LYNDHURST BOARD OF ADJUSTMENT

Meeting Date: _________________ Commercial Leader Ridge Rd. By: __________
Meeting Time: _______________ PM All paperwork returned by: ___________
Meeting Place: 367 Valley Brook Ave. Notification of Home Owners: __________

INSTRUCTIONS TO APPLICANTS

1. The applicant must submit an original and sixteen (16) copies of the formal written application to the Board of Adjustment on the forms provided by the Board. The forms may be obtained from the Administrative Officer of the Recording Secretary of the Board of Adjustment. A copy of the completed application shall be returned to the applicant after its approval.

2. The applicant should also submit sixteen (16) copies of architectural plans, survey and plat plans, if required. All plans must be folded. The plat plan shall show the following:
   • Block numbers and Lot numbers
   • Dimensions of the lot (s).
   • Dimensions of present and proposed structures

3. Upon receipt of the completed application and other required documents and the required fee, the Administrative Officer or Recording Secretary of the Board will notify the applicant as to the day fixed for the hearing and gives the applicant a copy of the required Notice to Property Owners and Others and a copy of the required Affidavit.

4a. At least ten (10) days prior to the time appointed for the said hearing, the applicant shall give personal notice to all owners of property, within the Municipality, and where required, counties and municipalities and the State by sending written notice thereof by certified mail, returned receipt requested, to last known address of the property owner(s), or by handing a copy thereof to the said property owner(s) or officials. All addresses shall be obtained by the applicant from the current tax records of the municipality(s), or from a list of property owners prepared by the Tax Assessor's Office upon request of the applicant and the payment of the prescribed fee.

4b. At least ten (10) days prior to the time of said hearing, the applicant will publish a notice in the COMMERCIAL LEADER OF LYNDHURST, 251 Ridge Road, Lyndhurst, NJ 07071, a notice of the applicant and the date of the hearing. A suggested formal notice for publication is attached to these instructions.

5a. The applicant shall prepare and sign before a notary public, one copy of the
affidavit of proof of notice provided and submit it, together with a copy of the
required notices, to the Board of Adjustment at the time of the hearing.

5b. The applicant shall secure an affidavit of proof of publication and submit it to
the Board of Adjustment’s attorney at the time of hearing.

6. The regular monthly meeting of the Lyndhurst Board of Adjustment is held on
the fourth Wednesday of each month at 7:00 PM in the Municipal
building located at 367 Valley Brook Avenue, Lyndhurst, NJ 07071.

7. The Board will decide on the application and formal written resolution of the
Board’s findings of fact and conclusions will be mailed to the applicant. In
addition, notice of the decision will be published in either: THE
COMMERCIAL LEADER OF LYNDHURST, STAR LEADER OR
BERGEN RECORD.

8. If the application includes a request for subdivision approval or site plan approval, the Board
of Adjustment will require all documents and plans, which would be required by The
Municipal Land Use Procedures Check List. A checklist will be provided to the applicant.

9. The applicant shall furnish two (2) recent photographs, one of, which shows the front of the
property and the other the rear of the property facing the street.

10. Copy of DEED.