

**BOROUGH OF OAKLAND
BERGEN COUNTY, NEW JERSEY**

ZONING BOARD APPLICATION

Date 10-12-23

**NOTE: APPLICATION SETS MUST BE COLLATED AND
SUBMITTED IN PACKET FORM FOR PROCESSING.**

The undersigned, as Applicant/Owner of the subject property identified herein hereby makes application to the
Borough of Oakland for (check all that apply)

Date Received: _____

Fee Submitted: _____

Complete Date: _____

FOR OFFICIAL USE ONLY

____ Appeal from the decision of the Zoning Officer [N.J.S.A. 40:55D-70(a)]

☒ Bulk Variance(s) [N.J.S.A. 40:55D-70(c)]

____ Use Variance / Expansion of Non-conforming Use / Conditional Use [N.J.S.A. 40:55D-70(d)(1)(2)(3)]

____ Floor Area Ratio / Density [N.J.S.A. 40:55D-70(d)(4)(5)]

____ Site Plan Review [N.J.S.A. 40:55D-76(b)]

1. APPLICANT INFORMATION

- a. Name: BERNARD CRISCENZO
- b. Address: 126 DOGWOOD DRIVE, OAKLAND, N.J. 07436
- c. Telephone 201-925-3260 Email: BERNIE@CRISCENZOPLS.COM

- d. Applicant is a: (check applicable status)

____ Corporation ____ Partnership ☒ Individual(s) ____ LLC

If applicant is a corporation or a partnership, please list the names and addresses of persons having a
10 % interest or more in the corporation or partnership on a separate sheet and attach to this
application.

- e. Relationship of applicant to property (check applicable status):

☒ Owner ____ Contract Purchaser ____ Lessee ____ Other (specify _____)

- f. If applicant is represented by an attorney:

Name: _____

Address: _____

Telephone: _____ Email: _____

- g. (Architect) Preparation of Plans by:

Name: PETER B. COOPER & ASSOCIATES

Address: 14 OVERBROOK ROAD RAMSEY N.J. 07446

Tel: 201-512-1146 Email: PETER@PETERCOOPERARCHITECTS.COM

- h. (Engineer) Preparation of Plans by:

Name: _____

Address: _____

Tel: _____ Email: _____

2. PROPERTY INFORMATION

a. Street address 126 DOGWOOD DRIVE

b. Tax Map Block(s) 3601 Lot (s) 23

c. Zone District RA-2

d. Existing Use of Property RESIDENCE

e. Proposed Use Property: RESIDENCE

- f. Residential applications:

Current number of bedrooms 3 Proposed number of bedrooms 3

Current number of bathrooms 2 Proposed number of bathrooms 2

g. Property is sewerd _____ Septic system ☒

h. Are there any existing Deed Restrictions/Easements? ☒ No ☐ Yes (attach copy of restriction)

Are there any proposed Deed Restrictions/Easements? ☒ No ☐ Yes (attach copy of restriction)

i. Does the applicant/owner own any property which adjoins/is adjacent to this property? ☐ Yes ☒ No

j. Please list prior applications or municipal actions regarding this property and attach Resolutions related to same: _____

k. Property is located (check applicable status):

☐ Within 200 feet of another municipality

☐ Adjacent to a State Highway

☐ Adjacent to an Existing or proposed County road

☐ Adjacent to other County land

Note: If any category is checked, notification concerning this application to the appropriate agency is required.

3. NATURE OF APPLICATION: (clearly detail proposal- attach additional sheets if necessary)

REMOVE EXISTING ONE CAR ATTACHED GARAGE (NO DIRECT ACCESS TO HOUSE). BUILD ATTACHED TWO CAR GARAGE WITH ACCESS TO HOUSE AND SECOND FLOOR STORAGE / RECREATION ROOM DIRECTLY ABOVE. APPROPRIATE DRIVEWAY AND WALKWAYS TO ACCOMMODATE WILL ALSO BE CONSTRUCTED.

4. JUSTIFICATION FOR RELIEF: (statement setting forth reasons justifying granting of this application- attach additional sheets if necessary)

REAR SETBACK OF PROPOSED STRUCTURE WILL NOT EXTEND PAST EXISTING STRUCTURE IN THE REAR. LOT & BUILDING COVERAGES WILL CONFORM TO CODE.

5. BULK VARIANCE RELIEF IS SOUGHT BECUASE OF: (check applicable)

☐ Exceptional narrowness of property

☒ Exceptional shallowness of property

☐ Shape of property

☐ Exceptional topographic/physical features of the site

☐ Other extraordinary/exceptional situation

☐ One or more listed purpose of MLUL advanced

6. Indicate if this is a bifurcated use variance application: ☐ Yes ☒ No

Note: If yes, any approval, if granted by the Board of Adjustment, shall be conditioned upon submittal of a completed site plan application being submitted to the Board of Adjustment for approval (N.J.S.A. 40:55D-76).

