



Byram Township Land Use Board Application for a Variance / Lot Line Adjustment

CHECKLIST

- Application filled out completely
- Application fee
- Escrow fee
- Completed W-9 form (only one copy needed, include with the original)
- Completed Fulton Bank account request form (only one copy needed, include with the original)
- JCP&L utilities letter
- Copy of property survey

The following information must be provided on survey. This information must be legible and present an adequate picture of existing and proposed conditions and drawn to scale.

- Existing structures / driveways located on subject property
- Proposed structures
- Existing and proposed wells and septic locations
- Existing yard setback lines of entire site area
- Distance of dwellings / structures on adjoining lots from subject property line
- Road locations, width of right of way, curbs, sidewalks, catch basins, parking and loading areas, drainage easements, swales, berms, guide rails and existing and proposed grades. (Some of the previous items may be waived if not applicable.)
- Copy of applicable tax map page
- Elevations and floor plans of existing and proposed construction
- Photographs of property
- If this application involves a lot line adjustment (minor subdivision), you must file an application with the Sussex County Division of Planning
- Highlands Council Consistency Determination unless project is exempt, excluded, or eligible for a waiver, each as provided pursuant to §240-11.1 of the Township Code
- One (1) original and 16 copies of all application materials (only pages 2 thru 5, plans, and survey should be included with the 16 copies)



Byram Township Land Use Board Application for a Variance / Lot Line Adjustment

For Byram Township Use
Application # _____

Date Submitted _____

Date Complete _____

Applicant Information

Name: _____ Phone: _____

Address: _____ Fax : _____

_____ Are you the owner? _____
If "NO" see page 5

Provide e-mail if you wish to receive communication via e-mail: _____

Professional Information

Attorney (if applicable)

Name: _____ Phone: _____

Address: _____ Fax : _____

_____ Provide e-mail if you wish to receive communication via e-mail: _____

Engineer, Architect, Planner, Other (if applicable)

Name: _____ Phone: _____

Address: _____ Fax : _____

_____ Provide e-mail if you wish to receive communication via e-mail: _____

Engineer, Architect, Planner, Other (if applicable) Use additional sheet if necessary

Name: _____ Phone: _____

Address: _____ Fax : _____

_____ Provide e-mail if you wish to receive communication via e-mail: _____

Property Information

Property Location/ Street Address: _____

Block _____ Lot _____ Zone _____

Size of Lot _____ Size of proposed construction _____

- Does the property have a well or public water? _____
- Does the property have a septic system or public sewers? _____
- Does the property have frontage on a lake? (If yes, stricter zoning standards may apply.) _____
- Board Members and/or staff may visit the property. Is there a dog on the property? Yes _____ No _____
- Have Court proceedings been instituted in this case? _____
- Has an application been made for this property previously? _____ If yes, when? _____

Please describe decision made: _____

Please describe in detail the project that you are working on and why you need a variance. Describe the current condition of the property and any features that affect your property as well. (e.g. septic / well location, rock outcrop, wetlands, mature trees, lake shore, steep slopes, flood plains, ridge line). ** Applicant must be prepared to explain hardship reasons to Board.

(use additional sheet if necessary)

Zoning Table (use attached schedule of space regulations)

Standard	Requirement	Existing	Proposed	Variance Needed?	Requested Variance
Lot Area				Yes / No	
Front Setback				Yes / No	
Left Side Setback				Yes / No	
Right Side Setback				Yes / No	
Rear Yard Setback				Yes / No	
Lot Width				Yes / No	
Principal Building Coverage				Yes / No	
Max Lot Disturbance				Yes / No	
Critical lot Disturbance				Yes / No	
Height				Yes / No	
Height Facade				Yes / No	
Setback from water body				Yes / No	

