

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, fax 201-599-6325

Borough of River Edge
Land Use Board
Zoning Variance Application Instructions

Requirements for Application

All Planning 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 200ø 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.

The Municipal Land Use Law mandates that notice must be served to the property owners on the 200ø list and Utilities via certified mail, and proof of same (return receipts, and a Notarized Affidavit of Service) must be submitted to the Land Use Board clerk no less than 14 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 10 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.

Additionally, submit 16 duplicate sets (packets) containing 1 copy of each of the following to the Land Use Office in a timely fashion:

- Completed Land Use - Zoning Application ó all pages,
- Letter of Non-compliance (Denial),
- Site Plan - Plot plan and/or building plans to scale, with dimensions & Elevations, **folded 8 x 10**
- Survey (current & legible & prepared by a licensed land surveyor),
- Signed certification of Tax payment (just 1 original),
- Owner on-site inspection permission form.
- Proof of Notice Affidavit
- Any other relevant documents (professional reports &/or analysis)

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.

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

Contact Person: _____

Address: _____

Email Address: _____

Phone Number: _____

Professional Representative: _____

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

Fees:

Residential Variance – Single-family dwelling, or land to be used as such (up to 3).....	\$250.00
Each additional Variance (over 3).....	\$100.00
Use Variance.....	\$500.00
Property owners list.....	\$ 10.00
Legal Escrow	\$375.00

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

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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 for 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.

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 _____
of _____
is submitting an application to the River Edge Zoning Board of Adjustment for the property
located at _____ Block _____ Lot _____
Zoning District _____ in the Borough of River Edge, New Jersey.
Email Address _____

This application is for the following:

- _____ Appeal as per NJSA 40:55D-70a.
- _____ Interpretation as per NJSA 40:55D-70b.
- _____ 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: _____
Chapter 416 Section: _____
Chapter 416 Section: _____
Chapter: ___ Section: _____

Reasons for the requested action:

Use additional space if necessary

Please list any previous applications or appeals to the River Edge Zoning Board of Adjustment or Planning Board. Include any associated resolutions:

Will the applicant appear on his own behalf at the public hearing? Yes ___ No ___

Will the applicant be represented by an attorney at the public hearing? Yes ___ No ___

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 _____

Block _____ Lot _____

II. Dimensions

Residential R-1	Zoning Requirement	Zoning non-conforming requirement	Present Layout Existing	Proposed Layout	Notes (*)
Lot size (sq. ft.)	<7500	>7500			
Frontage	75	75			
Depth	100	100			
Setbacks (ft.)					
Front yard	30	30			
Rear yard	25	25			
Side yard #1	7.5	5			
Side yard #2	7.5	5			
Side yard total	18	12			
Side yard corner lot	30	30			
Lot coverage (%)	25	25			
Improved lot coverage (%)	35	35			
Building height	32	32			
Number of stories	2-1/2	2-1/2			

Notes (*) from above dimensions:

BOROUGH OF RIVER EDGE
LAND USE BOARD OF ADJUSTMENT
Application

FOR SIGN APPLICATIONS ONLY

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 ONLY:

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

I, WE _____ HAVE

APPLIED TO THE RIVER EDGE ZONING BOARD OF ADJUSTMENT FOR:

_____ APPEAL OF DECISION BY THE ADMINISTRATIVE OFFICER

_____ INTERPRETATION OF THE ZONING ORDINANCE

_____ 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: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL : _____

SIGNATURE: _____

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

CERTIFICATION OF TAX PAYMENT

Name of Applicant

Street Address

Block

Lot

I, being the 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 _____ and are not in arrears.

