

STEPS TO FOLLOW FOR VARIANCE

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 Zoning Officer.

ONCE A DENIAL LETTER FROM THE ZONING OFFICER IS OBTAINED:

I. Pay Required Fees with the Building Department

1. Application Fee - \$50
2. Set up escrow account (\$3,000 for residential, \$5,000 for commercial). Complete Application Fee Form (Attached), Escrow Deposit Form (Attached), Deposit Slip, and Submit W-9 Form

II. Complete Variance Application

1. Complete pages 4, 5, and 6.
2. Affidavit of Ownership and Affidavit Board of Adjustment of the Borough of Bergenfield pages need to be notarized (pages 7 and 8).
3. Complete top of Tax Collector's Certification Payment of Property Taxes page and submit to Tax Collector for completion of bottom portion of page (page 9).

III. Completeness Review by Board Engineer

1. Email the following to the Board Clerk, Hilda Tavitian, at: Htavitian@bergenfieldnj.gov :

1. Complete Variance Application
2. Denial Letter
3. Site Plan and/or Architectural Plan
4. Survey, if there is one
5. 200' List (Need to obtain from tax collector's office. Fee is \$10).

All documents listed above will be sent to the Board Engineer for a completeness review.

If the application is deemed complete by the board engineer, a hearing date will be given.

IF AN APPLICATION IS DEEMED INCOMPLETE BY THE ZONING BOARD ENGINEER DUE TO MISSING ITEMS, ADDITIONAL FEES WILL BE INCURRED FOR ANY ADDITIONAL COMPLETENESS REVIEWS REQUIRED.

IV. Notice of Hearing to Property Owners (Page 10)

1. Complete the Notice to Property Owners in its entirety.
2. Owners within 200' must be served by certified mail at the address shown on the certified list property owners. **This service must be completed at least 10 days prior to the hearing date.**
3. If the subject property is within a 200' radius of another municipality, the property owners that fall within the 200' radius must be notified. This list of owners must be obtained from the adjoining municipality. The Borough Clerk of the adjoining municipality must be notified as well.
4. If the subject property is within 200' of a county road, the applicant must notify the County Planning Board at One Bergen County Plaza, 4th Floor, Hackensack, NJ 07601.
5. The original or a copy of the certified receipts from the certified mailing must be dropped off or emailed to the Board Clerk **a week before** the scheduled hearing.

V. Legal Notice – Newspaper Advertisement (Page 11)

1. Complete the form in its entirety.
2. Notice must be published in the Bergen Record newspaper **at least 10 days prior** to the hearing date. Allow 3 days lead time for the newspaper to publish this notice.
3. Subsequent to publication, the newspaper will provide you an affidavit of publication. Submit the affidavit to the Board Clerk.

VI. Submitting 15 Copies of Completed Application Packet

The Following Constitutes a Completed Application Packet

The following to be dropped off **10 business days** prior to the meeting:

- | | |
|--|-----------|
| 1. Application (including two Affidavits and Tax Collector's Certification pages) | 15 copies |
| 2. Zoning Officer's Letter of Denial | 15 copies |
| 3. Plans of the proposed construction, in the form of detailed scaled drawing and proposed project with exact dimensions, or architectural plans. (Needs to be a minimum of 24x36) | 15 copies |
| 4. Property Survey, if applicable and Proposed Construction depicted to scale | 15 copies |

All of the above must be collated in individual packets (1 application, 1 letter of denial, 1 set of plans FOLDED (not rolled), 1 survey) to make 15 sets and dropped off no later than ten (10) business days prior to the meeting.

The following to be dropped off or emailed a week before the meeting:

1. All postal receipts for certified mailing sent to residents within 200'.
2. Affidavit of Publication from the newspaper.

VII. Meetings

The Zoning Board of Adjustment holds its regular meeting the first Monday of every month at 8:00 p.m. Meetings are held at the Borough Hall, Council Chambers 3rd Floor, 198 N. Washington Avenue, Bergenfield, NJ 07621.

