



BOROUGH OF NORTH CALDWELL
ZONING BOARD OF ADJUSTMENT
Application Checklist

Please submit two (2) hard copies and an electronic copy of the application and of each of the following documents. Once the Application has been found to be complete and scheduled for a hearing, eleven (11) additional copies will be required as well as an electronic version of the full, final (including any revisions) submission.

1. Complete set of sealed plans with exterior elevations and dimensions of the proposed structure or addition.
2. Plot plan with dimensions and setbacks showing the existing structure.
3. A current (no more than 5 years old) signed, raised seal survey depicting the current conditions to include patios, decks, walkways, sheds, pools, tennis courts and any gravel areas.
4. Completed Lot Coverage Calculation form (if applicable).
5. Letter of Denial from the Zoning/Building-Construction Official.
6. List of property owners within 200 feet of applicant's property along with a map showing the property in question and lots within a 200 foot area.
NOTE: Do not notice for the public hearing until the application has been deemed complete and a meeting date has been provided to you by the Board Secretary.
7. Certification of paid taxes.
8. Certification of Applicant (property owner/s).
9. Copies of letters/emails to Fire Chief and Police Chief requesting any safety concerns. When sending the letter/email to the Police Chief and Fire Chief, please enclose a copy of the plans for their review.
10. Other information or documentation which the applicant feels will useful to the Board (i.e. landscaping plan, photographs, etc.).
11. Fees:
 - a. Application Fee: An application fee of \$250 shall be paid to the Board of Adjustment for all applications other than an application for a variance pursuant to:
N.J.S.A. 40:55D-70c – C Variance = \$500.00
N.J.S.A. 40:55D-70d - D Variance = \$750.00
 - b. Initial Escrow Deposit:
 - 1) Single family residential C variance - \$750.00 for the first variance and \$250 for each additional variance.
 - 2) Single family residential D variance - \$1,000.00.
 - 3) Minor Site Plan/Subdivision application - \$1,200.00.
 - 4) Preliminary Major Subdivision application - \$2,500.00 plus \$250.00 per lot with a minimum of \$5,000.00 to be posted.
 - 5) Final Major Subdivision application – One half of the preliminary subdivision application escrow deposit.
 - 6) Preliminary Major Site Plan application - \$2,500.00 plus \$0.10 per square foot of new non-residential floor area plus \$50.00 per

- residential unit with a minimum of \$5,000.00 to be posted.
- 7) Final Major Site Plan application – One half of the preliminary site plan application escrow deposit.
 - 8) Applications for Appeals, Interpretations, Special Questions or relief under N.J.S.A 40:55D-34 or 35 - \$750.00.
 - 9) Any application requiring review of a Major Stormwater Development design - \$1,500.00 additional.
12. Acknowledgement of Caldwell Sewer Utility Scarce Resource Order.
 13. Electronic copy of **all** documents on thumb drive or via email.

All application fees and escrow fees shall be received by the Borough prior to an application being deemed complete. The Borough shall not proceed with technical review of an application by Borough staff or Borough professionals until all fees and initial escrow deposits have been received.

The applicant shall be solely responsible to replenish the escrow balance if deemed necessary by the Borough. Final approvals (including but not limited to building permits) shall be withheld by the Borough until the Borough confirms that any escrow shortfall has been corrected by the Applicant.

BOROUGH OF NORTH CALDWELL
ZONING BOARD OF ADJUSTMENT

APPLICATION FOR RELIEF UNDER N.J.S.A.40:55D-70 OF CHAPTER 291, THE MUNICIPAL LAND USE LAW, LAWS OF N.J. 1975, AS AMENDED.

DATE FILED _____ RECEIVED BY _____ FEE PAID \$ _____

DATE(S) REVISED/UPDATED _____ ESCROW AMT \$ _____

PLEASE PRINT OR TYPE

1. APPLICANT INFORMATION:

Name _____ Home Telephone _____

Address _____ Business Telephone _____

Municipality _____ State and Zip _____

Email address: _____

Relationship of applicant to property owner (i.e., owner, tenant, agent, purchaser under contract)

Name and telephone number of attorney for applicant

2. PROPERTY OWNER INFORMATION (if different from applicant):

Name _____ Home Telephone _____

Address _____ Business Telephone _____

Municipality _____ State and Zip _____

Date of acquisition of property _____

3. LOCATION OF PROPERTY FOR WHICH RELIEF IS SOUGHT:

Street Address _____

Current Tax Map Reference: _____ Block _____ Lot _____

Nearest Cross-Street _____

4. PROPERTY DIMENSIONS:

Total square feet of property _____ square feet
 Width of Front Yard (at street) _____ feet
 Width of Rear Yard _____ feet
 Length of Right Side Yard (facing home from street) _____ feet
 (This also applies to corner lot.)
 Length Left Side Yard (facing home from street) _____ feet
 (This also applies to corner lot.)

