



You couldn't pick a better place.

ZONING BOARD RESIDENTIAL BULK (C) VARIANCE APPLICATION PACKET

The enclosed packet contains forms and instructions required in order to be make an application for a residential bulk (c) variance application to the Cherry Hill Zoning Board of Adjustment.

Please read the instructions carefully, including the standards for variances, as they are a guide to the application and hearing process.

The items listed below are included with this application package:

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INFORMATION ABOUT BULK VARIANCES

A bulk (c) variance (sometimes referred to as a “hardship” variance) is the relief of requirements from the Zoning Ordinance, which generally relates to physical features, such as lot and yard requirements. Either the Planning Board or Zoning Board has authority to hear bulk (c) variance requests.

STANDARDS FOR VARIANCES

The requirements of the Zoning Ordinance and other relevant laws and ordinances are presumed to further the purposes of zoning embodied in the Municipal Land Use Law (M.L.U.L.). Therefore, every variance must, at least presumptively and to some limited extent, create some detriment to the public interest. The burden of proof is on the applicant to show that the application meets certain tests.

To obtain a bulk (c) variance an applicant must show that they meet one of the following:

1. The strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer [owner] of such property
 - 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.

OR

2. In an application or appeal relating to a specific piece of property the purposes of the M.L.U.L. would be advanced by a deviation from the Zoning Ordinance requirements; that the variance can be granted without substantial detriment to the public good; that the benefits of this deviation would substantially outweigh any detriment; and that the variance will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

ZONING BOARD APPLICATION PROCEDURES

STEP I: APPLICATION SUBMISSION

- A. Completed Land Use Development Application.
- B. Signed Escrow Agreement and W-9 tax form.
- C. All required Fee & Escrow payments as set forth in the Fee Schedule. Application fees are non-refundable. All checks should be made payable to the “Township of Cherry Hill”. Separate checks should be submitted for fees and escrow.
- D. Completed Application Checklist and Required Submission Materials as denoted in the Checklist (Section 8). If an item on the Checklist is not applicable.
- E. Property Owners List Request & associated fee.
- F. Request a Tax Search & submit associated \$10.00 fee to the Tax Collector. A search for municipal tax liens will show whether there are any outstanding taxes or liens on the subject property. This documentation of taxes paid and current must be provided before any application will be scheduled for a Zoning Board hearing.
- G. For any Corporation, Partnership, LLC, or LLP applying for a variance, a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or 10% interest in the partnership and an affidavit verifying its accuracy.
- H. **Prior to mailing the application materials, including any checks, to the Township**, please submit all application materials (e.g. applications, plans, reports, project summary, checklist, and other materials) electronically by way of email or an online file transfer to boardsecretary@chnj.gov. Please utilize reduced-sized PDF's if sending larger files. See the following webpage for more detail electronic submission instructions: <https://www.chnj.gov/1452/Board-Applications>. A cursory review will be given to the submitted materials and

the Department will follow-up with comments and/or specific hard copy submission instructions including final escrow and fees that are due upon submission.

STEP II: COMPLETENESS REVIEW (within 45 Days of submission)

- A. The application will be transmitted to all necessary Township professionals for review.
- B. The Department of Community Development will review the documentation submitted and check to ensure that all items required for submission in the Application Checklist have been submitted.
- C. All required documentation should be provided, or waivers may be requested from checklist submission items.
- D. If necessary items have not been submitted, a completeness review will be sent to the applicant (within 45 days of submission) indicating which items are outstanding. The required outstanding items must be addressed prior to being scheduled for a hearing.
- E. Once all necessary items are submitted, the application will be deemed complete and formally scheduled for a hearing date.

STEP III: PUBLIC NOTIFICATION (a minimum of 10 days prior to hearing)

Notice must be provided (pursuant to *N.J.S.A. 40:55D-12*) in the official newspaper (The Courier Post) OR the Zoning Board Webpage (whichever is applicable) and to property owners within 200 feet of the subject parcel (utilize list provided by the Department of Community Development). Please review the following instructions regarding proper notice procedures:

- A. Do not provide notice until you have been formally scheduled for a Zoning Board hearing.
- B. Notice must be provided a minimum of ten (10) days prior to the hearing (not including the date of the meeting) or the application will be rescheduled to a later date, which will require new notice.
- C. Complete the NOTICE OF HEARING (Form ZB 1):
 - 1. The description of the relief sought must be provided on the form.
 - 2. Copies of the form must be distributed to all persons/entities listed on the Property Owners List either by Certified Mail or Hand Delivery in accordance with *N.J.S.A. 40:55D-12*.
 - 3. A copy of the Notice of Hearing must also be provided to all utility companies listed on the supplemental sheet attached to the Property Owners List.
- D. Complete the AFFIDAVIT OF SERVICE OF NOTICE (Form ZB 2):
 - 1. If notice is provided via certified mail, the certified mail receipts must be attached to Form ZB 2.
 - 2. Should notice to property owners within 200 feet be hand delivered, the aforesaid owners must sign Form ZB 2 for proof of receipt. List all the block and lot numbers and names of those signing Form ZB 2. The recipient must sign the line next to their address. *This signature shows only that the person has been notified; it does not indicate approval or disapproval of the application.* If the list does not fit on this sheet, please use the reverse side or an additional sheet.
 - 3. Once all property owners have been notified, have your signature on the AFFIDAVIT OF SERVICE OF NOTICE (Form ZB 2) notarized. Public Notary services are available in the Municipal Building free-of-charge.
- E. Complete PUBLIC NOTICE of Zoning Board hearing (Form ZB 3) and submit it to the newspaper (The Courier Post) or the Zoning Board webpage, whichever is applicable (see Form ZB 3):
 - 1. Legal notices must be submitted to the Courier Post at least three (3) working days prior to the date to be published. *Keep in mind that the notice must be published at least 10 days prior to the hearing.*
 - 2. The description of the relief desired should reflect that of the NOTICE OF HEARING (Form ZB 1).
 - 3. If notice to the newspaper is required, they will send you an affidavit of proof of publication, which must then be submitted to the Department of Community Development prior to your scheduled hearing date.

