



Town of Secaucus

Municipal Government Center  
1203 Paterson Plank Road, Secaucus, NJ 07094  
Town Web: [www.secaucusnj.org](http://www.secaucusnj.org)  
201-330-2000

## CERTIFICATE OF CONSTRUCTION APPROVAL

To the Board of Adjustment and/or Planning Board

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

Application for a zoning certificate on Lot \_\_\_\_\_ Block \_\_\_\_\_ was denied for the following reasons:

---

---

---

---

---

---

---

---

---

---

Date \_\_\_\_\_

\_\_\_\_\_  
Zoning Official  
Vincent Prieto



# **PLEASE READ**

**VINCENT PRIETO**  
CONSTRUCTION OFFICIAL  
MUNICIPAL GOVERNMENT CENTER  
1203 PATERSON PLANK ROAD SECAUCUS, NJ 07094  
Phone (201) 330-2027  
Fax (201) 974-1387

To the Applicant:

**Please inform the Secretary of the Secaucus Board of Adjustments about your application and pay the appropriate fees OR, if applicable, the secretary of the Planning Board Ms. Eck (2nd fl.).**

- Ms. Celia's Formisano's office is located on the 3<sup>rd</sup> floor of this building in the Tax Assessor's office.
- The denial letter as well as a copy of the form of notification to property owners within 200 feet should be presented to the newspaper for ad placement.
- All appropriate paperwork must be presented to the Secretary of the Board **NO LATER THAN TWO (2) WEEKS** BEFORE THE SCHEDULED MEETING.

Thank you



# **VERY IMPORTANT** **PLEASE READ**

To the Applicant:

There has been a recurring problem with applicants to the Board of Adjustment and the Planning Board failing to get their applications and materials into the Board Secretary in a sufficient amount of time before the meeting.

An application and all accompanying materials must be submitted to the Board Secretary **NO LATER THAN TWO WEEKS BEFORE THE SCHEDULED MEETING.** The Board Secretary must deliver the applications to the Board members so they may have time to examine it before a meeting, and the application must be on file for public inspection as well.

**FAILURE TO COMPLY WITH THIS REQUEST WILL PREVENT ANY APPLICANT FROM BEING PLACED ON THE MEETING AGENDA, AND WILL FORCE THE APPLICANT TO HAVE TO RE-ADVERTISE AND NOTIFY.**

**Please make every effort to meet this requirement. It will save you, the applicant, a great deal of time, money and effort.**

Thank you



Municipal Government Center  
1203 Paterson Plank Road, Secaucus, NJ 07094  
Town Web: [www.secaucusnj.org](http://www.secaucusnj.org)  
201-330-2000

# **VERY IMPORTANT**

# **PLEASE READ**

To the Applicant:

By Law, applicants coming before the Board of Adjustment/ Planning Board are required to notify all property owners within 200 feet of the premises in question. A person(s) must do this by one (1) or two (2) methods: They may send the notices by certified mail and later show the receipts at the meeting, or they can hand deliver the notices.

Anyone who chooses to hand deliver the notices **MUST** have the property owner sign the attached form in order to show proof that the notice was indeed served. This is for the protection of the applicants as well as for the Boards.

Failure to meet this requirement will prevent your application from being heard, until such time as the requirement is met. We request your cooperation in this matter in order to keep such a delay from happening.

Thank you



Municipal Government Center  
1203 Paterson Plank Road, Secaucus, NJ 07094  
Town Web: [www.secaucusnj.org](http://www.secaucusnj.org)  
201-330-2000

## **THE CORRECT STEPS IN HANDLING PLANS WHEN APPEARING BEFORE THE SECAUCUS PLANNING BOARD**

- 1) If the subdivision is granted, you must bring a MYLAR copy of the plans to the Tax Assessor's Office, where the Assessor will assign the new Lot numbers and the new addresses, if any.
- 2) You must then have one BLUEPRINT copy made. Then you take both the MYLAR and the BLUEPRINT copy to the County Register's Office, located at 595 Newark Avenue in Jersey City, New Jersey.
- 3) The person at the Register's Office will take the MYLAR and the BLUEPRINT copy and assign a file number. He/she will keep both copies and give you a receipt stating the file number and the date on which it was assigned. **ALWAYS KEEP THIS RECEIPT!** You will need the information on it should you ever want to refer to the plans or have additional copies made.
- 4) Please check with the Register's Office about the appropriate fees required.



