

TOWNSHIP OF CEDAR GROVE
CHECKLIST AND INSTRUCTION FOR APPLICATION
ZONING BOARD OF ADJUSTMENT

Please review the following instructions carefully before you file your application. A failure to follow the checklist or to provide required documentation will delay your application and hearing.

Please remember to submit your original signed application with the requested copies, and be sure that all owners and all applicants sign where requested.

The proper number of site plans should accompany your application or required renderings, signed, sealed and folded.

Your filing fees shall be submitted on a separate check from your escrow review fees. Any unused escrow funds will be refunded to you after your application is completed; you may be asked to deposit additional funds to your account should it become depleted during the application process. County filing fees should be mailed directly to the County.

You may obtain tax certification from the Tax Collector's office. All taxes and assessments on the subject property must be paid up-to-date.

The Planning Department will review your application after submission. Within forty-five (45) days you will receive a written notification advising you of your application status. If your application is deemed incomplete, the notice will advise you in what manner it is deficient. When all missing items are submitted or necessary corrections are made, the application will be scheduled with the Board.

You will find attached to this instruction sheet the specific checklist for your application, a County application form, information about legal notices and a sample format. We hope that this information is helpful but recognize that you may have many questions. Please do not hesitate to contact the Planning Office at (973) 239-1410 ext. 242 for any further information or clarification, and I will be happy to assist you in any way possible.

Toni Immersi
Planning/Zoning Coordinator

**TOWNSHIP OF CEDAR GROVE
RESIDENTIAL BULK VARIANCE
NON SITE PLAN
ZONING BOARD OF ADJUSTMENT**

Meetings are held on the and second Tuesday of each month at 7:30 p.m. in the Council Chambers. *No* application will be given a hearing date until it is deemed complete.

ITEMS TO BE SUBMITTED FOR BULK VARIANCES FOR SINGLE FAMILY HOMES IN RESIDENTIAL ZONE DISTRICTS:

- 15 COPIES Letter of denial from Zoning Officer – For Zoning Board of Adjustment applications only
- 15 COPIES Of the Application (pgs. 4–6)
- 15 COPIES Of Plans (Architectural elevation drawings)
- 15 COPIES Of the Survey showing the proposed structure location with dimensions and set backs
- 1 COPY Of the Schedule of Fee
- 1 COPY Application and Escrow Fees
- 1 COPY Municipal Liens Certification showing that taxes, water & sewer are current

ALL OF THE ABOVE ITEMS MUST BE COLLATED INTO 15 SETS. ANY SUBMISSION NOT COLLATED INTO SETS WILL BE REJECTED. ALL OF THE ABOVE ITEMS MUST BE SUBMITTED FOR ADMINISTRATIVE COMPLETENESS

PROPERTY THAT FRONTS A COUNTY ROAD MUST SUBMIT AN APPLICATION TO THE COUNTY PLANNING BOARD. APPLICATIONS CAN BE PICKED UP AT 900 BLOOMFIELD AVENUE, VERONA, NJ OR YOU MAY CALL THEM AT 973-226-8500

Legal Notice to the Verona-Cedar Grove Times are to be emailed to

publicnotices@northjersey.com

If you have any questions concerning this application, please feel free to contact *Toni Immersi*^o Planning and Zoning Coordinator at (973) 239-1410 (ext.) 242.

EXPLANATION OF FORMS

1. **CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET:** This list is obtained from the Tax Assessor's office. It generally takes 7 working days to be prepared.
2. **NOTICE TO PROPERTY OWNERS AFFECTED:** This form is mailed certified mail and postmarked *no later than ten (10)* days prior to the hearing. This form may also be hand delivered. If hand delivered, it must be handed to someone 18 years of age or older, and they must sign next to their name on the Certified List of Property Owners. (This form goes to all residents and utilities listed on the 200' list)
3. **NEWSPAPER PUBLICATION:** This form is to be filled out and published in the Verona/Cedar Grove Times, the official newspaper, or the Star Ledger, the alternative official newspaper. This is to be done ten (10) days prior to the hearing. All publications are to be submitted to the newspaper one week before the date of publication. The public notice must clearly state the nature of the application and the specific variances being applied for. Failure to do so will result in a postponement of the application.
4. **PROOF OF SERVICE:** After you complete the notification procedure, this form is to be signed and notarized and returned to the Planning and Zoning Office 48 hours before the meeting.
5. **AFFIDAVIT OF OWNERSHIP/AUTHORIZATION:** **The owner of the property fills out the top portion of this form.** The bottom portion is to be filled out *only* if someone other than the owner of the property is making the application. After the necessary section(s) are filled out, the form should be notarized and returned to the Planning and Zoning office.