7. VARIANCE(S) REQUESTED: (List all Sections of Borough Code for which relief is sought- attach additional sheets if necessary)

<u>Borough Code Section</u>	<u>Required</u>	<u>Proposed</u>
? <u>CHAP. 9 ATTACH. 5</u>	<u>75'</u>	<u>67'</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. ZONING TABLE: (This MUST be completely filled out in order for your application to be deemed complete)

	<u>REQUIRED</u>	<u>EXISTING</u>	<u>PROPOSED</u>
Lot Area	<u>30,000</u> sf min	<u>22,275</u> sf	<u>22,275</u> sf
Lot Width	<u>125</u> ft min	<u>150</u> ft	<u>150</u> ft
Lot Depth	<u>175</u> ft min	<u>148.5</u> ft AVE.	<u>148.5</u> ft AVE.
Building Coverage* (calculated: total building footprint square footage divided by lot area x 100%)	<u>20</u> % max	<u>10.7</u> %	<u>14.9</u> %
Impervious Coverage** (calculated: total impervious footprint square footage divided by lot area x 100%)	<u>40</u> % max	<u>22.9</u> %	<u>26.9</u> %
Front Setback	<u>49.5</u> ft min	<u>50.85</u> ft	<u>51</u> ft
Side Setback	<u>30</u> ft min	<u>51.81</u> ft (Left) <u>28.84</u> ft (Right)	<u>30.7</u> ft (Left) <u>28.84</u> ft (Right)
Rear Setback	<u>75</u> ft min	<u>45</u> ft	<u>67</u> ft
Building Height	<u>35</u> ft max <u>2</u> stories max	<u>16.8</u> ft <u>2</u> stories	<u>26</u> ft <u>2</u> stories

*Building Coverage: that percentage of a lot covered by the roof(s) of all principal and accessory building(s), including roofed over porches and similar extensions of a building such as roofed decks.

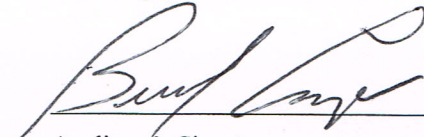
**Impervious Surfaces: surfaces covered by roofs, pavement, walks, patios, and other materials so that underlying soils are highly resistant to infiltration of water. This includes all buildings, porous paving, paver blocks, gravel, crushed stone, decks, patios, elevated structures, and other similar structures, surfaces, or improvements.

9. ADDITIONAL REQUIREMENT OF SUBMISSION:

- a. Attach Zoning Officer's Decision
- b. Attach certification of payment of taxes from Borough Tax Collector
- c. Submit Request for 200' Property Owners' List
- d. Submit Legal Notice of Hearing for review prior to mailing & publishing
- e. Attach completed checklist.
- f. Attach Property Survey
- g. Attach Site Plan & Architectural Drawings, if applicable
- h. Attach any other agency and/or government approvals if received in connection with this application such as NJDEP permits, NJDOT permits, Bergen County Approvals etc.

10. VERIFICATION AND AUTHORIZATION

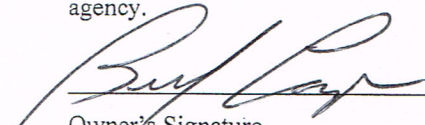
- a. **Applicant's Statement:** I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are, to the best of my knowledge, true and accurate.


Applicant's Signature

10-14-23

Date

- b. **Owner's Statement:** I, the undersigned, being the owner of the property described in this application, hereby consent to the making of this application and the approval of the plans submitted. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency.

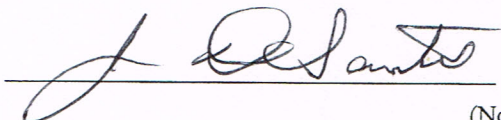

Owner's Signature

10-14-23

Date

Sworn and Subscribed to before me this

14 day of Oct, 2023 (Year)


(Notary)

(Notary)

Joseph R DeSantis
Commission # 50145273
Notary Public, State of New Jersey
My Commission Expires
February 08, 2026



NOTICE OF HEARING
ZONING BOARD OF ADJUSTMENT
BOROUGH OF OAKLAND

Pursuant to the provisions of the Municipal Code of the Borough of Oakland and the provisions of N.J.S.A. 40:55D-12, notice is hereby given that the following applicant has filed an application with the Zoning Board of Adjustment of the Borough of Oakland seeking variances/relief from the provisions of the Borough Code, more fully described below:

- Applicant name: _____
- Relationship to property: _____ (i.e. owner/contract purchaser/lessee)
- Address of property: _____
- Lot: _____ Block: _____ on the tax assessment map of the Borough of Oakland
- Zone: _____
- Description of proposed project: _____
- Section(s) of Code from which relief is sought:
Chapter _____ Section _____ Schedule _____
Chapter _____ Section _____ Schedule _____
Chapter _____ Section _____ Schedule _____
- Requirement(s) pursuant to relevant Code: (e.g. required 20 ft. rear yard setback setback)

- Proposed deviation from relevant Code: (e.g. proposed 5ft rear yard setback)

In addition to the foregoing, the applicants will also seek any and all other variances, waivers, deviations or exceptions the Board deems to be required.

