



PLANNING BOARD  
APPLICATION FORM

380 Hillsdale Avenue  
Hillsdale, New Jersey 07642  
201-666-4800 (main)

This application with supporting documentation must be filed with the Deputy Secretary to the Board and must be delivered to Borough Departments and Board Professionals for review at least ten business days prior to the public meeting at which the application is to be considered. Only the applicant who represents themselves, or the applicant's legal counsel may address the Board at the public hearing. The applicant's professionals will be qualified, and called to testify by the Board.

For Planning Board Use Only			
Date Filed: <u>5-10-24</u>		Application No.	<u>P2-08-24</u>
Application Filing Fee Check #	Filing Fee Amount:	Escrow Check #	Escrow Deposit Amount:
Scheduled for:			
Review of Completeness		Hearing Date (s)	

**1. SUBJECT PROPERTY**

Location 12 Aron Court

Tax Map Page 13 Block 1303 Lot(s) 4

Property Dimensions Frontage 35.5 FT Depth 136 Lin. FT. Total Area 15,875.9 SF

Zoning District R-3

**2. APPLICANT**

Name Mark and Michelle DiPisa

Address 12 Aron Court, Hillsdale

Telephone Number (201) 394-8616 Email Address mark@d1law.net

Applicant is a:  Corporation  Partnership  Individual(s)

**3. OWNER**

If the above Applicant is not the property owner(s), provide the following information for the Owner(s):

Owner's Name "Same as Above"

Address \_\_\_\_\_

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

Email Address \_\_\_\_\_

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**4. APPLICANT'S ATTORNEY**

Name Mark A. DiPisa, Esq.  
Address 249 Boulevard, Hasbrouck Heights, NJ 07604  
Telephone Number (201) 426-5666 Fax Number (201) 426-5667  
Email Address mark@dllaw.net

**5. APPLICANT'S ENGINEER**

Name N/A  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**6. OTHER EXPERTS**

List any other Expert who will submit a report or who will testify for the Applicant: [Attach additional sheets as may be necessary]

Name Thomas J. Mesuk - Architect, LLC  
Field of Expertise Architect  
Address 197 Valley Blvd, Wood-Ridge, NJ 07075  
Telephone Number (201) 602-0824 Fax Number (201) 438-1560  
Email Address tom@tjmararchitect.com

**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) \_\_\_\_\_

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**SITE PLAN:**

Minor Site Plan Approval

Preliminary Site Plan Approval

Final Site Plan 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 Question [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) [N.J.S. 40:55D-70d]

**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 Ordinance from which a variance is requested:

§ 310-54 et. al.

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

N/A

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: (attached pages as needed)

Roofed Porch - see attached

11. Have proposed lots numbers been reviewed by the Tax Assessor to determine appropriate lot and block numbers? NO

12. Are any off-tract improvements required or proposed? NO

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

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

	Yes	No	Date Plans Submitted
Bergen County Utilities Authority		<input checked="" type="checkbox"/>	
Bergen County Planning Board		<input checked="" type="checkbox"/>	
Bergen County Soil Conservation District		<input checked="" type="checkbox"/>	
New Jersey Department of Environmental Protection		<input checked="" type="checkbox"/>	
Sewer Extension Permit		<input checked="" type="checkbox"/>	
Sanitary Sewer Connection Permit		<input checked="" type="checkbox"/>	
Stream Encroachment Permit		<input checked="" type="checkbox"/>	
Wetlands Delineation		<input checked="" type="checkbox"/>	
Wetlands Permit		<input checked="" type="checkbox"/>	
Transition Area Waiver		<input checked="" type="checkbox"/>	
Potable Water Construction Permit		<input checked="" type="checkbox"/>	
Other		<input checked="" type="checkbox"/>	
New Jersey Highway Authority		<input checked="" type="checkbox"/>	
Public Service Electric & Gas Company		<input checked="" type="checkbox"/>	

15. Provide Certification from the Tax Collector that all taxes due on the subject property have been paid.

Yes                      No

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**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: Residence - Single family

17. Has the property been subject to any prior variance applications to your knowledge?

Yes. Date of Approval/Denial \_\_\_\_\_  No

If yes, please explain in detail any prior applications:

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

18. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).

