

**PLANNING BOARD APPLICATION PROCEDURES FOR
CONVERSIONS, SITE PLANS, MAJOR AND MINOR SUB DIVISIONS.**

NOTE: THIS DOES NOT APPLY TO BUSINESS C.O.'S

EFFECTIVE JUNE 24, 2005

UPON RECEIPT, REVIEW AND ACCEPTANCE BY THE ZONING OFFICER AND THE POSTING OF THE REQUIRED FEES A "P" APPLICATION NUMBER WILL BE ASSIGNED.

THE BUILDING DEPARTMENT WILL FORWARD A COMPLETE COPY OF THE APPLICATION DWGS. ETC. TO THE PLANNING BOARDS ENGINEER FOR REVIEW AND DETERMINATION OF THE APPLICATIONS COMPLETENESS.

THE PLANNING BOARD ENGINEER WILL SEND THE APPLICANT AND THE BOARD SECRETARY A LETTER INDICATING THAT THE APPLICATION IS COMPLETE OR IF IT IS NOT THE ITEMS AND OR INFORMATION THAT IS MISSING.

ONCE THE APPLICATION HAS BEEN DEEMED COMPLETE BY THE PLANNING BOARD ENGINEER THE PLANNING BOARD SECRETARY WILL NOTIFY THE APPLICANT OF THE NEXT AVAILABLE WORK MEETING DATE THAT THEY MAY ADVERTISE FOR TO APPEAR BEFORE THE BOARD.

NO APPLICATION WILL BE HEARD WITH OUT THIS AUTHORIZATION.



BOROUGH OF ELMWOOD PARK

Municipal Building - 174 Market Street

ELMWOOD PARK, NEW JERSEY 07407

NOTICE

NO APPLICATION WILL BE PLACED ON ANY PLANNING BOARD AGENDA UNLESS THERE IS A RECEIPT OR NOTICE FROM THE BOROUGH TAX COLLECTOR INDICATING THAT ALL TAXES ARE CURRENT. THIS INCLUDES ALL APPLICATIONS FOR SITE PLANS, ALL SUB-DIVISIONS AND ALL C. C. O. APPLICATIONS.

IN ADDITION, THE NAME AND ADDRESS OF THE PRIVATE WASTE REMOVAL FIRM MUST BE INDICATED ON THE APPLICATION FOR ALL NON-RESIDENTIAL USES.

JOHN J. ADAMO
PLANNING BOARD SECRETARY

APPLICATION FOR CLASSIFICATION OF SUB DIVISION

AND/OR APPROVAL OF MINOR SUBDIVISION

Application No. _____ Filing Fee \$ _____ Date _____

Application is hereby made to the PLANNING BOARD
ZONING BOARD OF ADJUSTMENT
of the Borough of Elmwood Park for classification of a sketch plat
for a proposed subdivision, and if classified a minor subdivision,
for approval thereof, pursuant to the Land Subdivision Ordinance.

1. Name, Address and telephone number of Applicant: _____

If applicant is a partnership, corporation or company; give name
and address of the principal: _____

2. Name, address and telephone number of registered owner (s): _____

If owner (s) is a partnership, corporation or company, give name
and address of principal: _____

3. Name, address and telephone number of Land Surveyor preparing
the sketch plat: _____

4. Description of Property: Tax Block No. _____ Lots _____

Tax Map Sheet _____ Street Address _____

Flood Zone (s) _____ Total Tract Area _____ Sq. Ft.

Zoning District (s) _____ Deed to Title reads: _____

and is dated _____, 19____, and was recorded in the Bergen
County Clerk's office in Deed Book {a} _____ at page {a} _____
(b) _____ (b) _____

Deed restrictions that apply or are contemplated. No _____ Yes _____
If no restrictions state "no", if "yes" attach copy.

5. Does the subdivision contain more than three lots fronting on an
existing road? Yes _____ No _____

6. Does the subdivision involve any new street or road?

7. Does the subdivision involve the extension of existing Municipal
facilities? Yes _____ No _____

8. Does the subdivision adversely affect the development of adjoining
properties? Yes _____ No _____

9. Does the subdivision comply with the Zoning Ordinance? Yes _____
No _____ If no, explain why? _____

10. Are there any water courses on the premises or in the vicinity? Yes _____ No _____ If so, indicate same on plat.

11. Are there any easement(s) on the premises or in the vicinity? Yes _____ No _____ If so, indicate same on plat.

12. Is County Planning Board approval required? Yes _____ No _____

If yes, explain in detail _____

I (we) certify that the information provided above is true and accurate.