Variations Sought

- ___ (A) Appeals from a decision of the zoning officer or administrative officer with regard to enforcement of the zoning ordinance.
- ___ (B) Requests for interpretation of the zoning map or ordinance.
- ___ (C) Applications for relief of zoning ordinance for a bulk requirement that cannot be met because the property is exceptionally narrow, shallow, or oddly shaped; has exceptional topographic features or conditions of the property; or other exceptional or extraordinary situations or circumstances that uniquely affect the property or legally existing structures; or the purposes of zoning would be advanced by a deviation from the Zoning requirements and the benefits outweigh any detriments.
- ___ (D) (___1) To permit a use or principle structure not otherwise permitted in the district.
 (___2) To permit expansion of a non-conforming use.
 (___3) To permit deviation from conditional use standards.
 (___4) To increase the floor-area-ratio (FAR) beyond permitted.
 (___5) To increase the permitted density beyond permitted.
 (___6) To increase the height of a structure 10' or 10% beyond permitted.
- ___ 40:55D-34) To permit a building or structure in a public right of way or drainage way.
- ___ (40:55D-35) To permit a structure without frontage on an improved roadway.

Certification

I certify that the information presented in this application is true and accurate. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I understand that my application fees will not be refundable, under any circumstances, including withdrawal of this application prior to hearing. Any unused escrow fees will be refunded.

Applicant's Signature

Date

Notarization

Sworn and Subscribed before me:

This _____ day of _____ 20_____

(Notary Public)

I hereby certify that all real estate taxes and assessments for local improvements are paid currently.

Property Owner's Signature

Date

I hereby grant permission to representatives of the Township of Byram to enter and inspect my property in connection with a development application being processed by the Land Use Board.

Property Owner's Signature

Date

Owner Information (if not applicant)

Name: _____ Phone: _____

Address: _____ Fax : _____

I hereby consent to the applicant filing the attached application to the Byram Township Land Use Board.

Property Owner's Signature

Date



Certification of Taxes for Property & (Sewer if applicable)

This form is to be signed by the Tax Collectors Office.

Date: _____

Name: _____

Address: _____

Block: _____ Lot: _____

- Taxes are Paid in full through the _____ quarter for the year _____.
- (If applicable) Sewer are Paid in full through the _____ quarter for the year _____.

(Collector's Office)



Consent to Continuance of Hearing

This form may be necessary if the Board schedule is full or if the hearing is carried for any reason. Please do not sign this form unless instructed to do so.

The undersigned applicant in the matter pending before the Land Use Board, bearing Application Number _____, hereby consents to the continuance of the hearing in said matter to _____ at 8:00 P.M. If at said time and place a quorum of the Board is not present, said matter shall be further continued to the next succeeding regularly scheduled meeting of the Board.

Applicant's Signature

Date

Noticing

When the application and all check list items have been properly completed and filed with the Board Secretary, the applicant will be notified of the date of hearing. At that time, the applicant shall be required to do the following:

1. Notice of Hearing

- a. Notify all property owners within 200 feet of subject property via hand delivery and/or certified mail at least 10 days in advance of the hearing.
- b. Publish in the New Jersey Herald at least 10 days prior to meeting.

2. Proof of Service

- a. Hand Delivery (applicant must serve notice in person and obtain signature of recipient).
- b. Certified Mail (submit white receipts from post office to Board Secretary prior to meeting).
- c. Original clipping of newspaper ad, certified by the newspaper (submitted to Board Secretary prior to meeting.)



Request for Certified List of Property Owners

Date: _____

Property Owner: _____

Property Address: _____

Block(s): _____ Lot(s): _____

Please furnish the list of property owners in the vicinity of the above parcel needed to meet requirements for an appearance before the Land use Board.

Check one box below to indicate disposition of the completed list of property owners.

Shall be mailed to: _____

Will be picked up from Board Secretary:
Phone Number: _____

A fee of \$10.00 is required before preparation of list.

Fee Paid: _____

List Prepared by: _____

BYRAM TOWNSHIP LAND USE BOARD

LEGAL NOTICE

PLEASE TAKE NOTICE that the undersigned has made application to the Byram Township Land Use Board regarding property know and referenced to as Block(s) _____, Lot(s) _____, located at _____. The subject property is located in the _____ zone. The applicant is seeking approval to _____

The applicant requires variances for _____

as well as any and all other variances, waivers, permits, approvals or licenses that are deemed necessary and appropriate by the Township Land Use Board.