Notice is hereby given that the Borough of Oakland Board of Adjustment has scheduled a public hearing at the Oakland Council Chambers, 10 Lawlor Drive, Oakland, New Jersey Tuesday, _____ at 7:00 P.M. This hearing is open to all interested parties and those desiring to be heard.

Copies of the application are available for review at the office of the Secretary to the Board, Oakland Municipal Building, 1 Municipal Plaza, Oakland, NJ, during office hours and on the Website of the Borough of Oakland (<https://www.oakland-nj.org>) or by contacting Mariela Castro, Board Secretary at 201-337-8111 extension 2007 or at planning@oakland-nj.org.

Members of the public may participate in the public meeting according to the customary practice and procedures of the Zoning Board of Adjustment of the Borough of Oakland.

(Applicant Name & Address)



PETER B. COOPER
& ASSOCIATES

ARCHITECTS & LANDSCAPE ARCHITECTS
14 COXSACKIE RD. SUITE 200, SUITE 200
PO BOX 10000, SUITE 200
PO BOX 10000, SUITE 200

PROJECT DESCRIPTION

126 DOGWOOD DRIVE, SUITE 200
OAKLAND, NJ 07446
PROPOSED ADDITION FOR
CRISCENZO RESIDENCE

1. REAR PORCH DECK
2. REAR PORCH DECK
3. REAR PORCH DECK

THIS PLAN IS A PART OF A SET OF PLANS FOR THE PROPOSED ADDITION FOR THE CRISCENZO RESIDENCE. IT IS TO BE USED IN CONJUNCTION WITH THE OTHER PLANS IN THE SET. IT IS NOT TO BE USED SEPARATELY. IT IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT.

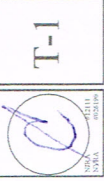
PROJECT
BERNIE & PAM
CRISCENZO
RESIDENCE
126 DOGWOOD DRIVE,
OAKLAND, N.J. 07446

NO.	DATE	REVISION
1	10-12-21	TABLE

ISSUED:	5-10-21
ISSUED FOR:	PERMITS
DRAWN BY:	PHC
CHECKED BY:	PHC
SCALE:	AS NOTED
PROJECT #:	2140
DRAWING:	

PLOT PLAN & ZONING
DATA

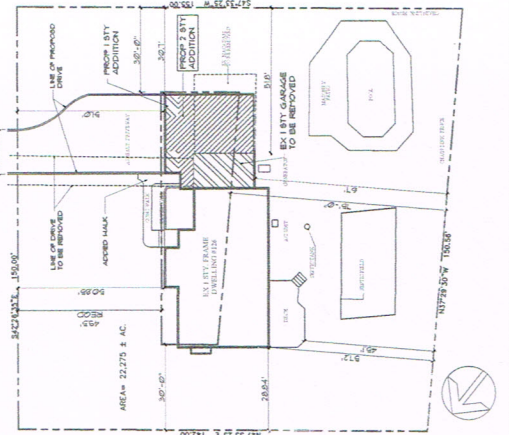
PETER B. COOPER
& ASSOCIATES



ZONING SCHEDULE

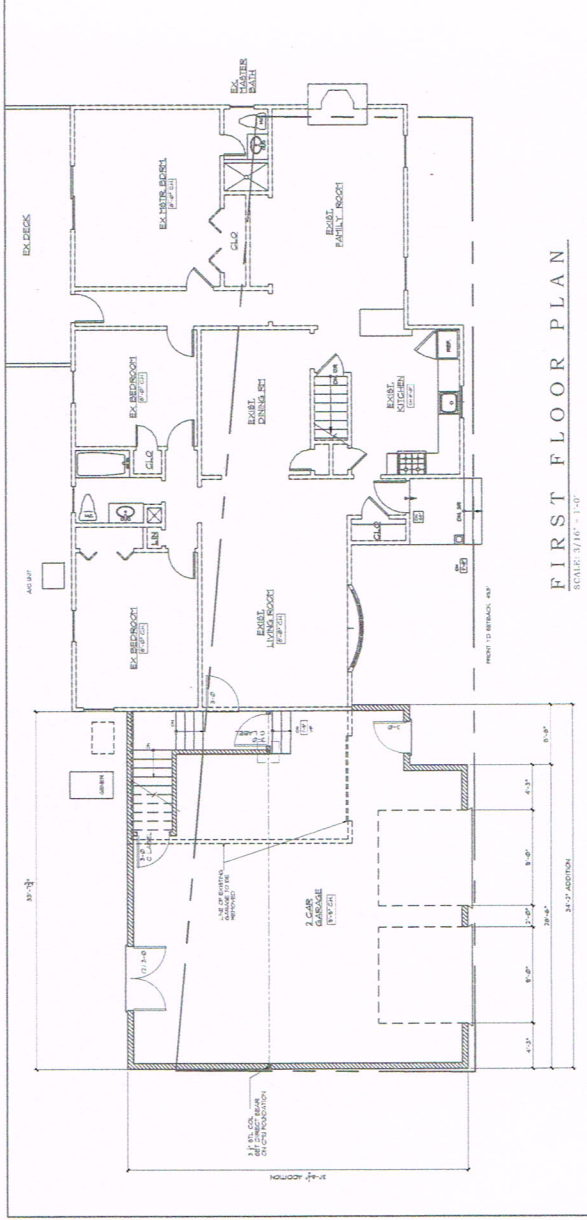
LOT: 25
ZONE: R-4.5
BLOCK: 3461
TOWN OF OAKLAND
CLASS: R-4.5

