

COMPLETED Application must be received **14 days prior to meeting date** to be placed on agenda.

**South Hackensack
Zoning Board of Adjustment
Application Instructions**

- 1) If the applicant is a corporation, the law requires that an Attorney at Law of the State of New Jersey must represent you.
- 2) All documents must be filed in the Office of the Municipal Clerk, 227 Phillips Avenue, South Hackensack, NJ 07606.
- 3) All documents must be filed at least **Fourteen (14) days prior to the date** on which you request a hearing.
- 4) Upon filing, you must pay the applicable fees (see attached fee schedule) and escrow.
- 5) AN APPLICATION WILL BE **CONSIDERED INCOMPLETE UNTIL ALL OF THE FOREGOING**, IF APPLICABLE AS INDICATED, ARE FILED AS AFORESAID AND ARE DETERMINED TO BE IN ACCORDANCE WITH THE LAWS AND/OR ORDINANCES IN RESPECT TO EACH UNLESS THE BOARD EXPRESSLY WAIVES ANY SUCH REQUIREMENT AT THE HEARING. IT IS THE OBLIGATION OF THE APPLICANT TO OBTAIN ALL OF THE FOREGOING WHEN APPLICABLE AND TO FILE THE SAME; ANY DIRECTION, SUGGESTION, ADVICE OR ASSISTANCE GIVEN BY ANY TOWNSHIP PERSONNEL SHALL NOT BE BINDING UPON THE ZONING BOARD OF ADJUSTMENT.
- 6) During the proceedings, the Board may determine that the applicant must comply with any of the following requirements:
 - Submission to the Township Engineer for review and approval.
 - Submission to any other governmental agency which may have jurisdiction
 - Submission of any engineering report, traffic report, environmental impact report or other such report that the Board may require that the applicant supply the same is reasonably necessary to the consideration of the application.
 - Any reasonable requirement which this Board may impose according to law or ordinance during the hearing on the application to enable it to make the necessary determinations, the need for which was not foreseeable when the application was originally submitted.



Township of South Hackensack

Lydia Heinzelman

Technical Assistant, Construction Dept.
Planning/Zoning Board Secretary
Shade Tree Secretary

Municipal Building
227 Phillips Avenue
South Hackensack, NJ 07606

planningboard@southhackensacknj.org
201-440-1815 ext. 100
Fax: 201-440-0719

Guidance to Applicants on Form of Notice

FORM OF NOTICE FOR NEWSPAPER ADVERTISEMENT AND NOTICE TO ADJACENT PROPERTY OWNERS REGARDING PUBLIC HEARING FOR APPROVAL OF DEVELOPMENT ACTION

1. Notice must be published in an approved newspaper at least 10 days prior to the hearing. ^(The Record) Keep in mind if the newspaper is not a daily publication, you must publish on a date which will be in excess of the 10-day rule. An Affidavit of Publication must be obtained from the newspaper and filed on the Friday prior to the hearing date with the Board Secretary.
2. Notice of public hearing must be given by personal service or by mail to the following persons or agencies:
 - a. To all owners of real property located within 200 feet in all directions of the property which is the subject of the hearing.
 - b. To all public utilities and cable companies registered with the municipality.
 - c. If the property is located within 200 feet of an adjoining municipality, notice must be given to the clerk of that municipality.
 - d. If the property is adjacent to an existing county road or a proposed road shown on the official county map or on the county master plan, or if the property adjoins other county land or is situated within 200 feet of a municipal boundary, notice must be given to the county planning board.
 - e. If the property is located within 200 feet of an adjoining county, notice must be given to the clerk of that county.
 - f. If the property is adjacent to a State Highway, notice must be given to the State Commissioner of Transportation.
 - g. If the development/property exceeds 150 acres or 500 dwelling units, notice must be given to the Office of State Planning, Department of the Treasury, 150 West State Street, CN 204, Trenton, NJ 08625. Such notice shall include a copy of all maps and documents required to be on file with the township.
 - h. Notice of hearings on applications for approval of a major subdivision or a site plan not defined as a minor site plan under this act requiring public notice, in the case of public utility, cable television company or local utility which possesses a right-of-way easement within the municipality and which has registered with the municipality by (1) serving a copy of the notice on the person whose name appears on the registration form on behalf of the public utility, cable television company or local utility, or (2) mailing a copy thereof by certified mail to the person whose name appears on the registration form at the address shown on that form.

