



THE BOROUGH OF HAWORTH
300 HAWORTH AVENUE
HAWORTH, NEW JERSEY 07841

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.

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

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) business days prior to the meeting, which is usually held on the first Tuesday of each month at 7:30 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
IX. W-9 form	
X. Initial Environmental Assessment Report	

(Revised October 2023)

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

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 \$250.00 and a deposit of \$2,500.00 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 Affected Property Owners	Applicants shall give notice as required by N.J.S.A. 40:55D-12; 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 Newspaper	Applicant must submit a Notice of Meeting to a local newspaper for 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.

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

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

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

Application for Variance from Zoning Ordinance - Continued

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

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

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

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

(8) When did you purchase the property?

Name of Owner:

Address of Owner:

Name of Applicant

Address of Applicant:

To be Represented by:

Address of Representative:

Date:

Signature of Applicant or Representative

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

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

_____, 20__

Notary Public

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

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)

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

STATE OF NEW JERSEY)

ss:

COUNTY OF BERGEN)

I, _____ of full age, being duly sworn, upon my oath, depose and say:
On _____, 20____, 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 _____, 20____, 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 _____, 20____

(Date)

This is to notify you that on _____ at 7:30 PM the undersigned will appear before the Haworth Zoning Board of Adjustment at the Municipal Center, 300 Haworth Avenue, Haworth New Jersey.

The purpose of the appearance before said Board will be to obtain a permit granting a variance from, or an exception to, the terms of the existing Zoning Ordinance of the Borough, permitting the undersigned to:

This notice is being sent to you pursuant to statute, since your premises are within 200 feet of the premises affected by the above application.

If you have any questions concerning this application, kindly direct all your inquiries to:

(Applicant's name)

(Applicant's address)

Plans may be reviewed at the Borough Clerk's Office during office hours 9:00 AM – 3 PM.

Signature _____

If providing SSN Birthdate

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

OR

Employer identification number

			-							
--	--	--	---	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ENVIRONMENTAL ASSESSMENT REGULATIONS

28 Attachment 1

Initial Environmental Assessment Report
Schedule I
(Section 28-4)

Owner: _____

Address: _____

Block: _____ Lot: _____

Building Zone: _____

Applicant: _____

Dated: _____

Borough of Haworth
Initial Environmental Assessment Report

PREAMBLE

Any subsequent findings by the Approving Agency contrary to the statements made herein by the Applicant shall constitute grounds for rejection of the application. The Applicant has a legal responsibility to answer truthfully and completely all questions to the best of the Applicant's knowledge, information and belief. The Applicant is advised that some of the following questions may require professional knowledge. The Applicant may wish to seek professional consultation in completing this Initial Environmental Assessment Report.

1. Is the site to be developed or disturbed located in an environmentally critical area as delineated in the Borough's Natural Resource Inventory maps and any amendments thereto?

Yes _____ No _____ Other _____
(If yes or other, please explain)

2. Is the site to be developed or disturbed located in a wetlands area as delineated on the NJDEP Freshwater Wetlands Maps or in a wetlands transition area as designated by NJDEP? If so, or if the Approving Agency has reason to believe these features may be present despite not being so mapped, the Applicant shall secure and provide a Letter of Interpretation (LOT) and classification determination from NJDEP.

Yes _____ No _____ Other _____
(If yes or other, please explain)

HAWORTH CODE

3. Is the site to be developed or disturbed located in the 100 Year Flood Plain as delineated on either FEMA maps or NJDEP flood maps?

Yes _____ No _____ Other _____
(If yes or other, please explain)

4. Does the site to be developed or disturbed include any slopes of 15% or greater?

Yes _____ No _____ Other _____
(If yes or other, please explain)

5. Identify all surface waters, wetlands areas, flood plains, C-1 anti-degradation areas and steep slopes within three hundred feet of the site to be developed or disturbed.

6. Does the site development or disturbance require the alteration, channelization or relocation of any surface water?

Yes _____ No _____ Other _____
(If yes or other, please explain)

7. Will the site development or disturbance introduce any change in the quality and/or quantity of present storm-water runoff?

Yes _____ No _____ Other _____
(If yes or other, please explain)

8. Will the site development or disturbance require directing surface drainage into a surface water?

Yes _____ No _____ Other _____
(If yes or other, please explain)

9. Does the site development or disturbance require the removal of any trees of six (6") inches in diameter or greater as measured four (4') feet from grade?

Yes _____ No _____ Other _____
(If yes or other, please explain)

ENVIRONMENTAL ASSESSMENT REGULATIONS

10. Will the site development or disturbance require bringing soil on to the site or removing soil from the site? If the former, provide a Certificate of Source certifying that it is uncontaminated and free from non-soil components.

