

**BOROUGH OF ALLENDALE**  
**LAND USE BOARD**

**Instructions to applicants**

After receiving denial letter from the Zoning Official, applicant will pick up application packet and check list from the Land Use Administrator.

Applicant will submit to the Land Use Administrator 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 the agenda.

**LAND USE BOARD FEES FOR VARIANCE APPLICATIONS  
PURSUANT TO ORDINANCE 18-03**

§ 40-24 Fees.

- A. Fees for applications for rendering any service by the Land Use Board or any member of their administrative staffs shall be set by the Borough Council by ordinance and copies of said fee schedules shall be available to the public.
- B. Fees for applications to the Land Use Board acting as the Zoning Board of Adjustment shall be as follows:
  - (1) Applications for use variances under N.J.S.A. 40:55D-70d: \$500.
  - (2) Applications for hardship variances under N.J.S.A. 40:55D-70c and all other types of applications to the Land Use Board acting as the Zoning Board of Adjustment: \$500.
- D. In addition to the fees noted in subsections (A) and (B) of this §40-24, an applicant with a pending application or appeal before the Land Use Board shall place in an escrow account with the Treasurer of the Borough of Allendale a \$600 fee in order to cover legal fees of the attorney for the Land Use Board, engineering fees of the Borough Engineer, publication fees, and resolution fees incurred by the Borough in the processing of the application, and such other fees and costs for other professional consultants as the Land Use Board may from time to time reasonably and within its sole discretion determine are necessary for a proper review of the application and to supplement the applicant in support thereof.
- E. In making a determination as to what professional consultants shall be required, if any, except for the services and fees of the attorney for the Land Use Board and the Borough Engineer, the Land Use Board shall review the application and consider the nature and extent of the application, and any professionals which may be required, including whether any environmental or other conditions may exist.
- F. When the Land Use Board makes a determination that a professional consultant's services are required (other than those of the attorney for the Land Use Board or the Borough Engineer), it shall estimate the fees and costs therefor. Notice of such fees and costs shall be conveyed to the applicant, who shall forthwith deposit such funds, in addition to those set forth in §40-24(D) hereinabove, in an escrow account with the Treasurer of the Borough of Allendale. Any funds contained within the escrow account not required for such legal, engineering or other professional consultants shall be returned to the applicant upon completion of the application or proceeding. In the event of a failure by an applicant to comply with these regulations or to deposit the escrow funds determined by ordinance or by the appropriate board as set forth herein, the Land Use Board may, in its discretion, suspend or dismiss proceedings before it or suspend or revoke such municipal permits or approvals as may have been issued with regard to said application.

G. If an escrow account or deposit contains insufficient funds to enable the municipality or Land Use Board to perform required application review or processing, including but not limited to the payment for services performed by professional consultants for the municipality or the Land Use Board, the Chief Financial Officer shall provide the applicant with a notice of the insufficient escrow or deposit balance. In order for work to continue on the application, the applicant shall, within a reasonable time period, post a deposit to the account in an amount to be agreed upon by the Borough or Land Use Board.

H. Payment procedure when a professional consultant's services are required

(1) The Chief Financial Officer of the Borough shall make all of the payments required for legal, engineering, publication, and resolution preparation, and to professionals for services rendered to the Borough and/or Land Use Board for reviewing an application. In addition to fees, the Chief Financial Officer shall pay all costs associated with the above. The only costs that shall be added to any such charges shall be actual out-of-pocket expenses of the Borough or the Land Use Board, or professionals or consultants. No applicant shall be charged for any Borough, clerical or administrative functions, overhead expenses, meeting room charges or any of the Borough costs and expenses except as provided for specifically by statute, nor shall a Borough professional add any such charge to his or her bill.

(2) Scope of reimbursed services. The Borough shall be entitled to be reimbursed for the review of applications, both as to completeness and as to content, and for the review and preparation of documents such as, but not limited to drafting resolutions, agreements and necessary correspondence with the applicant or applicant's professionals.