DOGWOOD DRIVE



PLOT PLAN

DATE: 10-12-21
BASE SURVEY INFORMATION OBTAINED FROM:
BERNIE CRISCENZO, L.S. SURVEYOR, OAKLAND, N.J. DATE: 3/29/23

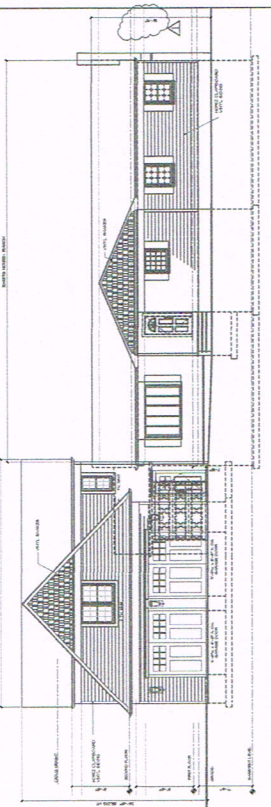


FIRST FLOOR PLAN

SCALE: 3/16" = 1'-0"

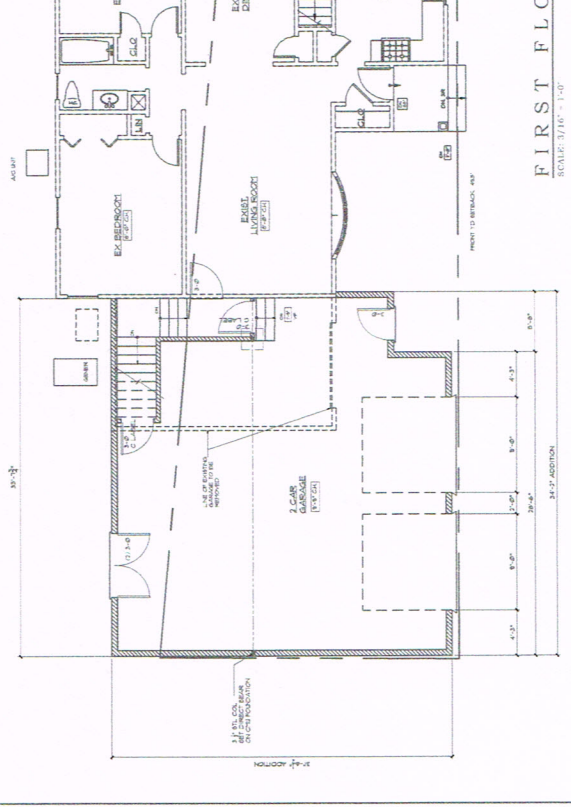
REAR ELEVATION

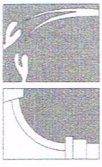
SCALE: 3/16" = 1'-0"



FRONT ELEVATION

SCALE: 3/16" = 1'-0"





**PETER B. COOPER
& ASSOCIATES**

ARCHITECTS & LANDSCAPE ARCHITECTS
100 WEST 17TH STREET, 10TH FLOOR
NEW YORK, NY 10011
TEL: 201-529-1146 FAX: 201-763-8299
PETER@PETERCOOPERARCHITECTS.COM

PROJECT DESCRIPTION:

134 DOGWOOD DRIVE

PROFESSIONAL NOTE:
THIS IS A PRELIMINARY DRAWING FOR THE OWNER'S INFORMATION ONLY. IT IS NOT TO BE USED FOR CONSTRUCTION OR AS EVIDENCE OF ANY CONTRACT. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE BUILDING. THE ARCHITECT DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED HEREON, NOR DOES THE ARCHITECT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED HEREON. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE BUILDING. THE ARCHITECT DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED HEREON, NOR DOES THE ARCHITECT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED HEREON.

