BOROUGH OF ALLENDALE
BOARD OF ADJUSTMENT

Instructions to applicants

After receiving denial letter from Construction Official, applicant will pick up application packet and check list from Secretary.

Applicant will submit to the Secretary everything as indicated on the check list. Each item on the list must be checked to indicate compliance. Check list is to be signed by applicant.

If application is deemed complete, the applicant will be given a hearing date and advised to send notices to residents within 200 ft. and advertise in newspaper.

When proof of service and proof of publication is received, applicant will be placed on agenda.

REQUIRED MATERIALS AND CHECKLIST FOR ALLENDALE ZONING BOARD OF ADJUSTMENT HEARINGS

This checklist and attached sample drawings are provided to ensure that you or your attorney are prepared for your hearing and that your application is complete. All items should be supplied to the extent that they are applicable to the specific application. If information is insufficient or missing, the board may deem your application incomplete and adjourn your hearing until it receives all necessary documentation. Please create 10 packets of the below information.

I. PROVIDE AN ACCURATE SURVEY FOR THE PROPERTY IN QUESTION WHICH CONTAINS THE FOLLOWING INFORMATION:

____ 1. Footprint of existing buildings or structures.

____ 2. Precise distances from all property lines to closest point of principal building including steps, deck or other extensions of the building.

____ 3. The location and precise distances of accessory buildings, such as garages and sheds, to property lines and the principal building or structure.

____ 4. The location and dimensions of steps, patios, driveways, decks, pools and all other improved impervious areas and their precise distances to nearest property line and structures.

____ 5. An accurate depiction of the proposed construction or alteration including the information requested in 1, 2, 3 and 4 above.

____ 6. The precise distances from all property lines to the closest point of the proposed construction.

II. AN ENLARGED TAX MAP DEPICTING PROPERTY IN QUESTION AND ITS RELATIONSHIP TO NEIGHBORING PROPERTIES.

____ 1. The precise distances from the existing buildings or structure in question to the closest point of all neighboring buildings and structures.

____ 2. The precise distances from the proposed construction to the closest point of all neighboring buildings and structures.

III. STRUCTURAL DIMENSIONS:

____ 1. All dimensions of existing building or structure.

____ 2. All dimensions of proposed building or structure.

____ 3. Height of existing building or structure.*

____ 4. Height of proposed building or structure.*
*(height to be measured from lowest point of the ground that abuts the foundation of the structure to the highest point on the roof.)

____ 5. Front, rear and side elevations of the proposed structure.

IV. FLOOR PLANS.

____ 1. Floor plans of the existing interior of the building containing all relevant dimensions.

____ 2. Floor plans of the interior of the proposed construction containing all relevant dimensions.

____ 3. Precise square footage of the existing building.

____ 4. Precise square footage of the proposed construction.

____ 5. Floor area ratio calculation pursuant to Section 270-63 of the zoning ordinance (required for all applications)

V. PHOTOGRAPHS.

____ 1. Photographs of the property in question and existing improvements may be helpful to the Board in presenting your information.

____ 2. Photographs of views from the existing building or structure to neighboring properties and buildings which show existing plantings or other buffers are also helpful and may be requested by the Board.

(All photographs should be taken by you or someone who can testify to the Board as to when they were taken and that the photographs represent an accurate depiction of what they saw at the time.)

VI. LANDSCAPING AND LAND FEATURES.

____ 1. The survey, plat or plan should locate and describe any proposed landscaping to be done in connection with the application.

____ 2. The location of any unusual property features should be indicated, such as flood plain, streams, wooded areas, rock outcroppings or steep slopes.

VII. PREVIOUS APPLICATIONS.

____ 1. Applicants should be prepared to discuss prior applications to the Zoning Board of Adjustment and Planning Board and the results thereof.

VIII. Any additional information which may be deemed necessary by the Zoning Board, its Consultants or Borough departments and agencies.

NOTE: ALL DIMENSIONS AND DISTANCES MUST BE DEPICTED TO SCALE ON DRAWINGS AND PLANS.

Any questions regarding your hearing or the checklist should be directed to the Board of Adjustment Secretary at the Borough of Allendale Municipal Building (818-4400) x218. Please submit twelve (12) packets with copies of all drawings and plans to the Zoning Board of Adjustment office at least ten (10) days prior to the hearing. It is suggested that the property owner refer to the appropriate building code to assure proper engineering and construction techniques, or to secure the services of a local, reputable architect and/or engineer.

