



Borough of Park Ridge

53 Park Avenue
Park Ridge, NJ 07656
(201) 391-5673

Land Use Office

INSTRUCTIONS

In order to expedite the processing of your application, the applicant should be careful to **fully comply** with the below instructions. The following items must be submitted prior to placement on a specific agenda date: **(*Additional copies of applications and plans may be required)**

1. An applicant may represent themselves however corporate/commercial applications must be represented by an attorney.
2. **One (1)** original set and **fourteen (14)** copies of application.*
3. **One (1)** original signed and sealed set of any plans (diagrams, architectural renderings, site plans) and **fourteen (14)** copies.*
4. **One (1)** original sealed updated survey and **fourteen (14)** copies.*
5. **Fifteen (15)** copies of the Zoning Officers denial form.*
6. **Payment in full** of all application fees \$_____ and escrow fees \$_____. Payments must be received in separate checks.
7. **Certificate from the Tax Collector** stating all taxes are paid up to date.
8. Notarized **Certification of applicant** form.
9. Notarized **Owners Affidavit** form.
10. You will receive an e-mail within 45 days of receipt of application indicating if your application is complete or incomplete.
11. Once complete, you will be scheduled for the next available meeting date. The Park Ridge Planning Board meets the 2nd Wednesday of every month and the Zoning Board of Adjustment meets on the 3rd Tuesday of every month.
12. A **certified list of property owners** within 200 feet of a subject site in the Borough of Park Ridge and must be obtained from the Director of Finance.
13. **Notice of Public Hearing** must be served upon all property owners within 200 feet of the property, including those in neighboring municipalities **AND** must appear in **The Bergen Record** or **The Ridgewood News** at least 10 days prior to the hearing. If **Notice of Public Hearing** is served in person, applicant must obtain a signature and a date from each property owner. All public service utilities listed on the service list must also be notified.
14. An **Affidavit of Publication** obtained from the newspaper and a signed **Certification of Service** must be submitted **at least two days prior** to hearing.
15. Any revised documents submitted on behalf of a pending application shall be submitted at least ten (10) days prior to the scheduled hearing.



BOROUGH OF PARK RIDGE ZONING OFFICE

55 Park Avenue
Park Ridge, NJ. 07656
Tel: 201-573-1800 Ext. 506
Fax: 201-391-7130

Tonya Janeiro
Zoning Officer
Planning & Zoning Boards
Secretary
tjaneiro@parkridgeboro.com

Please check off and return a copy of this checklist with your completed application. The following shall be submitted in complete collated sets. All plans must be folded, not rolled.

GENERAL REQUIREMENTS

- One (1) original and fourteen (14) fully executed application forms.*
- One (1) original signed and sealed copy of all plans and fourteen (14) copies.*
- One (1) original updated survey and fourteen (14) copies.*
- Fifteen (15) copies of the Zoning Officer denial form.*
- Payment in full of all application and escrow fees. Separate checks required.
- One (1) Certificate from the Tax Collector stating all taxes are paid up to date.
- One (1) Certification of applicant (must be notarized).
- One (1) Owners affidavit (must be notarized)

*Addition copies may be required

C VARIANCE

- Title block containing name of applicant and owner, preparer, lot and block numbers and date prepared.
- Space for signatures of Chairman and Board Secretary.
- Scale of map both written and graphic.
- North arrow.
- Zoning district in which parcel is located complete with all zone criteria.
- Location of existing buildings and structures, including fences and retaining walls.
- All existing and proposed impervious surfaces are to be shown.

Location of existing and proposed easements or rights-of-ways.

Landscape plan & lighting plan.

List of requested variances and waivers from any requirements, together with a statement of reasons why same should be granted (If applicable).

Proposed Stormwater Management Measures (If applicable).

D VARIANCE

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Space for signatures of Chairman and Board Secretary.

Scale of map.

North arrow.

Zoning district in which parcel is located complete with all zone criteria.

Location of existing buildings and structures, including fences and retaining walls.

All existing and proposed impervious surfaces are to be shown.

Location of existing easements and proposed or rights-of-ways.

Landscape plan & lighting plan.

List of requested variances and waivers from any requirements, together with a statement of reasons why same should be granted (If applicable).

Proposed Stormwater Management Measures (If applicable).

Existing & proposed contours to determine the natural drainage of the land.

A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties and the neighborhood. Including but not limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage.

