

DATE \_\_\_\_\_

BOARD OF ADJUSTMENT

PLANNING BOARD

**PROOF OF PAYMENT OF TAXES**

\_\_\_\_\_  
Tax Collector

FEE Variance \_\_\_\_\_

Site Plan \_\_\_\_\_

Conditional use \_\_\_\_\_

Subdivision \_\_\_\_\_

**CITY OF CLIFTON  
APPLICATION FOR DEVELOPMENT AND/OR APPEAL  
TO BE COMPLETED BY THE APPLICANT**

Site Location \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relation to Owner if not same as Owner: \_\_\_\_\_

2. Name of Owner (if other than Applicant): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. The applicant is  Corporation  A Partnership  Individual

Other (please specify): \_\_\_\_\_

If the applicant is a corporation or partnership, please attach a list of names and addresses of persons having a 10% interest or more in the corporation or partnership.

**CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY-AT-LAW**

4. Name of Architect or Engineer \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

5. Name of Attorney: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

6. Has this property been the subject of a hearing before the Board of Adjustment or Planning Board

Yes  No  Disposition

7. Deed restrictions that apply or are contemplated:  YES  NO

(If yes, attach copy)

**DESCRIPTION OF PREMISES**

8. Corner  Interior  Zone District \_\_\_\_\_ Lot Size \_\_\_\_\_

9. Lot Dimensions: Front \_\_\_\_\_ Rear \_\_\_\_\_ R. Side \_\_\_\_\_ L. Side \_\_\_\_\_

**BUILDING/OR STRUCTURE SETBACKS**

10. Existing: Front \_\_\_\_\_ Rear \_\_\_\_\_ R. Side \_\_\_\_\_ L. Side \_\_\_\_\_

11. Proposed: Front \_\_\_\_\_ Rear \_\_\_\_\_ R. Side \_\_\_\_\_ L. Side \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

The Administrative Officer has declined to issue a permit and has made the following decision regarding the zone status of this application:

**TYPE OF APPLICATION**

Site Plan

Conditional Use

"A" Variance

"B" Variance

"C" Variance

"D" Variance (Use)

**IMPORTANT: MUST BE ANSWERED BY ALL APPLICANTS:**

Type(s) of Variance Requested and how relief can be granted without substantial detriment to Public good or Clifton's Zone Plan \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

BOARD OF ADJUSTMENT

PLANNING BOARD

Date of Hearing \_\_\_\_\_

Board action required by \_\_\_\_\_  
Date

Application declared complete on \_\_\_\_\_  
Date

Final Decision Rendered on \_\_\_\_\_  
Date

APPROVED

APPROVED WITH CONDITIONS

DENIED

WITHDRAWN OR DISMISSED

DEED RESTRICTION

Being duly sworn, says that he is the applicant or one of the applicants in the above action: that the application, if filed as an appeal from any order or decision of the Zoning Officer, has been filed within the time required by law, and that all of the matters and facts set forth in the foregoing application are true.

\_\_\_\_\_  
APPLICANT

State of New Jersey

County of: \_\_\_\_\_

Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF OFFICER ADMINISTERING OATH (Notary)

\_\_\_\_\_  
TITLE OF SUCH OFFICER

If the applicant is not the owner of the property, have the owner sign below consent or file with the application a letter signed by the owner consenting to the application.

The foregoing application is hereby consented to this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Owner

Sworn and subscribes before me

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF OFFICER ADMINISTERING OATH (Notary)

\_\_\_\_\_  
TITLE OF SUCH OFFICER

State of New Jersey

County of: \_\_\_\_\_

## APPLICATION FOR DEVELOPMENT/OR APPEAL

### Instructions for applicants:

1. All applicants will be required to submit their application to the Zoning Administrator's office at least four (4) weeks prior to the date of the proposed hearing.
2. MATTERS FOR PLANNING BOARD shall have files reviewed by the Principal Planner for completeness. After files are deemed complete the applicant will be notified at least two weeks prior to the date of hearing that the matter will be listed on the Agenda to allow sufficient time to have notices served and published in the paper.
3. When required the Petitioner must notify each of the property owners entitled to Notice of Hearing at least 10 days before the date set for the Hearing. All property owners within a radius of 200 feet must be notified of the hearing. Written Notice by certified Mail to the last known address of the property owner or owners, as shown by the most recent tax list of said Municipality or by handing a copy thereof to the said property owners or by leaving a copy thereof at their usual place of abode.
4. Application must be read by the Petitioner and sworn to before a Notary Public, Attorney or some other person with authority to take oaths in New Jersey.
5. If the Application is made by any person not the owner of the property, the Affidavit of Ownership must be signed by the owner and sworn to before a Notary Public, Attorney or some other person with authority to take oaths in New Jersey.
6. 16 copies of a Certified Plot Plan folded must be attached showing the following:
  - a. The line of plot covered by the petition;
  - b. All existing or proposed structures;
  - c. All adjacent streets.
7. 16 Sets of plans folded of alterations, additions, or new structures must be filed with the application.
8. The following papers must be completed and returned to the Zoning Administrator, Building Department, at least 10 days before the Hearing.
  - a. Affidavit of Proof of Service;
  - b. Copy of Notice of Appeal to Zoning Officer
  - c. Copy of Notice served upon property owners;
  - d. List of neighbors within 200 feet;
  - e. Receipt from newspaper for published Notice of Hearing.
9. Notice of Hearing is to be published in a local newspaper by the applicant at least ten (10) days prior to Hearing. The notice must be sent to newspaper by the applicant at least 15 days prior to Hearing in order to be published in a timely manner.
10. - Escrow (if required) shall be submitted to Building Department for deposit with City Treasurer.
11. Failure to comply with the requirements of the Board may result in a dismissal of the petition.