

BOROUGH OF ALLENDALE
LAND USE BOARD

Instructions to applicants

After receiving denial letter from the Zoning Official, applicant will pick up application packet and check list from the Land Use Administrator.

Applicant will submit to the Land Use Administrator everything as indicated on the check list. Each item on the list must be checked to indicate compliance. Check list is to be signed by applicant.

If application is deemed complete, the applicant will be given a hearing date and advised to send notices to residents within 200 ft. and advertise in newspaper.

When proof of service and proof of publication is received, applicant will be placed on the agenda.

Requirements for Submission of Application:

Proof that Taxes are current from Tax Collector (201) 818-4400 X206

10 collated sets of application and plans (11 x 17 plans)

PDF of plans and application – email to LindaGarofalo@allendalenj.gov

Copy of letter to neighbors and Utility companies

Receipts for certified letters that were mailed and a copy of the 200 foot list
(minimum of 5 days prior to the meeting)

Copy of the newspaper ad (minimum of 5 days prior to meeting)

Phone number and email of applicant

Fees

DESCRIPTION OF PROPOSED STRUCTURE OR USE

PREMISES AFFECTED known as Lot(s) _____ Block(s) _____
Street Address _____
Applicant _____ Address _____
Owner _____ Address _____
Lessee _____ Address _____
Last Previous Occupancy _____
Size of Lot _____
Floor area ratio calculation _____
Percentage of lot occupied by building(s) _____
Height of building(s) _____ stories _____ feet _____
Set back from front property line _____ ft. From side (if corner lot) _____ ft.
Zoning requirements – Frontage _____, side yards _____, set-back _____, rear yard _____
“Prevailing set-back” of adjoining buildings within one block _____
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 of these papers must be submitted with application.)

- (a) The original Zoning Review Application, signed by the Zoning Officer and/or a true copy of the Official order issued by the Zoning Officer and signed by him, where applicable.
- (b) Fifteen (15) copies of all application documents
- (c) Fifteen (15) copies of a map showing all lots within 200 feet of the property; if buildings exist thereon the map shall be a certified “location map” and clearly indicate such buildings and their approximate location, together with “prevailing set-back” dimensions.
- (d) Fifteen (15) copies of a Plot Plan and clearly indicate such buildings thereon with all front, side and rear yard dimensions.
- (e) Fifteen (15) copies of List of Property owners served, indicating method of service on each, date of service, together with copies of the post office receipts, if any.
- (f) Fifteen (15) copies of Subdivision, Site Plan, or Conditional Use application, when applicable.

(File all copies with the Land Use Administrator when only a variance is sought.)

Date: _____

Signature of Applicant or Agent

NOTICE OF APPEAL AND VARIANCE APPLICATION FORM
BOROUGH OF ALLENDALE, NEW JERSEY

TO THE APPLICANT: COMPLETE SECTIONS IN FULL FOR RELIEF REQUESTED

NOTICE OF APPEAL OF
ZONING ENFORCEMENT OFFICER'S DECISION

TO THE ZONING ENFORCEMENT OFFICER:

The petition of _____
shows that on or about the _____ day of _____, 20____
an application to the Zoning Official for the purpose of (describe intended
action) _____

_____ on the premises located at (street address) _____ Block _____ Lot _____
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 _____, 20____
decline to issue said permit for the reasons stated in the attached copy of the Zoning Enforcement
Officer's Refusal of Permit Form.

Applicant, feeling aggrieved at the action of the Zoning Enforcement Officer, files this notice of
appeal with said Officer, together with the required fee of _____, and requests that
action of the Zoning Enforcement Officer be reversed or modified as the facts may be
determined, and applicant further requests that a day be fixed for hearing on this appeal and
states that the proper notice 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.

APPLICATION FOR VARIANCE

TO THE LAND USE BOARD:

An application is hereby made for a (Hardship) (Floor Area Ratio) (Use) variance from the terms
of Article(s) and Section(s) _____
_____ of the Zoning Ordinance so as to
permit _____

Signature of Applicant

NEWSPAPER NOTICE

LAND USE BOARD
BOROUGH OF ALLENDALE
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Land Use Board of the Borough of Allendale will hold a public hearing on _____, 20____, at 7:30 p.m. in the Allendale Municipal Building, 500 West Crescent Avenue, 2nd Floor, Allendale, New Jersey 07401 on the application of

_____ (Applicant) at

_____ (Address)

Block No. _____, Lot No. _____ for a (hardship, floor area ratio, use) variance from Section _____

_____ of the zoning ordinance of the Borough of Allendale, and for any other variances or waivers that the Board may deem necessary, for the purpose of _____

Name and Address of Applicant

Sample Legal Notice

To be published in *The Record* or *The Ridgewood News* at least ten (10) days prior to the scheduled hearing date.

Original notice cut from newspaper must be given to Board Secretary along with all forms.

BOROUGH OF ALLENDALE

LAND USE BOARD

DATE _____

NOTICE OF HEARING TO PROPERTY OWNERS

(Cross out inapplicable sections)

TO WHOM IT MAY CONCERN:

In compliance with the Zoning Ordinance of the Borough of Allendale, NJ, notice is hereby served upon you to the effect that (I) (We) _____
hereby propose to (give detailed information) _____

Location _____

The Zoning Officer of the Borough of Allendale , 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 Land Use Board for a (hardship), (floor area ratio), (use) variance, (together with subdivision _____, site plan _____, conditional use _____ approval), and from any other variances or waivers that the Board may deem necessary.

Any person or persons affected by this (appeal) (application) may have an opportunity to be heard at the meeting to be held _____, 20____, at 7:30pm in the Allendale Municipal Building, 500 West Crescent Avenue, 2nd Floor, Allendale, NJ 07401.

