

**TOWNSHIP OF PARSIPPANY-TROY HILLS  
ZONING BOARD OF ADJUSTMENT  
1001 PARSIPPANY BOULEVARD  
PARSIPPANY, NJ 07054-1222  
973-263-4289**

**Residential Application Form – Instructions**

1. Print all information in ink. Sign in ink where required.
2. Start on line 3 (Block, Lot, Zone). Complete every space provided or write not applicable "N/A".
3. Write a detailed description of the proposed improvement(s). Indicate location (1<sup>st</sup> story, 2<sup>nd</sup> story, rear yard, side yard, etc.), dimensions (length by width by height) and intended use (addition, deck with stairs, in-ground pool with patio, etc.).
4. The Affidavit must be notarized after filling out the application.
5. Purchase the Certified List of Property Owners and Public Utilities from the Tax Assessor's Office, 973-263-4272. Once your application is scheduled for hearing, a legal notice will be created for you. You will use this notice to serve upon those on your certified and public utilities lists. Proof of notice is required to be given to this office no later than 15 days prior to your hearing date.
6. Submit the full original application plus 15 copies (remove instruction page before making copies) with fees; 2 copies of the Certified and Utility Lists from the Tax Assessor's office and 3 copies of the property survey with the proposed drawn to scale.
7. If your application is for Site Plan or a Use Variance, 21 sets of the plans is required.

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**Residential Application**

Case No. \_\_\_\_\_ Date Filed \_\_\_\_\_

Fee \_\_\_\_\_ Date Application Complete \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

Street Address of Property \_\_\_\_\_  
(Property must be numbered so Board members can make an on-site inspection)

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Daytime Telephone Number \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

Applicant seeks permission to (describe in detail all proposed improvements, change of use, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Current or Last Known Use of Property \_\_\_\_\_

Use of Adjoining Properties \_\_\_\_\_

**ZONING BOARD OF ADJUSTMENT – Residential Application (continued)**

Application "A"      APPEAL FROM DECISION OF ADMINISTRATIVE OFFICER UNDER N.J.S.A. 40:55D-70a.  
Pursuant to Section 18-22A  
Application Fee: \$60.00      Escrow Fee: \$500.00  
For an appeal of the decision of the Administrative Officer or Zoning Officer provide the date of the decision: \_\_\_\_\_

Application "B"      REQUEST FOR INTERPRETATION OF ZONE MAP OR ZONING ORDINANCE UNDER N.J.S.A. 40:55D-70b.  
Pursuant to Section 19-22B and C-1  
Construction of not more than 400 square feet.  
Application Fee: \$60.00      Escrow Fee: \$500.00  
Construction of 400 or more square feet.  
Application Fee: \$100.00      Escrow Fee: \$750.00

Application "C"      VARIANCE UNDER N.J.S.A. 40-55D-70c.  
Pursuant to Section 19-22B and C-1  
Construction of not more than 400 square feet.  
Application Fee: \$60.00      Escrow Fee: \$500.00  
Construction of 400 or more square feet.  
Application Fee: \$100.00      Escrow Fee: \$750.00

Application "D"      USE VARIANCE UNDER N.J.S.A. 40:55D-70d.  
In conjunction with the Use Variance, the following:

- Site Plan Approval Pursuant to N.J.S.A. 40:55D-76b
- Major or Minor Subdivision Approval
- Pursuant to N.J.S.A. 40:55D-76b

Application Fee: \$300.00      Escrow Fee: \$2,500.00

APPLICATION FOR PERMIT TO CONSTRUCT A BUILDING OR STRUCTURE NOT RELATED TO A STREET Pursuant to N.J.S.A. 40:55D-76a (2)

APPLICATION FOR A PERMIT TO LOCATE A BUILDING OR STRUCTURE IN THE BED OF A MAPPED STREET, ETC. Pursuant to N.J.S.A. 40:55D-76a (1)

**ZONING BOARD OF ADJUSTMENT – Residential Application (continued)**

1. Has there been any previous appeal to the Board of Adjustment, or to the Planning Board, or litigation involving the subject property? If so, state character of appeal, date of disposition and outcome:

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2. Has the subject property, at any time since June 13, 1951, been in the same ownership as any adjoining lot or lots? Yes \_\_\_\_\_ No \_\_\_\_\_

3. If the property has been in the same ownership at any time after June 13, 1951 proof of Final Subdivision must be provided (Final Subdivision Map number from Morris County, copy of Board resolution). A request for exemption from any condition(s) imposed by the Planning Board or Board of Adjustment must be presented with this application.

4. Outline of factual and legal basis upon which your claim for relief is based:

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The estimated length of time for presentation of this case is: \_\_\_\_\_

Attorney for Applicant will be \_\_\_\_\_  
Address \_\_\_\_\_  
Daytime Telephone Number \_\_\_\_\_

Applicant will present the following witnesses:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Nature of Testimony \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Nature of Testimony \_\_\_\_\_  
\_\_\_\_\_

**ZONING BOARD OF ADJUSTMENT – Residential Application (continued)**

Applicant agrees to pay the cost of stenographic transcription of the hearings as required by the Board. Applicant has read and understands the regulations of the Board and will comply with same. All property owners within two hundred (200) feet of the subject property and all other persons or governmental agencies as required by law have been notified, or will be notified at least ten (10) days prior to the date of hearing. The application shall not be complete until property owners are served and proof of service is filed with the Board.

**AFFIDAVIT OF APPLICATION**

STATE OF NEW JERSEY }  
COUNTY OF MORRIS }

\_\_\_\_\_ being duly sworn, hereby deposes  
and states that all of the submitted herewith are true and complete.

\_\_\_\_\_  
Applicant's Signature

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary

**TOWNSHIP OF PARSIPPANY-TROY HILLS  
ZONING BOARD OF ADJUSTMENT**

**TO BE COMPLETED IF APPLICANT IS SEEKING A 'C' VARIANCE**

Describe the characteristics of the subject property that make it peculiar or unusual when compared with other properties in the same zone:

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State what efforts have been made to obtain the results you ultimately wish to accomplish without violating the Zoning Ordinance (i.e. relocation of planned construction, purchase of other or additional land, etc.):

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State any additional reasons you have which may justify the Board's approval of your application.

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Applicant's Signature

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