

ORDINANCE NO. 17-24

AN ORDINANCE AMENDING CHAPTER 13, "LAND DEVELOPMENT," ARTICLE VI, "CHECKLIST," TO INCLUDE A NEW SECTION 6.108 "ZONING BOARD OF ADJUSTMENT CHECKLISTS"

BE IT ORDAINED, by the Township Council of the Township of Roxbury, in the County of Morris and State of New Jersey, as follows:

Section 1. Chapter 13, Article VI, is hereby amended to include new Section 6.108 "Zoning Board of Adjustment Checklists," which will read in its entirety as follows:

§13 6.108 **Zoning Board of Adjustment Checklists.**

Attachment 5 – Schedule C Zoning Board of Adjustment Checklist

Zoning Board of Adjustment Checklist – for residential applications

1. Sixteen (16) copies of the following documents:
 - a. Zoning Permit denial letter signed by the Zoning Officer.
 - b. Signed and completed 3-page Land Development Application form & any other pertinent information for the Board.
 - c. Drawings or other pictures of building elevations depicting existing and proposed addition, if applicable.
 - d. Floor plan, if applicable, with dimensions showing existing and proposed room layouts, doorways, windows, etc.
 - e. Tax Map showing property location.
2. Sixteen (16) copies of survey or plot plan indicating:
 - a) North Arrow
 - b) Existing dwelling and accessory buildings
 - c) Proposed improvements and/or additions, including dimensions and setback
 - d) Pools, sheds, fences, walls, sidewalks, etc.
 - e) Dimensions and setbacks from structures to sidelines and other structures as applicable
 - f) Utilities, septic & well locations
 - g) Driveway dimensions & location
 - h) Location of woodlands, rock outcrops, lakes, rivers, streams, floodways, etc, on or adjacent to the property
 - i) Topographic Contours and Steep slopes calculations

3. The application fee, as set forth in the Fee Schedule, to the Township of Roxbury, payable by cash or check.
4. The escrow amount, as set forth in the Fee Schedule, to the Township of Roxbury, payable by cash or check. This is for any professional fees incurred as a result of your application.
5. One copy of the Certification from the Tax Collector that taxes and assessments are current on the property. (See attached form)
6. One copy of the 200-foot list received from the Tax Assessor (cost \$10.00).
7. Outside agency review and/or approvals, if necessary, including but not limited to.
 - a) Morris County Planning Board
 - b) Board of Health
 - c) Historic Advisory Committee
 - d) Lake Hopatcong Commission
 - e) Morris County Engineering and Transportation

For Certification of Pre-Existing, Non-Conforming Use (N.J.S.A. 40:55D-68)

- a) Commercial or Residential Zoning Board Checklist Items, as applicable
- b) Description of the surrounding area of the subject property
- c) Narrative explaining the purpose of the application
- d) Documentation that the use existing prior to the change in zoning that prohibited the use (ie: tax cards, utility bills, historic records and documents, etc.)

For Conditional Use (N.J.S.A. 40:55D-70d(3))

- a) Commercial or Residential Zoning Board Checklist Items
- b) Description of the surrounding area of the subject property
- c) List of similar uses in the surrounding area
- d) Analysis of the conditional use standards for the specific use, with notation to the Section of the Township's Ordinance permitting same

which shall be appended hereto as attachment 5-Schedule C Zoning Board of Adjustment Checklist.

Section 2. A notice of passage of this Ordinance shall be published by the Township Clerk in accordance with the requirements of N.J.S.A. 40:49-2.

Section 3. The Township Clerk shall, within sixty (60) days after this Ordinance becomes effective, file a certified copy thereof under the seal of the Township of Roxbury, together with a copy of the publication thereof in the Office of the Clerk of Morris County.

Section 4. All ordinances of the Township of Roxbury which are inconsistent with the provisions of this Ordinance, are hereby repealed to the extent of such inconsistency.

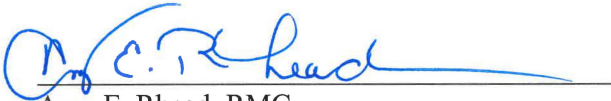
Section 5. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

Section 6. This Ordinance shall take effect immediately upon final passage, approval and publication as required by law.

INTRODUCED: June 25, 2024

ADOPTED: July 23, 2024

Attest:



Amy E. Rhead, RMC
Township Clerk

EFFECTIVE DATE: August 19, 2024