

## **INSTRUCTIONS FOR APPEAL AND APPLICATION FOR VARIANCE TO ROCHELLE PARK ZONING BOARD**

The Rochelle Park Zoning Board meets on the 1<sup>st</sup> Thursday of each month at 7:30 PM at the Township Hall, 151 West Passaic Street to consider applications for relief from the provisions of the Zoning Ordinance of the Township of Rochelle Park. The secretary may be contacted by e-mail [zoning@rochelleparknj.gov](mailto:zoning@rochelleparknj.gov).

The following steps must be taken in preparation for appearance before the Board:

The applicant must provide 15 collated copies of the completed application with all plans, surveys, photographs or other documents applicable to the application to the Building Department a minimum of 15 days before the desired hearing.

A completed application must contain all of the following in order:

- Fee checks, including required escrow. Separate checks are required for secretary fee, hearing fee and escrow.
- Completed application form.
- Certification of payment of taxes signed by Tax Collector.
- Letter of denial from the Zoning Officer.
- Certified 200-foot radius list obtained from the Tax Collector.
- Survey or site plans, showing existing and proposed.
- Architectural Plans.
- All exhibits applicable to your application.

Once your application has been deemed complete a hearing date will be provided to you. Do not make notices without receiving the date from the Zoning Board Secretary.

At least ten (10) days prior to the time appointed for said hearing, the applicant shall give notice by certified mail or personal delivery, of description of work and hearing date, to all owners of property referenced by tax office. Also, publish notice of the hearing in the ***Bergen Record*** and/or in the ***Our Town*** newspaper using the format provided.

When using personal delivery, the applicant must secure the full signature of the listed homeowner on the certified list. Signatures must be next to the person's name and should be dated.

You must bring these proofs with you for your hearing. Your case will not be heard without proof of service.

Description/Application	Fee
Secretary/Administrative fee (all applications except single family owner occupied dwellings)	\$100
Notwithstanding the above, any variance applications other than use, conditional use or interpretations that pertain to single-family owner-occupied residences shall have a \$150 filing fee and no secretarial/administrative fees shall be charged. However, <b>escrow is required.</b>	\$150 <b>\$250</b>
Use in accordance with N.J.S.A. 40:55D-10(d) secretary fee	\$400+
Interpretation in accordance with N.J.S.A. + secretary fee 40:55D-10 (d)	\$400
All other variances, appeals, conditional uses, + secretary fee amendments or applications to the Zoning Board.	\$200

**All commercial applications require an escrow deposit \$5000  
It is the responsibility of the commercial applicant to  
send copies of the application and plans to the Township  
Engineer and Planner. They are:**

**ENGINEER**

**Kenneth Job  
Job & Job Consulting Engineers  
108 Hudson Street  
Hackensack, NJ 07601**

**PLANNER**

**Susan Gruel  
Heyer, Gruel & Associates  
236 Broad Street  
Red Bank, NJ 07701**

List of forms

1. Procedures for making an application to the Zoning Board of Adjustment.
2. Form of Notice to be published in newspaper.
3. Zoning Board of Adjustment Appeal from Variance from requirements to the Building Zone Ordinance
4. Certification of Payment of Taxes
5. Letter of Denial
6. 200 foot radius list
7. Survey and Site Plans (to be provided by applicant)
8. Letter to Rochelle Park Tax Collector
9. Notice to be Served on Owners of Proximity Properties

FORM OF NOTICE  
TO BE PUBLISHED IN  
OFFICIAL NEWSPAPER  
TOWNSHIP OF ROCHELLE PARK  
ZONING BOARD OF ADJUSTMENT

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ P.M., a hearing will be held before the Township of Rochelle Park Board of

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Adjustment at the Municipal Building, 151 West Passaic Street, Rochelle Park, New Jersey, on the appeal or application of the undersigned for a variance or other relief so as to permit \_\_\_\_\_

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on the premises located at \_\_\_\_\_ and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Township of Rochelle Park map.