ALLENDALE BOARD OF ADJUSTMENT
APPLICATION CHECK LIST

NAME_____LOT_____BLOCK_____

ADDRESS_____

ZONE_____DATE_____

TYPE VARIANCE_____

BRIEF DESCRIPTION OF APPLICATION_____

_____

SPECIFIC VARIANCE REQUIRED_____

ADMINISTRATIVE REQUIREMENTS		STATUS____
1.	Application form complete	_____
2.	Fee paid	_____
3.	Denial by Building Inspector	_____
4.	Affidavit of Service	_____
5.	Proof of Publication	_____
6.	Taxes Current	_____
7.	Plot Plan	_____
8.	Maps	_____
9.	Photographs	_____
10.	Email address	_____
11.	Miscellaneous	_____

NOTICE OF APPEAL AND VARIANCE APPLICATION FORM
BOROUGH OF ALLENDALE, NEW JERSEY

TO THE APPLICANT: COMPLETE SECTIONS IN FULL FOR RELIEF REQUESTED

NOTICE OF APPEAL OF
ZONING ENFORCEMENT OFFICER'S DECISION

TO THE ZONING ENFORCEMENT OFFICER:

The petition of_____
shows that on or about the_____day of_____, 20___
an application to the Zoning Enforcement Officer (or Building Inspector) for the purpose of (describe intended action)_____
_____
_____
_____
on the premises located at (street address)_____
_____Block_____Lot_____
as shown on the Municipal Tax Maps and owned, or optioned, by the applicant was made; that after due consideration the Zoning Enforcement Officer did on the _____day of_____, 20____ decline to issue said permit for the reasons stated in the attached copy of the Zoning Enforcement Officer's Refusal of Permit Form.

Applicant, feeling aggrieved at the action of the Zoning Enforcement Officer, files this notice of appeal with said Officer, together with the required fee of_____, and requests that action of the Zoning Enforcement Officer be reversed or modified as the facts may be determined, and applicant further requests that a day be fixed for hearing on this appeal and states that the proper notice will be given to all owners of property situated within two hundred (200) feet of the property specified above, and others as required by Statute.

APPLICATION FOR VARIANCE

TO THE BOARD OF ADJUSTMENT:

An application is hereby made for a (Hardship) (floor area ratio) (Use) variance from the terms of Article(s) and Section(s)_____
_____of the Zoning Ordinance so as to permit_____
_____
_____
_____

_____
Signature of Applicant

DESCRIPTION OF PROPOSED STRUCTURE OR USE

PREMISES AFFECTED known as Lot(s)_____Block(s)_____
Street Address_____
Applicant_____Address_____
Owner_____Address_____
Lessee_____Address_____
Last Previous Occupancy_____
Size of Lot_____
Floor area ratio calculation_____
Percentage of lot occupied by building(s)_____
Height of building(s)_____stories_____feet_____
Set back from front property line _____ft. From side (if corner lot)_____ft.
Zoning requirements – Frontage_____, side yards_____, set-back_____, rear yard_____
"Prevailing set-back" of adjoining buildings within one block_____
Has there been any previous appeal involving these premises?_____
If so, state character of appeal and date of disposition_____
_____
_____
Proposed use:_____
_____

This application for a use variance includes an application for subdivision_____, site plan _____, conditional use_____approval.

ATTACHED HERETO AND MADE A PART OF THIS APPLICATION I SUBMIT THE FOLLOWING: (NOTE: All of these papers must be submitted with application.)

(a) The original Building Application, signed by the Building Official and/or a true copy of the Official order issued by the Building Official and signed by him, where applicable.
(b) Twelve (12) copies of a map showing all lots within 200 feet of the property; if buildings exist thereon the map shall be a certified "location map" and clearly indicate such buildings and their approximate location, together with "prevailing set-back" dimensions.
(c) Twelve (12) copies of a Plot Plan and clearly indicate such buildings thereon with all front, side and rear yard dimensions.
(d) One (1) copy of List of Property owners served, indicating method of service on each, date of service, together with copies of the post office receipts, if any.
(e) Twelve (12) copies of Subdivision, Site Plan, or Conditional Use application, when applicable.

(File all copies with Secretary of the Board of Adjustment when only a variance is sought.)