All documents relating to this application may be inspected by the public between the hours of 9 a.m. and 4:30 p.m. in the office of the Borough Clerk in the Allendale Municipal Building, 500 West Crescent Avenue, Allendale, New Jersey 07401.

Signature

Note: This Notice must be personally Served or sent by certified or registered mail at least 10 days before the day of the hearing, and proof of service given to the Land Use Administrator.

AFFADAVIT OF PROOF OF SERVICE

LAND USE BOARD

OF

BOROUGH OF ALLENDALE

PROOF OF SERVICE OF NOTICES REQUESTED BY STATUTE MUST BE
FILED AND VERIFIED WITH BOARD SECRETARY AT LEAST 10 DAYS PRIOR TO MEETING
OR CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY)

COUNTY OF BERGEN) SS.

_____, of full age, being duly sworn according to law, deposes and
says, that (s)he resides at _____ in the municipality
of _____, County of _____, and State of _____,
and that (s)he is (are) the applicant(s) in a proceeding before the Land Use Board of Allendale, New
Jersey, being an appeal or application under the Zoning Ordinance, which relates to premises at
_____, and that on _____, 20____ (s)he gave written
notice of the hearing on this application to each and all of the persons upon whom service must be made,
in the required form and according to the attached lists, and in the manner indicated thereon.

Applicant's Signature

Sworn to and subscribed before me
this ____ day of _____,
20____.

NOTICE TO APPLICANT: Attach list of all persons served.

BOROUGH OF ALLENDALE
LAND USE BOARD

NOTICE OF HEARING TO ADJACENT MUNICIPALITY

TO: MUNICIPAL CLERK _____
OF _____

PLEASE TAKE NOTICE:

That _____, the undersigned, has appealed to the
(Applicant)
Land Use Board of the Borough of Allendale for relief from _____

To permit _____

at _____

Block _____, Lot _____, _____

of _____, which property is within two hundred (200) feet of
your municipality. A hearing in this matter will be held on _____, 20____,
at 7:30pm in the Allendale Municipal Building, Allendale, New Jersey. Applicant is seeking a
hardship_____, use_____ variance, and subdivision_____, site plan_____, conditional use_____,
approval. This notice is given pursuant to the provisions of N.J.S.A. 40:55D-12d.

Applicant's Signature

NOTE: This notice must be personally served or sent by certified or registered mail at
least 10 days before the day of the hearing, and proof of service given to the Land
Use Administrator.

ALLENDALE LAND USE BOARD
APPLICATION CHECK LIST

NAME _____ BLOCK _____ LOT _____

ADDRESS _____

ZONE _____ TYPE OF VARIANCE _____

BRIEF DESCRIPTION OF APPLICATION _____

SPECIFIC VARIANCE(S) REQUIRED _____

ADMINISTRATIVE REQUIREMENTS

STATUS

- | | | |
|-----|------------------------------|-------|
| 1. | Application form complete | _____ |
| 2. | Fee paid | _____ |
| 3. | Denial by Building Inspector | _____ |
| 4. | Affidavit of Service | _____ |
| 5. | Proof of Publication | _____ |
| 6. | Taxes Current | _____ |
| 7. | Plot Plan | _____ |
| 8. | Maps | _____ |
| 9. | Photographs | _____ |
| 10. | Email address | _____ |
| 11. | Miscellaneous | _____ |

Date

Applicant's Signature

REQUIRED MATERIALS AND CHECKLIST FOR ALLENDALE LAND USE BOARD HEARINGS

This checklist and attached sample drawings are provided to ensure that you or your professionals are prepared for your hearing and that your application is complete. All items should be supplied to the extent that they are applicable to the specific application. If information is insufficient or missing, the board may deem your application incomplete and adjourn your hearing until it receives all necessary documentation. Please create 15 packets of the below information.

I. PROVIDE AN ACCURATE SURVEY FOR THE PROPERTY IN QUESTION WHICH CONTAINS THE FOLLOWING INFORMATION:

- ☐ 1. Footprint of existing buildings or structures.
- ☐ 2. Precise distances from all property lines to closest point of principal building including steps, deck or other extensions of the building.
- ☐ 3. The location and precise distances of accessory buildings, such as garages and sheds, to property lines and the principal building or structure.
- ☐ 4. The location and dimensions of steps, patios, driveways, decks, pools and all other improved impervious areas and their precise distances to nearest property line and structures.
- ☐ 5. An accurate depiction of the proposed construction or alteration including the information requested in 1, 2, 3 and 4 above.
- ☐ 6. The precise distances from all property lines to the closest point of the proposed construction.

II. AN ENLARGED TAX MAP DEPICTING PROPERTY IN QUESTION AND ITS RELATIONSHIP TO NEIGHBORING PROPERTIES.

- ☐ 1. The precise distances from the existing buildings or structure in question to the closest point of all neighboring buildings and structures.
- ☐ 2. The precise distances from the proposed construction to the closest point of all neighboring buildings and structures.

III. STRUCTURAL DIMENSIONS:

- ☐ 1. All dimensions of existing building or structure.
- ☐ 2. All dimensions of proposed building or structure.

- _____ 3. Height of existing building or structure.*
- _____ 4. Height of proposed building or structure.*
 *(height to be measured from lowest point of the ground that abuts the foundation
 of the structure to the highest point on the roof.)
- _____ 5. Front, rear and side elevations of the proposed structure.

IV. FLOOR PLANS.

- _____ 1. Floor plans of the existing interior of the building containing all relevant dimensions.
- _____ 2. Floor plans of the interior of the proposed construction containing all relevant dimensions.
- _____ 3. Precise square footage of the existing building.
- _____ 4. Precise square footage of the proposed construction.
- _____ 5. Floor area ratio calculation pursuant to Section 270-63 of the zoning ordinance (required for all applications)

V. PHOTOGRAPHS.

- _____ 1. Photographs of the property in question and existing improvements may be helpful to the Board in presenting your information.
- _____ 2. Photographs of views from the existing building or structure to neighboring properties and buildings which show existing plantings or other buffers are also helpful and may be requested by the Board.

