

# **LAND USE BOARD ZONING APPLICATION**

**Borough of River Edge  
705 Kinderkamack Road  
River Edge, NJ 07661**

Ed Alter  
Municipal Land Use Clerk  
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(201) 599-6306

Rev. 8/9/24

Borough of River Edge  
Land Use Board  
Zoning Variance Application Instructions

**All meetings with the Land Use Dept. require appointments in advance.**

Ed Alter  
Municipal Land Use Clerk  
Borough of River Edge  
Monday - Friday 9am - 2pm  
201-599-6306

### **Requirements for Application**

**All Zoning Applicants must obtain a Letter of Non-compliance from the Building Department prior to completing the application and submission for consideration and scheduling by the Land Use Department.**

Upon receipt of a Letter of Non-compliance from the Land Use Official, which outlines the variances you will need for your application, you must complete a Land Use - Planning Application (below), if you wish to proceed with a hearing before the Land Use Board.

Upon submission of the application, and payment of the applicable fees to the Borough of River Edge via the Land Use Department, you will receive instructions, and your date for a scheduled Completeness Review & Hearing before the Municipal Land Use Board, which will be held electronically, via Zoom web conferencing.

You will also receive a certified list of property owners within 200' of the subject property, and a list of Utilities for the applicant to Notice regarding the application being heard, and the scheduled hearing date. A cover letter explaining the procedure, including sample notices, will be included. It is important that all required variances should be mentioned in the notice.

**NOTE** – Until further notice, meetings are held electronically via ZOOM. The log in information and a link to the meeting will be posted on the Borough web site at <https://www.riveredgenj.org/landuse>.

The Municipal Land Use Law mandates that notice must be served to the property owners on the 200' list and Utilities via certified mail, including those in neighboring municipalities, and proof of same (return receipts, and a Notarized Affidavit of Service) must be submitted to the Land Use Board clerk no less than 10 days in advance of the scheduled hearing date.

Notice must also be timely published in the Bergen Record, or the Ridgewood News no less than 10 days in advance of the assigned hearing date.

Proof of publication and service of the notice is required before the Board can act on your application. Also, there are certain minimum requirements to be contained in the notice, such as the date, time and place of the hearing; the nature of the matters to be considered and relief sought; the identification of the property and; the location and times where the maps, plans, applications and supporting materials may be viewed by an interested party. Samples are included with your instructions.

If no notice is given or if the notice is in some way defective, this defect affects the jurisdiction of the board to act, and any action taken by the board in such cases is a nullity.

If you fail to meet these minimum requirements, the Board will not have jurisdiction, and cannot hear the application on the scheduled date, in which case you would have to re-notice for the next available meeting.

**Additionally, submit one digital copy and 16 duplicate sets (packets) containing 1 copy of each of the following to the Land Use Office at least 10 days before the date of the initial hearing (*no binder clips please*) in this order:**

- Letter of Non-compliance (Denial),
- Completed Land Use - Zoning Application – all pages,
- Site Plan - Plot plan and/or building plans to scale, with dimensions & Elevations, **folded 8 x 10**. Site Plans are typically 24x36, including a digital copy.
- Survey (current & legible & prepared by a licensed land surveyor), Surveys are usually legal size or 11x17, including a digital copy.
- Owner on-site inspection permission form.
- Any other relevant documents (professional reports &/or analysis)

### **APPROVALS REQUIRED**

It is the applicant's responsibility to determine what, if any, permits are required from outside agencies to construct their proposed project. Including, but not limited to, the following:

- **Bergen County Soil Conservation District**
- **Bergen County Planning Board**
- **New Jersey Department of Transportation**
- **New Jersey Department of Environmental Protection**

**If the applicant fails to meet these minimum requirements, the Board will not have jurisdiction, and cannot hear the application, in which case you would have to re-notice for the next available meeting.**

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Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Professional Representative: \_\_\_\_\_

