



Borough of Waldwick
Municipal Building
63 Franklin Turnpike
Waldwick, New Jersey 07463
County of Bergen

Zoning Board Of Adjustment

Dear Resident:

Enclosed you will find the documents and instructions to facilitate the preparing of your Application for a variance Application before the Zoning Board. You may also request **soil moving permit forms** at this time from the Zoning Official if they are necessary so that you may proceed with both applications simultaneously. **Your hearing date will be assigned after your Application has been submitted.**

Should you have any questions regarding the completion of the forms, please direct them to either the Zoning Board Secretary 652-5300 x 223 or the Zoning Official, 652-5300 x 233. Please leave a detailed message so that your call can be returned.

We look forward to serving you.

Waldwick Zoning Board of Adjustment

**BOROUGH OF WALDWICK
ZONING BOARD OF ADJUSTMENT**

INSTRUCTIONS

For

SERVICE AND PUBLICATION OF NOTICE OF PUBLIC HEARING

SERVICE OF NOTICE ON PROPERTY OWNERS

At least ten days prior to the date of hearing, the notice must be served on owners of all real property located within two hundred feet in all directions of the premises which are the subject of the Application for variance relief. **Upon Applicant's request by using Form A** included with the Application, a list of all such owners of property will be supplied by the Tax Assessor's Office of the Borough of Waldwick for a fee of \$10.00. Please be aware that there is a 7-10 waiting period after receipt of your written request. Notice shall be given either by certified mail to the property owner at the address shown on the tax records or by personally serving a copy to the owner or the agent in charge of the property.

SCHEDULED DATE OF HEARING

When your Application is ready, return it to the Borough Clerk with required fees. Your Application will be forwarded to the Zoning Board and a hearing date will be scheduled. You will be notified by the Zoning Board Secretary of your hearing date.

**SERVICE OF NOTICE ON MUNICIPAL CLERK AND BERGEN COUNTY
PLANNING BOARD**

At least ten days prior to the date of hearing, if the application involves property located within two hundred feet of an adjoining municipality, the notice must be given by certified mail or personal service to the Clerk of such municipality and notice must also be given to the Bergen County Planning Board (One Bergen County Plaza, 4th Floor, Hackensack, NJ 07601-07076), if the premises are adjacent to an existing county road or adjoin other county land or are situated within two hundred feet of a municipal boundary.

SERVICE OF NOTICE ON NEW JERSEY COMMISSIONER OF TRANSPORTATION

At least ten days prior to the date of hearing, if the application involves property adjacent to a New Jersey State highway, the notice must be served on the New Jersey Commissioner of Transportation.

FILING OF AFFIDAVIT OF SERVICE

Prior to or at the time of the public hearing, applicant must submit an Affidavit of Proof of Service (this form is included with application forms) to the Board of Adjustment of the Borough of Waldwick indicating that the required notices have been given. This Form is to be completed **after** your have served notice and is to be submitted prior to or at the time of the hearing.

PUBLICATION OF NOTICE OF PUBLIC HEARING AND FILING OF PROOF OF PUBLICATION

In addition, at least ten days prior to the date of hearing, the notice must be published in either The Ridgewood News or in The Record, newspapers of general circulation in the Borough of Waldwick.

The Ridgewood News (Publishes on Friday. Deadline for Friday issue is Wednesday 12 noon)

The Record (Publishes Daily. Must be in two business days prior by 12:00 p.m. Specify the date you wish to have it published.)

Legal Ad Department

732-643-2534 Option 5 for Legal Notices

Fax Phone: 973-569-7441

E-Mail: publicnotices@northjersey.com

Ad Submission Guidelines:

Payment in advance is necessary

Provide name of contact person

Provide Publishing Date

Provide address where affidavit should sent.

Prior to or at the time of the public hearing, Applicant must submit an Affidavit of Proof of Publication (provided by the newspaper).

For additional information, see N.J.S.A. 40:55D-12 of the New Jersey Municipal Land Use Law.

