



**APPENDIX E-2**  
**ZONING BOARD APPLICATION CHECKLIST**  
 City of Summit, Union County, NJ



Name of applicant James and Claire Kane Date February 3, 2023

Address of property 610 Springfield Avenue Block 2803 Lot 1

Approval requested:     Appeal zoning officer decision     Interpret Ordinance or Map  
                                    Bulk variance    Use variance

**NOTE:**                    This checklist is not a substitute for the specific requirements of the Development Regulations (zoning) Ordinance. See the Ordinance for detailed requirements.  
**NOTE:**                    You must collate many of the items on this checklist into separate packages – please refer to the *Procedure for Filing Applications to the Zoning Board of Adjustment* for instructions.

	<b>Applicant</b>	<b>City</b>
1. Original and 12 copies of application form	<u>   ✓   </u>	<u>      </u>
2. Original and 12 copies of narrative description of project	<u>   ✓   </u>	<u>      </u>
3. Original and 12 copies of plat/property survey, showing the existing and proposed building setbacks	<u>   ✓   </u>	<u>      </u>
4. Original and 12 copies of proposed structure, including interiors	<u>   ✓   </u>	<u>      </u>
5. Grading plan	<u>  N/A  </u>	<u>      </u>
6. Thirteen copies of the zoning officer's decision (If applicable)	<u>  N/A  </u>	<u>      </u>
7. Thirteen copies of the area map of properties within 200 feet, showing each of the following items:		
a. <u>street numbers</u>		
b. <u>date and graphic scale</u>		
c. <u>north arrow</u>		
d. <u>Zone district</u>		
e. <u>uses of each property within 200 ft.</u>	<u>   ✓   </u>	<u>      </u>
8. Original and 12 copies of the certified list of owners of property within 200 feet.	<u>   ✓   </u>	<u>      </u>
9. Original copy of evidence of paid property taxes	<u>   ✓   </u>	<u>      </u>
10. Original copy of the proposed notice to owners within 200'	<u>   ✓   </u>	<u>      </u>
11. Original copy of the proposed advertisement	<u>   ✓   </u>	<u>      </u>
12. Subdivision submittal (If applicable)	<u>  N/A  </u>	<u>      </u>
13. Site plan submittal (If applicable)	<u>   ✓   </u>	<u>      </u>
14. Original copy of this completed checklist	<u>   ✓   </u>	<u>      </u>
15. Application fee and escrow deposit	<u>   ✓   </u>	<u>      </u>
16. Electronic copies of all submissions shall be submitted by CD, USB drive or other means acceptable to the Summit Department of Community Services staff.	<u>   ✓   </u>	<u>      </u>

*Applicant - Please do not write below this line*

On \_\_\_\_\_, this submittal was deemed complete \_\_\_\_\_ incomplete \_\_\_\_\_.

\_\_\_\_\_  
 Administrative Office



**CITY OF SUMMIT - Department of Community Services (DCS)  
Application for Development - Worksheet**

- ORIGINAL FILING  
 RESUBMITTAL OF "INCOMPLETE"  MODIFICATION OF PRIOR APPROVAL  
 AMENDED PLAN(S)

Address: 610 Springfield Avenue  
 Block(s) 2803 Lot(s) 1 Zone(s) R-10

How the property is used (one-family, offices, etc.): one-family

Property Owner: James and Claire Kane Phone 973-704-7158 (Claire)

Email: james.kane@mdlz.com / cjkane79@gmail.com

Owner Address: 610 Springfield Avenue

Applicant: James and Claire Kane Phone: Claire cell: 973.704.7158

Email: james.kane@mdlz.com / cjkane79@gmail.com

FILL IN ITEMS 1 THROUGH 5 - MARK EACH BOX  OR CIRCLE  AS APPROPRIATE FOR YOUR APPLICATION.

1 TYPE PROPERTY:  RESIDENTIAL  OTHER

2 Type application:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Appeal            | <input type="checkbox"/> Interpretation    | <input checked="" type="checkbox"/> C - Bulk variance |
| <input type="checkbox"/> D - Use variance  | <input type="checkbox"/> Conditional use   | <input type="checkbox"/> D - Floor area ratio (FAR)   |
| <input type="checkbox"/> Minor subdivision | <input type="checkbox"/> Major subdivision | <input type="checkbox"/> Site plan                    |
| <input type="checkbox"/> Other _____       |  |   |

CONCEPT PLAN  PRELIMINARY  FINAL

3 Number of lots : 1 Existing  Number of dwelling units 1 Existing  
1 Proposed 1 Proposed

5 Building area 1,923 Existing  
246 Proposed new \*  
2,169 Total site building area

\*-NEW INCLUDES ADDITIONS AND EXPANDED AREAS AS WELL AS NEW STRUCTURES, BUT DOES NOT INCLUDE AREAS ALTERED WITHIN THE EXISTING BUILDING FOOTPRINT

6 Comments : \_\_\_\_\_  
 \_\_\_\_\_

7 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Application to Zoning Board of Adjustment of Summit, New Jersey

Summit, N. J. February 3, 2023

In the matter of the petition of James and Claire Kane for relief from the strict application of the provisions of the Development Regulations Ordinance of the City of Summit.

Petitioner James and Claire Kane  
residing at 610 Springfield Avenue says:

I. Petitioner is the Owner of property located at 610 Springfield Avenue

Block 2803, Lot(s) 1 on the Tax Map located in the R-10 Zone.

2a.) With respect to said property petitioner desires a variance, special exception, or other relief from the bulk requirements of the Zoning Ordinance of the City of Summit to permit the use of the property in the following manner: New deck requires a Variance for Front Yard Setback and any other Variances determined by the Summit Zoning Officer.