(All photographs should be taken by you or someone who can testify to the Board as to when they were taken and that the photographs represent an accurate depiction of what they saw at the time.)

VI. LANDSCAPING AND LAND FEATURES.

- _____ 1. The survey, plat or plan should locate and describe any proposed landscaping to be done in connection with the application.
- _____ 2. The location of any unusual property features should be indicated, such as flood plain, streams, wooded areas, rock outcroppings or steep slopes.

VII. PREVIOUS APPLICATIONS.

- _____ 1. Applicants should be prepared to discuss prior applications to the Land Use Board, Board of Adjustment and Planning Board and the results thereof.

VIII. Any additional information which may be deemed necessary by the Land Use Board, its Consultants or Borough departments and agencies.

NOTE: ALL DIMENSIONS AND DISTANCES MUST BE DEPICTED TO SCALE ON DRAWINGS AND PLANS.

Any questions regarding your hearing or the checklist should be directed to the Land Use Administrator at the Borough of Allendale Municipal Building 201-818-4400 x202. Please submit ten (10) packets with copies of all drawings and plans to the Land Use Administrator at least ten (10) days prior to the hearing. It is suggested that the property owner refer to the appropriate building code to assure proper engineering and construction techniques, or to secure the services of a local, reputable architect and/or engineer.

Date

Signature

BOROUGH OF ALLENDALE
COUNTY OF BERGEN
STATE OF NEW JERSEY

ORDINANCE 22-14

AN ORDINANCE TO AMEND, SUPPLEMENT AND REVISE
THE CODE OF THE BOROUGH OF ALLENDALE,
LAND USE PROCEDURES, CHAPTER 40

BE IT ORDAINED by the Mayor and Council of the Borough of Allendale, County of Bergen, State of New Jersey that § 40-24(D) of Chapter 40 of the Code of the Borough of Allendale, entitled "Land Use Procedures", be and hereby is amended, supplemented and revised in its entirety to read as follows:

Chapter 40. Land Use Procedures

Article III. Provisions of Combined Board

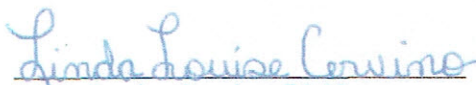
§ 40-24. Fees.

- D. In addition to the fees noted in subsections (A), (B) and (C) of this §40-24, an applicant with a pending application or appeal before the Land Use Board shall place in an escrow account with the Treasurer of the Borough of Allendale a \$1,000 fee in connection with an application or appeal concerning a residential property, and a \$3,000 fee in connection with an application or appeal concerning a commercial property, as applicable, in order to cover legal fees of the attorney for the Land Use Board, engineering fees of the Borough Engineer, publication fees, and resolution fees incurred by the Borough in the processing of the application, and such other fees and costs for other professional consultants as the Land Use Board may from time to time reasonably and within its sole discretion determine are necessary for a proper review of the application and to supplement the applicant in support thereof.

BE IT FURTHER ORDAINED that, except as modified herein, all other provisions of Chapter 40 shall remain in full force and effect as previously adopted.

Council	Motion	Second	Yes	No	Abstain	Absent
Homan			✓			
Lovisolo	✓		✓			
O'Connell			✓			
O'Toole			✓			
Sasso			✓			
Wilczynski		✓	✓			
Mayor Bernstein	--	--				

I hereby certify the above to be a true copy of an ordinance adopted by the Governing Body of the Borough of Allendale on November 17, 2022.


Linda Louise Cervino, RMC
Municipal Clerk


Mayor Ari Bernstein

NOTICE TO APPLICANTS:

Upon granting of a variance, a Resolution of Memorialization is drawn and voted upon by the Land Use Board at a subsequent meeting. This is the legal document approving the variance.

Included in this document is the following paragraph:

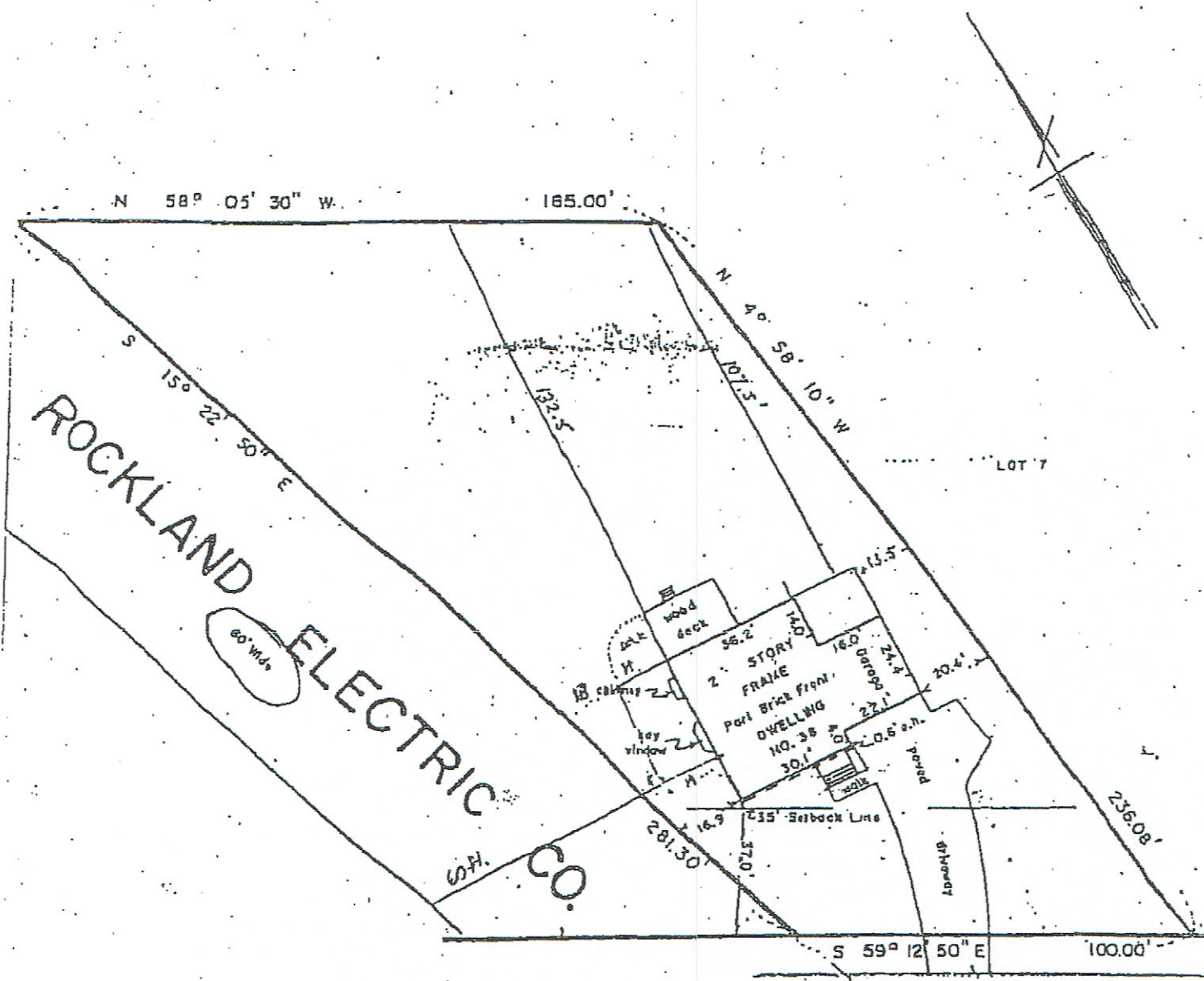
“Construction shall proceed in accordance with the plans and drawings marked in evidence, the testimony of the applicant, and in accordance with all applicable state, county and municipal codes, ordinances rules and regulations.”

This resolution is a legal, binding document and all construction must proceed as approved by the board, only after the Resolution of Memorialization has been received and after approval with the Construction Code Office.

Any changes in construction must be re-submitted in a new application. It is not within the purview of the Building Inspector or the Land Use Board to authorize changes without a resubmission.

* Sample *

LOT 8
BLOCK 916
"FINAL SUBDIVISION OF MAPLECREST ESTATES, ALLENDALE, BERGEN COUNTY, N.J."
FILED IN THE B.C.C.O. ON OCTOBER 30, 1980 AS MAP NO. 7897.
BUILDING OFFSETS NOT TO BE USED FOR CONSTRUCTION OF FENCES OR OTHER PERMANENT STRUCTURES.
LOCATION SURVEY -- STAKES NOT REQUESTED
T&E MAP LOT 8 BLOCK 916



FARLEY PLACE

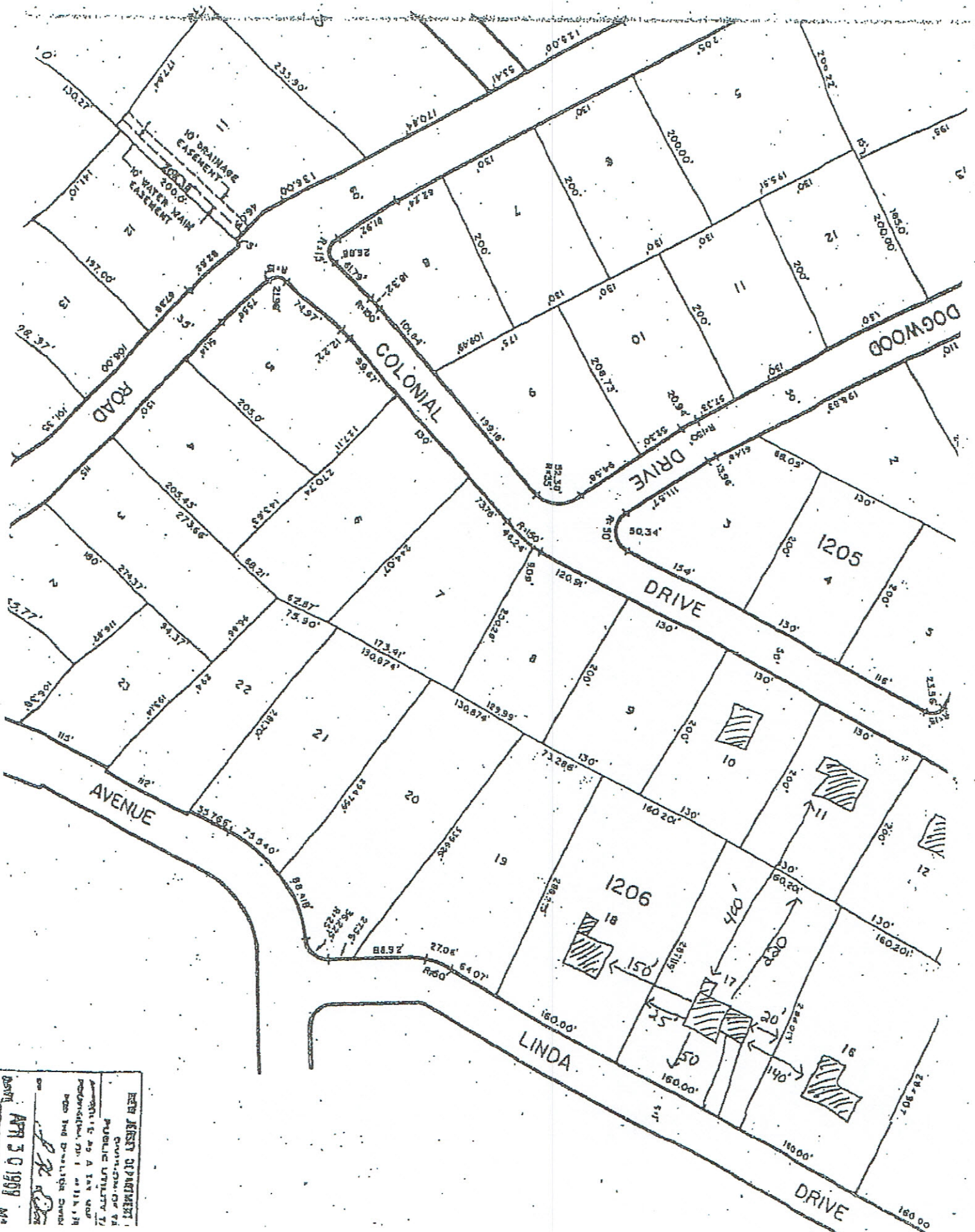
TO ALL PARTIES IN CURRENT INTEREST IN TITLE TO THESE PREMISES
SARCO TITLE INSURANCE COMPANY, AND NORTH JERSEY SAVINGS AND LOAN ASSOCIATION.