Date:_____ _____
Signature of Applicant or Agent

BOROUGH OF ALLENDALE

BOARD OF ADJUSTMENT

DATE_____

NOTICE OF HEARING TO PROPERTY OWNERS

(Cross out inapplicable sections)

TO WHOM IT MAY CONCERN:

In compliance with the Zoning Ordinance of the Borough of Allendale, NJ, notice is hereby served upon you to the effect that (I) (We) _____
hereby propose to (give detailed information) _____
_____
_____
Location_____

_____

The Zoning Officer of the Borough of Allendale , Bergen County, New Jersey, refused this request by reason of its being in violation of Section _____
_____
of the Zoning Ordinance, from which decision (I) (We) hereby appeal. (I)(We) have applied to the Board of Adjustment for a (hardship), (floor area ratio), (use) variance, (together with subdivision ____, site plan _____, conditional use ____ approval), and from any other variances or waivers that the Board may deem necessary.

Any person or persons affected by this (appeal) (application) may have an opportunity to be heard at the meeting to be held _____, 20___, at 8pm in the Municipal Building, Allendale, NJ.

All documents relating to this application may be inspected by the public between the hours of 9 a.m. and 4:30 p.m. in the office of the Borough Clerk in the Municipal Building, 500 West Crescent Avenue, Allendale, New Jersey.

_____

Signature

Note: This Notice must be personally Served or sent by certified or registered mail at least 10 days before the day of the hearing, and proof of service given to the secretary of the Board of Adjustment.

BOROUGH OF ALLENDALE
BOARD OF ADJUSTMENT

NOTICE OF HEARING TO ADJACENT MUNICIPALITY

TO: MUNICIPAL CLERK_____

OF_____

_____

PLEASE TAKE NOTICE:

That_____, the undersigned, has appealed to the
(Applicant)
Board of Adjustment of the Borough of Allendale for relief from_____

_____

To permit_____

_____

at_____

Block_____, Lot_____, _____

of_____, which property is within two hundred (200) feet of your municipality. A hearing in this matter will be held on _____, 20__, At the Municipal Building in Allendale, New Jersey. Applicant is seeking a hardship_____, use _____variance, and subdivision____, site plan____, conditional use____, approval. This notice is given pursuant to the provisions of N.J.S.A. 40:55D-12d.

_____
Applicant's Signature

NOTE: This notice must be personally served or sent by certified or registered mail at least 10 days before the day of the hearing, and proof of service given to the Secretary of the Board of Adjustment.

AFFADAVIT POF PROOF OF SERVICE

BOARD OF ADJUSTMENT

OR

BOROUGH OF ALLENDALE

PROOF OF SERVICE OF NOTICES REQUESTED BY STATUTE MUST BE FILED AND VERIFIED WITH BOARD SECRETARY AT LEAST 10 DAYS PRIOR TO MEETING OR CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY)

COUNTY OF BERGEN) SS.

_____, of full age, being duly sworn according to law, deposes and says, that (s)he resides at _____ in the municipality of _____, County of _____, and State of _____, and that (s)he is (are) the applicant(s) in a proceeding before the Board of Adjustment of Allendale, New Jersey, being an appeal or application under the Zoning Ordinance, which relates to premises at _____, and that on _____, 20_____ (s)he gave written notice of the hearing on this application to each and all of the persons upon whom service must be made, in the required form and according to the attached lists, and in the manner indicated thereon.

_____

Applicant's Signature

Sworn to and subscribed before me

this _____ day of _____,

20___.

_____

NOTICE TO APPLICANT: Attach list of all persons served.

NEWSPAPER NOTICE

BOARD OF ADJUSTMENT

BOROUGH OF ALLENDALE

NOTICE IS HEREBY GIVEN that the Board of Adjustment of the Borough of Allendale will hold a public hearing on _____, 20_____, at 8 p.m. in the Municipal Building, 500 West Crescent Avenue, Allendale, N.J. on the application of _____(Applicant) at _____(Address)

Block No. _____, Lot No. _____ for a (hardship, floor area ratio, use) variance from Section _____

_____

_____

_____ of the zoning ordinance of the Borough of Allendale, and for any other variances or waivers that the Board may deem necessary, for the purpose of _____

_____

_____

_____

_____

_____

_____

Name and Address of Applicant

Sample Legal Notice

To be published in *The Record* **or** *The Ridgewood News*

at least ten (10) days prior to the scheduled hearing date.

Original notice cut from newspaper must be given to Board Secretary along with all forms.

NOTICE TO APPLICANTS:

Upon granting of a variance, a Resolution of Memorialization is drawn and voted upon by the Board of Adjustment. This is the legal document approving the variance.

