

CHECKLIST FOR PLANNING BOARD APPLICATIONS

WORK MEETINGS

1. ORIGINAL AND 16 COPIES
2. ALL ORIGINALS IN SEPARATE ENVELOPE
3. PLANS AND DRAWINGS PROPERTY FOLDED
4. ONE COMPLETE SET OF DOCUMENTATION MARKED "ATTENTION OF PLANNING BOARD ENGINEER"
5. SIGNED AND NOTARIZED APPLICATION
6. LETTER OF INTENT
7. SEPARATE CHECKS WITH THE APPROPRIATE FEES
8. ANY ADDITIONAL APPLICATION DOCUMENTATION
9. APPLICATIONS MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO THE WORK MEETING
10. ONCE PERMISSION IS GIVEN, THE APPLICANT MUST ADVERTISE NO LATER THAN 10 DAYS PRIOR TO THE WORK MEETING DATE IN THE BERGEN RECORD
11. PROOF OF SERVICE, COPIES OF THE ADVERTISEMENT, AFFIDAVITS AND COPIES OF MAILING SUBMITTED AT LEAST 7 DAYS BEFORE THE MEETING. ANY OUTSTANDING FEES **MUST** BE SATISFIED AT THAT TIME OF THIS SUBMISSION OR THE APPLICATION WILL BE REMOVED FROM THE COMPLETED APPLICATION LIST AND RESCHEDULED FOR FUTURE PUBLIC HEARING.
12. BURDEN OF COMPLIANCE IS ON THE APPLICANT AS TO THE SUBMISSION OF REVISED AND SUBSTANTIATING DOCUMENTATION. **NO** ADVERTISING IS TO TAKE PLACE WITHOUT HAVING RECEIVED THE PERMISSION TO ADVERTISE FORM. FAILURE TO RECEIVED THE PERMISSION TO ADVERTISE NOTIFICATION MEANS THE APPLICATION HAS **NOT** YET BEEN CONSIDERED COMPLETE. (REFER TO THE ATTACHED MODIFIED FORM "PUBLIC NOTICE" BOROUGH OF ELMWOOD PARK PLANNING BOARD FOR REFERENCE.)

NOTE: ALL THE ABOVE MATERIAL MUST BE SORTED & CORRELATED.

REGULAR PUBLIC MEETINGS

1. ONCE PERMISSION IS GIVEN, THE APPLICANT MUST ADVERTISE NO LATER THAN 10 DAYS PRIOR TO THE PUBLIC MEETING DATE IN THE BERGEN RECORD
2. PROOF OF SERVICE, COPIES OF THE ADVERTISEMENT, AFFIDAVITS AND COPIES OF MAILING SUBMITTED AT LEAST 7 DAYS BEFORE THE MEETING
3. BURDEN OF COMPLIANCE IS ON THE APPLICANT AS TO THE SUBMISSION OF REVISED AND SUBSTANTIATING DOCUMENTATION. **NO** ADVERTISING IS TO TAKE PLACE WITHOUT HAVING RECEIVED THE PERMISSION TO ADVERTISE FORM. FAILURE TO RECEIVED THE PERMISSION TO ADVERTISE NOTIFICATION MEANS THE APPLICATION HAS **NOT** YET BEEN CONSIDERED COMPLETE. (REFER TO THE ATTACHED MODIFIED FORM "PUBLIC NOTICE" BOROUGH OF ELMWOOD PARK PLANNING BOARD FOR REFERENCE.)

****NOTE****

The Bergen County Planning Board also requires it's review of most applications that are submitted to the Elmwood Park Planning Bard. It would be in the applicant's best interest to submit the County Application simultaneously.

Please ensure that the application sets forth the correct board that the applicant wishes to be heard by.
For site plans be certain that the applications designates whether the application is for Preliminary or Final approval.

Borough of Elmwood Park
Municipal Building
BERGEN COUNTY NEW JERSEY 07407

PLANNING BOARD
APPLICATION PROCEDURES

All applicants will follow the following procedures when submitting an application to the Elmwood Park Planning Board.

1. The application must be submitted to the Zoning Official. The application will include 16 copies of all documentation that is submitted for consideration. All drawings and plans must be folded.

All "Original" material must be submitted in a separate package marked for the attention of the Planning Board Secretary. One complete set of documentation will be marked for the attention of the Borough Engineer.

