LAND USE BOARD
ZONING APPLICATION

Borough of River Edge
705 Kinderkamack Road
River Edge, NJ 07661

Ed Alter
Municipal Land Use Clerk
ealter@riveredgenj.org
(201) 599-6306

Rev. 10/29/25

Borough of River Edge
Land Use Board
Zoning Variance Application Instructions

All meetings with the Land Use Dept. require appointments in advance.

Ed Alter
Municipal Land Use Clerk
Borough of River Edge
Monday - Friday 9am - 2pm
201-599-6306

Requirements for Application

All Zoning Applicants must obtain a Letter of Non-compliance from the Building Department prior to completing the application and submission for consideration and scheduling by the Land Use Department.

Upon receipt of a Letter of Non-compliance from the Land Use Official, which outlines the variances you will need for your application, you must complete a Land Use - Planning Application (below), if you wish to proceed with a hearing before the Land Use Board.

Upon submission of the application, and payment of the applicable fees to the Borough of River Edge via the Land Use Department, you will receive instructions, and your date for a scheduled Completeness Review & Hearing before the Municipal Land Use Board, which will be held electronically, via Zoom web conferencing.

You will also receive a certified list of property owners within 200' of the subject property, and a list of Utilities for the applicant to Notice regarding the application being heard, and the scheduled hearing date. A cover letter explaining the procedure, including sample notices, will be included. It is important that all required variances should be mentioned in the notice.

> **NOTE** - Meetings will be held in person at the Council Chambers on the second floor of Borough Hall, 705 Kinderkamack Road, River Edge, NJ 07661, unless further notice is provided. Meetings will be concurrently held electronically via ZOOM (Hybrid). Members of the public may attend meetings in-person or via ZOOM. Log in information and a link to the meeting will be posted on the Borough web site at https://www.riveredgenj.org/landuse. In order to reserve your place on the agenda, all fees must be paid in advance.

The Municipal Land Use Law mandates that notice must be served to the property owners on the 200' list and Utilities via certified mail, including those in neighboring municipalities, and proof of same (return receipts – digital copies 6 to a page, and a Notarized Affidavit of Service) must be submitted to the Land Use Board clerk no less than IO days in advance of the scheduled hearing date.

Notice must also be timely published in the Bergen Record, or the Ridgewood News no less than I0 days in advance of the assigned hearing date.

Proof of publication and service of the notice is required before the Board can act on your application. Also, there are certain minimum requirements to be contained in the notice, such as the date, time and

place of the hearing; the nature of the matters to be considered and relief sought; the identification of the property and; the location and times where the maps, plans, applications and supporting materials may be viewed by an interested party. Samples are included with your instructions.

If no notice is given or if the notice is in some way defective, this defect affects the jurisdiction of the board to act, and any action taken by the board in such cases is a nullity.

If you fail to meet these minimum requirements, the Board will not have jurisdiction, and cannot hear the application on the scheduled date, in which case you would have to re-notice for the next available meeting.

Additionally, submit one digital copy and 16 duplicate sets (packets) containing 1 copy of each of the following to the Land Use Office at least 10 days before the date of the initial hearing *(no binder clips please),* in this order:

Letter of Non-compliance (Denial) on top,
Planning/Zoning Application - all pages,
Site Plan - Plot plan and/or building plans to scale, prepared by a licensed Architect, with dimensions & elevations, **folded 8 x 10.** Site Plans are typically 24x36. Plans are to show all existing and proposed additions or alterations.
Survey - Current & legible, & prepared by a licensed land Surveyor. Surveys, usually legal size or 11x17, should be folded 8 x 10.
Survey or site plan should include a bulk table showing the existing and proposed zoning requirements for the subject property (see attached Zoning Requirements).
Signed certification of Tax payment (just 1 original),
Owner on-site inspection permission form.
Any other relevant documents (professional reports &/or analysis).
Applicants may submit photographs in support of testimony. All photos must show name, address and date when the photos were taken.

Failure to submit all of the above documents will cause your application to be deemed incomplete for consideration by the Land Use Board. This will delay your application hearing and cause you additional expense for the Board's professionals to perform additional reviews of your application.

