

**INSTRUCTIONS TO APPLICANT FOR A FENCE APPLICATION
TOWNSHIP OF WYCKOFF – PLANNING BOARD**

**IMPORTANT! PLEASE DO NOT COMPLETE THIS APPLICATION UNLESS YOU HAVE BEEN INFORMED BY
THE BUILDING DEPARTMENT STAFF OR THE PLANNING BOARD SECRETARY THAT A VARIANCE IS
REQUIRED FOR YOUR FENCE**

1. This instruction sheet serves to outline the basic application procedure when applying for a fence permit in a residential zone. If you are applying for a variance to perform a modification of the property it is because the Wyckoff Code does not permit this change. Therefore, a variance application must be submitted with your site plan application. Each application is judged on its own individual merits. The Board staff cannot predict the probability of success. An applicant should be cognizant of this before an applicant chooses to expend the time and resources to make an application.
2. The applicant will find attached to the Instruction Sheet the following items:
 - a. Minor site plan application and variance application
 - b. Schedule of Dimensional Requirements for completing the variance application
 - c. Request for list of property owners within 200'.
PLEASE NOTE: there is a \$10 fee for this list. The list can take up to 7 days to process.
 - d. Suggested notice to homeowners within 200' feet and legal advertisement
3. Your application must be filed; all fees and escrow monies received, in the Planning/Zoning Board office, Room 110 during the hours of Monday through Friday from 9:00 a.m. to 4:00 p.m. along with the completed application.
4. The applicant is required to submit **2 copies of each of the following:**
(Once your application is deemed complete you will be required to submit an additional 14 copies)
 - a. Application
 - b. Survey where the proposed fence will be located
 - c. A description or picture of the type of fence to be erected;
 - d. Photographs of the area where the fence will be located;
 - e. A statement from the property owner granting permission for the Board to enter the subject premises for purposes of inspection in relation to the application.
5. Please note: In residential zones, fences installed in the front yard shall be landscaped along that portion facing a street with hedge or shrubs of a height equal to at least half the height of the fence and set on three-foot centers or closer according to Wyckoff Code 168-20F(4).
6. The Township Engineer will review the application for completeness and will draft an engineering report. Additional information may be required during this review process.
7. A public hearing will be required for this application. A legal advertisement similar to the suggested notice attached will need to be published in the Ridgewood News or the Record at least ten (10) days prior to the date of the public hearing. All property owners within 200 feet must also be notified ten (10) days prior to the meeting. If the Wyckoff list requested indicates that any property is located in a surrounding community(s), you are to also obtain a list of the property owners within 200 feet of the property in that community since all property owners must be notified.
8. Serve the property owners at least ten (10) days prior to the Planning Board regular meeting in the following manner:
 - a. By certified mail
 - b. If it is a non-resident, by mailing a copy by certified mail to the last known address
 - c. If a partnership, by serving any partner; if a corporation, by serving any officer
 - d. **Utilities:** Please note that you will be given a list of utilities. All utilities **must** be notified for your application to be scheduled for the public hearing



TOWNSHIP OF WYCKOFF
MEMORIAL TOWN HALL
WYCKOFF, NEW JERSEY 07481-1907

TEL: 201-891-7000
FAX: 201-891-9359

FENCE APPLICATION FEES

As per Ordinance #1571 section 186-29: All applications for new fences, with the exception of direct replacement, must be approved by the Planning Board as an "amended site plan".

Application fee \$350

Escrow \$900

Property List \$10

The application fee covers the administrative cost for review of applications for completeness and review and preparation of documents to facilitate the Public hearing.

Escrow money is placed in an account held by the municipality when the application is submitted. The purpose of the escrow account is to pay the anticipated fees of the Board's planner, engineer and attorney for their services in reviewing applications and inspecting improvements.

Please make 3 separate checks payable to The Township of Wyckoff for Application, Escrow and Property List.

