

BOROUGH OF WALDWICK
Application Filing Information
For
Minor and Major Site Plan Applications

1. Applications are obtained in the Building Department, of the Borough of Waldwick in the Administration Offices located at 63 Franklin Turnpike, 8:00 a.m. - 2:00 p.m. (201-652-5300).
2. The Application form shall be filled out completely and, where necessary, supplemented with additional information. If the secretary of the Board (or other designated official) determines that an application is not complete, the Applicant shall be advised of the specific deficiencies within 45 days, otherwise it shall be deemed to be complete.
3. The Applicant shall obtain certification from the Tax Collector indicating that taxes are paid in full. A form is included in the Application packet.
4. Upon the Applicant's request, by using the form included with the Application, a list of all property owners within 200 feet will be supplied by the Tax Assessor's Office of the Borough of Waldwick, for a fee of \$10.00.
5. Completed Applications and fees are submitted to the Municipal Clerk at the Administration Offices located at 63 Franklin Turnpike who retains one copy which is available for public inspection. Remaining copies are forwarded to the Planning Board for distribution to Board Members, Building Inspector, Board Attorney, Board Engineer, Board Planner, if applicable, and the Borough Agencies: Recycling Coordinator, DPW, Police Department, Fire Department, and Health Department. The original application is retained in the Planning Board file.
6. Fees are submitted at the time the Application is submitted to the Municipal Clerk. Three separate checks are to be made payable to "Borough of Waldwick". See specific fees as outlined on the checklist for amounts.

Fees: 1. Application Fee	\$ _____
2. Escrow (specify for which):	
Legal	\$ _____
Engineering	\$ _____
Planner	\$ _____

*Please Note that additional escrow fees may be required as
needed by the Professional*

3. Resolution Publication Fee	\$ _____
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7. The Application is submitted in two parts. The first part consists of the Application documents which are submitted prior to submitting the Affidavits of Service. After submission of the Application and fee, your Application will be forwarded to the Planning Board and you will be notified of the date of your hearing. Planning Board Formal Sessions

are held the first Wednesday of each month (variations may occur due to holidays). Because of the notice requirements and because of time restrictions on the Board, the Application may not be listed for the meeting scheduled immediately after filing.

8. The time for the hearing may be adjourned for good cause, upon the motion of the Applicant or other person interested in the action, or on the Board's own motion, provided, however, that where such adjournment would extend the statutory period within which the Board is required to act, the consent of the Applicant shall be evidenced in writing or shall be made on the record.

9. The second part of the Application includes the Notice and Affidavits of Service, which are completed by the Applicant when the Applicant is notified of the date set for the hearing. The Applicant must indicate the assigned date on the "Notice of Public Hearing" and serve notice at least ten days prior to the scheduled appearance before the Planning Board to all property owners within two hundred feet. The Notice should be sent by certified mail, return receipt requested, and published in the newspaper (The Ridgewood News or The Record, (legals@northjersey.com) newspapers of general circulation in the Borough of Waldwick).

10. In addition, at least ten days prior to the date of hearing, if the application involves property located within two hundred feet of an adjoining municipality, notice must be given by certified mail, return receipt requested, or personal service to the Clerk of such municipality. If the premises are adjacent to an existing county road or adjoins other county land, or are situated within two hundred feet of a municipal boundary, notice must also be given to the Bergen County Planning Board (21 Main Street, Room 204W, Hackensack, NJ 07601).

11. In addition, at least ten days prior to the date of hearing, if the application involves property adjacent to a New Jersey State highway, the notice must be served on the New Jersey Commissioner of Transportation.

12. Prior to or at the time of the public hearing, the Applicant must submit the Affidavit of Proof of Service (received with the Application form) and Affidavit of Proof of Publication (provided by newspaper). These forms are to be completed after the notice has been served.

13. Any maps, plans and materials that will be submitted in seeking approval at a hearing shall be on file and available for public inspection at least ten days before the date of the hearing in the Office of the Municipal Clerk.

