

# Department of Public Works

CONSTRUCTION OFFICIAL  
CODE ENFORCEMENT AND OFFICE OF HOUSING INSPECTION  
428-60th STREET • ROOM 27  
WEST NEW YORK, NJ 07093

Tel. (201) 295-5170 • Fax. (201) 295-9597



ALBERTO RODRIGUEZ  
COMMISSIONER

THOMAS M. O'MALLEY  
CONSTRUCTION OFFICIAL

## APPLICATION FOR VARIANCE DENIAL LETTER

***MUST BE COMPLETED IN ITS ENTIRETY OR IT WILL BE  
REJECTED***

DATE: \_\_\_\_\_

DELIVERY OPTION: Mail ( ) Pick Up ( ) Fax ( ) \_\_\_\_\_

ADDRESS REQUIRING VARIANCE: \_\_\_\_\_

### **OWNER INFORMATION**

ARE YOU THE PROPERTY OWNER: ( ) YES ( ) NO

IF NOT, PLEASE STATE YOUR RELATIONSHIP TO THE PROPERTY: \_\_\_\_\_

PRESENT OWNER OF PROPERTY AS IT APPEARS ON DEED (IF LLC, LIST  
FULL NAME OF PRINCIPAL):

\_\_\_\_\_

ADDRESS OF PROPERTY OWNER: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ C \_\_\_\_\_

### **PROPERTY INFORMATION**

PRESENT PROPERTY DESCRIPTION: i.e. (one family, commercial warehouse, etc)

\_\_\_\_\_

DOES THIS APPLICATION INVOLVE AN APARTMENT LEGALIZATION?

YES     NO

*If yes, please speak with your attorney regarding additional requirements that are mandated by the State of New Jersey which must be met before you can obtain a Certificate of Occupancy even if you obtain Board of Adjustment or Planning Board approvals. PLEASE INITIAL HERE THAT YOU HAVE READ THIS:* \_\_\_\_\_

If yes, is anyone currently living in the space that you seeking to legalize?  YES  NO

If yes, have you received a violation notice?  YES  NO

If yes, what is the violation number? \_\_\_\_\_

DOES THIS APPLICATION INVOLVE A CHANGE OF USE: YES  NO

PROPERTY ZONE: \_\_\_\_\_ OCCUPANCY LOAD: \_\_\_\_\_

IF SAME IS A BUSINESS, WHAT IS THE BUSINESS NAME: \_\_\_\_\_

WHAT IS YOUR INTENTION FOR PROPERTY/BUSINESS: \_\_\_\_\_

DESCRIBE PROPOSED PLAN IN DETAIL: \_\_\_\_\_

Are you being represented by an attorney?  Yes  No

If so, please supply name and telephone number of attorney:

PLAN ATTACHED:  YES  NO. Please supply name and telephone number of the Architect.

\_\_\_\_\_  
Applicant's Name  
(Please Print)

\_\_\_\_\_  
Applicant's Signature

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\*\*\*\*\*

FOR OFFICE USE ONLY

\*\*\*\*\*  
\*\*\*\*\*

DATE: \_\_\_\_\_

BOARD OF ADJUSTMENT ( )

PLANNING BOARD ( )

BLOCK: \_\_\_\_\_

LOT: \_\_\_\_\_

ZONE: \_\_\_\_\_

PERMISSION TO: \_\_\_\_\_

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

ON PROPERTY LISTED ABOVE IS HEREBY DENIED AS IT DOES NOT COMPLY WITH THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WEST NEW YORK.

CHAPTER: \_\_\_\_\_

SECTION: \_\_\_\_\_

SCHEDULE: \_\_\_\_\_

REASON: \_\_\_\_\_

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