THIS IS TO CERTIFY THAT THIS SURVEY IS ACCURATE, AND THAT THIS DRAWING IS A TRUE REPRESENTATION OF ACTUAL CONDITIONS EXISTING ON THE PROPERTY. THIS SURVEY IS PREPARED SPECIFICALLY FOR THE INDIVIDUAL(S) IN THE TITLE AND/OR THE CERTIFICATION. THE UNDERSIGNED WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY ASSIGNMENT OF THIS SURVEY, THROUGH A SURVEY AFFIDAVIT TO ANY PERSON NOT SO NAMED.

DATED MAY 6, 1983

SURVEY MAP PREPARED FOR AND CERTIFIED TO			
MARINO DIANA	N M.	ANDRIANI ANDRIA NI	AND HIS WIF
BOROUGH OF ALLENDALE			
BERGEN COUNTY NEW JERSEY			
SCALE 1" = 40'	JOHN HOOYMAN, JR. HOOYMAN SURVEYING ASSOCIATES 13 WALNUT STREET MAHWAH, N.J.		

* sample *



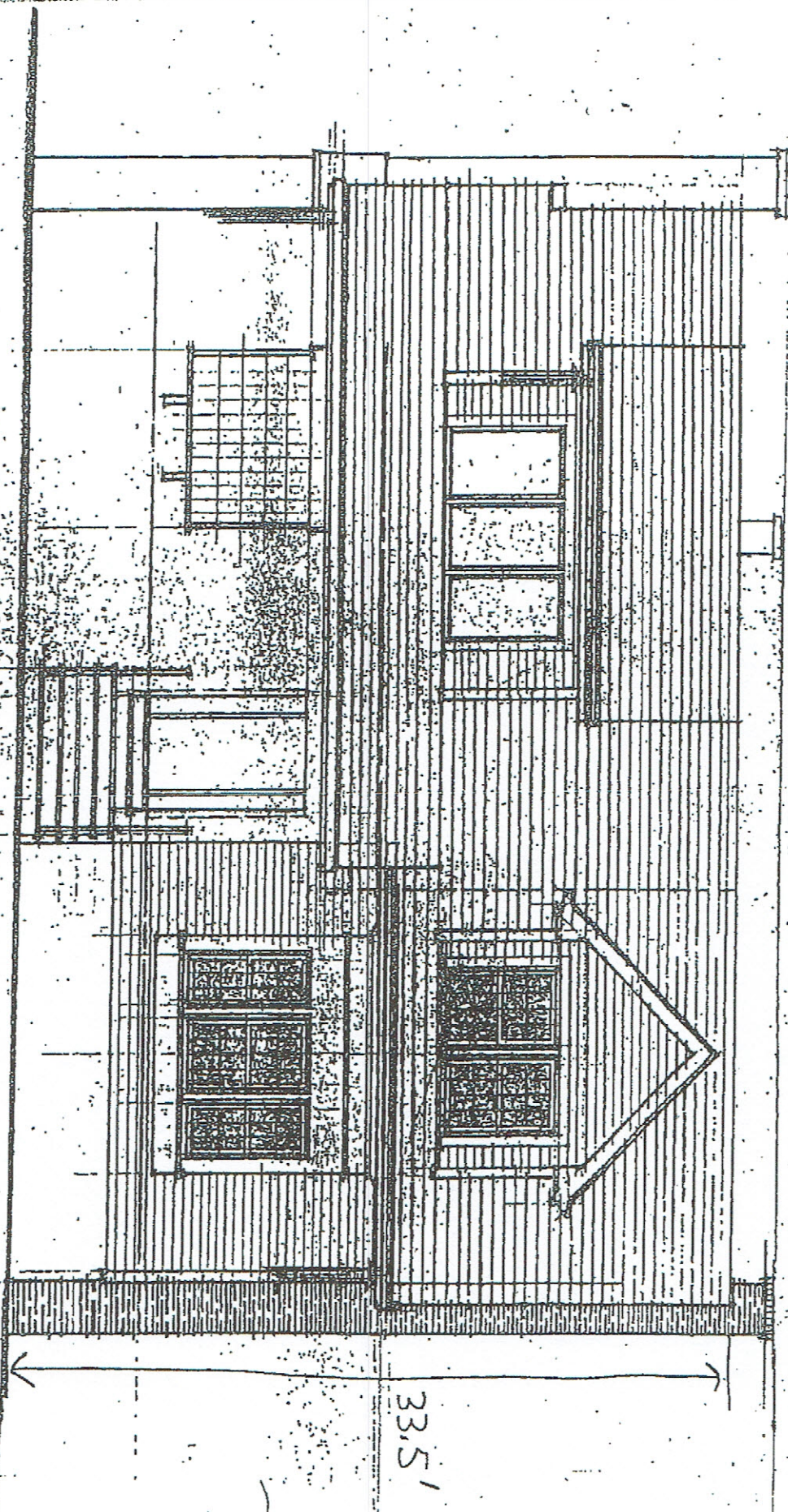
HENRY JENKINS DEPARTMENT
 COUNTY OF WASHINGTON
 PUBLIC UTILITY
 AUTHORITY
 1000 1st Avenue, N.W.
 Washington, D.C. 20004
 Date: APR 30 1999
 M4