Yes _____ No _____ Other _____
(If yes or other, please explain)

11. Will the site operation have any material effect on Borough services such as police, fire, public works, schools, public sewers, or drainage facilities?

Yes _____ No _____ Other _____
(If yes or other, please explain)

12. Will any excavation required for the development or disturbance penetrate the static water table in existence at the site?

Yes _____ No _____ Other _____
(If yes or other, please explain)

13. Will the site development or disturbance require special foundation provisions such as piles and/or spread footings to support any structures?

Yes _____ No _____ Other _____
(If yes or other, please explain)

14. Will the operation of the site materially increase local vehicular traffic? For the purpose of this item, the term "materially" shall mean worsening the American Association of State Highway and Transportation Officials (AASHTO) level of service at least one level or more.

Yes _____ No _____ Other _____
(If yes or other, please explain)

15. Will the operation of the site increase the air pollution in the area?

Yes _____ No _____ Other _____
(If yes or other, please explain)

HAWORTH CODE

16. Will the operation of the site exceed the existing ambient noise levels? If so, will the noise generated by this operation exceed local or State standards?

Yes _____ No _____ Other _____
(If yes or other, please explain)

17. Will the operation of the site affect any area designated in the Borough of Haworth's Master Plan as park, recreation, conservation, or conservation areas?

Yes _____ No _____ Other _____
(If yes or other, please explain)

18. Is the site to be developed or disturbed served by existing public utilities?

Yes ___ No ___

If so, do the existing utilities have sufficient capacity to allow service connection?

Yes _____ No _____ Other _____

(If yes, please provide written confirmation from each utility company for each service. If other, please explain)

19. To the best of your knowledge, information and belief, has the site to be developed or disturbed been used for storage or disposal of or does it presently contain hazardous waste, hazardous materials, toxic substances, solid waste, petroleum products, or contamination of any sort?

Yes _____ No _____ Other _____

(If yes, please provide the Borough with a letter from NJDEP of "No Further Action Required", and explain. If other, please explain)

20. Will the site operation include the use, storage or manufacture of hazardous waste, hazardous materials, toxic substances, solid waste, petroleum products, or contamination of any sort?

Yes _____ No _____ Other _____

(If yes or other, please explain)

21. Will the site operation increase the present lighting intensity in the area? If so, will the lighting conform to Borough codes?

Yes _____ No _____ Other _____

ENVIRONMENTAL ASSESSMENT REGULATIONS

(If yes or other, please explain)

22. Will the site development or disturbance include the drilling of new or capping of existing water wells?

Yes _____ No _____ Other _____

(If yes or other, please explain)

23. Will the site development or disturbance include the installation of new or removal of existing septic systems or other liquid waste facilities?

Yes _____ No _____ Other _____

(If yes or other, please explain)

24. Are there presently on site any underground or above-ground storage tanks?

Yes _____ No _____ Other _____

(If yes or other, please explain)

25. Will the site development, disturbance or site operation affect the water table in the area?

Yes _____ No _____ Other _____

(If yes or other, please explain)

26. Will the site operation produce odors?

Yes _____ No _____ Other _____

(If yes or other, please explain)

27. What permits or other governmental approvals (local, county, district, state or federal) may be required for the proposed development, disturbance and/or operation?

28. Will the completed project require the installation or use of any underground or above-ground storage tanks?

HAWORTH CODE

Yes _____ No _____ Other _____
(If yes or other, please explain)

I hereby certify that the foregoing responses are true to the best of my knowledge, information and belief. I hereby acknowledge that if any of the foregoing responses made by me are willfully false, I am subject to punishment. I acknowledge that if I hereafter obtain information that renders such responses incomplete or inaccurate, amended responses will be rendered forthwith.

With respect to each of the foregoing numbered questions, set forth below the name, professional addresses and credentials of the professional(s), if any, consulted by the Applicant in providing the foregoing responses:

Date

Signature of Applicant

Environmental Checklist
Schedule II
(Section 28-4)

Owner: _____

Address: _____

Block: _____ Lot: _____

Building Zone: _____

Applicant: _____

BOROUGH OF HAWORTH ENVIRONMENTAL CHECKLIST

Affected or Potentially Affected Not Affected

- 1. Wetlands _____
- 2. Flood Plains _____
- 3. Stream Encroachment _____
- 4. Steep Slopes _____
- 5. Surface waters _____
- 6. Hydric soils* _____
- 7. NJDEP C-1 anti-degradation areas _____

ENVIRONMENTAL ASSESSMENT REGULATIONS

* As defined by the United States Soil Conservation Service

Comments:

Date

Haworth Construction Official