

## **BOARD OF ADJUSTMENT**

### **POLICY #01-2023**

#### **Article I Board Procedures that are followed when an application is filed**

**Section 1.** When an application is filed with the Board Secretary, the Application Review Committee (ARC) is notified and a date/time for a meeting is set to review the application with the Checklist. When an application is filed for a Use Variance and Site Plan, it is reviewed by the ARC, after the review is completed, it is sent to the Board Attorney, Planner & Engineer for their review and reports. When an application is filed for a Variance/Bulk Variance, it is reviewed by ARC and the only Professional that receives a copy of the application is the Board Attorney. In some cases, when a Bulk Variance application is filed it may be sent also to the Board Attorney, the Engineer & Planner.

**Section 2.** There may be times when the Board Professionals will attend an ARC meeting for review of an application. The ARC may, at times go on a Site Inspection of the property with the Board's Professionals.

**Section 3.** When an application for a Variance/Bulk Variance is deemed complete, the Board Secretary notifies the applicant or his/her attorney to provide a date for a Public Hearing. When an application for a Use Variance/Site Plan is deemed complete, a date is set for a Completeness/Waivers & Hearing Date. Once the application is deemed complete by the Board, the Applicant and Attorney are given a date for a Public Hearing.

**Section 4.** Once the application is either approved or denied by the Board, a Resolution for adoption is prepared and put on the Agenda for the following month. The Board has 45 days to adopt the Resolution. A Notice of Approval or Denial is published in the Hunterdon Review within 5-10 business days.

This Policy was adopted by the Board of Adjustment on **July 26, 2023** .

**CHAIRMAN WAYNE EBERLE**

**GAIL W. GLASHOFF, BOARD SECRETARY**