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



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Land Use Office

Application of Appeal to the Zoning Board of Adjustment

For Office Use Only:

Date Received: _____

Application #: _____

Escrow: _____

Filing Fee: _____

Date: _____

Subject Property:

Block: _____ Lot: _____

Street Address: _____

Nearest Cross Streets: _____

Zone: _____

Applicant Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Is the above listed applicant:

- An individual
- A partnership
- A corporation
- Or other _____

**If partnership or corporation, state the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class, or at least 10% of the interest in the partnership:*

Applicant's Attorney: _____

Address: _____

Phone #: _____ Email: _____

Applicant's Engineer: _____

Address: _____

Phone #: _____ Email: _____

Applicant's Architect: _____

Address: _____

Phone #: _____ Email: _____

Other Professional or Expert: _____

Address: _____

Phone #: _____ Email: _____

To whom should correspondence and notices be sent?

Is the applicant the owner of record of the subject property? Y / N

If No, who is the applicant?

- Contract purchaser
- Contract tenant
- Attorney for record owner
- Or other _____

Please describe the nature of the variance relief requested:

Have there been any previous proceedings before the Park Ridge Planning Board or Zoning Board of Adjustment? If yes, please give details of proceedings and outcome.

CERTIFICATION OF PAYMENT OF TAXES

ADDRESS: _____

Date: _____
<p>I, _____ Tax Collector of the Borough of Park Ridge, hereby certify that the property taxes on the property known as, Block (s) _____, Lot (s) _____, as shown on the Borough Tax Assessment Maps, have been paid through the _____ quarter and that the taxes on the aforementioned property are not past due nor are there any penalties, assessments, or interest due or outstanding as of this date.</p>
<p>_____ Signature of Tax Collector</p>

Please contact the Borough's Tax Collector Jessica Mazzarella at 201-573-1800 x 513 or E-Mail jmazzarella@parkridgeboro.com for this information.

CERTIFICATION OF APPLICANT

SUBJECT PROPERTY: _____

I, (We,) the undersigned applicant(s) being duly sworn, upon my (our) oath(s) depose and say that the statement contained herein are true to the best of my (our) knowledge, information, and belief.

Signature of Applicant: _____

Signature of Applicant: _____

Subscribed and sworn to me before this _____ day of _____

Notary Public

OWNER'S AFFIDAVIT / AUTHORIZATION - CORPORATE

**STATE OF NEW JERSEY) ss:
COUNTY OF BERGEN)**

_____, of full age, being duly sworn according to law, upon his/her oath deposes and says:

1. I am (office) _____ of _____ a corporation of the State of _____
With its principal office at _____.
2. I am, by virtue of my office, authorized to bid said corporation to the representations and agreements contained in this affidavit.
3. Said corporation is the owner of premises in the Borough of Park Ridge known as _____ and also known as Block _____ Lot _____ on the current tax map.
4. Said corporation has authorized _____ to make the foregoing application to the Planning Board or the Zoning Board of Adjustment, on my (our) behalf, and I (we) agree to be bound by the decision of the Board, including all terms and conditions made a part thereof.
5. Said corporation has not authorized any other person to make such an application on its behalf.

Subscribed and sworn to me before this _____ day of _____, 20 _____

Notary Public

OWNER'S AFFIDAVIT/AUTHORIZATION – INDIVIDUAL

**STATE OF NEW JERSEY) ss:
COUNTY OF BERGEN)**

_____, of full age, being duly sworn according to law, upon his/her oath deposes and says:

1. I (we) am (are) the owners of premises in the Borough of Park Ridge known as _____ and also known as Block _____ Lot ____ on the current tax map.
2. Complete below if application is made by other than owner(s):
My (our) _____, is hereby authorized and empowered to make application to the Planning Board or the Zoning Board of Adjustment, on my (our) behalf, and I (we) agree to be bound by the decision of the Board, including all terms and conditions made a part thereof.

Subscribed and sworn to me before this _____ day of _____, 20 ____

Notary Public



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Land Use Office

DATE: _____

Tax Office:

Kindly provide the undersigned within (7) days, a certified list if all property owners of record within 200 feet of the following:

STREET ADDRESS: _____

BLOCK: _____ **LOT:** _____

It is understood that the said list will be mailed, e-mailed or picked up at the Tax Office. A fee of \$10.00 will be paid either in cash or by a check made out to the Borough of Park Ridge.

