Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Owner/Business Tenant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address of Property Owner/Tenant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Project/Use of Property (Please check all that may apply)

\_\_\_\_Addition\_\_\_\_\_New Single Family Dwelling\_\_\_\_New Two Family Dwelling \_\_\_\_\_New Multi-Family Dwelling

\_\_\_\_Alteration \_\_\_\_Retail \_\_\_\_Professional Office \_\_\_\_Fence \_\_\_\_\_Driveway \_\_\_\_Walkway \_\_\_\_\_Shed \_\_\_\_\_Pool \_\_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Zoning Bulk Information – Required for Additions & New Construction**

Please note: When Applying for zoning review for additions or new construction, you must submit a hard copy of your plans signed and sealed by a NJ licensed engineer or architect with an updated, detailed survey included on the plan. You must also have a PDF file e-mailed to [planreview@bergenfieldnj.](mailto:planreview@bergenfieldnj.)gov.

Proposed Lot Coverage (%) \_\_\_\_\_\_\_\_\_\_ Proposed Total Improved Lot Coverage (%): \_\_\_\_\_\_\_\_\_\_\_\_

Proposed Building Height: \_\_\_\_\_\_\_\_\_\_ Proposed Number of Stories: \_\_\_\_\_\_\_\_\_\_\_\_

Proposed Setbacks in feet:

Front Yard: \_\_\_\_\_\_ Rear Yard:\_\_\_\_\_\_ Right Side Yard:\_\_\_\_\_\_ Left side Yard:\_\_\_\_\_\_ Total Side Yard:\_\_\_\_\_\_

Required Supplemental Information

\_\_\_\_\_\_Survey/Plot Plan (Residential) \_\_\_\_\_\_\_Site Plan (Non-residential) \_\_\_\_Floor Plans

\_\_\_\_\_\_Building Elevations Plans \_\_\_\_\_\_\_Topographical Plans

Shall Soil Removal Be Required/Performed? \_\_\_\_\_\_Yes \_\_\_\_\_\_\_ No

The applicant certifies that all statements and information made and provided as part of this application are true to the best of the applicant’s knowledge, information, and belief. The applicant further states that the applicant will comply with all other Municipal approvals and ordinances, and any County, State, and Federal Regulations as may be required.

Applicant’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zoning Officer Review

\_\_\_\_\_\_Approved \_\_\_\_\_\_Denied \_\_\_\_\_\_Approved with Conditions

Official Comments/Conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The Borough of Bergenfield Zoning Officer reserves the right to waive any of the above required supplemental information that may not be pertinent to the proposed construction/project as well as to require additional information not listed above that may be useful in determining zoning compliance for the proposed construction/project.

Bergenfield Zoning Officer Date

Zoning Officer Review is required **FIRST** for the following:

Additions\* Driveway enlargements Retaining Walls

Add -a- level\* Fence Swimming Pools

Dormers New House Sheds

Decks Porch Walkways

Homeowner must provide a **scaled** copy of property survey (including sidewalks, driveways, sheds, etc.,) with proposed addition or proposed plans to scale. Survey and or plans must have proposed location of new structure – to scale. All setbacks (distances from front, side and rear yards) must be indicated as well as size and square footage of proposed addition. All additions and dormers must submit certified height of structure above curb height.

Upon receipt of Zoning Officer approval, applicant must then submit three sets of plans and completed permit application.

**Sheds** must be 3ft in from rear and side property lines

**Pools** must be located 10ft in from rear and side property lines

**Driveways** must be 2ft off side yard property line

Zoning Officer has up to 10 business days to review submitted applications.

Construction Department inspectors have up to 20 business days after zoning approval to review submitted applications.