

Borough of Maywood Planning Board
John A. Steuert, Jr. Maywood Municipal Building
15 Park Avenue, Maywood, New Jersey 07607

Tara Grunstra, Maywood Planning Board Recording Secretary
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An application shall not be deemed completed until the applicant provides all required information and documents, together with the requisite fee. The required documentation shall include, but not be limited to, the following:

- Payment of all application fees and escrow deposits
- Completed and signed IRS W-9 Form
- Nine (9) copies of the Application for Variance, Site Plan Approval and/or Subdivision (pages 1-5, Variance Application include page 6)
- Supporting documentation of the proposed development, if any
- Nine (9) copies of the proposed plot plan (per pages 7-10)
- One completed Certification of Taxes (page 11)
- Letter of Denial from the Construction Code Official
- One Example of Notice (page 12)
- Two sealed copies of the existing survey by surveyor
- One Request for List of Proximity Property Owners (page 13)
- One USB drive containing digital files of all materials submitted

Once the application hearing date has been scheduled. The following must be provided at least five (5) days prior to the hearing date.

- One Affidavit of Service by Personal Delivery, if applicable (pages 14 & 15)
- One Affidavit of Service form (page 16)
- One list of property owners to be notified
- Certified mail receipts for notifications sent to affected property owners within the 200 feet radius at least 10 days before the scheduled hearing date
- One copy of the legal notice from the newspaper published at least 10 days before the scheduled hearing date

**Application for Variance, Site Plan
Approval and/or Subdivision**

Applicant

Applicant Name: _____

Applicant Street Address: _____

Applicant City, State & Zip Code: _____

Applicant Email Address: _____

Applicant Phone Number: _____

Owner

Owner Name: _____

Owner Street Address: _____

Owner City, State & Zip Code: _____

Owner Email Address: _____

Owner Phone Number: _____

If applicant is represented by an Attorney

Attorney Name: _____

Firm Name: _____

Attorney Street Address: _____

Attorney City, State & Zip Code: _____

Attorney Email Address: _____

Attorney Phone Number: _____

Affidavit of Ownership

State of New Jersey
County of Bergen ss.

I, _____

of full age, being duly sworn according to law, on his/her oath deposes and says that he/she

resides at _____

in the municipality of _____

in the county of _____

in the State of _____

that he/she is the owner in fee of all that certain lot, piece or parcel of land situated, lying and

being in the Borough of Maywood aforesaid, and known and designated as number _____

and that he/she hereby authorizes _____

to make the within application in his/her behalf and that the statements contained in said

application are true.

Applicant signature _____

Sworn to before me this _____ day of _____ 20____.

Signature of Notary _____ Seal

Description of Existing/Proposed Building

Premises known as address _____

Block _____, Lot _____, Maywood, New Jersey

Zoning District _____ Use of Premises _____

Families occupying each floor: First _____, Second _____, Third _____

Lot Area in square feet _____

Building Area Total in square feet _____

Size of Building in feet (at ground level): Front _____ Depth _____ Height _____

of Stories _____ # of Parking Spaces _____

Lot situated (check one): Corner _____ Interior _____

Property Setback in feet: Front _____ Side (if corner) _____

Does the plot plan presented with this application represent the conditions on this property as they exist at present? Yes _____ No _____ (check one)

Has there been any previous variances, site plan approvals and/or subdivisions involving these premises? Yes _____ No _____ (check one)

If Yes, please state:

(a) Dates(s) filed _____

(b) Nature of variances, site plan approvals and/or subdivisions _____

(c) Disposition of variances, site plan approvals and/or subdivisions _____

The grounds and reasons for this variance, site plan approval and/or subdivision are:

Attach a copy of any deed restriction, easements or covenants for the subject property.

Schedule of District Regulations

Description	Required	Existing	Proposed
Minimum Lot Size			
Minimum Lot Frontage			
Minimum Front Yard			
Minimum Side Yard			
Minimum Rear Yard			
Maximum Height			
Maximum Lot Coverage			
Minimum Lot Area Per Unit			
Minimum Height Ratio			
Parking Requirements			

Attached hereto is a plot showing the lines of the covered, existing and/or proposed structures and any other plans, sketches or information relative to this appeal/variance.

I hereby depose and say that all the above statements and statements made in any papers submitted herewith are true.

Applicant signature _____

Sworn to before me this _____ day of _____ 20____.