STEP IV: SUBMIT PROOF OF NOTICE

The following items must be submitted to the Department of Community Development no later than three (3) days prior to the hearing date, per §705.E.

- A. One copy of the NOTICE OF HEARING (Form ZB 1), and
- B. The AFFIDAVIT OF SERVICE OF NOTICE (Form ZB 2), and
- C. Original certified mail receipts, and
- D. The affidavit of proof of publication from the Courier-Post.

STEP V: PREPARE THE PRESENTATION

The presentation to the Zoning Board should be brief and concise, but present all relevant facts and address the requested variances. You may present photographs, sketches, witnesses, and/or any other pertinent information. The burden of proof is on the applicant since she or he is asking for an exception of the ordinance. **The Zoning Board is required to consider certain tests in evaluating your application, as specified in the Municipal Land Use Law (M.L.U.L.) and outlined in the Information about variances in this package.** The presentation should specifically address these points that are referenced in the Information about Variances section of these instructions for further information.

The Department of Community Development will prepare a review of each application. The Zoning Board members and the applicant will receive copies of the review before the hearing. The applicant should be prepared to address any questions or comments presented in the review(s).

STEP VI: ATTEND THE HEARING (within 120 days of being deemed complete)

- A. The Zoning Board of Adjustment must hear the application within 120 days of the application being deemed complete. Board agendas are posted on the Township website at www.chnj.gov before the hearing.
- B. In accordance with the Open Public Meeting Act, N.J.S.A. 10:4-6, et seq., a Zoning Board of Adjustment Public Hearing will be held fully remote by way of a Zoom Webinar in lieu of an "in-person" meeting. Members of the public will have full access to the meeting/hearing, and will also be able to give public comment, present objections, and/or cross-examine witnesses on the application being heard by the Zoning Board of Adjustment, through Zoom or telephone by following the below directions:

Time: 07:00 PM Eastern Time (US and Canada)

Topic: Cherry Hill Zoning Board of Adjustment Meeting/Hearing

By Computer, Tablet, Smart Device, and/or Internet Browser:

<https://zoom.us/j/771740704>

By Telephone: Dial:

US: 1 (312) 626-6799 (International numbers available: <https://zoom.us/j/axWQVK36u>)

Webinar ID: 771 740 704

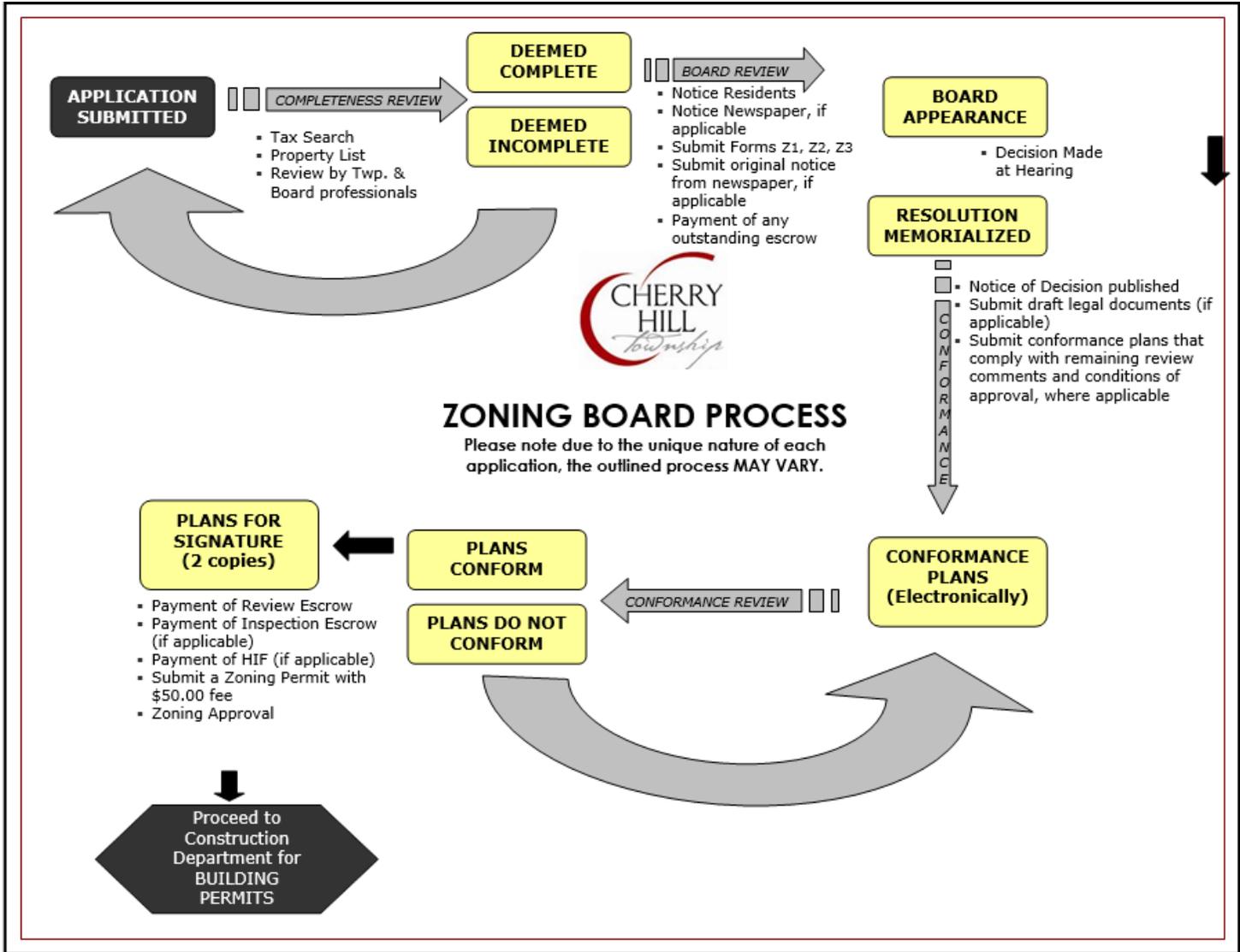
The hearing begins at 7:30 p.m. and is preceded by a caucus at 7:00 p.m. A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney. The procedure for the hearing is as follows:

1. Pledge of Allegiance & Roll call
2. The Chair determines which applicants are present and announces the order of hearing.
3. Generally, residential bulk (c) variances are first on the agenda. The applicant then presents their testimony regarding the proposal and variance request.
4. When the application is called, the applicant or representative provides testimony.
5. The Chair swears in anyone giving testimony.

6. The Board members ask questions after the case is presented.
 7. The public is then allowed to ask questions or make a sworn statement.
 8. The Applicant has the opportunity to summarize their application and testimony.
 9. The Chair closes the hearing and asks for discussions by the Board. No further comments can be made by the applicant or designated representative or the public.
 10. A Board member makes a motion on the application and, if seconded, a vote is taken.
- C. Policies Governing the Re-Scheduling of Hearing Dates. If a full seven (7) member Board is not present for a use (d) variance, the applicant may request a postponement of the hearing, as five (5) affirmative votes are required for a use (d) variance.

STEP VII: AFTER THE HEARING

- A. Memorialization of Resolution within 45 days of decision:
1. After the hearing the Zoning Board Solicitor (attorney) will prepare a legal document called a Resolution which will include all of the facts that were presented to the Board and the Board's reasoning for the approval/denial of the variance request.
 2. The Board must vote on the Resolution at a hearing within forty-five (45) days of the decision. They are basically voting to agree that the facts presented in the Resolution are the facts upon which their decision was based and that all conditions of approval (if applicable) are addressed appropriately in the Resolution. *The applicant is not required to attend the hearing at which the resolution is memorialized.*
 3. A copy of the Resolution will be mailed to the applicant along with a letter outlining what remaining items need to be provided prior to being able to issue a zoning permit.
- B. Notice of Decision. A Notice of Decision will be submitted by Department staff to the Courier Post for publication by the Zoning Board Secretary within ten (10) days of the memorialization of the Resolution.
- C. Time Period for Appeal. Any party interested in appealing a decision of the Zoning Board, must do so within forty-five (45) days of the publication of the Notice of Decision.
- D. Items to Submit After the Hearing:
1. Conditions of Approval (if applicable). Any and all conditions of approval must be satisfied (example: if modifications to the plans are required as a condition of approval, the revised plans must be submitted to the Department of Community Development). The Department and the Zoning Board Engineer (when applicable) may review the revised plans for conformance to ensure that any and all required documentation/modifications have been submitted.
 2. Conformance Plans. Two (2) copies of revised plans, if necessary, which address needed completeness items and comments from staff and Board professionals, should be submitted to the Department of Community Development for review.
 3. Escrow. Any outstanding bond payments, inspection escrow, and/or review escrow must be submitted prior to the issue of any permits. Should a positive balance remain in the escrow account after the project is complete and all bills are submitted, a written request for the refund of the remaining escrow must be submitted to the Department of Community Development.
 3. Zoning Permit. A Zoning Permit application may be submitted online once the above items have been completed. A processing fee of \$50.00 for residential projects is required.
 4. Housing Impact Fee (HIF). A Housing Impact Fee may apply for new construction of single-family homes and larger development, in accordance with the Ordinance. Similarly, a Non-Residential Development Fee (N-RDF) is required for applicable commercial developments, per Township Ordinance.
 5. Building Permits may be applied for at the Construction Department (Room 205). If advised, a pre-construction meeting should be scheduled with the Department of Engineering (856.424.3203) with a preliminary schedule prepared for the meeting.