Sworn to and subscribed
before me this _____
day of _____, 19____

APPLICANT

Notary Public, State of N. J.

OWNER

TO SIMPLIFY THE WORK OF COMMITTEES & BOARDS INVOLVED, THE SKETCH PLAT SHOULD CONTAIN THE FOLLOWING APPROVAL BOXES:

(1) If plat is classified as a major subdivision, the approval box should read:

Classified as a Major Subdivision by the Subdivision Committee of the Elmwood Park _____ Planning Board _____ at a Public meeting held on _____ day of _____, 19____.
Zoning Board

Chairman

Secretary

(2) If plat is classified as a minor subdivision, the approval box should read:

Classified and approved as a Minor Subdivision by Subdivision Committee of the Elmwood Park _____ Planning Board _____ at a Public meeting held on _____ day of _____, 19____.
Zoning Board

Chairman

Secretary

Mayor

Borough Clerk

(3) If County Planning Board approval is needed, the approval box should read:

Approved by the Bergen County Planning Board

Date

Director

Secretary

**MODIFIED FORM
PUBLIC NOTICE
BOROUGH OF ELMWOOD PARK
PLANNING BOARD**

Please take notice that an application for development with/without variance request, has been filed with the Elmwood Park Planning Board. This application will be heard at a work session on _____; issues of consequence to the application will be discussed at the work session and interested persons will have the opportunity to hear the application as there proposed. The Board will not make official determinations at the work session.

If the application is deemed complete at the work session, it will formally be heard by testimony under oath at a public/formal hearing on _____ and such further work sessions as will be announced at the initial work session or public hearing; or upon such adjourned/continued date as will be announced at the public/formal hearing.

Work sessions and public hearings are open to the public; the public is invited to attend. These hearings are held at the Council Chambers/Meeting Hall in the Municipal Building in Elmwood Park, New Jersey.

The application is identified as follows:

1. Name of applicant _____
2. Street address of property to which application applies _____

3. Block _____ Lot _____ Zoning _____

4. Nature of relief sought (insert here a sufficiently adequate description of the relief sought as to convey sufficient and clear notice thereof to any interested party.)

When the application is called, you may appear, either in person, or by attorney and present any testimony which you may have concerning the application. All Documents relating to this application can be inspected in the office of The Building Department in the Municipal Building between 10:00 A.M. and 3:00 A.M. Monday thru Friday, and will be available for such inspection at least ten (10) days prior to the work session/hearing.

Respectfully,

Date

Applicant

BOROUGH OF ELMWOOD PARK
BERGEN COUNTY, NEW JERSEY

CHECKLIST FOR APPLICATION FOR DEVELOPMENT

- Note:
1. Applicant is to place an "X" under the "S" column if submitted, an "N/A" if not applicable, and an "X" under the "W" column if requesting a waiver. Applicants requesting a waiver from any check list item shall submit a written statement, attached to the checklist, indicating the reason(s) for requesting such waiver.
 2. The Borough Engineer, in returning an incomplete checklist will circle only those numbers deemed incomplete.

CHECKLIST ITEM - DESCRIPTION	Applicant Use		Borough Engineer Use Only	
	S	W	Y/N/NA	Comments
1. Plan Sheet Standard Size				
2. Standard Scale				
3. Graphic Scale				
4. North Arrow				
5. Key Map				
6. Elevations in U.S.C. & G. Datum				
7. Tax Map Lot & Block Numbers				
8. Zoning District Map				
9. Table of Required & Proposed Zoning Specifications, including Parking & Loading				
10. Title Box, Signature, Date & Seal of Engineer/ Architect				
11. Name of Development				
12. Total Tract Acreage				
13. Boundary Survey of Tract, Certified by L.S., including easements				
14. Owner Name and Address				
15. Applicant Name and Address				
16. Property Owners Names and utility companies with facilities within 200' of the Site				
17. Names of Existing Streets within 500' of the Site				
18. Existing Structures on the Site				
19. Existing Structures on Adjoining Lots				
20. Existing Contour Lines				

