



INSTRUCTIONS TO APPLICANT FOR A SOIL MOVEMENT APPLICATION TOWNSHIP OF WYCKOFF – PLANNING BOARD

1. This instruction sheet serves to outline the basic application procedure when applying for a soil movement application in a residential zone. If you are applying for a variance to perform a modification of the property it is because the Wyckoff Code does not permit this change. Therefore, a variance application must be submitted with your site plan application. Each application is judged on its own individual merits. The Board staff cannot predict the probability of success. An applicant should be cognizant of this before an applicant chooses to expend the time and resources to make an application.
-  2. The applicant will find attached to the Instruction Sheet the following items:
 - a. Minor site plan application and variance application
 - b. Completeness checklists pursuant to Zoning Chapter 46-40. B, C, E
 - c. Request for list of property owners within 200'.
PLEASE NOTE: there is a \$10 fee for this list. The list can take up to 7 days to process.
 - d. Suggested notice to homeowners within 200' feet and legal advertisement
 - e. Stormwater Management package (2 pages)
3. Your application must be filed; all fees and escrow monies received, in the Planning/Zoning Board office, Room 110 during the hours of Monday through Friday from 9:00 a.m. to 4:00 p.m. along with the completed application.
-  4. The applicant is required to submit **16 copies each of the following:** *- 2 copies initially - then 14 additional after review.*
 - a. Minor site plan application and variance application;
 - b. Survey of the property;
 - c. Landscaping & Grading Plan;
 - d. Stormwater Management Checklist;
 - e. Photographs of the property in question;
 - f. A statement from the property owner granting permission for the Board to enter the subject premises for purposes of inspection in relation to the application.
5. The Township Engineer will review the application for completeness and will draft an engineering report. Additional information may be required during this review process.
6. A public hearing will be required for this application. A legal advertisement similar to the suggested notice attached will need to be published in the Ridgewood News or the Record at least ten (10) days prior to the date of the public hearing. All property owners within 200 feet must also be notified ten (10) days prior to the meeting. If the Wyckoff list requested indicates that any property is located in a surrounding community(s), you are to also obtain a list of the property owners within 200 feet of the property in that community since all property owners must be notified.
7. Serve the property owners at least ten (10) days prior to the Planning Board regular meeting in the following manner:
 - a. By giving a copy personally, or by certified mail
 - b. If it is a non-resident, by mailing a copy by certified mail to the last known address
 - c. If a partnership, by serving any partner; if a corporation, by serving any officer
 - d. **Utilities:** Please note that you will be given a list of utilities. All utilities **must** be notified for your application to be scheduled for the public hearing.
8. Submit an Affidavit of Proof of Service and Proof of Publication at least one week prior to the public hearing to the Planning Board office.



TOWNSHIP OF WYCKOFF

MEMORIAL TOWN HALL - 340 FRANKLIN AVENUE

WYCKOFF, NEW JERSEY 07481-1907

TEL: 201-891-7000 FAX: 201-891-9359

SOIL MOVEMENT APPLICATION FEES

Application \$250

Escrow \$900

Property List \$10

Please make 3 checks payable to The Township of Wyckoff.

The application fee covers the administrative cost for review of applications for completeness and review and preparation of documents to facilitate the Public hearing.

Escrow money is placed in an account held by the municipality when the application is submitted. The purpose of the escrow account is to pay the anticipated fees of the Board's planner, engineer and attorney for their services in reviewing applications and inspecting improvements.

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY, NEW JERSEY**

APPLICATION FOR SITE PLAN APPROVAL / SOIL MOVEMENT

Date filed _____ Fee _____ Block _____ Lot(s) _____

A. APPLICATION IS HEREBY MADE FOR:

- _____ Minor site plan
- _____ Preliminary/final major site plan
- _____ Waiver, modification or amendment of an existing site plan
- _____ Fence permit
- _____ Soil movement

email: _____

B. OWNER: _____ Tele # _____

Address: _____

Applicant's Name (if other than owner): _____ Tele# _____

Address: _____

Name and address of person presenting application:

Name: _____ Profession _____

Address: _____ Tele # _____

Name of development: _____

C. PROPERTY DESCRIPTION

Location: _____ Zone: _____

Lot size: _____ Tax Map #: _____ Block _____ Lot(s) _____

Size of building in square feet: _____ Stories: _____

D. YARD DIMENSIONS – PROPOSED DEVELOPMENT APPLICATION

Zone: _____ Minimum lot requirements: Area (sq. ft.): _____

Frontage: _____ Depth: _____

Proposed yard dimensions: Principal building Front _____ Rear _____

Side: One _____ Both _____

Accessory buildings: Rear _____ Side _____

Maximum building height: Stories _____ Feet _____

Minimum habitable floor area per dwelling unit _____

Maximum lot coverage _____

Principal building %: _____ Principal & accessory building %: _____

E. IF APPLICATION IS FOR WAIVER, MODIFICATION OR AMENDMENT OF AN EXISTING SITE PLAN, EXPLAIN REQUEST:

F. PROPOSED LAND USE: _____

G. DESCRIPTION OF PROPOSED OPERATIONS, INCLUDING DAYS AND HOURS OF OPERATION: _____

H. IF PROPOSAL IS FOR RESIDENTIAL CONSTRUCTION, STATE NUMBER OF DWELLING UNITS AND TYPE OF OWNERSHIP: _____

I. ESTIMATED COST OF CONSTRUCTION: _____

J. ARE ANY DEED RESTRICTONS APPLICABLE TO THE PROPOSED USE KNOWN OR CONTEMPLATED?

Yes _____ No _____ If yes, attach copy.

K. IS DEDICATION OF LAND FOR ROAD OR OTHER REASON REQUIRED? Yes _____ No _____

If yes, complete the following:

Name of roads: _____

Number of feet: _____ Remarks: _____

L. PREVIOUS ACTION BY PLANNING BOARD: Date _____ Details: _____

Amendment requested: _____

M. DOES THIS DEVELOPMENT PLAN INCLUDE OR REQUIRE A SIMULTANEOUS APPLICATION FOR ANOTHER TOWNSHIP APPROVAL? Yes _____ No _____

If yes, state type of additional approval being sought: _____

N. LIST OF MAPS AND OTHER MATERIAL ACCOMPANYING THE APPLICATION AND THE NUMBER OF EACH ITEM:

ITEM

NUMBER

1. _____

2. _____

3. _____

4. _____

5. _____

O. DOES THE FINAL PLAT FOLLOW EXACTLY THE PRELIMINARY PLAT IN REGARD TO DETAILS AND AREA COVERED? Yes _____ No _____

If no, indicate changes: _____

P. SIGNATURE OF APPLICANT: _____

SIGNATURE OF OWNERS: _____

DATE OF APPLICATION: _____

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY, NEW JERSEY**

APPLICATION IS HEREBY MADE FOR:

- () Appeal from Building Officer based on or made in the enforcement of the Zoning Ordinance. N.J.S.A. 40:55D-70a
() Zoning map interpretation N.J.S.A. 40:55D-70b
() Hardship variance N.J.S.A. 40:55-70c-1
() Flexible variance N.J.S.A. 40:55-70c-2
() Variance for use or principal structure N.J.S.A. 40:55D-70d-1
() Expansion of a nonconforming use N.J.S.A. 40:55D-70d-2
() Deviation from standard of conditional use N.J.S.A. 40:55-70d-3
() Soil movement in excess of 100 cubic yards

PROPERTY HISTORY:

A. Owner: _____
Address: _____
Telephone: _____
Applicant name (if other than owner): _____
Address: _____
Telephone: _____

B. Property Description:

Location: _____
Zoning district: _____ Block: _____ Lot: _____
Existing use of building or premises: _____

C. Type of variance requested: _____

D. The variance requested is for the purpose of: _____

E. Does the attached survey reflect the property as it presently exists? Yes _____ No _____
If no, explain _____

F. Is the property sewered or septic? _____ Locate on survey.

G. Is this request connected with the simultaneous approval of another application before a Township board?
Yes _____ No _____
If yes, explain _____

H. Have there been any previous applications before a Township board involving the premises: Yes ____ No ____
If yes, state the date and disposition: _____

I. If this application is for an appeal of a decision of the Building Officer or a zoning map interpretation, explain the appeal or question: _____

ALL APPLICANTS COMPLETE SECTION J

J. ZONING DISTRICT – _____

DIMENSIONS

	Zoning Requirement	Present Layout	Proposed Layout	**See Note
1. LOT SIZE (sq. ft.)				
Frontage	_____ min.	_____	_____	()
Depth	_____ min.	_____	_____	()
2. SETBACKS (Corner Lot)				
Principal Building				
Front Yard (#1) (ft.)	_____ min.	_____	_____	()
Front Yard (#2) (ft.)	_____ min.	_____	_____	()
Rear Yard (ft.)	_____ min.	_____	_____	()
Side Yard (ft.)	_____ min.	_____	_____	()
2. SETBACKS (Interior Lot)				
Principal Building				
Front Yard (#1) (ft.)	_____ min.	_____	_____	()
Rear Yard (#2) (ft.)	_____ min.	_____	_____	()
Side Yard (ft.)	_____ min.	_____	_____	()
* Accessory Structure(s) (deck, garage, shed, pool, etc.)		(Attach a separate sheet if necessary).		
Rear Yard (ft.)	_____ min.	_____	_____	()
Side Yard (ft.)	_____ min.	_____	_____	()

***ALL ACCESSORY STRUCTURE SETBACKS SHOULD BE INDICATED ON SURVEY**

3. BUILDING AREAS (footprint)

Principal Building (sq. ft.)	_____	_____
Accessory Structures (sq. ft.)	LIST		
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. LOT COVERAGE

A. Principal Building (%)	_____ max.	_____	_____	()
B. Total Access. Structures (%)	_____ max.	_____	_____	()
C. Total (%) (A & B)	_____ max.	_____	_____	()

5. DWELLING AREA (Total sq. ft.)

First Floor	_____	_____	()
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6. BUILDING HEIGHT (ft.)

Number of stories	_____ max.	_____	_____	()
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7. IMPERVIOUS COVERAGE

Calculation:

For lots over 25,000 sq. ft., the maximum allowable impervious coverage shall be 28.5% of the lot area. For lots between 10,000 and 25,000 sq. ft., the maximum allowable impervious coverage shall be equal to 45 divided by the square root of the lot area. Lots less than 10,000 sq. ft., the maximum allowable impervious coverage shall be 45% of the lot area.

▪ Structures/Buildings	Sq. ft.	_____	<u>Space reserved for calculation</u>
▪ Driveways (paved or gravel)	Sq. ft.	_____	
▪ Patios and/or paved areas	Sq. ft.	_____	
▪ Walkways and brick pavers	Sq. ft.	_____	
▪ Tennis Court	Sq. ft.	_____	
▪ Swimming Pool Water Surface	Sq. ft.	_____	
▪ Decks w/o free drainage	Sq. ft.	_____	
TOTAL IMPERVIOUS COVERAGE:	Sq. ft.	_____	Calculated % = _____ () _____

****NOTE: MARK (X) WHERE NOT IN CONFORMANCE WITH ZONING**

K. OTHER REQUIREMENTS

1. PARKING: Spaces required _____ provided _____
Actual area to be utilized (each floor): _____
Comments: _____
Buffer required _____
Buffer provided _____
Comments: _____
2. SIGN: (Also fill out separate Application for Sign Construction Permit)
Dimensions: _____
Height: _____
Location: _____
Lighting: _____
Setbacks: _____
3. FENCE:
Height: _____
Style: _____
Location: _____

IF APPLICATION IS FOR A HARDSHIP OR FLEXIBLE VARIANCE, COMPLETE SECTION L

- L. 1. How will the benefits of the proposed application outweigh any detriments? _____

2. What are the exceptional circumstances or conditions applicable to the property involved or to the intended use of development of the property that do not apply generally to other properties in the same zone or neighborhood?

3. Explain what efforts have been made by the applicant to acquire adjoining lands so as to reduce the extent of the variances or eliminate such?

4. State how the proposed variance:
a. Will not cause substantial detriment to the public good _____
b. Will not substantially impair the intent and purpose of the zoning plan and ordinance _____

IF APPLICATION IS FOR A USE VARIANCE, COMPLETE SECTION M.

M. 1. Explain how the proposed use can be granted without substantial detriment to the public good or how the proposed use would tend to minimize the discordant effect of the use, be less harmful to adjacent properties or tend to bring the use into closer conformity with the zoning ordinance.

2. Explain how the proposed use can be granted without substantially impairing the intent and purpose of the zoning plan and the zoning ordinance. _____

3. List any "special reasons" related to the request. _____

4. List any "hardship" related to the nature of the land and/or the neighborhood which presents reasonable utilization of the property for any permitted use. _____

N. Itemize material accompanying application:

Item

Number submitted

1. _____

2. _____

3. _____

4. _____

5. _____

Signature of Applicant: _____

Signature of Owner(s): _____

Date of Application: _____

Name: _____

Address: _____

Block _____ Lot _____ Date: _____



SECTION 46-40 COMPLETENESS OF APPLICATIONS

SECTION 1 – Section 46-40. Completeness of Applications.

B. DEVELOPMENT APPLICATION REVIEW CHECKLISTS.

(1) General requirements. No application for development shall be deemed complete unless the following items, information and documentation, where applicable, are submitted to the Administrative Officer.

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | (a) Application form properly completed [sixteen (16) copies]. |
| <input type="checkbox"/> | <input type="checkbox"/> | (b) Correct filing fee and escrow deposits. |
| <input type="checkbox"/> | <input type="checkbox"/> | (c) Filing for soil erosion and sediment control. |
| <input type="checkbox"/> | <input type="checkbox"/> | (d) Required variance or conditional use application. |
| <input type="checkbox"/> | <input type="checkbox"/> | (e) Certification that property tax payments and assessments are current. |
| <input type="checkbox"/> | <input type="checkbox"/> | (f) Proof that proper notice and publication of the application pursuant to N.J.S.A. 40:55D-12 has been made. |
| <input type="checkbox"/> | <input type="checkbox"/> | (g) Ownership disclosure statement, where required by law. |
| <input type="checkbox"/> | <input type="checkbox"/> | (h) Appropriate number of plat maps submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | (i) Flood-fringe application, where required. |
| <input type="checkbox"/> | <input type="checkbox"/> | (j) Landscaping Plan including the location and description of existing and proposed landscaping. Information on proposed landscaping shall include the numbers and type of any trees or plants existing on the property that are being removed as well as the common and botanical names, number of trees and/or plants, planted size and root specifications of all trees and plants to be added to the property. The plan shall include the method by which existing trees shall be protected during construction. |

B – ALL APPLICATIONS

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | (k) A statement from the property owner granting permission for the Board and any of its experts to enter the subject premises for purposes of inspection in relation to a development application. |
| <input type="checkbox"/> | <input type="checkbox"/> | (l) A copy of any protective covenants or deed restrictions, if any, affecting the property in question, provided that if none exist, an affidavit from the owner certifying that no such covenants or restrictions exist shall be submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | (m) Details of all proposed retaining walls over two (2) feet in height, signed and sealed by a licensed professional engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | (n) Any additional information deemed necessary by the municipal agency. |
| <input type="checkbox"/> | <input type="checkbox"/> | (o) A grading plan prepared by a professional engineer, which indicates topography, an ingress egress stone pad adjacent to the roadway consisting of, at a minimum of 10 feet wide by 30 feet long six (6) inch deep of two (2) and one half inch crushed stone, silt fenced located adjacent to all areas of new construction or renovation, elevations, draining patterns and all proposed seepage pits and/or dry wells. In addition, the application shall include a written certification from a professional engineer certifying that there will be a zero increase in storm water runoff as a result of the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | (p) Detailed drawings depicting all existing structures and proposed structures on the site. The drawings must include all portions of existing structures which the applicant proposes to remove. |

Name: _____

Address: _____

Block _____ Lot _____ Date: _____



SECTION 46-40 COMPLETENESS OF APPLICATIONS

SECTION 1 – Section 46-40. Completeness of Applications.

C. NO APPLICATION FOR SITE PLAN REVIEW AND APPROVAL SHALL BE DEEMED COMPLETE UNLESS THE FOLLOWING ITEMS, INFORMATION AND DOCUMENTATION, WHERE APPLICABLE, ARE SUBMITTED TO THE ADMINISTRATIVE OFFICER.

(1) Site plan submission details and requirements.

(a) Scale: one (1) inch = ten (10) feet; twenty (20) feet; thirty (30) feet; forty (40) feet; fifty (50) feet.

(b) Plan legibility: Satisfactory () Unsatisfactory ()

Yes	No
-----	----

- | | | |
|-----|-----|---|
| () | () | (1) Sixteen (16) copies of plat. |
| () | () | (2) Name, title, address, telephone number of applicant, owner, person preparing plan, maps and accompanying date. |
| () | () | (3) Place for signatures of the Chairman and Secretary of the Planning Board. |
| () | () | (4) Place for signature of Township Engineer. |
| () | () | (5) Current Tax Map lot and block numbers of the premises affected. |
| () | () | (6) Date, scale, North sign and key map at one (1) inch = two hundred (200) feet scale. |
| () | () | (7) Zone district of premises and the zone districts of all the immediately adjoining properties. |
| () | () | (8) All existing/proposed setback dimensions, landscaped areas, trees over eight (8) inches, fencing, diameter size/type of planting/plan material on premises. |
| () | () | (9) Existing and proposed signs, their size, type of construction. |

C – SITE PLAN REVIEW

Yes No

- | | |
|---|--|
| <input type="checkbox"/> <input type="checkbox"/> | (10) Location, existing and proposed exterior lighting, including size, height, area, direction of illumination, lumen power, including building security lighting plan, isolux drawing where required. |
| <input type="checkbox"/> <input type="checkbox"/> | (11) Existing and proposed principal building, accessory structures with dimensions, present/ finished grade elevations, floor plans, area measurements. |
| <input type="checkbox"/> <input type="checkbox"/> | (12) Complete exterior building and elevation drawings of proposed structure(s). |
| <input type="checkbox"/> <input type="checkbox"/> | (13) The location, type, size of existing/proposed catch basins, all utilities, above and below ground. |
| <input type="checkbox"/> <input type="checkbox"/> | (14) The location, type, size of all existing/proposed curbs, sidewalks, driveways, fences, retaining walls, parking spaces. All off-street parking and loading areas, dimensions and schedules. |
| <input type="checkbox"/> <input type="checkbox"/> | (15) Location, size, type of all existing/proposed rights-of-way, easements, other encumbrances which may affect premises, location, size, description of lands contemplated for dedication to township. |
| <input type="checkbox"/> <input type="checkbox"/> | (16) Location, size, nature of property and contiguous property owned by the applicant or in which the applicant has direct or indirect interest. |
| <input type="checkbox"/> <input type="checkbox"/> | (17) Location, size, widths of all existing/proposed streets abutting premises and structures, property lines of all abutting properties with names, addresses of owners per Tax Map rolls. |
| <input type="checkbox"/> <input type="checkbox"/> | (18) Existing/proposed topography of site contour interval not less than two (2) feet. |
| <input type="checkbox"/> <input type="checkbox"/> | (19) Stormwater management plan. |
| <input type="checkbox"/> <input type="checkbox"/> | (20) Soil erosion and sediment control plan. |
| <input type="checkbox"/> <input type="checkbox"/> | (21) Soil removal application, where applicable. |
| <input type="checkbox"/> <input type="checkbox"/> | (22) Traffic study, where required by Board. |
| <input type="checkbox"/> <input type="checkbox"/> | (23) Environmental impact study, where required by Board. |

C – SITE PLAN REVIEW

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | (24) Traffic signage and safety plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | (25) Design review of building plans, where required. |
| <input type="checkbox"/> | <input type="checkbox"/> | (26) Escrow agreement, where required. |
| <input type="checkbox"/> | <input type="checkbox"/> | (27) Description of proposed use(s) and estimated number of employees. |
| <input type="checkbox"/> | <input type="checkbox"/> | (28) Any/all other information/dates necessary to meet any requirement of the Article/zoning/
subdivision ordinances not listed above. |
| <input type="checkbox"/> | <input type="checkbox"/> | (29) Parking stalls shall be numbered for identification and handicap stalls shall be in
compliance with ADA requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | (30) Compliance with ADA Code for parking spaces as to dimensions, signage, \$250 penalty
placard, and striping. |
| <input type="checkbox"/> | <input type="checkbox"/> | (31) Developer's Agreement, if required by the Board. |

E

VARIANCE

REVIEW

Name: _____

Address: _____

Block _____ Lot _____ Date: _____

SECTION 46-40 COMPLETENESS OF APPLICATIONS

SECTION 1 – Section 46-40. Completeness of Applications.

E. NO APPLICATION FOR VARIANCE APPROVAL SHALL BE DEEMED COMPLETE UNLESS THE FOLLOWING ITEMS, INFORMATION AND DOCUMENTATION, WHERE APPLICABLE, ARE SUBMITTED TO THE ADMINISTRATIVE OFFICER:

Yes No

- ()

()

(1) Sixteen (16) copies of accurate survey showing the property and the location of all buildings existing and proposed, and their setbacks from property lines.
- ()

()

(2) Sixteen (16) copies of site plans submission details, where required by the Board of Adjustment or by ordinance.
- ()

()

(3) Sixteen (16) copies of the complete building exterior and elevation drawings of the proposed structures or buildings.
- ()

()

(4) Sixteen (16) copies of drawings of interior floor plan layout for proposed structure or buildings and adjoining rooms.
- ()

()

(5) Sixteen (16) copies of photographs of existing structures, topographical features and structures on adjoining properties.
- ()

()

(6) Sixteen (16) copies of distances from existing and proposed buildings on the property to buildings and structures on adjacent lots.

PROPERTY OWNER PERMISSION FORM

Date

The property owner grants permission for the Board and any of its experts to enter the subject premises for purposes of inspection in relation to a development application that is presently before the Wyckoff Planning Board.

Address/Premises

Print name

Signature

REQUEST FOR LIST OF PROPERTY OWNERS WITHIN 200'

Requested By: _____

For: Block _____ Lot _____ Address: _____

Date Requested: _____

Choose one of the following options:

Please mail completed list to: _____

I will pick up list: Please call: _____

Fee of \$10.00 must be paid at the time of request. Paid: _____

THE MUNICIPALITY HAS 7 DAYS TO PROCESS YOUR REQUEST

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY**

**NOTICE TO BE SERVED ON PROPERTY OWNERS WITHIN 200'
AND LEGAL ADVERTISEMENT FOR A VARIANCE APPLICATION**

PLEASE TAKE NOTICE:

That an application has been made by _____ on
behalf of _____ for () hardship or flexible
variance, () variance for use or principal structure, () expansion of a nonconforming
use, () deviation from standard of conditional use, () other _____
so as to permit _____

_____ and any other variances that may be required on the
premises at Block _____ Lot _____

Address _____

A regular hearing has been ordered for _____, 20____, with a Work
Session at 7:30 pm in the second floor West Wing Conference Room and a Regular
Hearing Meeting at 8:00 pm in the second floor Court Room in Town Hall, 340 Franklin
Avenue, Wyckoff, NJ. When the case is called, you may appear either in person or
represented by an attorney, and present any objections which you may have to the
granting of this application.

This notice is sent by the applicant, by order of the Wyckoff Planning Board. Plans are
on file in Room 110 and may be examined during regular office hours Monday through
Friday, 9:00 am to 4:00 pm. Also, Tuesday evenings from 6:00 p.m. to 7:30 p.m.

Respectfully,

(Applicant)

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY**

**NOTICE TO BE SERVED ON PROPERTY OWNERS WITHIN 200'
AND LEGAL NOTICE**

PLEASE TAKE NOTICE:

An application has been made by _____ on behalf of
_____ for hardship () or flexible () variance, expansion of a
nonconforming use (), deviation from standard of conditional use () or other so as to permit

And, all other existing nonconformities and variances that may be required on the premises
located at **BLOCK** _____ **LOT** _____ **ADDRESS** _____

A hearing has been ordered for _____, 2020, with a Work Session at 7:30 pm and a
Public Meeting at 8:00 pm. Due to the Covid-19 Public Health Emergency, this meeting will be
held online through the Zoom Video Conferencing Application. Members of the public who wish
to participate in the meeting may do so by joining online or over the phone at 7:30 pm.
Individuals will be able to fully participate in the meeting, including providing public comment.
To join the meeting online or by phone, go to the Home page of the Township of Wyckoff
website www.wyckoff-nj.com and follow the instructions which will be listed in the "news feed"
prior to the meeting.

Members of the public may also email their public comments to planningboard@wyckoff-nj.com before
3:00 pm on the day of the meeting. These comments will be read during the open public comment period.

The applications, plans, and submissions in regard to this application are available for public
inspection online at the Township's website www.wyckoff-nj.com
Click on Government > Boards > Planning Board > Applications Pending Consideration by the
Planning Board or copy and past the URL below in your web browser.
[https://www.wyckoff-nj.com/planning-board/pages/applications-pending-consideration-
planning-board](https://www.wyckoff-nj.com/planning-board/pages/applications-pending-consideration-planning-board)

**TOWNSHIP OF WYCKOFF
PLANNING BOARD**

AFFIDAVIT OF PROOF OF SERVICE

STATE OF NEW JERSEY)

) SS (Sworn & Subscribed):

COUNTY OF BERGEN)

_____, of full age, being duly sworn, according to law,
deposes and says that he/she is the applicant (or agent of the applicant) in a
proceeding before the Planning Board, Township of Wyckoff, scheduled for
_____.

On _____, I certified mailed and/or hand delivered in person written
notices of said application to all property owners within 200 feet of the premises,
including utilities, located at _____, Block _____,
Lot _____.

A copy of the Notice, list of property owners and utilities received from the Township of
Wyckoff and receipts for certified mail are attached hereto and made a part hereof.

Applicant/Agent

Sworn and subscribed to

before me this _____ day

of _____, 20____
