

**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.

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](mailto: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: \_\_\_\_\_  
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 \_\_\_\_\_,

\_\_\_\_\_

Notary Public

\_\_\_\_\_

*Applicant's Signature*

**SCHEDULE OF FEES**

APPLICANT: \_\_\_\_\_

DATE: _____	SUB/SITE PLAN #: _____	FEES: _____
-------------	------------------------	-------------

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<br>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<br>of fraction thereof | Number of acres | X |  | \$ 75.00 =  | \$ _____ |
| c. Plus total floor area per sq. ft.                | _____ sq. ft.   | X |  | \$ 00.05 =  | \$ _____ |







**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*

**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  
VARIANCE APPLICATION CHECKLIST**

**Required Documents and Information for Variance Applications (Zoning, §268-51)**

	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.
	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.
	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.
	Copies of the application, when same is required, to the Essex County Planning Board for approval of a subdivision or site plan.
	Written certification from the Township Tax Collector that all property taxes and assessments are paid and current.
	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.
	Preliminary architectural plans for any proposed building, building addition, or structure, indicating typical floor plans, elevations, height and general design and architectural styling.
	A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.
	Such other information or data as may be required by the Board in order to render a decision in the matter.
	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.