* Sample *

FRONT ELEVATION

SCALE

5' 0" = 1" 11/16"



*sampled

RIGHT SIDE ELEVATION

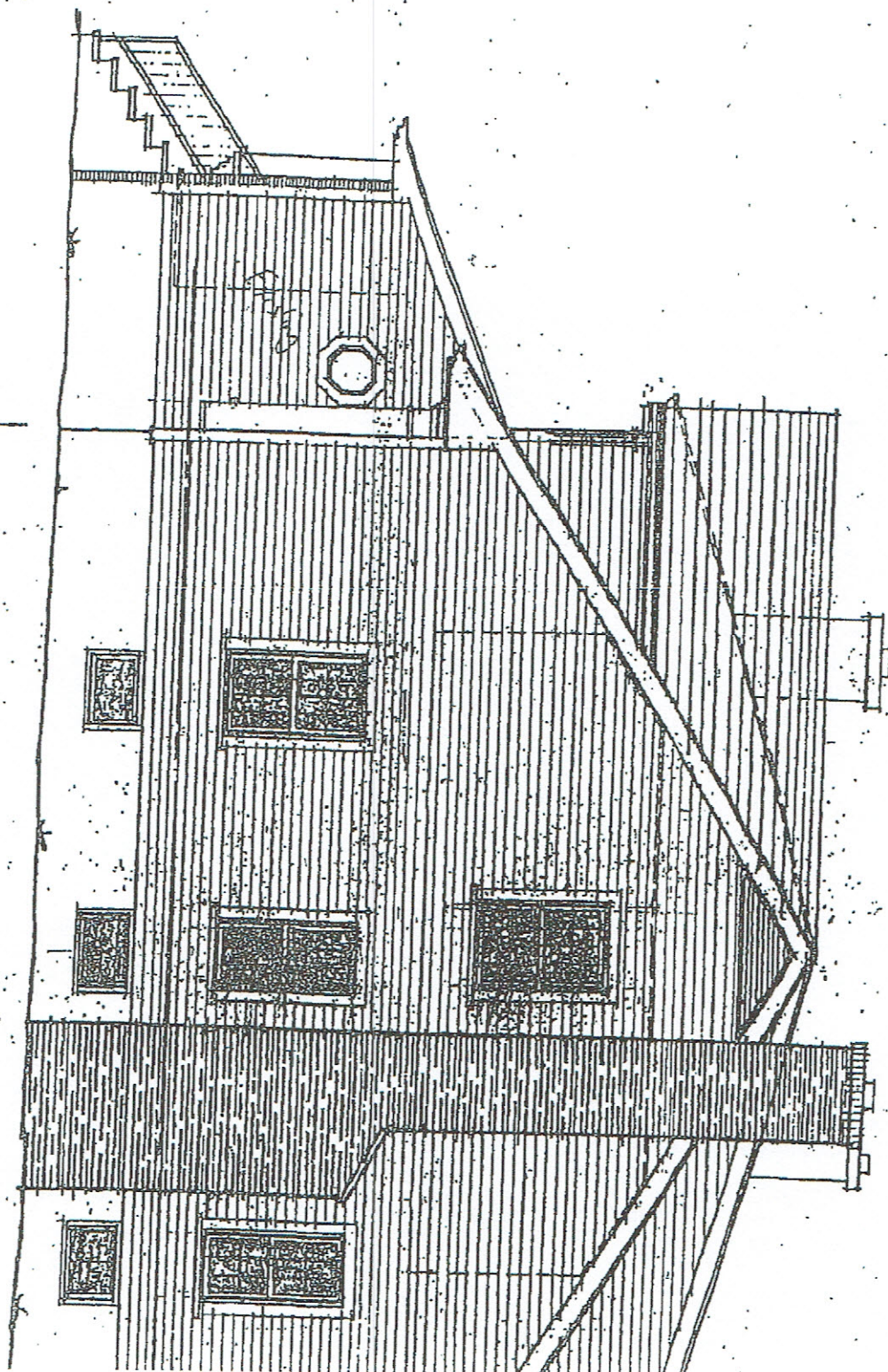
SCALE:

1/4" = 1'-0"

