

# Planning and Zoning Reviews

*What do the Planning and Zoning Boards do?*

*What is involved in a Site Plan Review?*

*How do I get a variance?*

## Related Applications or Requirements:

In many instances the Zoning Officer may determine that your Zoning Application can not be approved due to the requirements of other jurisdictions in town. These may include the need for a construction permit or review by the Historic Preservation Review Commission.

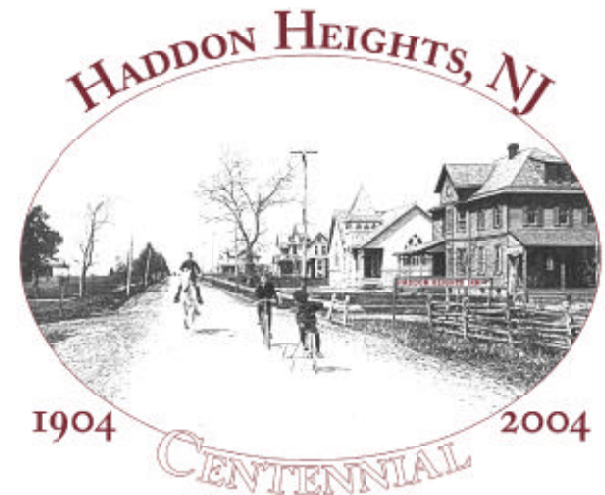
The primary focus of this informational pamphlet are the reviews which fall under the jurisdiction of the **Planning and Zoning Boards**. Other pamphlets cover related information. However, it is important to remember to discuss all aspects of your project and to include as much information about the proposed work as possible with your Zoning Application to the Zoning Officer in order that he may make a fair and comprehensive review.

## Borough Information:

Haddon Heights Borough Offices:

Borough Clerk . . . . .	547-7164
Construction Office . . . . .	547-2959
Zoning Officer . . . . .	547-2959
Tax Assessor . . . . .	547-7164
Zoning and Planning Board Secretary . . . . .	547-7164
Historic District Commission Chairman . . . . .	547-7132

This informational pamphlet is one of a series intended to provide answers to common questions and directions to frequently encountered situations. The focus is limited and the content is not intended to replace or supplement the Borough's Zoning and Land Development Ordinances or any other governmental regulations. Discrepancies or omissions are unintentional; the original documents will always take precedence. You are strongly urged to read the Borough Ordinances and/or consult with an attorney before making an application.





**What is the difference between the Planning and Zoning Boards?**

The New Jersey Municipal Land Use Law establishes the rules under which a local municipality creates these boards. Their functions are also governed by that law. The Planning Board has powers in regard to master planning, subdivisions, site plan review, and applications for development. The Zoning Board of Adjustment has the power to hear and decide appeals to any order made by the Zoning Officer. They also make interpretations of the zoning map or ordinance provisions. When a review board makes an exception to the ordinance it is called a variance.

**What matters require review by the Zoning or Planning Boards?**

- 1. Subdivisions
- 2. Site plans involving variances
- 3. Site plans involving commercial properties.
- 4. Historic District review (forwarded from the Historic Preservation Review Commission).

**What is a variance?**

A zoning variance is an approved departure from the normal requirements imposed by the local zoning ordinance. The granting of variances is authorized by the New Jersey Municipal Land Use Law, which gives this power to the local Zoning Boards of Adjustment, and in some cases, the local Planning Boards. There are two types of variances in New Jersey: so-called “c” variances (bulk) and “d” variances (use).

**What is involved in a site plan review?**

A Site Plan refers to a development plan of one or more lots on which is shown both existing and proposed conditions of the lot and improvements (such as buildings, driveways, parking, lighting, drainage, utilities, landscaping, and signage). The zoning ordinance establishes certain standards for development and the submittal shows how the proposed site will comply with those standards.



# Review Board Procedures

The regulations and procedures you need to follow for acquiring approval are detailed in the most recent version of the **Haddon Heights Land Use and Zoning Ordinance**. The following are excerpts in a condensed form and should not be construed as the complete text. This is provided as an aid to understanding some of the more common procedures and how they are handled in Haddon Heights.

## Zoning Ordinance Contents and Review Procedures:

The scope of the Zoning and Land Development Ordinance of Haddon Heights includes the following:

- ❖ Regulates and limits the uses of land and the uses and locations of buildings and structures
- ❖ Restricts the height and bulk of buildings
- ❖ Determines the area of yards and open spaces
- ❖ Regulates the density of housing and population
- ❖ Divides the borough into districts, adopting a map showing boundaries and classifications
- ❖ Establishes regulations governing the subdivision and development of land
- ❖ Establishes the Planning Board and Zoning Board of Adjustment

The actual ordinance is very comprehensive and should be referred to for the full text and detailed explanations. Copies are available for purchase from the Zoning Office and the Borough Clerk.

The Zoning Officer should be your primary contact for information and initial interpretation of any aspect in the ordinance. For any proposed work, a Zoning Application should be filed for review by the Zoning Officer. After the Zoning Officer has reviewed it, you may be directed to one or more review boards and be given the appropriate application forms for the work you are proposing. There are specific submission requirements depending on the type of work being proposed.

Almost every review starts with an analysis of the existing and proposed work relative to the zone in which the property is located. There are sections of the ordinance which delineate the zoning districts with their applicable rules and regulations. Once the nature of the review is determined, there are instructions and checklists for each review. The procedures for the submissions and reviews are also detailed in respective sections of the ordinance.

The Secretary of the board to which the application will be made will provide you with application forms and checklists. These must be followed precisely; be sure to understand all of the required elements of the submission. It is usually recommended that an attorney be consulted or retained for anything but the most simple application. This is because there are elements of the Haddon Heights Land Use and Zoning Ordinance is part of the municipal code and has parts which are based on state land use laws.