	<p style="text-align: center;">PLANNING BOARD APPLICATION FORM</p>	<p style="text-align: right;">380 Hillsdale Avenue Hillsdale, New Jersey 07642 201-666-4800 (main)</p>
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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>1-26-24</u>		Application No.	<u>P2-02-24</u>
Application Filing Fee Check # <u>2089</u>	Filing Fee Amount: <u>\$250</u>	Escrow Check # <u>2090</u>	Escrow Deposit Amount: <u>\$2500</u>
Scheduled for:			
Review of Completeness		Hearing Date (s)	

**1. SUBJECT PROPERTY**

Location 32 Riverdale St Hillsdale NJ 07642

Tax Map Page \_\_\_\_\_ Block 1517 Lot(s) 13

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

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

**2. APPLICANT**

Name Michael and Fran Kanter

Address 32 Riverdale St Hillsdale NJ 07642

Telephone Number 201-669-2038 Email Address frannymmm@yahoo.com

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 \_\_\_\_\_

Address \_\_\_\_\_

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

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

HILLSDALE PLANNING BOARD APPLICATION

**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. 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 \_\_\_\_\_

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) \_\_\_\_\_

HILLSDALE PLANNING BOARD APPLICATION

**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:

\_\_\_\_\_

HILLSDALE PLANNING BOARD APPLICATION

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

Impervious coverage

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)

replaced existing Pavement, retaining wall  
and additional outdoor kitchen

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? NO

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

	Yes	No	Date Plans Submitted
Bergen County Utilities Authority			
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			
Wetlands Permit			
Transition Area Waiver			
Potable 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

HILLSDALE PLANNING BOARD APPLICATION

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

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

Yes. Date of Approval/Denial 2012  No

If yes, please explain in detail any prior applications:

Added addition to existing house, only interior. 2012

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

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

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
_____	_____
_____	_____

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.

HILLSDALE PLANNING BOARD APPLICATION

**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** \_\_\_\_\_

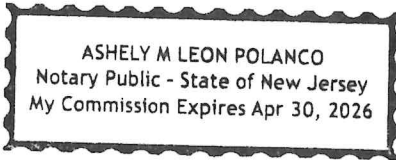
**Interest** \_\_\_\_\_

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  
25 day of January, 2024



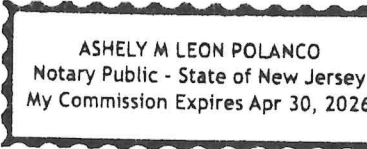
Ashely J  
NOTARY PUBLIC

Joan Kamban  
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  
25 day of January, 2024



Ashely J  
NOTARY PUBLIC

Joan Kamban  
SIGNATURE OF OWNER

24. I understand that the sum of \$ \_\_\_\_\_ 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.

01/25/2024  
Date

Joan Kamban  
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.

- Need 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 years 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.

HILLSDALE PLANNING BOARD APPLICATION

**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 Hillsdale Avenue, Hillsdale, 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 :

Michael and Fran Kanter, of full age, being duly sworn according to law, deposes and says that he resides at \_\_\_\_\_ in the Municipality of Bergen, County of \_\_\_\_\_ and State of NJ 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 1517, Lot(s) 13, which property is commonly known as 32 Riverdale Street, Hillsdale, New Jersey, and that AT LEAST TEN (10) DAYS on 1/26, 2024 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)**

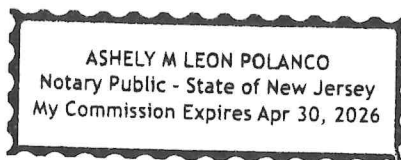
- (4) serving a copy to the County Planning Board
- (5) The Department of Transportation
- (6) Director of the State Division of Regional Planning
- (7) The Clerk of Hillsdale
- (8) The Clerk of the adjoining Municipality of \_\_\_\_\_

Frank Kanter

Signature of Affiant

Sworn to me and Subscribed before me this 25 day of January, 2024.

Ashely M Leon Polanco





380 Hillsdale Avenue  
Hillsdale, New Jersey 07642  
201-666-4800 (main)  
201-497-1501 (direct)  
klombardi@hillsdalenj.org

Kelly A. Lombardi  
Tax Collector

## CERTIFICATION OF TAXES & ASSESSMENTS

Date: January 24, 2024

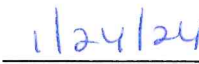
Block: 1517 Lot: 13

Owner: Kantner, Michael & Fran

Property Location: 32 Riverdale Street

I, Kelly A. Lombardi, Tax Collector for the Borough of Hillsdale, do hereby certify that all taxes due on the property above are paid current, and there are no delinquent taxes, tax liens or assessments for improvements on this property, to the best of my knowledge as of the date of this letter.

  
Kelly A. Lombardi, CMFO, CTC, QPA

  
Date



I verify that this information accurately  
reflects municipal tax records.  
Tax Collector  
Hillsdale Borough  
Bergen County

BOROUGH OF  
HILLSDALE  
*New Jersey*

Steven Loesner  
Zoning Official

380 Hillsdale Avenue  
Hillsdale, New Jersey 07642  
201-666-4800 (main)  
201-722-2612 ext. 1563  
(direct)

November 14, 2023

Micheal & Fran Kanter  
32 Riverdale St.  
Hillsdale, NJ 07642  
Block 1517 Lot 13 Zone R-4

Re: Patio, Walls & Outdoor Kitchen

Mr. & Mrs. Kanter,

Your application to place a patio along with retaining walls and an outdoor kitchen is *denied*.

1. Plans indicate an impervious coverage of 2,657 sqft. or 35.43% where 30% allowed.
2. Plans indicate an outdoor kitchen along with a portion of the patio located in the required ten-foot side yard setback.
3. No record of a soil mining permit is on file.
4. No plans are included as to the nature of the outdoor kitchen.

Please be advised that since this work was performed without the required permits you are required to apply for all necessary variances. Failure to apply within the twenty-day deadline will result in a summons being issued to appear in municipal court.

The variance application is available in the construction department at borough hall or online. Please note that under state statute, this appeal must be filed with this office not later than twenty days from the date of this notice. If you have any questions, please contact this office

Sincerely,



Steven Loesner  
Zoning Official  
Hillsdale, NJ 07642  
201 722-2612 ext. 1563

CC: Tonya Janeiro by E-Mail  
Planning Board Secretary

CC: Mary Williams by E-Mail  
Building Department