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.

Jackie Maddaloni
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. 4-7)
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 Jackie Maddaloni, 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.

6. **REQUIREMENTS FOR SUBMISSION OF LANDSCAPE PLANS**: This form is to be read through and any questions that may pertain to your application are to be answered. If none of the questions pertain to your application, please mark the form N/A (not applicable) and return it to the Planning and Zoning office.

7. **ENVIRONMENTAL QUESTIONNAIRE**: This form is to be read through and any questions that may pertain to your application are to be answered. If none of the questions pertain to your application, please mark the form N/A (not applicable) and return it to the Planning and Zoning office.
ZONING BOARD APPLICATION
Township of Cedar Grove, Essex County, New Jersey 07009

Date Filed: ______________

Check one:  New Application __________ Revision of Prior Approval __________

1. APPLICANT

Name ____________________________________________________________
Address __________________________________________________________________________
Telephone Number ____________________________________________________________________

Applicant is a: Corporation ☐ Partnership ☐ Individual ☐

2. DISCLOSURE STATEMENT

Pursuant to N.J.S. 40:55D-48.1, the name and address of all persons owning 10% of stock in a corporate applicant or 10% interest in any partnership must be disclosed. In accordance with N.J.S.A. 40:55D-48.2 that disclose requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addressed of the non-corporate stockholders and partners exceeding 10% ownership criterion have been disclosed. [Attach pages as necessary to fully comply]

Name ____________________________________________________________ Interest ______________
Address __________________________________________________________________________
Name ____________________________________________________________ Interest ______________
Address __________________________________________________________________________
Name ____________________________________________________________ Interest ______________
Address __________________________________________________________________________

3. If applicant is not the owner, provide the following information on the Owner(s):

Owner’s Name(s) __________________________________________________________
Address __________________________________________________________________________
Telephone Number __________________________________________________________________
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: _____________________________ Lot(s): _____________________________
   Block(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-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: ________________


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 ________________,

__________________________

Notary Public

Applicant’s Signature
SCHEDULE OF FEES

APPLICANT: ________________________________

<table>
<thead>
<tr>
<th>DATE:</th>
<th>SUB/SITE PLAN #:</th>
<th>FEES:</th>
</tr>
</thead>
</table>

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 = $__________
4. Other than Multi-Family, additions:
   a. Base Fee
      One (1) X $ 250.00 = $___________
   b. Plus total floor area per sq. ft.
      _______ sq. ft X $ 00.05 = $___________

E. Variance pursuant to R.S.40:55d-70C in connection with a single family detached dwelling:
   a. Base Fee
      One (1) X $ 100.00 = $___________
   b. Each Additional Variance
      X $ 15.00 = $___________

F. Variance pursuant to R.S.40:55d-70© in all other cases than “E” above
   a. Base Fee
      One (1) X $ 300.00 = $___________
   b. Each Additional Variance
      X $ 50.00 = $___________

G. Variances pursuant to R.S.40:55d-70(d)
   a. 1 & 2 Family Residential
      One (1) X $ 350.00 = $___________
   b. All Other Structures
      One (1) X $ 1,000.00 = $___________

H. Conditional Use
   One (1) X $ 500.00 $___________

I. Appeal pursuant to R.S.40:55d-70(a)
   One (1) X $ 75.00 $___________

J. Request for interpretation pursuant to R.S.40:55d-70(b)
   _______ X $ 75.00 $___________

K. Appeal to the Township Council from a decision of a Municipal Agency
   One (1) X $ 75.00 $___________

Total: $___________

Note: In the event of an application involving a combination of two or more of the above application, the fee shall be computed by totaling the sum of fees required in connection with each type of application required.

The previously mentioned fees shall be paid at the time the application is made for review to the Planning/Zoning Coordinator of the Township of Cedar Grove. Checks shall be made payable to “Township of Cedar Grove.”
AFFIDAVIT OF OWNERSHIP

COUNTY OF ESSEX        STATE OF NEW JERSEY

I, of full age, being duly sworn according to law, am the owner/duly authorized officer of the owner (strike the inapplicable reference), and he/she (strike the portion which is inapplicable) is the owner of Block(s) ___________ ______ Lot(s) ______________, which property is the subject of the within application.

Dated: ____________________________ ____________________________

(Owner to sign here)

Sworn and subscribed to before me

This _______________ day of
____________________, 20____

_____________________________________
Notary Public

AUTHORIZATION

If anyone other than the above owner is making this application, the following authorization must be executed:

To the Board of Adjustment ( ) Planning Board ( )

______________________________________ is hereby authorized to make the within application.

Dated: ____________________________ ____________________________

(Owner to sign here)

Sworn and subscribed to before me

This _______________ day of
____________________, 20____

_____________________________________
Notary Public
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
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:
CERTIFICATE OF THE STATUS
OF PROPERTY TAXES AND ASSESSMENTS

DATE: ___________    Name: ________________________

PROPERTY LOCATION: ____________________________________________

BLOCK: _______________      LOT: _______________________

DEPARTMENT: ___________________________________________________

I. TAXES

A. YEAR _____________

PAID/DELINQUENT

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Paid</th>
<th>Delinquent</th>
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<tbody>
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YEAR _____________

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<td>2nd QTR</td>
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II. ASSESSMENTS

CURRENT/DELINQUENT

ASSESSMENT BALANCE_____________________

ASSESSMENT INSTALLMENT_________________

INSTALLMENT DUE DATE__________________  _______________

PROPERTY LOCATION REFLECTS NO LOCAL ASSESSMENTS

_____________________________________
WILLIAM M. HOMA
MUNICIPAL TAX COLLECTOR
<table>
<thead>
<tr>
<th>Required Documents and Information for Variance Applications (Zoning, §268-51)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eighteen (18) copies of the application form inclusive of a brief description of the project and the proposed use or uses of the land and buildings, the landscape plan checklist, the environmental questionnaire, and the required fees.</td>
</tr>
<tr>
<td>Eighteen (18) copies of a plot plan providing lot dimensions, property metes and boundary lines, location of existing and proposed structures, required yard setback lines, existing and proposed setback distances for buildings and structures, location of driveway(s), sidewalks, and parking areas.</td>
</tr>
<tr>
<td>A zoning comparison chart listing the standards of the Schedule of Requirements table for the district in which the property is located and providing the figures for each standard, as they are proposed within the application.</td>
</tr>
<tr>
<td>Copies of the application, when same is required, to the Essex County Planning Board for approval of a subdivision or site plan.</td>
</tr>
<tr>
<td>Written certification from the Township Tax Collector that all property taxes and assessments are paid and current.</td>
</tr>
<tr>
<td>The names of all owners of record of all properties within two hundred (200) feet of the subject parcel(s) as they appear on the Certified Tax List prepared by the Township Tax Assessor and the block and lot numbers of the properties.</td>
</tr>
<tr>
<td>Preliminary architectural plans for any proposed building, building addition, or structure, indicating typical floor plans, elevations, height and general design and architectural styling.</td>
</tr>
<tr>
<td>A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.</td>
</tr>
<tr>
<td>Such other information or data as may be required by the Board in order to render a decision in the matter.</td>
</tr>
<tr>
<td>A list of any checklist items for which waivers are specifically requested and a narrative paragraph explaining why the applicant is entitled to such waivers.</td>
</tr>
</tbody>
</table>