



**Borough of Rumson**  
BOROUGH HALL  
80 East River Road  
Rumson, New Jersey 07760-1689

Rumsonnj.gov

## **ZONING BOARD OF ADJUSTMENT** **VARIANCE APPLICATION INSTRUCTIONS**

\*\*\* MIN. FIFTEEN (15) DAYS PRIOR TO THE MEETING DATE, THE FOLLOWING \*\*\*  
\*\*\* DOCUMENTATION MUST BE FILED WITH THE BOARD SECRETARY \*\*\*

- |   |                  |
|---|------------------|
| 1. Denial Letter from the Land Use & Development Official.  | <b>12 COPIES</b> |
| 2. Completed Application Form   | <b>12 COPIES</b> |
| 3. Survey(s), Architectural Plan and Plot Plan. <u>Survey</u> must be prepared by a licensed professional current and show the property in its existing condition. <u>Architectural</u> Plans must include all elevations. <u>Plot plan</u> must include bulk schedule, setbacks and all proposed improvements. | <b>12 COPIES</b> |
| 4. <u>PDF files</u> of #3 above.  | <b>E-Files</b>   |
| 5. Consent Form, if applicant is NOT the owner (Must be notarized).   | <b>1 COPY</b>    |
| 6. Copy of the intended Public Notice (Example attached).   | <b>1 COPY</b>    |
| 7. Obtain list of all property owners within 200 feet of your property, as well as public utilities. Contact the Board Secretary for this information.  | <b>1 COPY</b>    |
| 8. Proof of current taxes ( <a href="https://www.rumsonnj.gov/finances">https://www.rumsonnj.gov/finances</a> )   | <b>1 COPY</b>    |
| 9. Variance Application Fees Paid.  | <b>1 COPY</b>    |
| Escrow Fee Paid.  |                  |
- SEPARATE CHECKS, MADE OUT TO THE BOROUGH OF RUMSON**

**At this point, the application can be reviewed for completeness and, if deemed complete, will be given a tentative Hearing Date before the Board.**

---

- |   |               |
|---|---------------|
| 10. After receiving a Hearing date (and a MINIMUM of TEN (10) calendar days prior to the hearing):  |               |
| • A copy of the Public Notice must be sent BY CERTIFIED MAIL to all property owners, and utilities. ( <b>SUBMIT all GREEN &amp; WHITE SLIPS with the Affidavit of Service</b> ) |               |
| • Public Notice must be published in the Asbury Park Press or the Two River Times   |               |
| 11. Affidavit of Service, must be notarized   | <b>1 COPY</b> |
| 12. Affidavit of Publication from the newspaper   | <b>1 COPY</b> |

**\* Failure to meet the 10-day min. requirement will result in the cancellation of the Hearing \***

---

\*\*\* An applicant may request a Waiver from submitting any of the Submission Requirements, in writing (provide reason) and submitted at the time of the application submission. The request for waiver will be reviewed by the Board at the next meeting and applicant will be notified of the Board's decision \*\*\*

\*\*\* Applications approved by the Board will be memorialized at the following meeting. It is the responsibility of the Applicant to make arrangements to post the Notice of Decision within 30 days of the Resolution \*\*\*

\*\*\* Plans that have been approved and memorialized by Resolution by the Board cannot be modified without further approval by the Board \*\*\*



**Borough of Rumson**  
BOROUGH HALL  
80 East River Road  
Rumson, New Jersey 07760-1689

**Rumsonnj.gov**

## **ZONING BOARD OF ADJUSTMENT**

### **APPLICATION TIMELINE**

Rumson Zoning Board Case #: \_\_\_\_\_

*(Assigned at 1st hearing)*

- Permit Application Denied: \_\_\_\_\_
- Board Application Received: \_\_\_\_\_
- Review for Completeness: \_\_\_\_\_  
(Max 45 days)
- Scheduled Hearing Date: \_\_\_\_\_  
(Max 120 days from #3)
- Date of Decision: \_\_\_\_\_
- Resolution Memorialized: \_\_\_\_\_  
(Max 120 days from #3)
- Resolution sent to Applicant: \_\_\_\_\_  
(Within 2 weeks)
- Public Notice of Decision: \_\_\_\_\_  
(Within 30 days of signed Resolution)
- Appeal Period Complete: \_\_\_\_\_  
(45 days after Public Notice)
- Date of Resolution Expiration: \_\_\_\_\_  
(One year after memorialization)



