



BOROUGH OF BERGENFIELD

BERGENFIELD BUILDING DEPARTMENT
BERGENFIELD, NJ 07621
(201) 387-4055 x 4 FAX (201) 385-7376

APPLICATION FOR ZONING OFFICER REVIEW

(Please Print legibly in blue or black Ink)

Today's Date: _____ Zone: _____

Block: _____/____ Lot: _____

Property owners address: _____ Property owners Phone #: _____

Property owners Email address: _____ Alt phone #: _____

Applicant's/Proposed tenant's name: _____ Applicant phone #: _____

Applicant mailing address: (street, city, state, zip): _____

Email address: _____ Alt phone #: _____

Proposed Project/Use of Property (Please check all that may apply)

____ Addition ____ New Single-Family Dwelling ____ New Two-Family Dwelling ____ New Multi-Family Dwelling

____ Add-a-level ____ Retail Business** ____ Professional Office ____ Fence ____ Driveway ____ Walkway

____ Shed ____ Pool ____ Other _____

Description of business use:

**Please specify type of Retail Business:

Zoning Bulk Information – Required for Additions & New Construction

Please note: When applying for zoning review for additions, add a level or new construction, you must submit a hard copy of your plans signed and sealed by a NJ licensed engineer or architect with an updated survey including an Impervious Surface Breakdown inclusive of proposed project. If necessary, please e-mail PDF files to mravenda@bergenfieldnj.gov and tzysman@bergenfieldnj.gov.

Proposed Lot Coverage (%) _____

Proposed Total Improved Lot Coverage (%): _____

Proposed Building Height: _____

Proposed Number of Stories: _____

Proposed Setbacks in feet:

Front Yard: _____ Rear Yard: _____ Right Side Yard: _____ Left side Yard: _____ Total Side Yard: _____

Required Supplemental Information

____ Survey/Plot Plan (Residential)

____ Site Plan (Non-residential)

____ Floor Plans

____ Building Elevations Plans

____ Topographical Plans

Shall Soil Removal Be Required/Performed? ____ Yes ____ No

The applicant certifies that all statements and information made and provided as part of this application are true to the best of the applicant's knowledge, information, and belief. The applicant further states that the applicant will comply with all other Municipal approvals and ordinances, and any County, State, and Federal Regulations as may be required.

Applicant's Signature: _____

Zoning Officer Review

____ Approved

____ Denied

____ Approved with Conditions



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Official Comments/Conditons: _____

The Borough of Bergenfield Zoning Officer reserves the right to waive any of the above required supplemental information that may not be pertinent to the proposed construction/project as well as to require additional information not listed above that may be useful in determining zoning compliance for the proposed construction/project.

Bergenfield Zoning Officer

Date



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Zoning Officer Review is required **FIRST** for the following:

Additions	Driveway enlargements	Retaining Walls
Add -a- level	Fence	Swimming Pools
Dormers	New House	Sheds
Decks	Porch	Walkways

Homeowner must provide a **scaled** copy of property survey (including sidewalks, driveways, sheds, etc.,) with proposed addition or proposed plans to scale. Survey and or plans must have proposed location of new structure – to scale. All setbacks (distances from front, side and rear yards) must be indicated as well as size and square footage of proposed addition. All additions and dormers must submit certified height of structure above curb height.

Upon receipt of Zoning Officer approval, applicant must then submit three sets of plans and completed permit application.

Sheds must be 3ft in from rear and side property lines

Pools must be located 10ft in from rear and side property lines

Driveways must be 2ft off side yard property line

Zoning Officer has up to 10 business days to review submitted applications.

Construction Department inspectors have up to 20 business days after zoning approval to review submitted applications.



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