Signature of Notary _____ Seal

.....

I hereby agree to replenish any requested escrow in relation to this application prior to the scheduled hearing. I acknowledge that failure to do so will result in a hearing delay until the requested escrow has been replenished.

Applicant signature _____

Sworn to before me this _____ day of _____ 20____.

Signature of Notary _____ Seal

Variance Application Only

An application for relief from the restrictions of the local Zoning Ordinance is requested under the following section of State Statute R.S.,

_____ 40:55D-70a - An appeal alleging an error in a decision of the Building Inspector based on or made in the enforcement or interpretation of the Zoning Ordinance.

_____ 40:55D-70b - Special questions for interpretation of the Zoning Map and Ordinance that the Board is authorized to pass on by Borough ordinances.

_____ 40:55D-70c - An appeal to relieve practical difficulties and undue hardship created by the application of the Zoning Ordinance where the shape or topographic condition or other exceptional situations or conditions would be created by the proposed development.

_____ 40:55D-70d - An application for a variance from the strict application of the Zoning Ordinance for a use not permitted in the district for “special reasons”.

To erect/alter/extend/use _____

in accordance with the plans filed herewith.

Site Plan Checklist

The following checklist is designed to assist applicants in preparing site plans for Board review. Applicant should check off each item to ensure that it is included on the plan. Items omitted will delay consideration by the Board. Utility plans, landscaping plans, architectural elevations, etc., may be shown on separate sheets.

Any site plan presented to the reviewing board shall be drawn to a scale not less than one inch equals 30 feet or more than one inch equals 10 feet.

The site plan shall include and show the following information with respect to the subject lot(s) and surroundings:

Key: Y=Applicable and completed, NA=Not applicable, N= Not supplied

- _____ 1) Proper size sheet under N.J. Map Filing Act: 8-1/2 x 13, 15 x 21, 25 x 36, or 30 x 42 inches as measured from the cutting edges
- _____ 2) Date of preparation of the plans and all revision dates
- _____ 3) Graphic scale
- _____ 4) Reference meridian (north arrow)
- _____ 5) Key map (not smaller than one inch equals 300 feet)
- _____ 6) Entire tract
- _____ 7) Name of owner
- _____ 8) Name of applicant and interest in property
- _____ 9) Names and addresses of adjoining owners
- _____ 10) Name of licensed professional engineer, architect or planner who prepared the plan;
Seal of professional to be added as required by the State
- _____ 11) Zone and zone boundaries, if applicable
- _____ 12) Tax map identification (sheet number, lot and block numbers)
- _____ 13) Boundaries and dimensions of property, building setback lines and lines of existing streets, lots, reservations, easements and egress dedicated to public use, including grants restrictions and rights of way (specify in square feet and acres)
- _____ 14) Location of existing buildings and structures, including fences and retaining walls on the subject tract and within 200 feet of all boundary lines, including all existing driveway openings

- ____ 15) Locations and profiles of all water courses and drainage facilities within 200 feet of the subject tract
- ____ 16) Existing topography and proposed grading at 1 foot contour intervals
- ____ 17) Location, name and width of rights-of-way, pavements, curbs and sidewalks of all abutting streets
- ____ 18) Wooded areas, plus location of all single trees not in wooded area with a trunk diameter of 6 inches or more as measured 3 feet above the grade level
- ____ 19) Existing and proposed spot elevations based upon the U.S. Coastal Geodetic datum at all building corners and all floor levels
- ____ 20) Proposed finished grade level at the corners of any building
- ____ 21) Location (including setbacks from all property lines) and use of all retained existing and proposed buildings and structures
- ____ 22) Land coverage by building(s) in square feet and percent of total site
- ____ 23) Total floor area in square feet
- ____ 24) Location, size and slope of existing and proposed sanitary sewers
- ____ 25) Location and screening to be provided for solid waste disposal containers
- ____ 26) Location and screening to be provided for transformer pad
- ____ 27) Size and location of existing and proposed driveway(s) and curb cut(s)
- ____ 28) Location and scaled design of any off-street parking area including end island(s), if used
- ____ 29) Size, location and number of parking bays with appropriate computations
- ____ 30) Size and location of aisles - show direction of traffic flow
- ____ 31) Existing and proposed surface paving, showing grades and type
- ____ 32) Location of water mains and hydrants within 200 feet of tract
- ____ 33) Location of exterior Siamese (fire hose) connection
- ____ 34) Location of utility lines and pipes for electric and gas - indicate whether they are overhead or underground

