

Dear Haworth Property Owner,

You have been notified that your proposed improvement to your land or property is not in compliance with the zoning ordinances of the Borough of Haworth. If you choose to request a variance from the regulations, the attached checklist is to help you prepare a complete application to the Zoning Board of Adjustment.

You will present your application at a public meeting of the Zoning Board. At that time, you will have the opportunity to explain why a variance should be granted. This meeting is a legal proceeding; you will be required to give advertised public notice; you will make your presentation under oath; your presentation will be recorded; you will be asked questions posed by members of the Board; and the public will be given an opportunity to speak in favor of or against your application. All documents, photographs or other exhibits that you use in your presentation may be accepted as evidence. Signed petitions or letters from persons not in attendance at this meeting cannot be presented and will not be accepted as evidence. You have the right to be represented by counsel and to call witnesses on your behalf.

Should you have any questions at all concerning the application process, kindly contact the office of the Borough Clerk.

The Zoning Board of Adjustment.

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**Zoning Board of Adjustment  
Borough of Haworth, New Jersey**

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**Application Checklist**

Fifteen completed Application forms, surveys, building plans, affidavits and exhibits, etc., must be filed with the Borough Clerk at least twenty-one (21) days prior to the meeting, which is usually held on the first Tuesday of each month at 8:00 pm.

**INCOMPLETE APPLICATION WILL NOT BE ACCEPTED**

I. Affidavit as to ownership of property, (see Form in Application).	
II. Affidavit of Applicant as to service of notice required under 40:55D-12, 40:55D-12.1, 40:55D-12.2 and 40:55D-14.	Required prior to hearing
III. Fifteen copies of plans for proposed construction, alteration, or extension of building.	
IV. Fifteen copies of a licensed surveyor's or engineer's survey showing: a) Shape and dimensions of subject property and its relation to abutting streets; b) Designation of street Applicant has elected as the "front street" from which depth of lot is to be measured; c) Location, shape and dimensions of all existing structures on the plot, including distance of buildings from the street lines, from the side lines, and from rear lot lines; d) All easements affecting the property.	
V. Copy of deed restrictions affecting the subject property, if any.	
VI. One set of photographs of subject property showing existing conditions, surroundings and area of proposed use.	
VII. Fifteen copies of Letter of Denial, if any.	
VIII. Proof of Newspaper Publication.	Required prior to hearing

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**Zoning Board of Adjustment  
Borough of Haworth, New Jersey**

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**Procedures for Filing Applications**

Specific Cases	Applications for exceptions to the requirements of the Zoning Ordinance of the Borough of Haworth shall be considered by the Zoning Board of Adjustment only if they refer to specific cases, and only after a decision with respect to the matters involved has been made by the Building Inspector/Zoning Officer or other administrative officer of the Borough.
Where to File	With the Borough Clerk, Municipal Center, Haworth, New Jersey
Fee & Deposit	A fee of \$100.00 and a deposit of \$200.00 must accompany all applications. Two separate checks must be drawn made payable to the Borough of Haworth.
Time Limit	Applications pertaining to decisions of the Building Inspector/Zoning Officer or other administrative officer of the Borough must be filed within 20 days after the decision was rendered.
Application Forms	Blank forms and checklists shall be supplied to Applicants by the Borough Clerk. All material and all information listed in such application form and checklists, together with required affidavits, must be submitted by each Applicant, as well as any additional facts or data pertinent to the subject matter of the Application.
Public Hearings	Upon receipt of a complete Application, the Borough Clerk shall set a date for a public hearing and shall advise Applicants of such date.
Notices to Property Owners	Applicants shall give notice as required by N.J.S.A. 40:55D-12; Affected 40:55D-12.1; 40:55D-12.2; and 40:55D-14 to all property owners within 200 feet of the property to be affected by the Application as well as public utility and cable television companies. For property located on County roads, the Bergen County Planning Board has to be given notice as well. Such notices must be given at least 10 days prior to the date designated by the Board for the public hearing. At the time of the hearing, Applicant must, by affidavit, present satisfactory proof to the Board that said notices have been duly served. A certified list of the persons required to be given notice shall be obtained from the Borough Clerk.