**Borough of Rumson**  
BOROUGH HALL  
80 East River Road  
Rumson, New Jersey 07760-1689  
rumsonnj.gov

## APPLICATION TO THE ZONING BOARD OF ADJUSTMENT

---

Name of Applicant	Email	Phone Number
-------------------	-------	--------------

---

Property Address	Block	Lot
------------------	-------	-----

---

Name of Owner (IF NOT APPLICANT)  
*A corporation, S-Corp, LLC or LLP MUST be represented by a licensed attorney in the State of New Jersey.*

---

Applicant's Attorney and contact information (if any)

---

Applicant's Architect and contact information (if any)

---

Applicant's Engineer and contact information (if any)

---

Signature of Applicant or Agent	Date
---------------------------------	------

---

*Proposed plan*

---

---

---

---

*Hardship Encountered*

---

---

---

---

*Variances Requested*

---

---

---



**Borough of Rumson**  
BOROUGH HALL  
80 East River Road  
Rumson, New Jersey 07760-1689  
rumsonnj.gov

**BOROUGH OF RUMSON**

**ZONING BOARD OF ADJUSTMENT CONSENT FORM**

IF THE APPLICANT IS NOT THE OWNER, THE OWNER MUST COMPLETE THIS FORM AND BE SUBMITTED WITH THE APPLICATION.

I, \_\_\_\_\_, being duly sworn, certify that I am the owner of the property which is the subject of this application. I have authorized the applicant to make this application and I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

Therefore, permission is granted to \_\_\_\_\_, to present the proposed development plans.

Authorization is hereby given to the Borough of Rumson Board Members to inspect all or any part of the subject property with respect to any matters relating to the application.

\_\_\_\_\_  
Owners Signature

Sworn to and subscribed  
before me on the \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

(SEAL)



**Borough of Rumson**  
BOROUGH HALL  
80 East River Road  
Rumson, New Jersey 07760-1689

**Rumsonnj.gov**

**Borough of Rumson**  
**Zoning Board of Adjustment**

**Public Notice**  
**(Example)**

Please take notice that on \_\_\_\_\_ at 7:30 pm at the Rumson Municipal Building, 80 East River Road, Rumson, New Jersey, the Zoning Board of Adjustment of the Borough of Rumson will hold a public hearing on the application of \_\_\_\_\_ at which time all interested persons will be given an opportunity to be heard.

The location of the premise in question is in the \_\_\_\_\_ Zone as shown on the Borough Tax Map, Block \_\_\_\_, Lot \_\_\_\_ and commonly known as \_\_\_\_\_ Rumson, New Jersey.

The Applicant is applying for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All persons interested in this application will be given ample opportunity to be heard at the above. A copy of the application and supporting documents are on file at the Rumson Municipal Building, 80 East River Road, Rumson, New Jersey and can be examined on the Borough Website ([www.rumsonnj.gov](http://www.rumsonnj.gov)) under the "Government" tab, then selecting "Zoning Board".

By: Applicant's Name

Dated: \_\_\_\_\_



**Borough of Rumson**  
BOROUGH HALL  
80 East River Road  
Rumson, New Jersey 07760-1689

Rumsonnj.gov

**BOROUGH OF RUMSON**

**200 Foot Property Owners List**

I submit this request for a certified list of property owners within two-hundred (200') feet of:

Address \_\_\_\_\_

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

**Requestor's Information**

Requestor's Name \_\_\_\_\_

Requestor's Address \_\_\_\_\_

Requestor's Phone \_\_\_\_\_

Requestor's Email \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

The completed list will be produced/forwarded within 7 days of receipt and upon fee payment pursuant to NJ Statutory requirements. The list will be emailed unless requested otherwise.

A fee in the form of a check of ten dollars (\$10.00) payable to the Borough of Rumson is required. If the request is part of a Planning or Zoning Board Application, the fee included is the application fee.

---

**For Office Use Only**

**DATE REQUEST RECEIVED**

**\$10.00 Fee Received**    \_\_\_ Check #    \_\_\_ Cash

**List Forwarded**        \_\_\_ Mailed        \_\_\_ Emailed        \_\_\_ Picked Up

**Date:**



**Borough of Rumson**  
BOROUGH HALL  
80 East River Road  
Rumson, New Jersey 07760-1689  
rumsonnj.gov

**ZONING BOARD OF ADJUSTMENT  
AFFIDAVIT OF SERVICE**

**STATE OF NEW JERSEY  
COUNTY OF MONMOUTH**

I, \_\_\_\_\_, being duly sworn in according to law, upon my oath depose and say:

At least ten (10) days prior to \_\_\_\_\_ 20\_\_, the hearing date set for the application of:

\_\_\_\_\_, to the Rumson Zoning Board of Adjustment for a variance, gave notice, by certified mail, to each of the property owners whose names and addresses are attached hereto of said application dated \_\_\_\_\_ 20\_\_.

