

## **VARIANCE RELIEF – APPLICATION PACKAGE**

Holmdel Township – Zoning Board of Adjustment  
4 Crawfords Corner Road  
Holmdel, NJ 07733

Phone 732-946-2820

Fax 732-975-9774

Dear Applicant:

Attached are the instructions for submitting an application to appear before the Holmdel Township Zoning Board of Adjustment to request Variance Relief.

If you have any questions please contact us, and we will be happy to help!

- Applications and revisions will be accepted, by appointment, Monday through Friday from 9:00 a.m. to 3:00 p.m. This will save you waiting time, and allow us to schedule our work around the time you will be arriving.
- Please note that *Notice of Public Hearing* (notice to property owners and newspaper) should indicate that documentation can be reviewed in the Planning/Zoning Board office by appointment only during normal business hours, 9:00 a.m. to 4:30 p.m., and will also be posted on the Township website under “Zoning Board.”
- Resolutions must be memorialized and all conditions of the Resolution met before any permits can be issued by the Construction Department.

**We look forward to working with you!**

Loretta Coscia, Zoning Board Secretary – Extension 1323  
[lcoscia@holmdeltownship-nj.com](mailto:lcoscia@holmdeltownship-nj.com)

Bonnie Imposimato, Administrative Officer – Extension 1321  
[bimposimato@holmdeltownship-nj.com](mailto:bimposimato@holmdeltownship-nj.com)

## Zoning Board of Adjustment – Holmdel Township

- The Board generally meets on the first and third Wednesday of each month. Meetings begin at 7:00 p.m. and no new testimony will be heard after 10:00 p.m., except in extraordinary circumstances.  
**Until further notice, meetings will be held via a Zoom Webinar.**
- Revisions to site plans must be received by the Administrative Officer at least three (3) weeks before the scheduled hearing, in both electronic format via USB memory stick, as well as paper copies. Please check with the Board Office regarding how many paper copies are needed.
- Please do not proceed with your official *Notice of Public Hearing* until your meeting date has been confirmed by the Zoning Board administrative staff. **The Notice of Public Hearing must include the Webinar information provided by the Board Secretary.**
- Applying for a zoning variance is a technical, legal function. You may wish to retain an attorney to handle your application, or carefully follow the instructions provided. If you are a corporation (LLC), you must be represented by an attorney.
- The Board cannot hear your case unless all of the proper forms and procedures have been followed. The burden of providing a validly-supported application is the responsibility of the applicant.
- **When you submit exhibits, please submit them on in a PDF or a USB Memory stick, a week before your Public Hearing so that they can be posted on the website.** For in-person meetings, please do not glue exhibits to an exhibit board. Please use binder clips or some type of temporary adhesive to attach the exhibits.

The following completed forms will be returned to the Board Secretary:

<b>Form</b>	<b>Form Name</b>	<b>Notes</b>
#1	<i>Petition</i>	
#2	<i>Notice of Public Hearing</i>	
#3	<i>Affidavit of Service</i>	Must be notarized
#4	<i>Affidavit of Publication</i>	Must be notarized
#5	<i>Certified List</i>	Take completed form to the Clerk's Office to request 200' list
#6	<i>Tax Certification</i>	Complete form and bring to Tax Collector's Office
	<i>W-9</i>	Two copies with original signatures
#7	<i>Variance Checklist</i>	See Variance Checklist for number of copies to be provided to Board Secretary
#8	<i>Return of Unused Escrow</i>	

**INSTRUCTIONS FOR FILING A PETITION FOR VARIANCE(S)  
FROM THE TERMS OF THE ZONING ORDINANCE**

1. **APPLICATION** – The applicant must fill out, in detail, the required *Petition* (Form 1), with their name, address, and a detailed description of the variance requested. The original *Petition* (Form 1) and fifteen (15) copies must then be filed with the Zoning Board Office, together with the required application and escrow fees at least fourteen (14) days prior to the hearing date. Also required for filing are (16) to scale drawings of the property showing the existing structures and any survey, map, or other information deemed pertinent to the hearing for the Board's file; see attached *Variance Checklist* (Form #7).
2. **FEES** (non refundable)  
Variance Fees
  - a) Variance - \$345
  - b) Use Variance - \$1,000

**ESCROW DEPOSIT** (unused portion is refundable)

\$700 for Residential, \$1,000 for Commercial – is required to cover the cost of professional fees and also includes a Decision Fee-\$45, and Court Reporter - \$300.