Borough of River Edge  
Land Use Board of Adjustment  
Zoning -Variance Application Instructions

**Fees:**

Residential Variance – Single-family dwelling, or land to be used as such (up to 3).....	\$350.00
Each additional Variance (over 3).....	\$200.00
Use Variance.....	\$1,500.00
Property owners list.....	\$ 10.00
Legal Escrow .....	\$450.00
Legal Escrow for Use Variance .....	\$2,000.00

**Fees must be paid before certified property owners list is issued.**

***Professional Review Escrows***

***1. Review of plans and reports.***

***(a) In addition to the required application fees established herein, the approving authority may require the applicant to establish one (1) or more cash escrow accounts with the Borough of River Edge, to pay the reasonable costs of professional review and consultation. Said escrow fees may be required by any approving authority for any application referred to in this Chapter.***

***(b) If so required by the approving authority, the applicant shall be required to deposit, in addition to any application fees, a sum of money which shall be held separate in escrow by the Treasurer of the Borough of River Edge, to be utilized for reimbursement of the fees charged by experts in reviewing, analyzing, reporting to the authority or testifying before the authority, concerning the application. Any fees charged against that account shall first be approved by the approving authority. The initial amount to be deposited shall be as required by Section 16-3.8. If the actual cost of professional services exceeds the amount deposited, the applicant shall immediately pay such additional amount as is required to pay all actual costs of professional services.***

We require separate checks for each fee. You will be notified of any necessary escrow deposits needed.

Make checks payable to the Borough of River Edge

BOROUGH OF RIVER EDGE  
LAND USE BOARD OF ADJUSTMENT  
Application

Applicant \_\_\_\_\_  
of \_\_\_\_\_  
is submitting an application to the River Edge Zoning Board of Adjustment for the property  
located at \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Zoning District \_\_\_\_\_ in the Borough of River Edge, New Jersey.  
Email Address \_\_\_\_\_

This application is for the following:

- \_\_\_\_\_ Appeal as per NJSa 40:55D-70a.
- \_\_\_\_\_ Interpretation as per NJSa 40:55D-70b.
- \_\_\_\_\_ Variance from the requirements of the River Edge Zoning Ordinance as  
per NJSa 40:55D-70c.
- \_\_\_\_\_ Variance from the requirements of the River Edge Zoning Ordinance as  
per NJSa 40:55D-70d.

The Section(s) of the Zoning Ordinance from which relief is being sought is/are as follow(s):

Chapter 416 Section: \_\_\_\_\_  
Chapter 416 Section: \_\_\_\_\_  
Chapter 416 Section: \_\_\_\_\_  
Chapter: \_\_\_ Section: \_\_\_\_\_

Reasons for the requested action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use additional space if necessary

Please list any previous applications or appeals to the River Edge Zoning Board of  
Adjustment or Planning Board. Include dates, and any associated resolutions:

\_\_\_\_\_  
\_\_\_\_\_

Will the applicant appear on his own behalf at the public hearing? Yes \_\_\_ No \_\_\_

Will the applicant be represented by an attorney at the public hearing? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Signature(s) Owner and/or Authorized Agent If Different Than Applicant

BOROUGH OF RIVER EDGE  
 LAND USE BOARD OF ADJUSTMENT  
 Application

**I. Property Description**

Property address \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

**II. Dimensions**

<b>Residential R-1</b>	<b>Zoning Requirement</b>	<b>Zoning non- conforming requirement</b>	<b>Present Layout Existing</b>	<b>Proposed Layout</b>	<b>Notes (* Variance Required</b>
Lot size (sq. ft.)	<7500	>7500			
Frontage	75	75			
Depth	100	100			
<b>Setbacks (ft.)</b>					
Front yard	30	30			
Rear yard	25	25			
Side yard #1	7.5	5			
Side yard #2	7.5	5			
Side yard total	18	12			
Side yard corner lot	30	30			
Lot coverage (%)	25	25			
Improved lot coverage (%)	35	35			
Building height	30	30			
Number of stories	2-1/2	2-1/2			

