

INSTRUCTIONS TO APPLICANT FOR A SIGN APPLICATION TOWNSHIP OF WYCKOFF – PLANNING BOARD

1. This instruction sheet serves to outline the basic application procedure when applying for a sign application. If you are applying for a variance to perform a modification of the property it is because the Wyckoff Code does not permit this change. Therefore, a variance application must be submitted with your sign and site plan application. Each application is judged on its own individual merits. The Board staff cannot predict the probability of success. An applicant should be cognizant of this before an applicant chooses to expend the time and resources to make an application.
2. The applicant will find attached to the Instruction Sheet the following items:
 - a. Sign application, minor site plan application and variance application.
 - b. Schedule of Dimensional Requirements for completing the application.
 - c. Request for list of property owners within 200'.
PLEASE NOTE: there is a \$10 fee for this list. The list can take up to 7 days to process.
 - d. Suggested notice to homeowners within 200' feet and legal advertisement
3. Your application must be filed; all fees and escrow monies received, in the Planning/Zoning Board office, Room 110 during the hours of Monday through Friday from 9:00 a.m. to 4:00 p.m. along with the completed application.
4. The applicant is required to submit **16 copies each of the following:**
 - a. Application
 - b. Survey where the proposed sign will be located
 - c. A description or picture of the type of sign to be erected;
 - d. Photographs of the area where the sign will be located;
 - e. A statement from the property owner granting permission for the Board to enter the subject premises for purposes of inspection in relation to the application.
5. The Township Engineer will review the application for completeness and will draft an engineering report. Additional information may be required during this review process.
6. A public hearing will be required for this application. A legal advertisement similar to the suggested notice attached will need to be published in the Ridgewood News or the Record at least ten (10) days prior to the date of the public hearing. All property owners within 200 feet must also be notified ten (10) days prior to the meeting. If the Wyckoff list requested indicates that any property is located in a surrounding community(s), you are to also obtain a list of the property owners within 200 feet of the property in that community since all property owners must be notified.
7. Serve the property owners at least ten (10) days prior to the Planning Board regular meeting in the following manner:
 - a. By giving a copy personally, or by certified mail
 - b. If it is a non-resident, by mailing a copy by certified mail to the last known address
 - c. If a partnership, by serving any partner; if a corporation, by serving any officer
 - d. **Utilities:** Please note that you will be given a list of utilities. All utilities **must** be notified for your application to be scheduled for the public hearing.
8. Submit an Affidavit of Proof of Service and Proof of Publication at least one week prior to the public hearing to the Planning Board office.

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY, NEW JERSEY**

APPLICATION FOR SITE PLAN APPROVAL

Date filed _____ Fee _____ Block _____ Lot(s) _____

A. APPLICATION IS HEREBY MADE FOR:

- _____ Minor site plan
- _____ Preliminary/final major site plan
- _____ Waiver, modification or amendment of an existing site plan
- _____ Fence permit

B. OWNER: _____ Tele # _____

Address: _____

Applicant's Name (if other than owner): _____ Tele# _____

Address: _____

Name and address of person presenting application:

Name: _____ Profession _____

Address: _____ Tele # _____

Name of development: _____

C. PROPERTY DESCRIPTION

Location: _____ Zone: _____

Lot size: _____ Tax Map #: _____ Block _____ Lot(s) _____

Size of building in square feet: _____ Stories: _____

D. YARD DIMENSIONS – PROPOSED DEVELOPMENT APPLICATION

Zone: _____ Minimum lot requirements: Area (sq. ft.): _____

Frontage: _____ Depth: _____

Proposed yard dimensions: Principal building Front _____ Rear _____

Side: One _____ Both _____

Accessory buildings: Rear _____ Side _____

Maximum building height: Stories _____ Feet _____

Minimum habitable floor area per dwelling unit _____

Maximum lot coverage _____

Principal building %: _____ Principal & accessory building %: _____

E. IF APPLICATION IS FOR WAIVER, MODIFICATION OR AMENDMENT OF AN EXISTING SITE PLAN, EXPLAIN REQUEST: _____

F. PROPOSED LAND USE: _____

G. DESCRIPTION OF PROPOSED OPERATIONS, INCLUDING DAYS AND HOURS OF OPERATION: _____

H. IF PROPOSAL IS FOR RESIDENTIAL CONSTRUCTION, STATE NUMBER OF DWELLING UNITS AND TYPE OF OWNERSHIP: _____

I. ESTIMATED COST OF CONSTRUCTION: _____

J. ARE ANY DEED RESTRICTITONS APPLICABLE TO THE PROPOSED USE KNOWN OR CONTEMPLATED?

Yes _____ No _____ If yes, attach copy.

