

Township of Washington Bergen County, New Jersey Zoning Board of Adjustment

In order to file an appeal, the following steps must be taken:

1. A letter of denial from the Zoning Officer is the first requirement needed to apply for a variance.
2. All applicants must submit a copy of the survey submitted to the Zoning Officer with all additions marked.
3. Proof that all taxes are paid and up to date must be provided with application to the Planning Board Secretary. A letter from the Tax Collector can be obtained at the Tax Window (Second Floor) or via email to taxcollector@twpofwashington.us.
4. You must obtain a list of property owners who reside within 200 feet of the application property from the Tax Assessor's office, located on the lower level of the Municipal Building, on Mondays between the hours of 8:30AM-10:45AM. The request form is located on page 16 of this application. The cost of this service is \$10.00. The list of property owners must be current. After six (6) months, a new list must be obtained.
5. All property owners who reside within 200 feet of any point of the property in question must be served with a notice, via certified mail with return receipt or in person, at least ten days before the date of the hearing. If the applicant's property is within 200 feet of a County Road, notice must also be sent to the Bergen County Planning Board located in Hackensack, New Jersey by certified mail with return receipt at least ten days prior to the hearing. Also, if the applicant's property is within 200 feet of an adjacent municipality, notice must be sent to the Clerk's Office of that municipality. If the home is part of the Lake Association, a notice must also be sent to the Lake Association. List the names and addresses of all parties notified on the Affidavit of Notification and include a copy of the notice that was sent when submitting to the Zoning Board Secretary. If notifying via certified mail with return receipt, the white receipts must also be submitted to the Zoning Board Secretary at the same time as the Affidavit of Notification. Prior to the meeting day, all green certified return receipt cards must be submitted to the Zoning Board Secretary.
6. Applicant must publish notification in the newspaper at least 10 days prior to the actual meeting date. A copy of the actual newspaper article must be presented to the Secretary before the hearing.

The Zoning Board of Adjustment has on record the following newspapers for publication:

- The Ridgewood News: Fax: 201-612-7992; email: BERLEGAL@gannett.com
Please note: the Ridgewood News is published on Fridays. Advertisement must be received by noon the Wednesday prior to the Friday publication. Be sure to specify that it is to be published in The Ridgewood News.
- The Record: Fax: 201-646-4532; email: BERLEGAL@gannett.com
Please note: Be sure to specify that it is to be published in The Record. Publication deadlines can be found [here](#).

If you have any questions, please contact the Zoning Board Secretary at 201-666-1463 between the hours of 8:30AM-4:30PM, Monday – Friday.

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7. Fees are as follows: (Payable to “Township of Washington” when application is submitted to the Secretary.)

A. VARIANCES:

- | | |
|--|----------|
| 1. Any application containing a bulk/simple variance | \$100.00 |
| 2. Application to appeal Zoning Officer Decision | \$100.00 |
| 3. Any application containing a use variance | \$200.00 |

MINOR OR MAJOR SITE PLAN OR MINOR OR MAJOR SUBDIVISION WITH A USE VARIANCE
(Contact Secretary for Fees)

B. ATTORNEY AND PUBLICATION FEES: \$750.00

8. Variance request options:

A. SIMPLE VARIANCE OPTION:

- i. If the application involves nothing more than the erection of a fence or shed on the property of a single-family residence or the construction of a swimming pool/accessory to a single-family residence, then the applicant may submit a drawing on the plot plan of the property showing clearly what is proposed with dimensions and its relationship to existing structures and property lines.
- ii. If the application involves the construction of an addition to or an alteration of a single-family residence then the applicant must submit a drawing on the plot plan as set forth above plus 13 sets of drawings showing the addition (exactly as it will be built) with all pertinent information, such as height, overhangs (front, sides, rear), type of siding, projections into rear, side or front yards (air conditioning units, heating units, fire place chimney, porches, decks, stoops), etc.

