HARTLEY DODGE MEMORIAL BUILDING
BOROUGH OF MADISON, NJ

BOROUGH OF MADISON
ZONING BOARD OF ADJUSTMENT

Instructions for Property Owners Requesting Variances

This application package consists of the following forms:

- Application Fee Schedule
- Application form
- Check list
- Certification in Lieu of Oath
- Tax and Assessment Payment Form
- Notice to be Published in Official Newspaper
- Sample Copy of Notice
- Affidavit of Service
- Request for a 200 foot list
- Zoning Requirements & Identification of Variances
- Permission Form for Board Members to Enter the Property

1. Applicant must submit original and fourteen (14) copies of the application, properly completed.
2. Applications must be filed 15 days prior to the date of the hearing.
3. The following documents must be submitted with the application:
    a. Fifteen (15) copies of a survey, drawn to scale, showing existing structure and proposed additions/changes. Survey must also show existing and proposed front yard, side yard and rear yard setbacks. In cases where a variance for impervious lot coverage or principal building coverage is required, the survey must also show existing and proposed impervious lot coverage and principal building coverage. Surveys shall not be more than ten (10) years old.
    b. Fifteen (15) copies of letter of denial by Zoning Officer.
    c. Original and fourteen (14) copies of certification in lieu of oath.

d. Original and fourteen (14) copies of sealed plans of the proposed addition or changes. If the application involves a single-family owner-occupied dwelling, the owner may draw up the plans.
e. Original and one copy of Tax and Assessment Payment form.
f. Original checklist, with items checked off where applicable.
g. Sample copy of notice, completed, with the exception of date of hearing.
h. Notice to be published in newspaper, completed, with the exception of date of hearing.
i. Fifteen (15) copies of the 200 foot list.
j. Fifteen (15) copies of the Permission form for board members to be permitted on the property.

4. Payment must be made when application is submitted.
5. The applicant will be given a date for a public hearing when the application is deemed complete by the Zoning Board Secretary.

6. At least fourteen (14) days prior to the public hearing, the applicant shall give written notice in the following manner:
    a. By publication in the official newspaper of the Borough (The Madison Eagle).
    b. To all property owners within 200 feet. A certified list of property owners can be obtained from the Assessor's Office with a fee of $10. Notice must be given by personal service or certified mail.
    c. In cases involving property situated within 200 feet of an adjoining municipality, a certified 200 foot list must be obtained from that municipality. Notice must also be given to the Clerk of that municipality. Notice must be given by personal service or certified mail.
    d. To the gas, telephone and cable utility companies listed in the Borough of Madison in accordance with State law.
    e. To the Morris County Planning Board, in cases involving property adjoining a County road. Notice must be given by personal service or certified mail.
    f. To the Commissioner of Transportation of the State of New Jersey when the property abuts a state highway. Notice must be given by personal service or certified mail.
7. At least three (3) days before the hearing, the applicant shall submit to the Board Secretary a copy of the newspaper notice and a copy of the Proof of Service, duly completed and notarized, together with the certified mail receipts, stamped by the Post Office.
8. It is helpful, but not required, that photos of the property be brought to the Board hearing.