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**BOROUGH OF WALDWICK
ZONING BOARD OF ADJUSTMENT**

INSTRUCTIONS FOR APPLICATION FORM

1. A zoning variance or other relief shall begin with the filing of fifteen copies of the Application together with required documents, fees and escrows as required by Ordinance.
2. Any maps, plans and materials that will be submitted in seeking approval at a hearing shall be on file and available for public inspection at least ten days before the date of the hearing in the Office of the Municipal Clerk.
3. Photographs of the property shall be submitted with every application
4. The Application form shall be filled out completely and, where necessary, supplemented with additional information in order to make it clear to the Board what relief is being sought. If the secretary of the Board (or other designated official) determines that an application is not complete, the applicant shall be advised of the specific deficiencies within 45 days, otherwise it shall be deemed to be complete.
5. Applicant shall obtain a certification from the Tax Collector indicating that taxes are paid in full. See Form B.
6. Completed Applications are delivered to the Borough Clerk who retains one which is available for public inspection. Remaining copies are forwarded to the Zoning Board for distribution to Board Members, Building Inspector, Board Attorney, and Board Engineer (if applicable). The original application is retained in the Zoning Board file. (For a Site Plan or Use application, five additional copies are submitted for forwarding to the Borough Agencies: Recycling Coordinator, DPW, Police Department, Fire Department and Health Department).
7. The time for hearing may be adjourned from the time fixed thereof, for good cause, upon the motion of the applicant or other person interested in the action, or on the board's own motion, provided, however, that where such adjournment would extend the statutory period within which the Board is required to act, the consent of the Applicant shall be evidenced in writing or shall be made on the record.

(Please attach one copy of this Checklist to the Application Form when submitting your Application. Please retain a copy.)

**BOROUGH OF WALDWICK
APPLICATION CHECKLIST**

APPLICANT'S NAME _____ **TELEPHONE** _____

E-Mail Address: _____

Street Address _____

(Please be sure your house number is clearly visible on your home)

Block _____ **Lot** _____

One digital set of plans must be submitted by e-mail to the Board Secretary at: j Sinclair@waldwicknj.org

The following documents (plans **folded**), should be submitted to the **Borough Clerk** with Fees:

Original and Fifteen Copies of the Following:

- _____ **Application Form**, Pages 1 and 2 (Form C)
- _____ **No Change Affidavit** Relating to Location Survey, (Form D)
- _____ **Survey showing proposed construction with all setback dimensions clearly and fully marked.**
- _____ **Denial Form** from Zoning Official
- _____ **Building Plan** (showing view of completed addition from each direction)
- _____ **Photographs** of premises
- _____ **Soil Removal Application** if deemed necessary by Zoning Official

One copy of the following:

- _____ **Certification of Taxes Paid** (Form B)
- _____ **Property Owners Listing** (obtained from the Tax Assessor's Office using Form A)

FEES:

_____ **Application Fee:** Check **one** based upon type of variance or interpretation you are applying for:

- _____ \$ 60.00..... 1 and 2 Family **Hardship** Variance
- _____ \$225.00 Other Hardship Variances
- _____ \$ 45.00 **Appeal** (Interpretation) from Denial

_____ **Escrow Fee:** Based upon type of variance you are applying for:

- _____ Legal Escrow: (Please note: Additional amounts may be requested if warranted)
- _____ \$325.00

_____ **Resolution Publication Fee:**

_____ \$ 25.00

Please make separate checks payable to "Borough of Waldwick" for the Application Fee, Escrow Fee, and Resolution Fee, and submit to the Borough Clerk at the time the Application is submitted.

Upon receipt by the Zoning Board of the above documents and fees, a hearing date will be scheduled. Prior to the hearing the following documents must also be submitted:

- _____ One copy of **Notice of Public Hearing** (Form E)
- _____ One copy of **Affidavit of Service** (Form F) with **List of Property Owners** attached
- _____ One copy of **Affidavit of Publication** (received from newspaper)

FORM A

NOTICE: there is a 7-10 day waiting period after receipt of written request.