B. SITE PLAN OR SUBDIVISION WITH A USE VARIANCE – applicant must submit thirteen (13) copies each of the following:

- a. Complete set of architectural plans of any proposed building alterations or addition.
- b. A 200-foot radius map showing size of plot, bounding streets and all properties within 200 feet of each boundary with block and lot numbers and names of owners.
- c. All plans must be signed and sealed by a licensed architect or engineer.

9. Any applicant may appear in person or may be represented by an authorized agent or attorney before the Zoning Board of Adjustment when your appeal is scheduled to be heard, except if applicant is a corporation, then applicant must be represented by an attorney.

10. If applicant is a corporation, it must provide a certificate listing names and addresses of all stockholders that own 10% or more of the corporation stock of any class.

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11. The Zoning Board meets in the Municipal Courtroom on the third Tuesday of each month at 7:30 pm, unless otherwise noted by the Secretary due to holidays or vacations.
12. It is the responsibility of the applicant to specify in this application all requests for relief, variances from any section of the zoning ordinance that is required and to complete all required forms comprising the application. Should any unspecified violation of a substantial nature be found prior to or during the course of a public meeting, no such relief can be granted and the case cannot be permitted to proceed without re-advertising and re-serving the notice. If the failure is not discovered by the Board until it commences its deliberation after closing the public hearing, the results may be a denial of the entire application, or the granting or recommendation that the variance be granted limited to the specific relief requested, which will result in the necessity for a re-application to obtain the remaining relief requested. Only the Secretary of the Zoning Board can determine if the application is complete.
13. No new cases will be heard past 10:00 p.m., except if decided by the Zoning Board of Adjustment.
14. Cases are set up on the agenda for the Zoning Board of Adjustment on a first-come, first-serve basis.

**Township of Washington
Bergen County, New Jersey
Zoning Board of Adjustment**

PETITION OF APPEAL

Form A

Date - _____

Dear Members of the Zoning Board of Adjustment:

The undersigned, owner of property in the Township of Washington, Bergen County, New Jersey, known as Block # _____, Lot # _____ and located at _____
_____ has been refused permission by the Zoning Officer and /or the Township Engineer to

The local Zoning Officer and/or the Township Engineer claim that such permission would conflict with Section _____ of the Township of Washington Zoning Ordinance.

I hereby appeal the decision of the local Zoning Officer and/or the Township Engineer.

Respectfully,

(NAME)

(ADDRESS)

Township of Washington Bergen County, New Jersey Zoning Board of Adjustment

Date Received: _____

Date of Hearing: _____

APPLICATION FOR VARIANCE

Form B, Page 1

To The Members of the Zoning Board of Adjustment:

In the matter of the petition of _____ requesting relief from the strict application of the provisions of the Zoning Ordinance of the Township of Washington,

1. Address _____

Block _____ Lot _____ Zone _____

Current Use _____

Applicant is the (circle one):

Owner

Occupant

Contract Occupant/Purchaser

Applicant is (circle one):

An individual

A Corporation

A Partnership

Disclosure Statement:

Pursuant to N.J.S.A. 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. Any corporation or a partnership which owns more than 10% interest in an applicant corporation or partnership also must disclose the names and addresses of the stockholders and partners exceeding 10% ownership.

<u>NAME</u>	<u>ADDRESS</u>	<u>% OF INTEREST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Township of Washington
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Form B, Page 2