5. EXISTING STRUCTURE:
- | | Front | Rear | L.Side | R.Side |
|--|--|-------|-------------|-------------|
| A. Size (in feet) | _____ | _____ | _____ | _____ |
| | width | width | depth | depth |
| B. Setback (in feet) | _____ | _____ | _____ | _____ |
| | front | rear | L side yard | R side yard |
| C. Type of Construction: | | | | |
| | Frame _____; Brick _____; Stone _____; Other _____ | | | |
| D. Percent of Existing Land Coverage **: _____ | | | | |

**** Please note : A Raised Seal Survey that is not more than five years old is required. All Impervious Surfaces must be shown, including, but not limited to, main structure, patios, pools, man-made ponds, tennis courts, driveways, walkways, sheds, compacted gravel , walls, hot tubs and areas covered by pavers.**

6. THIS PROPERTY IS LOCATED IN THE FOLLOWING ZONING DISTRICT (CHECK):

RESIDENTIAL R1 _____
 RESIDENTIAL R2 _____
 R1 – CLUSTER _____
 R2 – CLUSTER _____
 R3 – CLUSTER _____
 R4 – CLUSTER _____
 OTHER – _____

7. Are there any deed restrictions affecting the property? No ____ Yes ____

If yes, please explain and attach a copy of the deed:

8. Is there an existing non-conforming use/size? No ____ Yes ____

If so, please explain:

9. REQUEST FOR VARIANCE/APPEAL FROM DENIAL OF BUILDING PERMIT

A. Contrary to the requirements of Section (s) _____ of the North Caldwell Borough Code, Request is hereby made for permission to erect, alter, convert, use a

B. Building permit application submitted to the Building Inspector on _____
(date)

C. Building permit denied on _____
(date)

D. **Please note: letter of denial MUST be attached.**

10. PROPOSED STRUCTURE
(after permission granted):
- | | Front | Rear | L Side | R Side |
|--|-------------|-------------|-------------|-------------|
| A. Size (in feet) | _____ | _____ | _____ | _____ |
| | width | width | depth | depth |
| B. Setback (in feet) | _____ | _____ | _____ | _____ |
| | front | rear | L side yard | R side yard |
| C. Type of Construction: | Frame _____ | Brick _____ | Stone _____ | Other _____ |
| D. Percent of Proposed Land Coverage*: | _____ | | | |

*** Please Note Impervious Lot Coverage Statement on page 2**

11. EXPERT WITNESSES WHO WILL APPEAR ON BEHALF OF THIS APPLICATION:

Name _____ Address _____

Profession _____ License No. (if applicable) _____

Name _____ Address _____

Profession _____ License No. (if applicable) _____

Name _____ Address _____

Profession _____ License No. (if applicable) _____

12. PLEASE CHECK THE REASONS UNDER WHICH RELIEF IS SOUGHT AND PROVIDE THE INFORMATION INDICATED

- A. *If the applicant believes that there is an error in any order, requirement, decision or refusal made by an administrative officer based on or made in the enforcement of the zoning ordinance:*

(i) Please submit a copy of the order, requirement, decision or refusal made and the administrative officer making same.

(ii) Set forth the nature of the error:

(iii) At the public hearing, you will be required to present evidence through testimony of witnesses and documents to establish the error alleged.

B. *If the applicant seeks an interpretation of the zoning map or ordinance or a decision upon other special questions:*

Please submit the section of the zoning ordinance, specific location on the zoning map, or special question(s) for which interpretation is requested.

C 1. *If the applicant seeks a variance from the zoning ordinance due to peculiar and practical difficulties, or exceptional and undue hardship which would result from the strict application of the zoning ordinance:*

Fully describe and provide a diagram or photographs of the exceptional features, topographical conditions or extraordinary and exceptional situation affecting the property. Attach additional sheets if necessary.

At the public hearing, you will be required to present proof (sworn testimony of owner, experts, etc. and documentary evidence, if any) establishing the peculiar and exceptional difficulties or the exceptional and undue hardship from which the application of the zoning ordinance results. The difficulties or hardship must relate to the physical characteristics of the land and not be personal to the applicant.

C 2. *If the applicant seeks a variance from the zoning ordinance because a deviation from the Zoning and Land Use Ordinance of North Caldwell for a specific piece of property would advance the purposes of the Municipal Land Use Law (Chapter 291, Laws of New Jersey, 1975) and the benefits of the deviation would substantially outweigh any detriment.*

Please set forth below the nature of the variance(s) requested.

At the public hearing, you must show how a grant of the variance(s) requested would advance the purposes of the Zoning and Land Use Ordinance, and how the benefits of a deviation from the ordinance would substantially outweigh any detriment to the ordinance.

D. *If the applicant seeks a variance from the zoning ordinance to permit:*

- (1) a use or principal structure in a district restricted against such use or principal structure,*
- (2) an expansion of a non-conforming use,*
- (3) deviation from a specification or standard pertaining solely to a conditional use,*
- (4) an increase in the permitted floor area ratio,*
- (5) an increase in the permitted density, or*
- (6) increase in the maximum height permitted in the district for a principal structure.*

Please set forth below the nature of the variance(s) requested.