(3) Deposit of escrow funds; refunds. Deposits received from any applicant in excess of \$5,000 shall be held by the Chief Financial Officer in a special interest-bearing deposit account, and upon receipt of bills from professionals and approval of said bills as hereinafter provided for, the Chief Financial Officer may use such funds to pay the bills submitted by such professionals or experts. The Borough shall not be required to refund an amount of interest paid on a deposit which does not exceed \$100 for the year. If the amount of interest exceeds \$100, the entire amount shall belong to the applicant and shall be refunded to him by the Borough annually or at the time the deposit is repaid or applied for the purposes for which it was deposited, as the case may be, except that the Borough may retain for administrative expenses a sum equivalent to no more than 33 1/3% of that entire amount, which shall be in lieu of all other administrative and custodial expenses. All sums not actually so expended shall be refunded to the applicant within 90 days after the final decision by the appropriate Borough agency with respect to such application, upon certification by the Land Use Board Secretary that such application has been finally decided.

ALLENDALE LAND USE BOARD  
APPLICATION CHECK LIST

NAME \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

ADDRESS \_\_\_\_\_

ZONE \_\_\_\_\_ TYPE OF VARIANCE \_\_\_\_\_

BRIEF DESCRIPTION OF APPLICATION \_\_\_\_\_

SPECIFIC VARIANCE(S) REQUIRED \_\_\_\_\_

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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               | _____ |

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant's Signature

REQUIRED MATERIALS AND CHECKLIST FOR  
ALLENDALE LAND USE BOARD HEARINGS

This checklist and attached sample drawings are provided to ensure that you or your professionals 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 15 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 Land Use Board, Board of Adjustment and Planning Board and the results thereof.

VIII. Any additional information which may be deemed necessary by the Land Use 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 Land Use Administrator at the Borough of Allendale Municipal Building 201-818-4400 x202. **Please submit fifteen (15) packets with copies of all drawings and plans to the Land Use Administrator 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.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

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 Official 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 LAND USE BOARD:

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 Zoning Review Application, signed by the Zoning Officer and/or a true copy of the Official order issued by the Zoning Officer and signed by him, where applicable.
- (b) Fifteen (15) copies of all application documents
- (c) Fifteen (15) 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.
- (d) Fifteen (15) copies of a Plot Plan and clearly indicate such buildings thereon with all front, side and rear yard dimensions.
- (e) Fifteen (15) copies 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.
- (f) Fifteen (15) copies of Subdivision, Site Plan, or Conditional Use application, when applicable.

(File all copies with the Land Use Administrator when only a variance is sought.)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Agent

BOROUGH OF ALLENDALE  
LAND USE BOARD

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 Land Use Board 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 7:30pm in the Allendale Municipal Building, 500 West Crescent Avenue, 2<sup>nd</sup> Floor, Allendale, NJ 07401.

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 Allendale Municipal Building, 500 West Crescent Avenue, Allendale, New Jersey 07401.

\_\_\_\_\_  
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 Land Use Administrator.

BOROUGH OF ALLENDALE  
LAND USE BOARD

NOTICE OF HEARING TO ADJACENT MUNICIPALITY

TO: MUNICIPAL CLERK \_\_\_\_\_  
OF \_\_\_\_\_  
\_\_\_\_\_

PLEASE TAKE NOTICE:

That \_\_\_\_\_, the undersigned, has appealed to the  
(Applicant)  
Land Use Board 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 7:30pm in the Allendale Municipal Building, 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 Land  
Use Administrator.

AFFADAVIT OF PROOF OF SERVICE

LAND USE BOARD

OF

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 Land Use Board 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

LAND USE BOARD  
BOROUGH OF ALLENDALE  
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Land Use Board of the Borough of Allendale will hold a public hearing on \_\_\_\_\_, 20\_\_\_\_, at 7:30 p.m. in the Allendale Municipal Building, 500 West Crescent Avenue, 2<sup>nd</sup> Floor, Allendale, New Jersey 07401 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 Land Use Board at a subsequent meeting. 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, only after the Resolution of Memorialization has been received and after approval with the Construction Code Office.

