

JOINT PLANNING BOARD
ZONING VARIANCE APPLICATION CHECKLIST

Application # _____ Block _____ Lot _____

Name: _____ Address: _____

Part 1: Submit Application

- 1) 18 Copies of Zoning Variance Application _____
- 2) 18 Copies of Zoning Permit Application _____
- 3) 18 Copies of Zoning Permit Denial Letter _____
- 4) Certification that property taxes are paid _____
- 5) Receipt indicating that variance fees are paid _____
- 6) 18 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) 18 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 _____

Instructions for Zoning Variance Applications

If you have been informed that you need to apply for a variance, it means that you are seeking to use your land or building in a way that the law does not permit. Seeking land use approvals can be complicated and technical and you, as the applicant, bear the burden of compliance. Where appropriate, you may wish to seek the counsel of an engineer, surveyor or land use attorney.

The process is as follows:

- 1) Submit a Zoning Permit Application and receive a Zoning Denial Letter from the Zoning Official.
- 2) Submit the Zoning Variance Application according to the checklist. Your original and 17 application “sets” should be in the following order and each include: Zoning Variance Application, denial letter from Zoning Official, original Zoning Permit Application, survey (showing dimensions, setbacks, etc.), brochures and drawings, photographs, and anything else pertinent.
- 3) A certified list of property owners within 200 feet of a subject site in the Township must be obtained from the Land Use Administrator by written request, with a non-refundable \$10.00 fee for each block and lot, check payable to “Township of River Vale.”
 - I. NJ State Statute requires that the Notice of Public Hearing must be served upon all property owners (in person or by certified mail) within 200 feet of the applicant’s property, including those in neighboring municipalities, if applicable, at least 10 days prior to the hearing. If Notice of Public Hearing is served in person, you must obtain a signature and date from each property owner.
 - II. Notice of Public Hearing must appear in THE BERGEN RECORD or THE RIDGEWOOD NEWS at least 10 days prior to the hearing.
 - III. Applicants must confirm meeting date with the Land Use Administrator prior to service upon neighboring property owners and publication of Notice of Public Hearing. Once your hearing date is confirmed, send out notice to property owners on the list and to the public utilities.
- 4) Submit certified mail receipts, cards, proof of publication and notarized affidavit of service at least two days prior to the meeting date.
- 5) Attend meeting. All meetings start at 7:30 pm unless otherwise stated. An applicant may appear pro se or may be represented by an attorney.
- 6) A Resolution will be drawn up and memorialized at a subsequent meeting. Once memorialized, the resolution will be published in the paper and a copy will be sent to the applicant.