

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

The Rochelle Park Zoning Board meets on the 1st 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 kbaccala@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, escrow is required.	\$150 \$250
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

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 _____

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.

(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 _____

Has there been any previous appeal involving these premises _____

If so, state (a) Date filed _____ (b) Character of appeal _____
(c) Disposition _____

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 depose 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 _____

Rochelle Park, NJ _____ 20__

TO THE BUILDING INSPECTOR:

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

Alter

Erect

Extend a _____

Use

Under the following provisions: _____

And you may grant a permit of occupancy accordingly.

Secretary of the Zoning Board of Adjustment

**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.

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