APPROVALS REQUIRED

It is the applicant's responsibility to determine what, if any, permits are required from outside agencies to construct their proposed project. Including, but not limited to, the following:

-, **Bergen County Soil Conservation District**
-, **Bergen County Planning Board**
-, **New Jersey Department of Transportation**
-, **New Jersey Department of Environmental Protection**

If **the applicant fails to meet these minimum requirements, the Board will not have jurisdiction, and cannot hear the application, in which case you would have to re-notice for the next available meeting.**

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Contact Person: Jay R. Atkins, Esq. , Attorney for Kirk and Nicole Medrzchowski

Address: Kinderkamack Road, Suite 3, River Edge, NJ 07661

Email Address: [redacted]

Phone Number: [redacted]

Professional Representative: Attorney

Borough of River Edge
Land Use Board of Adjustment
Zoning-Variance Application Instructions

Fees:

Residential Variance - Single-family dwelling, or land to be used as such (up to 3)	$ 350.00
Each additional Variance (over 3)	$ 200.00
Use Variance.....	$1,500.00
Property owners list.....	$ 10.00
Legal Escrow	$ 900.00
Legal Escrow for Use Variance	$ 2,000.00

Fees must be paid before certified property owners list is issued.

Professional Review Escrows
1. Review of plans and reports.
(a) In addition to the required application fees established herein, the approving authority may require the applicant to establish one (1) or more cash escrow accounts with the Borough of River Edge, to pay the reasonable costs of professional review and consultation. Said escrow fees may be required by any approving authority for any application referred to in this Chapter.
(b) If so required by the approving authority, the applicant shall be required to deposit, in addition to any application fees, a sum of money which shall be held separate in escrow by the Treasurer of the Borough of River Edge, to be utilized/or reimbursement of the fees charged by experts in reviewing, analyzing, reporting to the authority or testifying before the authority, concerning the application. Any fees charged against that account shall first be approved by the approving authority. The initial amount to be deposited shall be as required by Section 16-3.8. I/the actual cost of professional services exceeds the amount deposited, the applicant shall immediately pay such additional amount as is required to pay all actual costs of professional services.

We require separate checks for each fee. You will be notified of any necessary escrow deposits needed.
Make checks payable to the Borough of River Edge

BOROUGH OF RIVER EDGE
LAND USE BOARD OF ADJUSTMENT
Application

Applicant. Kirk and Nicole Medrzychowski
of 267 Manning Avenue, River Edge, New Jersey 07661
is submitting an application to the River Edge Zoning Board of Adjustment for the property located at. 267 Manning Avenue Block 706 Lot. 3
Zoning District R-1 in the Borough of River Edge, New Jersey.
Email Address [redacted]

This application is for the following:

- ___ Appeal as per NJSA 40:55D-70a.
- ___ Interpretation as per NJSA 40:55D-70b.
- _x_ Variance from the requirements of the River Edge Zoning Ordinance as per NJSA 40:55D-70c.
- ___ Variance from the requirements of the River Edge Zoning Ordinance as per NJSA 40:55D-70d.

The Section(s) of the Zoning Ordinance from which relief is being sought is/ are as follow(s):

Chapter 416 Section: 14 Maximum Building Coverage
Chapter 416 Section: 15 Maximum Lot Coverage
Chapter 416 Section: _____
Chapter: _ Section: _____

Reasons for the requested action:
Need very small building coverage variance and small lot coverage variance to accomodate to modernization and patio improvements to rear of yard

Use additional space if necessary

Please list any previous applications or appeals to the River Edge Zoning Board of Adjustment or Planning Board. Include dates, and any associated resolutions:
NONE

Will the applicant appear on his own behalf at the public hearing? Yes X No_

Will the applicant be represented by an attorney at the public hearing? Yes X No_

Jay R. Atkins, 887 Kinderkamack Road, Sutie 3, River Edge, New Jersey 07661, Attorney for Applicant