**TOWNSHIP OF SOUTH HACKENSACK
ZONING BOARD OF ADJUSTMENT**

APPLICATION

FOR OFFICIAL USE ONLY	
Date application filed: _____	Application # BOA _____
Fee paid: _____	Date paid: _____
Date file complete: _____	
Time period expires: _____	

Section 1. Simple Variance Option

If the application involves nothing more than:

- a) erection of a fence or shed on the property of a single or two family residence, OR
- b) construction of a swimming pool accessory to a single or two-family residence,
OR
- c) construction of an addition to or an alteration of a single or two-family residence,

The applicant may submit a simple sketch of the property showing clearly what is proposed and its relationship to existing structures. Upon choice of this option, applicant need not fill out Sections 5(c), 5(d), 6 and 7 of this application.

Check box to effect simple variance option

Section 2. Appeal from Denial of a Building Permit

If this application has arisen as the result of the denial of a permit regarding zoning/building, please secure from the administrative officer an appeal form giving reasons for permit denial and submit with the application.

Section 3. Applicant Information

- a) Full legal name _____
- b) Mailing address _____
- c) Telephone/Beeper/Fax Nos. _____
- d) The applicant is a: Corporation _____ Partnership _____ Individual(s) _____
Other _____ (please specify) _____

- e) If the applicant is a corporation or a partnership, attach a list of the names and addresses of all persons having a 10% interest or more.
- f) Relationship of the applicant to the property: Owner _____ Tenant/Lessee _____
Purchaser Under Contract _____ Other (please specify) _____
- g) If the applicant is not the owner of the property, the applicant must obtain and submit a copy of this application signed by the owner in the space provided in Section 9.

Section 4. Property Information

- a) Street address: _____
- b) The property is approximately _____ feet from the intersection of _____ and _____.
- c) Block _____ Lot _____
- d) Zone – Residential _____ Commercial _____ Industrial _____ Mixed _____
- e) Dimensions - _____
- f) Size (square feet) _____
- g) Is the property located:
 - Within 200 feet of another municipality
 - Adjacent to an existing or proposed county road
 - Adjacent to other county land
 - Adjacent to a State highway
 - Within the jurisdiction of the Hackensack Meadowlands Development Commission

(If you checked any of the above, you must submit appropriate documentation, please see instructions)

- h) Has there been previous Adjustment Board or Planning Board hearings involving this property? Yes _____ No _____.
- i) If the answer to “h” is yes, attach a copy of the written decision(s) adopted by the applicable board

Section 5. Requested Relief

- a) "PROPOSAL" – Attach a statement entitled "PROPOSAL" setting forth the particulars of the proposed use of the property (if other than single family residential) and a description of the proposed physical changes to the property. Include all physical improvements such as structure, additions, landscaping, etc.
 - Check box when attached
- b) "Reasons for Relief" – Attach a statement entitled "Reasons for Relief" setting forth the facts relied upon to support the applicant's claim of right to relief.
 - Check box when attached (If "Simple Variance" proceed to Section 8)
- c) Nature of application – Check appropriate items
 - Interpretation of development ordinance or map
 - Appeal of action of administrative officer
 - Variance:
 - "C" variance
 - "D" use variance
 - "D" non-use variance
 - Subdivision
 - Subdivision application to follow
 - Site plan
 - Site plan application to follow
 - Waiver of lot to abut street requirement
 - Exception to the official map
- d) The proposed use, building, or subdivision is contrary to: (List the specific Articles and Sections of the Code of the Township of South Hackensack from which a variance is sought, the requirement itself and the proposed variation. If additional space is needed, please attach a separate sheet.)