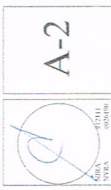
PROJECT:
**BERNIE & PAM
CRISCENZO
RESIDENCE**
134 DOGWOOD DRIVE,
OAKLAND, N.J. 07446

NO. DATE REVISION

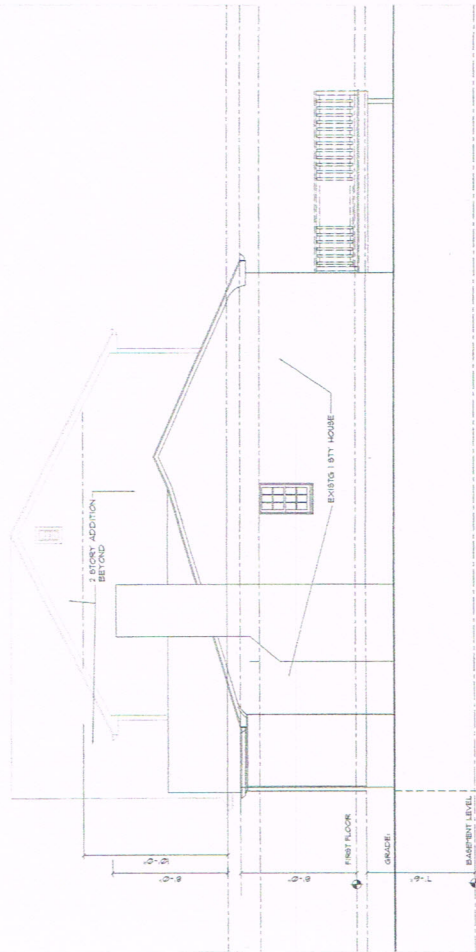
ISSUED: 5-18-21
ISSUED FOR PERMIT:
DRAWN BY: PBC
CHECKED BY: PBC
SCALE: AS NOTED
PROJECT #: 21-00
DRAWING:

**SECOND FLOOR PLAN,
SIDE ELEVATIONS**

**PETER B. COOPER
ARCHITECT**

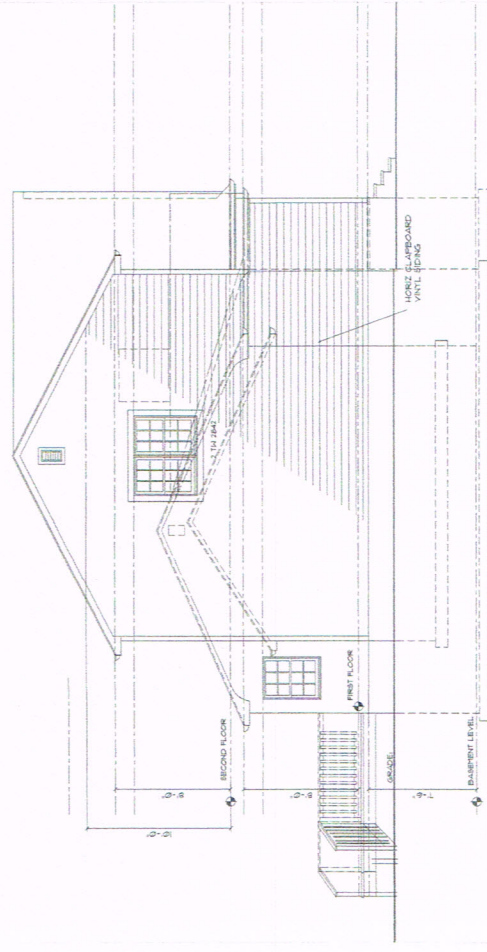


A-2



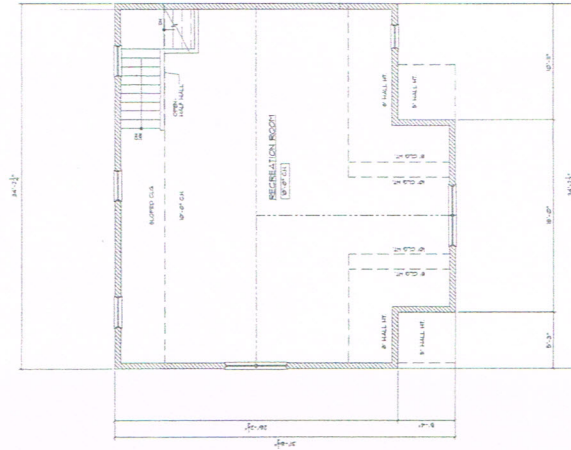
RIGHT SIDE ELEV

SCALE: 1/4" = 1'-0"



LEFT SIDE ELEVATN

SCALE: 1/4" = 1'-0"



SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"

BUILDING AND OFFSET DIMENSIONS ARE NOT TO BE USED FOR CONSTRUCTION, ARCHITECTURAL DESIGN OR DETERMINING PROPERTY LINES. THIS SURVEY IS SUBJECT TO RESTRICTIONS, COVENANTS, EASEMENTS OF RECORD, THE ACCURACY OF THE SEARCH AND APPROVAL OF THE TITLE COMPANY SO NAMED. SAID CERTIFICATIONS SHALL RUN ONLY TO THE PERSON(S) FOR WHOM THE SURVEY IS PREPARED, AND ON THEIR BEHALF TO THE TITLE COMPANY, GOVERNMENTAL AGENCY AND LENDING INSTITUTION LISTED HEREON, AND TO THE ASSIGNEES OF THE LENDING INSTITUTION. CERTIFICATIONS ARE NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNER. UNDERGROUND IMPROVEMENTS OR ENCROACHMENTS, IF ANY, ARE NOT SHOWN HEREON.