**3. NOTICE**

At least ten (10) days prior to the date of the hearing, the petitioner(s) shall give *Notice of Public Hearing* (Form #2) as set forth in NJSA 40:55D-12 as follows:

- a) To all property owners within two hundred feet (200 feet) of the property affected. A *Certified List* of the property owners (Form #5) within 200 feet of the subject property must be obtained from the Township Clerk's office by completing *Certified List* (Form #5) and paying a fee of \$10 to the Township of Holmdel
- b) To the Clerk of any adjoining municipality within 200 feet of the property if any. Should you need a certified list of property owners in adjoining municipalities, you must contact that municipality
- c) To the Monmouth County Planning Board, Hall of Records Annex, East Main Street, 2<sup>nd</sup> Floor, Freehold NJ 07728, in the event the property fronts on an existing or proposed County road or adjoins other County land, or is situated within 200 feet of a municipal boundary
- d) To the Commissioner of Transportation of the State of New Jersey, 1035 Parkway Avenue, Trenton, NJ 08625, if the property is adjacent to a State Highway

## **INSTRUCTIONS FOR FILING A PETITION FOR VARIANCE Cont'd.**

- e) To the State Planning Commission, if the application concerns development of property in excess of 150 acres or 500 dwelling units, including plans and documents filed within the Township.

Notice may be made by Certified Mail, Return Receipt Requested, or by personal service, as set forth in NJSA40:55D-12. A copy of the *Notice of Public Hearing* (Form #2) will be presented to the Board.

### **4. PUBLICATION**

At least ten (10) days prior to the hearing, applicant must publish the Notice of Public Hearing in the Asbury Park Press. Please contact the Asbury Park Press several days before the ten-day deadline as the newspaper has a lag time from the time that the Notice is submitted, to the time that it is actually published. **The Notice material must contain the Zoom Webinar information provided by the Board Secretary.**

Notice shall also include:

- a) Date, time and place of hearing
- b) Nature of matter(s) to be considered
- c) Identification of the property by street address, as well as block and lot numbers as shown on the current Holmdel Tax Map
- d) The location and times when documents/maps for which the approval is being sought can be seen

The Applicant is responsible for payment of this Notice, and will be given an *Affidavit of Publication* by the Asbury Park Press to be presented to the Board (or you can use Form #4 provided).

### **5. AFFIDAVIT OF SERVICE**

The applicant shall prepare an *Affidavit of Service* (Form #3). This Affidavit shall indicate who was served and how they were served, and be presented to the Secretary of the Board prior to the hearing. A copy of the *Notice of Public Hearing* (Form #2), the original *Certified List* (Form #5) and the *Affidavit of Publication* (Form #4) and the date-stamped, white certified mail receipts must accompany the *Affidavit of Service*.

HOLMDEL TOWNSHIP  
PLANNING BOARD  
ZONING BOARD

IN THE MATTER OF APPLICATION

OF

PETITION

FOR A VARIANCE

The petition of \_\_\_\_\_

residing at \_\_\_\_\_

respectfully shows:

1 - They are the owners of the premises situated at \_\_\_\_\_

\_\_\_\_\_ in the Township of Holmdel and have owned said

Property since \_\_\_\_\_

2 - Said premises are known as Block \_\_\_\_\_, Lot \_\_\_\_\_ and are

located in the \_\_\_\_\_ Zone.

3 - Property is presently used as (list all uses) \_\_\_\_\_

4 - Petitioners desire a variance from the terms of the Zoning Ordinance to permit them

to \_\_\_\_\_

5 - Your Petitioner prays that a day be fixed for a hearing on this application and states that the proper

notice will be sent or served on all people required by statutes.

