



TOWN OF KEARNY

ZONING BOARD OF ADJUSTMENT

Town Hall Annex - 410 Kearny Avenue

Kearny, New Jersey 07032

(201) 955-7881

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www.kearnyusa.com

Procedural Requirements

For A

Certificate of Nonconforming Use Or Structure

- _____ 1. Filing fee of \$100.00, payable to the Town of Kearny.
- _____ 2. 12 copies of the 'Denial/Referral of Permit', prepared by the Zoning Officer.
- _____ 3. 12 copies of a typewritten application completely filled out.
- _____ 4. 12 copies of the survey, pertaining to the property in question.
- _____ 5. 12 sets of floor plans. Plans to identify size and use of each room for the entire dwelling (basement, first floor, second floor, third floor and attic).
- _____ 6. 12 copies of the 'Certification of Lieu of Affidavit'.
- _____ 7. 12 sets of proofs, i.e., Price & Lee Directory, Tax Records, Construction Permits, State Multiple Dwelling Inspection Certificates and other documents showing past use (*areas of importance highlighted*).
- _____ 8. 12 copies of a cover letter outlining your submission of proofs.
- _____ 9. One copy of the deed to the property, certified as a true copy.
- _____ 10. 1 copy of the 'Notice of Hearing to Other Property Owners' (leaving the date of the hearing blank at this time). Property owners within a 200' radius must be notified (hand delivered or sent certified mail, return receipts).
- _____ 11. 1 copy of the 'Tax Statement' indicating that no taxes or assessments for local improvements are due or delinquent for the property in question.
- _____ 12. 1 copy of the 'Affidavit of Proof of Service' with a list of property owners attached, to be submitted to the Board Secretary no later than 48 hours prior to the commencement of the public hearing.
- _____ 13. Publication of application to be made by the applicant in the Jersey Journal (30 Journal Square, Jersey City, NJ 07306, telephone 201-653-1000) at least 10 days prior to hearing.
- _____ 14. 'Affidavit of Publication' to be filed with the Board Secretary no later than 48 hours prior to the commencement of the public hearing.