

**CITY OF PORT REPUBLIC**  
**INSTRUCTIONS AND GENERAL INFORMATION**  
**FOR VARIANCE APPLICATIONS**

An application for a variance to the City of Port Republic Planning Board is a quasi-judicial proceeding. It involves presentations of testimony, findings of fact, offering of documents, etc. All of this leads to a board ruling of approval or denial for the variance requested.

**Twenty-one (21) days prior to the regular, scheduled hearing date**, sixteen (16) copies of application and other appropriate materials as noted below should be delivered to the City Clerk's Office. Dependent upon the completeness of the application, the availability of the Board attorney, and the Board engineer's ability to review the application, the matter will be scheduled as soon as possible. The Board secretary will call the phone number on the application to inform the applicant when the matter will be put on the agenda. Applicant is responsible for notifying the public of the meeting place, date and time (see attached Public Meeting Requirements). Applicant should contact Board Secretary, **Vicki Cantell at 652-9403** for meeting schedule.

1. Completed application form – Application for a Variance, Description of Proposed Structure or Use, Affidavit of Applicant, Affidavit of Ownership (to be completed by the owner(s) of record), and Authorization (if appropriate).
2. A drawing of the property for which the variance has been sought to include:
  - a. Owner(s) name and address
  - b. Lot and block numbers
  - c. Preparer's name and address
  - d. Property lot lines, dimensions, and acreage
  - e. Location of all improvements, present and proposed
  - f. Location of all adjoining properties and improvements, particularly those of neighboring dwellings
  - g. Other information pertinent to the specific request
  - h. Location of adjoining wells and septic systems, if undersized lot construction is proposed
3. **Two checks** made payable to the City of Port Republic. One check is for the payment of fees as noted below and is payable upon submission of the application:

NJSA 40:44D-70 (c)	Hardship Variance	\$150.00
NJSA 40:44D-70 (d)	Use Variance	\$250.00
NJSA 40:44D-70 (a)(b)	Appeal or Interpretation	\$200.00

The second check in the amount of **\$600.00** will be held in escrow toward expenses relating to the application and must be delivered to the Board Secretary no later than the night of the meeting.

Applicant must complete and submit a **W-9 Taxpayer Identification Number and Certification Form** along with the checks.

The following list of forms and documents must be in the hands of the Board Secretary no later than the start of the meeting:

1. Verified list of property owners within 200 feet of the application subject property. Obtain this list from the City Tax Assessor.
2. A Notice of Hearing letter mailed to each of the owners of property on the list from item #2 above, send certified mail. A sample is included in this packet. **Application must be submitted and available for review before notices can be mailed.**
3. The return receipts from each property owner must be returned to the Board Secretary by the night of the meeting.
4. Verification of a legal notice of meeting published in the Atlantic City Press at least 10 days prior to the meeting. The content of the notice must follow the format approved for such notices and a sample form is included in this packet.
5. Letter from the city tax collector verifying that the taxes on the subject property are paid up to the present date.

Application forms and Information on legal notice is attached. The applicant may prepare the property drawings, so long as they are neat, accurate, and clear.

Upon a favorable outcome, the applicant is responsible for promptly having the Notice of action taken being published in The Press of Atlantic City and must forward verification to the Planning Board.

**The original application and pertinent information supporting the application plus 15 complete copies should be provided at least 21 days prior to the meeting.** This provides Board Members with the information and the time to read and study it beforehand and will help avoid an automatic continuance to the following meeting for review before a Board vote is taken.

Applicant should **contact Board Secretary, Vicki Cantell at 652-9403** for meeting schedule, additional information or questions.