Signature(s) Owner and/or Authorized Agent If Different Than Applicant

BOROUGH OF RIVER EDGE
LAND USE BOARD OF ADJUSTMENT
Application

I. Property Description

Property address 267 Manning Avenue

Block 706 Lot 3

II. Dimensions

Residential R-1	**Zoning Requirement**	**Zoning non-conforming requirement**	**Present Layout Existing**	**Proposed Layout**	**Notes (*) Variance Required**
Lot size (sq. ft)	<7500	>7500	7,375 S.F (E)	No Change	
Frontage	75	75	59 Ft. (E)	No Change	
Deoth	100	100	125 Ft.	No Change	
Setbacks (ft.)					
Front yard	30	30	31.2 Ft.	No Change	
Rearvard	25	25	52.9 Ft.	40.2 Ft.	
Side yard #1	7.5	5	4.6 Ft. (E)	No Change	
Side yard #2	7.5	5		No Change	
Side yard total	18	12	12.9 (E)	No Change	
Side yard comer lot	30	30			
Lot coverage (%)	25	25	24.6%(1,813.S.F.)	29.3 %(2,164 S.F.)	X
Improved lot coverage (%)	35	35	45.5% (3,352.S.F)	46.0% (3,389 S.F.)	X
Building height	30	30	30 Ft.		
Number of stories	2-1/2	2-1/2			

Notes (*) from above dimensions:
See attched Site Plans

BOROUGH OF RIVER EDGE

LAND USE BOARD OF ADJUSTMENT

Application

The applicants are seeking the total modification of patio area at rear of their residence including the installation of a pergola as set forth on the attached site plan with kitchen grill, etc. The Increase in impervious coverage will only be 37 square feet and increase in maximum lot impervious coverage, .05 % from existing 45.5% to proposed 46% proposed increase, and a variance is required. The maximize building coverage to increase by 4.7% from 24.6% to 29.3% (1813 S.F.), as per site plans, also requires a variance. All existing non-conformities to remain unchanged as per zoning schedule on the submitted site plan.

BOROUGH OF RIVER EDGE
LAND USE BOARD OF ADJUSTMENT
Application

FOR SIGN APPLICATIONS

How many signs are located on the property presently? _____

1. Sign#1 is setback _____feet from the front property line, _____feet from the left/right side yard line and _____feet above grade. The proposed size of sign #1 is ____ square feet.

2. Sign #2 is setback----------feet from the front property line, _____feet from the left/ right side yard line and _____feet above grade. The proposed size of sign 32 is ____ square feet.

3. The proposed area of all signs is ____ square feet.

4. The proposed total number of signs on the property: _____

FOR FENCE APPLICATIONS:

1. Height along front yard line: _____feet.
2. Height between front building line and rear line of building: _____feet.
3. Height along rear yard line: _____feet.
4. Describe style and material for proposed fence:

_____
_____
_____

Indicate on the property survey the location and height of the proposed fence.

RIVER EDGE LAND USE BOARD OF ADJUSTMENT

OWNER ON-SITE INSPECTION PERMISSION FORM

STATEMENT

If the applicant is not the owner, the applicant's interest in land must be indicated, e.g., tenant, contract/ purchaser, lien holder, etc., and permission of he property owner to file the application must be submitted.

I, WE Kirk and Nicole Medrzychowski HAVE

APPLIED TO THE RIVER EDGE ZONING BOARD OF ADJUSTMENT FOR:

APPEAL OF DECISION BY THE ADMINISTRATIVE OFFICER

INTERPRETATION OF THE ZONING ORDINANCE

X VARIANCE(S)

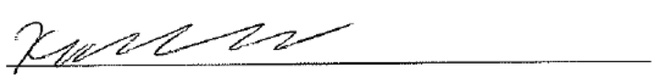
I, WE, BY SIGNING THIS STATEMENT, AGREE TO AN ON-SITE INSPECTION OF THE CAPTIONED PREMISE BY ANY MEMBER OF THE ZONING BOARD OF ADJUSTMENT PRIOR TO THE REGULAR MEETING OF _____