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

Sample #

LOT  
8

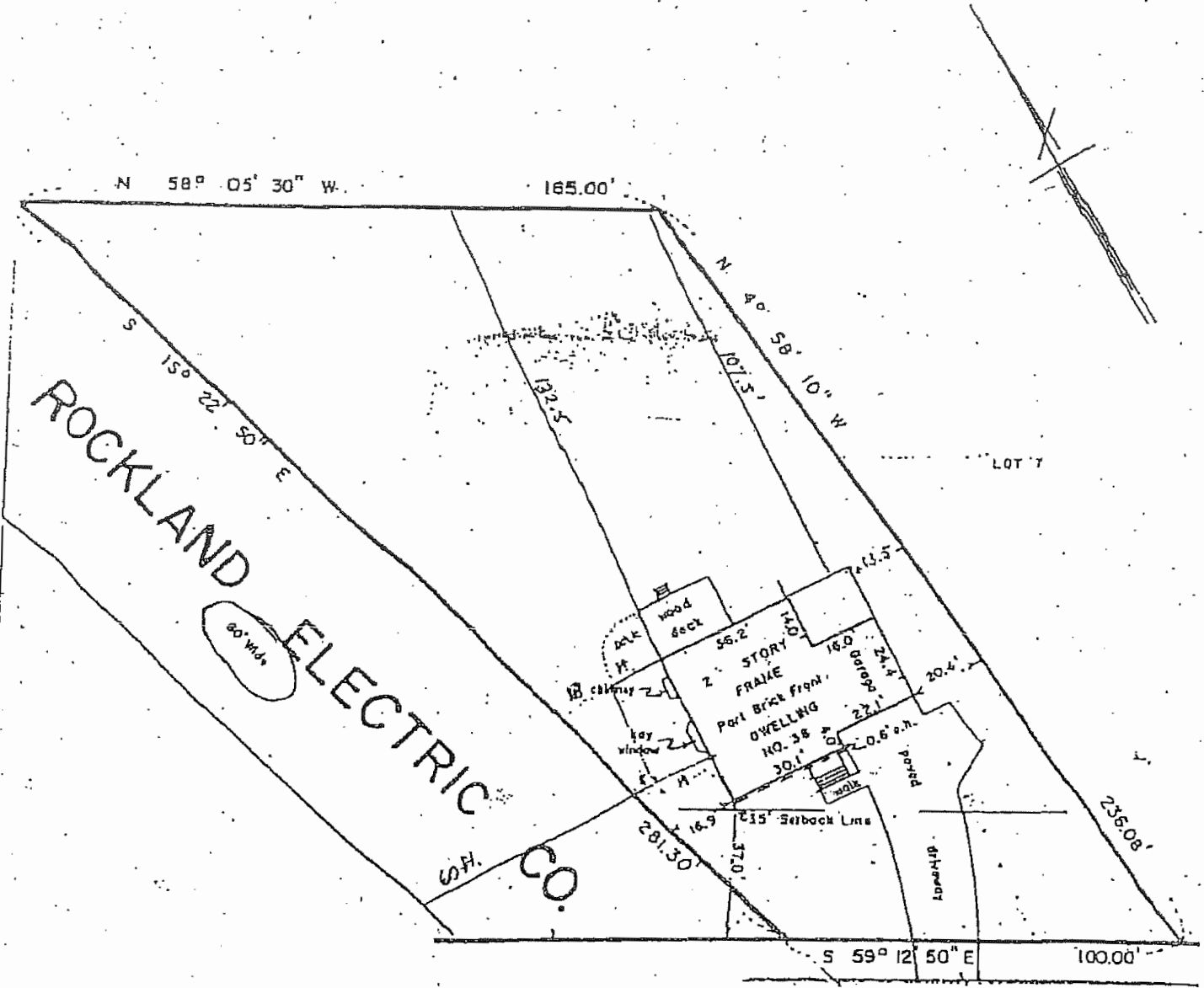
REFERENCE MAP

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  
T & Z MAP LOT 8 BLOCK 916



# FARLEY PLACE

TO ALL PARTIES IN CURRENT INTEREST IN TITLE TO THESE PREMISES  
SALFECO 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'  
N.T.S.

