications with blank lines will be deemed **INCOMPLETE**];
 3. Attach the documents required per Section 1(I) (where applicable), Section 2(H) (where applicable), Section 3(A), Section 3(B), Section 3(D) (where applicable), Section 4 (where applicable) and Section 5 of the Variance Application Form;
 4. Submit twenty (20) copies of the Variance Application Form and twenty (20) copies of the attachments required by Section 1(I) (where applicable), Section 2(H) (where applicable), Section 3(A), Section 3(B), Section 3(D) (where applicable), Section 4 (where applicable) and Section 5 of the Variance Application Form [**NOTE**: Uncollated applications will be deemed **INCOMPLETE**];
 5. Submit the appropriate Application Fee; and,
 6. Submit the Certified Property List Fee, where applicable;
- After your application has been submitted in accordance with rules outlined above, the Zoning Officer will review the application and deem it **COMPLETE** or **INCOMPLETE** within forty-five (45) days thereof.
 - Only applications which have been submitted by the filing deadline and have been deemed **COMPLETE** are eligible to appear on an Agenda of either the Zoning Board of Adjustment or the Planning Board.
 - If a variance application is deemed **INCOMPLETE**, the applicant will receive written notification thereof which will detail the deficiencies in the application. The applicant may then cure the deficiencies in the application and resubmit the application for consideration at a subsequent meeting.
 - All applicants with a **COMPLETE** application pending before either the Zoning Board of Adjustment or the Planning Board will receive a Certified List of Property-Owners within 200 Feet (where a request and payment therefor has been submitted); a Legal Notice (where the applicant is not represented by an attorney); an Affidavit of Service Form; and, Service Instructions approximately one (1) week subsequent to the application being deemed **COMPLETE**.
 - All applicants with a **COMPLETE** application pending before either the Zoning Board of Adjustment or the Planning Board will also receive an Agenda for the applicable board approximately one (1) week prior to the meeting of the applicable board.
 - All Affidavits of Service, including Certified Mail Receipts (where applicable), must be submitted no later than the Monday immediately preceding the meeting of the applicable board.
 - Ensuring publication of all Legal Notices, including publication of the adoption of the Memorializing Resolution, is the responsibility of the Applicant.