Plot Plan  
Survey

HILLSDALE PLANNING BOARD APPLICATION

**19. APPLICATION REFERRALS (SITE PLAN/SUBDIVISION APPLICATIONS ONLY)**

**It is the responsibility of the applicant** under Section 310-88 of the municipal ordinances to mail or deliver copies of department referral forms to the Borough Hall, including the application form and all supporting plans and documents to the various Borough Departments and professional staff to which the application is submitted for their review. This documentation must be received by the departments and professional staff at least 30 calendar days prior to the public meeting at which the application is to be considered, otherwise the application will be deemed incomplete. Referral forms are available at the Borough Hall with this application.

Quantity	Description of Item
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Copies of each Referral Form, and Preliminary Site Plan or Subdivision Application documents shall be forwarded to the Borough Hall for the following:

- a. Land Use Officer
- b. Borough Engineer (if different than Planning Board Engineer)
- c. Board of Health
- d. Police Chief
- e. Department of Public Works Superintendent
- f. Fire Prevention Bureau
- g. Recreation Commission
- h. Hillsdale Board of Education, 32 Ruckman Road, Hillsdale, NJ 07642
- i. Environmental Commission

The applicant shall produce proof by affidavit to the Board of the date such copies were sent.

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**20. 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. The Tax Assessor has 7 days to provide this information. You should contact the Tax Assessor's office as soon as possible to receive your list of affected property owners. There is a \$ 10 fee for this list.

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 this application. The Notice must specify the sections of the Ordinances from which relief is sought, if applicable (see attached Sample Public Notice).

**The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Deputy Secretary for the hearing.**

An affidavit of service on all property owners and a proof of publication must be filed with the Planning Board Attorney no less than 5 business days prior to the hearing date, the hearing can proceed.

**21. 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 applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55-D48.2 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** \_\_\_\_\_

**Address** \_\_\_\_\_

**Interest** \_\_\_\_\_



HILLSDALE PLANNING BOARD APPLICATION  
CERTIFICATIONS

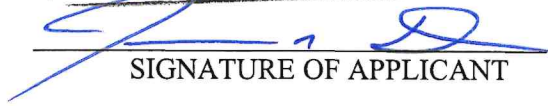
22. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership 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  
6 day of May, 2024

MARIA L. NAPPI  
Notary Public, State of New Jersey  
Commission # 2457728  
My Commission Expires  
April 18, 2028

  
NOTARY PUBLIC

  
SIGNATURE OF APPLICANT

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

Sworn to and subscribed before me this  
6 day of May, 2024

MARIA L. NAPPI  
Notary Public, State of New Jersey  
Commission # 2457728  
My Commission Expires  
April 18, 2028

  
NOTARY PUBLIC

  
SIGNATURE OF OWNER

24. I understand that the sum of \$ 2500- has been deposited in an escrow account (Builder's Trust Account). In accordance with the Ordinances of the Borough of Hillsdale, I further 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 by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I as the applicant will be notified of the required additional amount and shall add that sum to the escrow account within fifteen days of the request from the Board.

05/10/2024  
Date

  
SIGNATURE OF APPLICANT

To be completed by the Deputy Secretary only.



HILLSDALE PLANNING BOARD APPLICATION  
**CHECKLIST**  
VARIANCE APPLICATIONS

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

1. A completed application form. [Obtain a form from the Building Department]
2. A copy of the Land Use Officer's denial of your building permit application. This is usually the letter refusing to issue you a building permit. [Obtain this from the Building Department]
3. A copy of the tax map indicating the subject property. [Obtain this from the Building Department]
4. **Sixteen (16) copies** of the ground and typical floor plan of the existing building, and proposed additions or changes with all necessary measurements, as were submitted to the Land Use Officer.
5. **Sixteen (16) copies** of a current property survey (**less than 5 years old**) 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. The surveyor or engineer only must show the proposed changes to your survey (i.e. new additions, decks, sheds, fences), with relevant dimensions.