Said notice was sent to the last known mailing address as shown on the most recent tax list of the municipality in which their property is located.

A copy of said notice is attached hereto and made part hereof.

\_\_\_\_\_  
Applicant

Sworn to and subscribed  
before me on the \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

(SEAL)



**Borough of Rumson**  
BOROUGH HALL  
80 East River Road  
Rumson, New Jersey 07760-1689

**Rumsonnj.gov**

## **ZONING BOARD OF ADJUSTMENT** **VARIANCE APPLICATION INSTRUCTIONS**

\*\*\* AFTER ZONING BOARD DECISIONS \*\*\*

1. A Resolution will be memorialized at the next scheduled Zoning Board of Adjustment meeting. Meetings for the year are on the Zoning Board website.
2. The applicant will receive a copy of the signed Resolution approximately 7 days after it is memorialized.
3. In accordance with the Borough Ordinance 22-3.3e (5), It is the responsibility of the Applicant to make arrangements to post the Notice of Decision within 30 days of the memorialization of the Resolution. *Failure to publish shall render approvals null and void.* (Example attached).
4. Provide a copy of the published Notice of Decision and the Affidavit of Publication to the Zoning Board Secretary before moving forward.
5. The Zoning process begins again with a new complete Land Use & Development Permit application, a complete set of plans that were approved by the Rumson Zoning Board of Adjustment and a copy of the Resolution.
6. At a date commencing with the Public Notice of Decision, there is a 45-day public appeal period. The applicant may use this time to submit:
  - A new Land Use & Development Permit application, a complete set of plans that were final approved by the Zoning Board and a copy of the Resolution.
  - Engineering plans for Grading, Wetlands, Stormwater Management, and Floodplains Management approval.
  - Landscape plans (required for all new SFH) and Tree Removal permits.
  - It is upon the applicant to confirm whether additional permitting is required from other outside agencies.
7. At the end of the 45-day appeal period the applicant may request a refund of any remaining funds in Escrow by completing a Request For Release Of Escrow.

---

\*\*\* Plans that have been approved and memorialized by Resolution by the Board  
Cannot be modified without further approval by the Board \*\*\*





**Borough of Rumson**  
BOROUGH HALL  
80 East River Road  
Rumson, New Jersey 07760-1689

Rumsonnj.gov

**Borough of Rumson**  
**Zoning Board of Adjustment**

**Notice of Decision**  
**(Example)**

Please take notice that on \_\_\_\_\_ the Zoning Board of Adjustment of the Borough of Rumson formally adopted a resolution memorializing the action of the Board taken at its \_\_\_\_\_, granting

\_\_\_\_\_ approval to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The location of the premise in question is in the \_\_\_\_\_ Zone as shown on the Borough Tax Map, Block \_\_\_\_, Lot \_\_\_\_ and commonly known as \_\_\_\_\_ Rumson, New Jersey.

Please be advised that a copy of the above referenced Resolution is on file with the Zoning Board of Adjustment at the Rumson Municipal Building, 80 East River Road, Rumson, New Jersey and are available for inspection during regular business hours.

By: \_\_\_\_\_

Dated: \_\_\_\_\_



**Borough of Rumson**  
BOROUGH HALL  
80 East River Road  
Rumson, New Jersey 07760-1689

Rumsonnj.gov

**Borough of Rumson**  
**Zoning Board of Adjustment**

**REQUEST FOR RELEASE OF ESCROW**

Please take notice that on \_\_\_\_\_, the Zoning Board of Adjustment of the Borough of Rumson formally adopted a **Resolution** # \_\_\_\_\_ memorializing the action of the Board for:

Re: (Name) \_\_\_\_\_

(Address) \_\_\_\_\_, Rumson, New Jersey.

Block \_\_\_\_, Lot \_\_\_\_, Zone \_\_\_\_

As required, the **Notice of Decision** was advertised in the (APP / Two River Times) on (Date) \_\_\_\_\_ and the Affidavit of Publication was forwarded to the Zoning Board Secretary. The 45-day appeal period was concluded on (Date) \_\_\_\_\_.

At this time, the undersigned hereby requests the release the remainder of the initial Escrow Fund to be refunded to:

\_\_\_\_\_ Same as Above

\_\_\_\_\_ (Name) \_\_\_\_\_

(Address) \_\_\_\_\_

\_\_\_\_\_

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

Dated: \_\_\_\_\_