



BOROUGH OF ROCKLEIGH

26 Rockleigh Road
Rockleigh, NJ 07647-2706
Tel: 201-768-4217
Fax: 201-768-3355

BOROUGH OF ROCKLEIGH

Variance Application **Rockleigh Planning Board** **Table of Contents**

Variance Application

Overview.....	Page 2
Planning Board Procedures.....	Page 3
Calendar.....	Page 6
Submissions Requirements.....	Page 7
Application	Page 9
Variance Application Checklist.....	Page 14
Zoning Checklist.....	Page 18
Sample Public Notice.....	Page 21
Sample Proof of Service.....	Page 22

**Variance Application
Rockleigh Planning Board
Overview, Procedures, and Application Requirements**

Overview

The Rockleigh Planning Board, consisting of nine volunteer members appointed by the Mayor, holds public hearings and makes decisions governing land use in the Borough of Rockleigh in accordance with Municipal Land Use Law of the State of New Jersey (NJSA 40:55D-1 et seq.), and the Municipal Land Use Ordinances of the Borough of Rockleigh. Applicants should also be aware that the Borough of Rockleigh, pursuant to the Municipal Land Use Law, does not have a separate Zoning Board of Adjustment. The functions of a Zoning Board of Adjustment and a Planning Board are all performed by the Rockleigh Planning Board. Copies of the Municipal Land Use Ordinances of the Borough of Rockleigh, the Rockleigh Master Plan (and 2004 Master Plan Re-Examination), and the Rockleigh Official Map are all available from the Rockleigh Municipal Clerk's Office at the Rockleigh Municipal Building (26 Rockleigh Road, Rockleigh, NJ).

Any development, or construction, located on property in any zone of the Borough not in conformance with the Zoning Ordinances of the Borough requires a Variance, or approval from the Planning Board, that the development may proceed notwithstanding such non-conformance with the Zoning Ordinances

Applications, correspondence, plans, and all other communications to the Rockleigh Planning Board shall be submitted to the Rockleigh Borough Clerk/Administrator as follows:

William J. McGuire
Borough Clerk/Administrator
Borough of Rockleigh
26 Rockleigh Road
Rockleigh, New Jersey 07647
Telephone No.: (201) 768-4217
Fax No.: (201) 768-3355

NOTICE TO APPLICANT: The instructions and suggestions contained herein are an attempt by the Planning Board of the Borough of Rockleigh to assist the applicant and, under no circumstances, are they intended to be a complete list of requirements pursuant to the Municipal Land Use Law of the State of New Jersey, other State Statutes and applicable Municipal Ordinances of the Borough of Rockleigh. The sole of responsibility of proper and complete presentation of an application and compliance with the procedural requirements of the Planning Board and State of New Jersey Statutes is upon the applicant.

Planning Board Procedures

Application Process:

An initial application must be submitted a minimum of twenty-one business days prior to the next regular monthly meeting at which the applicant is seeking to be heard in Work Session. Subsequent submissions after the initial submission must be submitted to the Planning Board no less than ten business days prior to the next regular monthly meeting at which the applicant is seeking to be heard in Work Session. The application will first be reviewed for completeness. Upon a determination that the application is complete, the applicant will be required to send necessary notifications and Public Notices and a Public Hearing will be held by the Planning Board at the earliest agenda date available. A decision by the Planning Board on an application will be made at a Public Hearing. Public Hearings are generally held on the fourth Monday of each month.

Upon Approval by the Planning Board of a Variance application, the Planning Board will need to memorialize its action in approving the Variance(s) by the adoption of a written Resolution that typically will be reviewed and adopted by the Planning Board at the next regularly scheduled monthly Planning Board meeting. Adoption of a Resolution by the Planning Board and, if necessary, entry into a Developer's Agreement is required prior to the issuance of any Building Permits.

The Planning Board Attorney is Kenneth C. Dolecki, Esq., 477 Main Street, P.O. Box 6, Hackensack, New Jersey 07602; Telephone No.: (201) 342-0774, Fax No.: (201) 342-3740. The Planning Board Engineer is Gregory Polyniak of Neglia Engineering Associates, 34 Park Avenue, P.O. Box 426, Lyndhurst, New Jersey 07071; Telephone No.: 1(888) 842-1062, Fax No.: (201) 939-0846.

