

BOROUGH OF BERGENFIELD

PLANNING BOARD

APPLICATION AND INSTRUCTION TO APPLICANTS

RECEIVED BY _____ Date _____

PROPERTY ADDRESS _____

BLOCK _____ LOT _____

DATE APPLICATION RECEIVED _____

ESCROW FEES _____

Collected by _____ Date _____

APPLICATION FEES \$310

Collected by _____ Date _____

BOROUGH OF BERGENFIELD

PLANNING BOARD

INSTRUCTIONS FOR COMPLETING AN
APPLICATION FOR SITE PLAN APPROVAL

Type or use a dark ink pen to complete this application

1. The name of the individual, partnership or corporation making the application.
2. The name of the present owner of the lot or lots which comprise the application.

If the applicant or the owner is other than an individual, the names and address of all persons controlling 10% or more interest in ownership or development must be listed. See question #8, use "Exhibit A". Applications filed by husband and wife will be considered as an individual application.

3. List the street address of the subject property. If no house number has been issued, describe the location as being the distance in feet from an identified cross street to nearest property line.
4. List the Lot (s) Block (s) and Zoning District of the subject property as shown on the assessment map and zoning map.
5. Furnish dimensioned floor plans and structure elevations to show details of the proposed project. If existing structures are to remain, indicate how they will be treated. Show existing and proposed construction using different symbols.
6. List the name of the development, if any.
7. Self-explanatory.
8. List all owners. If there is inadequate space on the form to list all the names and addresses, make the notation "See Exhibit A". Attach an supplementary sheet of paper marked with the applicant's name, "Exhibit A", "List of Owners", list all owners of property and identify the owners having an interest in each parcel in the case of multiple owners. See question #2.
- 9A. List the number of structures proposed.

List the number of units proposed.

- 9B, C, & D. State the type of use that is proposed. If there is inadequate space to properly describe the proposed use, make the notation "See Exhibit B". Attach a supplementary sheet of paper marked with the applicants name "Exhibit B", "Proposed Use", and describe in detail the project and all the uses proposed at this location.
10. Borough Ordinance requires that all corporations applying for Site Plan approval must be represented by legal counsel. List the name, address and telephone numbers of the attorney that will represent the applicant in this application.
11. List the name and address of your professional (s) of record for this application. If there is inadequate space to list all the professionals, list only their names and make the notation "See Exhibit C". Attach a supplementary sheet of paper marked with the applicants name "Exhibit C", "Professionals of Record". List all professional's names and addresses who participated in the design.
12. Self-explanatory.
13. List the area in square feet of the land included in the application. List the area in square feet that will be developed as landscape area and impervious surface. Impervious surface includes driveway, parking spaces and sidewalk on the lot. Does not include street sidewalk, planted area or driveway area between the curb and the property line. Identify area to be used to store plowed snow.
14. List the area in square feet of the building's ground floor, the height of the structure in feet and the number of stories.
15. List the parking spaces required and list the parking spaces provided. A summary of parking space calculation must be included on the plan. (See sample site analysis).
16. List the size of the parking spaces used for the parking space requirements, the width of the driveway aisle, and the angle of parking.
17. List the number of loading spaced required for the project and list the number of loading spaces proposed.
18. List the width and length of the loading spaces.

19. Are any new signs proposed? Answer yes or no. If the answer is yes, the size, location, mounting height, illumination and proposed materials used in the sign construction should be included on the plan. A summary of the sign size calculation must be included on the plan. Complete the information for existing signs.
20. Are existing signs to be removed? Answer yes or no. If no signs exist on the subject property, mark, none. If signs exist on the property and they are to be removed, mark, will remove. If signs exist on the property and they are to remain without change, mark, to remain. If existing signs are to be reused, mark, renovate. When renovate is marked, complete the same information required for a new sign on the plans.
21. Are any deed restrictions in force? If the answer is yes, attach a copy of the deed to the application showing the deed restrictions. Mark the deed as "Exhibit D".
22. If the property is within a flood hazard zone as delineated on the Borough of Bergenfield Flood Hazard Maps, mark, yes. Application for development of property within the flood hazard zone must be accompanied by a topographic map.