Department of Community Development

820 Mercer Street, Cherry Hill, NJ 08002

856-488-7870

www.chnj.gov

LAND USE DEVELOPMENT APPLICATION

Submission Date: Application No.: Escrow No.: Office Use Only

1. APPLICANT 2. OWNER

Name: Address: City: State: Zip: Phone: Email: Interest in Property: Same as Applicant Name: Address: City: State: Zip: Phone: Email:

3. LOCATION OF PROPERTY

Street Address: Block(s): Tract Area: Lot(s):

4. PROJECT DESCRIPTION

Please provide a brief description of your proposed project including the type of relief that is being requested (e.g. setbacks, lot coverage, building coverage, etc. Append a separate page if necessary):

5. ZONE (please select)

RA R1 R2/RAPC R3 R7 R10 R20 Other:

6. ATTORNEY (A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney)

Name: City: State: Zip: Address: Phone: Fax: Email:

7. APPLICANT'S PROFESSIONALS (Architect, Engineer, Planner, Surveyor, etc.)

Type: _____
Name: _____
Profession: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone:(_____) _____ Fax:(_____) _____
Email: _____

Type: _____
Name: _____
Profession: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone:(_____) _____ Fax:(_____) _____
Email: _____

8. CHECKLIST – Submit all items to BOARDSECRETARY@CHNJ.GOV prior to submitting hard copies of materials

The following items must be submitted along with this application. Waivers may be requested in writing with appropriate justification. Additional items may be requested at the discretion of the Department:

- a. Application and escrow fees, along with a W-9
- b. Current survey of the property in question (which must be to scale) showing the following:
 - i. All existing and proposed improvements
 - ii. Setbacks to all existing and proposed improvements
 - iii. Dimensions of all existing and proposed improvements
- c. Lot and building coverage calculations (in square feet and as a percentage of the overall lot area)
- d. For improvements over 500 square feet, a grading plan from a licensed engineer shall be provided that conforms to the grading plan checklist (inquire with Community Development if you need this checklist)
- e. Floor plans and building/construction elevations for new structures/additions
- f. Spec sheets for improvements such as fences, sheds, pools, or other similar accessory structures
- g. Color photographs of the property and area(s) of the proposed work
- h. Project Summary including:
 - i. Brief history of the property
 - ii. Detailed description of the proposed improvements and reasons said improvements are being proposed
 - iii. List of all requested variances (where known)
 - iv. Written justification for all requested variances

See <https://www.chnj.gov/1452/Board-Applications> for electronic submission instructions.

9. SIGNATURE OF APPLICANT

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant, or that I am an Officer of the Corporate applicant and authorized to sign the application for the Corporation, or a General Partner of the partnership application.

SWORN & SUBSCRIBED to before me this _____ day of _____, 20____ (year)

(notary)

SIGNATURE (applicant) DATE

PRINT NAME

10. CONSENT OF OWNER

I certify that I am the Owner of the property which is the subject of this application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency (if owned by a Corporation, a resolution must be attached authorizing the application and officer signature).

SWORN & SUBSCRIBED to before me this _____ day of _____, 20____ (year)

(notary)

SIGNATURE (owner) DATE

PRINT NAME

E S C R O W A G R E E M E N T

THIS AGREEMENT made this ____ day of _____, _____(Name) is hereinafter referred to as the "Applicant", the Planning or Zoning Board of the Township of Cherry Hill is hereinafter referred to as "Board", and the Township of Cherry Hill in the County of Camden is hereinafter referred to as "Township".

WHEREAS, the Applicant is proceeding under Ordinances 2013-18 (Zoning Ordinance), as amended, (hereinafter "Ordinance"), for approval of _____; and

WHEREAS, the Ordinance requires the Applicant to establish an escrow whereby work required to be performed by professionals employed by the Board will be paid for by the Applicant as required under the provisions of the Ordinances cited above;

NOW, THEREFORE,

SECTION 1. PURPOSES

The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of its duties.

SECTION 2. ESCROW ESTABLISHED

The Applicant hereby creates an escrow to be established within the Controller of the Township.

SECTION 3. ESCROW FUNDED

The Applicant, upon execution of this agreement, shall pay to the Township such sums as are required by Ordinance to be deposited in the repository referred to in Section 2.

SECTION 4. INCREASE IN ESCROW FUND

If, during the existence of this Escrow Agreement, the funds held by the escrow shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Director of the Department of Community Development or the Director's designee. The Applicant shall, within fourteen (14) days of receipt of written notice, deposit additional sums with the escrow holder to cover the amount of the deficit referred to above and such additional amount reasonably anticipated by the Director needed to complete the application process. **Additionally, until such funds are fully replenished, no further consideration, review, processing of any pending application shall be permitted by the Planning Board or Zoning Board, nor shall any further inspections be performed by or on behalf of the Township until such additional escrow has been deposited.** Failure to post sufficient escrow funds to cover costs incurred or anticipated shall toll the period for action by the approving authority, as required by *N.J.S.A. 40:55D-1 et seq* and particularly *N.J.S.A. 40:55D-51* and *N.J.S.A. 40:55D-73* thereby barring an applicant from seeking a default approval under *N.J.S.A. 40:55D-10.4*.