Completeness:

Upon receipt of an application, the application will be reviewed for completeness. The application and plans will be submitted to the Planning Board Attorney and Planning Board Engineer for their respective reviews. Typically, the Planning Board Attorney and the Planning Board Engineer will issue written review/comment reports to the Planning Board and a copy will be supplied to the applicant or, if represented, to the applicant's attorney and other professionals, such as architect, engineer or planner.

A determination of completeness, however, is made by the Planning Board during a Work Session of the Planning Board. Typically, each monthly meeting of the Planning Board is divided into two agendas. First a Work Session is held and then the meeting is moved into a Public Hearing Session. A determination of completeness by the Planning Board is typically effected during the Work Session agenda. If an application appears complete or substantially complete and timely filed, it will be placed on the Work Session agenda of the next Planning Board meeting. If the application appears to be substantially incomplete, the Planning Board may make a determination not to place the application on the next Planning Board Work Session agenda.

If an application is determined by the Planning Board to be incomplete, at the time of that determination, the Planning Board will inform the applicant of the deficiencies in the application with regard to drawings, plans or other information needed to complete the application.

Work Session:

All applications will be submitted to the Planning Board for review at a Work Session. Work Sessions are generally held as the first portion of each monthly meeting held on the fourth Monday of each month. An application will be placed on the Work Session agenda provided that the application is determined to be either complete or substantially complete. The applicant or the applicant's attorney will be contacted by Planning Board staff to advise as to the date that the applicant's application will be placed on the work session agenda.

Fees:

Should the application be deemed to be complete by the Planning Board at the Work Session, a Public Hearing will be scheduled by the Planning Board at the earliest agenda date available.

An initial submission must be received by the Planning Board no less than 21 business days in advance of the Work Session at which the applicant seeks to be heard. Subsequent submissions must be received by the Planning Board no less than 10 business days prior the meeting. Any subsequent submissions submitted after that date will not be considered at the Hearing. This is applicable to both the Work Session Hearing, as well as the Public Session Hearing.

No application will be heard by the Planning Board either at Public Hearing or for a Work Session Hearing if the required application fees and deposits for professional fees as hereinafter set forth have not been paid.

In the event the Escrow Account established at the time of filing of the application is exhausted, the applicant, or if represented, the applicant's attorney, will be contacted by the Planning Board staff to replenish the Escrow Account. In the event the Escrow Account is not replenished within 10 calendar days from the date of notification by the Planning Board, no further work or Hearing will occur on the applicant's application until payment of all outstanding fees and replenishment of the Escrow Account have been satisfied by the applicant. However, and notwithstanding the preceding, in the event an applicant is scheduled to be heard, either on the work session agenda or the public session agenda, of an upcoming Planning Board meeting, replenishment of the Escrow Account must occur no later than 10 business days prior to the meeting at which the application is scheduled to be heard. This provision shall supercede the 10 calendar day requirement as set forth above. In the event the applicant has not satisfied the requirement of replenishment of Escrow 10 business days prior to the hearing, the applicant's matter will not be listed for hearing, whether it was scheduled for the work session agenda or the public session agenda.

Routinely, the procedure regarding Escrow Accounts for professional services are handled in the following manner. Upon approval of payment of a Voucher by the Planning Board, an informational copy of the Voucher will be submitted to either the applicant directly, or if represented by counsel, to the applicant's attorney. If the outstanding balance in the applicant's Escrow Account is equal to the amount of the Voucher(s) to be paid or is insufficient to pay the Voucher(s) in full, notice will be forwarded to the applicant, or the applicant's attorney, providing a status of the applicant's Escrow Account, which notice will provide the existing balance in the applicant's Escrow Account, as well as the amount or amounts of any Voucher(s) approved by the Planning Board for payment.

If the amount remaining in the applicant's Escrow Account is equal to the amount of the Voucher(s) or is insufficient to pay the Voucher(s) in full, the applicant will be requested to provide additional monies to satisfy the following:

- A. A sum of money which, when added to the amount in the Escrow Account, will be sufficient to satisfy all outstanding approved Voucher(s); and
- B. An additional amount to replenish the Escrow Account for anticipated future professional services;

Public Hearings:

Work Sessions and Final Hearing are both Public Hearings. Final Public Hearings must be noticed in accordance with the Municipal Land Use Law and Municipal Ordinances of the Borough of Rockleigh. At the Final Public Hearing, the public will be heard by the Planning Board in accordance with Planning Board's Rules for Public Hearings. Any member of the public can be represented by an attorney. The Planning Board may determine to continue the Hearing to another date or conclude the Hearing on the scheduled date. At the conclusion of the Hearing, the Planning Board will either approve or deny an application in Public Session. Public Hearings are generally the second portion of each monthly meeting, normally held on the fourth Monday of each month.