The map must be referenced to the same datum used for the Official Borough Map. Show existing spot elevations, contours and plot the limits of the Flood Hazard zones. The applicant should be prepared to obtain an Encroachment Permit from the State if the proposed work is within the Flood Hazard Zone. The map must be prepared by a licensed land surveyor or professional engineer and bear his signature and raised seal.
23. Self-explanatory.
24. The utility information requested is yes if the service is available in the street in front of the property. Actual connections to the property need not exist. Check each existing utility.
25. Self-explanatory. If the answer is yes, separate notice requirements are imposed on the applicant to notify the municipal clerk and the residents within the adjoining municipality. The list of property owners furnished by the Borough of Bergenfield only includes the names and addresses of property within the Borough of Bergenfield.
26. Self-explanatory.

27. List all the variances requested for this application. Include on the plan a Site Analysis showing the measurement of each item from the schedule as required and show the measurement of that item provided. (see sample site plan analysis).
28. If the answer is yes, include a copy of the resolution of decision or a copy of that portion of the board hearing which records the decision and the vote on the application.
29. If the answer is yes include a copy of the violation notice.

All questions on the application form must be answered or the Board may deem the application incomplete.

If a particular question cannot be answered, contact the construction code official for additional instructions on how to answer the question. He will attach a note or memo to the application stating his reason if he advises that the questions need not be answered.

Signature of Applicant: The person who prepares and signs this application for Site Plan Approval is the applicant. If the application is by a partnership, then include the title partner under the signature. If the application is by a corporation, then include the title of the officer signing the application. If the applicant is an agent for an individual, partnership or corporation that proposes to develop the Site Plan, if approved, then a statement from the individual, partnership or corporation authorizing the applicant to file the application must be included with the application. The statement must be in the form of a resolution approved by the executive committee for corporation.

Where the applicant or developer is other than the owner of the property, the owner must sign the application. If there are multiple owners, all must sign the application or attach a signed and notarized statement from the owner (s) in which permission to file the application is granted.

If the applicant knowingly includes false information that the Board considers in the granting of this application, the Board may withdraw any approval previously granted.

INFORMATION NEEDED ON SITE PLAN

1. Show the location and size of all existing plantings 4" caliper and larger. Identify the species and note if the plant is to remain or be removed. Other plantings should be noted when they have a special relationship to the project. (Such as buffer and screens).
2. Show Site Analysis.
3. Show detail for solid waste storage container and enclosure screen. Show location of solid waste storage on the Site plan.
4. Prepare drainage calculations for the existing site to determine the base flow. Prepare drainage calculations for the new design and show the percent change from the base flow. Drainage calculations must include pipe size, slope, flow and details of the appurtenances including roof leaders. Show all grading details with elevations of the entire site.
5. Show the location of all site lights, hours of operation, type, luminaire height, wattage and angle of beam. Note what precautions are being taken to prevent glare into adjoining residential structures. From the fixture foot candle Distribution Pattern determine the limits of the 0.6 Foot candle and mark this line on the plan (see sample detail).
6. Show the location of all planting. Identify plant species by both common and scientific name, size, key, root, mature growth size, quantity (See sample detail).
7. Barrier free facilities shall comply with Title 17 Chapter 19A of the New Jersey Administrative Code. List the provisions that will be included in the project to comply with the Barrier Free Design Regulations. Use separate sheet if necessary.
8. Show what areas will be reserved for fire lanes and how they will be identified. Show the location of fire sprinkler connections. Identify system proposed for smoke and fire detection. Identify system proposed for fire suppression.
9. The property boundaries showing dimension and bearing must bear signature and raised seal of a licensed land surveyor. The design grading must bear the signature and raised seal of a licensed architect or professional engineer. The plan shall show the location and dimensions of the following:

Site Plan Check List

1. Property Boundaries
 2. Block numbers Lot numbers from Assessment Map
 3. Date of plan; Date of revisions to original plan
 4. Scale, graphic scale, meridian reference Preferred scale 1"= 10"
 5. Drawing size 24" x 36"
 6. Zone District and boundaries
 7. All dimensions of setbacks, side yards, landscaped area, size and type of fences
 8. Site lighting
 9. Site signs
 10. Location of all structures with dimensions to property lines
 11. Lot line dimensions
 12. Abutting properties listing the owners name
 13. Off street parking and loading facilities including aisles and driveways
 14. Curbs, sidewalk
 15. Underground utilities and proposed connections
 16. Existing and proposed spot elevations all floor levels elevations of the adjacent street centerline and gutter and all other pertinent information
 17. Show location of nearest fire hydrant and utility poles
 18. Show stream and bank details
 19. Show flood hazard limits (See question 22)
 20. Soil erosion and sediment control plan (See sample plan)
 21. Site Analysis (See sample detail)
 22. Site lighting details (See sample detail)
 23. Planting Schedule (See sample detail)
 24. Buffer and screen details (See sample detail)
 25. Key Map - 200' radius (See sample detail)
 26. Standard details for curb, sidewalk and other site work
10. Show how adjoining residential and other protected uses shall be screened and buffered from the proposed use. Screens and buffers shall control noise, site lighting glare, debris, visual impact and other objectionable on the site. Detail the construction of a screen and buffer area (See sample detail).
 11. See question 22 for flood hazard mapping.
 12. Provide a sufficient number of photographs of the site to show the existing conditions. Furnish at least two photographs, one taken from each front corner looking into the subject property. The photographs shall also depict the adjoining use of all bounding properties.

