

Zoning Board Application Checklist

Application # _____ Block _____ Lot _____

Name: _____ Address: _____

Part 1: Submit Application

- 1) 12 Copies of Zoning Board Application _____
- 2) 12 Copies of Zoning Permit Application _____
- 3) 12 Copies of Zoning Permit Denial Letter _____
- 4) Certification that taxes are paid _____
- 5) Receipt indicating that fees are paid _____
- 6) 12 copies of any required plot plan (survey) _____
- 7) Affidavit of Ownership _____
- 8) Certificate of Responsibility _____
- 9) (a) Letter of Interpretation from NJDEP (if applicable) _____
- (b) Letter of Exemption from NJDEP (if applicable) _____
- (c) Copy of any application made to NJDEP (if applicable) _____
- (d) Waiver of (a), (b), (c) above _____
- 10) Corporation or Partnership Disclosure _____
- 11) Expert Witness Submission _____
- 12) 12 copies of photographs _____

Fees: Application Fee \$ _____ Escrow \$ _____
(fees must be on separate checks)

Date Collected: _____

Date Application Received: _____ Date Deemed Complete _____

Part 2: Obtain Property Owners List

200' Property Owners List Fee Collected \$ _____ Date: _____

Request Sent _____ Complete _____ Picked up _____

Part 3: Notice

Date of Hearing _____

- 1) Certified mail receipts and cards _____
- 2) Proof of publication _____
- 3) Affidavit of service _____

Part 4: Resolution

Date Memorialized: _____ Date Published: _____

Copy sent to applicant _____

ZONING BOARD OF ADJUSTMENT
TOWNSHIP OF RIVER VALE, NEW JERSEY

File # _____
Filing Date: _____

NOTICE OF APPEAL
APPLICATION TO THE BOARD OF ADJUSTMENT

Complete: _____
Public Hearing: _____
Disposition: _____

Appeal is hereby determined, from the decision of the Zoning Official, to be in violation of section(s)
_____ of part 9, Chapter 142 LAND USE of the Township of River Vale,
to () erect, () alter, () extend _____
in accordance with the plans filed herewith; or for the following non-permitted use: _____

DESCRIPTION OF () Proposed or () Existing BUILDING OR LOT:

Premises know as: Block _____, Lot _____
_____ (street address) River Vale, NJ

Applicant's Name & Address: _____
_____ Home Ph. # _____
_____ Work Ph. # _____

Owner's Name & Address: _____
_____ Home Ph. # _____
_____ Work Ph. # _____

Lessee / Tenant: _____
_____ Home Ph. # _____

Use District (Zone): _____ Occupancy each floor: _____

If you are not sure, estimate dimensions:

Size of Lot: Dimensions - _____ / square feet - _____
() Corner or () Interior on how many streets does the lot have frontage? _____

Size of Building:

Existing

Frontage - _____ feet, Depth - _____ feet
Height of Building - _____ feet, # of Stories - _____

Proposed

Frontage - _____ feet, Depth - _____ feet
Height of Building _____ feet # of Stories _____

Setback from Property Lines:

Existing

From Street Line - _____, Side #1 - _____,
Side #2 - _____ Rear Yard _____.

Proposed

From Street Line - _____, Side #1 - _____,
Side #2 - _____ Rear Yard _____.

Other Details not provided in forgoing:

Has there been any previous appeal involving these premises? _____

If yes: 1. Date filed: _____ Character of Appeal: _____

Disposition: _____

2. Date filed: _____ Character of Appeal: _____

Disposition: _____

(if more than two submit on separate sheet of paper)

The grounds of appeal or variation desired and reason for same are as follows:

Will be presented at Public Hearing by:

Attorney: _____ Home Ph. # _____

Law Firm: _____ Fax. # _____

Address: _____

EXAMPLE

Notice To Property Owners

TOWNSHIP OF RIVER VALE
ZONING BOARD OF ADJUSTMENT
NOTICE OF HEARING ON APPEAL OR APPLICATION

**{ADDRESS OF PROPERTY OWNER}
{OWNER OF PREMISES}**

PLEASE TAKE NOTICE that the undersigned has filed an appeal or application for development with the Board of Adjustment of the Township of River Vale for a variance from the requirements of the Zoning Ordinance so as to permit:

{Insert information from the Disapproval of Application – (Denial)}

Applicant is seeking relief for the following:

{Insert variances being sought from Denial}

,together with any additional variances, waivers, or exceptions, which may become evident during the hearing process.