Included in this document is the following paragraph:

"Construction shall proceed in accordance with the plans and drawings marked in evidence, the testimony of the applicant, and in accordance with all applicable state, county and municipal codes, ordinances rules and regulations."

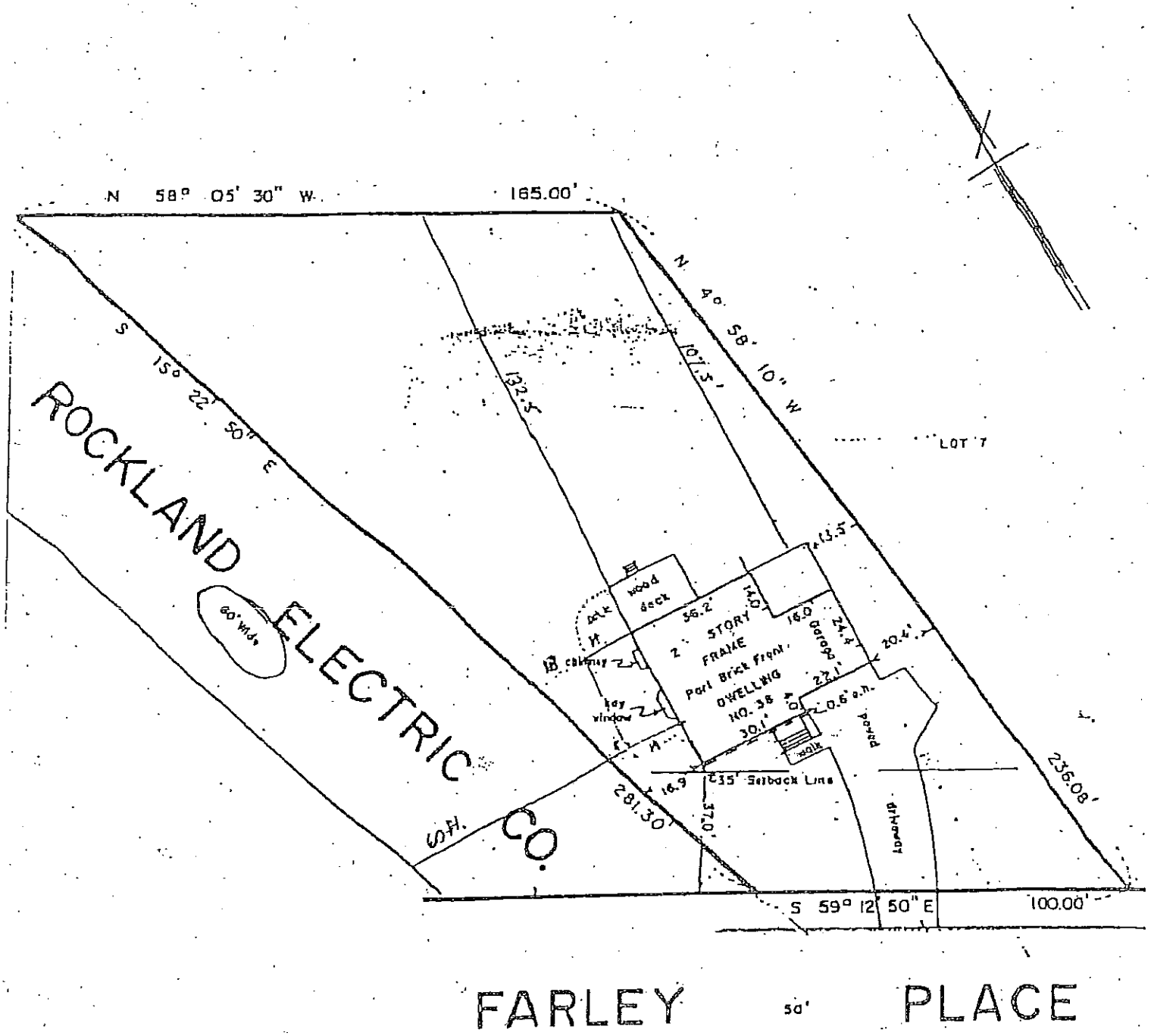
This resolution is a legal, binding document and all construction must proceed as approved by the board.

Any changes in construction must be re-submitted in a new application. It is not within the purview of the Building Inspector or the Board of Adjustment to authorize changes without a resubmission.