The written notice referred to in this paragraph shall be sent to:

NAME

ADDRESS

EMAIL

ADDRESS

Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after mailing. The notice required under this paragraph shall be in the form of a Project Account Statement sent from Office of the Controller.

After a period of forty five (45) days from the notice from the Township, the applicant's failure to deposit the additional funds shall be grounds for denial of the application or for dismissal of the application without prejudice. In the event the Board approves the application, the obligation to pay for professional plan reviews fees by depositing the funds in escrow shall be a condition of the approval granted by the Board. If the escrow funds are depleted, after the application is filed or granted, the applicant shall pay additional funds upon

demand within the aforementioned fourteen (14) day period. The failure to pay, the demanded funds may also result in a voiding of any prior approvals upon due notice to the applicant by the Board. In addition to the foregoing, the Applicant hereby agrees that in the event the reasonable and necessary amounts charged by the professionals for review of the application are not paid, the outstanding fees shall be deemed a lien on the above-described property and shall be collectable as in the case of taxes by the adoption of a resolution by the Township governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement. Negative escrow balances shall incur interest at 1.5% per month.

In the event of the sale or transfer of property which is the subject of a development application or a change in the identity of the applicant, all funds on deposit pursuant to this agreement shall run with the development application affecting the property in questions and shall be considered to be the asset and/or obligation of any subsequent owner or applicant unless the initial owner or applicant provides written notice to the approving authority, and to the professionals providing review services, that the initial owner or applicant has specifically reserved ownership rights of the escrow account. In the event such a notice is received by the Township officials and professionals, no further review shall be undertaken by relevant professionals until the new or subsequent owner or applicant has established an escrow account and signed an escrow agreement.

SECTION 5. TIME OF PAYMENT

The professionals referred to in this Agreement, upon the conclusion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the Township for vouchers of the type and kind referred to under this paragraph. Said vouchers shall include the amounts of all fees and costs incurred as a result of the services set forth under Section 1 of this Agreement.

SECTION 6. PAYMENTS FROM ESCROW FUNDS

The Director or designee shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this Agreement. Upon making a determination that said services have been performed properly, the Director or his designee shall process said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Township. At the conclusion of this processing, the amounts specified in said vouchers shall be paid by the escrow holder from the escrow established pursuant to this agreement.

SECTION 7. APPLICANT NOTIFICATION TO DISPUTE CHARGES

Pursuant to *N. J. S. A. 40:55D -53. et seq.* applicants shall notify in writing Cherry Hill Township, Department of Community Development, and the professional whenever applicants disputes the charges made by a professional for service rendered to the municipality in reviewing applications for development, review and preparation of documents, inspection of improvements, or other charges made. The Township, or its designee, shall within a reasonable time period attempt to mediate any disputed charges. If the matter is not resolved to the satisfaction of the applicant, the applicant may appeal to the Camden County Construction Board of Appeals.

SECTION 8. RETURN OF UNUSED ESCROW FUNDS

Escrow funds cannot be refunded for at least one hundred twenty (120) days from the time of a final decision of the Planning or Zoning Board. After one hundred twenty (120) days, a request to refund unused escrow may be made by letter.

IN WITNESS WHERE OF, the parties hereto have set their hands and seals the date first written above.

SIGNATURE (*Applicant**)

** If the applicant is a corporation, this signature must be attested to by an attorney.*

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See specific instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Apply to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number													
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Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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 (IRS) 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; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, 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. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is Backup Withholding*, later.

F E E S C H E D U L E

APPLICATION TYPE	FILING FEE	REVIEW ESCROW
VARIANCES		
"A" Variance (Appeal)		
Residential	\$50.00	\$1,000.00
Non-Residential	\$100.00	\$1,500.00
"B" Variance (Interpretation): Certificate of Non-Conformity, Building Permit in Mapped Street		
Residential	\$50.00	\$1,500.00
Non-Residential	\$100.00	\$2,000.00
"C" Variance (Bulk)		
Residential	\$200.00	\$1,500.00 (initial) \$200.00 (each additional)
Non-Residential	\$500.00	\$2,000.00 (initial) \$250.00 (each additional)
"D" Variance (Use)		
Residential	\$300.00	\$1,500.00 (initial) \$200.00 (each additional)
Non-Residential	\$500.00	\$2,000.00 (initial) \$250.00 (each additional)
SUBDIVISION PLANS		
Minor Subdivision Plan	\$300.00 + (\$50.00/lot)	\$1,500.00/lot
Preliminary Major Subdivision Plan		
Up to 30 lots	\$500.00 (+ \$50.00/lot)	\$2,000 + (\$500.00/lot)
31 lots or more	\$500.00 (+ \$50.00/lot)	\$10,000 + (\$100.00/lot)
Final Major Subdivision Plan		
Up to 30 lots	\$500.00 (+ \$50.00/lot)	\$1,000 + (\$300.00/lot)
31 lots or more	\$500.00 (+ \$50.00/lot)	\$5,000 + (\$50.00/lot)
Preliminary & Final Major Subdivision Plan		
Up to 30 lots	\$800.00 (+ \$50.00/lot)	\$3,000 + (\$800.00/lot)
31 lots or more	\$800.00 (+ \$50.00/lot)	\$15,000 + (150.00/lot)
Amended Subdivision Plan	\$300.00	50% of preliminary escrow
ADDITIONAL FEES		
Property Owners List	\$0.25/name or \$10.00, whichever is greater.	
Publication of Decision	\$60.00	-
Submission and/or Design Waiver	-	\$100.00
Grading Plan Checklist Review (Projects involving a coverage increase over 500 SF)	\$100.00	\$1,000.00
PERMITS		
Residential Zoning Permit	\$50.00	-