Article _____ Section _____ Required _____ Proposed _____

Article _____ Section _____ Required _____ Proposed _____

Section 6. Applicant's Experts/Professionals

a) Attorney

Name _____ Telephone _____

Address _____

b) Engineer

Name _____ Telephone _____

Address _____

c) Architect

Name _____ Telephone _____

Address _____

d) Planner

Name _____ Telephone _____

Address _____

e) Other (please specify)

Name _____ Telephone _____

Address _____

Section 7. Required Exhibits – INCLUDE WITH YOUR APPLICATION

(Please check all that are applicable and included)

A “complete application” requires the following submissions:

- Original and twelve (12) copies of application.
 - Original and twelve (12) copies of site plan or subdivision application if sought in conjunction with your variance application (applies only to a “use” variance.)
 - Thirteen sealed copies of survey and, if applicable, sit and/or subdivision map.
 - Thirteen sealed sets of architectural plans if you wish the Board to consider the same.
 - Original (affidavit) and two (2) copies of proof of publication.
 - Original and two (2) copies of Certified Tax List and Certified Mail Stubs.
 - Original and two (2) copies written Proof of Service.
 - Original and two (2) copies certification of the Tax Collector that tax and assessment payments are current.
 - A copy of your letter of submission to the following government agencies in cases in which it has jurisdiction or written proof of exemption from such jurisdiction.
 - Bergen County Planning Board
 - South Hackensack Fire Prevention Bureau
 - Township Engineer
 - South Hackensack Police – Traffic Bureau
 - Department of Environmental Protection
 - Army Corps of Engineers
 - Bergen County Soil Conservation District
 - Hackensack Meadowlands Development Commission
 - Any other governmental agency having jurisdiction – please specify
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Section 8. Notice

The applicant is responsible to publish (The Record) and serve notice of this application in accordance with law. Publication Affidavit must be submitted with application to be deemed complete.

Section 9. Verification and Authorization

a) Applicant's Verification

I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application is true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Applicant's Signature

b) Owner's Authorization

I hereby certify that I _____, residing at _____, am the owner of all that certain lot, piece or parcel of land known as Block(s) _____ Lot (s) _____ on the Tax Map of the Township of South Hackensack, which property is the subject of the above application, and that said application is hereby authorized by me.

Owner's Signature

_____ date

PUBLIC NOTICE

**TOWNSHIP OF SOUTH HACKENSACK
ZONING BOARD OF ADJUSTMENT**

PLEASE TAKE NOTICE that on the _____ (date) _____ day of _____ (month) _____, (year) _____, at _____ (time) PM a hearing will be held at the Municipal Complex located at 227 Phillips Avenue, South Hackensack, New Jersey before the Township of South Hackensack Zoning Board of Adjustment on the (application/appeal) of the undersigned for a variance or other relief so as to permit

_____ and any other variances necessary that may come before the board for premises located at

_____ and designated as Block _____ Lot _____ on the Tax Assessment Map of the Township of South Hackensack.

All pertinent applications and maps with reference to the above named application are on file in the office of the Municipal Clerk and are available for inspection during regular business hours.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Zoning Board of Adjustment.

Name of Applicant

Address

Date of Publication _____

NOTICE TO BE SERVED ON OWNERS
OF AFFECTED PROPERTY

To: _____ Owner of Premises: _____

PLEASE TAKE NOTICE that the undersigned has filed an (appeal or application) with the South Hackensack Zoning Board of Adjustment for _____

and any other variances necessary that may come before the board

for premises located at _____

designated as Block _____ Lot _____ on the Tax Assessment Map of the Township of South Hackensack, and this notice is sent to you as a property owner within 200 feet of the applicant property.

A public hearing has been scheduled for ___ (month, date, and year)

At _____ p.m. in the Municipal Building, 227 Phillips Avenue, South Hackensack, New Jersey. When the matter is called, you may appear either in person, or by agent or attorney, and present any objections, which you may have to the granting of the relief, sought in the petition.

All pertinent information with reference to the application is on file in the office of the Municipal Clerk and is available for inspection Monday through Friday, between 9 am and 4 p.m.

Respectfully,

Applicant

AFFIDAVIT OF SERVICE

State of New Jersey

County of Bergen

_____ Of full age, being duly sworn according to law, on his/her oath deposes and says that he/she resides at _____ and that he/she did on _____, at least ten (10) days prior to the hearing date of _____, give personal notice to all property owners within 200 feet of the property affected by the Board of Adjustment application located at _____.

- Notice was given by Certified Mail Copies of the registered receipts are attached hereto.
- Notices were also served upon the following (check all that apply)
 - Clerk of _____
 - County Planning Board
 - Director, Division of State and Regional Planning
 - Department of Transportation
 - Other: _____

A copy of the Notice is attached hereto.

