

**TOWNSHIP OF SADDLE BROOK
ZONING BOARD OF ADJUSTMENT**

DOCUMENTS FOR FILING APPLICATIONS WITH BOARD OF ADJUSTMENT

Dear Applicant:

This packet has been prepared to assist you with your application for a hearing before the Saddle Brook Zoning Board of Adjustment. The Zoning Board is empowered to hear the following matters: (a) appeals of decisions of a zoning officer; (b) requests for interpretations of the zoning map or ordinance; (c) requests for variances; and, (d) requests for a certification that a nonconforming use or structure existed prior to the enactment of the zoning ordinance. In addition, in certain circumstances, the Zoning Board may undertake site plan review, and grant or deny sub-division requests.

If you feel that an error has been made in any order, requirement, decision or refusal made by an administrative officer of the Saddle Brook Building Department, based on or made in the enforcement of a zoning ordinance, and you wish to appeal such decision before the zoning board, **in addition to filing an *Application for Hearing***, a Notice of Appeal must be filed with the Building Department **within twenty days** of the date of the decision you are appealing. However, if you feel the decision is correct, and are seeking a variance, this step is not necessary.

Enclosed please find the following documents which make up the Board of Adjustment application:

Instructions.

Application for Hearing.

Schedule of Fees and Escrow.

Disclosure statement.

Proof of Service

Notice to be Published in the Official Newspaper

Notice to be Served upon Owners of Property Affected by Application

If you have any questions please call me at (201) 587-2901. You may also reach me by e-mail at fbarrale@saddlebrooknj.gov

Very Truly Yours,

Frank Barrale
Zoning Board of Adjustment Secretary

**TOWNSHIP OF SADDLE BROOK
ZONING BOARD OF ADJUSTMENT
Instructions**

- 1) From the Tax Collector's office:
 - a) Obtain a certified listing of property owners within 200 feet of the property (*Owners and Address Report*)
 - b) Obtain a certified letter that all property taxes have been paid and are current.
- 2) Complete an original *Application for Hearing* (attached). Please attach the following documents to the *Application*:
 - a) Copy of Refusal of Permit (if issued).
 - b) Copy of filed *Notice of Appeal* (if required). The copy must include the Building Department's receipt date.
 - c) *Owners and Address Report* (item 1a).
 - d) Tax Collector's certification regarding property taxes (item 1b).
 - e) *Schedule of Fees and Escrows*, indicating that all required fees and escrow funds have been deposited.
 - f) Proposed *Notice to be Served upon Owners of Property Affected by Application* (sample attached). Please complete the entire Notice, except for the hearing date, which will be provided to you at a later date.
 - g) Proposed *Notice to be Published in the Official Newspaper* (sample attached). Please complete the entire Notice, except for the hearing date, which will be provided to you at a later date.
 - h) Signed and sealed property survey less than five (5) years old.
 - i) Site plan (folded 8" x 14"). For one and two family homes, site plans should show plot lines, existing or proposed structures in relation to said lines, building plans, proposed parking and such other necessary information to fully explain the variations requested from the requirements of Zoning Code. For all other structures, site plans must completely comply with the Site Plan Review Ordinance of the Township of Saddle Brook, or a waiver from the ordinance, for the excluded information, should be requested. **A zoning grid, showing all required and proposed bulk, height and other requirements, must be included for all applications.**
 - j) Architect's plan (folded 8" x 14"), show existing and proposed premises. Detailed floor plans, including the basement, if any, and elevations should be shown.
 - k) self addressed stamped envelope (for mailing resolution)
- 3) Make fifteen copies of the application packet (item 2).
- 4) Place original set in a large envelope and mark same **Original**. Place each of the 17 copies in a **separate**, large envelope.
- 5) Deliver the original application and the 17 copies one copy marked "Original" the rest unmarked to the Secretary of the Board, at the Saddle Brook Municipal Complex 55 Mayhill Street, Saddle Brook, NJ 07663

- 6) **After** being notified of your hearing date, insert such date on your *Notice to Property Owners within 200 feet* and on the *Public Notice*.
- a) Mail or deliver the *Notice to Property Owners* to each of the parties listed on the Certified List of Property Owners (*Owners and Address Report*), **at least ten days prior to the date of the hearing**. If mailed, you must mail each notice by Certified Mail. If hand delivered, please obtain an acknowledgment of service, showing to whom you served the notice, and the date upon which you provided it.
 - b) Have the *Public Notice* published in the Our Town newspaper, no later than ten days before the hearing date.
 - c) Provide the Board Secretary with your notarized, proof of service, at least five days prior to your hearing date.

IMPORTANT NOTES:

All documents described above must be fully completed and submitted to the Secretary of the Board no later than six weeks prior to a schedule meeting.

