

**BOARD OF ADJUSTMENT**  
**APPLICATION INSTRUCTIONS**

The following items must be given to the Zoning Board Secretary at least two (2) weeks (14 days) prior to the hearing date. **Collate together 15 sets as follows:**

1. Application (Form “A”) submitted without the required blueprints and data will not be heard. Please note that forms are lettered.
2. The letter of refusal for permit from Zoning Officer. (This is the denial letter you received from the Zoning Officer.)
3. Notice of Appeal and Variance Application Form (Form “B”) appealing Zoning Officer’s decision.
4. Affidavit of “Proof of Payment of Taxes and/or Local Assessments”. This form must be signed by and dated by the Tax Collector (Form “C”). Substituted forms will not be accepted.
5. Notarized affidavits of “Proof of Service”. This form (Form “D”) must be given to the secretary at least 2 days before the hearing or case will not be heard. Please attach the list of all persons served. Substituted forms will not be accepted.
6. Name and list of property owners within 200 feet of property in question. (Please ask the Borough Clerk for a Certified Property Listing, the fee is \$10.00.)

7. Notice of "Hearing to Property Owners" (Form "E"). The Applicant shall give personal notice to all owners of property, within or without the municipality, and where required, counties and municipalities and the State. This notice must be personally served or sent by certified or registered mail at least 10 days before the hearing date. Proof (white stamped certified mail receipt or person personally served signature) must be given to the Secretary of the Board of Adjustment at least two (2) days before the hearing. Please note that certified receipt number must be placed next to property owners name.
8. The applicant shall also give notice as prescribed in # 6 above to The Hackensack Meadowlands Development Commission if the property is within the Hackensack Meadowlands or within 200 feet of its border.
9. One copy of "Proof of Notice of Hearing" from newspaper. Form "F" should be used and sent to either the Leader News or North Jersey Herald. The newspaper will send a notarized proof of publication along with your bill. A copy of the notarized publication must be given to the Board Secretary on or before the night of the hearing.
10. If the following items are not available when submitting your application then they may be submitted to the Board Secretary at least **two (2) day prior** to the hearing. If they are not submitted at least two days prior to the hearing date the case will not be heard.
  - a. Certified white mailing receipts
  - b. Name list with certified receipt number placed next to each property owner's name.
  - c. If you are going door to door with the "Notice of Hearing to Property Owners" have property owner sign his/her signature next to his name on the name list. \*Note this must be the property owner not a tenant. \*
11. The Board Planner will review all Use Variances and his fee will be deducted from the applicant's escrow.
12. The following must also be submitted as per Ordinance 79-19-8.6:
  - a. An up to date survey sealed by architect or land surveyor bearing a recent date or original survey sealed by engineer, certified by applicant that there are no changes made.
  - b. Plans for additions, alterations or renovations must be under the seal of an architect.
  - c. A sketch plat of all properties within 200 feet showing dwellings.

13. Two (2) checks made out to the “Borough of Carlstadt” must be submitted with your application.
  - a. Application Fee (**Non Refundable**)
  - b. Escrow Fee (Determinations by Board Attorney will be deducted from this plus any review done by professionals.)
    - i. Please contact the Board Secretary to determine Application and Escrow Fee.

The time for the Board’s decision (120 days) shall not begin to run until the filing of a complete notice of appeal or development application, together with requisite fees, and proof that the application has been filed with the county planning board and soil erosion review board for their review, where applicable.

The action taken by the Board will be advertised in a newspaper of general circulation within the municipality not more than ten (10) days after arriving at said decision. In the event that a site plan, subdivision or conditional use approval is also sought; the following referral process shall apply:

- a. Use Variance application (“D” Variance: See N.J.S.A. 40:55D-70d) in conjunction with either subdivision, site plan or conditional use application shall be cognizable before the Zoning Board of Adjustment.
- b. Bulk Variance Application (“C” Variance: See N.J.S.A. 40:55D-70c) if said bulk variance application concerns more than one lot in conjunction with either subdivision, site plan or conditional use approval shall be cognizable before Zoning Board of Adjustment.
- c. Bulk Variance Application (“C” Variance: See N.J.S.A. 40:55D-70c) if said bulk variance applicants concern only one lot in conjunction with either subdivision, site plan or conditional use application shall be cognizable before the Planning Board.
- d. Application for sole use variance approval and/or bulk variance approval when submitted in conjunction with either subdivision, site plan or conditional use application shall be cognizable before the Zoning Board of Adjustment.