Date:

To: Tax Assessor
Borough of Waldwick
63 Franklin Turnpike
Waldwick, NJ 07463

From:

Re: **Request** for List of Property Owners within 200 feet in connection with the preparation of Application to the Zoning Board in the Borough of Waldwick

Requested by: _____

For Block _____ Lot _____

Address _____

Indicate One:

_____ Please mail completed list to:

_____ I will pick up list. Please call:

(A Fee of \$10.00 must be paid at the time of request. Check to be made payable to Borough of Waldwick and given to Tax Assessor with this form.)

Paid: _____

(Applicant, please note: A list of property owners within 200 feet of the property in question must be attached to the Affidavit of Proof of Service. If surrounding Boroughs are affected attach this list as well.)

FORM B

**BOROUGH OF WALDWICK
ZONING BOARD OF ADJUSTMENT
CERTIFICATION OF PAYMENT OF TAXES**

(To be filled out by Applicant:)

Date: _____

Lot: _____

Block: _____

Name _____

Address: _____

Date: _____

This is to certify that all property taxes due or delinquent have been paid on the above property.

(To be dated and signed by Tax Office:)

Date

Tax Collector

This completed form is to be included with your Application Submittal.

ZONING BOARD OF ADJUSTMENT
BOROUGH OF WALDWICK
APPLICATION FORM
Hardship Variance

Completed by Zoning Board:

Application No. _____
Date Received by Zoning Board _____
Hearing Date: _____

COMPLETED BY APPLICANT: Address of Premises _____
Block _____ Lot _____ Zone _____
Size of Premises _____

1. APPLICANT applies to the Waldwick Zoning Board for relief from the terms of Article _____ Section _____ of the Waldwick Zoning Ordinance to permit:

(Describe proposal) _____

2. The type of relief requested by Applicant is:
(Check which type of variance you are applying for. This information can be received from the Zoning Official:)

_____ Hardship Variance
_____ Appeal Decision of Zoning Officer

3. The reasons which justify the granting of the relief requested are as follows:
(Explain exceptional and unique situations of the property which exist and how the zoning regulations affect you plan. Explain why the Board should grant the variance)

4. Name of Applicant: _____ Address: _____

Telephone: _____ E-mail: _____

5. Name of Applicant's Attorney, if any: _____ Address: _____

6. Name of Owner of Premises: _____ Address: _____

7. Presently on the premises is a _____
8. Accompanying this Application are 15 copies of a **survey** or plot plan of the premises which indicate all **existing and proposed front yard, rear yard, and side yard dimensions, distances from structures**, the square foot area of the premises and the **location of all existing and proposed structures** and site plan if required.
9. Include with this Application **plans** showing view of completed addition from each direction and **photographs** of existing conditions to assist the Board in their review.
10. The **date of the last deed** of record is: _____, which deed was recorded in Deed Book at page _____.
11. **Did the aforementioned deed convey title to other premises in addition to the premises which are the subject of the application?** _____yes _____no
12. Does the current owner or the applicant now own or have any interest in any other Property which adjoins the premises which are the subject of this application? _____yes _____no.
(If yes, describe the contiguous property by reference to the current tax map of the Borough of Waldwick)
- _____
13. Have the premises which are the subject of this application been the subject of **Waldwick Zoning or Planning Board action?** _____yes _____no.
(If yes, please attach a copy of the Planning or Zoning Board resolution to this application.)
14. Has there been any **previous appeal** to the Waldwick Board of Adjustment involving the premises which are the subject of this application? _____yes _____no.
(If yes, state the nature of the appeal, and attach a copy of the resolution.)
15. **Authorization by Owner (if co-owners, both must sign)**
- _____ is hereby authorized to file this application with the Waldwick Zoning Board.

Owner: _____ **Date:** _____

16. Certification by Applicant:

The undersigned applicant does hereby certify that all of the statements contained in this application are true, and that all taxes on the property which is the subject of this application have been paid.

Applicant: _____ **Date:** _____

WALDWICK BOARD OF ADJUSTMENT
NO CHANGE AFFIDAVIT RELATING TO LOCATION SURVEY

STATE OF NEW JERSEY)
COUNTY OF BERGEN) ss:

_____, (name of owner) of full age, being duly sworn according to law, upon his oath deposes and says:

1. I am now the owner of premises commonly known as (address:) _____, Waldwick, New Jersey, Lot _____, Block _____ as shown on the current tax map of the Borough of Waldwick; said premises are now the subject of a variance application filed by me with the Waldwick Board of Adjustment.