Applicants must provide Notice to Property Owners and Public Advertising so in accordance with the Municipal Land Use Law. The deadline for submitting any advertising copy to the *Press Journal/Valley Star* or *The Bergen Record* for publication in a timely issue is determined by each newspaper. Advertisement and Notices to Property Owners, when required, must be published and served no less than 10 days prior to the Public Hearing.

A Certified List of Property Owners requiring Notice may be obtained from the Borough of Rockleigh for a fee of \$10.00, with a check made payable to the Borough of Rockleigh. Requests for the list of such property owners requiring notification, together with the \$10.00 fee, should be forwarded to William J. McGuire, Borough Clerk/Administrator, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, New Jersey 07647. Proof of Publication and Service must be filed with the Planning Board no later than 5 days prior to the Public Hearing.

Final Public Hearings are typically held at the regular monthly meeting, the fourth Monday of each month at 8:00 PM, or as otherwise shown on the Planning Board calendar. All applicants are entitled to be represented by counsel.

At the Final Public Hearing on an applicant's application, the Planning Board may take one of the following actions on the applicant's Variance Application:

- A. The Planning Board may grant Approval of some or all of the Variances requested, without condition;
- B. The Planning Board may grant Approval of some or all of the Variances requested with conditions and state the conditions the applicant must meet;
- C. The Planning Board may deny Approval;

A brief Notice of every final decision shall be published in the official newspaper of the municipality, arranged by the Borough Administrator with a reasonable charge to the applicant. If the applicant desires, the Notice may be published by the applicant at his expense. The period of time in which an Appeal of the decision may be made does not begin to run until such publication. This publication is in addition to the applicant's obligation to publish the Notice of Public Hearing no less than 10 days prior to the Final Public Hearing date.

CALENDAR

OBTAINMENT OF APPLICATION	Available at the Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, NJ; Monday through Friday, 9:00 AM to 5:00 PM;
APPLICATION FILING DEADLINE (Initial Submission)	21 business days prior to the regular monthly Planning Board meeting at which the applicant is seeking to be heard;
APPLICATION FILING DEADLINE (Subsequent Submissions)	10 business days prior to the regular monthly Planning Board meeting at which the applicant is seeking to be heard;
WORK SESSION	8:00 PM, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, NJ; Held typically on the fourth Monday of each month; (typically the first half of each monthly meeting)
PUBLICATION AND PROPERTY OWNER NOTICE DEADLINE	No less than 10 calendar days prior to Final Public Hearing. Proof of Publication and Service to be filed no less than 5 days prior to the Final Public Hearing;
FINAL PUBLIC HEARING	8:00 PM, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, NJ; Held typically on the fourth Monday of each month; (typically the second half of each monthly meeting)

Submission Requirements

All materials must be submitted to William J. McGiure, Borough Clerk/Administrator, Borough of Rockleigh, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, New Jersey 07647, together with all required fees. Fees are to be submitted by Check Only, Payable to the Borough of Rockleigh. All plans are to be folded (not rolled) and collated. Rolled plans shall be returned to the applicant and shall not be accepted or deemed filed.

See the "Variance Review Application Checklist" for the required material submissions and drafting specifications.

Applications found to be substantially incomplete will not be considered by the Planning Board that month or in subsequent months, until sufficient required information is provided pursuant to the time table set forth herein. Applications are distributed to the Planning Board members and to selected Planning Board professionals for review.

18 copies of the application and Plans (folded), which shall include 18 copies of a Survey (folded) of the property (not more than 5 years old, depicting present/as-built conditions), shall be submitted.

In addition, at the time of submission of an initial application and plans, the following checks must also be submitted, as applicable :

- A. Check in the amount of \$ _____ for Bulk Variance Application Fee;
- B. Check in the amount of \$ _____ for Use Variance Application Fee;
- C. Check in the amount of \$1,000.00 for Engineering, Legal and Planning Review Escrow for Bulk Variances;
- D. Check in the amount of \$2,000.00 for Engineering, Legal and Planning Review Escrow; for Use Variance;

If both Bulk and Use Variances are being requested, both fees shall be paid.

The applicant is also responsible to submit any additional information as requested at previous Reviews or Meetings, such as, but not necessarily limited to, traffic and parking studies or such other studies or information as have been requested by the Planning Board.