Only applications containing all the above information will be accepted. Incomplete applications will delay your hearing.

Applications will not be deemed complete until all required documents are received by both the Board Secretary and Zoning Board Engineer. You will receive a review letter from the Zoning Board Engineer, advising you of any additional documents, plans, amendments, etc., required to bring your application to a complete status.

Do not publish or send out any notices until advised to do so by the Board Secretary.

You will only receive such advice when your application has been deemed complete.

All notices must be published or served at least 10 days before the hearing date

TOWNSHIP OF SADDLE BROOK
ZONING BOARD OF ADJUSTMENT
APPLICATION FOR HEARING

Applicant / Property Location

Street Address

Lot No..... Block No.....

ApplicantAddress.....

Phone No.: (.....) Fax (.....) E-mail

Type of Application (Check all that apply):

☐ Appeal of Zoning Officer's Decision; ☐ Interpretation of Zoning Map or Regulations;

☐ Bulk Variance(s); ☐ Use Variance; ☐ Site Plan Review; ☐ Sub-division; ☐ Other

Project Details

Use district (Zone)

Present use or occupancy of each floor:

Proposed use or occupancy of each floor:

Size of lot	Corner or interior	
On how many streets does lot have frontage		
Size of Building (at street level)	width	depth
Height of Building	stories	feet
Set back from front property line	Feet from side line, if corner lot	
Other relevant details not provided for in foregoing		
.....		
Please provide a brief description of the proposed project and relief sought, or if this is an appeal of a decision of a zoning officer, the grounds therefore:		
.....		
.....		
.....		

Property History

Application Page 2 of 4

Has there been any previous hearing, either before the Zoning or Planning Boards, involving these premises ?

If so state (a) Relief requested
(b) Date Filed..... (c) Disposition.....

Also, attach a copy of all prior resolutions (whether granted or denied)

Applicant's Professionals

Attorney:
Address:

Tel. No. _____ Fax _____

E-mail _____

Architect:
Address:

Tel. No. _____ Fax _____

E-mail _____

Engineer:
Address:

Tel. No. _____ Fax _____

E-mail _____

Planner:
Address:

Tel. No. _____ Fax _____

E-mail _____

Other:

Field of Expertise:

Address:

Tel. No. _____ Fax _____

E-mail _____

I hereby grant authorization to any member of the Board, as well as to any of its professionals, to visit and access the subject property, both the interior and exterior. If requested by any of the foregoing parties, upon reasonable notice, I will arrange to provide access to any part of the interior of the property at a mutually agreeable time.

I acknowledge that the statutory reporting period shall not begin to run until this application and accompanying plans are complete in all respects. We acknowledge and agree that if this application is not completed within one year of the date of filing, it will be subject to administrative dismissal without prejudice.

I certify that the foregoing information, as well as the information contained on all exhibits and attachments submitted herewith are true. I further certify that I am the individual applicant or that I am a duly authorized officer of a corporate applicant, a general partner of a partnership applicant, or a managing member of an LLC applicant.

Sworn to and Subscribed
before me this ____ day of _____, 20____

Applicant

Applicant

A Notary Public / Attorney at Law of the State of New Jersey
My commission expires: _____

(If the applicant is not the owner)

I certify that I am the owner of the subject property, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision rendered by the Board in the same manner as if I were the applicant.

Sworn to and Subscribed
before me this ____ day of _____, 20__ _____

Owner

A Notary Public / Attorney at Law of the State of New Jersey
My commission expires: _____

**TOWNSHIP OF SADDLE BROOK
BOARD OF ADJUSTMENT
SCHEDULE OF FEES AND ESCROW**

Page 1 of 2

Re: Applicant Name: _____

File # _____

Owner's Name: _____

Property Address: _____

Block # _____ Lot # _____

SCHEDULE OF APPLICATION FEES

One Family Dwelling	\$ _____
Two Family Dwelling	\$ _____
Multi-Family Dwelling	\$ _____
Commercial	\$ _____
Business	\$ _____
Site plan review fees (see attached schedule)	\$ _____
Preparation of Resolution	\$ _____
TOTAL FILING FEES	\$ _____

SCHEDULE OF ESCROW

Engineering Escrow Fee	\$
Attorney's Escrow Fee	\$
Developer's Agreement Fee *	\$
(* only required when advised by Board Secretary)	
Publication Escrow Fee	\$

TOTAL ESCROW FEES	\$
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Filing fees and escrow fees must be paid by **separate checks**, made payable to the **Township of Saddle Brook**, and deposited with the Township's Cashier's office, located at the Saddle Brook Municipal Complex, 55 Mayhill Street, Saddle Brook, NJ 07663.