- _____ 35) Location, type and direction of outdoor illumination for security and convenience purposes - include all lighting standards and utility poles on abutting streets; catalog cuts should accompany plan; lumen power and shielding angle must be shown
- _____ 36) Existing and proposed drainage including inlets and sizes, slopes of the storm sewer, and retention/detention system - show calculations
- _____ 37) Show barrier-free design of site
- _____ 38) Sign locations with size and type of each
- _____ 30) Location, size and nature of all existing and proposed rights-of-way, easements and all other encumbrances
- _____ 40) Approval of Soil Conservation District, if deemed necessary
- _____ 41) Permits from the New Jersey Department of Environmental Protection, if applicable
- _____ 42) Permit from the Department of Transportation, if applicable
- _____ 43) Appropriate place for the signatures of the Chairman and Secretary of the reviewing Board, Borough Engineer, and County Planning Board, if required
- _____ 44) Application fees and escrow deposits are due upon filing
- _____ 45) Fire areas and other access ways for emergency vehicles
- _____ 46) Drawings of buildings elevations, perspectives or renderings to demonstrate that the proposed building or buildings will be aesthetically acceptable and in keeping with the character of the neighborhood
- _____ 47) Such other information or data as may be required by the Board in order to determine that the details of the site plan are in accordance with the standards of this chapter and all other Ordinances of the Borough of Maywood, and further, that the building or use will not be a detrimental to the public health, safety and welfare

The following information and material must be contained on the landscape plan:

- _____ 1) Graphic scale
- _____ 2) Percent of lot for greenery and square feet of greenery
- _____ 3) Percent of lot for buffer and square feet of buffer; Certify the height and width of each buffer area
- _____ 4) Existing and proposed fences, their heights and type, if constructed or planned for the buffer or greenery areas
- _____ 5) Drainage, if related to the greenery or buffer

- _____6) Soil erosion and sediment control is to be noted on the plan
- _____7) Plant legend to consist of:
- a) Botanical name
 - b) Common name
 - c) Size (in accordance with the American Nurserymen's standards)
 - d) Quantity (total for the site)
 - e) Remarks (such as B & B, BR, etc. in accordance with the American Nurserymen's standards)
- _____8) The landscape plan requires the applicant to indicate existing trees or groups of trees on the lot that are in excess of 6" in diameter as measured 3 feet above the grade level, and the species or type of tree, together with a statement of what trees, if any, are proposed to be removed, or will have to be removed by reason of change or grades or for any other reason, in order to construct the project proposed. This plan shall also show existing and proposed topography at 5 foot intervals, together with a statement of what trees will have to be removed by reason of changes of topography, in addition to trees lost by reason of location of building or paved area

Certification of Taxes

Date: _____

To: Office of the Tax Collector

From: Applicant for Variance/Site Plan Approval/Subdivision

Please certify as to whether the taxes payable on the property located at Block _____, Lot _____
also known as address _____

are current.

Applicant Name: _____

Applicant Email Address: _____

Applicant Phone Number: _____

.....
I hereby certify that the taxes payable on the above referenced property are current.

Tax Collector Name: _____

Tax Collector Signature: _____

Date: _____

**Rules of the Planning Board Pertaining to Notification of Proximity Property Owners
(See P.L. Chapter 118, Laws of 1952)**

The Board shall fix a reasonable time for the hearing of the application, giving due notice thereof to the applicant. Said applicant shall within at least ten days prior to the time appointed for said hearing give notice to all owners of property situated within or without the municipality and within 200 feet of the property to be affected by said application. Such notice shall be given either by handing a copy thereof to the said property owners or by sending a copy to the property owners via certified mail to the last known address, as shown by the most recent tax list of the said municipality. When the owner is a partnership, corporation, homeowner's association or any entity other than an individual, service shall be provided as required by the Municipal Land Use Law. The applicant shall by affidavit present satisfactory proof to the said Board at least five (5) days prior to the hearing that said notices have been duly served as aforesaid.

