

**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 ten (10) days prior to the date on which you request a hearing.
- 4) Upon filing, you must pay the applicable fees (see attached fee schedule)
- 5) You may be required to deposit escrow funds to satisfy engineering, advertising, legal and any other expenses incurred by the Township with regard to the review and processing of your application. The Board or its designee will determine the amount of escrow deposit. At the hearing, please be prepared to issue a check payable to the Township of South Hackensack. The balance will be returned to you after all expenses have been satisfied.
- 6) 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.
- 7) 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 if 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
ZONING BOARD OF ADJUSTMENT**

APPLICATION

FOR OFFICIAL USE ONLY	
Date application filed: _____	
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) Have 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

(Please check all that are applicable and included)

A “complete application” requires the following submissions:

- Original and eleven (11) copies of application.
 - Original and eleven (11) copies of site plan or subdivision application if sought in conjunction with your variance application (applies only to a “use” variance.)
 - Twelve sealed copies of survey and, if applicable, sit and/or subdivision map.
 - Twelve sealed sets of architectural plans if you wish the Board to consider the same.
 - Original and two (2) copies of proof of publication.
 - Original and two (2) copies of Certified Tax List.
 - 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 and serve notice of this application in accordance with law.

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, 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 are on file in the office of the Municipal Clerk and are available for inspection Monday through Friday, between 9 a.m 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