If the meeting is cancelled, all applications will carry over to the next meeting without any further notice. Any cancellations and/or continuations will be posted on the Borough's website (www.bergenfieldborough.com).

PLEASE NOTE- ALL INFORMATION LISTED IN ORDINANCE SECTION 186-106B NEEDS TO BE SUBMITTED AND COMPLETED PRIOR TO ANY COMPLETENESS REVIEW (SEE ATTACHED CHECKLIST).

THE ARCHITECT, ENGINEER, OR SURVEYOR PROVIDING THE SITE PLAN/DRAWING FOR YOUR APPLICATION SHOULD REVIEW THE REQUIRED ITEMS IN THE CHECKLIST AND ASSIST WITH ADDITIONAL DOCUMENTS REQUIRED TO BE INCLUDED WITH THE APPLICATION.

The applicant 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.

The applicant must set forth the intended use of the premises and the building to be constructed thereon.

The applicant 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

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.

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.

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

APPLICATION FOR VARIATION/APPEAL 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 _____ 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/APPEAL _____

DESCRIPTION OF PROPERTY

1. SIZE OF LOT _____ X _____ 2. SQUARE FEET IN LOT _____

3. PRESENT BUILDING _____ X _____ 4. STORIES _____

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

ALL INFORMATION LISTED IN ORDINANCE SECTION 186-106B NEEDS TO BE SUBMITTED AND COMPLETED PRIOR TO ANY COMPLETENESS REVIEW (SEE ATTACHED CHECKLIST).

AFFIDAVIT BOARD OF ADJUSTMENT
OF THE
BOROUGH OF BERGENFIELD

STATE OF NEW JERSEY
COUNTY OF BERGEN

BOROUGH OF BERGENFIELD

Name of Applicant

_____ being dully sworn deposes

and says; that he resides at number _____ in the state of

_____ and says that he is the appellant making appeal

for a variation/appeal of the provisions of the Provisions of the Zoning
Ordinance of the 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 _____ 20 _____

Notary Public

Applicant

Note: All partnerships and corporations must supply a list of stockholders 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

_____ of full age, dully 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 the 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 _____ 20 _____.

Owner

Public Notary

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.



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 _____

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 Borough Clerk 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

**Zoning Board of Adjustment
Borough of Bergenfield**

Legal Notice

To All Interested Parties:

A Public Hearing will be held by the Borough of Bergenfield Zoning Board of Adjustment in the County of Bergen, State of New Jersey on _____ at 8:00 p.m. in the Borough Hall, 198 N. Washington Avenue, Bergenfield, NJ.

The application submitted by:

Name _____

Address _____

Town _____ County _____ State _____

The property involved is _____ which is located in a _____ zone.

The proposed _____ is contrary to the ordinance.

At the time of the hearing, the applicant reserves the right to amend the application to apply for any other variances, waivers, interpretations, and/or relief the need of which becomes apparent. The property is known on the Borough of Bergenfield's tax map as Block _____ Lot _____.

Anyone affected by this application may have an opportunity to be heard at a meeting to be held on _____, 20____, at 8:00 PM in the Municipal Building, 198 N. Washington Avenue, Bergenfield, NJ.

All documents relating to this application are on file in the borough clerk's office and are available for public inspection weekdays between the hours of 8:30 am and 4:00 pm at the Bergenfield Borough Hall, 198 N. Washington Avenue, Bergenfield, NJ.

Checklist for Engineering Completeness Review

The following checklist is to assist applicants in preparing the plan(s) and application for the engineering completeness review. Check off each item to ensure it is included on the submittal paperwork.

THE ARCHITECT, ENGINEER, OR SURVEYOR PROVIDING THE SITE PLAN/DRAWING FOR YOUR APPLICATION SHOULD REVIEW THE REQUIRED ITEMS IN THE CHECKLIST BELOW AND ASSIST WITH ADDITIONAL DOCUMENTS REQUIRED TO BE INCLUDED WITH THE APPLICATION.