The following described maps and papers are on file in the office of the Municipal Clerk and are available for inspection: \_\_\_\_\_

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(insert description of documents)

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)

**Publication Date:** \_\_\_\_\_

Rochelle Park, NJ  
ZONING BOARD OF ADJUSTMENT

APPEAL FOR VARIATION FROM REQUIREMENTS TO THE  
BUILDING ZONE ORDINANCE

TO THE ZONING BOARD OF ADJUSTMENT

Application is hereby made for a variation from the requirements of  
certain sections of the Building Zone Ordinance to

Erect  
Alter  
Extend  
a \_\_\_\_\_  
Use

(a) in accordance with plans filed herewith, (b) as a -  
\_\_\_\_\_

(NOTE: APPEALS MUST BE FILED WITH 15 COPIES TO THE ZONING OFFICER OR  
THE  
SECRETARY OF THE ZONING BOARD OF ADJUSTMENT)

DESCRIPTION OF (PROPOSED) BUILDING  
(EXISTING)

Premises known as \_\_\_\_\_ Rochelle  
Park, NJ

Applicant \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_

Lessee or tenant \_\_\_\_\_ Address \_\_\_\_\_

Zone district \_\_\_\_\_

Occupancy each floor \_\_\_\_\_

Size of lot \_\_\_\_\_ Corner or interior \_\_\_\_\_

On how many streets does lot have frontage \_\_\_\_\_

Size of building (at street level) \_\_\_\_\_ feet front \_\_\_\_\_ feet deep \_\_\_\_\_

Height of building \_\_\_\_\_ stories \_\_\_\_\_ feet \_\_\_\_\_

Width of building \_\_\_\_\_ feet

Set back from front property line \_\_\_\_\_ feet. From side line if corner lot \_\_\_\_\_

Other details not provided for in foregoing \_\_\_\_\_

\_\_\_\_\_



**Rochelle Park Building Department  
CERTIFICATION OF PAYMENT OF TAXES**

Date: \_\_\_\_\_

Lot: \_\_\_\_\_

Block: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

This is to certify that all property taxes due or delinquent have been paid on the above property.

Date: \_\_\_\_\_

\_\_\_\_\_  
Tax Collector  
Township of Rochelle Park

**ALL APPLICANTS**

Since you are applying for a variance it is to be assumed that you have applied to the Building Department for a permit and have been denied.

Please list below all the sections of the Rochelle Park Zoning Code that caused the denial of your permit application, or attach the Zoning Officer's letter of denial.

The specific section or sections should be obtained from the Construction Official.

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Failure to supply the information requested will cause your application to be deemed incomplete and your public hearing will be delayed until it is supplied.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Zoning Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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To: Rochelle Park Tax Collector

Please accept this request along with a payment in the amount of \$10.00, for a list of property owners within a 200 foot radius of my property, for the purpose of legal notification of a hearing at the Zoning Board of Adjustment.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

**NOTICE TO BE SERVED ON OWNERS OF PROXIMITY PROPERTIES**

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**PLEASE TAKE NOTICE:**

An application has been made by \_\_\_\_\_ on behalf of  
\_\_\_\_\_ for a variance/site plan as the requirements of the  
Local Land Use/Zoning Ordinance so as to permit a \_\_\_\_\_  
On the premises of \_\_\_\_\_ and this notice is sent to you as an  
owner of property in the immediate proximity. A public hearing has been ordered for the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at 7:30 PM, or as soon thereafter as it can be  
heard, at 151 West Passaic Street, Rochelle Park, NJ. When the case is called, you may  
appear in person, by agent or by attorney to present any comments or documentation, for  
or against, which may be relative to this application. The applicant by order of the  
Planning/Zoning Board of the Township of Rochelle Park is sending this notice to you.

Respectfully submitted,

\_\_\_\_\_  
Applicant