

PROCEDURES TO APPEAR BEFORE THE PLANNING BOARD OR THE BOARD OF ADJUSTMENT

Apply for a Letter of Denial from the Construction Official office. This will require an architectural plan and possibly a site plan from an engineer or surveyor. The fee for this letter is \$35.00.

If appearing before the **Planning Board you must submit 18 complete packets**, if appearing before the **Board of Adjustment you must submit 15 complete packets** consisting of:

- 1. Cover Letter including the amount of fees and what they are for**
- 2. Letter of Denial**
- 3. Proof of paid taxes**
- 4. Lists of Property owners within 200 feet (obtained from the Tax Assessor's office)**
- 5. Application form (obtained from the Building Department)**
- 6. Copy of Survey**
- 7. Architects plans for the project and possibly a site plan (if one is needed for the Letter of Denial it will be needed for the Planning Board)**
- 8. Full Application including plans must also be submitted on a CD**

This package must be submitted to Mr. Ed Blakeslee in the Building Department, any questions please call (201) 392-2051.

A full set of the complete packet must be send regardless of the size of the project to:

Planning Board

Boswell Engineering
330 Philips Avenue (P.O.Box 3152)
South Hackensack, NJ 07606
Attn: Bernie Mirandi

L & C Design Consultants, PA
One Marine Plaza – Suite 205
North Bergen, NJ 07047
Attn: Jill Hartman

Cleary Giacobbe Alfieri Jacobs
169 Ramapo Valley Road, UL 105
Oakland, NJ 07436
Attn: Brian Chewcaskie

Board of Adjustment

Boswell Engineering
330 Philips Avenue (P.O.Box 3152)
South Hackensack, NJ 07606
Attn: Dennis Harrington

L & C Design Consultants, PA
One Marine Plaza – Suite 205
North Bergen, NJ 07047
Attn: Jill Hartman

Netchert, Dineen & Hillman, Esq.
294 Harrington, Avenue – Suite 3
Closter, NJ 07624
Attn: Jack Dineen

Once your package has been reviewed and you have been scheduled to appear before the board, please note the following:

- 1. You must advertise this in the legal notice of The Record and/or The Jersey Journal at least **10 days prior to meeting date****
- 2. Must mail notice to property owner within 200 feet certified mail**
- 3. Proof of mailing and advertisement must be brought to the Planning Board Secretary prior to meeting for which applicant is scheduled**