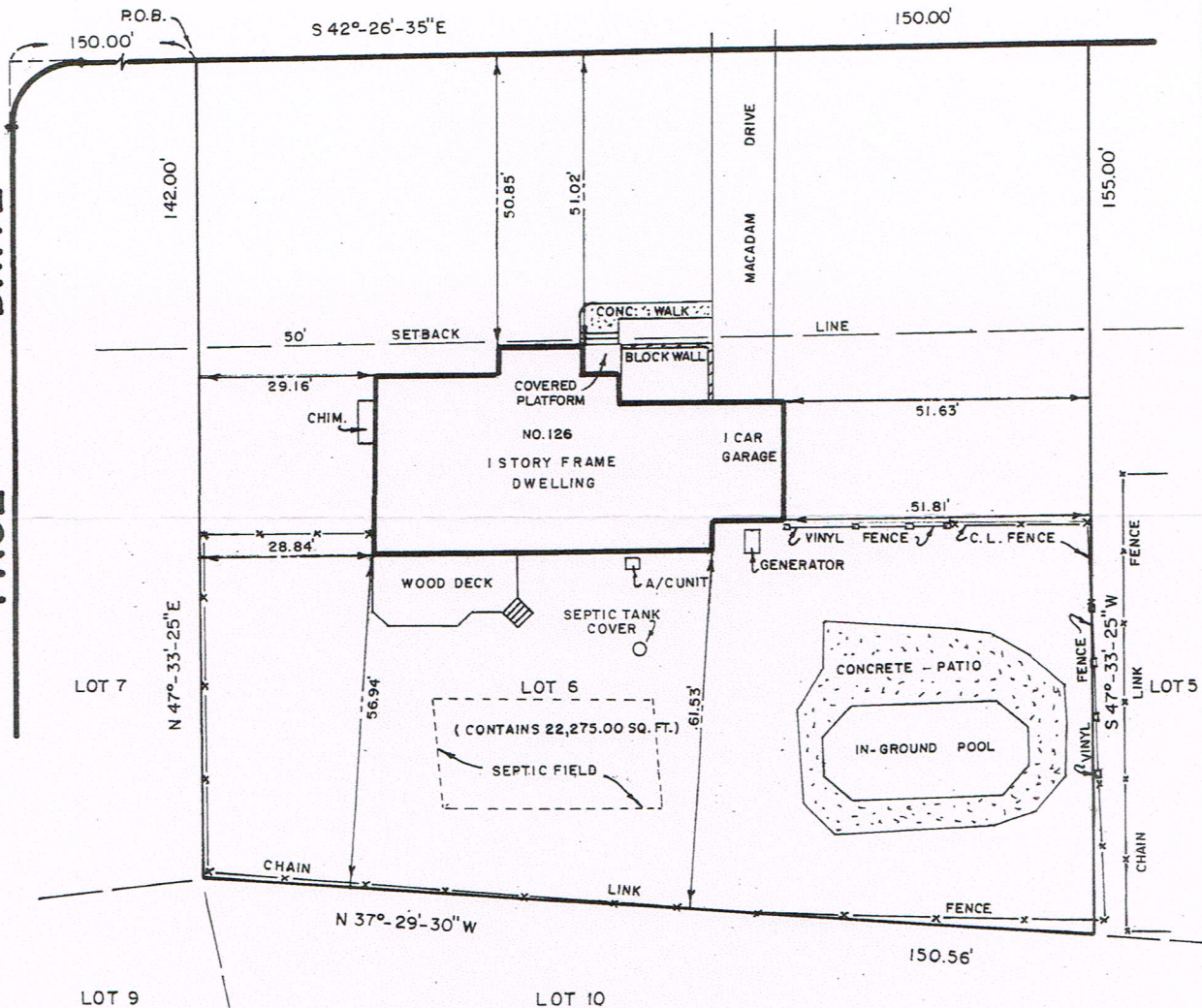
FILED MAP NO. 5164

DOGWOOD

(50')

DRIVE

PAGE DRIVE



MAPREF.: "SECTION NO. 1, MAP OF OAK VIEW ESTATES" FILED ON JULY 31, 1957 AS MAP NO. 5164

A WRITTEN WAIVER AND DIRECTION NOT TO SET CORNER MARKERS HAS BEEN OBTAINED FROM THE ULTIMATE USER PURSUANT TO P.L. 2003, c. 14 (N.J.S.A. 45:8-36.3) AND N.J.A.C. 13:40-5.1 (d).

