



EWING TOWNSHIP CODE ENFORCEMENT OFFICE

Divisions of Construction – Fire – Housing – Planning – Zoning

MUNICIPAL COMPLEX 2 JAKE GARZIO DRIVE, EWING, NJ 08628 (609) 883-2900 Ext 7675 FAX (609) 406-1384

EWING TOWNSHIP ZONING BOARD OF ADJUSTMENT

APPLICATION PROCEDURES

1. Bring in a plot plan of property for variance requested to the Zoning (Construction Office).
2. Township will prepare a list of property owners within 200 feet.
3. Township will prepare a notice for applicant's notification of owners within 200 feet.
4. Applicant must notify all owners on the list supplied by the Township, at least 10 days prior to the meeting date by:
 - A. Certified mail-return receipt requested. Return receipts must be submitted to this office no later than the meeting date.
 - B. Hand deliver to someone 14 years of age or older.
5. Applicant must fill out application.
6. Applicant must fill out affidavit of service by listing all the names and addresses of people notified. (No owners within the 200 feet have to sign affidavit).
7. Applicant must sign application and affidavit of service and file with the Township, along with the filing fee, at least 10 days prior to the meeting date.
8. Applicant must appear at the Zoning Board of Adjustment meeting or be represented by agent or attorney. Following approval, the applicant will apply for building permit at the Construction Office in the Township Municipal Building.

Applicant's signature _____ Date: _____