2. I have carefully examined a survey of the said premises prepared by _____ dated _____; a copy of said survey is attached.

3. I have also made a careful examination of the said premises and I represent that:
(a) There has been no change in the property lines of the said premises nor in the location and dimensions of the buildings, fences, driveways, patios and other improvements shown on the said location survey; and
(b) No additional buildings, additions, fences, driveways, patios or other improvements have been added and constructed on the premises since the date of said survey, except for:

4. This affidavit is executed and delivered by me in order to induce the Waldwick Board of Adjustment to accept the survey attached instead of a new or re-dated survey of the premises, it being acknowledged by me that members of the Waldwick Board of Adjustment will rely on the truth of the representations set forth herein in considering my variance application.

5. I acknowledge my understanding that if any of the representations set forth in this affidavit are inaccurate, then my application for variance relief may be dismissed by the Waldwick Board of Adjustment.

6. As used herein, the male term shall be deemed to include the female term and the singular term shall be deemed to include the plural term.

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

Applicant

Owner (if co-owners, both must sign)

Notary Public of the State of New Jersey

This form is to be filled out and used by the Applicant for notifying surrounding property owners and utilities as noted on the 200' list from the Tax Assessor's office. This Notice is also used for publication by the Applicant in the newspaper.)

**BOROUGH OF WALDWICK
Zoning Board of Adjustment
Notice of Public Hearing Regarding Variance Application**

PLEASE TAKE NOTICE that an Application has been made to the Zoning Board of the Borough of Waldwick for Variance relief from the provisions of **Chapter 97, Section _____** of the Waldwick Zoning Ordinance and whatever other variance relief is deemed necessary, with respect to the premises known as **Lot _____ in Block _____** on the current tax map of the Borough of Waldwick, which premises are commonly known as (address) _____ Waldwick, New Jersey.

Applicant proposes to: *(describe proposal as noted on denial form)*

This proposal would be in violation of the provisions of said Section of the Waldwick Zoning Ordinance in the following respects: *(indicate the variances being requested as detailed on denial form)*

PLEASE TAKE FURTHER NOTICE that the Zoning Board of Adjustment of the Borough of Waldwick will hold a public hearing on said application on (date) _____ at 8:00 p.m., prevailing time, or as soon thereafter as the matter may be reached at the Administration Building of the Borough of Waldwick, 63 Franklin Turnpike.

PLEASE TAKE FURTHER NOTICE that a copy of the Applicant's Application for variance relief is on file at the Administrative Offices of the Borough of Waldwick, 63 Franklin Turnpike, Waldwick, NJ for public inspection during regular business hours.

Applicant's Name and Address:

(This form is to be filled out providing proof that the Notice of Public Hearing has been served on surrounding property owners.)

**BOROUGH OF WALDWICK
AFFIDAVIT OF SERVICE**

IN THE MATTER OF:

STATE OF NEW JERSEY
COUNTY OF BERGEN

(name) _____ BEING DULY SWORN DEPOSES AND
SAYS:

I reside at _____

On or before the _____ day of _____ 20 __, I served Upon each of
the persons named in the three succeeding paragraphs hereof a written notice indicating variances
requested, stating Application would be heard at the Administration Building, 63 Franklin
Turnpike, Waldwick, N.J. on _____ 20 __, relating to premises
located at _____

The notice was served on the following persons by handing it to each of them personally:
(attach list if more space is needed)

The notice was served on the following persons by leaving it at their usual places of abode,
set forth opposite their respective names: (attach list if more space is needed)

The Notice was served on the following persons by certified letter, directed to them at the
addresses set forth opposite their respective names, the said addresses being their last known
addresses appearing on the most recent tax lists of the Borough:
(attach list)

No person other than those served, as set forth in the preceding paragraphs of this affidavit,
is the owner of property within 200 feet of the premises affected by this application.

(If co-owners both must sign)

Subscribed and sworn to

before me this _____ day

Of _____, 20__

(Notary)

(Applicant)