

**ZONING BOARD OF ADJUSTMENT APPLICATION FORM**

**TOWNSHIP OF HILLSIDE**

**Municipal Building**

**Liberty & Hillside Avenue**

**Hillside, New Jersey 07205**

**(973) 926-5100 (Phone)**

**(973) 282-3403 (Fax)**

**To be completed by Township staff only.**

Date Filed \_\_\_\_\_ Application No. \_\_\_\_\_

Zoning Board of Adjustment \_\_\_\_\_ Application Fees \_\_\_\_\_

Scheduled for: Review of Completeness \_\_\_\_\_ Escrow Deposit \_\_\_\_\_

\_\_\_\_\_ Hearing \_\_\_\_\_

\_\_\_\_\_

**1. SUBJECT PROPERTY**

Street Address: \_\_\_\_\_

Tax Map Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Dimensions Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_

Zoning District \_\_\_\_\_

**2. APPLICANT**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Applicant is a      Corporation       Partnership       Individual

**3. DISCLOSURE STATEMENT**

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. [Attach pages as necessary to fully comply.]

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Interest \_\_\_\_\_

**4. If Owner is other than the applicant, provide the following information on the Owner(s):**

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

**5. PROPERTY INFORMATION:**

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:  
Yes [attach copies] \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_

Present use of the premises: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Applicant's Attorney \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

7. Applicant's Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

8. Applicant's Planning Consultant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

9. Applicant's Traffic Engineer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

10. List any other Expert who will submit a report or who will testify for the Applicant:  
Name \_\_\_\_\_  
Field of Expertise \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
FAX Number \_\_\_\_\_

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

- \_\_\_\_\_ Minor Subdivision Approval
- \_\_\_\_\_ Preliminary Subdivision Approval
- \_\_\_\_\_ Final Subdivision Approval
- \_\_\_\_\_ Amendment to or revision to an approved Subdivision Plan

Number of lots to be created \_\_\_\_\_ Number of proposed dwelling units \_\_\_\_\_  
(including remainder lot) (if applicable)

SITE PLAN:

- \_\_\_\_\_ Minor Site Plan Approval
- \_\_\_\_\_ Preliminary Site Plan Approval [Phases (if applicable) \_\_\_\_\_]
- \_\_\_\_\_ Final Site Plan Approval [Phases (if applicable) \_\_\_\_\_]
- \_\_\_\_\_ Amendment to or Revision to an Approved Site Plan

Area to be disturbed (square feet) \_\_\_\_\_  
Total number of proposed dwelling units \_\_\_\_\_  
Total number of proposed parking spaces \_\_\_\_\_  
\_\_\_\_\_ Request for Waiver From Site Plan Review and Approval

Reason for request: \_\_\_\_\_

- \_\_\_\_\_ Appeal decision of an Administrative Officer [N.J.S. 40:55D-70a]
- \_\_\_\_\_ Map or Ordinance Interpretation of Special Question [N.J.S. 40:55D-70b]
- \_\_\_\_\_ Variance Relief (hardship) [N.J.S. 40:D-70c(1)]
- \_\_\_\_\_ Variance Relief (substantial benefit) [N.J.S. 40:55D-70c(2)]
- \_\_\_\_\_ Variance Relief (use) [N.J.S. 40:55D-70d]
- \_\_\_\_\_ Conditional Use Approval [N.J.S. 40:55D-67]
- \_\_\_\_\_ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S. 40:55D-34]
- \_\_\_\_\_ Direct issuance of a permit for a lot lacking street frontage [N.J.S. 40:55D-35]

12. Section(s) of Ordinance from which a variance is requested: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. Waivers Requested of Development Standards and/or Submission Requirements: [attach additional pages as needed] \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
14. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.  
**The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.**  
 An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.
15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [attach pages as needed] \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
16. Is a public water line available? \_\_\_\_\_
17. Is public sanitary sewer available? \_\_\_\_\_
18. Has there been any previous appeals involving this property? If so state the date of filing, character of appeal, and disposition of same. \_\_\_\_\_  
 \_\_\_\_\_
19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? \_\_\_\_\_
20. Are any off-tract improvements required or proposed? If so, please describe. \_\_\_\_\_  
 \_\_\_\_\_
21. Is the subdivision to be filed by Deed or Plat? \_\_\_\_\_
22. What form of security does the applicant proposed to provide as performance and maintenance guarantees? \_\_\_\_\_
23. Other approvals which may be required and date plans submitted:
- |  | Yes   | No    | Date Plans Submitted |
|--|-------|-------|----------------------|
| Hillside Township Utilities Connection (Water & Sewer) | _____ | _____ | _____                |
| Joint Meeting of Essex & Union Counties                | _____ | _____ | _____                |
| Union County Planning Board                            | _____ | _____ | _____                |
| Somerset Union Soil Conservation District              | _____ | _____ | _____                |
| NJ Department of Environmental Protection              | _____ | _____ | _____                |
| Sewer Extension Permit (TWA)                           | _____ | _____ | _____                |
| Stream Encroachment Permit                             | _____ | _____ | _____                |
| Wetlands Permit  | _____ | _____ | _____                |
| Other  | _____ | _____ | _____                |
| NJ Department of Transportation                        | _____ | _____ | _____                |
| NJDEP Site Remediation & Waste Management Program      | _____ | _____ | _____                |
| Other _____  | _____ | _____ | _____                |

24. Certification from the Township Tax Collector that all taxes due on the subject property have been paid. (Attach Letter)

25. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).

Quantity	Description of Item
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

26. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by the general partner.

Sworn to and subscribed before me this  
\_\_\_ day of \_\_\_\_\_, 20\_\_\_

NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF APPLICANT

27. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.

Sworn to and subscribed before me this  
\_\_\_ day of \_\_\_\_\_, 20\_\_\_

NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF OWNER

28. I understand that the sum of \$ \_\_\_\_\_ has been deposited in an escrow account. In accordance with the Ordinances of the Township of Hillside, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE OF APPLICANT