

TOWNSHIP OF CEDAR GROVE
CHECKLIST AND INSTRUCTIONS 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 required.

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

Your filing fees shall be submitted on a separate check from any required escrow fees. Any unused escrow funds will be refunded to you after your application is completed; you may be asked to deposit additional funds on your account if your account falls below 25%.

You may obtain tax certification from the Tax Collector's office. All taxes and assessments on the PIQ (property in question) must be paid and up to date before any hearing.

The Planning Department will review your application for completeness purposes within 45 days of submission if your application is deemed incomplete, a notice will be sent to you advising you what is manner it is deficient. When all missing items and or revisions are made, your application will go back for another completeness review. Once deemed complete your application will be scheduled for a public hearing.

Please do not hesitate to contact the Planning/Zoning Coordinator at 973-239-1410 x 242 with any questions you may have on this application process.

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 – 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 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.

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 addresses 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 _____,

Applicant's Signature

Notary Public

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
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, is the owner/duly authorized officer of the owner (strike the inapplicable reference), and he/it (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

**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

**CERTIFICATE OF THE STATUS
OF PROPERTY TAXES AND ASSESSMENTS**

DATE: _____

Name: _____

PROPERTY LOCATION: _____

BLOCK: _____

LOT: _____

DEPARTMENT: _____

TAXES

YEAR _____

PAID/DELINQUENT/DUE

1ST QTR _____

2ND QTR _____

3RD QTR _____

4TH QTR _____

YEAR _____

1ST QTR _____

2ND QTR _____

WATER/SEWER

CURRENT/DELINQUENT

ACCOUNT NUMBER _____

WATER BALANCE _____

SEWER BALANCE _____

WILLIAM M. HOMA
MUNICIPAL TAX COLLECTOR