The premises is located at _____ and designated as Block _____, Lot _____ on the Township Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

A Public Hearing has been set down for _____, 20__ at ___ PM in the Municipal building, 406 Rivervale Rd, River Vale, New Jersey, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief in the petition.

Copies of the application and plans are available for inspection at the River Vale Town Hall, 406 River Vale Road, River Vale, NJ during business hours, 9:00 AM to 4:30 PM.

This notice is sent to you by the applicant, by order of the Board of Adjustment.

Date

Applicant

AFFIDAVIT OF OWNERSHIP

State of New Jersey)
County of Bergen) ss.

_____, of full age being duly sworn according to law, on his oath
deposes and says that he resides at _____ in the town of
_____, County of _____, and State of _____, that he is the
owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Township
of River Vale aforesaid and known and designated as Block _____ Lot _____, at
_____, and that he hereby authorizes
_____ to make the within application in his behalf and that the statements
contained in said application are true.

Sworn to and subscribed before
me this _____ day of
_____, 20_____.

Signature of Owner

Notary Public

IMPORTANT NOTICE

ORDINANCE NO. 0-10-78 - Section 1 a. Responsibility of Owners

In the event that the amount of costs for processing any application for development shall
exceed the deposits for said costs and if the applicant withdraws his application or fails to pay the
amount of such excess, the payment for such excess shall immediately become the responsibility of
the owner(s) of the subject property and the amount of the excess shall constitute a first lien thereon.

Signature-Owner of Record (Corp) **

Signature of Applicant

Address

Address

Phone No.

Phone No.

** Signatures and addresses of all stockholders in the corporation or partnership who own ten percent
or more of its stock of any class, or of all individual partners in the partnership who own a ten percent
or greater interest therein.

PRINT NAME

SIGNATURE

ADDRESS

FOR OFFICE USE ONLY

I HEREBY DEPOSE AND SAY THAT ALL THE ABOVE STATEMENTS, AND STATEMENTS MADE IN ANY PAPERS SUBMITTED HEREWITH ARE TRUE.

applicant's signature

street address

city, state, zip code

Sworn to and subscribed before
me this _____ day of
_____, 200__

Notary Public

EXAMPLE

Notice for Publication

TOWNSHIP OF RIVER VALE
ZONING BOARD OF ADJUSTMENT
NOTICE OF HEARING

PLEASE TAKE NOTICE that on the _____ day of _____ 20____, at _____ PM, a hearing will be held before the Township of River Vale Zoning Board of Adjustment at the Municipal building, 406 Rivervale Rd, River Vale, New Jersey, on the appeal or application of the undersigned for a variance or other relief so as to permit:

{Insert information from the Disapproval of Application – (Denial)}

on the premises located at _____ and designated as Block _____, Lot _____ on the Township Tax Map.

Applicant is seeking relief for the following:

{Insert variances being sought from Denial}

,together with any additional variances, waivers, or exceptions, which may become evident during the hearing process.

Copies of the application and plans are available for inspection at the River Vale Town Hall, 406 River Vale Road, River Vale, NJ during business hours, 9:00 AM to 4:30 PM.

Any interested party may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief in the petition.

Date

Name of Applicant

AFFIDAVIT OF SERVICE

State of New Jersey }
County of Bergen } ss.

_____ of full age, being duly sworn according to law, on his oath deposes and says that he resides at _____, in the municipality of _____, County of _____, and State of _____, and that he did on _____, 20____, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by appeal / application # _____ located at _____.

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto. A copy of said notices are attached hereto and marked Exhibit "A".

Notice was also published in the official newspaper of the municipality as required by law. Attached to this affidavit and marked Exhibit "B" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Township of River Vale, which is marked Exhibit "C".

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality, which is marked Exhibit "D".

Signature of Applicant

Sworn and subscribed to
before me this _____ day
of _____ 19 ____.

Notary Public