Applicant Name: _____

Applicant Address: _____

Phone: _____ Email: _____

Interest of applicant (if other than owner): _____

Owner Name: _____

Owner Address: _____

Phone: _____ Email: _____

2. Indicate the particular section of the Land Use Law (N.J.S.A. 40:55D-70) under which this application is made:

- _____ N.J.S.A. 40:55D-70a – Appeal Decision of Administrative Officer
- _____ N.J.S.A. 40:55D-70b – Interpret Map Ordinance or Special Question
- _____ N.J.S.A. 40:55D-70c(1) – Seek Variance for Hardship
- _____ N.J.S.A. 40:55D-70c(2) – Seek Variance Advance Purposes of Land Use Law
- _____ N.J.S.A. 40:55D-70d(1) – Permit a Use
- _____ N.J.S.A. 40:55D-70d(2) – Expand a Nonconforming Use
- _____ N.J.S.A. 40:55D-70d(3) – Deviate from a Condition in a Permitted Use
- _____ N.J.S.A. 40:55D-70d(4) – Increase in Permitted Floor Area Ratio
- _____ N.J.S.A. 40:55D-70d(5) – Increase in Permitted Density
- _____ N.J.S.A. 40:55D-70d(6) – Height of a Principal Structure Exceeds by 10 feet or 10%
Maximum Height Permitted
- _____ N.J.S.A. 40:55D-34 – Issuance of a Permit for Structure in a Bed of a Mapped Street
- _____ N.J.S.A. 40:55D-35 – Direct Issuance of a Permit for a Lot Lacking Street Frontage

Present use of the property: _____

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Form B, Page 3

Explain in detail the exact nature of the application and changes to be made to the property, including the proposed use of the property.

If the application is under N.J.S.A. 40:55D-70c(1) what are the exceptional difficulties or undue hardship relating to the property upon which a variance is requested?

If the application is under N.J.S.A. 40:55D-70c(2) what are the purposes of the Municipal Land Use Law that would be advanced by granting the variance?

If the application is under N.J.S.A. 40:55D-70d(1) through (6), explain in detail the special reasons for which the variance is being requested?

If this is an application under N.J.S.A. 40:55D-70d and the applicant is also requesting a site plan or subdivision approval, then the applicant must complete and submit an application to the Township Planning Board for the site plan or subdivision together with the required plans, in accordance with the Township ordinances for site plan and subdivisions.

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3. Please fill out the following information concerning the property:

Form B, Page 4

Item	Permitted	Section #	Existing	Proposed
Zone Use				
Minimum Lot Size (sq. ft.)				
Minimum Width of Lot				
Maximum Coverage				
Minimum Front Yard Set Back				
Minimum Side Yard (left)				
Minimum Side Yard (right)				
Minimum Rear Yard				
Maximum Height of Building				
Parking (If Applicable)				
Maximum Size (free standing sign)				
Maximum Height (free standing sign)				
Maximum Area (Wall Sign)				
Accessory (Circle Applicable) Pool Shed Cabana Fence				
Other				

4. To the best of your knowledge, has any request for a variance been granted or denied for these premises? _____ *If yes, please attach a copy of the resolution.*

5. Set forth the facts showing why the variance relief can be granted without substantial detriment to the public good and why granting the variance will not substantially impair the intent and purpose of the zoning plan and zoning ordinance.

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Form B, Page 5

6. Has the Zoning Officer examined the plans for the proposed building and refused permission?
_____ *If yes, attach a copy of the letter of denial.*
7. **SITE PLAN OR SUBDIVISION WITH A USE VARIANCE.** The applicant must submit fifteen (15) copies of each of the following:
- a. Complete set of plans of any proposed building alteration(s)
 - b. A 200-foot radius map showing size of plot, bounding streets and all properties within 200 feet of each boundary with block and lot numbers and names of owners.
 - c. Architectural plans or equivalent (*All plans must be sealed by a licensed architect or engineer.*)

I hereby certify that the above statements made by me and the statements contained in the papers submitted herewith are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Petitioner

Date

AUTHORIZATION OF OWNER(S)

(If anyone other than the owner of the property is making this application, the following authorization must be executed.)

TO THE MEMBERS OF THE ZONING BOARD:

_____ is hereby authorized to make the within application.

Owner 1 _____ Date: _____

Owner 2 _____ Date: _____

**Township of Washington
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Zoning Board of Adjustment**

AFFIDAVIT OF APPLICANT

Form C

STATE OF NEW JERSEY)
 ; SS.
COUNTY OF BERGEN)

_____ 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.

Sworn to and subscribed before me this _____ day of _____, 20_____.