Sample

LOT 8	REFERENCE MAP
BLOCK 916	"FINAL SUBDIVISION OF MAPLECREST ESTATES, ALLENDALE, BERGEN COUNTY, N.J." FILED IN THE B.C.C.O. ON OCTOBER 30, 1980 AS MAP NO. 7897.

BUILDING OFFSETS NOT TO BE USED FOR CONSTRUCTION OF FENCES OR OTHER PERMANENT STRUCTURES
LOCATION SURVEY -- STAKES NOT REQUESTED
TAX MAP LOT 8 BLOCK 916



TO ALL PARTIES IN CURRENT INTEREST IN TITLE TO THESE PREMISES
SAFECO TITLE INSURANCE COMPANY, AND NORTH JERSEY SAVINGS AND LOAN ASSOCIATION.

THIS IS TO CERTIFY THAT THIS SURVEY IS ACCURATE, AND THAT THIS DRAWING IS A TRUE REPRESENTATION OF ACTUAL CONDITIONS EXISTING ON THE PROPERTY. THIS SURVEY IS PREPARED SPECIFICALLY FOR THE INDIVIDUAL(S) IN THE TITLE AND/OR THE CERTIFICATION. THE UNDERSIGNED WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY ASSIGNMENT OF THIS SURVEY, THROUGH A SURVEY AFFIDAVIT TO ANY PERSON NOT SO NAMED

DATED MAY 6, 1983

SURVEY MAP PREPARED FOR AND CERTIFIED TO

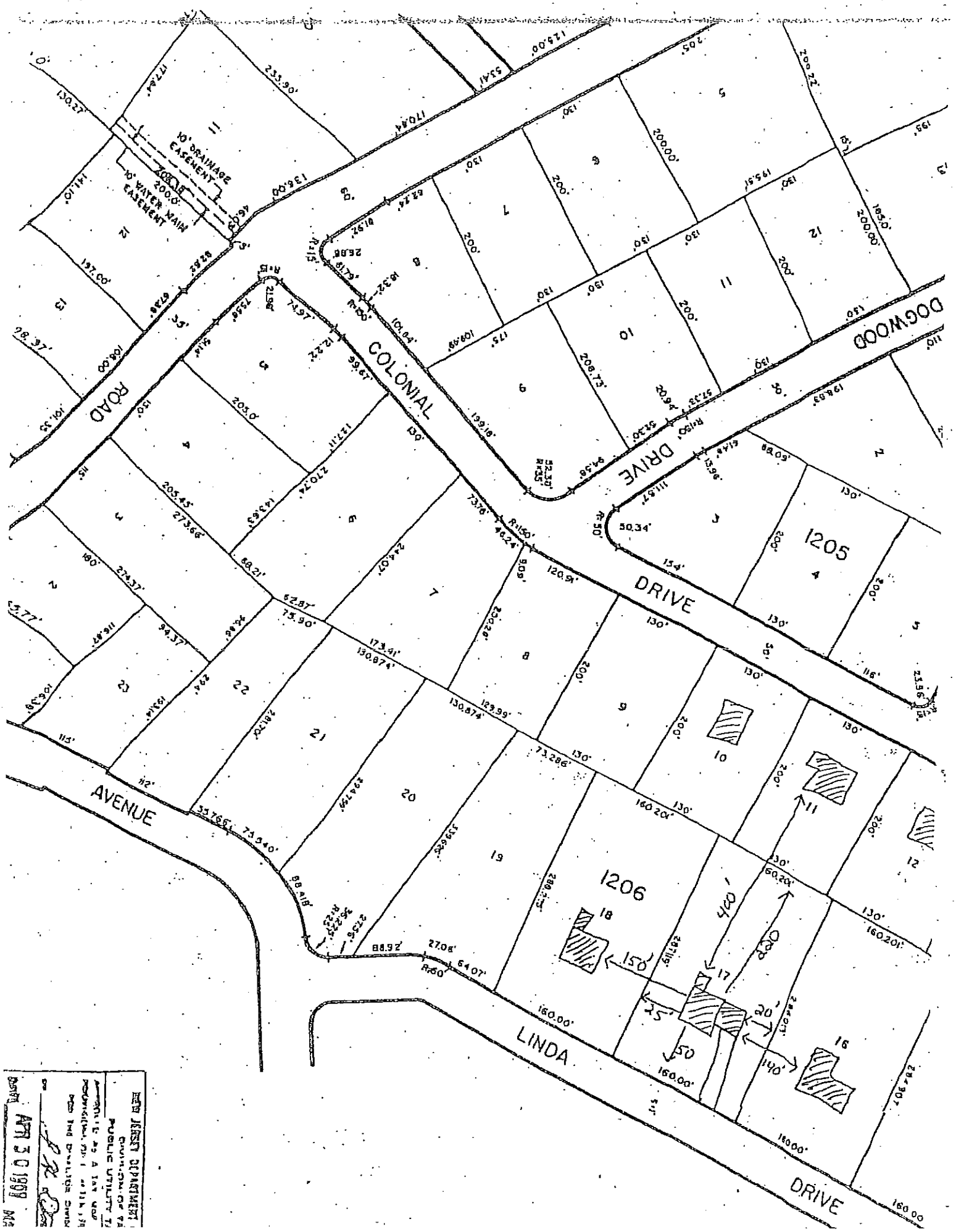
MARINO N ANDRIANI AND
DIANA M. ANDRIANI, HIS WIF

