



## **Borough of Alpine Zoning Board of Adjustment**

100 Church Street • Alpine, New Jersey 07620-1095

Tel (201) 784-2900 ext. 10 Fax (201) 784-1407

Dear Applicant,

For information purposes only.

### **2023 Alpine Zoning Board of Adjustment Board Members:**

Chairman: Richard Glazer, Vice Chairman: Tony Clores

George Abad, Jr., Anthony Barbieri, Richard Bonhomme, Elizabeth Herries, Amy Lerner

1<sup>st</sup> Alternate Robert F. Policano, 2<sup>nd</sup> Alternate Bruce Pomerantz

Board Attorney Michael Kates Esq. and Cara Landolfi Esq. of Kates, Nussman, Ellis, Farhi & Earle, LLP

Board Engineer Perry Frenzel of Azzolina & Feury.

### **All communication should be directed through the Board Secretary:**

**Jo Anna Myung 201-784-2900 ext. 10 Fax: 201-784-1407 [deputyboroclerk@alpinenj.org](mailto:deputyboroclerk@alpinenj.org)**

Please check with the Alpine Building Department [201-784-2900 ext. 22] regarding preliminary submissions and Permit Procedures. The review process for Zoning Permit applications and Soil Moving applications begins there. Also, the Alpine Health Department [201-784-2900 ext. 19] should be consulted regarding Code requirements and Permit Procedures for Septic Systems as applicable to your property.

The 200' foot property owners list required for public notice requirements may be obtained from the Tax Assessor, William Yirce, by submitting a written request along with a check for \$10.00 payable to the Borough of Alpine. Lists cannot be more than 3 months old by the date of the scheduled hearing. Tax Assessor hours are Thursdays 4:30 pm-6:30 pm. Proof of taxes up to date may be obtained by submitting a written request (no fee) to Tax Collector Marilyn Hayward. Finance Dept. hours 9 am-4:30 pm M-F.

You may access the Borough's ordinances online at [www.generalcode.com](http://www.generalcode.com) via General Code's online library. Chapter 35 (Ordinance 583) outlines the procedure and requirements for Development Applications.

Zoning Board Application (Schedules C, D and E) plus documents as required in the checklist is available upon request.

- **Preliminary submission:** Please submit **(3) three** copies only of the application, supplemental plans and reports along with fees and escrow (see below) to the Zoning Board Secretary. The Zoning Board secretary will distribute copies to the attorney and the engineer for review and determination of administrative/technical completeness. Any required revisions must also be submitted through the Board Secretary's office for distribution. **Do not submit directly to the engineer or the attorney.** After they **both** determine the application is sufficiently complete for submission to the Board, the Board Secretary will then notify the applicant or their representative of the next available meeting date.
- After the application is deemed sufficiently complete and a hearing date scheduled but no later than **ten (10) calendar days prior to the scheduled meeting date** the applicant must provide the Board Secretary with **(9) nine** additional copies of the complete application package (for distribution to Board Members) plus **(2) two** additional copies of the plans (one for distribution to the Construction/Zoning Department and one for the Health Department if the property has septic systems).
- The proofs of the required public notices must be provided to the Board Secretary **prior** to the meeting date. You can scan and e-mail copies and then submit the originals at the meeting.



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- **Note: All applications must be collated with plans and oversized documents folded properly to an 8.5 x 11 size appropriate for mailing.**

- **Fees**

Chapter 220-18(D) Application fees for variances.

(1) Other than use variance. On all applications for a variance, other than a use variance, **the application fee shall be \$250**, except that the fees on all applications involving additions to an existing residence shall be \$100 if the value of the addition is \$25,000 or less and \$200 if the value of the addition is more than \$25,000. In addition, the applicant shall deposit **\$2,000 in escrow** with the Borough Clerk\* to be used to pay for the Borough's legal fees, engineering expenses and any other costs incurred by the Borough and directly related to the variance application. Any unused portion of the escrow fee shall be returned to the applicant. If the expenses to the Board exceed the amount deposited, then the Board shall not give a final ruling until the applicant has made a deposit sufficient to pay for such additional expenses.\*\*

(2) Use variance. The application fee for a use variance shall be \$200. **In addition, the applicant shall deposit \$2,000 in escrow** with the Borough Clerk to be used to pay for the Borough's legal fees, engineering expenses and any other costs incurred by the Borough and directly related to the variance application. Any unused portion of the escrow fee shall be returned to the applicant. If the expenses to the Board exceed the amount deposited, then the Board shall not give a final ruling until the applicant has made a deposit sufficient to pay for such additional expenses.

(3) Other applications. The fee paid under this subsection shall be in addition to subdivision and site plan review fees which may be required under Chapters 195 and 179 of these revised general ordinances.

\*fee and escrow must be in the form of separate checks payable to "Borough of Alpine" submitted to the Secretary of the Board of Adjustment at the time of the initial application submission.

\*\*all memorializing resolutions include the provision "All fees, costs, bonds and escrows shall be paid when due or becoming due. Any monies are to be paid within twenty (20) days of said request by the Board's Secretary"

Public notice for meetings is the applicant's responsibility. Applicant or their attorney must appear before the Board.

The Board Secretary will publish the Notice of Decision after memorialization of the resolution of the Board.

Please call if you have any questions. Following the Borough's procedures will help expedite your application process.