**Separate checks should be provided for each required fee payable to the 'Township of Cherry Hill'.*

OWNERSHIP DISCLOSURE STATEMENT
 (Only complete this form if the property is owned by a corporation, partnership, LLC, or LLP)

NAME OF CORPORATION, PARTNERSHIP, LLC, OR LLP: _____

Listed below are the names and addresses of all owners of 10% or more of the stock/interest* in the above referenced corporation, partnership, limited liability corporation (LLC) or limited liability partnership (LLP):

	NAME	ADDRESS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

*If a corporation or a partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, and this requirement shall be followed until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% ownership criterion established have been listed.

SWORN & SUBSCRIBED to before me this _____ Day of _____, 20____(year) _____ (Notary)

SIGNATURE (OFFICER/PARTNER)	DATE
TITLE	

PROPERTY LIST REQUEST

I am requesting a list of property owners within two hundred (200') feet of the following subject property:

ADDRESS: _____

OWNER: _____

BLOCK(S): _____ LOT(S): _____

DATE: _____ APPLICATION No.: _____

REQUESTOR'S NAME: _____

ADDRESS: _____

EMAIL: _____ PHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

A fee of \$10.00 or \$.25/name is required, whichever is greater. Checks or money orders made payable to 'The Township of Cherry Hill' can be submitted to the Department.

FEE RECEIPT No.: _____

PLEASE NOTE

The following pages do not need to be completed at this time and are being provided for advance informational purposes only. The Department of Community Development will assist you with the language that is required for all public notices (pages 16-20) once the application has been deemed complete and a meeting date is scheduled to be heard at the Zoning Board. Furthermore, the Department will let you know when it is appropriate to submit the *optional* Consent to Assume Liability form (page 21) and the Zoning Permit application (pages 22-24).

NOTICE OF HEARING (Form ZB 1)
(FOR VIRTUAL HEARINGS ONLY)

To Property Owners within 200 feet of Subject Parcel to be heard before the Zoning Board:

PLEASE TAKE NOTICE that in accordance with the requirements of the Cherry Hill Township Ordinances, New Jersey Municipal Land Use Law N.J.S.A. 40:55D-12, and N.J.S.A. 35:3-1, et seq., you are hereby notified that an application has been filed by the undersigned with the Zoning Board of Adjustment Administrator, Township of Cherry Hill, 820 Mercer Street, Cherry Hill, New Jersey. The specific nature of the application and requested relief is detailed further below. The application plans and documents will be available for examination and review free of charge at least ten (10) days before the hearing on the Department of Community Development's ("Department") webpage at <https://www.chnj.gov/117/Zoning-Board-of-Adjustment>. You may contact the Department at (856) 488-7870 or the Zoning Board of Adjustment Secretary by email at boardsecretary@chnj.gov, for definitive information on consideration of the application.

PLEASE TAKE FURTHER NOTICE that in accordance with the Open Public Meeting Act, N.J.S.A. 10:4-6, et seq., a Public Hearing will be conducted before the Zoning Board of Adjustment in connection with this application **fully remote by way of a Zoom Webinar in lieu of an "in-person" meeting** on the _____ day of _____, 20___. **Caucus will begin at 7:00 PM and the meeting/hearing will begin at 7:30 PM.**

PLEASE TAKE FURTHER NOTICE that members of the public will have full access to the meeting/hearing, and will also be able to give public comment, present objections, and/or cross-examine witnesses on the application being heard by the Zoning Board of Adjustment, through Zoom or telephone by following the below directions:

Time: 07:00 PM Eastern Time (US and Canada)

Topic: Cherry Hill Zoning Board of Adjustment Meeting/Hearing

By Computer, Tablet, Smart Device, and/or Internet Browser:

<https://zoom.us/j/771740704>

By Telephone: Dial:

US: 1 (312) 626-6799 (International numbers available: <https://zoom.us/j/axWQVK36u>)

Webinar ID: 771 740 704

PLEASE TAKE FURTHER NOTICE that any exhibits the undersigned intends to introduce during the hearing will be posted for the public on the Department's webpage at <https://www.chnj.gov/117/Zoning-Board-of-Adjustment> at least two (2) days prior to the aforementioned scheduled hearing and also presented during the remote hearing.

PLEASE TAKE FURTHER NOTICE that members of the public lacking the resources or know-how for technological access should contact the Zoning Board of Adjustment Secretary by email at boardsecretary@chnj.gov or by phone at 856-488-7870, for assistance in accessing the application, plans, exhibits, agenda, and/or the hearing.