Information Required (If applicable):

	Included	Not Included	*Request Waiver	Description of Information to be Included (if applicable):
1.				Name and address of lot owner, the lot and block numbers on the assessment map, and the names of owners of record of all adjacent property from current tax assessment rolls.
2.				Existing zoning keyed to the Zoning Map.
3.				Boundaries of the property, building or setback lines, location of any Existing buildings and kinds and location of any easements on an existing condition map signed and sealed by a licensed land surveyor.
4.				A copy of any covenants or deed restrictions that cover or are intended to cover the tract or any part thereof.
5.				Existing contours with intervals of two feet or less, location of existing watercourses, rock outcrops, wooded areas, single trees with a diameter of eight inches or more as measured three feet above the base of the trunk and any other significant existing features.
6.				Name of development, date, North point, scale, name and address of record owner, engineer or architect, responsible for the preparation of the site plan.
7.				The proposed use or uses of land and building and proposed location of buildings and accessory structures, including dimensions of buildings showing location of all entrances, proposed finished grades of all open spaces and drainage swales and proposed grades of interior walks, driveways, and parking and other paved areas. Building outlines shall indicate type of construction, aggregate floor area and height.
8.				All means of vehicular area access and egress to and from the site onto public streets.
9.				The location and layout of off-street loading areas and parking areas, showing the number of spaces required for the proposed building and number of spaces to be required. Aisles, fire lanes, spaces and driveways shall be clearly dimensioned, as well as designated snow removal equipment storage areas.
10.				The proposed location, direction, type of fixture, power and time of proposed outdoor lighting, including façade lighting and lighted signs.
11.				The proposed location and dimensioned elevation drawings of all signs.
12.				Proposed screening including the use of walls or fencing, proposed materials and type of construction to be used. Where necessary, elevations and cross sections shall be submitted to indicate clearly architectural features of proposed walls, or fences. Locations of solid waste storage facilities shall be

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Information Required (If applicable):

				shown.
13.				Planting schedule giving the name, number, size, and height and specific location of plants, trees, and shrubs to be installed.
14.				The location of any existing or proposed utilities.
15.				The location and size of any existing or proposed drainage and sanitary sewer lines, including drainage calculations. Proposed drainage shall include calculations for sizing of the system.
16.				If pervious pavers are proposed, manufacturer criteria, data sheet, installation details and specifications of the proposed paver system. The system's permeable surface area shall be included.

*If a waiver for any of the items is being requested, you must provide a detailed explanation why it is being requested.



BOROUGH OF BERGENFIELD

198 NORTH WASHINGTON AVENUE
BERGENFIELD, NEW JERSEY 07621

CONSTRUCTION CODE DEPT.
(201) 387-4055 EXT. 1-4092
FAX: (201) 385-7376

ESCROW DEPOSIT

WORK SITE: _____

YOUR NAME: _____

YOUR MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

YOUR EMAIL ADDRESS:

Your Phone # :

YOUR SOCIAL SECURITY NUMBER OR FEDERAL TAX NUMBER

NAME AND ADDRESS THE ESCROW ACCOUNT IS TO BE OPENED
IN (IF DIFFERENT FROM ABOVE)



BOROUGH OF BERGENFIELD

198 NORTH WASHINGTON AVENUE
BERGENFIELD, NEW JERSEY 07621

CONSTRUCTION CODE DEPT.

(201) 387-4055 EXT. 1-4092

FAX: (201) 385-7376

CIRCLE ONE:

PLANNING BOARD

ZONING BOARD

FEE:

\$300.00

\$50.00

PROPERTY INFORMATION:

OWNER NAME: _____

PHONE NUMBER: _____

RESIDING STREET ADDRESS: _____

CITY: _____ STATE: _____

PROPERTY ADDRESS OF PROJECT: _____

EMAIL ADDRESS: _____

BLOCK / LOT: _____

PAYMENT INFORMATION:

DATE: _____ CHECK #: _____ OR CASH: \$ _____

EPAY: \$ _____

FEE RECEIVED: \$ _____