

## **Do I need to submit a development application?**

Any persons, firm and/or corporation desiring to develop, build, and/or renovate properties within the City of Passaic must obtain Board approval only if one or more of the following conditions apply:

- New development or construction that is on an undersized lot, exceed maximum lot coverage and/or density.
- Change in the number of dwelling units.
- Change of use (example: using residential unit for commercial purposes).
- Use of attic or cellar for human habitation (Although strictly prohibited Ord. 317-125)

These activities require a Bulk ("C") or Use ("D") Variance; therefore, you will need to submit a development application!

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## **What is the application filing procedure?**

- Obtain application. Applications can be obtained from the Community Development Department Office upon request.
  - To file an application you need to submit four (4) copies of the completed Development Application and four (4) sets of plans containing the information on the list entitled "Contents of Proposed Site Plans", which should be attached to your application.
  - Once the application is deemed complete, you will be informed of the required fees and hearing date.
  - The applicant will be required to notify property owners within 200 feet of their site and send copies of the plans and application to each applicable Board member and board attorney.
  - NOTE: Incomplete applications will be returned!
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## **Planning or Zoning Board?**

In order to determine which Board you need to appear before, you need to know what type of variance is needed.

- The Planning Board hears applicants applying for Bulk ("C") Variances in connection with a subdivision, site plan, or conditional use. In this case, applicants must go before the Planning Board for both subdivision and variance approval.
  - The Zoning Board of Adjustment hears applicants applying for Use ("D") Variances and/or Bulk ("C") Variances not connected to subdivision applications.
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## **What is a Bulk ("C") Variance?**

Bulk ("C") Variances are filed for the following reasons:

- Exceptional narrowness, shallowness, or shape of a specific piece of property.
  - Exceptional topographic condition shape of a specific piece of property.
  - Exceptional topographic condition.
  - Physical features which prohibit the construction of a dwelling unit if strict ordinance is applied.
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## **What is a Use ("D") Variance?**

Use ("D") Variances are filed for the following reasons:

- To construct or create a use or principal structure in a zoning district that has restrictions against such use or principal structure.
  - To expand a non-conforming use.
  - To deviate from a conditional use requirement.
  - To increase the permitted floor area ration in a specific Zoning district.
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## **Who should I contact about Development Applications?**

If you need further information, you should contact:

- Zoning Officer, at (973) 365-5632 or
- Wendy Callahan at [wcallahan@cityofpassaicnj.gov](mailto:wcallahan@cityofpassaicnj.gov) or (973) 365-5633.