DATED: \_\_\_\_\_

Petitioner: \_\_\_\_\_

**TOWNSHIP OF HOLMDEL – PLANNING BOARD or ZONING BOARD**

**NOTICE OF PUBLIC HEARING**

**IN THE MATTER OF THE APPLICATION OF:** \_\_\_\_\_

---

**FOR PREMISES KNOWN AS BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_  
ON THE OFFICIAL TAX MAP OF THE TOWNSHIP OF HOLMDEL.**

**TO WHOM IT MAY CONCERN:**

**PLEASE TAKE NOTICE** that the **PLANNING BOARD or ZONING BOARD OF THE TOWNSHIP OF HOLMDEL** will hold a public hearing on \_\_\_\_\_ 20\_\_\_\_, at 7:00 p.m. either remotely via Zoom Conferencing (webinar information provided below), or in person at 4 Crawfords Corner Road, Holmdel, New Jersey, to consider the application of the referenced applicant, for premises designated as Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ on the official tax map of the **TOWNSHIP OF HOLMDEL**, which said premises are located at/more commonly known as \_\_\_\_\_, Holmdel, NJ 07733. Said premises are located in the \_\_\_\_\_ zone.

**TAKE FURTHER NOTICE** that the Applicant seeks the following relief:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant further seeks any and all other variances as may be required for the matter here at issue.

**THIS NOTICE** is sent to owners of property who may be affected by this application, and is also published, as required by law. Any interested persons may have an opportunity to be heard at the hearing on this matter. You may appear either in person, or by your attorney or representative to ask questions, make comments or present any objections with regard to the granting of this application. The application and supporting documents are on file and available for inspection at the office of the Secretary of the **Planning Board or Zoning Board** at 4 Crawfords Corner Road, Holmdel, New Jersey during regular business hours (9:00 a.m. to 4:00 p.m.)

**TOWNSHIP OF HOLMDEL – PLANNING BOARD or ZONING BOARD**

**NOTICE OF PUBLIC HEARING**

Zoom Webinar Information:

Respectfully,

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

\_\_\_\_\_  
Applicant

# HOLMDEL TOWNSHIP

To: Township Clerk

Please supply me with a CERTIFIED LIST of Property Owners within 200 feet of the below listed property. Attached is my fee of \$10 (cash, or check made payable to Holmdel Township).

LOT \_\_\_\_\_

BLOCK \_\_\_\_\_

ADDRESS \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



**HOLMDEL TOWNSHIP**  
**TAX CERTIFICATION**

- ( ) Zoning Officer
- ( ) Planning Board
- ( ) Zoning Board of Adjustment

Property Owner(s): \_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Condo: \_\_\_\_\_

For Official Use Only

**THIS WILL CERTIFY THAT TAXES ON THE ABOVE PROPERTY**

**ARE PAID** \_\_\_\_\_

**ARE NOT PAID** \_\_\_\_\_

\_\_\_\_\_ **QUARTER**

**YEAR** \_\_\_\_\_

**THIS PROPERTY MAY BE SUBJECT TO ROLLBACK TAXES NOT YET ESTABLISHED.**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Social security number**

			-			-			
--	--	--	---	--	--	---	--	--	--

or

**Employer identification number**

		-							
--	--	---	--	--	--	--	--	--	--

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶ \_\_\_\_\_ Date ▶ \_\_\_\_\_

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

IN THE MATTER OF THE APPLICATION of  
\_\_\_\_\_  
LOT(S) \_\_\_\_\_ BLOCK \_\_\_\_\_  
OF THE OFFICAL TAX MAP OF  
TOWNSHIP OF HOLMDEL

**PLANNING BOARD or  
ZONING BOARD  
TOWNSHIP OF HOLMDEL**

**STATE OF NEW JERSEY  
:SS  
COUNTY OF MONMOUTH**

**AFFIDAVIT  
OF  
SERVICE**

I, \_\_\_\_\_, of full age, being duly sworn according to law, upon his/her oath, deposes and says:

1. I am the Applicant/Applicant's Representative in the captioned matter.
2. **FOR THOSE INDIVIDUALS SERVED BY CERTIFIED MAIL:**  
On \_\_\_\_\_, 20\_\_\_\_, I mailed by certified mail, return receipt requested, a copy of the *Notice of Public Hearing* attached hereto, to each of the persons, municipal agencies and premises in question provided by Holmdel Township, which said list is attached hereto as *Certified List*. Service of this Notice was hereby made at least 10 days in advance of the public hearing scheduled in this matter.

