



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

ZONING BOARD OF ADJUSTMENT VARIANCE APPLICATION INSTRUCTIONS

*** VARIANCE APPLICATION FEES MUST BE PAID AT THE TIME OF SUBMISSION ***
*** CHECKS ARE TO BE MADE PAYABLE TO THE BOROUGH OF RUMSON ***

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

1. Rejection Letter from the Land Use & Development Official 12 COPIES
2. Completed Application Form 12 COPIES
3. Obtain list of all property owners within 200 feet of your property, as well as public utilities. A copy of the Public Notice should be sent to all property owners, and utilities, at least TEN (10) calendar days prior to the meeting.
Please contact the Board Secretary for this information. ALL CERTIFIED MAIL RECEIPTS (GREEN & WHITE SLIPS) MUST BE RETURNED WITH YOUR APPLICATION.
4. Survey(s), Architectural Plan and Plot Plan. 12 COPIES
Survey must be prepared by a licensed professional current and show the property in its existing condition.
Architectural Plans must include all elevations. Plot plan must include bulk schedule, setbacks and all proposed improvements.
5. Copy of the Public Notice. Must be published in the Asbury Park Press or the Two River Times. 1 COPY
NO LESS THAN TEN (10) DAYS PRIOR TO THE MEETING DATE.
6. Affidavit of Service, must be notarized. 1 COPY
7. Affidavit of Publication from the newspaper. 1 COPY
8. Proof of current taxes. 1 COPY
9. Consent Form, if applicant is NOT the owner. Must be notarized. 1 COPY

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

*** Applications approved by the Board will be memorialized at the following meeting ***

*** After expiration of the 45-day appeal period, an applicant may proceed with construction ***



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APPLICATION TO THE ZONING BOARD OF ADJUSTMENT

Name of Applicant	Email	Phone Number
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Property Address	Block	Lot
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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
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Proposed plan

Variances requested



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**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)



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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)