14. If you are an individual, you must be present at the hearing. If you are a corporation, an attorney must represent you at the hearing. If you wish the Board to consider the testimony of witnesses, the witnesses must be present at the hearing. The Board cannot consider Affidavits or written statements from witnesses or objectors.

For additional information, see N.J.S.A. 40:55D-12 of the New Jersey Municipal Land Use Law.

5/30/18

PLEASE NOTE the Walldwick Planning Board/Zoning Board will never ask for electronic fund transfers for any application. All payment must be submitted by check made payable to the Borough of Walldwick.

**BOROUGH OF WALDWICK
APPLICATION CHECKLIST**

MINOR AND MAJOR SITE PLAN

APPLICANT'S NAME _____ TELEPHONE _____

Applicant's Address _____

Site Address _____

Block _____ Lot _____ Zone _____

Applicant's Attorney's Name _____

Applicant's Attorney's Address _____

The following documents, stapled and folded, should be submitted to the Borough Clerk with Fees:
Original and twenty copies of the Following:

- _____ Application Forms A-K
- _____ Plans
- _____ Property Owners Listing (obtained from Borough Tax Office)
- _____ Soil Removal Application if deemed necessary by Zoning Official

FEES: Site Plan Review -- Section 77-13:

- _____ Application Fee:
 - _____ \$200.00 per acre - General Review on changes or new construction (\$200.00 minimum)

- _____ **ENGINEERING ESCROW**
 - _____ \$ 750.00 -- Minor Site Plan Review
 - _____ \$3,500.00 -- Major Site Plan Review

- _____ **LEGAL ESCROW:**
 - _____ \$ 400.00 - Minor Site Plan Review
 - _____ \$1,750.00 -- Major Site Plan Review

- _____ **PLANNER ESCROW:**
 - _____ \$ 500.00 -- Minor Site Plan Review
 - _____ \$1,750.00 -- Major Site Plan Review

Please note that additional escrow fees may be required during the application process as determined by the professional.

Upon receipt by the Planning Board of the above documents and fees submitted to the Municipal Clerk, a hearing date will be scheduled. After a hearing date is scheduled and notices are sent out, the following documents must also be submitted prior to or at the time of the hearing:

- _____ One copy of Notice of Public Hearing
- _____ One copy of Affidavit of Service with List of Property Owners attached
- _____ Registered receipts
- _____ One copy of Affidavit of Publication (received from newspaper)

(This form is to be filled out and brought to the Tax Assessor's Office by the Applicant to obtain a property owner's listing of residents within 200 feet. Please Note that there is a 7 - 10 day waiting period after receipt of written request.)

**REQUEST FOR LIST OF PROPERTY OWNERS
WITHIN 200 FEET**
(There is a 7-10 day waiting period after receipt of written request.)

Date: _____

To: Tax Assessor
Borough of Waldwick
63 Franklin Turnpike
Waldwick, NJ 07463

Re: Request for List of Property Owners within 200 feet in connection with the preparation
Of Application to the Zoning or Planning Board in the Borough of Waldwick

Requested by: _____

For Block _____ Lot _____

Address _____

Indicate One: _____ Please mail completed list to:

_____ I will pick up list. Please call:

(Phone)

(A Fee of \$10.00 must be paid at the time of request. Check to be made payable to
Borough of Waldwick and given to Tax Assessor with this form.)

Paid: _____

(Applicant, please note: A list of property owners within 200 feet of the property in question must be
attached to the Affidavit of Proof of Service. If surrounding Boroughs are affected attach that list as
well.)

Form A

**BOROUGH OF WALDWICK
APPLICATION FORM**

MAJOR/MINOR SITE PLAN REVIEW

Completed by Board:

Application No. _____

Date Received by Board _____

Hearing Date: _____

COMPLETED BY APPLICANT:

Name of Applicant: _____

Address of Applicant: _____ Telephone: _____

Email: _____

Applicant's Attorney's Name: _____ Telephone: _____

Address of Premises _____

Name of Owner of Premises: _____

Block _____ Lot _____ Zone _____

1. **APPLICANT** applies to the Waldwick Planning/Zoning Board for:

(Describe proposal) _____

2. **Variances required:**

Code Requires:	Proposed:

3. The reasons which justify the granting of the variances:

4. Have the premises which are the subject of this application been the subject of
Waldwick Zoning or Planning Board action? ☐ **yes** ☐ **no**.
(If yes, please attach a copy of the Planning or Zoning Board resolution to
this application.)