K. IS DEDICATION OF LAND FOR ROAD OR OTHER REASON REQUIRED? Yes _____ No _____

If yes, complete the following:

Name of roads: _____

Number of feet: _____ Remarks: _____

L. PREVIOUS ACTION BY PLANNING BOARD: Date _____ Details: _____

Amendment requested: _____

M. DOES THIS DEVELOPMENT PLAN INCLUDE OR REQUIRE A SIMULTANEOUS APPLICATION FOR ANOTHER TOWNSHIP APPROVAL? Yes _____ No _____

If yes, state type of additional approval being sought: _____

N. LIST OF MAPS AND OTHER MATERIAL ACCOMPANYING THE APPLICATION AND THE NUMBER OF EACH ITEM:

	ITEM	NUMBER
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

O. DOES THE FINAL PLAT FOLLOW EXACTLY THE PRELIMINARY PLAT IN REGARD TO DETAILS AND AREA COVERED? Yes _____ No _____

If no, indicate changes: _____

P. SIGNATURE OF APPLICANT: _____

SIGNATURE OF OWNERS: _____

DATE OF APPLICATION: _____

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY, NEW JERSEY**

APPLICATION IS HEREBY MADE FOR:

- () Appeal from Building Officer based on or made in the enforcement of the Zoning Ordinance. N.J.S.A. 40:55D-70a
- () Zoning map interpretation N.J.S.A. 40:55D-70b
- () Hardship variance N.J.S.A. 40:55-70c-1
- () Flexible variance N.J.S.A. 40:55-70c-2
- () Variance for use or principal structure N.J.S.A. 40:55D-70d-1
- () Expansion of a nonconforming use N.J.S.A. 40:55D-70d-2
- () Deviation from standard of conditional use N.J.S.A. 40:55-70d-3

PROPERTY HISTORY:

A. Owner: _____
Address: _____
Telephone: _____
Applicant name (if other than owner): _____
Address: _____
Telephone: _____

B. Property Description:
Location: _____
Zoning district: _____ Block: _____ Lot: _____
Existing use of building or premises: _____

C. Type of variance requested: _____

D. The variance requested is for the purpose of: _____

E. Does the attached survey reflect the property as it presently exists? Yes _____ No _____
If no, explain _____

F. Is the property sewerred or septic? _____ Locate on survey.

G. Is this request connected with the simultaneous approval of another application before a Township board?
Yes _____ No _____
If yes, explain _____

H. Have there been any previous applications before a Township board involving the premises: Yes ___ No ___
If yes, state the date and disposition: _____

I. If this application is for an appeal of a decision of the Building Officer or a zoning map interpretation, explain the appeal or question:

ALL APPLICANTS COMPLETE SECTION J

J. ZONING DISTRICT – _____

DIMENSIONS

	Zoning Requirement	Present Layout	Proposed Layout	**See Note
1. LOT SIZE (sq. ft.)				
Frontage	_____ min.	_____	_____	()
Depth	_____ min.	_____	_____	()
2. SETBACKS (Corner Lot)				
Principal Building				
Front Yard (#1) (ft.)	_____ min.	_____	_____	()
Front Yard (#2) (ft.)	_____ min.	_____	_____	()
Rear Yard (ft.)	_____ min.	_____	_____	()
Side Yard (ft.)	_____ min.	_____	_____	()
2. SETBACKS (Interior Lot)				
Principal Building				
Front Yard (#1) (ft.)	_____ min.	_____	_____	()
Rear Yard (#2) (ft.)	_____ min.	_____	_____	()
Side Yard (ft.)	_____ min.	_____	_____	()
* Accessory Structure(s) (deck, garage, shed, pool, etc.)		(Attach a separate sheet if necessary).		
Rear Yard (ft.)	_____ min.	_____	_____	()
Side Yard (ft.)	_____ min.	_____	_____	()

***ALL ACCESSORY STRUCTURE SETBACKS SHOULD BE INDICATED ON SURVEY**

3. BUILDING AREAS (footprint)				
Principal Building (sq. ft.)	_____	_____	
Accessory Structures (sq. ft.)	LIST			
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
4. LOT COVERAGE				
A. Principal Building (%)	_____ max.	_____	_____	()
B. Total Access. Structures (%)	_____ max.	_____	_____	()
C. Total (%) (A & B)	_____ max.	_____	_____	()
5. DWELLING AREA (Total sq. ft.)	_____ min.	_____	_____	()
First Floor	_____	_____	
6. BUILDING HEIGHT (ft.)				
Number of stories	_____ max.	_____	_____	()

7. IMPERVIOUS COVERAGE

Calculation:

For lots over 25,000 sq. ft., the maximum allowable impervious coverage shall be 28.5% of the lot area. For lots between 10,000 and 25,000 sq. ft., the maximum allowable impervious coverage shall be equal to 45 divided by the square root of the lot area. Lots less than 10,000 sq. ft., the maximum allowable impervious coverage shall be 45% of the lot area.

