

NORTH CALDWELL ZONING BOARD OF ADJUSTMENT  
APPLICATION CHECKLIST

**DO NOT NOTICE FOR THE PUBLIC HEARING UNTIL THE APPLICATION HAS BEEN DEEMED ADMINISTRATIVELY COMPLETE BY THE BOARD OF ADJUSTMENT, AND A DATE FOR THE MEETING HAS BEEN PROVIDED TO YOU BY THE OFFICE OF THE BOARD SECRETARY.**

Along with eleven (11) copies of this fully completed application, please include the following:

1. Complete set of sealed plans with exterior elevations and dimensions of the proposed structure or addition (11 copies).
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 (11 copies).
4. Completed Lot Coverage Calculation form (if applicable – 11 copies).
5. Letter of Denial from the Building Inspector (11 copies).
6. Fee (\$150.00 for C1 and C2 variances and \$300.00 for a D variance)
7. Escrow Deposit of \$750.00 for all applications.
8. 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.
9. Copies of letters to Fire Chief and Police Chief requesting any safety concerns. When sending the letter to the Police Chief and Fire Chief, please send a copy of the plans for their review also.
10. Other information or documentation which the applicant feels will be Useful to the Board (i.e.; landscaping plan, photographs, etc.)

**ZONING BOARD OF ADJUSTMENT  
BOROUGH OF NORTH CALDWELL,  
NEW JERSEY**

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 SCHEDULED FOR BOARD ACTION \_\_\_\_\_

**PLEASE PRINT OR TYPE**

1. APPLICANT INFORMATION:

Name \_\_\_\_\_ Home Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Business Telephone \_\_\_\_\_  
Municipality \_\_\_\_\_ State and Zip \_\_\_\_\_

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                      Front                      Rear                      L Side                      R Side



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(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.

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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.

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**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.

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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.

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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.

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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:

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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:

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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.

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**BOARD OF ADJUSTMENT**  
**BOROUGH OF NORTH CALDWELL, NEW JERSEY**  
**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 \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
(Notary Public)

ADDRESS: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

## 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:**

**Total Lot Area:** \_\_\_\_\_

**Use the following Table to Calculate Total Impervious Surface Area:**

Complete all that apply

Impervious Surface	Existing Area (ft)	Proposal Area (ft)	Total Area (ft)
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			
<b>Total Impervious Surface</b>			

Attach Additional sheet as necessary

$$\% \text{ IMPERVIOUS COVERAGE} = \frac{\text{TOTAL IMPERVIOUS SURFACE}}{\text{TOTAL LOT AREA}} \times 100 = \underline{\hspace{2cm}} \times 100 = \underline{\hspace{2cm}}$$

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

**NOTICE TO BE SERVED ON OWNERS WITHIN 200 FEET**

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

TO: \_\_\_\_\_ OWNER OF PREMISES

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**PLEASE TAKE NOTICE:**

That 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

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On the premises at \_\_\_\_\_ and designated as Lot \_\_\_\_ Block \_\_\_\_\_ 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 8:00PM, 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.

The following described maps and papers 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) \_\_\_\_\_

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

Respectfully,

\_\_\_\_\_ (Applicant)

**NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER**

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

**TAKE NOTICE** that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, at 8 o'clock PM, 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

\_\_\_\_\_

\_\_\_\_\_

On the premises located at

\_\_\_\_\_

\_\_\_\_\_

And designated as Block \_\_\_\_\_, Lot \_\_\_\_\_ on the North Caldwell Borough Tax Map.

The following described maps and papers 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 4:3pm.

(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)

Publication Date: \_\_\_\_\_

