

PROCEDURES FOR ZONING HEARING BOARD APPLICATIONS

1. The Zoning Hearing Board Application for an INTERPRETATION and/or a VARIANCE shall be accompanied by three (3) completed and signed sets of the Zoning Application along with nine (9) sets of the plot plan drawn to scale.

2. The Zoning Hearing Application for a SPECIAL EXCEPTION shall be accompanied by three (3) completed and signed sets of the application along with nine (9) sets of the Site Plan and the completed Site Plan Submission Checklist (a copy of which is attached to the Zoning Hearing Application). All Zoning Hearing Applications for a SPECIAL EXCEPTION must be reviewed by the Planning Commission prior to the Zoning Hearing.

3. A check, in the following amounts depending on the Hearing as per the Plainfield Township Schedule of Fees, payable to Plainfield Township, shall accompany the completed Zoning Hearing Application.

Type of Appeal	Appeal Fee	Additional Fees and/or Required Professional Services Escrow
Zoning Appeal- Residential	\$700.00	N/A
Zoning Appeal- Non-Residential	\$850.00 plus \$200.00 per continuance	N/A
Floodplain Construction (Special Permit or Variance)	\$750.00	\$2,000.00 Professional Escrow Account Required
Curative Amendment Zoning Appeal	\$5,000.00	N/A
Additional Curative Amendment Hearings	\$300.00 per hearing	Actual cost of transcripts
Conditional Use Zoning Appeal	\$1,000.00 up to one (1) hearing and \$300.00 for each hearing thereafter	Actual cost of transcripts
Petition to Amend Zoning Ordinance	\$1,000.00	\$2,000.00 Professional Escrow Account Required

APPLICATION FOR HEARING

APPLICANT: _____

Name: _____

Address: _____
(number) (street)

Phone: _____

PROPERTY OWNER (if other than applicant)

Name: _____

Address: _____
(number) (street)

Phone: _____

PROPERTY

Address: _____
(number) (street)

EXACT LEGAL DESCRIPTION: _____

Do Not Write In This Space <u>CHECKLIST</u>	Case No.
	Dates
Application filed.....	_____
Fee paid \$ _____ {	_____
Receipt issued..... {	_____
Placed on calendar..... {	_____
...for meeting of Board on.....	_____
Notice (a) to applicant.....	_____
of hearing (b) to nearby property	_____
mailed: owners.....	_____
Sign sent for posting.....	_____
Posting sighted by Z.O.....	_____
Hearing held.....	_____
Decision made.....	_____
Notification of Decision Sent.....	_____
Appeal filed.....	_____

Present zoning districts: _____

(A plot plan of property drawn to scale must be attached to this application. See attached instruction sheet.)

Date purchased: _____
month/day/year

Lot, size: width, _____ depth _____
 area _____ sq.ft.

Date of previous application, if any: _____

Present use: _____

Proposed use: _____

THE ABOVE-NAMED APPLICANT REQUESTS A HEARING BEFORE THE BOARD OF ADJUSTMENT AND A DETERMINATION ON THE FOLLOWING MATTER:

INTERPRETATION (Fill in Section 1)

SPECIAL EXCEPTION (Fill in Section 2)

VARIANCE (Fill in Section 3)

SECTION 1

REQUEST FOR INTERPRETATION and review of decision of Zoning Officer dated _____
_____ based upon an interpretation of Section _____ of
of the Zoning Ordinance.

Nature of error claimed by applicant: _____

SECTION 2

REQUEST FOR SPECIAL EXCEPT as required by the Zoning Ordinance in Section _____
The proposed use at the proposed location (see attached site plan) is claimed by
the applicant:

- (a) To be desirable to the public convenience and welfare for the following
reason(s): _____

- (b) To be in harmony with the various elements and objectives of the Comprehensive
Plan: _____

- (c) Not to be detrimental to the character of the neighborhood for the following
reason(s): _____

- (d) To be consistent with such other standards as required by the Zoning Ordinance
in Section _____.

Standard

Provision for compliance

SECTION 3

REQUEST FOR VARIANCE of Section ___ of the Zoning Ordinance under which the Zoning Officer refused to issue a permit on _____.

NATURE OF VARIANCE REQUESTED: _____

THE APPLICANT BELIEVES THE VARIANCE SHOULD BE GRANTED BECAUSE:

(a) He is unable to make reasonable use of his property for the following reasons:

(b) The unnecessary hardship on his property is:

- The result of the application of the Zoning Ordinance
- Due to unique physical circumstances of the property in question not shared by other properties in the vicinity.
- Not financial in nature.
- Not self-created.

(c) The proposed variance will not alter the essential character of the neighborhood nor impair the use of adjacent property for the following reasons: _____

(d) The variance requested represents the minimum variance that will afford relief for the following reasons: _____

Additional information required by the Board of Adjustment is attached.