5. **Authorization by Owner:**

_____ is hereby authorized to file this application with the
Waldwick Planning Board.

Owner: _____ **Date:** _____

6. **Certification by Applicant:**

The undersigned applicant does hereby certify that all of the statements contained in
this application are true, and that all taxes on the property which is the subject of this
application have been paid.

Applicant: _____ **Date:** _____

Form B

(This certificate is to be brought to the Tax Office by the Applicant for Certification.)

**BOROUGH OF WALDWICK
PLANNING BOARD
CERTIFICATION OF PAYMENT OF TAXES**

(To be filled out by Applicant:)

Date: _____

Lot: _____

Block: _____

Name _____

Address: _____

This is to certify that all property taxes due or delinquent have been paid on the above property.

(To be dated and signed by Tax Office:)

Date

Tax Collector

This completed form is to be included with your Application Submittal.

**Borough of Waldwick
Bergen County, New Jersey**

AFFIDAVIT OF OWNER'S CONSENT

**STATE OF NEW JERSEY
COUNTY OF BERGEN**

_____ being duly sworn, deposes
and says that (he, she, they) is (are) the owner(s) of the premises designated as Lot _____ in
Block _____, also known as

(address)

and does hereby consent to the application of _____
(name of Applicant)

to the Planning Board for an application for _____

Owner's Signature

Sworn and subscribed to before me this

_____ day of _____ 20__

Notary Public

(This Form is to be filled out and used by the Applicant for notifying surrounding property owners (including surrounding municipalities, if affected, and for publication by the Applicant in newspaper.)

**BOROUGH OF WALDWICK
PLANNING BOARD**

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that an Application has been made to the Planning Board of the Borough of Waldwick for _____ with respect to premises shown as Lot _____ in Block _____ on the current tax map of the Borough of Waldwick, which premises are commonly known as (address) _____ Waldwick, New Jersey.

Applicant proposes to:

Which proposal would be in violation of the provisions of the Waldwick Zoning Ordinance in the following respects:

A public hearing will be held on said application by the Planning Board of the Borough of Waldwick on Wednesday, (date) _____ at 7:30 p.m., prevailing time, or as soon thereafter as the matter may be reached, at the Administration Building, 63 Franklin Turnpike, Waldwick, New Jersey.

A copy of Applicant's Application and accompanying drawing is on file at the Administrative Offices of the Borough of Waldwick, 63 Franklin Turnpike, for public inspection during regular business hours.

Applicant's Name and Address:

Form E

(This form is to be filled out providing proof that the Notice of Public Hearing has been served on surrounding property owners.)

**BOROUGH OF WALDWICK
AFFIDAVIT OF SERVICE**

IN THE MATTER OF:

STATE OF NEW JERSEY
COUNTY OF BERGEN

(name) _____ BEING DULY SWORN DEPOSES AND
SAYS:

I reside at _____

On or before the _____ day of _____, 20____, I served Upon each of
the persons named in the attached list a written notice indicating variances requested, stating
Application would be heard at the Administration Building, 63 Franklin Turnpike, Waldwick, N.J.

on _____, 20____, relating to premises

located at _____

The notice was served on the attached list of persons by certified return receipt requested mail,
directed to them at the addresses set forth opposite their respective names, the said addresses being
their last known addresses appearing on the most recent tax lists of the Borough. Copies of the
registered receipts are attached.

No person other than those served, as set forth in the preceding paragraphs of this affidavit, is
the owner of property within 200 feet of the premises affected by this application.