A Zoning Analysis of the subject property and any improvements shall be submitted with the application. The applicant will find the Ordinance Requirements as they relate to the Zoning of the particular property in the Municipal Land Use Ordinances of the Borough of Rockleigh.

All Plans shall be folded and sorted to create complete applications.

The Municipal Land Use Ordinances of the Borough of Rockleigh may be purchased at the Office of the Borough Clerk, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, NJ 07647, Monday through Friday, 9:00 AM to 5:00 PM.

Office of the Planning Board: William J. McGuire, Borough Clerk/Administrator
Rockleigh Municipal Building
26 Rockleigh Road
Rockleigh, New Jersey 07647
Telephone No.: (201) 768-4217
Fax No.: (201) 768-3355

All fees and escrow checks to be made payable to the Borough of Rockleigh.

PLANNING BOARD
BOROUGH OF ROCKLEIGH
ROCKLEIGH, NEW JERSEY

APPLICATION FOR VARIANCE APPROVAL

Planning Board Application No. _____ Date Received: _____ (Above to be filled out by the Borough of Rockleigh)

PLEASE SUBMIT EIGHTEEN (18) TYPEWRITTEN, SIGNED COPIES OF THE APPLICATION

CHECK WHERE APPROPRIATE

1. Application is hereby made for (check where appropriate):

- () Bulk Variance
- () Use Variance
- () Other _____

2. Name of Applicant: _____

Address of Applicant: _____

Telephone No. () _____ Fax No. () _____

Email Address: _____

3. Present Owner(s) of Land - _____

Address: _____

Telephone No. () _____ Fax No. () _____

Email Address: _____

4. Name of Development: _____

Tax Assessment _____ Block: _____ Lot: _____

Street Address: _____ Zoning District: _____

5. If applicant is a corporation, list names and address of the following officers:

President _____

Vice-President _____

Secretary _____

Treasurer _____

6. If applicant is a corporation or partnership, list names and addresses of stockholders owning at least 10% interest in the partnership.

Name:

Address:

7. The following professionals have been involved in the preparation of this application, the plans submitted or represent the applicant. Please supply name, address, telephone number, fax number and e-mail address.

A. Attorney: _____

B. Surveyor: _____

E. Engineer: _____

F. Architect: _____

E. Planner: _____

F. Other: _____

8. Do any protective covenants, easements, rights of way, deed restrictions or other similar encumbrances exist on the subject property?

Check one: Yes () No ()

If yes, provide the Bergen County Clerk's Office Deed Book and Page and a true copy of each such instrument.

A. Deed Book _____, Page _____. Copy attached: _____ yes

B. Deed Book _____, Page _____. Copy attached: _____ yes

C. Deed Book _____, Page _____. Copy attached: _____ yes

9. Describe in detail the proposed use of the subject property, including primary use as well as any accessory uses.

Check one: Permitted Use () Conditional Use ()

10. Type of Variance for which application is being made:

N.J.S. 40:55D-70(c)(1) () N.J.S. 40:55D-70(c)(2) ()
N.J.S. 40:55D-70(d) ()

Cite Zoning Ordinance Section

Provide Zoning Ordinance Requirement

A. _____
B. _____
C. _____
D. _____
E. _____

11. For each Variance listed under item #10 above, provide what is proposed:

A. _____
B. _____
C. _____
D. _____
E. _____

12. For each Variance listed under item #10, state in detail why the proposed relief should be granted by the Planning Board.

A. _____

B. _____

C. _____

D. _____

E. _____

13. Have there been any previous requests for relief from the Planning Board or the former Board of Adjustment involving these premises?

Check one: Yes () No ()

If yes, for each such request, provide the following information: (i) Date of Hearing;; (ii) Description of Relief Requested; (iii) Relief Granted:

A. _____

B. _____

C. _____

14. Are there any existing non-conformities with the Zoning Ordinance?

Check one: Yes () No ()

If the answer to this question is "yes", provide the following information:

Cite Zoning Ordinance Section

Provide Zoning Ordinance Requirement

A. _____

B. _____

C. _____

D. _____

E. _____

15. All information required under the Zoning Checklist is required to be included on the Plan in the Tabular Presentation and in Graphic Presentation, including present Ordinance regulations for Zone District, existing conditions and proposed conditions.

Has all information been so included?

Check one: Yes () No ()

I certify that all statements and information contained in this and all documents submitted as part of this application are true and accurate.