Applicant Name: _____

Applicant Address: _____

Applicant E-Mail Address: _____

Applicant Phone Number: _____

****Please contact the Borough's Tax Collector Jessica Mazzearella at 201-573-1800 x 513 or E-Mail jmazzearella@parkridgeboro.com with any questions about this form.**

NOTICE OF HEARING
PARK RIDGE ZONING
BOARD OF ADJUSTMENT

VARIANCE (S) REQUESTED: (relief requested)

Address of property requiring variance: (ADDRESS)

This is to notify that the undersigned owners of Lot ___ Block ___ on the Borough Tax Assessment Map shall appear before the Park Ridge Zoning Board of Adjustment on (date) at 8:00 pm, in the Council Chambers of the Municipal Building 55 Park Ave, Park Ridge, NJ for the purpose of seeking (relief sought) and any other variances that should become apparent in the course of testimony. The purpose of this Notice is to afford the public, if they so desire, to appear before the said Zoning Board of Adjustment at the time and place designated above for the purpose of being heard with respect to this application.

All documents and maps relevant to this application are on file in the Land Use Office Monday through Friday (excluding legal holidays) from 9:00 am to 4:00 pm.

(Owners)
(Address)
Park Ridge, NJ

(SAMPLE PUBLICATION) TO BE PUBLISHED IN THE RIDGEWOOD NEWS OR THE RECORD)

CERTIFIED MAILING WITH RETURN RECEIPT REQUESTED DIRECTIONS

If any of this information is not submitted, it WILL delay your hearing. If notice is improper, it will have to be completed again for the future hearing date.

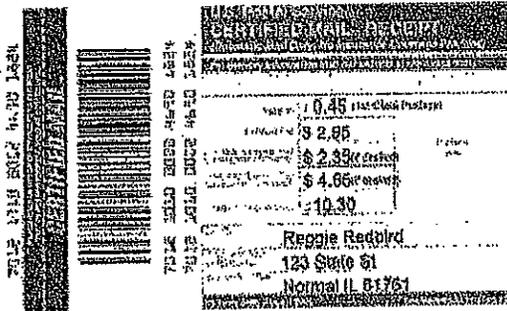
The Notice of Public Hearing sample included in the application must be sent Certified Mail Return Receipt Requested at least ten (10) days prior to the scheduled hearing date.

The form is titled "ERR - ELECTRONIC RETURN RECEIPT". It is divided into three main sections:

- 1. Recipient Address:** Includes fields for "TO: NAME AND ADDRESS", "CITY AND STATE ZIP", and "ATTN: (OPTIONAL)".
- 2. Sender Address:** Includes fields for "FROM: NAME AND ADDRESS", "CITY AND STATE ZIP", and "ATTN: (OPTIONAL)".
- 3. Service Options:** A grid of checkboxes for "Certified Mail", "Registered Mail", "Signature Required", "Return Receipt", "Insured Mail", and "Signature Confirmation".

At the bottom, there is a tracking number: "2141 5082 6080 2837 2597".

Complete name and full address as written on the List of Property Owners within 200' from the Tax Assessor must be completed on both the green and white receipt and the white receipt must be stamped by the post office with the date sent.



The notice must be published in either The Bergen Record or The Ridgewood News at least ten (10) days prior to the scheduled hearing date.

The "Certification of Service" located in the application must be completed, signed, and notarized and submitted to the Land Use Office no less than one (1) day prior to the scheduled hearing date.

CERTIFICATION OF SERVICE

SUBJECT PROPERTY: _____

I, _____ certify that on, _____, I mailed in the Post Office via Certified Mail, Return Receipt Requested, an envelope containing a copy of the Notice attached addressed to each of the persons on the attached list at the address as show.

I, _____ certify that on _____, I personally served a copy of the Notice attached addressed to each of the persons on the attached list as shown.

(signature)



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Land Use Office PUBLIC HEARING PROCESS

INTRODUCTION

New Jersey law dictates the public hearing process for both the Planning Board and the Zoning Board of Adjustment.

APPLICATIONS

- Upon submission, each application is assigned a number.
- The Land Use Office has 45 days in which to deem an application complete; at which time an applicant will be given a hearing date.
- When the Chair calls an application, the applicant and/or attorney comes forward, and states their name(s) for the record. Please note, corporate entities must be represented by counsel.
- The applicant/attorney provides a brief overview of the proposal and calls their witnesses.
- Each expert witness states his/her name and occupation, is sworn in, and presents professional credentials to the Board.
- Once the witness' credentials are accepted by the Board, they may testify.
- The applicant's attorney will ask questions of each the expert witness to elicit their testimony.
- The Board and its professional staff will also ask questions of the witnesses.