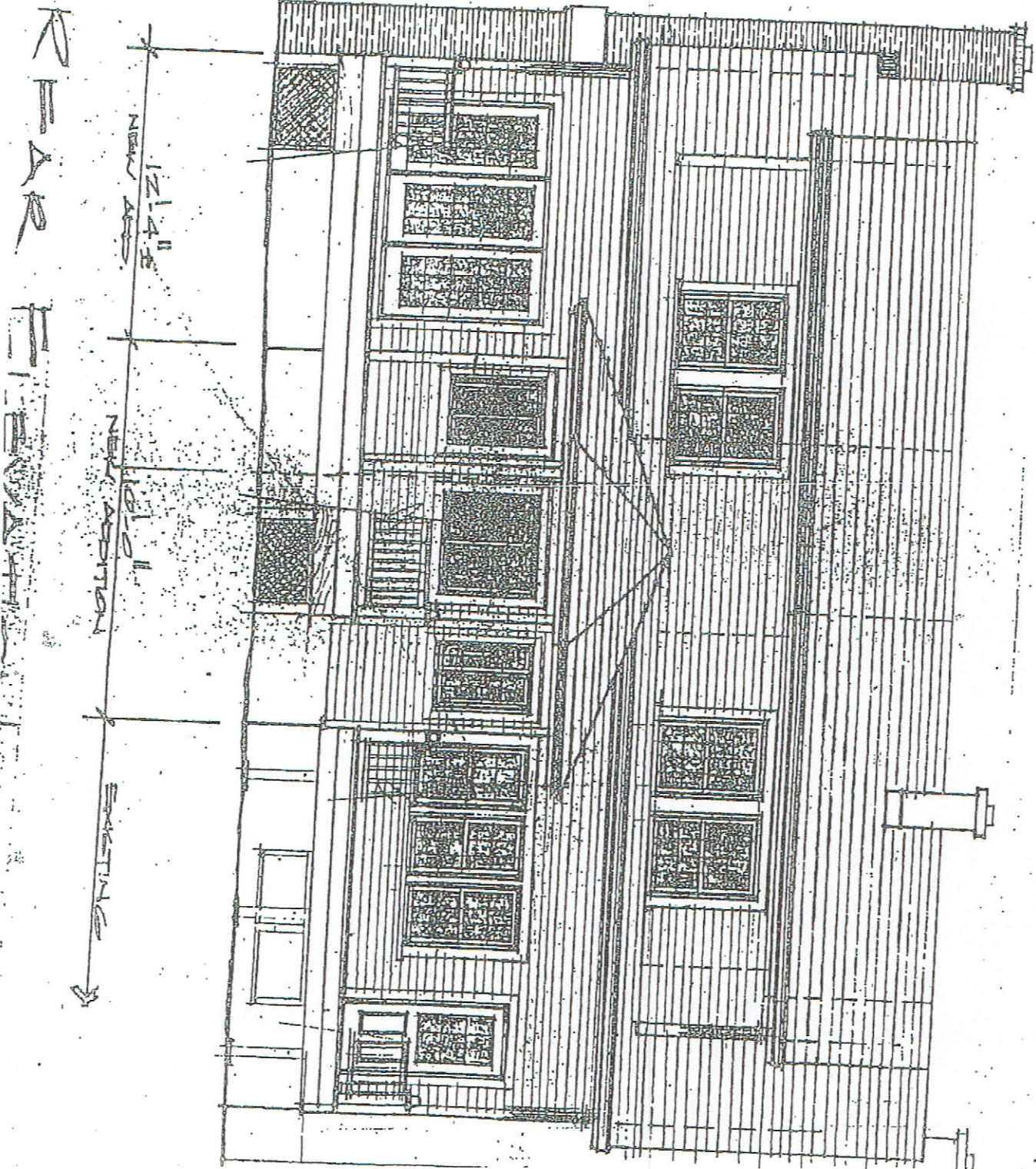
EXISTING

NEW ADDITION

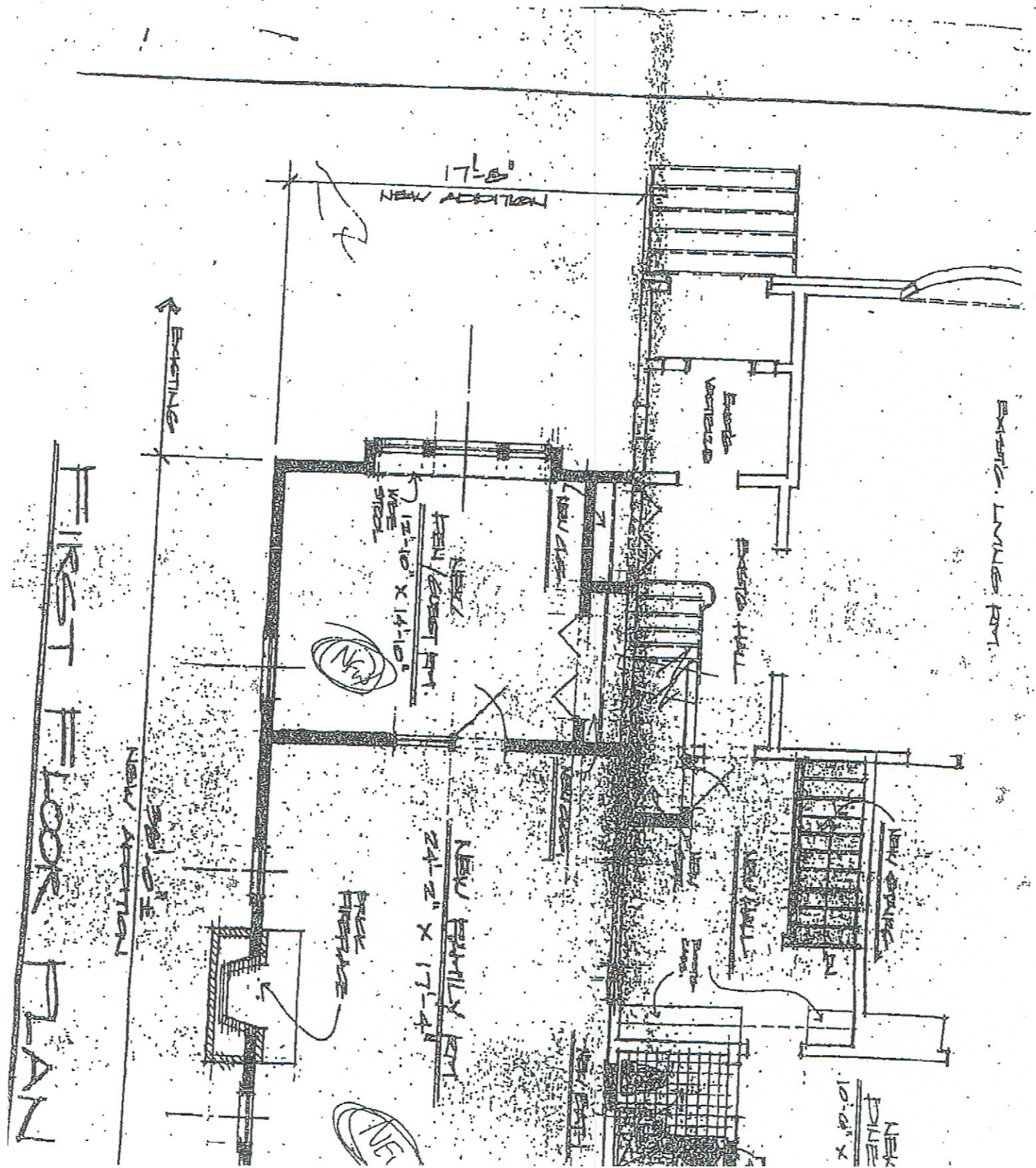
36'-0"