4. PROPERTY INFORMATION

Restrictions, covenants, easements, association by-laws, existing and proposed *must* be submitted for review and must be written in easily understandable English in order to be reviewed.

5. Property Location: _____
Block(s): _____ Lot(s): _____
Zone Classification: _____ Present use of the premises: _____

6. Applicant's Attorney: _____
Address: _____
Telephone Number: _____ Fax Number: _____

7. Applicant's Engineer: _____
Address: _____
Telephone Number: _____ Fax Number: _____

8. Applicant's Planner: _____
Address: _____
Telephone Number: _____ Fax Number: _____

9. Applicant's Architect: _____
Address: _____
Telephone Number: _____ Fax Number: _____

10. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

VARIANCE:

- _____ N.J.S.A. 40:55D-70a: Appeal decision of an Administrative Officer
- _____ N.J.S.A. 40:55D-70b: Map or Ordinance Interpretation
- _____ N.J.S.A. 40:55D-70c(1): Variance Relief (hardship)
- _____ N.J.S.A. 40:55D-70c(2): Variance Relief (substantial benefit)
- _____ N.J.S.A. 40:55D-70d: Variance Relief (Use)
- _____ N.J.S.A. 40:55D-67: Conditional Use Approval
- _____ N.J.S.A. 40:55D-34: Direct issuance of a permit for a structure in bed of Mapped street, public drainage, or flood control basin.
- _____ N.J.S.A. 40:55D-35: Direct issuance of a permit for a lot lacking Public Street Frontage

11. Application is hereby made from the requirements of Chapter 268 of the zoning ordinance as to (description of application, and list all variances being requested):

12. Appeal is hereby made from the decision of _____

Deciding that _____

13. Nearest intersection of abutting street with other public street: _____

14. Map Dated: _____ Prepared by: _____

15. Proposed Use: _____

16. Lot Area: _____

17. Feet Front: _____ Feet Deep: _____

18. Existing set backs from front property lines(feet) _____

19. Proposed set backs from front property lines(feet) _____

20. Ground floor area of existing building(s): _____

21. Total floor area (all floors) of existing building(s): _____

22. Ground floor area of any proposed building addition(s): _____

23. Total floor area (all floors) of proposed building addition(s): _____

24. Have there been any previous appeals involving the premises? _____

25. Area in acres of any additional adjoining land owned by owner of the applicant: _____

26. CERTIFICATION

I certify that the foregoing statements and the material submitted are true. I further certify that I am the individual applicant or that I am an Officer of the corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

Sworn to and subscribed before

me on this _____

day of _____,

Applicant's Signature

Notary Public

SCHEDULE OF FEES

APPLICANT: _____

DATE: _____	SUB/SITE PLAN #: _____	FEES: _____
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A. Preliminary Major Subdivision:

- | | | | | |
|-----------------------------|-----------------|---|-------------|----------|
| 1. First Acre | One (1) | X | \$ 500.00 = | \$ _____ |
| 2. Plus Each Additional Lot | Number of lots | X | \$ 75.00 = | \$ _____ |
| 3. Plus Each Unit | Number of Units | X | \$ 50.00 = | \$ _____ |

B. Final Major Subdivision:

- | | | | | |
|-----------------------------|----------------|---|-------------|----------|
| 1. Base Fee | One (1) | X | \$ 250.00 = | \$ _____ |
| 2. Plus Each Additional Lot | Number of lots | X | \$ 50.00 = | \$ _____ |

C. Minor Subdivision:

- | | | | | |
|-----------------------------|----------------|---|-------------|----------|
| 1. Base Fee | One (1) | X | \$ 200.00 = | \$ _____ |
| 2. Plus Each Additional Lot | Number of lots | X | \$ 50.00 = | \$ _____ |