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY, NEW JERSEY**

APPLICATION FOR SITE PLAN APPROVAL

Date filed _____ Fee _____ Block _____ Lot(s) _____

A. APPLICATION IS HEREBY MADE FOR:

_____ Minor site plan
_____ Preliminary/final major site plan
_____ Waiver, modification or amendment of an existing site plan
_____ Fence variance

B. OWNER: _____ Tele # _____

Address: _____

Applicant's Name (if other than owner): _____ Tele# _____

Address: _____

Name and address of person presenting application:
Name: _____ Profession _____

Address: _____ Tele # _____

Name of development: _____

C. PROPERTY DESCRIPTION

Location: _____ Zone: _____

Lot size: _____ Tax Map #: _____ Block _____ Lot(s) _____

Size of building in square feet: _____ Stories: _____

D. YARD DIMENSIONS – PROPOSED DEVELOPMENT APPLICATION

Zone: _____ Minimum lot requirements: Area (sq. ft.): _____

Frontage: _____ Depth: _____

Proposed yard dimensions: Principal building Front _____ Rear _____

Side: One _____ Both _____

Accessory buildings: Rear _____ Side _____

Maximum building height: Stories _____ Feet _____

Minimum habitable floor area per dwelling unit _____

Maximum lot coverage _____

Principal building %: _____ Principal & accessory building %: _____

E. IF APPLICATION IS FOR WAIVER, MODIFICATION OR AMENDMENT OF AN EXISTING SITE PLAN, EXPLAIN REQUEST: _____

F. PROPOSED LAND USE: _____

G. DESCRIPTION OF PROPOSED OPERATIONS, INCLUDING DAYS AND HOURS OF OPERATION: _____

H. IF PROPOSAL IS FOR RESIDENTIAL CONSTRUCTION, STATE NUMBER OF DWELLING UNITS AND TYPE OF OWNERSHIP: _____

I. ESTIMATED COST OF CONSTRUCTION: _____

J. ARE ANY DEED RESTRICITONS APPLICABLE TO THE PROPOSED USE KNOWN OR CONTEMPLATED?

Yes _____ No _____ If yes, attach copy.

K. IS DEDICATION OF LAND FOR ROAD OR OTHER REASON REQUIRED? Yes _____ No _____

If yes, complete the following:

Name of roads: _____

Number of feet: _____ Remarks: _____

L. PREVIOUS ACTION BY PLANNING BOARD: Date _____ Details: _____

Amendment requested: _____

M. DOES THIS DEVELOPMENT PLAN INCLUDE OR REQUIRE A SIMULTANEOUS APPLICATION FOR ANOTHER TOWNSHIP APPROVAL? Yes _____ No _____

If yes, state type of additional approval being sought: _____

N. LIST OF MAPS AND OTHER MATERIAL ACCOMPANYING THE APPLICATION AND THE NUMBER OF EACH ITEM:

ITEM

NUMBER

1. _____

2. _____

3. _____

4. _____

5. _____

O. DOES THE FINAL PLAT FOLLOW EXACTLY THE PRELIMINARY PLAT IN REGARD TO DETAILS AND AREA COVERED? Yes _____ No _____

If no, indicate changes: _____

P. SIGNATURE OF APPLICANT: _____

SIGNATURE OF OWNERS: _____

DATE OF APPLICATION: _____

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY, NEW JERSEY**

APPLICATION IS HEREBY MADE FOR:

- () Appeal from Building Officer based on or made in the enforcement of the Zoning Ordinance. N.J.S.A. 40:55D-70a
() Zoning map interpretation N.J.S.A. 40:55D-70b
() Hardship variance N.J.S.A. 40:55-70c-1
() Flexible variance N.J.S.A. 40:55-70c-2
() Variance for use or principal structure N.J.S.A. 40:55D-70d-1
() Expansion of a nonconforming use N.J.S.A. 40:55D-70d-2
() Deviation from standard of conditional use N.J.S.A. 40:55-70d-3

PROPERTY HISTORY:

A. Owner: _____
Address: _____
Telephone: _____
Applicant name (if other than owner): _____
Address: _____
Telephone: _____

B. Property Description:

Location: _____
Zoning district: _____ Block: _____ Lot: _____
Existing use of building or premises: _____

C. Type of variance requested: _____

D. The variance requested is for the purpose of: _____

E. Does the attached survey reflect the property as it presently exists? Yes _____ No _____
If no, explain _____

F. Is the property sewer or septic? _____ Locate on survey.

G. Is this request connected with the simultaneous approval of another application before a Township board?
Yes _____ No _____
If yes, explain _____

H. Have there been any previous applications before a Township board involving the premises: Yes ____ No ____
If yes, state the date and disposition: _____

I. If this application is for an appeal of a decision of the Building Officer or a zoning map interpretation, explain the appeal or question: _____