AGENDA

A printed Agenda shows the order in which items will be heard or discussed. The Chair may change the order. Should any items on the Agenda not get heard or require additional time, a continuation date is announced for any uncompleted applications. Generally, this announcement satisfies the Public Notice requirement. Agendas can be found on the Planning Board and Zoning Board of Adjustment website.

THE CHAIRMAN

The Chair will open the meeting and make any announcements at this time. He may note changes in the agenda and announce new hearing dates for matters that are adjourned. The meeting will then be open to the public. At this time any person may address the Board about a matter **not** being addressed on the agenda. Matters listed on the agenda will be opened for discussion at the appropriate time during the meeting. If a member of the public has a general question or special issue that they want to bring to the attention of the Board, as long as it is not related to any item on the agenda, they may come forward at this time.

PROCEDURE

The Planning Board and the Zoning Board of Adjustment are quasi-judicial bodies. The Boards operate similarly to, but not as strictly as a court of law. The Chair runs the proceedings as a judge might and the Board acts like a jury that votes on a final decision to approve or deny the relief being requested. The applicant provides testimony and will also have expert witnesses testify and introduce evidence in support of the case. During each presentation there will be an opportunity to **question the witness about his testimony**. At this time, the Board and the public are limited to **questions only**. After each witness has provided testimony and answered questions, the Chair will open the meeting to the public for **general comments and statements**. **This is the appropriate time for a member of the public to express an opinion about the application, or offer information or materials for the Board's consideration.**

CROSS-EXAMINATION

The Board, its staff, and members of the public, have the right to cross-examine each witness after they have completed their testimony. The applicant, their professionals and others having legal rights can also be cross-examined. Thus, statements should be **supportable** and **factual**. The Board is legally required to act on an application based upon the findings of fact and the proofs according to law that are presented to them. **Although the Board may take public input into account, it cannot and does not act solely based on public support or opposition.** The Board cannot make decisions based upon financial considerations such as "ratables" or "tax" revenues.

Anyone wishing to speak or testify at a hearing must appear in person to allow all parties the opportunity to cross-examine. **Petitions are NOT admissible into evidence** and cannot be read at a hearing. Letters are only admissible if the author of the letter is present and willing to read it into the record themselves. The author of the letter is then subject to cross-examination.

PUBLIC QUESTIONS AND COMMENTS

QUESTIONS

- The Chair will open the meeting to the public after each witness has testified so that the members of the public have an opportunity to ask questions of each expert. Please remember that this time is limited to questions of that particular witness and it is not the time for 'general' comments.
- A member of the public may come to the microphone when acknowledged by the Chair. He/She will be asked to state his/her name and address for the record, and is then permitted to direct questions to the appropriate party.
- Expert witnesses only testify in their field of expertise.
- After public questions are completed, the Chair temporarily closes the hearing on this aspect of testimony.
- This process is repeated with each different expert witness.
- When all witnesses have been presented and the testimony is complete, the Board and its staff have the opportunity to ask any final questions.

COMMENTS

- Just before the Board takes final action on the application, the Chair will once again open the meeting to the public. This is the appropriate time to offer general comment or opinion on the proposal, request special consideration and/or ask any final questions. This is probably the last opportunity for the public to speak on the application. Remarks may be directed to a specific person or to the Board.

When you follow the above procedures, your contributions will have maximum impact on the Board's deliberations as they consider a land use application. Please note however, that the Chair has the right to close the public portion of a hearing if the audience becomes unruly. The Chair may also limit repetitive comments or irrelevant testimony. The Chair may also limit the time or number of questions or comments from one citizen in order to allow adequate time for other members of the public to comment. The goal of the Board is for the applicant as well as all residents and members of the public affected by an application to be heard.

These procedures are generally adhered to strictly during hearings on large or complex applications requiring many witnesses and a great deal of testimony. For smaller or less complicated applications, the Chair may, when appropriate, open the hearing for both questions and comments at the same time.

Anyone unsatisfied with the outcome of an application, has the right to appeal a decision, in Superior Court, within 45 days of adoption of the Board's resolution.

We hope that this evening and your participation in it, will prove to be a rewarding experience. We thank you for coming out to participate in this vital democratic process. If you have any other questions about the Board process, feel free to call the Land Use office at (201) 391-5673.

***This information is for the purpose of assisting interested parties in understanding and participating in the municipal land use process. Each application is unique and deviations from the basic process necessarily occur. Such deviations should not be considered a basis for an argument in any appeal of a Board decision.

Questions regarding land use procedures should be directed to the Zoning Officer or Land Use Secretary at 201-391-5673