



**TOWN OF KEARNY  
HUDSON COUNTY, NEW JERSEY**

VARIANCE AND/OR SITE PLAN PROCEDURAL REQUIREMENTS

COPIES AND FEES REQUIRED

Variance Request	12 copies	_____	\$100.00
Preliminary Site Plan Approval	21 copies	_____	\$200.00
Final Site Plan Approval	21 copies	_____	\$100.00
Filing fees for simultaneous filing of Preliminary & Final Site Plan Review		_____	\$300.00

DOCUMENTS REQUIRED - NOTE: ALL PLANS MUST BE FOLDED NO LARGER THAN 11" x 14" WITH LEGEND FACING OUTWARDS.

1. 12 - 21 copies of Denial of building or use permit notice or Site Plan Referral from Construction Code Department.
2. 12 - 21 copies of typewritten applications completely filled out.
3. 12 copies of plot plan certified by a licensed land surveyor and/or 21 copies of Site Plan Map certified by an architect or engineer, plus 12 complete sets of plans or sketches of the proposed construction, alteration, or improvement. NOTE: IF APPLYING FOR SITE PLAN AND VARIANCE, PLOT PLAN MAY BE INCORPORATED WITH SITE PLAN.
4. 1 copy of a statement from the Tax Collector that no taxes or assessments for local improvements are due or delinquent for the property in question.
- 4A. 1 copy of notice sent to property owners.
5. 1 copy of certified deed if the applicant is owner or certified copy of contract of sale if applicant is purchaser under contract.

\*\*\* AN APPLICATION WILL NOT BE DEEMED COMPLETE UNLESS RECEIPT OF APPROVAL IS RECEIVED FROM SAID COUNTY OR STATE AGENCY, IF APPLICABLE.

- 5A. \*County Planning Board - If the property is adjacent to an existing county road or proposed road shown on the Official County Map or on the County Master Plan, or where the property affects a county drainage facility or adjoins other county land or is situated within 200' of a municipal boundary.\*\*

- 5B. \*\*\* Commissioner of Transportation - If the property is adjacent to a state highway.

- 5C. \*\*\* Director of State and Regional Planning, Dept. of Community Affairs - When application is made exceeding 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be filed with the Administrative Officer.
6. 1 copy of Proof of Service upon property owners in affidavit form shall be submitted to the Administrative Officer NO LESS THAN 48 HOURS to the commencement of the public hearing.
7. 1 copy of a resolution and approved sketch plat from the Kearny Planning Board/Zoning Board if a subdivision was involved at any time in the past, if necessary.
8. Filing fees in accordance with Article 138-9.731 of Zoning Ordinance and Article III, 127-6A of Subdivision of Land and Site Plan Review Ordinance. Payable to the Town of Kearny.
9. Corporation - List of all stockholders holding 10% of the stock or more. Whenever a corporation is the applicant before the Board said corporation must be represented by an attorney.  
\*Jersey Journal - 30 Journal Sq., Jersey City, N.J. 07306
10. Publication of application to be made by the applicant in the local newspaper (~~the Observer~~) at least 10 days prior to the public hearing. Affidavit of Publication to be filed with the Administrative Officer, prior to hearing.  
\*653-1000

NOTE: NO APPLICANT WILL BE GIVEN A CALENDER DATE FOR PUBLIC HEARING UNTIL ALL DOCUMENTATION AND FEES ARE RECEIVED.

THE APPLICANT IS REQUIRED TO PAY THE COSTS FOR TRANSCRIPTS WHICH MUST BE OBTAINED IN ALL APPEAL CASES TO THE MAYOR AND COUNCIL AND IN OTHER CASES WHERE NECESSARY.

A BUILDING PERMIT OR A CERTIFICATE OF OCCUPANCY, IF NECESSARY, MUST BE OBTAINED AND PAID FOR BY THE APPLICANT WITHIN 9 MONTHS OF THE DATE OF AUTHORIZATION OF THE VARIANCE. PRELIMINARY APPROVAL OF A SITE PLAN SHALL CONFER UPON THE APPLICANT FOR A THREE-YEAR PERIOD FROM THE DATE OF THE PRELIMINARY APPROVAL. FINAL APPROVAL OF A SITE PLAN SHALL EXPIRE TWO YEARS FROM THE DATE OF FINAL APPROVAL UNLESS THE APPLICANT HAS SECURED A BUILDING PERMIT TO COMMENCE CONSTRUCTION.