NOTE: I hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Dated _____

(Signature of Applicant)

**PLAINFIELD TOWNSHIP
SITE PLAN SUBMISSION CHECKLIST
RESIDENTIAL AND NON-RESIDENTIAL USES**

Date of Submission: _____

Name of Site Plan _____

Subject Property Location/Address and Tax Parcel ID:

Applicant's Name: _____

Address: _____

Telephone Number: _____

Owner's Name (If different than Applicant): _____

Address: _____

Telephone Number: _____

Professional Engineer's Name & Name of Engineering Company: _____

Address: _____

Telephone Number: _____

Professional Land Surveyor's Name & Company Name: _____

Address: _____

Telephone Number: _____

If Applicable: Attorney's Name, Address & Phone #: _____

Site Plan Check List:

A. Reason for Site Plan Review:

Variance: _____ Special Exception: _____ Required under Zoning District Use: _____

**B. The following information shall be included on the Site Plan:
Please check that the following are included on the Site Plan submission:**

- 1. Current Use: _____
- 2. Proposed Use: _____
- 3. Current Improvements: _____
- 4. Proposed Improvements: _____
- 5. Current or Proposed septic system location _____
- 6. Check here if public sewerage _____
- 7. Current or proposed location off well _____
- 8. Check here if public water _____

C. Section 409.C.1 through 17 of the Plainfield Township Zoning Ordinance requires that the following shall be included on the Site Plan. Please check yes or no to show that the items are included. If not included, please explain why:

- 1. Yes _____ NO _____ A statement describing the proposed use
If No: _____

- 2. Yes _____ NO _____ A site layout drawn to scale of not less than one inch (1") equals fifty (50') feet showing the location, dimensions and area of each lot, the location dimensions and height of proposed buildings, structures, streets, and any existing buildings in relation to property and street lines. If the application relates to property which is scheduled to be developed in successive stages, such plans shall show the relationship of the portion scheduled for initial development to the proposed layout of the entire property.
If No: _____

3. Yes _____ NO _____ The location, dimensions (numbers shown), and arrangements of all open spaces and yards, landscaping, fences, and buffer yards including methods and materials to be employed for screening.

If No: _____

4. Yes _____ NO _____ The location, size, (numbers shown), arrangement and capacity of all areas to be used for motor vehicle access, off-street parking, off-street loading and unloading, and provisions to be made for lighting such areas. The method of calculation of off-street parking shall be shown on the plan based on the requirements of Article 7 of the Plainfield Township Zoning Ordinance.

If No: _____

5. Yes _____ No _____ The dimensions (numbers shown), location and methods of illumination for signs and exterior lighting.

If No: _____

6. Yes _____ No _____ The location and dimension of sidewalks and all other areas to be devoted to pedestrian use.

If No: _____

7. Yes _____ No _____ Provisions to be made for treatment and disposal of sewage and industrial wastes and water supply.

If No: _____

8. Yes _____ No _____ The capacity and arrangement of all buildings used or intended to be used for dwelling purposes, including the proposed density in terms of number of dwelling units per acre of land.

If No: _____

9. Yes _____ No _____ A description of any proposed industrial or commercial operations in sufficient detail to indicate effects of those operations in producing noise, glare, air pollution, water pollution, smoke, fumes, water pollution, fire hazards, traffic congestion or other safety hazards.

If No: _____

10. Yes _____ No _____ Description of methods to be employed in controlling any excess noise, air pollution, smoke, fumes, water pollution, fire hazards or other safety hazards.

If no: _____

11. Yes _____ No _____ Site contours at two (2') foot intervals and site benchmarks.

If No: _____

12. Yes _____ No _____ All proposed site grading and drainage provisions and proposals.

If No: _____

13. Yes _____ No _____ A key map showing the entire project and its relation to surrounding properties and existing buildings thereon.

In No: _____

14. Yes _____ No _____ Zoning districts and requirements.

If No: _____

15. Yes _____ No _____ Soils, slopes, flood plain delineations, and wetlands delineations (if required by the Zoning Officer).

If No: _____

16. Yes _____ No _____ Certification by the person who prepared the Site Plan.

If No: _____

17. Yes _____ No _____ Certification of ownership and acknowledgement of plan signed by the owner or developer.

If No _____

**D. The following items shall be submitted along with the Site Plan Submission:
Please check which items have been submitted:**

1. A copy of the Deed, showing the current property owner, must be provided:

2. If this is a leased property, a copy of the Lease must be provided:

3. If this property is under Contract to Purchase, a copy of the agreement of Sale must be provided: _____
4. 10 Complete Sets of Site Plans shall be submitted _____
5. Correct Submission Fee must be included (Check will not be accepted unless Site Plan submission is complete): _____

Submission Fee: \$125.00 _____ Escrow Fee: \$875.00 _____
(Two separate checks are required)

Escrow account shall be replenished to 75% of the above escrow amount when the escrow reaches 25% of the required escrow amount.

Submitted Site Plans which are incomplete, illegible, or not accompanied with the required funds will be rejected by the Township.

APPLICANT'S ACKNOWLEDGEMENT:

I, _____, do hereby certify by my signature that the information checked off and provided with this Site Plan submission is true and correct to the best of my knowledge.

Printed Name of Signer: _____

Signature: _____

Date: _____