THIS SURVEY CERTIFIED TO:
BERNARD CRISCENZO AND PAMELA V. CRISCENZO HIS WIFE

PROPERTY SURVEY
OF

LOT 23 BLOCK 3601 TAX MAP
BOROUGH OF OAKLAND
BERGEN COUNTY, N.J.

SCALE 1" = 20'
DATE APRIL 14, 2023

BERNARD CRISCENZO
LAND SURVEYOR LIC. NO. 33999



BOROUGH OF OAKLAND, NEW JERSEY

TO: Board of Adjustment

FROM: Glen Turi

This is to advise you that on September 26, 2023 a denial was issued to the resident Bernard Criscenzo for the location 126 Dogwood Drive, Oakland, NJ 07436

Block: 3601 Lot: 23

Zoning District: RA-2

For: Construction of an addition

For the following reasons:

- 1) Rear Yard: 67'ft.(estimated) proposed, 75 feet minimum required

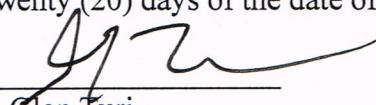
The Ordinances pertaining to this application are:

Chapter 59

Attachment 5

Fee: \$50.00 Paid by: #6058 LOD: #Z-09262001

An appeal to the Board of Adjustment of the determination must be made within twenty (20) days of the date of this determination.



Glen Turi
Zoning Official

Notes Exist

Block: 3601

Lot: 23

Qualifier:

Owner: CRISCENZO, BERNARD & PAMELA

Prop Loc: 126 DOGWOOD DR

Account Id: 0002859

General Assessed Value Additional Billing Deductions Balance All Charges Add/Omit Notes

Year	Qtr	Type	Billed	Principal Balance	Interest	Total Balance
2024	2		3,155.64	3,155.64	.00	3,155.64
2024	1		3,155.64	3,155.64	.00	3,155.64
2024		Total	6,311.28	6,311.28	.00	6,311.28
2023	4		3,317.12	3,317.12	.00	3,317.12
2023	3		3,216.11	.00	.00	.00
2023	2		3,044.66	.00	.00	.00
2023	1		3,044.67	.00	.00	.00
2023		Total	12,622.56	3,317.12	.00	3,317.12
2022	4		2,798.28	.00	.00	.00
2022	3		2,756.85	.00	.00	.00
2022	2		3,311.76	.00	.00	.00
2022	1		3,311.77	.00	.00	.00
2022		Total	12,178.66	.00	.00	.00
2021	4		3,224.38	.00	.00	.00
2021	3		3,552.32	.00	.00	.00
2021	2		3,235.17	.00	.00	.00
2021	1		3,235.18	.00	.00	.00
2021		Total	13,247.05	.00	.00	.00
2020	4		3,408.85	.00	.00	.00
2020	3		3,288.03	.00	.00	.00
2020	2		3,121.90	.00	.00	.00
2020	1		3,121.91	.00	.00	.00
2020		Total	12,940.69	.00	.00	.00

TAXES ARE CURRENT, NEXT PAYMENT DUE 11-1-2023.

RLD

I verify that this information is correct and reflects the municipal tax collector of the County.
 Tax Collector: [Signature]
 Municipality: [Signature]

Other Delinquent Balances: .00 Interest Date: 10/11/23
 Other APR2 Threshold Amt: .00 Per Diem: .0000 Last Payment Date: 07/17/2023

TOTAL TAX BALANCE DUE

Principal: .00 Penalty: .00



BOROUGH OF OAKLAND, NEW JERSEY

Scott J. Holzhauer
Tax Assessor

Assessment Division

Phone: (201) 337-8111
Ext. 2007/2008
Fax: 201-337-1520

REQUEST FOR 200' PROPERTY OWNERS LIST

APPLICANT:
Name/Address

BERNARD CRISCENZO

126 DOGWOOD DRIVE, OAKLAND, N.J. 07436

I HEREBY REQUEST A CERTIFIED LIST OF NAMES AND ADDRESSES OF PROPERTY OWNERS TO WHOM THE APPLICANT IS REQUIRED TO GIVE NOTICE PURSUANT TO THE MUNICIPAL LAND USE LAW FOR PROPERTY LOCATED AT: 126 DOGWOOD DR., OAKLAND, N.J. 07436 KNOWN AS BLOCK # 3601 LOT # 23 ON THE TAX MAPS OF THE BOROUGH OF OAKLAND.

DATED: 10-12-23

SIGNATURE

[Signature]

PHONE NO.

201-925-3260

CHECK ONE:

- ☐ LIST WILL BE PICKED UP BY APPLICANT
☐ MAIL LIST TO ADDRESS BELOW
☒ EMAIL LIST TO ADDRESS BELOW

Email/Mail To: BERNIE@CRISCENZOPLS.COM

NOTE: A FEE OF \$10.00 MUST ACCOMPANY THIS REQUEST. CASH OR CHECK MADE PAYABLE TO "BOROUGH OF OAKLAND".