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

\* sample \*

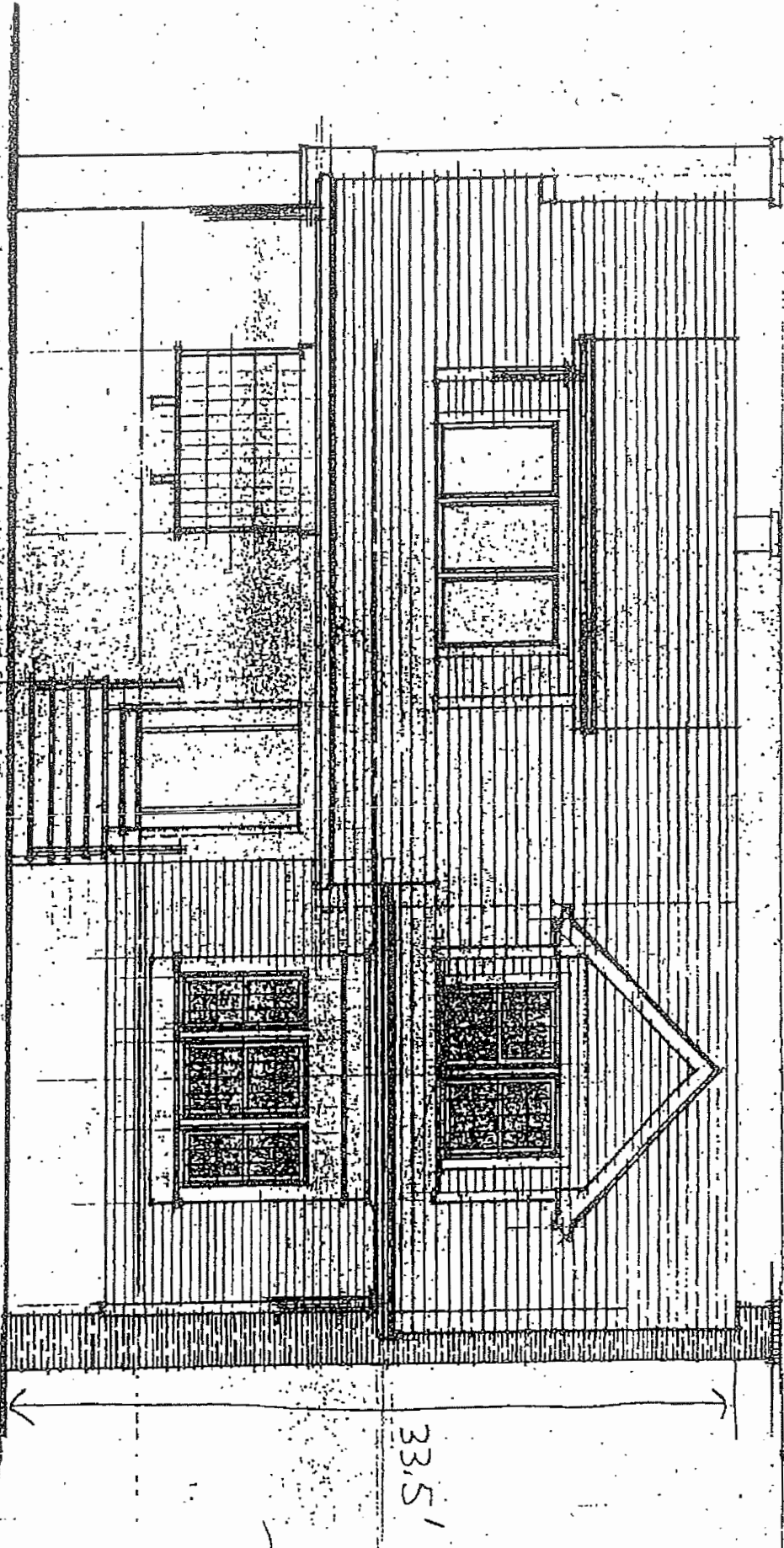


NEW JERSEY DEPARTMENT  
DIVISION OF REVENUE  
PUBLIC UTILITY TAX  
APR 30 1999



\* Sample \*

FRONT ELEVATION



50.0'

