

**Borough of Essex Fells**

**ZONING BOARD OF ADJUSTMENT**

CHECKLIST FOR APPLICANTS

The Borough can process your application only after it is complete. Please submit all application documents at the same time. A partial submission of documents will not be sufficient to allow your hearing to be scheduled. You must submit one copy of all documents to the Borough Attorney for determination of completion and submit the remaining copies after any necessary changes or additions. After the determination of completion of the application by the attorney, your hearing will be scheduled for the next available date.

To be submitted to the **BOARD ATTORNEY** (sent directly to the Attorney):

\_\_\_\_\_ One copy of complete application and all supporting documents listed below

To be submitted to the **BOROUGH CLERK**, at Borough Hall:

\_\_\_\_\_ (15) copies of General Land Use Application form

\_\_\_\_\_ (15) copies of plot plan (survey), including the following:

- \_\_\_ tax map block and lot numbers
- \_\_\_ dimensions of lot, including front yard setback measurements
- \_\_\_ dimensions and locations of present and proposed structures
- \_\_\_ area of lot in square feet as measured to the Right-of-way line and to the street centerline

\_\_\_\_\_ (15) copies of Variance Application Worksheets:

- \_\_\_ Zoning Requirements
- \_\_\_ FAR Calculation
- \_\_\_ Basement/cellar Determination
- \_\_\_ Half story Determination

\_\_\_\_\_ (15) copies of building plans. Include:

- \_\_\_ all four elevations, dimensioned, showing both existing and proposed space
- \_\_\_ floor plans for each floor, dimensioned, showing existing and proposed space

\_\_\_\_\_ (15) copies of all existing or proposed deed restrictions, covenants, and/or easements

\_\_\_\_\_ (15) copies of list of property owners within 200 feet of the applicant's property. (YOU MUST REQUEST THIS INFORMATION IN WRITING FROM THE BOROUGH CLERK.) Include with the list a map showing the location of these properties and all structures on them. (Please note that there is a \$10.00 charge for this service)

\_\_\_\_\_ (1) copy of the notice to appear in the official newspaper to be sent to all property owners within 200 feet in all directions of the subject (applicant's) property. (SEE SAMPLE) Complete all sections of the notice except the hearing date, which will be provided to you later by the Board Attorney. Remember to complete the entire notice, however, before advertising the hearing or notifying adjacent property owners.

\_\_\_\_\_ (1) Affidavit of Mailing and Service

\_\_\_\_\_ (1) Affidavit for Proof of Publication (to be obtained from publication)

\_\_\_\_\_ (1) copy of Affidavit of Applicant stating that all information shown on the plot plan and/or the building plans is correct (ONLY REQUIRED IF PLANS WERE PREPARED BY SOMEONE OTHER THAN A LICENSED SURVEYOR OR ARCHITECT)

\_\_\_\_\_ (1) Certification from the Borough Financial Officer (Tax Collector) that all taxes due on the subject property have been paid. (YOU MUST OBTAIN THIS DOCUMENTATION FROM THE TAX COLLECTOR.)

\_\_\_\_\_ Applicable fee (\$100.00) as determined by the Borough Clerk

\_\_\_\_\_ A separate payment of \$2,000.00, representing an initial escrow deposit to cover professional review of your application by the Board Attorney and consultation and advice to the Board. You may be required to provide additional funds depending on the complexity of your application. (See Chapter 16.16.080 of the Municipal Code for further details on this requirement.)

**SEE THE BOROUGH'S LAND DEVELOPMENT ORDINANCE FOR MORE SPECIFIC REQUIREMENTS AND STANDARDS AS THEY RELATE TO PLAN DETAILS, DESIGN, STANDARDS, CONSTRUCTION REQUIREMENTS, AND GENERAL IMPROVEMENTS.**

**THIS LIST IS NOT ALL-INCLUSIVE**, nor does it reflect all the requirements of the Land Development Ordinance. The Board reserves the right to request whatever information it deems necessary to review adequately and decide on your application.