Owner/Applicant

Notary Public

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY)
 ; SS.
COUNTY OF BERGEN)

_____ of full age, being duly sworn according to law, on oath deposes and says, that the deponent resides at _____ in the Township of Washington, in the County of Bergen and the State of New Jersey, that _____ is the owner of fee of all that certain lot, piece or parcel of land situated, lying and being in the municipality aforesaid, and known and designated as number _____.

Sworn to and subscribed before me this _____ day of _____, 20_____.

Owner/Applicant

Notary Public

**Township of Washington
Bergen County, New Jersey
Zoning Board of Adjustment**

REMITTANCE OF FEES

PLEASE NOTE THE FOLLOWING FEES ARE REQUIRED WITH THIS APPLICATION:

ATTORNEY/PUBLICATION FEE:	\$750.00
APPLICATION FEE:	
1. BULK/SIMPLE VARIANCE	\$100.00
2. APPEAL ZONING OFFICER DECISION	\$100.00
3. USE VARIANCE	\$200.00

PLEASE MAKE BOTH CHECKS PAYABLE TO
"Township of Washington"

OFFICE USE ONLY

Date Fee Collected: _____

ATTY/PUB FEE: \$750.00 Check #: _____

APPLICATION FEE: _____ Check #: _____

Signature of Board Secretary: _____

**Township of Washington
Bergen County, New Jersey
Zoning Board of Adjustment**

AFFIDAVIT OF SERVICE

FORM E, PART 1

State of New Jersey
County of Bergen

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

In the _____ of _____, County of _____,

and the State of New Jersey and that he/she did on _____, 20__, at least ten (10) days prior to hearing date, give personal notice to all property owners within two

hundred (200) feet of the property affected, located at _____

Block # _____ Lot # _____.

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notice was also served upon the Secretary to the Zoning Board of Adjustment for the Township of Washington.

A copy of said notices is attached hereto and marked "Exhibit A."

Notice was also published in either the Ridgewood News or the Bergen Record as required by law.

Attached to this affidavit and marked "Exhibit B" is a list of property owners within two hundred (200) feet of the aforesaid property who were served, showing the lot and block numbers of each property owner as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Township of Washington, which is marked as "Exhibit C."

There is also attached a copy of the proof of publication of notice in either The Ridgewood News or The Bergen Record, which is marked "Exhibit D."

Sworn to and subscribed before me this _____ day of _____, 20_____.

Owner/Applicant

Notary Public

Township of Washington Bergen County, New Jersey Zoning Board of Adjustment

Affidavit of Notification – Exhibit B

FORM E, Part 2

This is to certify that the following owners of property within two hundred (200) feet of the property to be affected have been officially served with notice.

(Please attach a copy of the notice that was served – Exhibit A.)

NAME	ADDRESS	PERSONAL DELIVERY OR REGISTERED MAIL	DATE OF NOTICE	PROPERTY OWNER(S) INITIALS

Sworn to and subscribed before me this _____ day of _____, 20_____.

Owner/Applicant

Notary Public

[Additional copies of this form may be used as needed.](#)

Township of Washington Bergen County, New Jersey Zoning Board of Adjustment

USE FOR THE NEWSPAPER

TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY
ZONING BOARD OF ADJUSTMENT
NOTICE OF VIRTUAL PUBLIC HEARING/PUBLIC NOTICE

Pursuant to the provisions of the Municipal Code of the Township of Washington and the provisions of N.J.S.A. 40:55D-12, notice is hereby given that _____, owner(s) of the property commonly known as _____, also known as Lot _____ in Block _____ on the tax assessment map of the Township of Washington, have filed an application with the Zoning Board of Adjustment of the Township of Washington seeking a variance from the provisions of Section(s) _____ of the Zoning Ordinance of the Township of Washington which regulate(s) *(insert subject matter of code sections from which relief is sought)* in the _____ Zone. The applicant(s) wish to *(insert general description of project and nature and extent of variance relief requested)*. The Applicant shall also seek such other variances and/or waivers of design standards as required by the Township of Washington, its engaged consultants and applicable ordinances of the Township of Washington.