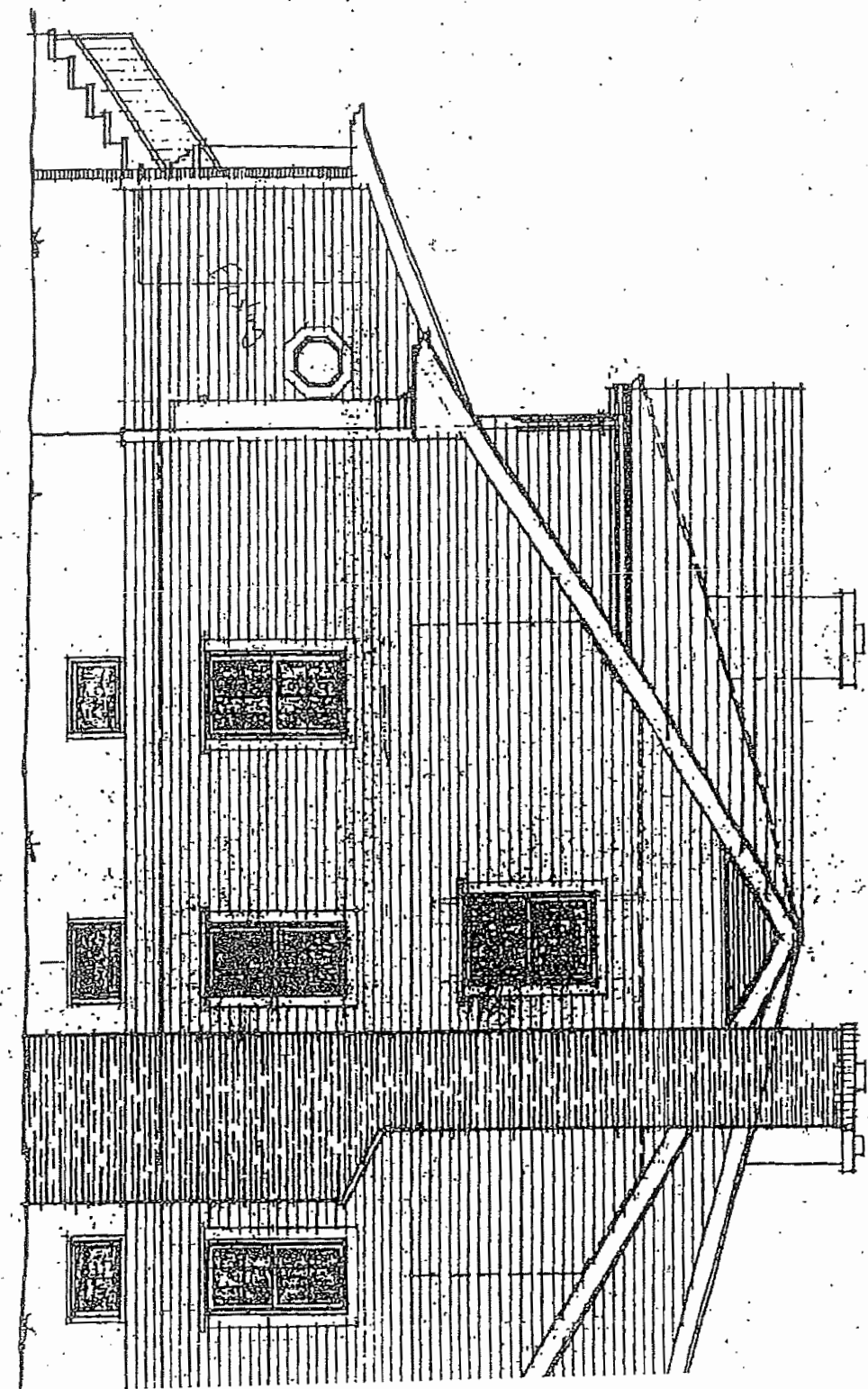
33.5'

\*sample\*

RIGHT SIDE ELEVATION  
SCALE: 1/4" = 1'-0"

EXISTING  
NEW ADDITION

30'-0"