13. Provide a design for the methods proposed for soil erosion and sediment control (See sample detail).
14. Provide a key map scale 1" = 400' showing the relationship of the site to the surrounding roads. Also show the limits of the 200' radius (See sample detail).
15. List the name of the property owner (s) on the plan.
16. List the names of the adjoining property owners on the site plan within their property.
17. Where a new property survey is not available, a copy of the original survey may be submitted in its place as long as it is signed and has a raised seal.
18. Standard details for site improvements including curb, sidewalks and driveway aprons in the street area and pavement, sidewalk curb, landscaping, etc., shall be included on the plan (See sample details).

Other Notes

Where the subject property has a zoning classification boundary within the parcel or along a property line, the zoning classification boundary line must be plotted with a distinctive line (see sample detail).

Notice Requirements For Hearing

The applicant may apply to the Borough in writing for a list of the names and addresses of all owners of real property located within 200 feet in all directions of the property which is the subject of the hearing. The Borough shall within 7 days make and certify a list from the current tax duplicate of the owners to whom the applicant is required to give notice. When question #25 is answered yes, the municipal clerk and all owners within 200 feet in the adjoining municipality must also be served. A list of owners may be obtained from the administrative officer of the adjoining municipality.

Applications for development must be filed with the appropriate fees at least two weeks prior to the regular Site Plan Committee meeting, to be scheduled for the Site Plan Review (usually held on the second Monday of each month). The Site Plan Committee will review each application to determine if it is complete. If the application is found to be complete, the applicant will be notified of the date of the Board hearing at which he will be scheduled on the agenda.

When a hearing is scheduled the applicant shall give notice thereof as follows:

Public notice shall be given by publication in at least one of the official newspapers designated for such notice (The Post, weekly, and The Record, daily). The notice shall be published at least ten days prior to the date of the hearing. The notice shall identify subject property, describe in brief the proposed development and list the variances requested, if any. Also, the notice information as to the time, date and place of the hearing shall be included (See sample notice).

Notice by personal service or certified mail with a return receipt shall be made to all owners within 200 feet and such other notice as is required. The notice shall include all the information contained in the published public notice (See sample notice). Said notice shall be served or mailed at least ten days prior to the date of the hearing.

All documents to support the application must be on file in the office of the Zoning Officer and available for public inspection at least 10 days prior to the date of the hearing.

The applicant shall file proof of publication, an affidavit for personal service of notice and an affidavit for the posting of notice by certified mail with the Secretary of the Planning Board on the last working day of the week ending prior to date of the hearing. Failure to furnish proof of notice may be considered sufficient grounds to postpone the public hearing.

Where variances are required the applicant must demonstrate exceptional and undue hardship. No variance can be granted unless such variance can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

BOROUGH OF BERGENFIELD
COUNTY OF BERGEN

APPLICATION FOR SUBDIVISION

MUST BE MADE OUT IN TRIPLICATE AND SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO PLANNING BOARD MEETING. APPLICATION MUST BE ACCOMPANIED BY AN ORIGINAL AND EIGHTEEN (18) COPIES OF A SKETCH PLAT SHOWING ALL EXISTING STRUCTURES WITHIN THE PORTION TO BE SUBDIVIDED AND WITHIN 200' THEREOF