CHECKLIST ITEM - DESCRIPTION	S	W	Y/N/NA	Comments
21. Existing Water Courses				
22. Existing Storm Drainage				
23. Existing Sanitary Sewers and Laterals				
24. Existing Water Lines and Services				
25. Existing Gas Lines and Services				
26. Existing Electric Lines				
27. Existing Telephone Lines				
28. Existing T.V. Cables				
29. Existing Woods & Landscaped Areas				
30. Existing Pavement				
31. Existing Curbs				
32. Existing Sidewalks & Walks				
33. Existing Driveways				
34. Existing Traffic Arrangements & Signs				
35. Board's Action Box				
36. Place for Chairman Signature				
37. Place for Secretary Signature				
38. Place for Engineer Signature				
39. Proposed Structures & Floor Areas for Various Uses				
40. Proposed Contour Lines				
41. Proposed Water Courses and Sections				
42. Proposed Storm Drainage, including pipe types, sizes, slopes, inlets, manholes, swales, direction of surface water flow, inverts, grates and rim elevations, dry wells & necessary details.				
43. Proposed roof lead connections				
44. Proposed Sanitary Sewer Extensions & Connections, including Cleanouts				
45. Proposed easements				
46. Proposed water line extension & connections, including curb boxes				
47. Proposed utilities connection				
48. Proposed lighting of the site				

CHECKLIST ITEM - DESCRIPTION	S	W	Y/N/NA	Comments
49. Proposed landscaping				
50. Proposed pavement and details				
51. Proposed curbs and curb cuts, including curb cut sizes and details				
52. Proposed walks, sidewalks, & aprons, including details				
53. Driveway types, sizes & slopes				
54. Proposed traffic flow & signs				
55. Proposed hours of operation, including shifts				
56. Proposed number of employees, also per shift				
57. Proposed parking & loading spaces (spaces numbered)				
58. General notes when necessary reflecting and explaining proposed and existing features				
59. Bergen County Planning Board approval				
60. NJDEPE approval (Stream Encroachment or other)				
61. Soil Conservation District approval				
62. NJDOT approval				
63. NJDEPE Sanitary Sewer Extension Permit				
64. Board of Health approval				
65. Drainage Calculations a) Storm Sewer Facilities, 25 Year Storm b) Stormwater Management, 100 Year Storm				
66. Soil Erosion & Sediment Control Plan				
67. Proof of Taxes Paid/Current				
68. Fees Required by Ordinance				
69. Application Properly Prepared, Typed or Printed and Signed				
70. Copy of Existing and/or Proposed Deed Restrictions/Covenants				
71. Signed Letter of Intent				
72. Amended Application Form and Checklist				

Notes: (Borough Engineer's Use Only)

Article XVIII
Fees, Guarantees and Deposits

34-66 FEES.

Every application for the review of a site plan, minor subdivision and major subdivision by the Planning Board or the Board of Adjustment shall be accompanied by check for deposit on fees, payable to the Borough of Elmwood Park for the amount computed under the guidelines below:

a. **Any application involving commercial/industrial site plan, minor subdivision at the commercial/industrial zoned property and construction involving Chapter XXVIII, "Flood Damage Prevention."**

1. Application fee = One hundred fifty (\$150.00) dollars (separate check).
2. Board's Attorney fees (separate check):
 - (a) Five hundred (\$500.00) dollars in the escrow account for professional fees in preparation of related work and resolutions.
 - (b) One hundred fifty (\$150.00) dollars for the first acre of land or part thereof included within the site development plan.
 - (c) An additional sum computed at the rate of twenty-five (\$25.00) dollars per acre of land, or part thereof, in excess of one (1) acre.
3. Engineering fees (separate check):
 - (a) Six hundred (\$600.00) dollars for the first acre of land or part thereof included within the site development plan, plus:
 - One hundred fifty (\$150.00) dollars if Soil Conservation District approval is needed;
 - Two hundred fifty (\$250.00) dollars if County approval is needed;
 - Two hundred fifty (\$250.00) dollars if DEP approval is needed;
 - Two hundred fifty (\$250.00) dollars if EPA approval is needed;
 - Two hundred fifty (\$250.00) dollars if DOT approval is needed.
 - (b) An additional sum computed at the rate of sixty (\$60.00) dollars per acre for each acre of land, or part thereof, in excess of one (1) acre.
 - (c) An additional sum computed at the rate of five (\$.05) cents per square foot for the first five thousand (5,000) square feet of building's gross floor area, or part thereof, included within the site development plan.

(d) An additional sum computed at the rate of three (\$.03) cents per square foot for each square foot of building's gross floor area in excess of five thousand (5,000) square feet.