1. Upon receipt, review and acceptance by the Zoning Officer and the posting of the required fees a "P" application number will be assigned.
2. The Building Department will forward a complete copy of the application DWGS, etc. to the Planning Board's Engineer for review and determination of the application's completeness.
3. 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.

The initial submission must include the following items:

- A. All required drawings and plans.
- B. Signed and Notarized Application.
- C. Signed Letter of Intent.
- D. Any additional application documentation.
- E. Checks for appropriate initial fees.
- F. 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, sub-divisions and C.C.O applications.
- G. The name and address of the private waste removal firm must be indicated on the application for all non-residential uses.

2. The application will be reviewed at a Work Meeting. If the application is considered complete as presented at the initial Work Meeting the applicant will receive **PERMISSION TO ADVERTISE** for the Public Meeting. **NO APPLICATION WILL BE SCHEDULED FOR A WORK MEETING AND A PUBLIC HEARING IN THE SAME CALENDAR MONTH.**

INCOMPLETE APPLICATIONS

When the initial Work Meeting review indicates that an application is **not** complete, the applicant will be required to appear at a subsequent Work Meeting of the Planning Board.

All revised documentation and additional approvals must be submitted to the Planning Board and a copy to the Planning Board Engineer at least 10 days prior to the next work meeting appearance. The submission of this documentation will follow the same guidelines that are detailed in paragraph 1.

Planning Board

For the _____ approval of a Site Plan. (Preliminary) (Final)

1. Name, Address and Telephone number of applicant:

If applicant is a partnership, corporation or company, give name, telephone number and address of the Principal:

2. Name Address and Telephone number of registered owner(s)

Deed of Title, Book No. _____
Page(s) _____ Date: _____

Recorded B.C.C.O. _____ Deed restrictions that apply or that are contemplated. Yes ___ No ___. If no restrictions, state "No", if "Yes", attach copy.

If Owner(s) is a partnership, corporation or company, give name. Telephone and business of the Principal:

3. Name, Address and Telephone number of Architect or professional engineer preparing plans:

4. Location of Property: _____

Tax Map Sheet _____ Tax Map Lot(s) _____ Tax Map Block(s) _____

_____ Flood Zone(s)

_____ Zoning Districts(s)

Street address: _____

5. Size of Property: Frontage _____ Ft Depth _____ Ft
Area _____ Ft
6. Is (are) there existing structure(s) on property: Yes ___ No ___
7. Dimensions of existing structure(s): Width _____ Ft
Dept _____ Ft Height _____ Ft Stories _____
Basement? Yes _____ No _____
Building Area _____ S.F. Gross Floor Area _____ S.F.
Percentage of Lot Coverage _____
8. Proposed Structure: Width _____ Ft. Depth _____ Ft
Height _____ Ft
Stories _____ Basement? Yes _____ No _____
Gross Floor Area _____ S.F.
Describe type of proposed structure (new bldg, bldg, addition,
etc.)

Percentage of Lot Coverage _____ Floor Area ratio _____
9. Is the Applicant a new occupant?: Yes ___ No ___
If yes, who was the former, occupant and use:

10. Describe type of business or industry of Applicant:

11. Proposed use of structure:

<u>District(s)</u>	<u>Principal Use</u>	<u>Other Uses</u>
R-3 ____	One Family ()	_____
R-9 ____	One Family ()	_____
R-18 ____	One Family ()	_____
	Semi-Detached ()	_____
	Two-Family ()	_____
	Townhouse ()	_____
	Multi-Family ()	_____
R-H ____	One-Family ()	_____
	Semi-Detached ()	_____
	Two-Family ()	_____
	Townhouse ()	_____
	Multi-Family ()	_____
C-L	Specify _____	_____
C-G	Specify _____	_____
C-O	Specify _____	_____
I-R	Specify _____	_____
I-G	Specify _____	_____

12. Products manufactured, processed, assembled, sold or stored:

13. Number of persons employed on largest working shift: _____

14. Hours of operations: _____ Number of Shifts: _____

15. Number of car parking spaces required for each use

REQUIRED PROVIDED

(Specify use(s) and show number(s):

