



THE BOROUGH OF HAWORTH  
300 HAWORTH AVENUE  
HAWORTH, NEW JERSEY 07641

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 April 2017)

**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 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

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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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(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



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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)

\_\_\_\_\_  
(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 \_\_\_\_\_

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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 \_\_\_\_\_, 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\_\_\_\_

\_\_\_\_\_



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 (LOI) and classification determination from NJDEP.

Yes \_\_\_\_\_ No \_\_\_\_\_ Other \_\_\_\_\_

(If yes or other, please explain)

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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)

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

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

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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.

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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)

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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)

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

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

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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)

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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)

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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)

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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)

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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)

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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)

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

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

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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)

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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)

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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)

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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)

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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)

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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 \_\_\_\_\_  
(If yes or other, please explain)

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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)

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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)

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

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

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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)

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26. Will the site operation produce odors?

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

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

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

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

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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