(e) Under no circumstances shall the maximum amount of fees to be paid on any application with regard to engineering fees exceed the maximum fee of two thousand (\$2,000.00) dollars for initial site plan review.

4. Special/extended hearing fees. For any special hearing required or requested on any application or any extended hearing, extended hearing is defined to be any hearing in excess of two (2) regular public meetings, the applicant shall, in addition to the above provided fees, deposit in an escrow account for professional fees:

Four hundred seventy-five (\$475.00) dollars for the Board's Attorney (separate check);

Four hundred seventy-five (\$475.00) dollars for the Borough Engineer (separate check);

Two hundred (\$200.00) dollars for the Board's Recorder (separate check).

b. Any application not involving site plan approval:

1. For a variance from the provisions of the Zoning Ordinance as provided by N.J.S.A. 40:55D-70, to include all variances other than use variances as defined herein, an application fee of one hundred (\$100.00) dollars shall be paid.

2. For a use variance from the provisions of this Zoning Ordinance as provided by N.J.S.A. 40:55D-70, an application fee of one hundred (\$100.00) dollars shall be paid.

3. Where the application for a variance pertains to property containing more than one (1) building lot of a size of fifty (50) foot width and one hundred (100) feet in depth, the application fee, in addition to the foregoing fees, shall be twenty-five (\$25.00) dollars for each additional lot.

4. Under any of the above conditions, the application fee will be accompanied by a deposit of two hundred (\$200.00) dollars in an escrow account for professional fees in preparation of related resolutions, except for residential dimensional variances for which the deposit in an escrow account will be fifty (\$50.00) dollars.

5. For initial processing fees in connection with minor subdivision review other than involving commercial/industrial zoned properties and properties regulated by Chapter XXVIII, "Flood Damage Prevention," the foregoing fees shall be posted:

Application fee = One hundred (\$100.00) dollars (separate check)

Board's Attorney fee = Two hundred fifty (\$250.00) dollars (separate check)

Engineering fee = Four hundred (\$400.00) dollars (separate check)

6. For initial processing fees in connection with major subdivision review, the following fees shall be paid:

(a) **Up to 5 Lots, 5,000 S.F. or Less, Each.**

(1) **Sketch Plat**

Application fee = One hundred (\$100.00) dollars (separate check)

Board's Attorney fee = One hundred fifty (\$150.00) dollars (separate check)

Engineering fee = Three hundred (\$300.00) dollars (separate check)

(2) **Preliminary Plat**

Application fee = One hundred (\$100.00) dollars (separate check)

Board's Attorney fee = Three hundred (\$300.00) dollars (separate check)

Engineering fee (separate check) = Six hundred (\$600.00) dollars plus one hundred (\$100.00) dollars if Soil Conservation District approval is needed;

Two hundred fifty (\$250.00) dollars if County approval is needed;

Two hundred fifty (\$250.00) dollars if DEP approval is needed;

Two hundred fifty (\$250.00) dollars if EPA approval is needed;

Two hundred fifty (\$250.00) dollars if DOT approval is needed.

(3) **Final Plat**

Application fee = One hundred (\$100.00) dollars (separate check)

Board's Attorney fees = Two hundred (\$200.00) dollars (separate check)

Engineering fee = Four hundred (\$400.00) dollars (separate fee)

(b) **6 to 10 Lots, 5,000 S.F. or Less Each.**

(1) **Sketch Plat**

Application fee = One hundred (\$100.00) dollars (separate check)

Board's Attorney fee = One hundred fifty (\$150.00) dollars (separate check)

Engineering fee = Three hundred (\$300.00) dollars (separate check)

(2) **Preliminary Plat**

Application fee = One hundred (\$100.00) dollars (separate check)

Board's Attorney fee = Three hundred fifty (\$350.00) dollars (separate check)

Engineering fee (separate check) = Seven hundred (\$700.00) dollars plus one hundred fifty (\$150.00) dollars if Soil Conservation District approval is needed;

Two hundred fifty (\$250.00) dollars if County approval is needed;

Two hundred fifty (\$250.00) dollars if DEP approval is needed;

Two hundred fifty (\$250.00) dollars if EPA approval is needed;

Two hundred fifty (\$250.00) dollars if DOT approval is needed.

