

## PROCEDURE

### **Please submit the following:**

1. Copy of rejection letter from Zoning Officer.
2. Fifteen (15) copies, with three (3) copies of the completed application, notarized.
3. List of property owners within 200 feet of subject property. (*Information may be obtained from the Tax Assessor*).
4. Fifteen (15) copies of plat plan. (*The plan must clearly show existing and/or proposed building*).
5. Set of rejected building plans.
6. Witness list. For expert witnesses, please include a professional brief of qualifications.
7. Check made payable to “**Board of Adjustment**” in the amount of \$ \_\_\_\_\_.
8. Escrow check made payable to “**City of Linden**” see escrow deposit sheet for amount.
9. Certification from the City’s Tax Collector that all taxes on said property are current.
10. Affidavit of Service. The applicant shall notify all residences within 200 feet with the NOTICE of Hearing. Each NOTICE shall be addressed to each specific resident and copies included with the completed application; along with the Affidavit of Service. (*All notices shall be served at least ten (10) days prior to the meeting date*).
11. Affidavit of Publication. (*Public notice shall be given by application in the official newspaper of the City of Linden at least ten (10) days prior to the date of the hearing*).

**NOTE: Items one (1) through eight (9) shall be submitted for a 45 day review period. Items ten (10) and eleven (11) must be submitted 5 days prior to the meeting. NO EXCEPTIONS!**

***In addition, all applicants shall provide at their expense an official transcript of the hearing before the Board of Adjustment. A court stenographer has been retained and will be present at the meeting.***

***Fee schedules are as outlined in the Revised General Ordinances of the City of Linden (2014) “Land Development of the City of Linden”.***