



# 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 mailing address: (street, city, state, zip): \_\_\_\_\_ Applicant phone #: \_\_\_\_\_ 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](mailto:mravenda@bergenfieldnj.gov) [planreview@bergenfieldnj.gov](mailto:planreview@bergenfieldnj.gov), and [aagudelo@bergenfieldnj.gov](mailto:aagudelo@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

Official Comments/Conditions: \_\_\_\_\_

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



## 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)

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.