A hearing before the Land Use Board has been scheduled for _____ 20____, at 8:00 PM in the Municipal Building, 10 Mansfield Drive, Byram, NJ. At the time of the hearing, or any adjourned date thereafter, you may appear in person or by attorney to present any comments you may have regarding this application. The application, maps, and related information are available for inspection at the Municipal Building, Monday through Friday, 8:30 AM - 4:30 PM.

Applicant



To Whom It May Concern:

With the respect to the above-referenced subject matter, be advised if there are any existing overhead or underground electric facilities within proximity of the project, the property owners must contact 1-800-662-3115. Please advise the Contact Center Representative of the project plan and request a notification/work order for a field representative to visit the proposed site.

Please note, with any construction project, adequate clearance must be maintained to adhere to the established safety regulations. Construction can in no way interfere, impede, encroach or inhibit the use, maintenance, operation of or access to any JCP&L facilities, equipment or easement. Please be advised relocation of our facilities is billable.

The applicable NESC guidelines adhere to.

Sincerely,

Jersey Central Power & Light



Affidavit of Proof of Service

State of New Jersey

County of Sussex

I, _____ of full age, being duly sworn according to law, deposes and says, that I reside at _____ in the municipality of _____, County of _____, and State of _____.

That I am an applicant in a proceeding before the Land Use Board of Byram Township, New Jersey being an application for _____ which relates to the premises known as Block _____ Lot _____ as shown on the tax maps of the Township of Byram; that on _____ I gave written notice of the hearing of this application to each and all of the persons upon whom service must be had on the required form and according to the attached lists, and in the matter indicated hereon.

(Signature)

Sworn to and Subscribed before me

This _____ day of _____ 20_____

Notary Public

RESIDENTIAL SCHEDULE OF SPACE REQUIREMENTS

ZONE	R-1	R-2	R-3	R-4	R-5
LOT AREA	10 Acres	5 Acres	40,000 square feet	20,000 square feet	10,000 square feet
*FRONT YARD	100' ¹	100'	50' 75' ⁶	35'	35'
SIDE YARD (EACH)	50' ²	50'	20'	15'	15'
REAR YARD	100' ³	75' ⁵	50'	40'	20'
MINIMUM LOT WIDTH (AT SETBACK)	200' ⁴	200'	150'	100'	100'
MAXIMUM PRINCIPAL BUILDING COVERAGE					
	LOT SIZE		MAXIMUM COVERAGE		
	<10,000 SQ FT		15% (UP TO 1,500 SQ FT)		
	10,000-19,999 SQ FT		1,500 +7% OF SQUARE FOOTAGE OVER 10,000 (UP TO 2,200 SQ FT)		
	20,000-39,999 SQ FT		2,200 +5% OF SQUARE FOOTAGE OVER 20,000 (UP TO 3,200 SQ FT)		
	>40,000 SQ FT		3,200 +3% OF SQUARE FOOTAGE OVER 40,000		
MAXIMUM LOT DISTURBANCE⁷	50% OF LOT (40,000 sf maximum)	50% OF LOT (40,000 sf maximum)	50% OF LOT (40,000 sf maximum)	50% OF LOT (20,000 sf maximum)	50% OF LOT (10,000 sf maximum)
HEIGHT⁸	2.5 STORIES OR 30'	2.5 STORIES OR 30'	2.5 STORIES OR 30'	2.5 STORIES OR 25'	2.5 STORIES OR 25'
MAXIMUM HEIGHT ON ANY FAÇADE	40'	40'	40'	35'	35'
MINIMUM SETBACK OF BUILDING FROM EXISTING LAKES, PONDS, STREAMS, OR WETLANDS	100'	75'	50'	50'	50'
MEASURED WHERE APPLICABLE FROM THE ONE-HUNDRED-YEAR FLOOD LINE. THIS SETBACK SHALL INCLUDE A TEN-FOOT-WIDE VEGETATED BUFFER ALONG AT LEAST 80% OF WATER'S EDGE.					

*On streets less than 40 feet in width, the required front yard shall be increased by 1/2 of the difference between the width of the street and 40 feet, unless greater width is shown on the Master Plan or Official Map, in which case these requirements shall be complied with.

