RULES, REGULATIONS & REQUIREMENTS

FOR THE FILING OF ZONING BOARD OF ADJUSTMENT

VARIANCE, SITE PLAN AND/OR SUB-DIVISION APPLICATIONS

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The Following Items Must Be Submitted For an Application to Be Deemed Complete:

1. Zoning Determination – It is recommended that applicants submit the zoning determination request as early as possible. Your board application will not be technically reviewed until the zoning determination is issued. If you are seeking a site plan, make sure you submit a copy of the plan for the Zoning Officer to review. Be sure to include a copy of the survey, if required.
2. Schedule technical review committee meeting - Provide an electronic copy of a complete application set in addition to 7 hard copies of a complete application set for department review. Once the application has been deemed complete, then a Board hearing will be scheduled.
3. Application- One original and 16 copies with all applicable accompanying documentation as required.

   NOTE: A disclosure statement may be required along with a copy of the deed, if applicable.

4. Fees- Pay all fees at time of application submission via **certified bank check, company check, or money order** payable to the **Township of Irvington**. You will be provided a receipt indicating that fees are paid.
5. One original and 6 copies of a block map showing the block and lot numbers of properties located in the Township of Irvington situated within a 200 foot radius of the property which will be subject of said application before the Board.

   NOTE: The Engineering Dept. of the Township of Irvington (located in room 205 of the Municipal Building) is responsible for furnishing said BLOCK MAP within a reasonable period of time upon written request from the applicant or a duly authorized representative.

   If the 200 foot radius shall encompass any adjoining municipality or municipalities, you as the Applicant, must obtain the block and lot numbers of those properties in said adjoining municipality from the appropriate official authorized to perform said service in that municipality. You are also required to have those block and lot numbers placed onto the original BLOCK MAP which was furnished to you by the Engineering Dept. of the Township of Irvington along with the requisite numbers of copies referenced above.

   NOTE: The portion of the BLOCK MAP to be completed by the official of the adjoining municipality (if applicable) must be signed and dated by the said officials.

6. One original and 6 copies of the PROPERTY OWNERS NAME LIST, which shall show the names and addresses of all persons who own the properties appearing on the previously referenced

BLOCK MAP. Said PROPERTY OWNERS NAME LIST shall be obtained from the office of the Assessor of the Township of Irvington and same will be furnished to each Applicant or duly authorized representative upon written request, the payment of the requisite fee to the Office of the Assessor, and their receipt of the BLOCK MAP from the Engineering Dept. of the Township of Irvington (Assessor's Office, room 101).

If you were required by item #5 above to obtain the block and lot numbers of properties located in adjoining municipalities, you are also required to obtain a PROPERTY OWNERS NAME LIST which shall have been prepared by the appropriate official of that municipality and said list must be signed and dated by the said officials.

7. One original and 6 copies of all plans relative to the construction of any building or the addition or structural alteration of any building or land area. Plans **must** be signed and sealed. Also, a copy of the survey is required.

   NOTE: Check off each element in the Site Plan Review Checklist that is presented on your site plan while putting a line or N/A through the items that do not apply to your project. Each element should be checked or have a line through them.

   NOTE: Site Plans require a signature block on the title page of the plans for the Board Chairperson, Board Secretary, and Township Engineer along with the resolution number and date.

   NOTE: If your application deals in any way providing and/or selling and/or preparing and/or storing and/or delivery of any food or food item (including repackaged food items) you **must** secure preliminary floor plan approval from the Department of Health & Welfare to be submitted along with your completed application.

8. An updated tax search showing that all taxes and sewer user charges have been paid up-to-date. This may be obtained from the Tax Office, room 101.
9. One clear photograph of the premises.
10. Completed and signed W9 Form and where necessary Business Registration Certificate.

TAKE NOTE THAT ALL APPLICATIONS ALONG WITH THE REQUISITE FEE(S) AND ALL APPLICABLE DOCUMENTATION MUST BE FILED WITH THE BOARD SECRETARY (LOCATED AT 660 STUYVESANT AVENUE) PRIOR TO THE ISSUANCE OF A CALENDAR NUMBER AND HEARING DATE BEFORE THE IRVINGTON ZONING BOARD OF ADJUSTMENT.

Any further questions regarding the submission of an application may be directed to the Board Secretary, Ms. Francis, at 973-982-6980 between 9:00 am and 4:00 pm; Zoning Officer, Malik Ali, on Zoning matters between 9:00 am and 4:00 pm at Aali@IRvingtonnj.gov ; or Board Attorney Eric Bernstein, Monday through Friday.