

**TOWNSHIP OF FRANKLIN
APPLICATION FOR SIGN VARIANCE**

The Development Ordinance of the Township of Franklin permits Signs as accessory uses. Section 112-9G - SIGN REGULATIONS establishes the criteria by which signs may be erected. In accordance with (M.L.U.L. C. 40-55D-70c) the Planning Board is permitted to hear applications for sign variances.

WHERE TO FILE:

Planning Board
475 DeMott Lane
Somerset, NJ 08873
(732) 873-2500

WHAT TO FILE:

- 1) Twenty copies of completed application (one original & nineteen copies):
Annex A - Sign Variance Application
Annex B - Variance Appeal Form
Annex C – Checklist (one original and one copy)
- 2) Fee as follows:
First sign & plans \$325
Each additional sign \$250
Escrow (see attached sheet)
- 3) Sealed property survey.
- 4) 20 copies of the site plan (see checklist for details).

It is the responsibility of the applicant to transmit copies of the plans and documents to the agencies listed below if the site fronts or is adjacent to County or State Roads. Those applications proposing free standing signs, copies of the transmittal letters shall accompany the application to Franklin Township.

Somerset County Planning Board (if site fronts a County Road or if determined by staff)
PO Box 3000
Somerville, NJ 08876
908-231-7021

State Department of Transportation (if site fronts a State Highway or if determined by staff)
1035 Parkway Avenue
Trenton, NJ 08625

And if determined by staff:

D. & R. Canal Commission
PO BOX 539
Stockton, NJ 08559-0539

PROCEDURE AFTER SUBMISSION:

The application will be reviewed by the Planning Staff for completeness. If any items from the checklist are found to be missing, the Applicant will be notified by letter within 45 days of submission that the application is incomplete. Once the information requested has been submitted and deemed complete, the application will then be scheduled for a public hearing.

PUBLIC HEARING/ACTION/RESOLUTION

The applicant will be advised by letter of the date scheduled for a public hearing on the application.

- (1) If corrections or revisions are required to the plans, the corrected/revised plans must be received at least 10 days prior to the scheduled hearing dated.
- (2) Newspaper advertisements and notice to property owners are required. Notification must be completed 10 days prior to the scheduled hearing. Information and dates will be supplied to the applicant at the appropriate time for advertising and noticing.
- (3) A public hearing will be conducted on the scheduled date provided the applicant has complied with the requirements of Items (1) and (2) above. The hearing may be continued to another meeting date if necessary. However, action by the Board will be taken within the 120 days following completeness as mandated by the Municipal Land Use Law.
- (4) As part of the hearing procedure the applicant must present testimony to the Board why the proposed sign(s) can not comply with all provisions of Section 112-9G. The Board will then make the determination whether or not to grant the requested variance.

If the Board grants the variance, a determination will then be made based upon the testimony presented by the applicant, that the proposed use:

- a) will not require any on-site improvements and formal site plan application will be waived; or
 - b) will require on-site improvements and the applicant must proceed with formal site plan application.
- 5) Within 45 days of the decision by the Board, the action taken will be reduced to writing and presented to the Planning Board for adoption in the form of a resolution. The date of adoption of the resolution is the official date of approval of the application.
 - 6) If the Board determines that a formal site plan application will be required, the applicant should proceed with the Site Plan application using the Site Plan Instruction Sheet.

If the Board waives formal site plan application, no further action is required.

PROCEDURES AFTER APPROVAL

Upon adoption of the resolution by the Board, a copy of the resolution will be forwarded to the applicant within 10 days after adoption. The applicant must proceed to comply with all conditions of approval prior to issuance of the sign permit. Upon compliance with all conditions of approval, a Certificate of Occupancy may be issued upon proper application to the Department of Code Enforcement.