\*sample\*

REAR

W

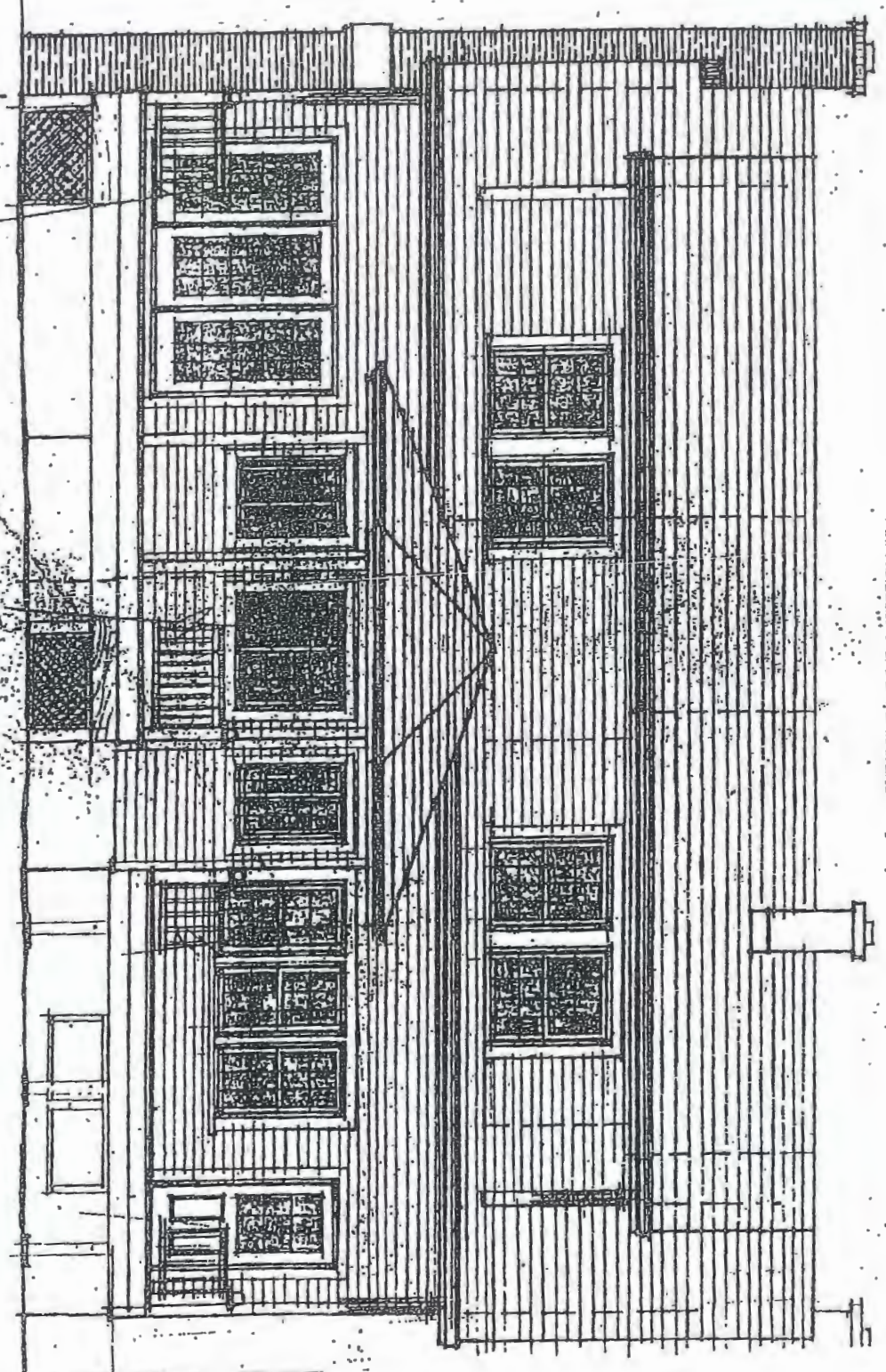
EXISTING

NEW

