



Town of Phillipsburg
Office of Planning & Zoning
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**GUIDELINES FOR THE SUBMISSION OF
APPLICATIONS TO THE PLANNING BOARD
WHICH REQUIRE A VARIANCE (S)**

IF A USE VARIANCE IS REQUIRED THESE GUIDELINES DO NOT APPLY – obtain use variance from the Zoning Board of Adjustment.

I. SUBMISSION OF APPLICATION

- A. To have an application deemed technically complete the applicant is responsible to submit all of the following to the Administrator Officer at least 28 days prior to a regularly scheduled Planning Board meeting.
1. Those items required by the General and Specific Guidelines for the type of application being submitted.
 2. A list of those variances being sought.
 3. A non-refundable fee of \$100.00.
- B. To have an application deemed officially complete the applicant is responsible to:
1. Satisfy the requirements indicated in the General and Specific Guidelines.
 2. Include in the required public notice a reference to the variance (s) requested.

NOTE: The applicant must provide sufficient proof to vary an existing development ordinance. This proof may be in the form of testimony submitted during the Planning Board meeting.

II. The administrative Officer shall process the application for a variance (s) concurrently with the Subdivision or Site Plan Application. (See the Specific Guidelines for the type of application submitted.)

III. NOTE: This Section supercedes the similar section in the Specific Guidelines.

The Planning Board shall –

- A. Deem the application to be either –
 - 1. officially complete, or
 - 2. incomplete and indicate the reasons therefor.

- B. Upon deeming the application to be complete the Board **MUST** within 120 days, either
 - 1. deny the application, or
 - 2. conditionally approve the application, or
 - 3. unconditionally approve the application, or
 - 4. obtain a written extension of time to act from the applicant.

- C. Failure of the Board to act in accordance with B preceding shall constitute approval of the application.

THESE GUIDELINES ARE NOT INTENDED TO PROVIDE LEGAL ADVICE.