Date _____

1. Application is hereby made for approval of the subdivision of land as herein described and shown on accompanying plat.
Applicant's Name _____ Telephone _____
Address _____
2. If applicant is a partnership, corporation or company, give name and address of the principal _____
3. Property owner's name (if other than #1 above) _____
Address _____ Telephone _____
4. Interest of applicant if other than owner _____
5. Description of land to be subdivided: (a) Block _____ Lot(s) _____
(b) Address _____
(c) Give size of original plot _____ (d) Give size of lots after subdivision _____
(e) Are the following utilities existing:
Paved streets _____ Sanitary Sewers _____ Gas _____
Curbs _____ Storm Sewers _____ Water _____
Sidewalks _____ Electric _____
(f) What is the zoning of the property _____
(g) Are there any existing structures on the property _____
Type _____ If dwelling, how many families _____
6. What is the purpose of the subdivision request _____
7. Has there been any previous appeal involving these premises? Yes _____ No _____ If so, date filed _____
Disposition _____
8. Are there any existing violations of the zoning ordinance? Yes _____ No _____ If so, explain _____
9. Is this, or any part of this property in the flood zone? Yes _____ No _____
10. Does this property border on any county road? Yes _____ No _____
11. Name and address of person preparing sketch plat (plat must be drawn by a licensed engineer or land surveyor):
Name _____ Telephone _____
Address _____
12. Signature of applicant _____
Signature of property owner, if other than applicant _____

**ADDITIONAL QUESTIONS TO BE ANSWERED
BY ALL APPLICANTS
SEEKING SUBDIVISION APPROVAL**

1. In what zone is the property located? _____
(If the applicant intends to use the proposed subdivided lots for a use not permitted in that zone,
a variance must be obtained from the Bergenfield Zoning Board of Adjustment)

2. State dimensions and square footage area of each proposed lot: _____

3. If any structure exists on any of the proposed subdivided lots, state with reference to that lot or lots.

(a) Front setback length: _____

(b) Each side yard length: _____

(c) Rear yard length: _____

(If any setback, side or rear yard measurements are less than permitted for that zone,
a variance may be applied for before the Bergenfield Planning Board,
(with proper notices)

Signature of applicant _____

Signature of property owner,
if other than applicant _____

FOR OFFICE USE ONLY

Application received _____ Fee of \$ _____ paid

Referred to members of Subdivision Committee on _____

If County approval is required, referred to County Planning Board on _____

Approved _____ Disapproved _____

Declared to be a major/minor subdivision on _____ at a meeting of the Bergenfield Planning Board held on

_____ the above request for a subdivision was approved _____ rejected _____

Held over for additional information _____

Comments: _____

AFFIDAVIT PLANNING BOARD/BOARD OF ADJUSTMENT
OF THE
BOROUGH OF BERGENFIELD

STATE OF NEW JERSEY
COUNTY OF BERGEN
BOROUGH OF BERGENFIELD

SS:

Name of Applicant

_____ being duly sworn deposes and says;
that he resides at number _____ in the Borough of

_____ ; In the County of _____
in the State of _____, and says that he is the appellant making

appeal for a variation of the provisions of the Zoning Ordinance of the Borough of Bergenfield in
connection with the property which is the subject matter of this appeal and known as number

_____ designated as Block _____ and
Lot _____ on the Assessment Map of the Borough of Bergenfield. That all

Statements made in this application, and statements made in the plans submitted herewith are
True. The applicant further states that he is ready and able to proceed with the construction if

And when the application is granted.

Sworn to me this - _____

Day of _____ 20 _____

Notary Public

Applicant

Note: All partnerships and corporations must supply a list of stockholders with a 10% or
greater share, they must also be represented by an Attorney at the hearing.

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY,
COUNTY OF BERGEN

SS:

_____ of full age, duly sworn according
to the law, deposes and says that he resides at _____
in the Borough of _____ in the County of _____
in the State of _____ that he is the owner in fee of real property lying in
the Borough of Bergenfield, known and designated as number _____
and that he hereby authorizes _____ to make the within
application in his behalf and that the statements in the said application are true.

SWORN TO BEFORE ME THIS _____

DAY OF _____ 20 _____

Owner

Notary Public

Note: All partnership and corporations must supply a list of stockholders with a 10% or greater share, that they must also be represented by an Attorney at the hearing.



TAX COLLECTOR'S CERTIFICATION
PAYMENT OF PROPERTY TAXES

Date: _____

Block: _____ Lot: _____ Address: _____

Owners Name: _____

Owner's Address _____

Phone Number: _____ Cell Number: _____

Application for: _____ Board of Adjustment _____ Planning Board

_____ Building Department Permit

Description of Work to be Performed:

All applications for the above are required to obtain a certification from the Tax Collector's Office prior to receiving placement on the agenda of any board and / or receiving a permit from the building department for construction or certificate of occupancy. "No Exceptions"

Tax Office Use Only:

Tax Current: _____ Yes _____ No Last Quarter Paid On: _____
(Printout Attached)

Tax Collector / Deputy Tax Collector Certification:

Date: _____

Certification Number: _____