

Board of Adjustment Variance Application Checklist

The following items must be submitted to the Board office 15 days before the Completeness Review (an appeal must be filed within 20 days of the Zoning Officer's decision):

Please submit 12 packets containing the following documents in the order listed below. All packets are to be submitted in envelopes with one marked for the Board Secretary:

1. Zoning Officer Denial Letter
2. Application Cover Sheet
3. Sheet "C1" Property and Proposed Construction Calculation Form
4. Sheet "C2" (information to also be shown on plans)
5. If known, complete details of prior requests, appeals or applications before the Zoning Board, Planning Board or any other municipal or regional body with respect to the property. Nature of application, date and decision to be provided.
6. Sheet "D" (type and reason of variance sought)
7. Most up-to-date Survey/Plans, both to-scale
 - a. Survey should be the same as was used for the site plan
8. Letter of Explanation
9. Preliminary Site Plan/Subdivision Checklist (if applicable)
10. Final Site Plan/Subdivision Checklist (if applicable)
11. Soil Movement Application (if applicable)
12. Sample Letter to 200' List (template provided with application)

Please submit to the Board Secretary at carrollj@ho-ho-kusboro.com, PDF copies of the application, plans and all supporting documents.

Please submit the original of the following (copies DO NOT have to be included with the documents listed above):

Notarized Applicant's Certification **or**
Owner's Consent, if applicable, notarized

Fees:

Application fee=to be determined by Board Secretary

Escrow=\$1,500

\$10 for preparation of the 200' list

All checks to be made payable to the "Borough of Ho-Ho-Kus"

The Notice of Hearing must be published in an official newspaper of the Borough at least ten (10) days before the hearing date. The official newspapers are the Ridgewood News and The Record. The notice can be emailed to the newspaper via berlegal@gannett.com.

After the application has been deemed complete, the following must be submitted to the Board office **at least** 10 days before the public hearing:

1. White certified mail receipts with date stamped from Post Office showing date letters were mailed, which need to be mailed at least 10 days before the public hearing.
2. Affidavit of Proof of Service, notarized. (last page of application)
3. Proof of notice publication