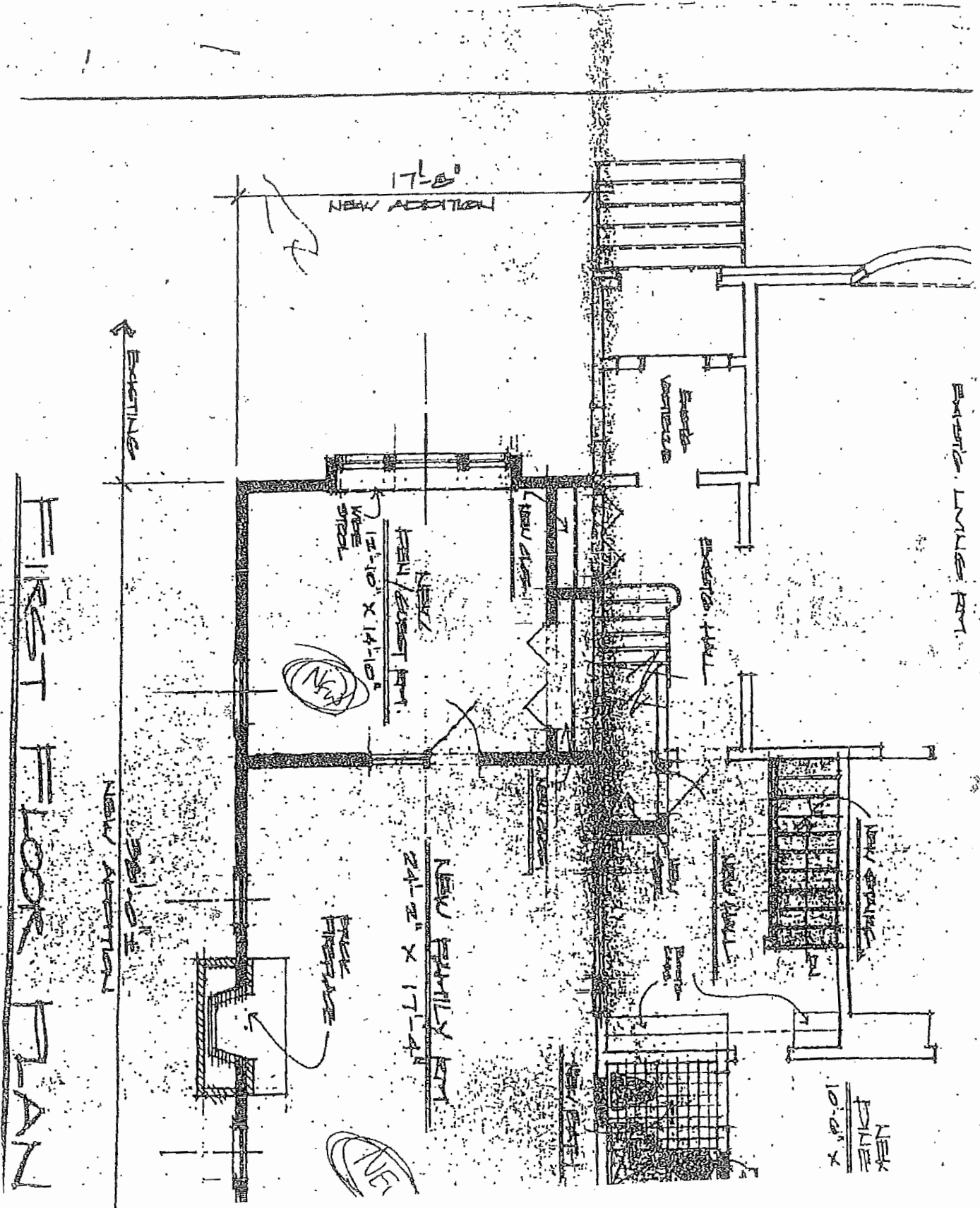
NEW ADDITION  
12'-4"

NEW ADDITION  
11'-0"

