

TO ALL APPLICANTS APPLYING FOR VARIANCES

1. The Board of Adjustment consists of seven members and two alternates, the Board Attorney, Secretary and Recording Secretary.
2. The Board conducts regular public meetings on the second Tuesday of each month, or at such time the Board may deem necessary after giving notice as required by law. Meetings are held at 8:00 p.m. in the Courtroom in Village Hall.
3. The following items must be included with the application:
 - (a) Application fee - \$200.00 for each bulk/yard variance
\$500.00 for a use variance
\$700.00 escrow fee (minimum)
Filing fee - \$10.00 for a list of property owners within 200 feet of the subject property. (Checks should be made payable to Village of Ridgewood).
 - (b) **Twelve (12)** copies of the application and property survey and **twelve (12) PROPERLY FOLDED PLANS**, showing the proposal and its dimensions. Additional information may be requested if deemed appropriate by the Board Secretary.
 - (c) Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent (Section 190-63).
 - (d) Certification from the Engineering Department that the property is not located in the in a flood zone.
 - (e) Certification from the Historic Preservation Commission that the property is not a historic site, in any historic district or identified in any component element of the Master Plan.
4. After the application is deemed complete, a hearing date will be scheduled. The applicant will receive a packet from the Board Clerk which will include the property owners' list, notices for the hearing for distribution, and an affidavit of proof of service.
5. The Applicant is required by law, to serve all persons on the property owners' list with the notice of hearing at least ten days prior to the hearing. This may be done in person or by Certified Mail, return receipt requested. (A legal advertisement will be placed in the local paper.). The affidavit must be notarized and returned to the Board Clerk at least three days prior to the hearing date.
6. The Applicant consents to having the members of the Zoning Board of Adjustment, individually, visit the property in question for the purpose of making themselves more familiar with the Applicant's property and the variance request. **The Applicant should not discuss the application with an individual Board member when he/she visits the property.**
7. The Applicant must attend the regular public hearing to present the appeal. An attorney is required if the Applicant is a corporation. The Applicant may call witnesses and present exhibits to the Board. The general public may also ask questions and will also be given the opportunity to make comments on the application.
8. After the public hearing is closed, the Board will deliberate on the application. If the Board so chooses, it may take appropriate action on the application at the same public meeting. If not, the Board will meet in a separate work session, which will be announced at the end of the meeting.
9. The Board memorializes the resolution at the **NEXT REGULAR PUBLIC MEETING**. This is approximately one month from the time the original hearing was closed. Please be advised that any interested party may appeal any decision rendered by the Zoning Board. Said appeal must be taken within forty- five (45) days of the date of publication of the Board's decision. Applicants proceed with their projects at their own risk.
10. A copy of the resolution will be mailed to the Applicant or attorney following its adoption. A notice of the decision, will be placed in the local newspaper.

**VILLAGE OF RIDGEWOOD
ZONING BOARD OF ADJUSTMENT
APPLICATION FOR DEVELOPMENT**

Application No. _____
Filing date _____
Time limitation date _____

Completion date _____
Nature of disposition _____
Date of disposition _____

SECTION I. APPLICANT HEREBY APPLIES FOR:

- | | |
|---|---|
| <input type="checkbox"/> Preliminary site plan approval | <input type="checkbox"/> Zoning variance relief (See Sec . IV (i) below and Section A on page 2 of this application) |
| <input type="checkbox"/> Minor site plan approval | <input type="checkbox"/> Use variance relief (See Section IV (ii) below and Section B on page 2 of this application) |
| <input type="checkbox"/> Final site plan approval | <input type="checkbox"/> Deviation or waiver of site plan details (See Sec. IV (iii) below and Section C on page 2) |
| <input type="checkbox"/> Preliminary subdivision approval | <input type="checkbox"/> Conditional use approval |
| <input type="checkbox"/> Minor subdivision approval | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Final subdivision approval | |
| <input type="checkbox"/> Appeal of any order or decision of Administrative Officer (See Section IV (iv) below) | |
| <input type="checkbox"/> Request for interpretation of zoning ordinance or map (See Section IV (iv) below) | |

SECTION II. PLEASE SUPPLY THE FOLLOWING ADDITIONAL INFORMATION:

1. Name of applicant: _____ Phone #: _____
2. Address of applicant: _____
3. Applicant email : _____
4. Name and address of attorney: _____
5. Name and address of owner of premises: _____
6. Correspondence is to be addressed & mailed as follows: _____
7. The property which is the subject of this application is known as: _____
8. The property is shown in Block _____ on Lot _____ of Ridgewood Tax Map.
9. The area of the lot is: _____
10. The zone district in which the property is located in: _____
11. Now located on site is: _____
12. The date of the last deed of record is _____ which deed was recorded in Deed Book _____ at Page _____
13. The grantee(s) names on said deed: _____
14. The interest of the applicant in the subject property, if other than owner, is: _____