BOROUGH OF ALLENDALE
BERGEN COUNTY NEW JERSEY

SCALE 1" = 40'

JOHN HOOYMAN, JR.
HOOYMAN SURVEYING ASSOCIATES
13 WALNUT STREET MAHWAH, N.J.

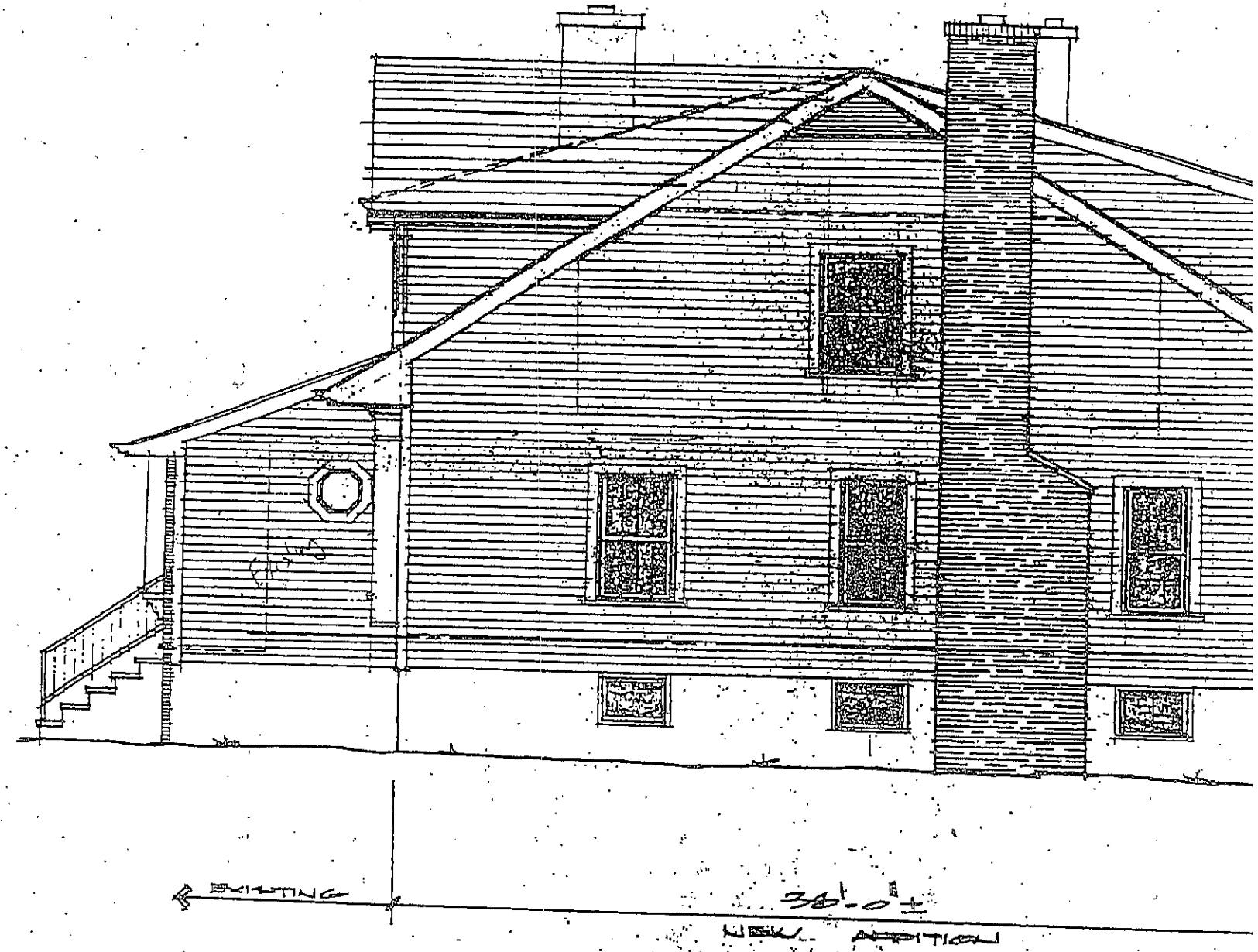