At the public hearing, you must show that this is a particular case, and that special reasons exist for the grant of a variance.

13. Please state why a variance or other relief can be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the Zoning and Land Use Ordinance.

14. OTHER INFORMATION:

A. Have there been any previous applications or appeals involving this property? No ____ Yes ____

If so, when? _____

Include details of each application or appeal and its disposition:

B. Has the planning board granted any approvals (other than the original site development) involving this property? No ____ Yes ____

If so, when? _____

Include details of the approvals:

C. Is there any other addition or construction requiring a building permit being done or considered at this time? No ____ Yes ____

If yes, please provide details and a complete set of plans for such other additions or constructions.

[illegible]

**BOROUGH OF NORTH CALDWELL
ZONING BOARD OF ADJUSTMENT**

CERTIFICATION OF APPLICANT

STATE OF NEW JERSEY:

SS:

COUNTY OF ESSEX:

_____. of full age, being duly sworn according to law, on
oath deposes and says that all of the above statements and the statements contained in the
papers submitted herewith are true.

(Applicant to Sign Here)

Sworn to and subscribed before me this

day of _____, 20__

(Notary Public)

BOROUGH OF NORTH CALDWELL
ZONING BOARD OF ADJUSTMENT

IMPERVIOUS SURFACE CALCULATION SHEET

This calculation sheet is a necessary attachment for all zoning and building permit applications in the Borough of North Caldwell. The Borough of North Caldwell Zoning Ordinance limits the amount of impervious surface coverage to 30%. In order to assure compliance with this regulation, an **accurate calculation** of the amount of impervious surface coverage is required. Impervious surface is “any constructed hard surface that prevents or retards the flow of water into the soil”. Examples of impervious surfaces include rooftops, sidewalks, parking lots, pools, patio, and roads or driveways made of asphalt, concrete or gravel. **Please complete the following information:**

Address: _____ **Block:** _____ **Lot:** _____

Total Lot Area: _____

Use the following Table to Calculate Total Impervious Surface Area:
(Complete all that apply)

	EXISTING	PROPOSED	TOTAL
House/Primary Structure			
Deck(s)			
Accessory Structure 1			
Accessory Structure 2			
Sidewalk(s)			
Patio(s)			
Driveway and Parking Areas			
Pool and Decking			
Proposed Additions			
Other			
TOTAL IMPERVIOUS SURFACE %			

Attach additional sheet as necessary

I certify that the above information is true and accurate to the best of my knowledge and that I have included all existing or proposed impervious surfaces. I understand that supplying erroneous information may result in the need to remove impervious surfaces if it is discovered that the maximum coverage has been exceeded.

Signature of Applicant

Date

BOROUGH OF NORTH CALDWELL
ZONING BOARD OF ADJUSTMENT

Notice to be Served on Owners Within 200 Feet
~ SAMPLE ~

TO: _____
(owner of premises)

PLEASE TAKE NOTICE:

The undersigned has filed an appeal or application for development with the Board of Adjustment of the Borough of North Caldwell for a _____ variance from the requirements of the Zoning Ordinance so as to permit *(state Borough ordinance and nature of relief requested here, ie. Side yard setback, Impervious coverage, etc.):*

on the premises at _____ and designated as Block ____ Lot ____ on the Borough Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

A public hearing has been set down for _____, 20__ , at 7:30PM, in the Municipal Building, North Caldwell, New Jersey, and when the case is called you may appear either in person or by agent or attorney, and present any comments or objections which you may have with respect to the granting of the relief sought in the petition.

(NOTE TO APPLICANT: NOTICE MUST INCLUDE VIRTUAL PARTICIPATION INSTRUCTIONS provide by the Zoning Board Secretary.)

The following described documents are on file in the office of the Municipal Clerk and are available for inspection Monday through Friday, between the hours of 8:30AM and 4:30PM: *(insert description of documents)*

This notice is sent to you by the Applicant, by order of the Board of Adjustment.

(Name of Applicant)

BOROUGH OF NORTH CALDWELL
ZONING BOARD OF ADJUSTMENT

Notice to be Published in Official Newspaper
~ SAMPLE ~

PLEASE TAKE NOTICE that on the __ day of _____, 20__, at 7:30PM, a hearing will be held before the North Caldwell Zoning Board of Adjustment at the Municipal Building, 141 Gould Avenue, North Caldwell, New Jersey, on the appeal or application of the undersigned for a variance or other relief so as to permit *(state Borough Ordinance and nature of relief requested here, ie. Side yard setback, Impervious coverage, etc.):*

on the premises located at _____
and designated as Block _____, Lot _____ on the North Caldwell Borough Tax Map.

*(NOTE TO APPLICANT: NOTICE MUST INCLUDE VIRTUAL PARTICIPATION
INSTRUCTIONS provide by the Zoning Board Secretary.)*

The following described documents are on file in the office of the Municipal Clerk and are available for inspection Monday through Friday between the hours of 8:30am and 4:30pm. *(insert description of documents)*

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Zoning Board of Adjustment.

(Name of Applicant)