**Example of Notice to be Published in the Official Newspaper (*Our Town* or *Bergen Record*)
and to be Sent to All Property Owners Within 200 Feet and/or Interested Parties at Least
10 Days Before the Date of the Hearing**

BOROUGH OF MAYWOOD
PLANNING BOARD

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that *{name of applicant}*, the *{owner/tenant/contract purchaser, etc.}* of property known as *{address}*, which property is also known as Block *{#}*, Lot *{#}* on the Tax Map of the Borough of Maywood, will apply to the Maywood Planning Board at a meeting to be held on *{date of meeting}* to begin at 7:30 p.m., or as soon thereafter as may be heard, and to be held in Council Chambers, second floor of the John A. Steuert, Jr. Maywood Municipal Building, 15 Park Avenue, Maywood, New Jersey, for *{variance, site plan, subdivision, or interpretation, etc.}* to permit *{all necessary variances and relief should be included and described, i.e., side yard setback of 3.2 feet where 5 feet are required}*. The subject property is located in the *{identify the zone}* Zone.

The Applicant is also seeking any and all other variances, waivers, exceptions, interpretations and/or incidental relief that may be required to approve the application or to comply with the requirements of the Planning Board after the review of the application.

The intent of this notice is to afford you the opportunity to appear, if you so desire, before the Planning Board at the time and place designated above for the purpose of being heard with respect to this application. All documents and plans for this application have been filed with the Maywood Planning Board at the John A. Steuert, Jr. Maywood Municipal Building, 15 Park Avenue, Maywood, New Jersey, and are available for inspection during normal business hours.

{Name of Applicant}

Request for List of Proximity Property Owners

Date: _____

To: Office of the Tax Assessor

From: Applicant for Variance/Site Plan Approval/Subdivision

Pursuant to the Municipal Land Use Law, N.J.S.A 40:55D-15, and the dictates of the Maywood Planning Board, I hereby request that the Office of the Tax Assessor provide a list of property owners (names, addresses, block and lot numbers) to me for all properties within 200 feet of any point on my property which is the subject of a variance/site plan approval/subdivision. My

property is located at Block _____, Lot _____ also known as address _____

Applicant Name: _____

Applicant Email Address: _____

Applicant Phone Number: _____

**Affidavit of Service by Personal Delivery
For Owner-Occupied One or Two-Family Properties**

State of New Jersey
County of Bergen ss.

I, _____
of full age, being duly sworn according to law, deposes and says, that I reside at

_____ in the Borough of Maywood in the County of Bergen and the State of New Jersey; that I am the applicant in a proceeding before the Planning Board, Borough of Maywood, being an application for a variance/site plan approval/subdivision from the Land Use or Zoning Ordinance which relates to the premises located at my residence listed above and that I personally handed to and served the attached notice of this proceeding upon the following person(s) on the date(s) noted:

1. _____ Print Name
_____ Street Address
_____ Town, State & Zip Code
_____ Signature
_____ Date
2. _____ Print Name
_____ Street Address
_____ Town, State & Zip Code
_____ Signature
_____ Date
3. _____ Print Name
_____ Street Address
_____ Town, State & Zip Code
_____ Signature
_____ Date
4. _____ Print Name
_____ Street Address

_____ Town, State & Zip Code

_____ Signature

_____ Date

5. _____ Print Name

_____ Street Address

_____ Town, State & Zip Code

_____ Signature

_____ Date

6. _____ Print Name

_____ Street Address

_____ Town, State & Zip Code

_____ Signature

_____ Date

7. _____ Print Name

_____ Street Address

_____ Town, State & Zip Code

_____ Signature

_____ Date

True copies of the notice and list of persons notified as provided by the municipality are attached to this affidavit.

Applicant signature _____

Sworn to before me this _____ day of _____ 20____.

Signature of Notary _____ Seal

Affidavit of Service of Notices

State of New Jersey
County of Bergen ss.

I, _____

of full age, being duly sworn according to law, on his/her oath deposes and says that he/she resides at _____

in the municipality of _____

in the county of _____

in the State of _____

that I am the applicant in a proceeding before the Borough of Maywood Planning Board being an application for a variance/site plan approval/subdivision from the Land Use or Zoning Ordinance which relates to the premises located at _____

that I gave notice of this proceeding to each and all of the owners of property affected by said application, by personal service or by certified mail on the ____ day of _____ 20____ true copies of which notice and list of persons notified are attached to this affidavit.

Applicant signature _____

Sworn to before me this _____ day of _____ 20____.

Signature of Notary _____ Seal