Notes (\*) from above dimensions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



BOROUGH OF RIVER EDGE  
LAND USE BOARD OF ADJUSTMENT  
Application

**FOR SIGN APPLICATIONS**

How many signs are located on the property presently? \_\_\_\_\_

1. Sign #1 is setback \_\_\_\_\_ feet from the front property line, \_\_\_\_\_ feet from the left/right side yard line and \_\_\_\_\_ feet above grade.  
The proposed size of sign #1 is \_\_\_\_\_ square feet.
2. Sign #2 is setback \_\_\_\_\_ feet from the front property line, \_\_\_\_\_ feet from the left/right side yard line and \_\_\_\_\_ feet above grade.  
The proposed size of sign #2 is \_\_\_\_\_ square feet.
3. The proposed area of all signs is \_\_\_\_\_ square feet.
4. The proposed total number of signs on the property: \_\_\_\_\_

**FOR FENCE APPLICATIONS:**

1. Height along front yard line: \_\_\_\_\_ feet.
2. Height between front building line and rear line of building: \_\_\_\_\_ feet.
3. Height along rear yard line: \_\_\_\_\_ feet.
4. Describe style and material for proposed fence:

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Indicate on the property survey the location and height of the proposed fence.



RIVER EDGE LAND USE BOARD OF ADJUSTMENT  
OWNER ON-SITE INSPECTION PERMISSION FORM  
STATEMENT

I, WE \_\_\_\_\_ HAVE

APPLIED TO THE RIVER EDGE ZONING BOARD OF ADJUSTMENT FOR:

\_\_\_\_\_ APPEAL OF DECISION BY THE ADMINISTRATIVE OFFICER

\_\_\_\_\_ INTERPRETATION OF THE ZONING ORDINANCE

\_\_\_\_\_ VARIANCE(S)

I, WE, BY SIGNING THIS STATEMENT, AGREE TO AN ON-SITE INSPECTION OF THE CAPTIONED PREMISE BY ANY MEMBER OF THE ZONING BOARD OF ADJUSTMENT PRIOR TO THE REGULAR MEETING OF \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL : \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**RIVER EDGE LAND USE BOARD OF ADJUSTMENT  
BOROUGH OF RIVER EDGE  
705 Kinderkamack Rd.  
River Edge, NJ 07661**

**CERTIFICATION OF TAX PAYMENT**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Block

\_\_\_\_\_  
Lot

I, being the Tax Collector of the Borough of River Edge, New Jersey, do hereby certify that tax charges on the above captioned premise are paid through the current tax period \_\_\_\_\_ and are not in arrears.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tax Collector  
Borough of River Edge  
705 Kinderkamack Rd

**RIVER EDGE LAND USE BOARD OF ADJUSTMENT  
BOROUGH OF RIVER EDGE  
705 Kinderkamack Rd.  
River Edge, NJ 07661**

**LAND USE DEFINITIONS**  
**FOR INFORMATION PURPOSES ONLY**

Lot Coverage	That portion of a lot which is occupied by buildings and accessory structures but not including walkways, driveways, patios, and open parking areas.
Improved Lot Coverage	The percentage of lot area which is improved with principal and accessory buildings, structures, and uses, including but not limited to driveways, parking areas, garages and other man-made improvements.
Setback	Distance between the building and any lot line.
Height	The vertical distance from the average finished grades at a point six (6) feet perpendicular to each foundation corner and each break in the foundation of the building and/or structure to the highest point of the building, excluding chimneys, antennae and accessory fixtures for convenience. All measurements for the purpose of height shall be to the peak of the proposed roof. For any structure without a roof, including radio and cellular towers, the height shall be measured from the average grade plan along all sides of the structure which grade shall be unchanged from the natural grade to the highest point of the structure.