**APPLICATION FOR VARIANCE  
TO THE BOARD OF ADJUSTMENT**

An application is hereby made for a (hardship) (use) variance from the terms Article(s) and Section(s) \_\_\_\_\_ of the Zoning Ordinance so as to permit \_\_\_\_\_

**DESCRIPTION OF PROPOSED STRUCTURE OR USE**

PREMISES AFFECTED known as Lot(s) \_\_\_\_\_, Block (s) \_\_\_\_\_ (street address) \_\_\_\_\_ New Jersey.

Applicant \_\_\_\_\_ Address \_\_\_\_\_

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

Lessee \_\_\_\_\_ Address \_\_\_\_\_

Last previous occupancy \_\_\_\_\_

Size of Lot \_\_\_\_\_

Size of Building(s) (Present and/or proposed): (At street level) \_\_\_\_\_ feet  
front: \_\_\_\_\_ feet deep

Percentage of lot occupied by building(s) \_\_\_\_\_%

Height of Building(s) \_\_\_\_\_ stories \_\_\_\_\_ feet

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

Zoning requirements frontage \_\_\_\_\_, side yards \_\_\_\_\_,  
set-back \_\_\_\_\_ rear yard

"Prevailing set-back" of adjoining buildings within one block \_\_\_\_\_ feet

Has there been any previous appeal involving these premises? If so, state character of appeal and date of disposition \_\_\_\_\_

Proposed Use: \_\_\_\_\_

This application for a "Use Variance" includes an application for subdivision \_\_\_\_\_, site \_\_\_\_\_ plan, conditional use \_\_\_\_\_, approval. ATTACHED HERETO AND MADE A PART OF THIS APPLICATION I SUBMIT THE FOLLOWING: (Note: All papers listed below must be submitted with application.)

1. The original Building Application, signed by the Building Official and/or a true copy of the Official Order issued by the Building Official and signed by him, where applicable.
2. FIFTEEN (15) COPIES of a map showing all lots within 200 feet of the property; if building exists thereon the map shall be a certified "location map" and clearly indicate such buildings and their approximate location, together with "prevailing set-back" dimensions.
3. FIFTEEN (15) COPIES of a Plot Plan and clearly indicate such buildings thereon with all front, side and rear yard dimensions.
4. FIFTEEN (15) COPIES OF LIST OF PEROPERTY OWNERS SERVED, indicating method of service, together with copies of the post office receipts, if any.
5. FIFTEEN (15) COPIES OF SUBDIVISION, SITE PLAN, OR CONDITIONAL USE application, when applicable.

**File all copies with Secretary of the Board of Adjustment when only a variance is sought.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Agent

Telephone #: \_\_\_\_\_

**NOTICE OF APPEAL AND VARIANCE APPLICATION FORM**  
**BOROUGH OF CARLSTADT, NEW JERSEY**

For Official Use Only

Case No. \_\_\_\_\_ Filed \_\_\_\_\_, 200  
Disposition \_\_\_\_\_ Hearing \_\_\_\_\_, 200

TO THE APPLICANT: Please type ore print.

Notice of Appeal  
Of  
Zoning Enforcement Officer's Decision  
To The Zoning Enforcement Officer

The petition of \_\_\_\_\_ show that on or about the  
\_\_\_\_\_ day of \_\_\_\_\_, 200\_, an application to the Zoning Enforcement Officer (or  
Building Inspector) for the purpose of (describe intended action \_\_\_\_\_  
action) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on the premises located at (street address) \_\_\_\_\_  
Block No. \_\_\_\_ Lot No. \_\_\_\_ as shown on the Municipal Tax Maps and owned, or  
optioned, by the applicant was made: that after due consideration the Zoning  
Enforcement Officer did on the \_\_\_\_\_ day of \_\_\_\_\_, 200, decline to issue  
said permit for the reasons stated in the attached copy of the Zoning Enforcements  
Officer, files this notice of appeal with said Officer, together with the required fee of  
\$\_\_\_\_\_.00, and requests that action of the Zoning Enforcement Officer be reversed or  
modified as the facts may be determined and applicant further request that a day be fixed  
for hearing on this appeal and states that the proper notices will be given to all owners of  
property situated within two hundred (200) feet of the property specified above, and  
others as required by statute. (File all copies with Zoning Enforcement Officers, where  
appeal is sought).