If no one was served personally please circle *NONE*.

3. **FOR THOSE INDIVIDUALS SERVED PERSONALLY** (if any):  
On \_\_\_\_\_, 20\_\_\_\_, I personally served a copy of the *Notice of Public Hearing*, to the following persons on the *Certified List* at the address set forth upon the original Certified List of Property Owners. Service of this Notice was hereby made at least 10 days in advance of the public hearing scheduled in this matter. Everyone not served personally was served Certified Mail.
4. I state that all the referenced persons are the owners of the property within a radius of 200 feet of the property in question as set forth on the *Certified List*.

\_\_\_\_\_  
Applicant

Sworn to and subscribed  
before me this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary

Note: If you do not have the "original" Affidavit of Publication, please fill out this form and attach a copy of the ad as it appeared in the newspaper

IN THE MATTER OF THE APPLICATION of  
\_\_\_\_\_  
LOT(S) \_\_\_\_\_ BLOCK \_\_\_\_\_  
OF THE OFFICIAL TAX MAP OF  
TOWNSHIP OF HOLMDEL

**PLANNING BOARD or  
ZONING BOARD  
TOWNSHIP OF HOLMDEL**

**AFFIDAVIT  
OF  
PUBLICATION**

**STATE OF NEW JERSEY**  
:SS  
**COUNTY OF MONMOUTH**

I, \_\_\_\_\_, the Applicant in the captioned matter,  
who being duly sworn upon his/her oath, disposes and says that the Notice of Public  
Hearing in the matter, of which the annexed is a true copy, has been published in the  
Asbury Park Press on the date of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Applicant

Sworn to and subscribed  
before me this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary

## HOLMDEL TOWNSHIP VARIANCE CHECKLIST

Applicant's Name: \_\_\_\_\_

### VARIANCE APPLICATIONS - BULK/SIGN

The following is a list of the items that must be provided in order for your application to be processed:

PR	N/A	W	[PR - Provided]	[N/A - Not Applicable]	[W - Waiver Requested]
			1. 15 copies of <i>Petition</i> (Form #1)		
			2. 15 copies of maps (surveys) unless variance is part of a site plan or subdivision application, in which case site plan or subdivision plans suffice		
			3. 2 copies of completed <i>Variance Checklist</i> (Form #7)		
			4. <i>Tax Certification</i> (Form #6)		
			5. Applicable filing/escrow fees (two separate checks needed)		
			6. 15 copies of Key Map showing location in the Township <i>(one copy provided by the Board office)</i>		
			7. 15 copies of Floor Plan and Elevations, where applicable, drawn to scale		
			8. 15 copies of Tax Map Sheet and block/lot numbers <i>(one copy provided by the Board office)</i>		
			9. 2 copies of W-9 (BOTH WITH ORIGINAL SIGNATURES)		
			10. 1 copy each, Variance Form #'s 2, 3 and 4 - must be filed prior to the meeting of the approving authority. Form #2 must be accompanied by the original <i>Certified List</i> of property owners, the white certified mail receipts obtained when the Notices were mailed, and certified green mail return-receipts. Form #4 or the original <i>Affidavit of Publication</i> from the Asbury Park Press must also be submitted. Notices must be provided according to law.		

### USE VARIANCE (Only to be filled out if you are requesting a use variance)

	-----	-----	11. Items 1-10 above		
			12. Statement of drainage impact due to use variance		
			13. Statement of traffic impact due to use variance		
			14. Location of wetlands, floodplains, tidelands, etc., as surveyed in field: EIR		
			15. Engineered plans including items B-K of this checklist are required for any application for use variance where either site plan and/or subdivision approval is/or will be required.		

# Holmdel Township

4 Crawfords Corner Road  
Holmdel, New Jersey 07733

Tel: 732-946-2820

Fax: 732-975-9774

## EXHIBITS

Exhibits are to be submitted on a USB Memory Stick a week before the public hearing.

For in-person meetings, when you submit exhibits to the Planning or Zoning Board, please **do not** glue them to the exhibit board. After the completion of the public hearing, the exhibits will have to be removed from the board for storage and archiving. Please use binder clips or another form of temporary adhesive to attach them to the boards.

Thank you.