Signature of Applicant: _____

Date: _____

IF THE APPLICANT IS OTHER THAN THE OWNER SET FORTH IN QUESTION #3, THE FOLLOWING MUST BE COMPLETED:

The undersigned owner of the subject property herewith grants permission to the applicant set forth above to execute and process this application before the Planning Board of the Borough of Rockleigh.

Signature of Owner: _____

Date: _____

VARIANCE APPLICATION CHECKLIST

PLEASE SUBMIT EIGHTEEN (18) TYPEWRITTEN AND SIGNED COPIES

NAME OF PROJECT: _____

NAME OF OWNER: _____

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

TAX ASSESSMENT MAP DESIGNATION: BLOCK _____ LOT _____

STREET ADDRESS: _____

Use this checklist as a guide for the procedural requirements that must be met by the applicant before the Planning Board will review a Variance Application. Below are listed the submissions that constitute a complete Variance Application.

- | | <u>Yes</u> | <u>N/A</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| A: Eighteen (18) typed and signed Variance Application form | () | |
| B: Copies of any protective covenants, easements, rights of way, deed restrictions or other similar encumbrance which may exist on the subject property | () | () |
| C: Fees: Variance Application | () | |
| Engineering, Legal, & Planning Escrow | () | |
| D: Eighteen (18) copies of Certified Survey, drafted to the specifications listed below, and folded separately to a size no larger than 10" x 14" with the title blocks showing | () | |
| E: Eighteen (18) completed and clear copies of this checklist | () | |
| G. Zoning Data Schedule per this Zoning Checklist | () | |

Does the development require any of the following:

- | | <u>Yes</u> | <u>No</u> |
|-------------------------------------|------------|-----------|
| A. Bergen County Site Plan approval | () | () |
| B. NJDEP Approvals | () | () |

If the answer to this question is "yes", please list the specific NJDEP approvals required:

- | | | |
|----------------------------------------------|-----|-----|
| C. Borough of Rockleigh Subdivision Approval | () | () |
| D. Bergen County Subdivision Approval | () | () |

	<u>Yes</u>	<u>No</u>
E. Rockleigh Site Plan Approval	()	()
F. Rockleigh Soil Movement/Soil Disturbance Permit	()	()
G. Rockleigh Historic Review and Approval	()	()
H. Rockleigh Sewer Authority Approval	()	()

Almost all required information is to be conveyed, in either graphic or tabular form. Please check the "Yes" box after items included in your survey, the "No" box if the item is missing, the "Not Applicable" box if the item does not apply to your application or the "Waiver" box, if you are seeking a Waiver of this Requirement.

SURVEY, CERTIFIED BY LICENSED SURVEYOR	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
	()	()	()	()

A. Title block, containing:

Name of project	()	()
Name and address of owners or corporate officers	()	()
Tax assessment map designation, by block & lot	()	()
Street address	()	()
Names, address, telephone numbers, seals, and signatures of the surveyors	()	()
Date of survey and revisions	()	()
Scale, not smaller than 1" = 50' and not larger than 1" = 10'	()	()

Graphic presentation of:

North arrow indication	()	()
Lot lines, length and bearings	()	()

Existing:

Setback lines	()	()	()	()
Easements	()	()	()	()
Location of existing buildings and structures, including walls and fences	()	()	()	()
Location of street center line, edge of pavement and curb openings	()	()	()	()

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
<u>B. Key map, containing:</u>				
Use borough tax map	()	()	()	()
Scale, not smaller than 1"-100'	()	()	()	()
North arrow with same orientation as survey	()	()	()	()
Property in question	()	()	()	()
All properties within 200' identified by tax lot and block number	()	()	()	()
The zoning districts applicable to subject property and those properties within 200'	()	()	()	()
<u>C. Tabular presentation:</u>				
of names and address of all property owners of all properties within 200', keyed to key map	()	()	()	()
<u>D. General:</u>				
Location, size and nature of all existing rights-of-way, easements and other encumbrances which may effect the lot or lots in question	()	()	()	()
Location, size and nature of all proposed right-of-way, easements and other encumbrances which may effect the lot or lots in question	()	()	()	()
Location, size and nature of the entire lot or lots in question and any contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest	()	()	()	()
Location, names and widths of all existing and proposed streets abutting the lot or lots in question	()	()	()	()
<u>E. Building Structures:</u>				
Existing principal building or structure and all accessory buildings or structures including:				
Location with setback dimensions	()	()	()	()
Dimensions of structures	()	()	()	()
Proposed principal building or structure and all accessory buildings or structures including:				
Location with setback dimensions	()	()	()	()
Dimensions of structures	()	()	()	()