A copy of the application and related documents are on file in the Office of the Secretary to the Zoning Board, (201)-666-1463 or planningzoning@twpofwashington.us, and is available for inspection by appointment ONLY Monday thru Thursday, 9:00 a.m.- 4:00 p.m. or by visiting www.twpofwashington.us, Government Tab, ZB Applications to view online.

A virtual public hearing with respect to this application has been scheduled for Tuesday, _____, at 7:30 p.m. via ZOOM. All interested parties are invited to participate and be heard at that time.

For Information Only:

1. The subject property fronts on the (North, South, East, West) side of _____.
(STREET NAME)
2. The dimensions of the subject property are _____ feet in width by _____ feet in depth.
3. Subject premises are located between _____ and _____.
(STREET NAME) (STREET NAME)

Insert Applicant Name

Insert Applicant Address

Insert ZOOM meeting information

**Township of Washington
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USE FOR 200' LIST: "Exhibit A"

TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY
ZONING BOARD OF ADJUSTMENT
NOTICE VIRTUAL HEARING ON APPLICATION

Pursuant to the provisions of the Municipal Code of the Township of Washington and the provisions of N.J.S.A. 40:55D-12, notice is hereby given that _____, owners of the property commonly known as _____, also known as Lot _____ in Block _____ on the tax assessment map of the Township of Washington, have filed an application with the Zoning Board of Adjustment of the Township of Washington seeking a variance from the provisions of Section _____ of the Zoning Ordinance of the Township of Washington which regulate **(subject matter of code sections from which relief is sought)** in the _____ Zone. The applicants wish to **(insert general description of project and nature and extent of variance relief requested)**. The Applicant shall also seek such other variances and/or waivers of design standards as required by the Township of Washington, its engaged consultants and applicable ordinances of the Township of Washington.

A copy of the application and related documents are on file in the Office of the Secretary to the Zoning Board, (201)-666-1463 or planningzoning@twpofwashington.us, and is available for inspection by appointment ONLY Monday thru Thursday, 9:00 a.m.- 4:00 p.m. or by visiting www.twpofwashington.us, Government Tab, ZB Applications to view online.

A virtual public hearing with respect to this application has been scheduled for Tuesday, _____, at 7:30 p.m. via ZOOM. All interested parties are invited to participate and be heard at that time.

This notice is being sent to you as the owner of the property within 200 feet of the property, which is the subject of this application or as a person or entity otherwise entitled to this notice.

For Information Only:

1. The subject property fronts on the (North, South, East, West) side of _____.
(STREET NAME)
2. The dimensions of the subject property are _____ feet in width by _____ feet in depth.
3. Subject premises are located between _____ and _____.
(STREET NAME) (STREET NAME)

Insert ZOOM meeting information

Respectfully,

Insert Applicant Name
Insert Applicant Address

**Township of Washington
Bergen County, New Jersey
Zoning Board of Adjustment**

TOWNSHIP OF WASHINGTON
REQUEST FOR LIST OF PROPERTY OWNERS
WITHIN 200' OF APPLICATION SITE

Date: _____

Applicant Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Variance List Requested for:

Block: _____ Lot(s): _____

Address: _____

Please provide me with a list of property owners within 200 feet of the above listed block and lot.

When complete, please: Mail E-mail Call

Paid \$10.00: Cash Check #: _____ Date paid: _____

*** PLEASE SUBMIT WITH PAYMENT TO WASHINGTON TOWNSHIP TAX ASSESSOR ***