

INSTRUCTIONS FOR VARIANCE APPLICATIONS AND PUBLIC HEARING

Submit fifteen sets (1 original/14 copies) of the Application for Development, permit denial form, copy of tax map, updated survey, plans, and if necessary, a rider to explain the variances requested. Each set must be collated and if plans are large, they must be folded, not rolled. A digital file of each document should be emailed to jharmon@midlandparknj.org and all application fees and escrow must be received at the time of submission. **Everything must be received by the Board Secretary at least 14 days prior to the meeting.**

Property owners within 200 feet must be notified by certified mail or by hand a minimum of 10 days before the meeting date. After submitting, you will receive the 200' Property Owners List from the Tax Assessor via email. If this list is not used within 6 months, you will need to request/pay for a new list. A sample of the notice to be sent to property owners is attached. If you are noticing property owners by hand, it must be handed directly to the owner of the property, and they should initial the list. If this is not possible, notice must be mailed to them via certified mail. Certified mail is the recommended method.

Note: if your property adjoins another municipality within 200', you must request a 200' list from the neighboring municipality. You will be required to send a notice to the clerk of that city and to the Bergen County Planning Board.

A public notice of the hearing must be published for one day, a minimum of 10 days before the meeting. The notice should appear in one of the following newspapers: The Ridgewood News, The Star Ledger or The Bergen Record. This is the same notice that you send to property owners. You must make sure to get an Affidavit of Publishing from the newspaper. **If the mailed and/or published notices are incorrect or are not done a minimum of 10 days before the meeting, the Board will not have jurisdiction to hear your application. Your application will be carried, and you will have to re-notice.**

After you have notified the property owners and published in the newspaper, submit the following to the Board Secretary at least 3 days prior to the meeting:

1. Complete the Affidavit of Service and have it notarized (there is a notary available in Borough Hall)
2. 200' Property Owners List along with the original certified mail receipts for each, if applicable.
3. A copy of the notice
4. Affidavit of Publishing - this will be sent directly to you by the newspaper to confirm publication. Please contact the Board Secretary if you experience a delay in receiving your original affidavit.

Any further instructions will be provided to you throughout the application process. Please review all the information and let the Board Secretary know if you have questions.

Fees:

Variance applications other than use variances by the Board of Adjustment	\$200
Use variance application pursuant to N.J.S.A. 40:55D-70(d) – Residential	\$500
Tax Certification Fee	\$10
200' List Fee	\$10
Legal Escrow (separate check)	\$325

* Depending on the nature and scope of your application, different application fees or additional escrow may need to be collected. The Board Secretary will confirm the amount due.

Jessica Harmon – Board Secretary
551-600-8284 | jharmon@midlandparknj.org
8:30 am – 12:30 pm Monday – Friday (Zoning/Planning Board Office Hours)

**SAMPLE OF NOTICE TO BE PUBLISHED IN NEWSPAPER AND SENT BY CERTIFIED MAIL TO
LIST OF PROPERTY OWNERS AS PROVIDED BY ASSESSOR'S OFFICE**

BOROUGH OF MIDLAND PARK
ZONING BOARD OF ADJUSTMENT

Notice is hereby given by _____, residing at
_____, Block _____ Lot _____,
of an appeal to the Board of Adjustment of the Borough of Midland Park for a variance(s) from the
provisions of Section _____ of the Midland
Park code to permit construction of _____
which will result in a _____ where
_____ is required.

A variance for _____ is requested, and
the applicant shall also seek any other variance(s) that are required as it pertains to this application.

This matter will be heard at a public hearing of the Midland Park Zoning Board of Adjustment on
_____ at 7:30 PM in the Council Chambers
of Borough Hall, located at 280 Godwin Ave., Midland Park. The purpose of this notice is to afford you
the opportunity to appear at the time and place designated above for the purpose of being heard with
respect to this application if you so desire.

The application and all accompanying documents are available on the Zoning Board page of the
Borough website (www.midlandparknj.org) and in the Board of Adjustment office at Midland Park
Borough Hall which is open Monday through Friday from 8:30 am to 12:30 pm. Interested parties can
call 201-445-5720 extension 8284 or email jharmon@midlandparknj.org.

SAMPLE AFFIDAVIT OF SERVICE

I certify that I served a copy of the **ATTACHED NOTICE** to the property owners on the

ATTACHED LIST by Certified Mail or Hand Delivery (circle applicable type)

on _____ (date). *MUST BE AT LEAST 10 DAYS BEFORE THE MEETING.*

Signature _____

Print Name _____