

HARRINGTON PARK BOARD OF ADJUSTMENT APPLICATION FORM

**BOROUGH OF HARRINGTON PARK
Municipal Building
85 Harriot Avenue
Harrington Park, New Jersey 07640**

This application must be filed with the Office of the Board Clerk at least twenty-one [21] calendar days prior to the meeting at which the application is to be considered. It must be accompanied by the following items:

- \$150.00 check to cover Application Fee (\$140) and Property List Fee (\$10)
- \$250.00 check to be placed in an escrow account to cover costs and fees related to the application (This must be a separate check).
- Drawing of proposed addition (survey form with addition or fence marked)
- Copy of Denial of Permit from the Construction Official

When the application is received the Tax Collector will prepare and mail a Property Owners' List to you. You must give written notification of your application and the meeting to everyone on the list at least 10 days prior to the meeting date. **Fill out the form letter at the end of this application and either hand deliver it to everyone on the list or mail it by Certified Mail.**

After the letter has been sent or delivered to everyone on the list, complete an Affidavit of Mailing or an Affidavit of Service (as applicable; samples are provided), have it notarized, and deliver it to the Board Clerk with a copy of the letter.

Please contact Florence Savoye, Board of Adjustment Clerk, at 201-768-1700 or landuse@harringtonparknj.gov if you have any questions or concerns.

(Please do not write in shaded box)

Application Fee \$ _____	Received _____	By _____
Action by the Board of Adjustment: Date(s) _____		
Granted _____	Denied _____	Recommended _____
Other _____		
Action by other bodies, if necessary: Date(s) _____		
See related minutes _____		
Date of publication prior to meeting _____		
Date of publication of decision _____		
Applicant furnished with copy of resolution on _____		
Other _____		
Voting Members _____		

(Please begin here)

Applicant's Name _____

Applicant's Address _____

Owner's Name _____

Owner's Address _____

Relationship of applicant to owner (i.e., tenant, agent, purchaser under contract, same person, or other) _____

Location of Premises: _____ Lot _____ Block _____
(Street) (Tax Map Ref.)

The premises are situated on the (east, west, north, south) side of _____
Street and are approximately _____ feet from _____

The premises are now located in the following zone (check)

- () R-1 Residential
- () R-2 Residential
- () R-3 Residential
- () I-1 Industrial
- () S-1 Senior Citizen Dwelling Units
- () B-1 Business
- () B-2 Business
- () O & R Office & Research

Request is hereby made for permission to erect, alter, convert, use, a _____
contrary to the requirements of Sections _____ of the Zoning Ordinance, or for
other relief as follows: _____

1. Said property is (give dimensions and area) _____
and has the following structures: _____

Indicate use for each structure: _____

2. If less than the entire lot is to be utilized for the purpose hereinafter set forth, the
dimensions of the portion of the lot to be utilized are: _____

3. Size of proposed building:
Width _____
Depth _____ Height _____
Number of Stories _____ Feet _____

4. Setbacks of building: Front _____ Rear _____
Side _____ Side _____
% Building Coverage _____

5. Date property acquired _____
constructed _____

Prevailing zoning at time of acquisition _____
Prevailing zoning at time of construction _____

6. Has there been any previous appeal, request, or application to this or any other Borough Boards or the Construction Official involving these premises?

Yes _____ No _____

If Yes, state the nature, date and the disposition of said matter

7. What are the EXCEPTIONAL conditions of property/hardship preventing applicant from complying with Zoning Ordinance?

8. Supply a statement of facts showing why relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance. _____

9. All applicants must attach to this application a schedule showing the following information:

Type of construction (frame, stone, brick, cement, etc.)

Present use of existing buildings(s) and premises

Describe any deed restrictions affecting this property.

Total proposed dwelling units _____

Total proposed professional offices _____

Total proposed floor area _____

Total proposed parking spaces _____

A photograph or photographs of land and buildings involved in the application

Names and Addresses of all expert witnesses proposed to be used _____

Proof of payment of all taxes due and owing on the premises _____

10. A legible plot plan or survey to scale (not less than 1" = 100" of the property) indicating the relation of the existing and/or proposed structure with adjoining property

and structures accompanies this application. Scale drawings (of not less than .25"=1' of the proposed buildings(s) of the existing structure indicating the changes, alterations or additions contemplated shall be presented at the hearing, if relevant.

11. A copy of any conditional contract or agreement related to this application must be filed with the application or presented to the Board at the time of hearing.

12. If the applicant is a corporation, partnership, or LLC the names and addresses of all stockholders or partners owning a 10% or greater interest in said corporation or partnership shall be set forth below in accordance with P.L. 1977 Ch. 336.