PROPERTY INVOLVED:

APPLICATION No.: _____

STREET ADDRESS: _____

TOWNSHIP TAX MAP PLATE: _____ BLOCK(S): _____ LOT(S): _____

PRESENT USE: _____

PROPOSED USE: _____

ZONING DISTRICT: _____

NATURE OF RELIEF OR VARIANCES REQUESTED: _____

and any other variances, waivers or approvals deemed necessary by the Zoning Board of Adjustment.

PLEASE TAKE FURTHER NOTICE that said Zoning Board of Adjustment may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Zoning Board of Adjustment Secretary concerning such adjournments, postponements, or continuations.

APPLICANT

APPLICANT'S ADDRESS

P U B L I C N O T I C E (Form ZB 3)
(FOR VIRTUAL HEARINGS ONLY)
TOWNSHIP OF CHERRY HILL ZONING BOARD OF ADJUSTMENT
820 MERCER STREET, CHERRY HILL, NEW JERSEY

PLEASE TAKE NOTICE that pursuant to P.L. 2025, c.72 (N.J.S.A. 35:3-1 et seq.), if legal notice is required for an application, the notice should be published on the Cherry Hill Zoning Board webpage as set forth below at least ten (10) days prior to the scheduled hearing date. Applicants are also required to publish a notice of decision after the adoption of a resolution by the Zoning Board of Adjustment. Below is the information for providing said notice and sample format for legal notices:

PLEASE BE ADVISED THAT CHERRY HILL REQUIRES SUBMISSION OF LEGAL NOTICES AT LEAST THREE (3) BUSINESS DAYS PRIOR TO THE DATE TO BE PUBLISHED.

SAMPLE PUBLIC NOTICE

PLEASE TAKE NOTICE that the undersigned has applied to the Zoning Board of the Township of Cherry Hill for relief from: _____

and any other variances, waivers or approvals deemed necessary by the Zoning Board.

On property located at: _____ and

more specifically known as Block(s): _____ Lot(s): _____ Plate #: _____

Application # _____ Zoning District: _____

Present Use: _____ Proposed Use: _____

PLEASE TAKE FURTHER NOTICE that in accordance with the requirements of the Cherry Hill Township Ordinances, New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-1, et seq., and N.J.S.A. 35:3-1 et seq., you are hereby notified that an application has been filed by the undersigned with the Zoning Board of Adjustment Administrator. The application plans and documents will be available for examination and review free of charge at least ten (10) days before the hearing on the Department of Community Development’s (“Department”) webpage at <https://www.chnj.gov/117/Zoning-Board-of-Adjustment> and, after March 1, 2026 with the New Jersey Secretary of State Legal Notices internet webpage established for this purpose. You may contact the Department at (856) 488-7870 or the Zoning Board of Adjustment Secretary by email at boardsecretary@chnj.gov, for definitive information on consideration of the application.

PLEASE TAKE FURTHER NOTICE that in accordance with the Open Public Meeting Act, N.J.S.A. 10:4-6, et seq., a Public Hearing will be held **fully remote by way of a Zoom Webinar in lieu of an “in-person” meeting** on the _____ day of _____, 20___. **Caucus will begin at 7:00 PM and the meeting/hearing will begin at 7:30 PM.**

PLEASE TAKE FURTHER NOTICE that members of the public will have full access to the meeting/hearing, and will also be able to give public comment, present objections, and/or cross-examine witnesses on the application being heard by the Zoning Board of Adjustment, through Zoom or telephone by following the below directions:

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By Telephone: Dial:

US: 1 (312) 626-6799 (International numbers available: <https://zoom.us/j/axWQVK36u>)

Webinar ID: 771 740 704

PLEASE TAKE FURTHER NOTICE that any exhibits the undersigned intends to introduce during the hearing will be posted for the public on the Department's webpage at <https://www.chnj.gov/117/Zoning-Board-of-Adjustment> at least two (2) days prior to the aforementioned scheduled hearing and also presented during the remote hearing.

PLEASE TAKE FURTHER NOTICE that members of the public lacking the resources or know-how for technological access should contact the Zoning Board of Adjustment Secretary by email at boardsecretary@chnj.gov or by phone at 856-488-7870, for assistance in accessing the application, plans, exhibits, agenda, and/or the hearing.

PLEASE TAKE FURTHER NOTICE that said Zoning Board of Adjustment may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Zoning Board of Adjustment Secretary concerning such adjournments, postponements, or continuations.

APPLICANT

ADDRESS

C O N S E N T T O A S S U M E L I A B I L I T Y
Relative to (45 day) Time Frame for Appeal

PROPERTY INVOLVED:

APPLICANT'S NAME: _____

PROPERTY ADDRESS: _____ BLOCK(S): _____ LOT(S): _____

APPLICATION No.: _____

NATURE OF RELIEF OR VARIANCES REQUESTED: _____

The undersigned applicant, or attorney on behalf of the applicant, hereby acknowledges that the time frame for appeal of the decision of the Cherry Hill Township Zoning Board, relative to the above mentioned application, has not expired pursuant to *N.J.S.A. 40:55D-17*. The applicant agrees that he/she will not hold Cherry Hill Township liable for any damages arising from the use of the property prior to the appeal period having expired.

SIGNATURE (APPLICANT / ATTORNEY)

DATE



FOR OFFICE USE ONLY:

Residential Zoning Permit Application \$50.00 Application Fee

You couldn't pick a better place.