**AFFIDAVIT OF PROOF WITH PAYMENT  
OF TAXES AND/OR LOCAL ASSESSMENTS**

Case No. \_\_\_\_\_

PROOF THAT NO TAXES OR ASSESSMENTS FOR LOCAL IMPROVEMENTS ARE DUE OR DELINQUENT ON THE SUBJECT PROPERTY IS REQUIRED PURSUANT TO C.40:55d-39,65. THIS AFFIDAVIT SHALL BE SUBMITTED AS A PART OF THE COMPLETE APPLICATION FIELD WITH THE BOARD SECRETARY.

\_\_\_\_\_ of full age being duly sworn according to law, deposes and says that he resides(s) at \_\_\_\_\_, County of \_\_\_\_\_ and State of \_\_\_\_\_, that (s) he is (are) the applicants in a proceeding before the Board of Adjustment of Carlstadt, New Jersey, being an appeal of application under the zoning ordinances and which has the Case No. \_\_\_\_\_ and relates to the premises \_\_\_\_\_; No taxes or assessments for local improvements are due or delinquent on the subject property.

\_\_\_\_\_  
Carlstadt Tax Collector

\_\_\_\_\_  
Dated



Carlstadt, New Jersey

Case No. \_\_\_\_\_, 200\_\_\_\_\_

**NOTICE OF HEARING TO PROPERTY OWNERS**  
(Cross out inapplicable sections)

**TO WHOM IT MAY CONCERN:**

In compliance with Section 6 of the Zoning Ordinance of the Borough of Carlstadt, New Jersey, notice is hereby served upon you to the effect that (I) (we) \_\_\_\_\_ do hereby propose to (give detailed information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location \_\_\_\_\_

The Zoning Officer of the Borough of Carlstadt of Bergen County, New Jersey refused this request by reason of its being in violation of Section \_\_\_\_\_ of the Zoning Ordinance, from which decision (I) (we) hereby appeal. (I) (we) have applied to the Board of Adjustment for a (hardship) (use) variance, (together with subdivision \_\_\_\_\_, site plan conditional use \_\_\_\_\_ approval.

Any person or persons affected by this (appeal) (application) may have an opportunity to be heard at the meeting to be held on \_\_\_\_\_, 200\_\_ , at \_\_\_\_\_ P.M. in the Municipal Building, Carlstadt, New Jersey.

All documents relating to this application may be inspected by the public between the hours of 9:00 A.M. and 4:30 P.M. in the office of the Secretary of the Board in the Municipal Building, Borough Hall, Carlstadt, New Jersey.

\_\_\_\_\_  
Applicant's Signature

**NOTICE OF HEARING OF BOARD OF ADJUSTMENT**

TO WHOM IT MAY CONCERN:

PUBLIC NOTICE is hereby given to all persons that a Public Hearing will be held on \_\_\_\_\_ at which time hearing on an application for (Permit) (Variance) to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ on Block \_\_\_\_\_,  
Lot(s) \_\_\_\_\_, commonly known as \_\_\_\_\_  
\_\_\_\_\_, New Jersey, will be held.

Said application and other accompanying data is on file and available for inspection in the Municipal Building, Borough of Carlstadt, New Jersey, prior to said meeting.

\_\_\_\_\_  
Applicant's Signature

Dated: \_\_\_\_\_

Complete and mail the attached to newspaper ten (10) days before hearing.

Leader News  
251 Ride Road,  
Lyndhurst, NJ 07072  
(Must arrive before Monday for Thursday publication)

Or

North Jersey Herald & News (Legal)  
988 Main Avenue  
Passaic, NJ 07055  
Have newspaper send copy of proof and bill to applicant. Proof must be submitted to Board Secretary.