sample

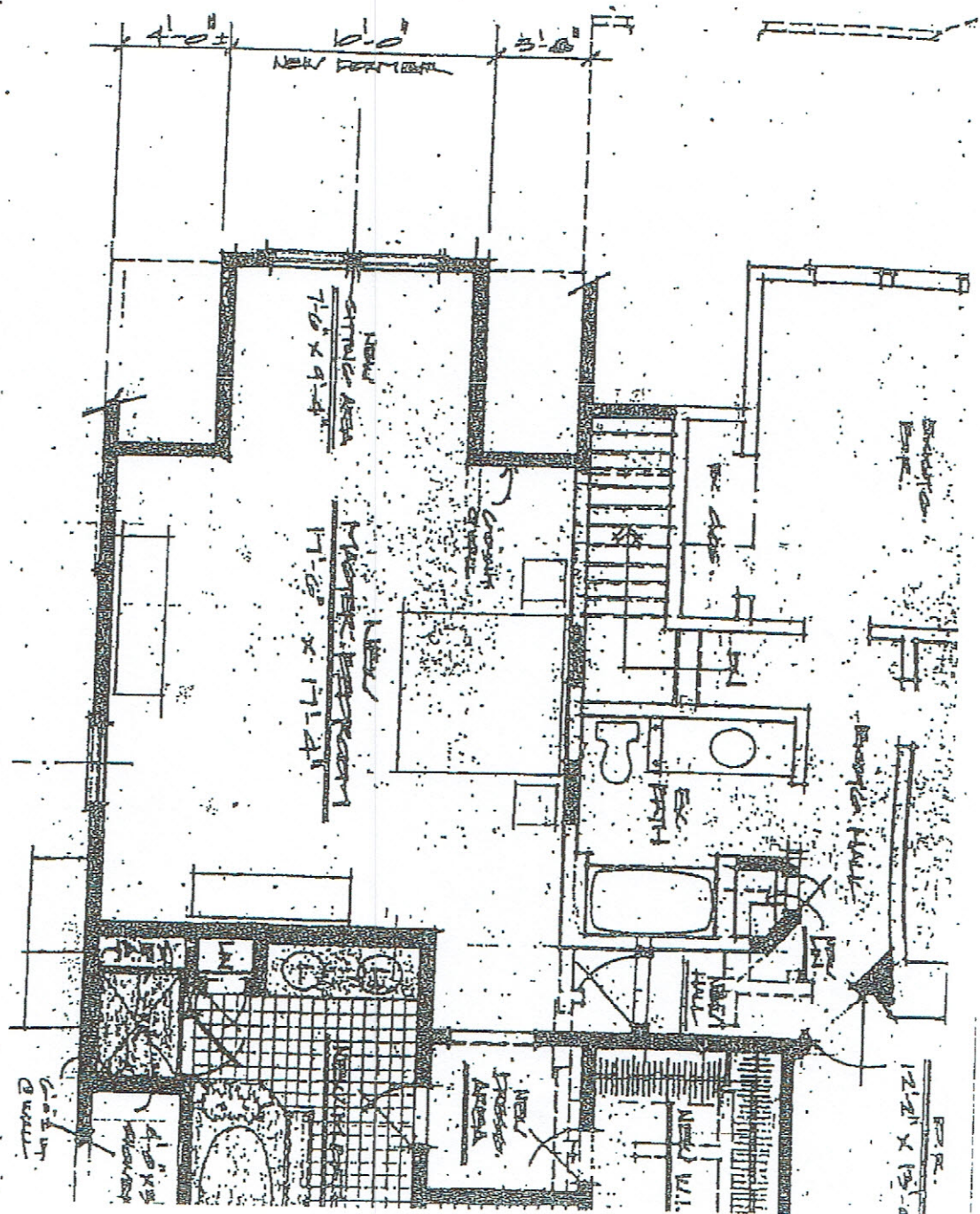


sample



FIRST FLOOR PLAN

SECRET





THE BOROUGH OF ALLENDALE

N E W J E R S E Y

500 WEST CRESCENT AVENUE, ALLENDALE, NJ 07401

WWW.ALLENDALENJ.GOV

ARI BERNSTEIN
MAYOR

200' PROPERTY OWNERS LIST REQUEST

FEE: \$10.00

DATE REQUESTED: _____ DATE PAID: _____

REQUESTED BY: _____

PHONE #: _____

BLOCK: _____ LOT: _____ QUALIFIER: _____

ADDRESS: _____

EMAIL ADDRESS: _____

REMARKS: _____

INITIALS: