200 ' PROPERTY OWNERS LIST REQUEST

FEE: $ 10.00

DATE REQUESTED: _____ DATE PAID: _____

REQUESTED BY: _____

PHONE #: _____

BLOCK: _____ LOT: _____ QUALIFIER: _____

ADDRESS: _____

_____

REMARKS: _____

_____

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.

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) Ten (10) 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) Ten (10) 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) Ten (10) 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, N.J., 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 8 p.m. in the Municipal Building, Allendale, N.J.

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.

AFFIDAVIT OF PROOF OF SERVICE

BOARD OF ADJUSTMENT

OF

BOROUGH OF ALLENDALE

PROOF OF SERVICE OF NOTICES REQUIRED 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.

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.