(3) Final Plat

Application fee = One hundred (\$100.00) dollars (separate check)

Board's Attorney fee = Two hundred fifty (\$250.00) dollars (separate check)

Engineering fee = Four hundred fifty (\$450.00) dollars (separate check)

(c) 11 Lots or More and Any Number of Lots Having a Lot Area Over 5,000 S.F. Each.**(1) Sketch Plat**

Application fee = One hundred (\$100.00) dollars (separate check)

Board's Attorney fee = One hundred (\$100.00) dollars (separate check)

Engineering fee = Three hundred twenty-five (\$325.00) dollars (separate check)

(2) Preliminary Plat

Application fee = One hundred (\$100.00) dollars (separate check)

Board's Attorney fee = Four hundred (\$400.00) dollars (separate check)

Engineering fee (separate check) = Nine hundred (\$900.00) dollars, plus one hundred fifty (\$150.00) dollars if Soil Conservation District approval is needed;

Two hundred fifty (\$250.00) dollars if County approval is needed;

Two hundred fifty (\$250.00) dollars if DEP approval is needed;

Two hundred fifty (\$250.00) dollars if EPA approval is needed;

Two hundred fifty (\$250.00) dollars if DOT approval is needed.

(3) **Final Plat**

Application fee = One hundred (\$100.00) dollars (separate check)

Board's Attorney fees = Three hundred (\$300.00) dollars (separate check)

Engineering fee = Five hundred (\$500.00) dollars (separate check)

(d) **Certificate of Occupancy (C.O.) or Certificate of Continued Occupancy (C.C.O.):**

Nonresidential zones where the building floor area exceeds five thousand (5,000) square feet:

Application fee = One hundred (\$100.00) dollars (separate check)

Board's Attorney fee = One hundred fifty (\$150.00) dollars (separate check)

Engineering fee = Two hundred (\$200.00) dollars (separate check)

(e) **Minor Site Plan**

Application fee = One hundred (\$100.00) dollars (separate check)

Board's Attorney fee = Three hundred (\$300.00) dollars (separate check)

Engineering fee = Four hundred (\$400.00) dollars (separate check)

(f) **Special Hearing.**

For any special hearing required or requested on any application or any extended hearing, extended hearing is defined to be any hearing in excess of two (2) regular public meetings in connection with the major subdivision review, the applicant shall, in addition to the above provided fees, deposit in the escrow account for professional fees:

Four hundred seventy-five (\$475.00) dollars for the Board's Attorney (separate check)

Four hundred seventy-five (\$475.00) dollars for the Borough Engineer (separate check)

Two hundred (\$200.00) dollars for the Board's Recorder (separate check).

c. In every application for the review of a site plan, minor subdivision or major subdivision involving either residential or commercial/industrial zoned property, the applicant shall deposit in the escrow account, for each work session after the first work session review, at which said application is being considered, the following fees:

Separate Checks

\$400.00	Borough Attorney
\$400.00	Borough Engineer
\$150.00	Board Recorder

All checks are to be made to the order of the Borough of Elmwood Park.
(1969 Code § 88-77; Ord. No. 1978-6; Ord. No. 80-2; Ord. No. 85-10; Ord. No. 87-1; Ord. No. 93-16; Ord. No. 93-4)

34-67 GUARANTEES.

a. As a condition of final site plan approval of minor or major subdivision approval, prior to the issuance of a building permit, the applicant shall furnish a performance guarantee in favor of the Borough in an amount not to exceed one hundred twenty (120%) percent of the cost of installation for all improvements approved on the plan which involved improvements in public rights-of-way; improvements extending utility and drainage facilities on the tract; lighting; curbing and paving, storm drainage, landscaping, and conditions involving the control of storm water runoff; soil removal, grading and soil erosion and sedimentation control. In addition, as a condition of final site plan approval or approval of a major subdivision, prior to the issuance of a building permit, the applicant shall enter into a builder's agreement with the Borough when an extension or relocation of municipal facilities is involved.

b. As a condition of final site plan approval, prior to the issuance of a Certificate of Occupancy, the filing of a maintenance guarantee with the Borough covering all items included under the performance guarantee shall be required. The maintenance guarantee shall be for an amount approved by the Governing Body upon the advice and recommendation of the Borough Engineer, but for an amount not more than fifteen (15%) percent of the original estimate of the cost of installing the improvements. The maintenance guarantee shall run for a period of one (1) or two (2) years as the Governing Body may determine.

c. In the event that other governmental agencies or public utilities automatically will own the utilities to be installed or the improvements are covered by a performance or maintenance guarantee to another governmental agency, no performance or maintenance guarantee, as the case may be, shall be required by the Borough for such utilities or improvements.