Date

Tax Collector
Borough of River Edge
705 Kinderkamack Rd

SAMPLE

**PUBLIC NOTICE
RIVER EDGE MUNICIPAL LAND USE BOARD**

PLEASE TAKE NOTICE that a public hearing of the River Edge Municipal Land Use Board will be held electronically via Zoom web conferencing, on _____, at 7:30 p.m. by the Borough of River Edge, 705 Kinderkamack Road, River Edge, New Jersey. To join the hearing via smart phone, computer or tablet, use the following link: [____]. The Meeting ID is: [____]. To join the hearing via telephone, dial in using one of the numbers below, if you receive a busy signal, you may try any number on the list: +1 929 436 2866; +1 301 715 8592; +1 312 626 6799; +1 669 900 6833; +1 253 215 8782; +1 346 248 7799. The Meeting ID is: [____]. This log in information and a link to the meeting will also be posted on the Borough web site at <https://www.riveredgenj.org/>. Whereupon the Municipal Land Use Board will consider the following application:

1. Name of applicant(s): _____

2. Street address of property to which application applies

3. Block _____, Lot _____ in the _____ Zoning District.

4. Description of application and relief sought _____

IMPORTANT NOTE: Insert in (4) above a **complete** description of the relief sought, i.e., site plan, subdivision, **and/or** specific variance(s) (i.e. side yard, rear yard, front yard, impervious coverage, (d) variances etc.) so as to convey sufficient and clear notice thereof to any interested person. **It is highly recommended that you include the relief noted in the “Letter of Denial” and/or the reports of the Board’s engineer/planner (if such reports are issued in connection with your application).**

5. The Applicant shall also seek such other variances, waivers or exceptions which may become evident during the hearing process and/or required by the Board.

The applicant by order of the Land Use Board of the Borough of River Edge, New Jersey, sends this notice. This notice is sent to you as an owner of property within 200 feet of the subject premises. At the virtual public hearing, you may appear, or you may be represented by an attorney, and present any testimony, which you may have concerning the application. When the case is called, you may participate by pressing the raise hand button on Zoom or by dialing *9 on your phone to raise your hand in the virtual meeting. The meeting host will either call your name or the last 4 digits of your phone number when it is your turn to participate. To participate, you may unmute yourself on Zoom or by pressing *6 on the telephone keypad. All documents relating to this application can be inspected in the Municipal Land Use Office at Borough Hall, 705 Kinderkamack Road, River Edge, New Jersey between 9 A.M. and 2 P.M., Monday through Friday.

Respectfully, _____ Applicant’s Signature Dated _____

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

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

RIVER EDGE MUNICIPAL LAND USE BOARD

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Applicant
of _____,
Address Block Lot

For an appeal, interpretation or variance from the requirements of the River Edge Zoning Ordinance to:

Applicant seeks approval for any other variances that may be required concerning this application.

At the virtual public hearing, any interested party may appear, or may be represented by an attorney, and present any testimony, which you may have concerning the application. When the case is called, you may participate by pressing the "raise hand" button on Zoom or by dialing *9 on your phone to "raise your hand" in the virtual meeting. The meeting host will either call your name or the last 4 digits of your phone number when it is your turn to participate. To participate, you may unmute yourself on Zoom or by pressing *6 on the telephone keypad. All documents relating to this application can be inspected in the Municipal Land Use Office at Borough Hall, 705 Kinderkamack Road, River Edge, New Jersey between 9:00 A.M. and 2:00 P.M., Monday through Friday, and can be obtained on the Borough web site at www.riveredgenj.org.

Applicant

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

Affidavit of Service Form

State of New Jersey/County of Bergen

On this _____ day of _____ before me personally came
_____ to me known who being duly sworn, did depose and say that he resides at
_____ that he has served notice in form as required by the

River Edge Land Use Board of Adjustment of public hearing on appeal, interpretation or variance to be held by the River Edge Land Use Board on _____ at 7:30 p.m. in the Municipal Building, 2nd floor, River Edge, New Jersey and that said notices were served not Less than ten (10) days prior to said date of hearing and that the following persons, comprising of all the owners of property within two hundred (200) feet of the extreme limits (in every direction) of the property located at _____ to be affected by said appeal, interpretation, or variance, have been notified as required by state law and the rules of the River Edge Land Use Board of Adjustment.

Applicant or Agent

Sworn to and Subscribed to before

Me this _____ day of _____, 200

THIS AFFIDAVIT MUST BE NOTARIZED AND RETURNED TO THE LAND USE BOARD OF ADJUSTMENT.

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.