ALL APPLICANTS COMPLETE SECTION J

J. ZONING DISTRICT – _____

DIMENSIONS

	Zoning Requirement	Present Layout	Proposed Layout	**See Note
1. LOT SIZE (sq. ft.)	_____ min.	_____	_____	()
Frontage	_____ min.	_____	_____	()
Depth	_____ min.	_____	_____	()
2. SETBACKS (Corner Lot)				
Principal Building				
Front Yard (#1) (ft.)	_____ min.	_____	_____	()
Front Yard (#2) (ft.)	_____ min.	_____	_____	()
Rear Yard (ft.)	_____ min.	_____	_____	()
Side Yard (ft.)	_____ min.	_____	_____	()
2. SETBACKS (Interior Lot)				
Principal Building				
Front Yard (#1) (ft.)	_____ min.	_____	_____	()
Rear Yard (#2) (ft.)	_____ min.	_____	_____	()
Side Yard (ft.)	_____ min.	_____	_____	()
* Accessory Structure(s) (deck, garage, shed, pool, etc.)		(Attach a separate sheet if necessary).		
Rear Yard (ft.)	_____ min.	_____	_____	()
Side Yard (ft.)	_____ min.	_____	_____	()

***ALL ACCESSORY STRUCTURE SETBACKS SHOULD BE INDICATED ON SURVEY**

3. BUILDING AREAS (footprint)				
Principal Building (sq. ft.)		_____	_____	
Accessory Structures (sq. ft.)	LIST			
_____		_____	_____	
_____		_____	_____	
_____		_____	_____	
4. LOT COVERAGE				
A. Principal Building (%)	_____ max.	_____	_____	()
B. Total Access. Structures (%)	_____ max.	_____	_____	()
C. Total (%) (A & B)	_____ max.	_____	_____	()
5. DWELLING AREA (Total sq. ft.)	_____ min.	_____	_____	()
First Floor		_____	_____	
6. BUILDING HEIGHT (ft.)				
Number of stories	_____ max.	_____	_____	()

7. IMPERVIOUS COVERAGE

Calculation:

For lots over 25,000 sq. ft., the maximum allowable impervious coverage shall be 28.5% of the lot area. For lots between 10,000 and 25,000 sq. ft., the maximum allowable impervious coverage shall be equal to 45 divided by the square root of the lot area. Lots less than 10,000 sq. ft., the maximum allowable impervious coverage shall be 45% of the lot area.

▪ Structures/Buildings	Sq. ft.	_____	<u>Space reserved for calculation</u>
▪ Driveways (paved or gravel)	Sq. ft.	_____	
▪ Patios and/or paved areas	Sq. ft.	_____	
▪ Walkways and brick pavers	Sq. ft.	_____	
▪ Tennis Court	Sq. ft.	_____	
▪ Swimming Pool Water Surface	Sq. ft.	_____	
▪ Decks w/o free drainage	Sq. ft.	_____	
TOTAL IMPERVIOUS COVERAGE:	Sq. ft.	_____	Calculated % = _____ ()

****NOTE: MARK (X) WHERE NOT IN CONFORMANCE WITH ZONING**

K. OTHER REQUIREMENTS

1. PARKING: Spaces required _____ provided _____
Actual area to be utilized (each floor): _____

Comments: _____

Buffer required _____

Buffer provided _____

Comments: _____

2. SIGN: (Also fill out separate Application for Sign Construction Permit)

Dimensions: _____

Height: _____

Location: _____

Lighting: _____

Setbacks: _____

3. FENCE:

Height: _____

Style: _____

Location: _____

IF APPLICATION IS FOR A HARDSHIP OR FLEXIBLE VARIANCE, COMPLETE SECTION L

- L. 1. How will the benefits of the proposed application outweigh any detriments? _____

2. What are the exceptional circumstances or conditions applicable to the property involved or to the intended use of development of the property that do not apply generally to other properties in the same zone or neighborhood?

3. Explain what efforts have been made by the applicant to acquire adjoining lands so as to reduce the extent of the variances or eliminate such?

- 4 State how the proposed variance:

a. Will not cause substantial detriment to the public good _____

b. Will not substantially impair the intent and purpose of the zoning plan and ordinance _____

IF APPLICATION IS FOR A USE VARIANCE, COMPLETE SECTION M.

M. 1. Explain how the proposed use can be granted without substantial detriment to the public good or how the proposed use would tend to minimize the discordant effect of the use, be less harmful to adjacent properties or tend to bring the use into closer conformity with the zoning ordinance.

2. Explain how the proposed use can be granted without substantially impairing the intent and purpose of the zoning plan and the zoning ordinance. _____

3. List any "special reasons" related to the request. _____

4. List any "hardship" related to the nature of the land and/or the neighborhood which presents reasonable utilization of the property for any permitted use. _____

N. Itemize material accompanying application:

Item

Number submitted

1. _____
2. _____
3. _____
4. _____
5. _____

Signature of Applicant: _____

Signature of Owner(s): _____

Date of Application: _____

FENCES IN A RESIDENTIAL ZONE

§ 168-20

Site plan design standards.