Yes No N/A Waiver

F. Coverage:

Total area of lot

() ()

Area and % of property covered by buildings

() ()

Area and % of property covered by parking areas, walks, driveways and all other impervious areas (for residential, only include those areas of driveway and walks that are required to be included for lot coverage calculations)

() ()

G. Trees and Shrubbery/Landscaping:

Location and identification of retained and proposed plantings

() () () ()

Landscape/Planting plan prepared by a licensed landscape architect or other licensed landscape designer and signed by said person

() () () ()

H. Other Screening:

Retained and proposed non-vegetative screening showing:

Location

() () () ()

Dimensions

() () () ()

Materials and type of construction

() () () ()

Architectural elevations

() () () ()

Cross sections

() () () ()

I. Any additional Information requested by the Planning Board:

() () ()

() () ()

() () ()

() () ()

Signature of Applicant: _____

Date: _____

	<u>Zoning Standards</u>	<u>Existing</u>	<u>Proposed</u>
III. <u>LOT COVERAGE:</u>			
Square footage of building coverage	_____	_____	_____
Percent of building coverage	_____	_____	_____
Square footage of all impervious lot coverage	_____	_____	_____
Percentage of lot for all impervious coverage	_____	_____	_____
IV. <u>HEIGHT:</u>			
Principal Structure	_____	_____	_____
Accessory Structure	_____	_____	_____
Accessory Structure	_____	_____	_____
V. <u>YARDS/SETBACKS:</u>			
Principal Structure Front Yard	_____	_____	_____
Principal Structure Side Yard (1)	_____	_____	_____
Principal Structure Side Yard (2)	_____	_____	_____
Principal Structure Rear Yard	_____	_____	_____
First Accessory Structure Front Yard	_____	_____	_____
First Accessory Structure Side Yard (1)	_____	_____	_____
First Accessory Structure Side Yard (2)	_____	_____	_____
First Accessory Structure Rear Yard	_____	_____	_____

	<u>Zoning Standards</u>	<u>Existing</u>	<u>Proposed</u>
Second Accessory Structure Front Yard	_____	_____	_____
Second Accessory Structure Side Yard (1)	_____	_____	_____
Second Accessory Structure Side Yard (2)	_____	_____	_____
Second Accessory Structure Rear Yard	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTICE OF PUBLIC HEARING
PLANNING BOARD
BOROUGH OF ROCKLEIGH

PLEASE TAKE NOTICE that the Planning Board of the Borough of Rockleigh will hold a Public Hearing on _____, 20____, at 8:00 PM, or as soon thereafter as the matter may be heard at the Municipal Building, 26 Rockleigh Road, Rockleigh, New Jersey, on the application of:

for the following items of relief:

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

The property the subject of the application is known as: Block: _____, Lot: _____, on the current Tax Assessment Map of the Borough of Rockleigh. The property is also commonly known by the following street address: _____, Rockleigh, New Jersey.

The application, plans and all supporting documentation are on file in the Planning Board Office at the Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, New Jersey, and are available for public inspection Monday through Friday, 9:00 AM to 5:00 PM.

When the case is called, you may appear either in person or by attorney and present any testimony or evidence you may have concerning the application.

This Notice is being sent to you by the applicant pursuant to the Municipal Land Use Law of the State of New Jersey and by Order of the Planning Board of the Borough of Rockleigh, New Jersey.

DATE: _____

APPLICANT

FORM OF PROOF OF SERVICE

STATE OF NEW JERSEY

SS:

COUNTY OF BERGEN

(Name) _____ of full age, being duly sworn according to law, upon his oath, deposes and says:

1. He resides at/has an office at _____
_____.
2. He is the applicant/attorney for the applicant in the above referenced application pending before the Planning Board of the Borough of Rockleigh.
3. Said application relates to premises known and designated as follows: Tax Block _____, Tax Lot _____, on the current Tax Assessment Map of the Borough of Rockleigh. The premises are commonly known by the following street address:
_____.
4. I gave Notice of this proceeding to each and all of the owners of property effected by said application by certified mail, return receipt requested, on the _____ day of _____, 20_____.
5. A true copy of the Notice forwarded to each and all of said property owners is attached to this Affidavit.
6. A list of the names and addresses of the persons/agencies notified is attached to this Affidavit.
7. True copies of the white certified mail receipts which contain a postmark date are attached to this Affidavit.

APPLICANT/APPLICANT’S ATTORNEY

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

Notary Public of the State of New Jersey
My commission expires: _____