2b.) The proposed use described above requires the following variance(s): Front Yard Setback and any other Variances determined by the Summit Zoning Officer.

3. The premises affected are more particularly described as follows:

Area of Plot 13,109 square feet

Area of existing structures which will remain 1,923 square feet

Total area of plot to be occupied by structures 2,169 square feet

Percentage of lot to be occupied by structures 16.5% percent

Proposed set-back, front line 20.6 feet;

Proposed sidelines (specify if corner 21' / 77.1' feet:

Proposed rear yard N/A feet.

Year house built 1906.

Other pertinent characteristics Corner Lot

4. There has been no previous petition for relief involving these premises except: \_\_\_\_\_

None to our knowledge.

5. The reasons which support petitioner's claim of the right to relief are as follows: \_\_\_\_\_

See Attached Narrative.

6. Attached hereto and made a part hereof are the following:

(a) Complete set of plans of any proposed building alteration or extension including schematic floor plans and elevations with sufficient notations to clearly establish the extent and character of the proposed structure:

(b) Plot plan showing size of plot bounding streets: compass point, size, type and location of all existing buildings and improvements on the plot: size and location of proposed building and improvements: distance of all property lines from buildings and improvements including the proposed building or buildings.

By signing this section, the petitioner hereby gives consent for City Officers and Board Members to enter upon this property for the purpose of reasonable inspections to investigate representations made herein.

James and Claire Kane  
Petitioner

Petitioner's Phone Number Claire cell: 973-704-7158

Petitioner's Email cjkane79@gmail.com / james.kane@mdlz.com

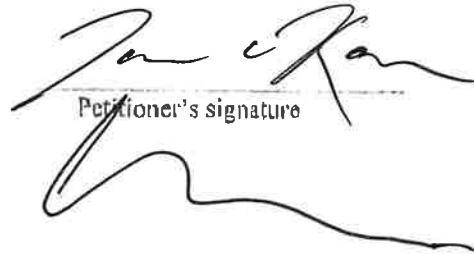
Attorney's name, address, phone, email and fax numbers.

N/A

State of New Jersey  
County of Union

James and Claire Kane, being duly sworn, says that she/he is the petitioner, or one of the petitioners, in the above action; that permission of the owner has been obtained if the petition is filed by a party other than the owner; and that all of the matters and things set forth herein are true.

James and Claire Kane  
Petitioner's printed name

  
Petitioner's signature

Sworn and subscribed before me this

2 day of February 2023

Cheryl A. Micewicz  
Notary Public

Check here if additional pages are attached.

**CHERYL A. MICEWICZ**  
**NOTARY PUBLIC OF NEW JERSEY**  
**Commission # 50031471**  
**My Commission Expires 2/4/2026**

**NOTICE OF HEARING**

DATE February 3, 2023

TO \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


YOU ARE HEREBY NOTIFIED, as provided in the Municipal Land Use Law, that the Zoning Board Board of Adjustment of the City of Summit, New Jersey, will hold a hearing on \_\_\_\_\_, 2023 at 7:30 p.m. in the City Hall Council Chambers, 512 Springfield Avenue, Summit, New Jersey, to consider an application affecting the property whose street address is known as 610 Springfield Avenue

The conditions affecting this property and the reasons for the application being heard are as follows: New deck requires a Variance for Front Yard Setback and any other Variances determined by the Summit Zoning Officer.

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

Applicant requests any other waivers or variances as may be required by the Board or its professionals at the time of the hearing.

The application forms and supporting documents are on file in the Department of Community Services, 512 Springfield Avenue, and may be inspected any workday between the hours of 8:30 a.m. and 4:00 p.m. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

  
\_\_\_\_\_

Applicant's signature

James and Claire Kane  
Applicant's printed name

NOTICE OF HEARING FOR PUBLICATION

The Union County Local Source  
1291 Stuyvesant Avenue  
Union, NJ 07083

Tel: 908-686-7700

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The conditions affecting this property and the reason for the application being heard are as follows: New deck requires a Variance for Front Yard Setback and any other  
Variances determined by the City of Summit Zoning Officer.

Applicant requests any other waivers or variances as may be required by the Board or its professionals at the time of the hearing.

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James and Claire Kane  
Applicant's printed name

# THE CITY OF SUMMIT

N E W J E R S E Y

City Hall 512 Springfield Avenue Summit NJ 07901

Patricia R. Dougherty  
Collector of Taxes


Telephone(908) 273-6403  
Fax (908)608-1214

ADDRESS: 610 Springfield Avenue DATE: January 20, 2023

OWNER(S): James and Claire Kane

BLOCK: 2803 LOT(S): 1

PURSUANT TO THE PROVISIONS OF THE MUNICIPAL LAND USE LAW, N.J.S.A. 40:55D-1 ET. SEQ. PERTAINING TO THE ZONING BOARD OF ADJUSTMENT AND/OR PLANNING BOARD APPLICATIONS. I, HEREBY CERTIFY THAT THE TAXES OR ASSESSMENTS FOR PUBLIC IMPROVEMENTS, OR BOTH, ARE NOT DUE OR DELINQUENT ON THE ABOVE PARCEL(S), AND HAVE BEEN PAID TO DATE ACCORDING TO LAW.

  
Patricia R. Dougherty  
Collector of Taxes

**For Office Use Only:**

Department of Community Services

Date filed: \_\_\_\_\_

File ZB/PB# \_\_\_\_\_

Received by: \_\_\_\_\_