Attached to this affidavit, marked "Exhibit B", is a list of owners of property within 200 feet of the affected property who were served, showing the Block and Lot numbers of each property as same appears on the South Hackensack Municipal Tax Map, and also a copy of the Certified List of such owners prepared by the Tax Assessor.

Signature of Applicant

Sworn to and Subscribed to
Before me this _____
Day of _____
20 _____

Notary Public of New Jersey

**SUBMIT LETTER TO TAX ASSESSOR REQUESTING THE
INFORMATION BELOW ALONG WITH \$10 FEE**

Township of South Hackensack
County of Bergen, New Jersey

**LIST OF PROPERTY OWNERS WITHIN 200 FEET OF
BLOCK _____ LOT _____**

**I certify that the above is an accurate and complete list of property owners,
prepared from the most recent tax assessment records.**

Tax Assessor

§ 108-19. Chapter 192, Subdivision and Land Development. [Amended 7-9-1998 by Ord. No. 12-98]

- A. Pursuant to § 192-16, the application fee for preliminary review of a site plan is established as follows: \$50.
- B. Pursuant to § 192-30A, the following fees and deposits in connection with applications or rendering of any service by the Planning Board or Board of Adjustment are established:
- (1) Minor subdivision, minor site plan and filing and classification: \$125.
 - (2) Major subdivision without site plan approval or conditional use approval (preliminary and final approval): \$250.
 - (3) Site plan approval or conditional use:
 - (a) For first 10,000 feet of improved area: \$200.
 - (b) Plus \$25 for each additional 10,000 square feet of floor area.
 - (4) Use variance: \$200.
 - (5) Variances other than in respect to use: \$150.
 - (6) Any other application to the Planning Board or Board of Adjustment: \$50.
 - (7) Whenever an application is made requiring approvals for two or more of the applications set forth above, the fee shall be the fee which when calculated is the greatest for any one component of the application (i.e., if approval sought for site plan and use variance, the fee for site plan will be applicable).
 - (8) Escrows. In payment for services rendered by various township professionals, each applicant shall post at the time of making application to the Board the sum of \$500 for residential applications and the sum of \$2,500 for all other applications as and for escrow to be applied to the fees and charges of the Board's professionals, inspections fees, advertising and such other costs as may be incurred by the Board in connection with any application up to the point of final approval thereon. Said sum may be adjusted from time to time on notice from the Board or its professionals. [Amended 03-08-2012 by Ord. No. 2012-03].
- C. Pursuant to § 180-32C, the fee for a tax duplicate is established as follows: \$10.
- D. The engineer fee for checking plans or maps pursuant to § 192-41 is established as follows: \$30 minimum.

\$1,500
9/2/20



RECEIVED

MAY 13 2016

SOUTH HACKENSACK
MUNICIPAL CLERK

RECEIVED

MAY 13 2016

SOUTH HACKENSACK
MUNICIPAL CLERK

COUNTY OF BERGEN
DEPARTMENT OF PLANNING AND ENGINEERING
One Bergen County Plaza • 4th Floor • Hackensack, N.J. 07601-7076
Tel. (201) 336-6446 • Fax (201) 336-6449

James J. Tedesco, III
County Executive

Joseph A. Femia
Acting Director
County Engineer

May 11, 2016

Re: Document Submission to Bergen County Planning Board via Email

Dear Municipal Administrators and Zoning Officials,

According to a new state law that permits certain municipal land use / zoning documents to be submitted to the County Planning Board via Email, the Bergen County Planning Board has designated the following email address exclusively for that purpose. A confirmation email will be sent once documents are received via email. Please do not use any other email address.


Bergen County Planning Board email address for electronic document submission:

✱ PlanningBoard@co.bergen.nj.us ✱

Please also note that it is the municipal governments' responsibility to submit zoning and land use ordinances to the County Planning Board. A list of submitted documents can be found on Bergen County's website at <http://www.co.bergen.nj.us//index.aspx?nid=728>. You are urged to check the list and ensure your submissions are up to date.

Please contact this office should you have any questions.

Sincerely,


Joseph A. Femia, P.E.
Acting Director