

## TO APPLY FOR ZONING APPROVAL

Please follow these directions exactly, or your application will be returned to you. This will delay the approval process.

1. Completely fill out, sign, and date the attached form.
2. Attach a recent, accurate copy of your survey or plot plan marking it up with any additions, deletions, or corrections made since the date of the survey. Make sure that the scale is accurate (no enlarged or reduced copies).
  - a. Draw in and highlight the construction that you are applying for.
  - b. Label the dimensions of the structure.
  - c. Label the distances from all structures (new and old, to your front, sides and rear property lines).
  - d. Be sure to write YOUR name, Address, and Property Block and Lot number on the survey.
3. Obtain a form from the Borough of Demarest Tax Collector indicating that the taxes on the lot are paid in full.
4. Leave the entire packet (application, tax form, and survey) in the Zoning Officer's mailbox located in the Borough Hall on the 2<sup>nd</sup> floor.
5. The Zoning Officer picks up requests once a week. Once reviewed, you will be mailed a letter of approval or denial. If approved, you then must apply for a building permit. The building Department is open Monday through Friday, from 8:00 A.M. until 4:00 P.M. The phone number is (201) 768-3398.

The Zoning Officer, Edward Rossi, is available to discuss applications only from 11:00 A.M. – 12:30 P.M. and 6:00 P.M. – 7:30 P.M. on Wednesdays.

\_\_\_\_\_  
APPROVED

\_\_\_\_\_  
DENIED

**Borough of Demarest  
Land Development (Zoning) Application**

Date of Submission \_\_\_\_\_

If you are not familiar with the Borough of Demarest Ordinance requirements or if you need help with this form, please call the Zoning Official, Edward Rossi (201) 768-3398, Wednesday, 11 A.M. – 12:30 P.M. and 6:00 – 7:30 P.M.

**A. OWNER/APPLICANT INFORMATION**

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
Demarest, New Jersey 07627

Owner Phone: \_\_\_\_\_

Block & Lot: Block \_\_\_\_\_ Lot \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
(If different from owner)

Applicant Address: \_\_\_\_\_  
Zip \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

**B. OWNER/APPLICANT INFORMATION (Check all that apply)**

Addition _____	Dimensions (LXWXH) _____
Deck _____	Dimensions (LXW) _____
Shed _____	Dimensions (LXWXH) _____
Swimming Pool _____	Whirlpool/Hot tub _____
Fence (pool barrier) _____	Height _____ Ft.
Fence (privacy) _____	Height _____ Ft.
New Construction _____	Dimensions (LXWXH) _____
Other _____	Explain _____

**C. ZONING REQUIREMENTS**

Your Zone \_\_\_\_\_ (Please call 201-768-3398)

	<u>Required</u>	<u>Existing</u>	<u>Proposed</u>	<u>Variance Required</u>
Minimum Lot Area	_____	_____	_____	_____
Minimum Lot Width	_____	_____	_____	_____
Front Setback	_____	_____	_____	_____
Side Yard	_____	_____	_____	_____
Rear Yard	_____	_____	_____	_____
Building Coverage	_____	_____	_____	_____
Impervious Coverage	_____	_____	_____	_____
Livable Floor Area	_____	_____	_____	_____
Height of Building	_____	_____	_____	_____

**D. Site Information (fill in the blanks)**

Is this a corner lot? (Circle one) YES NO

Are there any overhangs on the new structure? YES NO (If yes please indicate size and draw them on survey.)

Are there any deed restrictions or covenants affecting this application? YES NO (If yes, attach a copy of the Deed.)

Is this property part of a subdivision? YES NO (If yes, attach a copy of the resolution.)

Has there ever been a variance granted on this property before? YES NO (If yes, please explain and attach copy of variance to this application.)

I, being of full age, hereby swear that all of the information I have provided in the above application, and the attached survey and/or plans are true and correct to the best of my knowledge.

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

Signature of Applicant(s)

# BOUROUGH OF DEMAREST

Telephone 201-768-0167 \* 118 Serpentine Road \* Demarest \* Bergen County \* NJ \* 07627

DEPARTMENT OF FINANCE  
Office OF THE TAX COLLECTOR

DATE:

TO: THE ZONING OFFICER

OWNER (S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

THIS IS TO CONFIRM THAT THE TAXES ON THE ABOVE REFERENCED PROPERTY HAVE BEEN PAID TO DATE.

SINCERELY,

TAX DEPARTMENT