In reviewing site plans, the Board and all advisory boards and professional advisers shall be guided by the standards set forth in this section.

F.

Landscaping.

(1)

The site plan shall include a landscaping plan indicating the type of landscaping to be installed and the type, size and species of trees and shrubs to be planted.

(2)

Portions of all front, rear and side yards which are not used for required driveways, sidewalks, off-street parking or loading, accessory buildings or playground areas shall be planted with trees, shrubs, plants and grass lawns or ground cover in order to ensure the attractiveness of the premises and the protection of the soil thereon. Existing trees of six-inch caliper or over shall not be removed unless they are so located as to interfere unduly with construction.

(3)

Where nonresidential uses or areas abut a residential building or development, there shall be provided, where feasible, on the nonresidential lot or area adjacent to the side and rear lot line of a residential lot or area, a planting strip not less than six feet wide, consisting of suitable shrubbery or hedges maintained at a height of 10 feet and a density to shield effectively the year-round undesirable visual exposure so as to provide a natural protective screen from incompatible uses and surroundings.

(4)

In residential zones, fences installed in the front yard shall be landscaped along that portion facing a street with hedge or shrubs of a height equal to at least 1/2 the height of the fence and set on three-foot centers or closer.

[Added 11-20-2000 by Ord. No. 1372]

REQUEST FOR LIST OF PROPERTY OWNERS WITHIN 200'

Requested By: _____

For: Block _____ Lot _____ Address: _____

Date Requested: _____

Choose one of the following options:

Please mail completed list to: _____

I will pick up list: Please call: _____

Fee of \$10.00 must be paid at the time of request. Paid: _____

THE MUNICIPALITY HAS 7 DAYS TO PROCESS YOUR REQUEST

PROPERTY OWNER PERMISSION FORM

Date

The property owner grants permission for the Board and any of its experts to enter the subject premises for purposes of inspection in relation to a development application that is presently before the Wyckoff Planning Board.

Address/Premises

Print name

Signature

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY**

**NOTICE TO BE SERVED ON PROPERTY OWNERS WITHIN 200'
AND LEGAL NOTICE**

PLEASE TAKE NOTICE:

An application has been made by _____ on behalf of
_____ for hardship () or flexible () variance, expansion of a
nonconforming use (), deviation from standard of conditional use () or other _____
so as to permit

and, all other existing nonconformities and variances that may be required on the premises
located at BLOCK ____ LOT ____ ADDRESS _____

A hearing has been ordered for _____, 2020, with a Work Session at 7:30 pm
and a Public Meeting at 8:00 pm. This meeting will be held in the second floor Court Room in
Wyckoff Memorial Town Hall.

Members of the public may also watch the live stream of the meeting on the Township of Wyckoff's
YouTube channel and may call 201-891-7000, ext.#222 should they wish to provide public
comment during the open public comment period. To view the live-streamed meeting, please
access the YouTube link which will be posted on the Wyckoff website's home page www.wyckoff-nj.com
as a "News" item immediately prior to the start of the meeting at approximately 7:25 pm
the night of the meeting.

The application, plans, and submissions in regard to this application are available for public
inspection online at the Township's website www.wyckoff-nj.com
Click on: Government > Boards > Zoning Board of Adjustment > Applications Pending
Consideration by the Zoning Board or copy and paste the URL below in your web browser.
<https://www.wyckoff-nj.com/zoning-board-adjustment/pages/applications-pending-consideration-zoning-board-adjustment>

**TOWNSHIP OF WYCKOFF
PLANNING BOARD**

AFFIDAVIT OF PROOF OF SERVICE

STATE OF NEW JERSEY)

) SS (Sworn & Subscribed):

COUNTY OF BERGEN)

_____, of full age, being duly sworn, according to law,
deposes and says that he/she is the applicant (or agent of the applicant) in a
proceeding before the Planning Board, Township of Wyckoff, scheduled for
_____.

On _____, I certified mailed and/or hand delivered in person written
notices of said application to all property owners within 200 feet of the premises,
including utilities, located at _____, Block _____,
Lot _____.

A copy of the Notice, list of property owners and utilities received from the Township of
Wyckoff and receipts for certified mail are attached hereto and made a part hereof.

Applicant/Agent

Sworn and subscribed to

before me this _____ day

of _____, 20____