_____	_____	_____
_____	_____	_____
_____	_____	_____

16. Number of loading spaces Required: _____ Provided: _____

17. Will parking/loading area(s) have proper and adequate drainage: Yes _____ No _____

18. Location of nearest Municipal Storm drain:

19. Will parking/loading area(s) have proper and sufficient illumination? Yes _____ No _____ Explain how:

20. Will parking/loading area(s) have proper and sufficient screening and landscaping?: Yes _____ No _____ Explain how:

21. Specify and describe in/out traffic generated (typed, time and number:

Cars: _____ In _____ Out _____

Trucks: _____ In _____ Out _____

22. Specify and describe extent of emitted:

Noise: _____

Glare: _____

Vibration: _____

Heat: _____

Odor: _____

Air Pollution: _____

Water Pollution: _____

Safety Hazards: _____

23. Specify and describe estimated water usage:

Purpose _____ Gal/min _____
Gal/day _____

24. Are there any wells on the property? Yes _____ No _____

If yes, describe type, capacity, legal status, present use of water,
present location of discharge:

25. Proposed plans to use well water (described in sufficient
details):

26. Specify and describe the type of effluent produced and
method(s) of it's disposal:

27. Are any variance(s) required? Yes _____ No _____

If yes, mark the appropriate items:

Use Variance _____	Front Yard _____
Conditional Use _____	Side Yard(s) _____
Lot Size _____	Rear Yard _____
Lot Width _____	Lot Coverage _____
Building Height _____	Other(s) _____
	(Describe): _____

28. Are approval(s) required from:

Bergen County Planning Board? Yes _____ No _____

Bergen County Soil Conservation District? Yes _____ No _____

N.J. State Department of Environmental Protection? Yes _____ No _____

N.J. State Department of Transportation? Yes _____ No _____

Any other County, State, or Federal Agency? Yes _____ No _____

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

Sworn to and subscribed

Before me this _____ day of

_____ 20____

Applicant

Notary Public State of New Jersey

Owner

**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.

Rev. 3-06

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				

CHECKLIST ITEM - DESCRIPTION	S	W	Y/N/NA	Comments
16. Property Owners Names and utility companies with facilities within 200 ft. of site				
17. Names of existing Streets within 500 ft. of site				
18. Existing Structures on the site				
19. Existing Structures on Adjoining Lots				
20. Existing Contour Lines				
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 Area				
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 walls & necessary details.				
43. Proposed roof lead connections				
44. Proposed Sanitary Sewer Extensions & Connections, including Cleanouts				
45. Proposed easements				

CHECKLIST ITEM - DESCRIPTION	S	W	Y/N/NA	Comments
46. Proposed water line extension & connections, including curb boxes				
47. Proposed utilities connection				
48. Proposed lighting of the site				
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) Storm water 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				

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

**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 they are 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 we 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 P.M. Monday through Friday, and will be available for such inspection at least ten (10) days prior to the work session/hearing.

Respectfully,

Date

Applicant

AFFIDAVIT OF SERVICE

State of New Jersey

County of _____

_____ of full age, being duly sworn
according to law, on his oath deposes and says that he resides at:
_____ in the (municipality)

_____ of _____ County of _____, and

State of _____ and that he did on _____ 20 _____

at least ten(10) days prior to hearing date, give personal notice to all property
owners within 200 feet of the property affected by appeal number _____
located at _____.

Said notice was given either by handing a copy to the property owner, or by
sending said notice by certified mail. Copies of the registered receipts are
attached hereto.

Notices were also served upon:

(check if applicable)

- ☐ 1. The Clerk of the (municipality) of
- ☐ 2. County Planning Board
- ☐ 3. The Director of the Division of State and Regional Planning
- ☐ 4. The Department of Transportation
- ☐ 5. The Clerk of Adjoining Municipalities

A copy of said notices are attached hereto and marked "Exhibit A".

Notice was also published in the official newspaper of the municipality as
required by law.

Attached to this affidavit and marked "Exhibit B" is a list of owners of
property within 200 feet of the affected property who were served, showing
the lot and block numbers of each property as same appear on the municipal
tax map, and also a copy of the certified list of such owners prepared by the
Tax Assessor of the Municipality, which is marked "Exhibit C".

There is also attached a copy of the proof of publication of notice in the
official newspaper of the municipality, which is marked "Exhibit D".

Signature of Applicant

Sworn and subscribed to

Before me this _____

day of _____

20 _____

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.