Subscribed and sworn to

before me this _____ day

of _____, 20____

(Notary)

(Applicant)

Form F

BOROUGH OF WALDWICK
Bergen County, New Jersey

Fire Department's Report

(This portion to be completed by Applicant):

Applicant's Name: _____

Address: _____ **Telephone** _____

Site Location Address: _____

Block: _____ **Lot** _____ **Zone** _____

Comments by Fire Department:

Dated:

Fire Department:

Form G

BOROUGH OF WALDWICK
Bergen County, New Jersey

Zoning Officer's Report

(This portion to be completed by Applicant):

Applicant's Name: _____

Address: _____ **Telephone** _____

Site Location Address: _____

Block: _____ **Lot** _____ **Zone** _____

Comments by Zoning Officer:

Dated:

Zoning Officer

Form H

**Borough of Waldwick
Bergen County, New Jersey**

Traffic Report

(This portion to be completed by Applicant):

Applicant's Name: _____

Applicant's Address: _____ **Telephone:** _____

Site Location:

Address: _____

Block _____ **Lot** _____ **Zone** _____

Comments by Police Department:

Dated: _____

**Traffic Division
Waldwick Police Department**

Borough of Waldwick
Bergen County, New Jersey
PUBLIC WORKS AND WATER REPORT

(This portion to be filled out by Applicant):

Applicant's Name: _____

Applicant's Address: _____ Telephone: _____

Site Location: Address: _____

Block _____ Lot _____ Zone: _____

Water Requirements in gallons per day for proposal: _____

How was this number derived _____

Types of waste water generated: _____

Will fire sprinkler system be installed in any structure covered by this Application?

Please note that a separate service must be put in for each unit. The Water Department will approve the service connections for each unit. All business properties must have service connection for sewer and water for each unit applied for. *Please note that additional fees as required by the Water Department will be imposed for service connections.*
The Northwest Sewer Authority is to be noticed by the Applicant of your Application.

Comments by Public Works Department:

Dated: _____

Department of Public Works

Comments by Water Department:

Dated: _____

Water Department

**Borough of Waldwick
Bergen County, New Jersey**

**Recycling Coordinator's Report
Environmental Survey/Stream Encroachment/Wetlands**

(To Be filled out by Applicant)

Applicant's Name: _____

Applicant's Address: _____ **Telephone** _____

Site Location: Address _____

Block _____ **Lot** _____ **Zone** _____

Proposal:

1. Will there be any hazardous or chemical substances used or stored on this site _____ If yes, please specify: _____

2. Indicate amounts, use, and storage method for each:

Substance	Amount	Use	Storage Method	Location

3. Proposed spill containment narrative: _____

4. **Solid Waste Remover's Name:** _____

Address: _____

NJID# _____

Recycling Remover's Name: _____

Address: _____

NJID# _____

(Prior to final certificate of Occupancy, this must be on file with the Borough Recycling Coordinator)

5. List all other materials used, with locations (gases, solids and liquids)

6. List proposed environmental pollution containment equipment:

Air: (exhaust, stacks): _____

Water: (Sewer, land dump): _____

Noise: _____

7. Is any area of the site within a designated wetlands area? _____

8. Is there a designated wetlands area within 150 ft. of the site? _____

9. Has the N.J.D.E.P. approved the wetlands designation? _____ If so, attach a copy of the approval.

10. Materials to be recycled and how they will be recycled:

Materials to be Recycled:	Description of how materials will be recycled:

11. Has an application been made for a stream encroachment permit? _____ If so, attach a copy of the application or, if the permit has been approved, attach a copy of the permit.

12. List any and all applications made for environmental permits: _____

Comments by Recycling Coordinator:

Dated: _____

(signature)

Recycling Coordinator

Form K

BOROUGH OF WALDWICK
Bergen County, New Jersey

Health Department's Report

(This portion to be completed by Applicant):

Applicant's Name: _____

Address: _____ **Telephone** _____

Site Location Address: _____

Block: _____ **Lot** _____ **Zone** _____

Comments by Health Department:

Dated:

Health Department