NAME: Kirk and Nicole Medrzychowski

ADDRESS: 267 Manning Avenue, River Edge, New Jersey 07661

TELEPHONE: [redacted]

EMAIL: [redacted]

SIGNATURE: 

RIVER EDGE LAND USE BOARD OF ADJUSTMENT
BOROUGH OF RIVER EDGE
705 Kinderkamack Rd.
River Edge, NJ 07661

CERTIFICATION OF TAX PAYMENT

Kirk and Nicole Medrzychowski
Name of Applicant

267 Manning Ave.
Street Address

706 Block 3 Lot

I, being the Deputy Tax Collector of the Borough of River Edge, New Jersey, do hereby certify that tax charges on the above captioned premise are paid through the current tax period 3Rd QTR 2026 and are not in arrears.

10/7/26
Date

Deputy Tax Collector
Borough of River Edge
705 Kinderkamack Rd

RIVER EDGE LAND USE BOARD OF ADJUSTMENT
BOROUGH OF RIVER EDGE
705 Kinderkamack Rd.
River Edge, NJ 07661

LAND USE DEFINITIONS
FOR INFORMATION PURPOSES ONLY

Lot Coverage	That portion of a lot which is occupied by buildings and accessory structures but not including walkways, driveways, patios, and open parking areas.
Improved Lot Coverage	The percentage of lot area which is improved with principal and accessory buildings, structures, and uses, including but not limited to driveways, parking areas, garages and other man-made improvements.
Setback	Distance between the building and any lot line.
Height	The vertical distance from the average finished grades at a point six (6) feet perpendicular to each foundation corner and each break in the foundation of the building and/ or structure to the highest point of the building, excluding chimneys, antennae and accessory fixtures for convenience. All measurements for the purpose of height shall be to the peak of the proposed roof. For any structure without a roof, including radio and cellular towers, the height shall be measured from the average grade plan along all sides of the structure which grade shall be unchanged from the natural grade to the highest point of the structure.

Schedule of Zoning District Area, Bulk and Yard Requirements Borough of River Edge, New Jersey

		Minimum Area Requirements			Maximum Bulk Requirements					Minimum Yard Requirements (Setbacks)			
Zoning District	Use	Lot Area (Square Feet)	Lot Width (Feet)	Lot Depth (Feet)	Principal Building Height (Feet)	Principal Building Height (Stories)	Building Coverage (Percent)	Lot Coverage (Percent)	Yard Amenities, Lot Coverage - Reserved[2] (Percent)	Front Yard (Feet)	Side Yard-One (Feet)	Side Yard -Both (Feet)	Rear Yard (Feet)
R-1	Single-family	7,500	75	100	30	2.5	25	35	5	30	7.5	18	25
R-2	Single-family	7,500	75	100	30	2.5	25	35	5	30	7.5	18	25
	Two-family	12,000	80	100	30	2.5	25	35	5	30	10	25	25
R-3	Single-family	7,500	75	100	30	2.5	25	35	5	30	7.5	18	25
	Two-family	12,000	80	100	30	2.5	25	35	5	30	10	25	25
	Garden Apartments	70,000	200	230	30	2.5	25	35	5	30	15	30	30
PRD-1	Single-family	7,500	75	100	35	2.5	25	35	5	30	7.5	18	25
	Single-family Cluster	5,000	50	--	35	2.5	30	35	5	20	5	15	20
	Townhouse Cluster	3,500	25	--	35	2.5	30	50	5	15	1	1	20
C-1	Retail	10,000	100	100	35	2.5	40	80		30	15	35	20
	Office	15,000	150	100	35	2.5	40	80		30	15	35	20
C-2	Retail	10,000	100	100	35	2.5	40	80		30	15	35	20
	Office	15,000	150	100	35	2.5	40	80		30	15	35	20
	Office-FAR	10,000	See§ 416-18										

NOTES:

[1] None required, but, where provided, a minimum of 15 feet; except that, where abutting a street, a minimum of 20 feet.

[2] This reserve shall not be interpreted to provide an additional five (5%) percent oflot coverage, but shall be included in the total calculation of maximum permitted lot coverage. See§ 416-15.