FOR OFFICE USE ONLY: PAID: CASH OR CHECK NO. _____

SCHEDULED HEARING DATE: _____

1 MUNICIPAL PLAZA OAKLAND, NEW JERSEY 07436

PROCEDURAL CHECKLIST FOR VARIANCE APPLICATIONS

(Application to be typed or printed clearly)

- ❑ 1. Apply to Zoning Officer for a permit. If appropriate, a letter of denial will be issued and signed by the Zoning Officer citing the reasons for the denial of a building permit or certificate of occupancy.
- ❑ 2. Secure a copy of the Zoning Board application form from the Board Secretary or Borough Website. If appealing from the Zoning Officer's decision, applications must be filed within twenty (20) days of the issuance of denial from the Zoning Officer.
- ❑ 3. Plans and Survey must be prepared and certified by a licensed land surveyor, architect and/or engineer, as applicable.
 - Survey plan submitted with the application must be to-scale and correctly and completely reflect current conditions on the site and be less than five (5) years old.
 - Plans must be drawn to scale indicating the relation of existing and/or the proposed structure with structures on all adjoining properties and a scale drawing of existing and/or proposed structures indicating changes or alterations contemplated. Please specify the location of all wells, septic systems, or sewer lines on plans. Submitted plans must show floor plan (footprint) of all levels and elevations. All submitted plans shall include the date prepared and all revision dates, be signed by the plan preparer and include a name on the plan(s)
- ❑ 4. Submit completed application package which includes:
 - 20 copies of the completed, fully executed, notarized Zoning Board Application
 - 20 copies of folded (not rolled) Engineering/Architect Plans
 - 20 copies of Property Survey
 - 20 copies of Zoning Officer's denial letter
 - 1 copy of Certification of Taxes
 - 1 copy of request for list of Property Owners with 200'
 - 1 copy of proposed Legal Notice of Hearing for approval (fill in date once assigned)
 - Submit 1 PDF of entire packet & send electronically to planning@oakland-nj.org. All copies mentioned must be in packet form collated and submitted to the Board Secretary.
- ❑ 5. Two separate checks for the application fees and escrow fees made out to the Borough of Oakland.
- ❑ 6. A hearing date will be assigned upon the receipt of a completed application packet, review process, and receipt of appropriate fees. The Board of Adjustment regularly meets on the second Tuesday of each month at 7:00 p.m. in the Oakland Council Chambers, 10 Lawlor Drive, Oakland, New Jersey.
- ❑ 7. When notice must be sent. Once your application has been deemed complete, you have obtained a list of all property owners within 200-feet of the property in question, your proposed Notice of Hearing has been reviewed, and a hearing date has been assigned, you must execute Legal Notice. Notice of the hearing must be mailed or hand delivered, **AND** published in the newspaper, at least 10 calendar days **prior** to the date of the hearing. The date of the hearing shall not count as one of the 10 days. Failure to comply with this deadline will result in your hearing being rescheduled to a later date. A Sample Notice form is a part of your application package given by the Board Secretary and on the Borough website.

- ❑ 8. Who must be served notice.
 - Notice must be published in the official newspaper of the Borough (The Record).
 - Notice must be sent by certified mail or hand delivery to the following:
 - The owners, as shown on the certified property owners' list, of all real property located within 200 feet in all directions of the property which is the subject of the hearing.
 - Appropriate utilities, if applicable.
 - If the property is located within 200 feet of an adjoining municipality, the clerk of such municipality.
 - If the property is located adjacent to an existing County road, proposed County road shown on the official County map or on the county master plan, adjoining other County land or situated within 200 feet of a municipal boundary, the Bergen County Planning Board.
 - If the property is adjacent to a State highway, the Commissioner of the New Jersey Department of Transportation.
 - If notice is hand delivered, the property owner listed on the 200-foot list, or his agent in charge of the property, must sign and date a receipt stating that he/she has received the notice. The receipt must identify the owner or agent who is signing the receipt. Please note that only the owner or agent may sign the receipt. Spouses or other family members, friends, tenants, associates, employees or other persons who are not owners or agents in charge of the property may not sign the notice receipt.
- ❑ 9. Submit proof to the Board Secretary that notice has been served. This must be provided at least 3 business days before the hearing date. Proof of notice must include the actual Notice executed, and:
 - For hearing notice published in the newspaper, an affidavit confirming that the notice was published. (Provided by newspaper).
 - For hearing notice mailed (must be certified mail) to property owners and governmental agencies, utilities, etc., the white postal receipts with date of mailing stamped by the post office for each address that was sent notice.
 - [Only if hand delivered,] hearing notice hand delivered to property owners requires a signed affidavit from the applicant stating the owners served, the content of the notice and the date notice was served, along with the printed name of the property owner served, the owner's signature and the date signed.
- ❑ 10. Appear at public hearing in person, by agent or attorney. All Corporations must be represented by an attorney at all Board hearings.
- ❑ 11. Expiration of variances. Please note that any variances granted by the Board will expire unless construction commences within one (1) year of approval.