I, the applicant, being duly sworn according to law, hereby certify that the information presented in this application to be true and accurate.

_____	Sworn and subscribed before me this
(Applicant)	_____ day of _____, ____.
_____	_____
(Address)	

(Telephone Number)	

Consent of Owner:

If applicant is not owner of the property, have owner sign below consent or file with application a letter signed by the owner and notarized consenting to the application.

The foregoing application is hereby consented to this _____ day of _____ 2011.

_____	Sworn and subscribed before me this
(Owner of Property referred to)	_____ day of _____, ____.
_____	_____
(Address)	

(Telephone Number)	

NOTICE OF APPEAL

TAKE NOTICE that the undersigned, owner of premises in the Borough of Harrington Park designated on the Borough Tax Map as Block _____ Lot _____ and also known and designated as _____ in the Borough of Harrington Park located in a _____ zoning district hereby appeals to the Zoning Board of Adjustment from the order, determination, or decision of said enforcing official made on the _____ day of _____, 20____, _____ a building permit to _____ of _____, to permit construction of _____ on premises designated as Block _____ Lot _____ on the Municipal Tax Map owned by _____ for the reason that appellatant alleges error in that order, requirement, decision or refusal of said Administrative Officer in that : _____

TAKE FURTHER NOTICE that you are hereby required to immediately transmit to the Secretary of the Zoning Board of Adjustment all papers constituting the record upon which the action appealed form was taken, in accordance with the Rules of the Zoning Board of Adjustment and the statute in such case made and provided.

_____ (Applicant)

Date _____

(NOTE: THIS NOTICE OF APPEAL MUST BE SERVED UPON THE ADMINISTRATIVE OFFICER FROM WHOM THE APPEAL IS TAKEN WITHIN 20 DAYS OF THE DATE OF THE ACTION WHICH IS APPEALED).

PART II

TO BE FILLED IN ONLY IF APPLICATION IS FOR INTERPRETATION OF ZONING MAP OR CONSTRUCTION OF ORDINANCE PURSUANT TO N.J.S.A. 40:55D-70b.

Applicant should attach statement of contentions as to such interpretation or construction to this application.

PART III

TO BE FILLED IN ONLY IF APPLICATION IS MADE DIRECTLY TO THE BOARD OF ADJUSTMENT OR IF ALTERNATIVE RELIEF IS SOUGHT PURSUANT TO N.J.S.A. 40:55D-70c or d.

AFFIDAVIT OF MAILING

STATE OF NEW JERSEY:

SS.
COUNTY OF BERGEN

_____ being duly
sworn according to law on
his/her oath, disposes and says:

That on the _____ day of _____,
He/she MAILED A Notice by Certified Mail, Return Receipt Requested, a copy of which
has been attached to this form,
making it part of the application, to the following:

NAME	ADDRESS	INITIALS
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Proof of mailing and any return receipts obtained from all of the persons aforesaid are
attached hereto and made part of this Affidavit.

SUBSCRIBED AND SWORN TO
BEFORE ME THIS _____
DAY OF _____ (APPLICANT'S SIGNATURE)

NOTARY PUBLIC OF NEW JERSEY

AFFIDAVIT OF SERVICE (hand delivering)

STATE OF NEW JERSEY:

SS.
COUNTY OF BERGEN

_____ being duly
sworn according to law on
his/her oath, disposes and says:

That on the _____ day of _____,
He/she personally served a Notice upon the following persons, or left the same with an
adult member
of the family at the address set forth, furnished by the Tax Collector of the Borough of
Harrington Park. A copy of such
notice is attached to this form and made part of this application.

NAME	ADDRESS	INITIALS
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SUBSCRIBED AND SWORN TO
BEFORE ME THIS _____
DAY OF _____ (APPLICANT'S SIGNATURE)

NOTARY PUBLIC OF NEW JERSEY

Form Letter for use in notifying property owners

(Date)

This is to notify you that on at 8:00pm on _____ the undersigned will appear before the Harrington Park Board of Adjustment at the Borough Hall Office, 85 Harriot Avenue, Harrington Park, New Jersey 07640. You or your representative may attend to make comments concerning the application.

The purpose of the appearance before the Board of Adjustment will be to apply for a variance from, or an exception to, the terms of the existing Zoning Ordinance of the Borough, permitting the petitioner to:

This notice is being sent to you pursuant to statute, since your premises are within 200 feet of the premises affected by the above application.

If you have any questions concerning this application, kindly direct all your inquiries to:

(Applicant's name)

(Applicant's address)

Plans may be reviewed at Harrington Park Borough Hall, 85 Harriot Avenue during office hours between 9am-4:30pm or by appointment with the Board Secretary by calling 201-768-1700 or landuse@harringtonparknj.gov.

Signature _____