* sample *



NEW JERSEY DEPARTMENT OF
DIVISION OF
PUBLIC UTILITY
APR 30 1998

* Sample *

+ sample

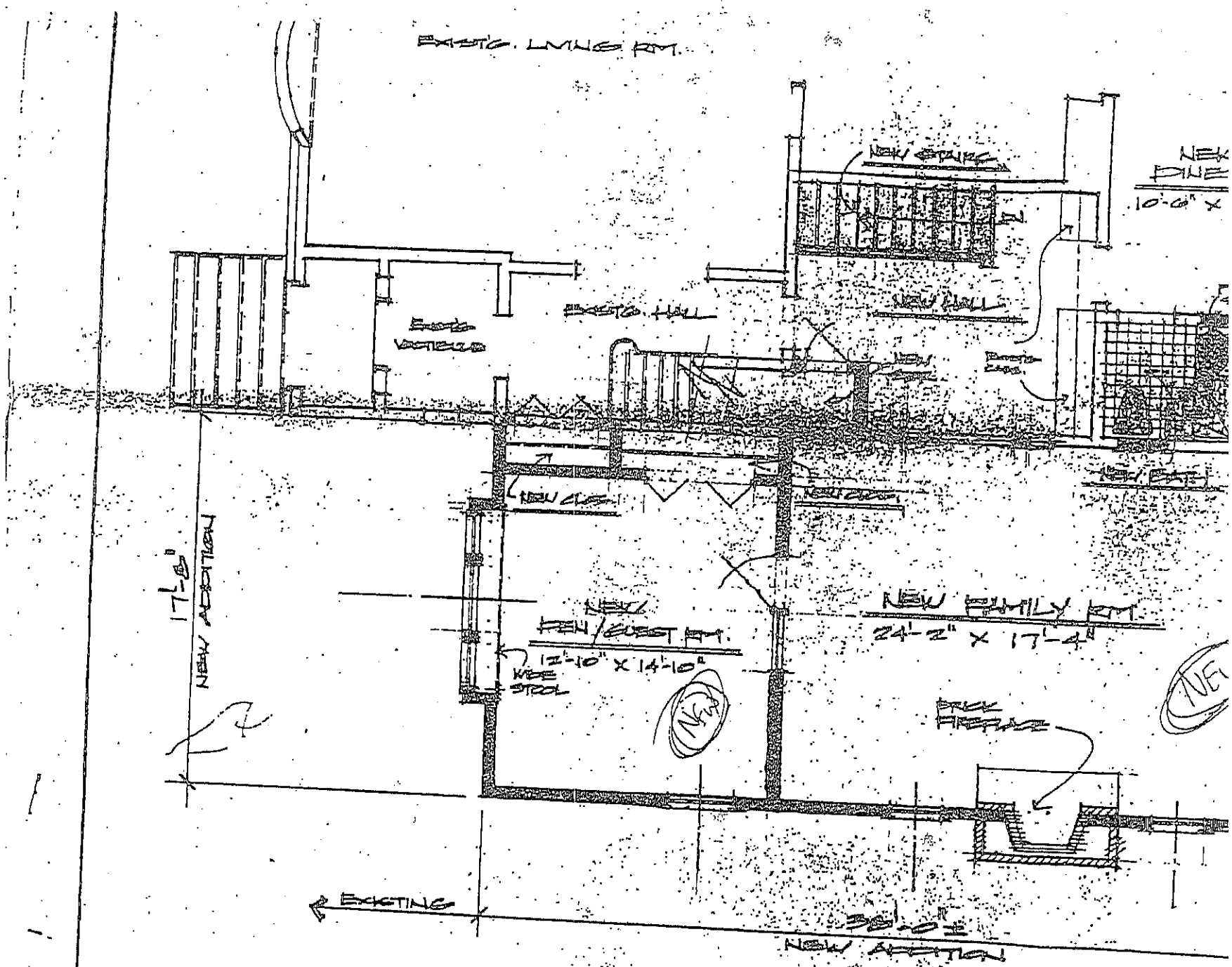


RIGHT SIDE ELEVATION

SCALE: 1/4" = 1'-0"