EXISTING



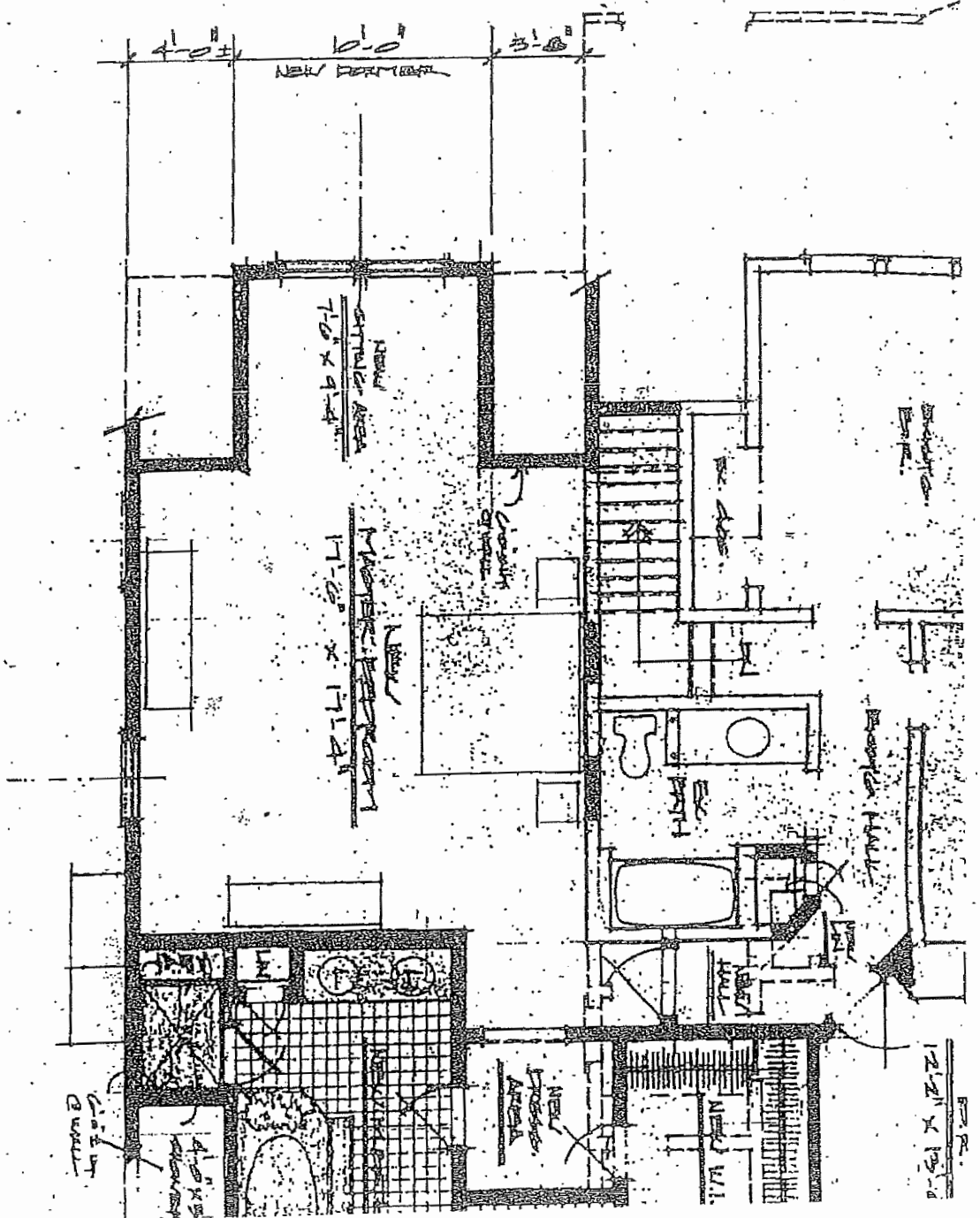
\*sample\*

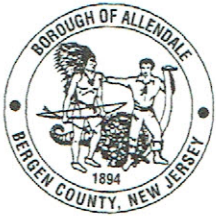


HIRST FLOOR PLAN

\*sample\*

SECOND FLOOR PLAN  
SCALE: 1/8" = 1'-0"





# THE BOROUGH OF ALLENDALE

N E W J E R S E Y

500 WEST CRESCENT AVENUE, ALLENDALE, NJ 07401

WWW.ALLENDALE.NJ.GOV

ARI BERNSTEIN  
MAYOR

## 200' PROPERTY OWNERS LIST REQUEST

**FEE: \$10.00**

DATE REQUESTED: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

PHONE #: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ QUALIFIER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INITIALS: