

# Land Use Board

## Borough of Hasbrouck Heights

***In accordance with the provisions of N.J.S.A. 40:55D-25(c)  
and Borough Ordinance 2476 the Planning Board shall  
exercise all of the powers of a board of adjustment***

### Applicant Checklist & Instructions

#### A. General Information

1. No application will be deemed complete unless and until the following procedures are followed. Failure to comply with the requirements on this checklist will result in your application being rendered incomplete, unless you request that the Board waive a requirement and only if the Board waives that request. If at any time during the consideration of the matter it is determined that the applicant has not complied with this checklist, the application will be deemed incomplete even though consideration may have already been undertaken. The Board may also require the correction of any information to be found in error. You may also be required by the Board to submit additional information not specified in the checklist if that information is reasonably necessary for the Board to make an informed decision.
2. All meetings are held on the first Wednesday of every month. Meetings begin at 7:30 P.M. and end at 10:30 P.M. An open, Public Work Session Meeting conducted immediately proceeding the public meeting, commencing at 7:00 P.M.
3. All meetings are sound recorded and, in certain instances, a certified shorthand reporter is also present.
4. Any interested party may appear at the hearing of the application and present any comments relating to same.
5. Following completion of the hearing of the application, a Resolution will be drafted by the Board Attorney setting forth the Board's findings of fact and conclusions, which Resolution will be adopted at the next Board meeting. You will then be provided with copies of same.
6. Following the adoption of the Resolution, a Notice of Decision will be submitted by the Board Secretary to The Observer for publication. Be advised that any

interested party aggrieved by the decision of the Board may appeal to the Governing Body. Such action must be instituted within forty-five (45) days of the date of publication of the Notice of Decision. After the forty-five (45) days, if there are no appeals filed, applicant can then apply for a building permit if applicable.

7. Any approvals granted by the Planning Board, including variances, may expire after a certain period of time. The Applicant is encouraged to seek the advice of an attorney or other professional to provide guidance as to the possible expiration of any approvals granted.

8. Regardless of any assistance which might be rendered to you by the Board Secretary or any employee of the Borough, the responsibility for full and complete compliance with the statutes of the State of New Jersey, the Municipal Land Use Law and Borough Ordinances shall rest with the applicant.

9. All forms are available from the Board Secretary, Municipal Building, 320 Boulevard Hasbrouck Heights, NJ 07604. Phone (201)288-2143 9:00 A.M. -1:00 P.M. and 2:00 P.M. -4:00 P.M. Monday -Friday.

## B. Procedures To Be Followed

1. Contact Board Secretary to advise that an application is to be filed. This notification may be written or verbal and is designed to ensure that the applicant confirms the availability of them at the next schedule hearing. A meeting schedule is attached hereto.

2. ALL FORMS ARE TO BE LEGIBLY PRINTED OR TYPEWRITTEN, EXCEPT FOR SIGNATURE(S) AND COLLATED. ALL PLANS MUST BE FOLDED.

3. FORM 1: APPLICATION TO TAX COLLECTOR FOR CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET OF SUBJECT PREMISES; The Tax Collector will provide this list to you upon payment of \$10.00. The list must be dated within sixty (60) days of the date of the hearing.

4. FORM 2: TAX CERTIFICATION; The Tax Collector must fill out this form. An original and two (2) copies are to be filed with the application.

5. At least fifteen (15) days prior to the hearing, the Board Secretary, together with the appropriate fees and escrow deposit (as set forth in C below)

a) Submit an original and seventeen (17) copies of completed: APPLICATION TO PLANNING BOARD, to the Board Secretary, together with the

appropriate fees and escrow deposit (as set forth in C). One (1) copy of the completed APPLICATION TO THE PLANNING BOARD must be submitted to Boswell Engineering, 330 Phillips Avenue, PO Box 3152, South Hackensack, NJ 07606, and One (1) copy to the Attorney for the Planning, Joseph J. Rotolo, Esq., 50 Summit Avenue, Hackensack, New Jersey 07601

NOTE: If this application includes a site plan or subdivision, the appropriate forms and checklists are provided separately for same. These applications normally require review by the Borough Engineer and Police and Fire Departments. If possible, site plan applications should be submitted at least twenty (20) days prior to hearing to allow time for these reviews.

b) Submit either seventeen (17) (ZONING ONLY) or seventeen (17) (SITE PLAN OR SUBDIVISION) copies of a PLOT PLAN (survey) prepared by a licensed engineer, land surveyor or registered architect bearing the original signature and seal if the aforementioned which plot plan should contain:

NOTE: For applications involving driveway widenings, fences in or around RESIDENTIAL properties, swimming pools, decks or structures accessory to a RESIDENTIAL dwelling, a sketch prepared by the applicant and drawn to scale on a previously certified survey of the property MAY be used with the prior approval of the Board Secretary.

c) If applicant is not the owner of the subject premises, Form 3A: CONSENT OF PROPERTY OWNER, must be filled out and made a part of the application.

**6. NOTICES.** Applicant is required to give public notice no later than ten (10) days prior to the date of the hearing. Three (3) copies of all notices are to be submitted to the Board Secretary ten (10) days before the hearing. Notices are to be personally served or sent by certified mail, return receipt requested. Notices are deemed complete upon mailing. Copies of the white certified mail receipts are to be submitted to the Board Secretary with copies of the Notices, as above. The green return cards can be submitted at the hearing.

All notices shall state the date, time and place of the hearing, the nature of the matters to be considered, the property address and the tax block and lot numbers, the applicant's name and location and times at which any documents are available for inspection.

If any notices are served personally, the person receiving the notice shall acknowledge receipt of same by signing his name where it appears on the Certified List

of Property Owners. The original and two (2) copies of the list are to be submitted to the Board Secretary.

a) NOTICE OF HEARING TO PROPERTY OWNERS. This notice is to be served personally or by certified mail to all property owners within 200 feet in all of subject premises, according to the Certified list of Property Owners obtained from the tax collector. Applicant is entitled to rely upon the information contained in said list, and failure to give notice to any owner not on the list shall not invalidate any hearing or proceeding.

b) NOTICE OF HEARING TO BERGEN COUNTY PLANNING BOARD, for premises located within 200 feet of County road or property and for all subdivision applications.

c) NOTICE OF HEARING TO THE STATE OF NEW JERSEY, for premises located within 200 feet of State property or highways.

d) NOTICE TO ADJACENT MUNICIPALITY. If premises are located within 200 feet of an adjacent municipality, the Clerk of that municipality must be served with a Notice. IN ADDITION, should there be individual property owners within 200 feet of your premises who reside in the adjacent municipality, a list of those property owners must be obtained from the appropriate officer of that municipality and notices must be served on those property owners.

e) On site plan applications, notices must be served on any public utilities, local utilities or cable television companies if they are registered with the Borough as wanting to receive said notices.

7. **AFFIDAVIT OF SERVICE**. An original and two (2) copies of this Affidavit, duly notarized, is to be submitted to the Board Secretary, together with copies of any Notices, the Certified List of Property Owners, and the white certified mail receipts.

8. **NOTICE OF HEARING FOR PUBLICATION**. This form is to appear as a legal ad in the official newspaper of the Borough NOT LATER THAN TEN (10) DAYS BEFORE THE HEARING. The official newspaper of the Borough of Hasbrouck Heights (This information regarding the official newspaper designation may be obtained from the Board Secretary or the Borough Clerk) It is applicant's responsibility to check with the newspaper to confirm their publication deadlines.

An **AFFIDAVIT OF PUBLICATION** will be forwarded to you by the official newspaper of the Borough of Hasbrouck Heights, which Affidavit is to be submitted to the Board Secretary when received or not later than the date of the hearing.

9. If this application is the result of an appeal from a decision rendered by the Construction Official an original and seventeen (17) copies of his LETTER OF DENIAL should be submitted with the application.

10. If applicant is a corporation or partnership, an affidavit or certificate listing the names and addresses of all stockholders or partners owning at least ten (10) % interest or ten (10) % stock of any class is required to be submitted.

### C. Fees & Escrow

1. The following Schedule of Fees has been set on matters to be heard by the Planning Board. The items checked are fees to be paid in connection with your application for variance and/or site plan or subdivision approval. All application fees and escrow are to be paid by SEPARATE CHECKS, appropriately marked, made by payable to the "Borough of Hasbrouck Heights", at the time the application is submitted.

#### VARIANCE

( ) Filing fee - \$100.00

#### SUBDIVISION OR SITE PLAN APPROVAL

( ) Site Plan - \$100.00 plus \$.02 per square foot of total area involved.

( ) Major Subdivision - \$200.00 plus \$100.00 per proposed lot upon preliminary review and \$100.00 upon final review.

( ) Minor Subdivision on residential property involving two (2) dwelling units or  
Less - \$100.00 plus \$50.00 per proposed lot.

( ) Minor Subdivision involving more than two (2) dwelling units, a commercial use or an industrial use - \$200.00 plus \$100.00 per proposed lot.

2. ESCROW. The Board Secretary is empowered to estimate from an examination of each application the expenses that will be reasonably required to process the application such as the cost of review by the Borough Engineer, if applicable, the services of a certified court stenographer for the purpose of preparing a transcript of the Boards hearing of an application and any other miscellaneous expenditures in connection therewith. Any unused monies will be refunded to the applicant upon final action on the application. The fees set forth below are **MINIMUM** escrow fees:

VARIANCE

- ( ) Residential, one (1) or two (2) family (owner occupied) - \$250.00
- ( ) Residential use variance (non-owner occupied) - \$750.00
- ( ) Residential uses over two (2) family - \$1,500.00
- ( ) Business, commercial and industrial - \$1,500.00
- ( ) Business, use variance (non-owner occupied) - \$2,500.00

SITE PLANS AND SUBDIVISIONS

- ( ) Residential, less than four (4) units - \$1,500.00
- ( ) Multiple family dwellings in excess of four (4) units - \$2,500.00
- ( ) Business, commercial and industrial, less than one (1) acre - \$2,500.00
- ( ) Business, commercial and industrial, more than one (1) acre - \$3,500.00

If there are any questions on these procedures, please contact the Board Secretary at 320 Boulevard, Hasbrouck Heights, NJ at (201) 288-2143.

PLANNING BOARD APPLICATION FORM

BOROUGH OF HASBROUCK HEIGHTS

*In accordance with the provisions of N.J.S.A. 40:55D-25(c) and Borough Ordinance 2476 the Planning Board shall exercise all of the powers of a board of adjustment*

The application, with supporting documentation, must be filed with the Secretary to the Planning Board and must be delivered to the Borough departments and professionals for review at least fifteen (15) business days prior to the meeting at which the application is to be considered.

1. SUBJECT PROPERTY

Location

\_\_\_\_\_

Tax Map Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s)

\_\_\_\_\_

Dimensions Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area

\_\_\_\_\_

Zoning District \_\_\_\_\_

2. APPLICANT

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Email Address

\_\_\_\_\_

Applicant is a      Corporation ( )      Partnership ( )      Individual ( )

3. OWNER

If owner is other than the applicant, provide the following information on the Owner(s):

Owner's Name

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

4. APPLICANT'S ATTORNEY

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number

\_\_\_\_\_

Email Address

\_\_\_\_\_

5. APPLICANT'S ENGINEER

Name

\_\_\_\_\_



Address

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number

\_\_\_\_\_

Email Address

\_\_\_\_\_

**6. EXPERTS**

List any other Expert who will submit a report or who will testify for the applicant: (attached additional sheets as may be necessary)

Name

\_\_\_\_\_

Field of Expertise

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number

\_\_\_\_\_

Email Address

\_\_\_\_\_

**7. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:**

Subdivision:

( ) Minor Subdivision Approval ( ) Subdivision Approval  
(Preliminary)

( ) Subdivision Approval (Final)

Number of lots to be created (including remainder lot)

\_\_\_\_\_

Number of proposed dwelling units (if applicable)

\_\_\_\_\_

Site Plan:

- Minor Site Plan Approval                       Preliminary Site Plan Approval
- Final Site Pan Approval                       Amendment or Revision to an  
Approved Site Plan

Area to be disturbed (square feet) \_\_\_\_\_

Total number of proposed dwelling units \_\_\_\_\_

Request for Waiver from Site Plan Review and Approval

Reason for request:

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

Variance:

- Appeal decision of an Administrative Officer (N.J.S. 40:55D-70a)
- Map or Ordinance Interpretation of Special Questions (N.J.S. 40-55D-70b)
- Variance Relief (hardship) (N.J.S. 40:55D-70c(1))
- Variance Relief (substantial benefit) (N.J.S. 40:55D-70c(2))
- Variance Relief (Use) Pursuant to N.J.S.A. 40:55D-70d
- Other – Specify \_\_\_\_\_

Miscellaneous:

- ( ) Informal Review
- ( ) Conditional Use Approval (N.J.S. 40:55D-67)
- ( ) Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin (N.J.S. 40:55D-34)
- ( ) Direct issuance of a permit for a lot lacking street frontage (N.J.S. 40:55D-35)

8. Section(s) of ordinances from which a variance is requested:

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9. Waivers Requested of Development Standards and/or Submission Requirements: (attach additional pages as needed)

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10. Explain in detail the exact nature of the application and changes to be made at the premises, including the proposed use of the premises: (attach additional pages as needed)

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11. Have proposed lot numbers been reviewed by the tax assessor to determine appropriate lot and block numbers?

\_\_\_\_\_

12. Are any off-tract improvements required or proposed?

\_\_\_\_\_

13. Is the subdivision to be filed by Deed or Plat?

\_\_\_\_\_

14. Indicate other approvals which are required and date plans submitted:

	Yes	No	Date Plans Submitted
Bergen County Utilities Authority, Eric Anderson, Director, Ft. of Mehrhof Rd., PO Box 9, Little Ferry, NJ 07643			
Bergen County Planning Board			
Bergen County Soil Conservation District			
New Jersey Department of Environmental Protection			
Sewer Extension Permit			
Sanitary Sewer Connection Permit			
Stream Encroachment Permit			
Wetlands Delineation			
Transition Area Waiver			
Portable Water Construction Permit			

Other			
New Jersey Highway Authority			
Public Service Electric & Gas Company			

15. Provide certification from the tax collector that all taxes due on the subject property have been paid.

( ) Yes

( ) No

16. Property Information

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (attach copies) ( )

No ( )

Proposed ( )

Note: All deed restrictions, covenants, easements, association by-laws, existing or proposed must be submitted for review.

Present use of the premises:

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17. List of maps, reports and other materials accompanying the application (attach additional pages as required for complete listing).

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18. Application referrals (Site Plan/Subdivision Applications Only)

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the various borough departments and professional staff to which the application is submitted for review. The documentation must be received by the professional staff at least fifteen (15) business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. Referral lists are attached.

Quantity

Description of Item

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19. Advertisement (Do not publish the notice or serve affidavits until the application has been deemed complete by the Board)

Obtain list of affected property owners within 200 ft. from the borough tax assessor.

A copy of the notice must appear in the official newspaper of the borough and to be mailed to the owners of all real property as shown on the current

tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of the application. The notice must specify the sections of the ordinance from which relief is sought, if applicable.

The publication and service on the affected owners must be accomplished at least ten (10) days prior to the date scheduled by the secretary for the hearing.

An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

20. Disclosure Statement

Pursuant to N.J.S.40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate application or 10% interest in my partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2, that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to fully comply)

Name

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Address

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Interest

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CERTIFICATIONS

21. I certify that the foregoing statements and materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership application.

(If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notary Public

Signature of Applicant

22. I certify that I am the Owner of the Property which is the subject of this application, that I have authorized the applicant to make this application and I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

(If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Notary Public

Signature of Applicant

23. I understand that the sum of \$ \_\_\_\_\_ has been deposited with the secretary of the Planning Board to be held in escrow to cover the Borough's costs for professional services rendered in connection with the within application. I understand that the escrow account is established in accordance with State Law to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision of the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the requested additional amount and shall add that sum to the escrow account within fifteen (15) days. PLEASE NOTE that the payment of all such fees must be made prior to the issuance of a Certificate of Occupancy and/or final project approvals. Unpaid balances shall be a lien on the subject property and noted in the Office of the Tax Collector.

\_\_\_\_\_

\_\_\_\_\_

Date

Signature of Owner

To be completed by the secretary only.

Planning Board			
Date Filed		Application No.	
Application Fees		Escrow Deposit	
Scheduled for			
Review of Board		Hearing	

## CHECKLIST

### VARIANCE APPLICATION

The following documents are required with the application for a variance, and must be attached to the completed application form.

1. A copy of the decision or order of the Land Use Office, on which this application is based. This is usually the letter of refusal for permit form from the Land Use Officer.
2. A copy of the tax map indication the subject property
3. A ground and typical floor plan of existing buildings, and proposed additions or changes with all necessary measurements, as were submitted to the Building Inspector (fifteen (15) copies required).
4. A current property survey of the premises in question with all relevant proposed dimensions certified by a licensed professional engineer or land surveyor in the State of New Jersey .
5. A certificate from the tax collector stating whether any taxes or assessments for local improvements are due or delinquent.
6. The filing fee as required by the Hasbrouck Heights planning ordinance.
7. Statement of reasons for seeking variance.
8. Photographs of the property in questions and of all adjacent properties.

## CHECKLIST

The following information must be included on the submitted plans in order for the application to be deemed complete.

## MINOR SUBDIVISION

### Section 310-86(B)

1. Location of lots to be created in  
Relation to the entire trust
2. Existing structures and wooded areas
3. Adjoining property owners
4. Tax map sheet, block & lot numbers
5. Streets & streams within 500 feet
6. Area of lots
7. Key map
8. Easements
9. Variances
10. Acreage of entire parcel
11. contours
12. Scale
13. True & magnetic north

### Section 310-86(E)

1. Bulk zone schedule
2. Site details
3. Licensed surveyor  
certification

### CHECKLIST

The following information must be included on the submitted plans in order for the application to be deemed complete.

**BOROUGH OF HASBROUCK HEIGHTS**  
**320 BOULEVARD**  
**HASBROUCK HEIGHTS, NJ 07604**  
**CONCHITA PARKER, CTC**  
**COLLECTOR OF TAXES**  
Email- cparker@hasbrouck-heightsnj.org

**TAX CERTIFICATION**

TO: SECRETARY, PLANNING BOARD

RE: BLOCK # \_\_\_\_\_ LOT # \_\_\_\_\_

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

I CERTIFY THAT:

1. ALL TAXES AND ASSESSMENTS WITH THE BOROUGH OF HASBROUCK HEIGHTS ARE CURRENT AND PAID THROUGH:  
\_\_\_\_\_
2. TAXES AND/OR ASSESSMENTS ARE OWED TO THE BOROUGH OF HASBROUCK HEIGHTS AS FOLLOWS :  
\_\_\_\_\_

CERTIFIED BY:

DATE : \_\_\_\_\_  
CONCHITA PARKER, CTC

**NOTE: ALL TAXES AND ASSESSMENTS MUST BE CURRENT BEFORE YOUR APPLICATION WILL BE HEARD.**

**TO PROPERTY OWNER AND FOR PUBLICATION IN OFFICIAL NEWSPAPER**  
**PLANNING BOARD**  
**BOROUGH OF HASBROUCK HEIGHTS**

**NOTICE OF HEARING**

PLEASE TAKE NOTICE that the application has been made by \_\_\_\_\_ whose address is \_\_\_\_\_

(Check One) (  ) SITE PLAN APPROVAL (  ) SUBDIVISION APPROVAL (  ) VARIANCE from the requirements of the Planning Ordinance of the Borough of Hasbrouck Heights, to permit the following:

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

This application concerns premises know as \_\_\_\_\_  
\_\_\_\_\_

Hasbrouck Heights, NJ, designated as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ on the Tax Map, which land is located in the \_\_\_\_\_ zone.

A Public Hearing has been ordered for \_\_\_\_\_, at 7:30 P.M., or thereafter, in the Hasbrouck Heights Borough Hall, Council Chambers, 320 Boulevard, Hasbrouck Heights, NJ, and when this case is called you may appear, either in person or by agent or attorney, and present any comments which you may have on the granting of this application. All documents relating to this application are on file and available for inspection in the office of the Board Secretary, during normal business hours.

THIS NOTICE is sent to you by order of the Planning Board of the Borough of Hasbrouck Heights as an owner of property within 200 feet of the above premises.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Applicant**

**APPLICATION FOR CERTIFIED LIST OF PROPERTY OWNERS**

TO: CONCHITA PARKER, TAX COLLECTOR  
BOROUGH OF HASBROUCK HEIGHTS  
320 BOULEVARD, HASBROUCK HEIGHTS, NJ 07604  
PHONE 201-288-1152 FAX 201-288-6408

RE: APPLICATION BEFORE PLANNING BOARD \_\_\_\_\_

DATE: \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

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

OWNER: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

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

PHONE \_\_\_\_\_

SIGNED \_\_\_\_\_

-----  
PAYMENT OF THE FEE OF \$10.00 IN \_\_\_\_\_ CHECK OR \_\_\_\_\_ CASH IS  
INCLUDED WITH THIS APPLICATION.  
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FIVE (5) WORKING DAYS ARE REQUIRED TO COMPLETE THIS LIST.

PLEASE MAIL THE ABOVE LIST TO:  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTIFY ME BY PHONE AT \_\_\_\_\_ TO  
PICK UP THE LIST.

**\*\*\*NOTE\*\*\* CERTIFIED LIST OF PROPERTY OWNERS SHALL BE DATED  
NOT MORE THAN SIXTY (60) DAYS PRIOR TO THE HEARING.**

**PLANNING BOARD**  
**BOROUGH OF HASBROUCK HEIGHTS**  
**AFFIDAVIT OF PROOF OF SERVICE**

RE: Application of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLANNING BOARD  
OF THE BOROUGH OF  
HASBROUCK HEIGHTS, NJ

Premises known as : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax Block Number: \_\_\_\_\_

Lot Number: \_\_\_\_\_

STATE OF NEW JERSEY)

SS:

COUNTY OF BERGEN )

I, \_\_\_\_\_, of full age, being duly sworn according to  
(name of undersigned)

law, depose and say:

I am (check one) \_\_\_\_\_ the applicant; \_\_\_\_\_ a principal in the applicant; \_\_\_\_\_  
an agent of the applicant; \_\_\_\_\_ other (describe relationship to the applicant): \_\_\_\_\_

\_\_\_\_\_ in the above matter and am fully familiar with the facts set  
forth herein.

My address is: \_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, 200\_\_\_\_, I caused to be published in \_\_\_\_\_  
The annexed Written Notice of the hearing on this application, as required by the Board.

Sworn to and subscribed before me this  
\_\_\_\_\_ Day of \_\_\_\_\_, 200\_\_\_\_

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

NOTE: Attach a copy of Notice served by you and a copy of completed list of property owners. This affidavit of Proof of Service must be filed with the Borough Clerk at least ten (10) days prior to the meeting date of your matter will not be heard.