D. Site Plan:

- | | | | | |
|---|-----------------|---|-------------|----------|
| 1. Multi-Family; new: | Base Fee | X | \$ 50.00 = | \$ _____ |
| a. For the first acre | One (1) | X | \$ 500.00 = | \$ _____ |
| b. Plus each additional acre
or fraction thereof | Number of acres | X | \$ 50.00 = | \$ _____ |
| c. Plus each unit | Units | X | \$ 50.00 = | \$ _____ |
| 2. Multi-Family additions: | | | | |
| a. Base Application | One (1) | X | \$ 250.00 = | \$ _____ |
| b. Plus each additional unit | Number of units | X | \$ 50.00 = | \$ _____ |
| 3. Other than Multi-Family new: | | | | |
| a. For the first acre | One (1) | X | \$ 500.00 = | \$ _____ |
| b. Plus each additional acre
of fraction thereof | Number of acres | X | \$ 75.00 = | \$ _____ |
| c. Plus total floor area per sq. ft. | _____sq. ft. | X | \$ 00.05 = | \$ _____ |

**VERONA-CEDAR GROVE TIMES
LEGAL NOTICE**

PLEASE TAKE NOTICE that an application has been made to the Cedar Grove Zoning Board of

Adjustment by _____

Requesting _____ with the following variances:
(description of application and type)

The premises affected are _____

Block(s) _____ Lot(s) _____

in the _____ Zone.

This application has been put on the Secretary's Calendar as _____ and a Public hearing has been scheduled for _____, 20__ at 7:30 p.m. in the Council Chambers of the Municipal Building, 525 Pompton Avenue, Cedar Grove, New Jersey. At said hearing, or on any adjourned date of the same, you may appear either in person or by counsel and present any objection that you may have to the granting of this application.

The documents filed by the Applicants concerning such application are available for public inspection during normal business hours at the Office of the Planning and Zoning Coordinator located in the Municipal Building. The Applicant in accordance with the Requirements of the New Jersey Municipal Land Use Law serves this Notice.

Applicant

Date: _____

NOTICE TO PROPERTY OWNERS AFFECTED

PLEASE TAKE NOTICE that an application has been made to the Cedar Grove Zoning Board of Adjustment by

Requesting _____
(Description of application and type)

with the following variances: _____
(List any variances or waivers being sought)

The premises affected are _____ known as Block _____ Lot(s) _____
_____ in the _____ Zone.

This application has been put on the Secretary's Calendar as _____ and a Public hearing has been scheduled for _____, 20____ at 7:30 p.m. in the Council Chambers of the Municipal Building, 525 Pompton Avenue, Cedar Grove, New Jersey. At said hearing, or on any adjourned date of the same, you may appear either in person or by counsel and present any objection that you may have to the granting of this application.

The documents filed by the Applicants concerning such application are available for public inspection during normal business hours at the Office of the Planning and Zoning Coordinator located in the Municipal Building. The Applicant in accordance with the Requirements of the New Jersey Municipal Land Use Law serves this Notice.

Date:

**TOWNSHIP OF CEDAR GROVE
ESSEX COUNTY NEW JERSEY**

PROOF OF SERVICE

STATE OF NEW JERSEY
COUNTY OF ESSEX

_____ of full age, being sworn according to law, on his oath
deposes and says, that he resides at _____
in the town of _____ and that he is the applicant in a
proceeding before the Planning Board/Zoning Board of Adjustment, in the Township of Cedar
Grove, being an application under the Building Zone Ordinance, and which has the number _____
and relates to premises known as _____; that he gave Notice is
of this proceeding to each and all of the owners of property affected by said application, in the manner
provided by Ordinance on _____, _____, a true copy of which is attached
to this affidavit.

Applicant Signature (or Authorized Legal Representative)

Sworn to me, this _____
day of _____, _____.

Notary Public

TOWNSHIP OF CEDAR GROVE
CERTIFICATE OF THE STATUS OF
PROPERTY TAXES AND ASSESSMENTS

DATE: _____

NAME: _____

PROPERTY LOCATION: _____

BLOCK: _____

LOT: _____

TAXES

YEAR _____

PAID/ DELIQUENT/ DUE

1ST QTR _____

2ND QTR _____

3RD QTR _____

4TH QTR _____

YEAR _____

1ST QTR _____

2ND QTR _____

WATER/SEWER

CURRENT/DELIQUENT

ACCOUNT NUMBER _____

WATER BALANCE _____

SEWER BALANCE _____

Chris Tufaro
MUNICIPAL TAX COLLECTOR