



**PLANNING BOARD/ZONING BOARD OF ADJUSTMENT
151 WEST PASSAIC STREET
ROCHELLE PARK, NJ 07662**

Instructions for Appeal and Application for Variance to Rochelle Park Planning Board/Zoning Board of Adjustments

The Township of Rochelle Park Planning Board/Zoning Board of Adjustments meets every fourth Thursday of each month at 8 p.m., at the Municipal Courtroom located at 151 West Passaic Street, to consider applications for relief from the provisions of the Township Zoning Ordinance.

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

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

A completed application must contain the following in order:

- Fee checks, including required escrow
- Completed application form
- Certification of payment of taxes signed by Tax Collector
- Letter of Denial from 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 is received and reviewed by the Secretary of the Board, you will be contacted in writing with your hearing date. **To expedite the process, please notify the Secretary via email at rp-planningboard@live.com** once all of the above is handed in to the Building department. Please provide the date of drop off, whether your application is for zoning or planning and the check numbers with the application.

At least ten (10) days prior to the time appointed of the appointed hearing, the applicant shall give notice by certified mail or personal service, providing a description of work and hearing date to all utilities and owners of property referenced by Tax Official. You must also publish a notice of the hearing date in the Bergen Record and/or Our Town newspaper using the Form D. **DO NOT SEND NOTICE UNTIL YOU HAVE RECEIVED A SCHEDULED DATE FROM THE BOARD SECRETARY.**

When conducting personal delivery, that applicatn must secure the full signature of the listed homewoner on the certified list. Signatures must be next to the persons name and dated.

You can bring these proofs with you to your hearing. **YOUR CASE WILL NOT BE HEARD WITHOUT PROOF OF SERVICE.**



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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
- use

a _____
(a) in accordance with plans filed herewith, (b) as a _____

Please note: Appeals must be filed with 15 copies to the Zoning Officers or the Secretary of the Zoning Board of Adjustment.

DESCRIPTION OF PROPOSED BUILDING
 EXISTING BUILDING

Premises know as: _____ Rochelle Park, NJ

Applicant: _____

Address: _____

Phone No.: _____

Owner: _____

Address: _____

Lessee or Tenant: _____

Address: _____

Zone District: _____

Occupancy each floor: _____

Size 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.

Other details not provided for in forgoing: _____

Has there been any previous appeals involving these premises: _____

If so, (a) date filed _____ (b) Character of appeal: _____



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(c)Disposition: _____

List the non-conformity and the variation desired:

Attached hereto is a plot plan showing the lines of plot covered, existing or proposed structures and such information required to explain variations from requirements of Zoning Ordinance.

The undersigned hereby sepose and say the above information and statements made in any papers submitted herewith are true.

Sworn to before me this,

Owner's Signature

Day of:

Applicant's Signature

Lessee's Signature

For Zoning Board Use Only:

Rochelle Park, N.J.

Date:

TO THE BUILDING INSPECTOR:

This is to certify that the Planning Board/Zoning Board of Adjustment has granted the within appeal at today's meeting to:

- erect
- alter
- extend
- use

a

Under the following provisions:

And you may grant a permit of occupancy accordingly.

Secretary of the Planning Board/Zoning Board of Adjustment



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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:



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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.

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

Richard Bolan, Zoning Officer

Date

Date



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Form of Notice to be Published in Official Newspaper of Rochelle Park

TAKE NOTICE that on the _____ day of _____ at _____ p.m.,
a hearing will be held before the Township of Rochelle Park ZONING BOARD OF
ADJUSTMENT, at the Municipal Building, 151 West Passaic Street, Rochelle Park,
New Jersey, in the matter of the appeal or application of the undersigned for a Variance
or other relief so as to permit _____
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: _____

(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.

Applicant

Publication Date