▪ Structures/Buildings	Sq. ft.	_____	<u>Space reserved for calculation</u>	
▪ Driveways (paved or gravel)	Sq. ft.	_____		
▪ Patios and/or paved areas	Sq. ft.	_____		
▪ Walkways and brick pavers	Sq. ft.	_____		
▪ Tennis Court	Sq. ft.	_____		
▪ Swimming Pool Water Surface	Sq. ft.	_____		
▪ Decks w/o free drainage	Sq. ft.	_____		
TOTAL IMPERVIOUS COVERAGE:	Sq. ft.	_____	Calculated % = _____	()

****NOTE: MARK (X) WHERE NOT IN CONFORMANCE WITH ZONING**

K. OTHER REQUIREMENTS

1. PARKING: Spaces required _____ provided _____
Actual area to be utilized (each floor): _____

Comments: _____

Buffer required _____
Buffer provided _____
Comments: _____

2. SIGN: (Also fill out separate Application for Sign Construction Permit)

Dimensions: _____
Height: _____
Location: _____
Lighting: _____
Setbacks: _____

3. FENCE:

Height: _____
Style: _____
Location: _____

IF APPLICATION IS FOR A HARDSHIP OR FLEXIBLE VARIANCE, COMPLETE SECTION L

L. 1. How will the benefits of the proposed application outweigh any detriments? _____

2. What are the exceptional circumstances or conditions applicable to the property involved or to the intended use of development of the property that do not apply generally to other properties in the same zone or neighborhood?

3. Explain what efforts have been made by the applicant to acquire adjoining lands so as to reduce the extent of the variances or eliminate such?

4. State how the proposed variance:
a. Will not cause substantial detriment to the public good _____

b. Will not substantially impair the intent and purpose of the zoning plan and ordinance _____

IF APPLICATION IS FOR A USE VARIANCE, COMPLETE SECTION M.

M. 1. Explain how the proposed use can be granted without substantial detriment to the public good or how the proposed use would tend to minimize the discordant effect of the use, be less harmful to adjacent properties or tend to bring the use into closer conformity with the zoning ordinance.

2. Explain how the proposed use can be granted without substantially impairing the intent and purpose of the zoning plan and the zoning ordinance. _____

3. List any "special reasons" related to the request. _____

4. List any "hardship" related to the nature of the land and/or the neighborhood which presents reasonable utilization of the property for any permitted use. _____

N. Itemize material accompanying application:

Item

Number submitted

1. _____
2. _____
3. _____
4. _____
5. _____

Signature of Applicant: _____

Signature of Owner(s): _____

Date of Application: _____

REQUEST FOR LIST OF PROPERTY OWNERS WITHIN 200'

Requested By: _____

For: Block _____ Lot _____ Address: _____

Date Requested: _____

Choose one of the following options:

Please mail completed list to: _____

I will pick up list: Please call: _____

Fee of \$10.00 must be paid at the time of request. Paid: _____

THE MUNICIPALITY HAS 7 DAYS TO PROCESS YOUR REQUEST

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY**

**NOTICE TO BE SERVED ON PROPERTY OWNERS WITHIN 200'
AND LEGAL ADVERTISEMENT FOR A VARIANCE APPLICATION**

PLEASE TAKE NOTICE:

That an application has been made by _____ on behalf of _____ for () hardship or flexible variance, () variance for use or principal structure, () expansion of a nonconforming use, () deviation from standard of conditional use, () other _____ so as to permit _____

_____ and any other variances that may be required on the premises at Block _____ Lot _____

Address _____

A regular hearing has been ordered for _____, 20____, with a Work Session at 7:30 pm in the second floor West Wing Conference Room and a Regular Hearing Meeting at 8:00 pm in the second floor Court Room in Town Hall, 340 Franklin Avenue, Wyckoff, NJ. When the case is called, you may appear either in person or represented by an attorney, and present any objections which you may have to the granting of this application.

This notice is sent by the applicant, by order of the Wyckoff Planning Board. Plans are on file in Room 110 and may be examined during regular office hours Monday through Friday, 9:00 am to 4:00 pm. Also, Tuesday evenings from 6:00 p.m. to 7:30 p.m.

Respectfully,

(Applicant)

