



**Town of Phillipsburg**  
**Office of Planning & Zoning**  
675 Corliss Avenue, Phillipsburg NJ 08865

**Phone** 908-454-5500 Ext. 341  
**Fax** 908-213-9214

**Instructions for Development Applications and Appeals  
To the Zoning Board of Adjustment**

**Applications:**

1. The applicant must submit a formal written application on forms provided by the Inspections Department for all development proposals or appeals to the Zoning Board of Adjustment. Forms may be obtained at the Office of Department of Inspections, 675 Corliss Avenue, Phillipsburg, NJ 08865.

In order to ensure the expeditious processing of the application, the applicant should be careful to comply fully and promptly with all requirements.

**Application Fees:**

2. Upon receiving your completed application (s) you will be required to remit to the Town of Phillipsburg the following **non-refundable** application fees. The application/appeal fees are determined by the nature of the development proposal and the type of appeal to the Board.

**The application fees are as follows:**

- A. An appeal to the Board from a decision, order, requirement or refusal of the Administrative Officer in accordance with N.J.S.A. 40:55D-70a. **(\$100.00 one hundred dollars)**
- B. A request to the Board for an interpretation of the zoning map or zoning ordinance in accordance with N.J.S.A. 40:55D-70b. **(\$100.00 one hundred dollars)**
- C. An appeal to the Board to grant a variance from the zoning regulations which pertain to the "Bulk Requirements" or other regulations for the district (other than "Use"), in accordance with N.J.S.A. 40:55D-70c. **(\$100.00 one hundred dollars)**
- D. An appeal to the Board to grant a "Use" variance for a use not permitted in the district, a deviation from a specification or standard pertaining to

conditional uses, or to expand a non-conforming use in accordance with N.J.S.A. 40:55D-70d. (**\$300.00 three hundred dollars**)

- E. Site Plans associated with an appeal for a Use Variance:
  - 1. Minor Site Plan **\$100.00 (one hundred dollars)**.
  - 2. Preliminary (Major) Site Plan **\$175.00 (one hundred seventy five dollars)**.
  - 3. Final (Major) Site Plan **\$150.00 (one hundred fifty dollars)**.
- F. Subdivisions associated with an appeal for a Use Variance:
  - 1. Minor Subdivision **\$100.00 (one hundred dollars)**.
  - 2. Preliminary Major Subdivision **\$100.00 (one hundred dollars) plus \$20.00 (twenty dollars) per lot**.
  - 3. Final Major Subdivision **\$100.00 (one hundred dollars) plus \$10.00 (ten dollars) per lot**.
- G. Request for a waiver of a Site Plan **\$35.00 (thirty-five dollars)**.

In addition to the application fees there is a **non-refundable** fee to provide you with a list of properties that are within 200 feet of the subject property, and the owners of these properties. The property list fee is **\$10.00 (ten dollars) or \$0.25 (twenty-five cents)** per name whichever is greater.

The application and property list fee shall be remitted in cash or by check, (**made payable to the Town of Phillipsburg**), to the Clerical Secretary for the Board.

**\*\*Note:**        **The remittance for the application and property list fees shall only include these amounts on a separate check.**

**Escrow Fees:**

- 3. You will need to establish an Escrow Account in addition to the application and Property List fees mentioned above. The escrow fees are used by the Board to retain and compensate the Board Attorney and Board Engineer and to fulfill other statutory obligations in respect to decisions by the Board and for the preparation of the Resolution of an appeal.

**The Escrow Fees are as follows:**

- A. For appeals in accordance with (2) A, B, or C above **\$200.00 (two hundred dollars)**.
- B. For appeals in accordance with (2) D above **\$300.00 (three hundred dollars)**.
- C. For Subdivision or Site Plans associated with a "Use Variance" the fees are calculated in accordance with Chapter 34 Land Use Procedures.

These escrow fees are the minimum, which need to be established. There are times when the complexity or other costs associated with your appeal may exceed these minimums and this account will need to be replenished if the balance falls below 35% of the original amount. Unused portions of the Escrow are returned to the applicant after the Board has heard your case, rendered a decision and the Board professionals, (Attorney and Engineer), have finalized their work on your development application.

- A. The escrow fees are payable in cash or check. **(Remember! One check for the application with the property list fee and one check for the Escrow.)**

**Procedures:**

- 4. You will need to provide **14 (fourteen copies)** of the original application along with an equal number of all the information you are providing to the Board of Adjustment. These may and should include maps, surveys, plot plans, building or other structural details or other information, which the Board will review and consider when making a decision. **All THESE MUST BE FOLDED.** The more accurate the information you provide the Board the easier it will be for the Board to make its decision.

- A. Once you have submitted the application and the **14 (fourteen copies)** copies, paid the application and property list fees and established an escrow account; you will be supplied with the list of the property owners within 200 feet of your property along with other forms and instructions you will need to fulfill **your** statutory obligations to notice in accordance with the Municipal Land Use Laws. You will be given a Case # that you will put on your notice to the property owners and the date that your case is scheduled to go before the Board. The content of the notices **must accurately describe** what it is you want to do and what you are appealing.

**\*\*Note:** You may use the text on the **Refusal of Zoning Permit** to prepare your Notice to property owners.

- B. Follow the instructions for public notice on the attached sheets, and provide the proofs of Notice to the Board Secretary **at least 28 days prior to the meeting date.** If you do not **notice correctly** your case **cannot** by State Statute be heard by the Board.
- C. The regular meetings of the Zoning Board of Adjustment are normally held on the second Thursday of the month at 7:00 PM in the Council Chamber Room, second floor of the Phillipsburg Municipal Building, 675 Corliss Avenue, Phillipsburg, NJ.

## Public Utilities List

<b>Telephone</b>	Bell Atlantic New Jersey/ Verizon Attention: Paul Grosso, Engineering 210 Malapardis Road Cedar Knolls, NJ 07927
<b>Electric</b>	G. P. U. 300 Madison Street Morristown, NJ 07960
<b>Water</b>	Consumers New Jersey Water co. 1099 River Road Phillipsburg, NJ 08865
<b>TV Cable</b>	Service Electric Cable TV Inc. 2260 Avenue A Bethlehem, PA 18017-2108
<b>Sanitary Sewer</b>	Town of Phillipsburg 675 Corliss Avenue Phillipsburg, NJ 08865
<b>Gas</b>	Elizabethtown Gas 1 Elizabethtown Plaza P.O. Box 3175 Union, NJ 07083  Pennsylvania Lines LLC C/o Norfolk SO RW 110 Franklin Road Roanoke, Virginia 24042-0028  Commissioner of NJDOT Transportation 1035 Parkway Avenue Trenton, NJ 08625