The property owner or architect may not change, add or adulterate the survey in any manner. The survey or Plot Plan should include a bulk table showing the existing and proposed zoning requirements for the subject property. **All sixteen (16) copies** of the survey or Plot Plan must have a raised seal with the surveyor or engineer's signature.

6. A certificate from the Tax Collector stating whether any taxes or assessments for local improvements are due or delinquent. [Obtain this from the Tax Collector]
7. Submit the filing fee as required by the Hillsdale Land Use Ordinance.
8. Statement of reasons for seeking the variance. [This may be a separate attachment to the application form]
9. Photographs of the property in question and of all adjacent properties. The applicant's name and the property address should be marked on the photograph.

Failure to submit all of the above documents will cause your application to be deemed incomplete for consideration by the Board. This will delay your application hearing and cause you additional expense for the Board's professionals to perform additional reviews of your application.

## HILLSDALE PLANNING BOARD APPLICATION

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

### MINOR SITE PLAN

#### Section 310-87(E)

1. Schematic Phase Form
2. Key Map
3. North Arrow, Scale, Block and Lot Number, Record Owner, Preparer
4. Zoning District
5. Survey Data
6. Existing Structures
7. Floor Space and Number of Employees
8. Ingress and Egress
9. Off-Street Parking areas
10. Proposed Lighting
11. Landscaping
12. Signs
13. Drainage System
14. Adjacent Buildings

#### Section 310-87(F)

1. Zoning Information
2. Topographic Survey
3. Photographs
4. Barrier-Free Design

### MINOR SUBDIVISION

#### Section 310-86(B)

1. Location of Lots to be Created in Relation to the Entire Tract
2. Existing Structures and Wooded areas
3. Adjoining Property Owners
4. Tax Map Sheet, Block and Lot numbers
5. Streets and 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 and Magnetic North

#### Section 310-86(E)

1. Bulk Zone Schedule
2. Site details
3. Licensed Surveyor Certification
4. Photographs

## HILLSDALE PLANNING BOARD APPLICATION

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

### **MAJOR SITE PLAN (PRELIMINARY APPROVAL)**

#### **Section 310-89(A)**

1. Date
2. Key Map
3. Scale, North Arrow, Block and Lot Number, Owner Preparer
4. Owners within 200 Feet
5. Zoning District
6. Survey data
7. Deed Restrictions
8. Distance to intersections
9. Existing Structures
10. Drainage System
11. Contours
12. Rock Outcrops, wooded Areas, Ponds, Etc.
13. Profiles and Cross-sections of Proposed Streets
14. Water and Sewer Lines
15. Drainage Calculations
16. Lot Areas

#### **Section 310-89(B)**

1. Floor Space and Number of Employees
2. Ingress and Egress
3. Off-Street Parking Areas
4. Proposed Lighting
5. Signs
6. Landscaping
7. Elevation Drawings of Structure
8. Retention Basins

#### **Section 310-89(C)**

1. Zoning Information
2. Location of Solid Waste Storage Area
3. Photographs
4. Design Details
5. Barrier-Free Design

### **MAJOR SITE PLAN OR MAJOR SUBDIVISION (FINAL APPROVAL)**

#### **Section 310-92**

1. Date, Owner, Scale and Meridian
2. Boundary Lines and Easements
3. Intersecting Streets
4. Public Use Land
5. Lot, Block and Street numbers
6. Setback Lines
7. Monuments
8. Adjoining Owners
9. Certification of Surveyor
10. Certification that Applicant is Owner
11. Other Municipalities' Approval
12. Proposed Final Grades of Streets
13. Plans and Profiles of Storm, Sanitary and Water Lines
14. Tax Collector's Certification
15. Certification that Public Use Land is Free of Liens

HILLSDALE PLANNING BOARD APPLICATION

**Contribution Disclosure Statement**

See Borough Ordinance 04-13

This Statement **must be** filed for all **variance applications** by the property owner(s), the applicants and their associates, and all professionals who provide testimony, plans, and reports in support of variance applications, all who have an enforceable proprietary interest in the property or development, or whose fee in whole or part is contingent upon the outcome of the applications.

This Statement is not required to be filed for an applicant affecting a sole single-family dwelling and/or in the event the contribution has been made in an amount equal to or less than \$400.00.

List below any and all contributions made to, or on behalf of, any candidate, candidate committee, joint candidate committees, political committee, of or pertaining to the Borough of Hillsdale, made up to four year prior to the filing of this variance application, and/or a liability or commitment assumed during the pendency of this application, and required to be reported to N.J.S.A. 19:44-1 et seq.:

<b>Contribution*</b>	<b>Date</b>	<b>Recipient</b>

\* Value as defined in the Borough Ordinance 04-13

**None**

If no such contributions were made, indicate "None" by placing a check mark in the box.

**SAMPLE**

**PUBLIC NOTICE  
HILLSDALE PLANNING BOARD  
MEETING FOR CONSIDERATION OF APPLICATION**

**PLEASE TAKE NOTICE** that a public hearing will be held on \_\_\_\_\_

at 7:30 p.m. in the Council Chambers of the Borough Hall, 380 Hillside Avenue, Hillside, New Jersey; whereupon the Planning Board will consider the following application:

1. Name of applicant: \_\_\_\_\_
2. Street address of property to which application applies \_\_\_\_\_  
\_\_\_\_\_
3. Block \_\_\_\_\_, Lot \_\_\_\_\_ in the \_\_\_\_\_ Zoning District
4. Nature of application and/or relief sought \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT NOTE:** Insert in (4) above a **complete** description of the relief sought, i.e., site plan, subdivision, **and/or** specific variance(s) (i.e. side yard of \_\_\_ ft. where \_\_\_ ft. is required), etc., so as to convey sufficient and clear notice thereof to any interested person. Include the relief noted in the letter of denial and engineer's report.

5. After the Nature of Application and/or relief sought, include "Applicant shall also seek such other permits, variances, waivers or exceptions which may become evident during the hearing process."

When the case is called, you may appear, either in person or by attorney, and present any testimony, which you may have concerning the application. All documents relating to this application can be inspected in the office of the Building Department in the Borough Hall between 8:00 A.M. and 3:00 P.M., Monday through Friday.

Respectfully,

\_\_\_\_\_  
Applicant's Signature  
Dated:

HILLSDALE PLANNING BOARD APPLICATION

**PLANNING BOARD**  
**BOROUGH OF HILLSDALE, BERGEN COUNTY, NEW JERSEY**  
**AFFIDAVIT OF SERVICE OF NOTICE**

STATE OF NEW JERSEY:  
  : SS:  
COUNTY OF BERGEN     :

\_\_\_\_\_, of full age, being duly sworn according to law, deposes and says that he resides at \_\_\_\_\_ in the Municipality of \_\_\_\_\_, County of \_\_\_\_\_ and State of \_\_\_\_\_ and that, \_\_\_\_\_ is the applicant in the proceeding before the Planning Board of the Borough of Hillsdale, New Jersey relating to the premises designated as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_, which property is commonly known as \_\_\_\_\_, Hillsdale, New Jersey, and that AT LEAST TEN (10) DAYS on \_\_\_\_\_, 20\_\_\_\_, prior to the time appointed for the hearing, the required notice, a true copy of which is attached hereto, was served upon all owners of property within 200 feet affected by this application as set forth on the list provided by the administrative and which list together with proofs of service in the form of return receipts and white slips or signature pages is also attached.

Said notice has been given by:

- (1) serving a copy thereof on the property owner as shown on the current tax duplicate, or his agent in charge of the property or the property owner’s agent in charge of the property, or
- (2) mailing a copy thereof by certified mail to the property owner at the address as shown on the current tax duplicate, all as set forth in the attached list pursuant to N.J.S.A. 40:55D-12
- (3) applicable utilities

**(STRIKE THOSE WHICH ARE NOT APPLICABLE)**

- (4) serving a copy to the County Planning Board
- (5) The Department of Transportation
- (6) Director of the State Division of Regional Planning
- (7) The Clerk of Hillsdale
- (8) The Clerk of the adjoining Municipality of \_\_\_\_\_

Sworn to me and Subscribed  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_  
Signature of Affiant