Notice to	Applicant must submit a Notice of Meeting to a local newspaper for Newspaper publication. Such notice must be published at least 10 days prior to the date designated by the Board for the public hearing. Proof of publication must be obtained and filed with the Borough Clerk prior to hearing.
Information	Information as to Applications, checklists, and accompanying material may be obtained from the Borough Clerk

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**Zoning Board of Adjustment  
Borough of Haworth, New Jersey**

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**Application for Variance from Zoning Ordinance**

- (1) Name of Applicant: \_\_\_\_\_
- Address of Property: \_\_\_\_\_
- Dimensions of Property: \_\_\_\_\_
- Block \_\_\_\_\_ Lot \_\_\_\_\_

- (2) This application is being made to obtain relief from the following Ordinance limitations:

Current Use	Total Height of Building(s) # of Stories & Feet	Size of Lot, Area in Square Feet & Width	Impervious Area-Coverage of Lot in Percentage	Set Back from Street	Narrowest Width of Side Yards, Left, Right	Depth of Rear Yard

- (3) The requested variance is indicated in the spaces below:

Current Use	Total Height of Building(s) # of Stories & Feet	Size of Lot, Area in Square Feet & Width	Impervious Area-Coverage of Lot in Percentage	Set Back from Street	Narrowest Width of Side Yards, Left, Right	Depth of Rear Yard

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**Zoning Board of Adjustment  
Borough of Haworth, New Jersey**

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**Application for Variance from Zoning Ordinance - Continued**

(4) The Variance desired and the reasons for the same are as follows:

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(5) Describe the character of the buildings and property located within 200 feet (in all directions) from the subject property.

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(6) If this is an appeal from a decision rendered by the Building Inspector or other administrative officer of the Borough of Haworth, explain:

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(7) Have there been prior applications? If so, explain:

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(8) When did you purchase the property?

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Name of Owner:

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Address of Owner:

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Name of Applicant

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Address of Applicant:

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To be Represented by:

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Address of Representative:

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Date:

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Signature of Applicant or Representative

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**Zoning Board of Adjustment  
Borough of Haworth, New Jersey**

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**Affidavit as to Ownership of Property**

I, \_\_\_\_\_ of full age, being duly sworn, upon my oath,  
(Print name)  
depose and say:

1. I am the Owner of Lot \_\_\_\_\_ in Block \_\_\_\_\_ on the Assessment Map of the Borough of Haworth, the property which is the subject of this Application.
2. That the information presented in this Application is true and correct.
3. I authorize, \_\_\_\_\_, as my attorney, to appear in connection with my Application filed herein.

\_\_\_\_\_  
(Signature of Owner)

Sworn and subscribed to

before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

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**Zoning Board of Adjustment  
Borough of Haworth, New Jersey**

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**NOTICE**

\_\_\_\_\_ (DATE)

To Whom It May Concern:

In compliance with N.J.S. 40:55-1 et seq. (MLUL), notice is hereby served upon you to the effect that (I)(We), \_\_\_\_\_ do hereby propose to: \_\_\_\_\_

\_\_\_\_\_

(state whether an erection of or an alteration to a building, or both , and in what respect the proposal does not comply with the requirements of the Zoning Ordinance)

located at: Block \_\_\_\_\_, Lot \_\_\_\_\_, Street address \_\_\_\_\_ and owned by \_\_\_\_\_.

In view of the fact that the Building Inspector of the Borough of Haworth has refused to issue a permit for the above (erection)(alteration)(use) of said premises, by reason of its being in violation of the Zoning Ordinance, (I)(we) have made Application to the Board of Adjustment for variance from the following requirements of the Zoning Ordinance to permit the conditions outlined above:

\_\_\_\_\_

\_\_\_\_\_

Any person or persons affected by said Application will be given an opportunity to be heard at the public hearing on the Application to be held on \_\_\_\_\_ at \_\_\_\_\_ at the Council Chambers of the Municipal Center, Haworth, New Jersey.

All documents pertaining to this Application are on file in the office of the Borough Administrator, Borough of Haworth, Municipal Building, 300 Haworth Avenue, Haworth, New Jersey, and may be inspected during normal business hours.

Very truly yours,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Name and Address of Applicant)

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**Zoning Board of Adjustment  
Borough of Haworth, New Jersey**

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STATE OF NEW JERSEY)

ss:

COUNTY OF BERGEN )

I, \_\_\_\_\_ of full age, being duly sworn, upon my oath, depose and say:  
On \_\_\_\_\_, 201\_\_\_\_, I served copy of the annexed Notice to

Name

Address

by leaving a copy thereof at the addresses above set forth, which was known to be the usual place of abode of each of said property owners, as above set forth.

On \_\_\_\_\_, 201\_\_\_\_, I served copy of the annexed Notice to

Name

Address

by mailing a copy thereof by certified mail to the last known address of said property owners as above set forth, which is the last known address shown on the tax list of the Borough of Haworth, and that said Notice was duly enclosed in an envelope, properly addressed, with postage prepaid.

Sworn and subscribed to before

me this      day of                      , 201\_\_\_\_\_

\_\_\_\_\_