FOOTNOTES

- 1 When part of a Cluster Development, Front Yard shall be a minimum of 50 feet, 75 feet for lots in excess of 1.5 acres
- 2 When part of a Cluster Development, Side Yard shall be a minimum of 20 feet
- 3 When part of a Cluster Development, Rear Yard shall be a minimum of 50 feet
- 4 When part of a Cluster Development, Lot Width shall be a minimum of 150 feet
- 5 When part of a Cluster Development, Rear Yard shall be a minimum of 50 feet
- 6 On lots that have an area of at least 1.5 acres
- 7 All improvement-related disturbance shall be included in this calculation, including areas of grading and vegetation removal as well as the cartway and basins.
- 8 As defined in "height of building" and "grade plane" in §240-7



DEPARTMENT OF ENVIRONMENTAL AND
PUBLIC HEALTH SERVICES
Sussex County Administrative Center
One Spring Street
Newton, New Jersey 07860
Telephone: (973) 579-0370
FAX: (973) 579-0399

County of Sussex

HERBERT J. YARDLEY, M.A., R.E.H.S.
Administrator/Health Officer

SEPTIC AND WELL DISTANCE REFERENCE GUIDE

Habitable dwelling and commercial building

- 25 ft from basement to septic field disposal
- 15 ft from slab portion to septic field disposal
- 50 ft from basement to septic pit disposal
- 30 ft from slab portion to septic pit disposal
- 10 ft from basement to septic tank
- 5 ft from slab portion to septic tank
- 20 ft from any portion of a wood structure to a well
- 5 ft from any portion of a structure (other than wood) to a well
 - ❖ A well cannot be covered by any structure
 - ❖ No part of the septic system components or well shall be covered by; driveway, pool, addition, patios, deck*, etc
 - ❖ A clearance of five feet shall be maintained from any portion of the septic system components to structures such as: garage, shed, deck, pole barn
 - DECK – can be cover a septic tank if the distance between the bottom of the deck and the existing ground surface is a minimum of 6 ft and a backhoe can gain access to the tank

SWIMMING POOLS

IN - GROUND:

- 10 ft to septic tank
- 20 ft to septic field disposal
- 30 ft to septic pit disposal

ABOVE GROUND

- 5ft to all components of septic system (except. 15 ft to seepage pit)

BEDROOMS

- The addition of a bedroom in an existing home does require the upgrade of the septic system to current standards.

COMMERCIAL BUILDINGS

- Change of use in a building to a food establishment shall require the review by the health department before building permits are issued
 - *It is the responsibility of the applicant to accurately plot the septic system components on the submitted site plan for building permits when applicable. If no files exist depicting the accurate location of the septic system components, the applicant shall employ a licensed professional engineer to locate and certify the location and size of the septic system components under signature and seal.*

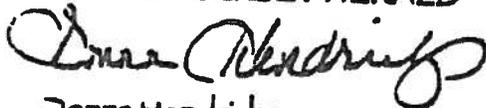
The New Jersey Herald

July 1, 2013

Please be advised, effective immediately, The New Jersey Herald Requirements to publish a Legal Notice are as follows:

1. Legals cannot be taken over the phone. The form that your Township or Borough gives you can be either faxed, emailed or you may come into our office.
(All information is provided below)
2. There is a 2 day deadline for legal publishing.
Monday 12 noon for Wednesday
Tuesday 12 noon for Thursday
Wednesday 12 noon for Friday
Thursday 12 noon for Sunday
Friday 12 noon for Monday & Tuesday.
3. The applicant's name, mailing address and telephone number must be on the form so the proof of publication can be mailed back.
4. Please be sure everything on form is legible.
5. A \$30.00 deposit is required on All legal advertising if paying by cash or check. Credit Cards are accepted and will be charged the full amount of the legal ad once it is set in the computer for publication.

Yours truly,
THE NEW JERSEY HERALD



Donna Hendricks
Legal Advertising
Spring Street, Newton, NJ 07860
Fax: 973-383-1828
Email: legals@njherald.com