Town of Secaucus

---

Municipal Government Center  
1203 Paterson Plank Road, Secaucus, NJ 07094  
Town Web: [www.secaucusnj.org](http://www.secaucusnj.org)  
201-330-2000

**TO ALL APPLICANTS FOR SUBDIVISIONS**

- A. PAGE #5 OF THE SUBDIVISION PACKAGE **SHOULD HAVE 14 COPIES** OF ALL DOCUMENTS REQUESTED, **NOT** 11 COPIES WHICH APPLIES TO THE BOARD OF ADJUSTMENT APPLICATIONS.
- B. ALL APPROPRIATE PAPERWORK MUST BE PRESENTED TO THE SECRETARY OF THE PLANNING BOARD **NO LATER THAN 14 DAYS** BEFORE THE SCHEDULED MEETING.











**Town of Secaucus**

Municipal Government Center  
1203 Paterson Plank Road, Secaucus, NJ 07094  
Town Web: [www.secaucusnj.org](http://www.secaucusnj.org)  
201-330-2000

**TOWN OF SECAUCUS  
TAX CERTIFICATION**

Date\_\_\_\_\_

From: Tax Collector  
To:

Subject: Collection of taxes and/or assessments.

I, \_\_\_\_\_ Tax Collector of the Town of Secaucus, New Jersey, do hereby certify that no taxes or assessments for local improvements are due or delinquent on the following property located at:

Street Address\_\_\_\_\_

Block\_\_\_\_\_

Lot\_\_\_\_\_

**X**

\_\_\_\_\_  
Tax Collector  
Town of Secaucus

Reason for non-certification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Town of Secaucus

Municipal Government Center  
1203 Paterson Plank Road, Secaucus, NJ 07094  
Town Web: [www.secaucusnj.org](http://www.secaucusnj.org)  
201-330-2000

### MUNICIPALITIES AND COUNTIES

40:55D-70

#### Annotations under source laws, see Ch. 55 ante

#### 40:55D-70. Powers

The board of adjustment shall have the power to:

- a. Hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, decision or refusal made by an administrative officer based on or made in the enforcement of the zoning ordinance;
- b. Hear and decide requests for interpretation of the zoning map or ordinance or for decisions upon other special questions upon which such board is authorized to pass by any zoning or official map ordinance, in accordance with this act;
- c. (1) Where: (a) by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or (b) by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or (c) by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon, the strict application of any regulation pursuant to article 8 of this act would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property, grant, upon an application or an appeal relating to such property, a variance from such strict application of such regulation so as to relieve such difficulties or hardship; (2) where in an application or appeal relating to a specific piece of property the purposes of this act would be advanced by a deviation from the zoning ordinance requirements and the benefits of the deviation would substantially outweigh any detriment, grant a variance to allow departure from regulations pursuant to article 8 of this act; provided, however, that no variance from those departures enumerated in subsection d. of this section shall be granted under this subsection; and provided further that the proposed development does not require approval by the planning board of a subdivision, site plan or conditional use, in conjunction with which the planning board has power to review a request for a variance pursuant to subsection 47 a. of this act; and
- d. In particular cases and for special reasons, grant a variance to allow departure from regulations pursuant to article 8 of this act to permit: (1) a use or principal structure in a district restricted against such use or principal structure, (2) an expansion of a nonconforming use, (3) deviation from a specification or standard pursuant to section 54 of P.L. 1975, c. 291 (C. 40:55D-67) pertaining solely to a conditional use, (4) an increase in the permitted floor area ratio as defined in section 3.1 of P.L. 1975, C. 291 (C.40:55 D-4), (5) an increase in the permitted density as defined in section 3.1 of P.L.1975, c. 291 (C. 40:55D-4), except as applied to the required lot area for a lot or lots for detached one or two dwelling unit buildings, which lot or lots are either an isolated undersized lot or lots resulting from a minor subdivision. A variance under this subsection shall be granted only by affirmative vote of at least five members, in the case of a municipal board, or 2/3 of the full authorized membership, in the case of a regional board, pursuant to article 10 of this act.

No variance or other relief may be granted under the terms of this section unless such variance or other relief can be granted without substantial detriment to the public good and will not substantially impair the intent and the purpose of the zone plan and zoning ordinance. In respect of any airport hazard areas delineated under the "Air Safety and Hazardous Zoning Act of 1983;" P.L.1983, c. 260 (C. 6:1-80 et seq.), no variance or other relief may be granted under the terms of this section, permitting the creation or establishment of a nonconforming use which would be prohibited under the standard promulgated pursuant to that act, except upon issuance of a permit by the Commissioner of Transportation. An application under this section may be referred to any appropriate person or agency for its report; provided that such reference shall not extend the period of time within which the zoning board of adjustment shall act.

L.1975, c. 291, § 57, eff. Aug. 1, 1976. Amended by L.1979, c. 216, § 23; L.1983, c. 260, § 13, eff. July 7, 1983;

L.1984, c. 20, § 12, eff. March 22, 1984.

1 Section 40:55D-62 et seq.

2 Section 40:55D-60.

3 Section 40:55D-77 et seq.



Town of Secaucus

Municipal Government Center  
1203 Paterson Plank Road, Secaucus, NJ 07094  
Town Web: [www.secaucusnj.org](http://www.secaucusnj.org)  
201-330-2000

### Notice of Intent

X

Applicant

Planning Board  
Board of Adjustment  
Town of Secaucus  
New Jersey

Docket No. \_\_\_\_\_

Notice of Appeal

X

Construction Official

SIRS:

PLEASE TAKE NOTICE that \_\_\_\_\_, will appeal the decision to the  
Construction Official dated \_\_\_\_\_ to the Board of Adjustment and/or  
Planning Board for a variance to \_\_\_\_\_ in  
a \_\_\_\_\_ Zone.

By: \_\_\_\_\_

Applicant



Town of Secaucus

Municipal Government Center
1203 Paterson Plank Road, Secaucus, NJ 07094
Town Web: www.secaucusnj.org
201-330-2000

APPLICATION
BOARD OF ADJUSTMENT AND/OR PLANNING BOARD

Docket No. \_\_\_\_\_

Filed \_\_\_\_\_

Hearing \_\_\_\_\_

Disposition \_\_\_\_\_

NOTICE - - This application must be TYPEWRITTEN, filed within 30 days of the order, accompanied by the necessary data as set forth.

APPLICATION FOR A VARIANCE FROM THE REQUIREMENTS OF THE ZONING ORDINANCE

To the Board of Adjustment and/or Planning Board:

Application is hereby made for a variance from the requirements of sections \_\_\_\_\_ of the Zoning Ordinance of the Town of Secaucus to \_\_\_\_\_ in accordance with the plans filed herewith.

Attached hereto is a copy of the Certificate of the Construction Official dated \_\_\_\_\_ 19 \_\_\_\_, pertaining to this matter. Premises affected known as Lot \_\_\_\_ Block \_\_\_\_ as shown on the Tax Map of the Town of Secaucus.

Applicant ..... Address .....

Owner ..... Address .....

Lessee ..... Address .....

If contractual owner, please make copy of contract part of application.

Present use or Zone District .....

Have there been any previous appeals involving these premises? .....

If so, state date of filing, character of appeal and disposition. ....

PROVIDE THE FOLLOWING INFORMATION:

Table with 4 columns: Existing, Proposed, Required, and an unlabeled column. Rows include: Size of lot (area in sq. ft.), Lot Frontage, Lot Depth, Frontyard setback, Sideyard setback, Lot Coverage (%), Building Height, Off-Street Parking, Lot Area Per Family.



**Town of Secaucus**

Municipal Government Center  
1203 Paterson Plank Road, Secaucus, NJ 07094  
Town Web: [www.secaucusnj.org](http://www.secaucusnj.org)  
201-330-2000

The following is a requirement for all applicants for variances to the Secaucus Board of Adjustment and/or Planning Board: **ALL PLANS MUST BE PREPARED BY A LICENSED ARCHITECT, OR INCLUDE AN AFFIDAVIT BY THE PERSON PREPARING SAME AS TO THE ACCURACY OF THE INFORMATION THEREIN, AS REQUIRED BY NJSA 52:32-3**

The following documents are required:

1. 11 copies of the 8 page Construction Application Package
2. 11 copies of a Statement of Facts (a typewritten statement of special reasons on which applicant bases their application.)
3. 11 copies of plans of the proposed alteration, addition, etc.
4. 11 copies of the Tax Map indicating the premises in question
5. 11 copies of the Plot Plan or Site Plan indicating the exact location of the building on the lot
6. 11 copies of the names and addresses of all property owners within 200 ft. of the premises in question (from Tax Collectors' office)
7. Placement of legal ad in the Secaucus Home News, PUBLISHED at least 10 days prior to the hearing date.

I hereby depose and say that all of the above documents and statements contained in this application are true.

Sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

\_\_\_\_\_  
Applicant



**Town of Secaucus**

Municipal Government Center  
1203 Paterson Plank Road, Secaucus, NJ 07094  
Town Web: [www.secaucusnj.org](http://www.secaucusnj.org)  
201-330-2000

**FORMS FOR NOTIFICATION OF PROPERTY OWNERS  
BOARD OF ADJUSTMENT AND/OR PLANNING BOARD**

Notice to be served on owners of property affected

Please take notice:

That an application has been made by \_\_\_\_\_ on  
behalf of \_\_\_\_\_ for a variation from the  
requirements of the Zoning Ordinance so as to permit \_\_\_\_\_ on premises located at \_\_\_\_\_ and this  
notice is sent to you as an owner of property in the immediate vicinity. This application is now on  
file with the Board of Adjustment and /or Planning Board and a public hearing has been ordered  
for \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ P.M, in the Secaucus  
Municipal Government Center, Paterson Plank Road, Secaucus, N.J. You may appear in person, or  
by agent, or attorney and present any objections which you may have to the granting of this  
variance.

This notice is sent to you by the applicant, by order of The Board of Adjustment.

Respectfully,

\_\_\_\_\_  
Applicant

The Board of Adjustment and/or Planning Board shall fix a reasonable time for the hearing of the appeal, giving due notice thereof to the appellant. Said appellant shall thereupon at least 10 days prior to the time appointed for said hearing, give personal notice to all property owners within 200 feet (200') of the property to be affected by said appeal. Such notice shall be given either by handing a copy thereof to the said property owners or by leaving a copy thereof at the usual place of abode of said property owners, if said property owners are the occupants of the property affected by such appeal or are the residents of the municipality in which said property is located.

Whenever said owners are non-residents of said municipality such notice may be given by sending written notice thereof by registered mail to the last known address of the property owner or owners, as shown by the most recent tax lists of said municipality. Where the owners are partnerships, service upon any partner as above outlined, shall be sufficient, and where the owners are corporations, service upon any officer as above set forth shall be sufficient. Said appellant shall by affidavit present satisfactory proof to the said Board of Adjustment and/or Planning Board at the time of the hearing that said notices have been served as aforesaid. Upon the hearing any party may appear in person or by agent or by attorney.







**Town of Secaucus**

---

Municipal Government Center  
1203 Paterson Plank Road, Secaucus, NJ 07094  
Town Web: [www.secaucusnj.org](http://www.secaucusnj.org)  
201-330-2000