APPLICATION No.: _____ DATE SUBMITTED: _____ DATE PROCESSED: _____

ADDRESS: _____ BLOCK(S): _____

ZONE: _____ LOT(S): _____

PROPOSED IMPROVEMENTS AND/OR USE (be specific): (Ex.: Fence, Inground Pool, Home Occupation, Etc.)

For common residential construction projects, please complete the following as applicable.

Deck: _____ X _____ X _____ Setbacks _____ - _____ - _____ - _____ Roof Cover _____
Length Width Height Front Rear Side Side 2/2nd Front Yes/No

Driveway: Replacement/Expansion _____ X _____ Setbacks _____
Length Width Side

Fence: _____
Material Height

Garage: _____ X _____ X _____ Attached _____ Setbacks _____ - _____ - _____ - _____
Length Width Height Yes/No Front Rear Side Side 2/2nd Front

Generator*: _____ X _____ X _____ Setbacks _____ - _____ - _____
Length Width Height Front Rear Side

New Dwelling/Addition: _____ X _____ X _____ Setbacks _____ - _____ - _____ - _____
Length Width Height Front Rear Side 1 Side 2/2nd Front

Patio: _____ X _____ Setbacks _____ - _____ - _____ - _____ Roof Cover _____
Length Width Front Rear Side Side 2/2nd Front Yes/No Height

Pool*: _____ X _____ Setbacks _____ - _____ - _____ - _____ Depth _____
Length Width Front Rear Side Water Edge to Home Foundation

Shed (Greenhouse, Cabana, Etc.):** _____ X _____ X _____ Setbacks _____ - _____
Length Width Height Rear Side

Solar Panels: _____ _____ Panels Will Not Exceed Roof's Edge
of Panels Height Off of Roof

Other: _____

Please feel free to add supplemental documentation if not enough space is provided on this form

*Only permitted in side and rear yards **Only permitted in rear yard

Will TREES be removed? YES NO

If yes, have you applied for or received a tree removal permit? YES NO

Was Planning Board or Zoning Board approval required for this improvement and/or property?

YES NO If Yes, what is the APPLICATION No.: _____ DATE APPROVED? _____

APPLICANT SAME AS OWNER

OWNER

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CITY, STATE, ZIP: _____

EMAIL: _____

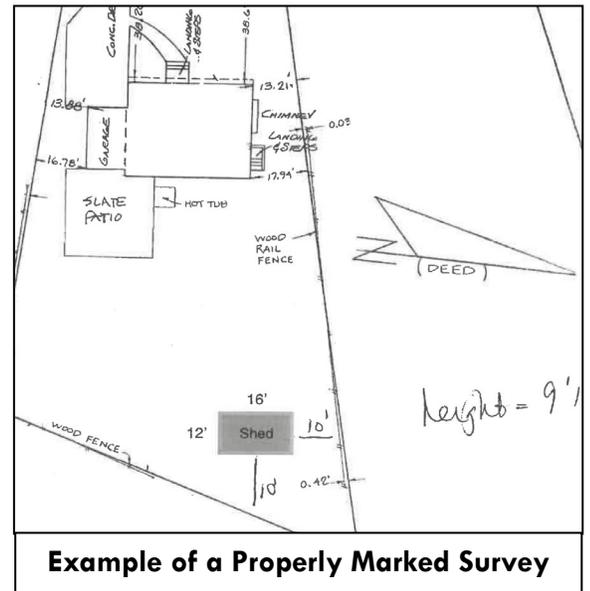
EMAIL: _____

PHONE: _____

PHONE: _____

PROCESS

1. An incomplete application will delay the issuance of your zoning permit. The Zoning Permit application must be fully completed, including the following: name and contact information of owner and applicant, if different; the applicable dimensions and setbacks (distance from property line to a structure) for proposed work; a marked survey, or plot plan showing area of improvement with the dimensions and applicable setbacks; and a completed notarized consent of owner if the applicant is not the owner of record. Surveys or plans should show the existing conditions of the property. If you do not have a survey or plot plan please contact the department.
2. **ZONING APPLICATIONS HAVE A TEN (10) BUSINESS DAY REVIEW PERIOD. PLEASE ALLOW THE FULL TEN BUSINESS DAYS BEFORE REACHING OUT TO INQUIRE ABOUT THE STATUS.** Within ten business days from the receipt of the application, department staff will notify the applicant if more information/ documentation is needed or required; or, they will issue a zoning permit.
3. Payment is due at the time of application. Payments in the form of checks or money orders, made payable to the 'Township of Cherry Hill', can be accepted in the office. Cash is accepted in person, but please allow for processing time, or, a payment link can be sent to the applicant/owner. Per §901 of the Zoning Ordinance, a \$50.00 application fee is required.



POST APPROVALS

- Due to the specific nature of a Zoning Permit, you will be advised if the following additional permits are required:
- Building Permits are available in the Department of Code Enforcement/Construction (Room 205).
 - Tree Removal Permits are available at no cost in the Department of Public Works (1 Perina Boulevard).
 - Right-of-Way (ROW) permits are available in the Department of Engineering (1 Perina Boulevard).
 - New single-family dwellings may require a Housing Impact Fee (HIF) which will be calculated during the permit review.