SECTION III. PLEASE ANSWER THE FOLLOWING QUESTIONS:

- A. Did the aforementioned deed convey title to other properties in addition to the property which is the subject of this application?
Yes _____ No _____
- B. Does the current owner or the applicant now own or have any interest in any other property which adjoins the property which is the subject of this application? Yes _____ No _____ (If yes, describe the property by Block _____ and Lot _____)
- C. Has the property which is the subject of this application been the subject of Ridgewood Planning Board action? Yes _____ No _____ (If yes, please attach a copy of the Planning Board resolution to this application)
- D. Has there been any previous appeal to the Ridgewood Board of Adjustment involving the property which is the subject of this application? Yes _____ No _____ (If yes, please attach a copy of the Zoning Board resolution to this application)
- E (a). Is the subject property located within 100 feet of a brook? Yes _____ No _____
(b). Is the subject property located on a county road? Yes _____ No _____
- F. Is any portion of the subject property intended to be dedicated or reserved for public use? Yes _____ No _____
- G. If this application is for zoning variance relief, has a decision been rendered or an order issued by the Village Zoning Officer?
Yes _____ No _____ Date of decision or order: _____

SECTION IV. INFORMATION TO BE SET FORTH ON PAGE TWO OF THIS APPLICATION:

- (i.) If this application is for zoning variance relief, please set forth in Section A all of the information requested.
- (ii.) If this application is for the use variance relief, please set forth in Section B all of the information requested.
- (iii.) If this application is for the modification or waiver of site plan details, please set forth in Section C all of the information requested.
- (iv.) Attach by separate sheet a full explanation of this appeal or request.

SECTION V. AUTHORIZATION BY OWNER.

_____ is hereby authorized to file the within application with the Zoning Board Clerk of the Village of Ridgewood.

DATE : _____

OWNER

SECTION VI. CERTIFICATION BY APPLICANT:

The undersigned applicant does hereby certify that all the statements contained in this application are true.

DATE : _____

APPLICANT

**VILLAGE OF RIDGEWOOD
ZONING BOARD OF ADJUSTMENT
APPLICATION FOR DEVELOPMENT**

SECTION A - APPLICATION FOR ZONING VARIANCE RELIEF
(See Chapter 190, Article III, Section 190-19C of the Village Code and N.J.S. 40:55D-70e)

In accordance with your application for zoning variance relief from the terms of Chapter 190, Article IX of the Village Code, please set forth:

1. The section(s) of the zoning regulations of the Village Code from which variance relief is requested: _____

2. The nature of the zoning variance relief requested: _____

3. In what manner, in this particular case, will the strict application of the foregoing zoning regulations result in practical difficulties or undue hardship upon you, inconsistent with the general purpose and intent of said regulations: _____

4. In what manner, in this particular case, does there exist exceptional circumstances or conditions applicable to the property which is the subject of this application, which do not apply generally to other premises located in the same zone district or neighborhood: _____

5. Explain why relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zoning ordinance: _____

SECTION B - APPLICATION FOR USE VARIANCE RELIEF
(See Chapter 190, Article III, Section 190-19D of the Village Code and N.J.S. 40:55D-70d)

In connection with your application for use variance relief from the terms of Chapter 190, Article IX of the Village Code, please set forth:

1. The section(s) of the zoning regulations of the Village Code from which variance relief is requested: _____

2. The nature of the use variance relief requested: _____

3. The nature of the "special reasons" which exist in this particular case and which justify the prohibited structure or use (attach rider, if necessary): _____

4. In what manner, in this particular case, will the granting of the use variance relief requested, not be substantially detrimental to the public welfare or injurious to the property which is the subject of this application: _____

SECTION C - APPLICATION FOR DEVIATION OR WAIVER OF SITE PLAN DETAILS
(See Chapter 190, Article VIII, Section 190-78 of the Village Code)

In connection with your application for deviation or waiver of site plan details, please set forth:

1. The section(s) of Chapter 190, Article VIII of the Village Code requiring site plan details which are purposely omitted from the site plan: _____

2. The peculiar conditions applicable to the property which is the subject of this application or applicable to the proposed construction thereon, which render the omitted site plan details unnecessary to properly evaluate your site plan: _____

APPLICATION SUPPLEMENT

PURPOSE OF APPLICATION - EXPLAIN IN DETAIL THE EXISTING AND PROPOSED USES AND PHYSICAL IMPROVEMENTS PROPOSED.

THIS IS TO CERTIFY THAT I HAVE REVIEWED THE PROPER SECTIONS OF THE ZONING ORDINANCE AND THE ATTACHED APPLICATION AND PLANS ARE COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF OBVIOUS OMISSIONS ARE DISCOVERED, THE APPLICATION WILL BE RETURNED WITHOUT COMMENT.

DATE

APPLICANT