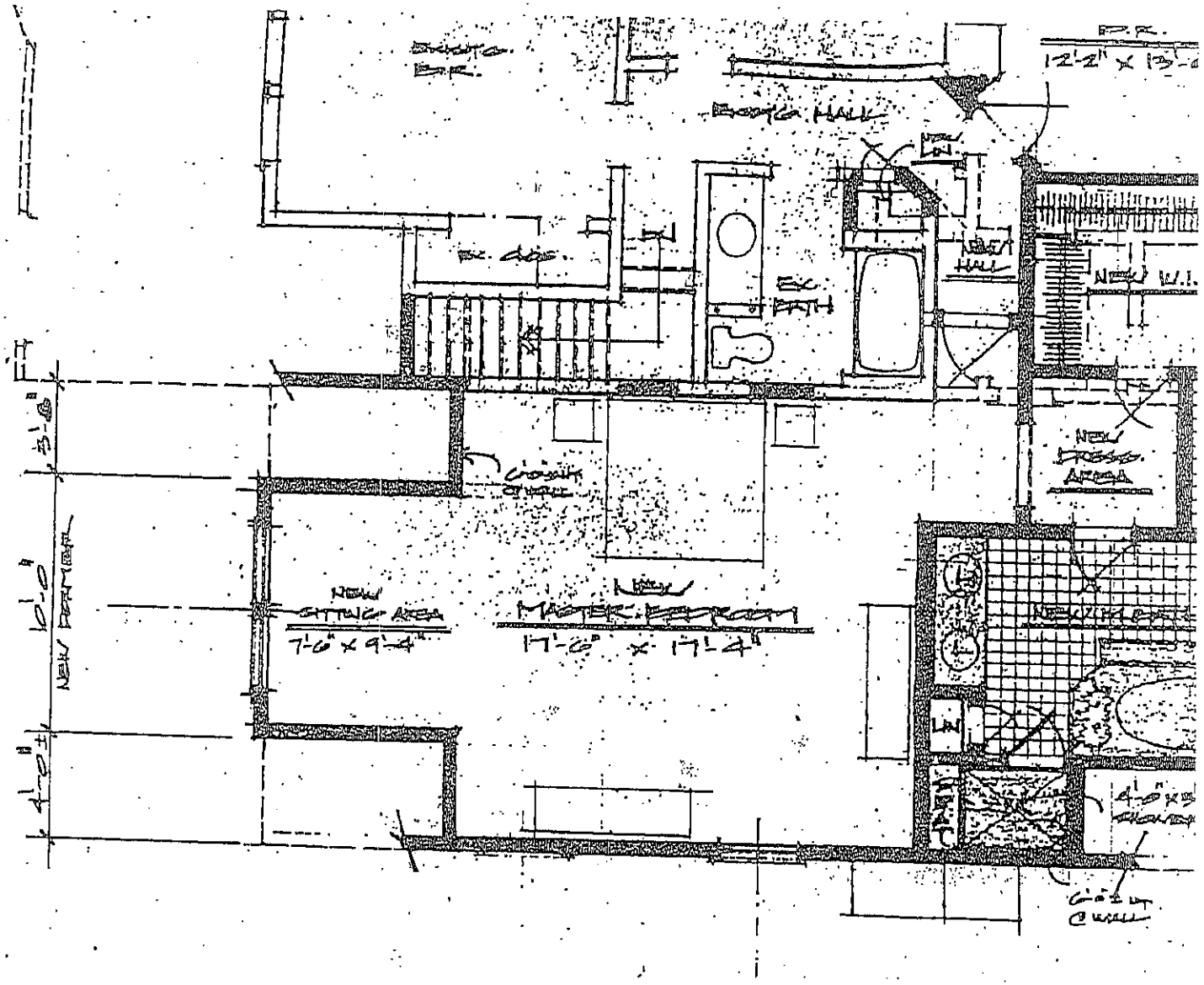
sample

sample



FIRST FLOOR PLAN

Example



SECOND FLOOR PLAN

SCALE: