

BOROUGH OF BERGENFIELD

BOARD OF ADJUSTMENT

APPLICATION AND INSTRUCTIONS TO APPLICANTS

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RECEIVED BY _____ Date _____

PROPERTY ADDRESS _____

BLOCK _____ LOT _____

DATE APPLICATION RECEIVED _____

ESCROW FEES _____ Collected by _____
Date _____

APPLICATION FEES _____ Collected by _____
Date _____

BOARD OF ADJUSTMENT
BOROUGH OF BERGENFIELD

INSTRUCTIONS TO APPLICANTS

1. No appeal for a variation of the provisions of the Zoning Ordinance of the Borough of Bergenfield shall be received by the Board of Adjustment except in a specific case and after a decision has been rendered by the Inspector of Buildings.
2. Appeals shall be made on form provided by the Board, and shall be made out in ~~two~~^{two} copies, together with ~~two~~^{two} ~~18~~ copies of the accompanying plans, to be filed with the Inspector of Buildings, Municipal Building, Bergenfield, New Jersey, and the appellant shall deposit \$50 + \$10.
3. Appeals shall be filed by the owner of the property affected or his duly authorized agent, with the Building Inspector, and the Notice of Appeal shall specify the principal grounds of appeal and shall contain all the facts and data relative to the same.
4. Where appeals are filed by an agent duly authorized by the owner, such authorization must be in writing as per attached form and signed by the owner, and must be filed with the Board, at the time of filing the Notice of Appeal.
5. The appellant must submit with his appeal two plans for the proposed building or construction, and shall also submit two maps or diagrams, showing the actual dimensions of the plot of land upon which the proposed building is to be erected, and the exact location of any building to be erected thereon, with the distance from any abutting street and side line of abutting property. Wherever in the judgement of the Building Inspector the appeal involves only a minor alteration, or use of an existing building, plot plans drawn by the applicant may be acceptable. Wherever the appeal involves a major change, or a large building project, the plot plans filed therewith shall include an engineer's survey or a certified copy thereof. All existing or new buildings shall be accurately located on the plot plan and it shall show all setbacks, side and rear yard spaces. Building plans and specifications shall be in sufficient detail to show clearly all proposed construction and shall consist of not less than two elevations and typical floor plans.

6. The appellant must state in writing whether there are any restrictions in his or prior deeds to his property upon which the building is to be erected, and, if so, must set forth the restrictions.
7. The appellant must set forth the intended use of the premises and the building to be constructed thereon.
8. The appellant is cautioned that the Board requires information to appear on plans and upon the application form indicating the distances between any proposed structure or addition and the center line of any abutting or nearby brook. This information is necessary in order for a determination to be made as to whether the proposed construction will in any way violate State Water Policy Commission brook encroachment regulations.
9. Upon receiving an appeal and providing the applicant has complied with the rules of the Board of Adjustment, the Board of Adjustment will set a date for a public hearing on the appeal, and the applicant must give proper notice thereof at least ten (10) days prior to the time appointed for said hearing to all property owners within 200 feet of the property which is the subject matter of this appeal, or upon which a structure is proposed to be erected, which notice must be served in the manner hereinafter set forth.

The notice shall be furnished by the applicant and such notice shall be given to the property owners, by handing a copy thereof to said property owners personally, of said property owners, provided said owners are occupants of the property within said two hundred (200) feet of the property which is the subject matter of this appeal, or on which site a building is proposed to be erected, or by sending the written notice thereof by registered mail to the last known address of the property owner or owners as shown by the most recent tax lists of the Borough of Bergenfield. In appropriate cases notice must also be given to the County Planning Board and the clerks of neighboring municipalities, by certified mail return receipt requested.

If the owner is a partnership, service upon any partner in the manner above set forth shall be sufficient.

If the owner is a corporation, service upon any officer of the corporation in the manner above set forth shall be sufficient.

The applicant shall by affidavit in the form as affixed hereto present satisfactory proof of the Board of Adjustment prior to the time of the hearing that said notices have been duly served by him as aforesaid.

10. The notice to Property Owners shall be upon the form provided.
11. Proof of service of the Notice Upon Property Owners must be received by the Secretary to the Board of Adjustment at the Municipal Building no later than 4:00 p.m. on the last business day preceding the day scheduled for the hearing. Proof of service shall be in the form of an Affidavit of Service of Notice, and attached to said Affidavit of Service shall be the return receipt cards from the registered or certified mailing.
12. Any applicant may appear before the Board of Adjustment in person or by attorney. Pursuant to the rules of the Supreme Court of the State of New Jersey, if a person, firm or corporation is to be represented legally before the Board of Adjustment; such representation must be by an attorney-at-law of the State of New Jersey.
13. Meetings of the Board will be held at the Municipal Building, Bergenfield, New Jersey.
14. Meetings of the Board shall be called by the Chairman, or by the Vice-Chairman, during the absence or disability of the Chairman. An adjournment may be taken at any meeting by a majority vote of the members present, without further public notice.
15. Three members of the Board shall constitute a quorum for the hearing of appeals.
16. Whenever the Board of Adjustment shall deem it advisable, said Board or any member thereof, may make an official inspection of any buildings or property which is the subject of an appeal before the Board.
17. In all cases before the Board of Adjustment no decision shall be announced until the next regular meeting following the date that the hearing on any application has been completed. All action upon applications shall be by formal resolution adopted at a regular or special meeting of the Board. This rule shall not be waived other than in rare occasions of extreme hardship, which hardship must be demonstrated conclusively to the Board of Adjustment.
18. Public notice must be placed in an official newspaper of the Borough of Bergenfield at least ten (10) days prior to your scheduled meeting night.

FILE NO. _____

DATE _____

DATE OF HEARING _____

DISPOSITION _____

BOARD OF ADJUSTMENT
MUNICIPAL BUILDING, BERGENFIELD, N.J.

APPLICATION FOR VARIATION/APEAL
OF REQUIREMENTS OF ZONING ORDINANCE 1123

APPLICANT'S NAME _____

ADDRESS _____

OWNER'S NAME _____

OWNER'S ADDRESS _____ PHONE # _____

FED I.D.# or S S _____

Applicant will be represented at public hearing by _____

TO THE BOARD OF ADJUSTMENT:
Application is hereby made for a variation/appeal from the requirements of Section(s) _____ and/or from the requirements of the Scheduled Limiting Bulk of Buildings of the Zoning Ordinance in accordance with plans and specifications attached hereto and/or decision of Zoning Officer. The location of this property is at NUMBER: _____

DESIGNATED AS Block(s) _____ and Lot(s) _____ on the Assessment Map of the Borough of Bergenfield.

ZONING DISTRICT _____

VARIANCES REQUIRED: LOT AREA _____ LOT FRONTAGE _____

LOT COVERAGE _____ FRONT YARD _____ REAR YARD _____ SIDE YARD _____

TOTAL SIDE YARD _____ OTHER (specify) _____

THE REASON FOR DESIRED VARIANCE/APEAL

DESCRIPTION OF PROPERTY

- 1. SIZE OF LOT _____ x _____ 2. SQUARE FEET IN LOT _____
- 3. SIZE OF PRESENT BUILDINGS _____ x _____ 4. STORIES _____
- _____ x _____
- 5. TOTAL AREA _____ SQ. FT. 6. NUMBER OF ROOMS _____
- 7. PERCENTAGE OF PROPERTY NOW OCCUPIED BY ALL BUILDINGS _____ %
- 8. PRESENT OCCUPANCY OF BUILDING OR PROPERTY _____

9. ARE THERE ANY DEED RESTRICTIONS ON THE PROPERTY? YES _____
 NO _____ (If yes, provide a copy of same)

10. CHARACTER OF BUILDINGS WITHIN 200 FT. OF PROPERTY _____

11. HAS THERE BEEN ANY PREVIOUS APPEAL INVOLVING THESE
 PREMISES? YES _____ NO _____ IF SO, DATE FILED _____

DISPOSITION _____

12. ARE THERE ANY EXISTING VIOLATIONS OF THE ZONING
 ORDINANCE? YES _____ NO _____ (IF SO, EXPLAIN) _____

13. IS THIS, OR ANY PART OF THIS PROPERTY IN THE FLOOD ZONE?
 YES _____ NO _____

14. DOES THIS PROPERTY BORDER ON ANY COUNTY ROAD?
 YES _____ NO _____

15. DOES THIS PROPERTY BORDER WITHIN 200 FT. OF ANY OTHER
 MUNICIPALITY? YES _____ NO _____

DESCRIPTION OF PROPOSED CHANGES

16. ARE ANY BUILDINGS TO BE DEMOLISHED? YES _____ NO _____
17. SIZE OF NEW ADDITION _____ x _____ SQ. FT.
 _____ AREA _____ HEIGHT
18. SIZE OF NEW BUILDINGS _____ x _____ SQ. FT.
 _____ AREA _____ HEIGHT
19. PERCENTAGE OF PROPERTY TO BE OCCUPIED BY ALL BUILDINGS
 _____ %
20. NUMBER OF FAMILIES/PERSONS TO BE PROVIDED FOR _____

 NOTE: ALL APPLICATIONS MUST INCLUDE: 1. Completed Application Form with Affidavits of Accuracy and Ownership. 2. An accurate Location Survey listing location of all structures with dimension to property lines with proposal sketched onto survey or submitted separately. 3. Copy of letter of denial by Construction Code Official or Zoning Officer, if applicable. ALL APPLICATIONS MUST BE FILED NO LESS THAN 30 DAYS PRIOR TO HEARING DATE. ALL PROOFS OF SERVICE, PUBLICATION, AND CERTIFICATE OF TAXES PAID MUST BE COMPLETED AND FILED WITH THE CONSTRUCTION CODE OFFICIAL NO LESS THAN TEN (10) DAYS PRIOR TO THE HEARING DATE. (All Return Receipts must be submitted prior to hearing.)

BOROUGH OF BERGENFIELD
NOTICE TO PROPERTY OWNERS

Notice is hereby given that the ZONING BOARD of ADJUSTMENT of the BOROUGH of BERGENFIELD will hold a public hearing at the Municipal Building, 198 North Washington Avenue, Bergenfield, N.J.

on _____ evening (date), _____,

at 8:00 p.m. or as soon thereafter as the applicant may be heard, to hear and consider the application/appeal of _____

for _____

The said premises are designated as Lot(s): _____

_____, Block: _____

on the current Tax Assessment Map of the Borough of Bergenfield, and are commonly known by street address as:

These premises are bounded by _____

Any maps and documents for which approval is sought by the applicant are available for public inspection between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, at the Construction Code Office, located in the Municipal Building, 198 North Washington Avenue, Bergenfield. All persons or property owners interested in this appeal may be heard either in favor of or opposed to the application before the Board at the aforesaid time and place.

By order of the Board of Adjustment of Bergenfield

AFFIDAVIT BOARD OF ADJUSTMENT

OF THE

BOROUGH OF BERGENFIELD

STATE OF NEW JERSEY
COUNTY OF BERGEN
BOROUGH OF BERGENFIELD

SS:

Name of Applicant

_____ being duly sworn deposes
and says; that he reside at number _____
in the Borough of _____, in the County of _____
in the State of _____, and says that he is the
appellant making appeal for a variation/appeal of the
provisions of the Zoning Ordinance of the Borough of
Bergenfield in connection with the property which is the
subject matter of this appeal and known as number _____
designated as Block _____ and Lot _____ on the Assessment
Map of the Borough of Bergenfield. That all statements made
in this application, and statements made in the plans
submitted herewith are true. The applicant further states
that he is ready and able to proceed with the construction if
and when the application is granted.

Sworn to me this- _____
day of _____ 19 _____

Notary Public

Applicant

Note: All partnerships and corporations must supply a list of
stockholder with a 10% or greater share, they must also be
represented by an Attorney at the hearing.

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY,
COUNTY OF BERGEN

SS:

_____ of full age, duly sworn according to the law, deposes and says that he resides at _____ in the Borough of _____ in the County of _____ in the State of _____ that he is the owner in fee of real property lying in the Borough of Bergenfield, known and designated as number _____ and that he hereby authorizes _____ to make the within application in his behalf and that the statements in the said application are true.

SWORN TO BEFORE ME THIS _____ DAY OF _____ 19 _____

Owner

Notary Public

Note: all partnership and corporations must supply a list of stockholders with a 10% or greater share, that they must also be represented by an Attorney at the hearing.

Note: SERVICE must be made in accordance with the Rules of the Board of Adjustment.

IN THE MATTER OF THE APPEAL of

AFFIDAVIT OF SERVICE OF NOTICE

to the

BOARD OF ADJUSTMENT OF THE BOROUGH OF BERGENFIELD

STATE OF NEW JERSEY

SS:

COUNTY OF BERGEN

....., being duly sworn, deposes and says that he or she is over the age of twenty-one (21) years and that he or she resides at No.....Street, in

..... and that on the day of, 19..... he or she served the annexed Notice of Hearing in the above entitled matter on

- at

by delivering to, and leaving with each of said parties personally, at said time, within the Borough of Bergenfield,

Deponent further says that he or she served the annexed Notice on:

..... at
..... at

Deponent further says that on the day of 19..... he or she served the annexed Notice on:

..... at
..... at

by mailing a copy thereof by registered mail to last known address of said property owners as above set forth, which is the last known address shown by the tax list of the Borough of Bergenfield, and that said notice was duly enclosed in an envelope, properly addressed, with postage prepaid.

Sworn and subscribed to before me
this
day of, 19.....

.....
SIGNATURE

27. List all the variances requested for this application. Include on the plan a Site Analysis showing the measurement of each item from the schedule as required and show the measurement of that item provided. (see sample site plan analysis).
28. If the answer is yes, include a copy of the resolution of decision or a copy of that portion of the board hearing which records the decision and the vote on the application.
29. If the answer is yes, include a copy of the violation notice.

All questions on the application form must be answered or the Board may deem the application incomplete.

If a particular question cannot be answered, contact the Construction Code Official for additional instructions on how to answer the question. He will attach a note or memo to the application stating his reason if he advises that the question need not be answered.

Signature of Applicant: The person who prepares and signs this Application for Site Plan Approval is the applicant. If the application is by a partnership then include the title partner under the signature. If the application is by a corporation then include the title of the officer signing the application. If the applicant is an agent for an individual, partnership or corporation that proposes to develop the Site Plan if approved, then a statement from the individual, partnership, or corporation authorizing the applicant to file the application must be included with the application. The statement must be in the form of a resolution approved by the executive committee for corporation.

Where the applicant or developer is other than the owner of the property, the owner must sign the application. If there are multiple owners, all must sign the application or attach a signed and notarized statement from the owner(s) in which permission to file the application is granted.

If the applicant knowingly includes false information that the Board considers in the granting of this application the Board may withdraw any approval previously granted.

Applications for development must be filed with the appropriate fees at least two weeks prior to the regular Site Plan Committee meeting to be scheduled for the Site Plan Committee review. (Usually held on the second Monday of each month). The Site Plan Committee will review each application to determine if it is complete. If the application is found to be complete the applicant will be notified of the date of the Board hearing at which he will be scheduled on the agenda.

When a hearing is scheduled the applicant shall give notice thereof as follows:

Public notice shall be given by publication in at least one of the official newspapers designated for such notice. (The Post, weekly and the Record, daily) the notice shall be published at least ten days prior to the date of the hearing. The notice shall identify the subject property, describe in brief the proposed development and list the variances requested if any. Also the notice information as to the time, date and place of the hearing shall be included. (See sample notice)

Notice by personal service or certified mail with a return receipt shall be made to all owners within 200 feet and such other notice as is required. The notice shall include all the information contained in the published public notice, (See sample notice). Said notice shall be served or mailed at least ten days prior to the date of the hearing.

All documents to support the application must be on file in the office of the Zoning Officer and available for public inspection at least 10 days prior to the date of the hearing.

The applicant shall file proof of publication, an affidavit for personal service of notice and an affidavit for the posting of notice by certified mail with the Attorney of the Planning Board on the last working day of the week ending prior to date of the hearing. Failure to furnish proof of notice may be considered sufficient grounds to postpone the public hearing.

Where variances are required the applicant must demonstrate exceptional and undue hardship. No variance can be granted unless such variance can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

INFORMATION NEEDED ON SITE PLAN

1. Show existing planting and its incorporation into the final site development.
2. Zoning statistics shown: Area, yard dimensions, frontage, parking required and parking proposed. Structure stories height.
3. Solid waste provision.
4. Drainage calculations and design.
5. Show fixture, style, type, and wattage with notes on glare prevention for site lighting.
6. Landscaping plan, show plant species both common and scientific name, size, amount, location, key, root, mature growth size, quantities, and planting location.
7. Provisions for barrier free facilities.
8. Fire lanes. Fire detection. Fire suppression.
9. Property boundary and topography.
10. Provide screen or buffer areas between this use and adjoining use, show type.
11. Flood plain area if any from flood hazard map.
12. Photos of subject property (3" x 5" minimum size).
13. Design for soil erosion and sediment control.
14. Provide key map scale 1" = 400'.
15. List name of property owners(s)
16. Show names of adjoining property owners on the site plan.
17. Submit separate property survey plan.
18. Standard details for curb, sidewalks and driveway aprons.

All of the above items must be shown on the site plan. See instruction form for information on how to complete the application.

BOROUGH OF BERGENFIELD

188 NORTH WASHINGTON AVENUE
BERGENFIELD, NEW JERSEY 07621



TAX COLLECTOR'S CERTIFICATION
PAYMENT OF PROPERTY TAXES

Date: _____

Block: _____ Lot: _____ Address: _____

Owners Name: _____

Owner's Address: _____

Phone Number: _____ Cell Number: _____

Application for: _____ Board of Adjustment _____ Planning Board

_____ Building Department Permit

Description of Work to be Performed:

All applications for the above are required to obtain a certification from the Tax Collector's Office prior to receiving placement on the agenda of any board and / or receiving a permit from the building department for construction or certificate of occupancy. "No Exceptions"

Tax Office Use Only:

Tax Current: _____ Yes _____ No _____ Last Quarter Paid On: _____
(Printout Attached)

Tax Collector / Deputy Tax Collector Certification:

Date: _____

Certification Number: _____