===== **FOR OFFICE USE ONLY** =====

Acknowledge receipt of the above sum of filing fees and the above sum of escrow deposits on this _____ day of _____, 20_____

SECRETARY, SADDLE BROOK ZONING BD. OF ADJ.

SCHEDULE OF SITE PLAN and SUB-DIVISION REVIEW FEES

(Site plan fees not applicable to one-family and two-family residences)

Preliminary Site Plans

Multi-Family Residential Dwelling \$ _____

All other site plan approvals \$ _____

Final Site Plans

Multi-Family Residential Dwelling \$ _____

All other site plan approvals \$ _____

Amended Site Plan Applications \$ _____

Subdivisions

Minor residential \$ _____

Minor commercial or industrial \$ _____

Major, preliminary and final \$ _____

SADDLE BROOK ZONING BOARD OF ADJUSTMENT
Disclosure Statement

The names and addresses of all persons owning 10% or more of the stock of a corporate applicant, or a 10% or more interest in any partnership or LLC applicant must be disclosed. All such entities shall list the names and addresses of its stockholders, members or partners, as the case may be, and this requirement shall be followed by every corporate stockholder, partner in a partnership, or member in an LLC, until the names and addresses of the non-corporate stockholders and individual partners or members, exceeding the 10% ownership criterion, have been listed. For purposes of this disclosure, interests owned by a spouse, any descendant or spouse thereof, or any ancestor or spouse thereof, shall be attributed to each other to determine whether the 10% threshold is met.

Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____

If the applicant is not the owner, please provide the owner's information:

Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____

Proof of Service

State of New Jersey }
 } ss:
County of Bergen }

..... , of full age, being duly sworn
(Applicant's name)

according to law, deposes and says, that he is the applicant in a proceeding before the Saddle Brook Zoning Board of Adjustment, relating to land located at
(Property address)

and that he did on (at least ten (10) days prior to the hearing date),
(Date of mailing or service)

give personal notice to each of the parties listed on the *Owner & Address Report*, provided to me by the Saddle Brook Tax Collector and dated , and also provided a copy of the complete
(Date of report)

application package to the Zoning Board Secretary. Said notices and packages were served by certified mail or hand delivered. If mailed, copies of the U.S. Postal Service Certified Mail receipts for each such party are attached hereto. If hand delivered, a dated, acknowledgment of service is attached.

A copy of the notice that was served and published is attached hereto.

There is also attached a copy of the proof of publication for the public notice. The notice was published in Our Town newspaper, on
(Date of publication)

Applicant

Sworn and subscribed to before me this day
of, 20.....

Notary Public of the State of New Jersey
My commission expires:

**NOTICE TO BE SERVED ON OWNERS
OF PROPERTY AFFECTED BY APPLICATION**

Township of Saddle Brook
Zoning Board of Adjustment

Please Take Notice:

That the undersigned has filed an appeal or application for development with the Zoning Board of Adjustment for a variation from the requirements of the Zoning Ordinance so as to permit

.....
.....
.....,

and which requires the following variances:
.....
.....,

on the premises known as and designated as Block,

Lot....., on the Township's tax map. This notice is sent to you as an owner of property in the immediate vicinity.

In addition, the applicant will seek such other and further variances, permits, approvals and/or waivers as the Zoning Board of Adjustment may determine are required at the time or hearing.

A public hearing has been ordered for, 20, at 7:00 p.m. at the Saddle Brook Municipal Complex, 55 Mayhill Street, Saddle Brook, NJ. When the case is called, you may appear either in person, or attorney, and present any objections which you may have to the granting of the relief sought in this application.

This notice is sent to you by the applicant, by order of the Board of Adjustment.

A copy of the application is on file with the Zoning Board Secretary, Saddle Brook Municipal Complex, 55 Mayhill Street, Saddle Brook, NJ, and available for inspection during normal business hours.

Respectfully,

.....

Applicant

NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER

Township of Saddle Brook
Zoning Board of Adjustment

Please Take Notice that a public hearing before the Saddle Brook Zoning Board of Adjustment has been

ordered for, 20, at 7:00 p.m. at Saddle Brook Municipal Complex, 55 Mayhill Street, Saddle Brook NJ, on the appeal or application for development of the undersigned for a variation from the requirements of the Zoning Ordinance so as to permit

.....
.....
.....,

and which requires the following variances:

.....
.....,

on the premises known as and designated as Block,

Lot....., on the Township's tax map.

In addition, the applicant will seek such other and further variances, permits, approvals and/or waivers as the Zoning Board of Adjustment may determine are required at the time of hearing.

A copy of the application is on file with the Zoning Board Secretary, Saddle Brook Municipal Complex, 55 Mayhill Street, Saddle Brook, NJ, and available for inspection during normal business hours.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Saddle Brook Zoning Board of Adjustment.

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Applicant