

BOROUGH OF UPPER SADDLE RIVER PLANNING BOARD
INFORMATION, INSTRUCTIONS, AND APPLICATION FORM last revised April 2025

Linda Marmora, Clerk
(201) 327- 8923 planning@usrtoday.org

I. GENERAL INFORMATION

- a) The Planning Board meets on the second Wednesday and fourth Thursday of each month at 7:00 p.m. in the Borough Hall, 376 West Saddle River Road. Hearings, motions and other procedures shall be considered in conformance to the “Municipal Land Use Laws of N.J”. Applicants will be heard in the order in which completed applications are filed with the Board Clerk. No new case will be heard after 9:30 P.M. and no additional testimony will be taken after 10:00 P.M.
- b) All corporate applicants must be represented by an attorney admitted to practice law in the State of New Jersey. Individual homeowners may proceed either with or without an attorney. However, if your request is complex, legal representation may prove helpful.
- c) All site plans, surveys and location drawings **must be properly folded**, drawn to scale, not less than one inch equals 50 feet, and shall show all properties within 200 feet of the subject properties and shall include:
 - 1) North point
 - 2) Lot lines, with dimensions
 - 3) Lot area in total square feet or acreage to the nearest hundredth, (e.g. 13.57)
 - 4) Tax Map Block and Lot numbers
 - 5) Zoning district(s)
 - 6) Name of the road or roads on which the lot fronts
 - 7) Easements and right-of-way, if any
 - 8) Location of streams, if any
 - 9) Location of all existing buildings, if any
 - 10) Location of the proposed structure or change, showing the front, rear and side yard dimensions
 - 11) Building area allowed (draw lines showing required front, rear and side yard set backs)
 - 12) Location, arrangement and dimensions of parking area, driveway or service areas, if any
 - 13) Names of adjoining property owners
 - 14) Location of all buildings on all adjoining properties, (including set backs)
 - 15) Topography of property if a height or wall variance is requested
 - 16) Site plan to show all dimensions of all structures to property lines

NOTE: If the plot plan is prepared by other than a surveyor, engineer or architect, it must be accompanied by an affidavit certifying that all of the information shown on the plan is correct.

- d) The applicant in submitting the application consents to permitting the members of the Planning Board to visit the applicant's property for the purpose of making themselves more familiar with the subject property and the

neighborhood where the property is situated. The applicant should not discuss the application with individual Board members when he/she visits the property. Stake out the boundaries of the structure for the variance requested.

e) The applicant and/or his/her attorney must attend the regular public meeting to present the application. He/She may call witnesses and present evidence. Questions may be asked of the applicant by members of the Board and the public. Members of the public will be given time to make comments on the application.

f) After the public hearings are completed, the Board may deliberate on the application just heard. If the Board determines, it may take appropriate action on the application at the same public meeting. The Board renders its decision in resolution form at the NEXT REGULAR MEETING. This is approximately one month from the time the case was closed. A copy of the resolution will be mailed to the applicant or attorney following its adoption. A notice of the decision will be placed in The Record by the Board Clerk.

II. INSTRUCTIONS

- a) All sections of the application form and attachments must be fully completed and typewritten or plainly printed. If any item is not applicable to the Applicant, it should be so indicated on the application form.
- b) Please pay particular attention to the required list of attachments (noted below). Incomplete applications will be returned.
- c) Once all items have been completed, please submit your application package to the **Planning Board Clerk, Linda Marmora, (201) 327- 8923** planning@usrtoday.org
- d)
- e) It is imperative that you carefully follow the required procedures for notifying all property owners within 200 feet of your property, and for Publication of Notice. Please see sections IV and V for complete details. If proper service and publication are not completed, the Board will be unable to hear your application.

III. REQUIREMENTS

A hearing date cannot be scheduled until the following items are submitted to the Planning Board Clerk:

- a) (20) Copies of a fully completed application form
- b) Application Fee - **\$100.00** Bulk Variance (*per each variance*)
\$500.00 for Use Variance (residential & non-residential)

Appeals for errors in administrative decisions	\$100.00
Requests for interpretation of zoning map or ordinance	\$100.00
Hardship variance (pertaining to the shape and circumstances of the property only)	\$100.00
Minor subdivision with variance	\$200.00
Major subdivision & site plan approval with variance	\$200.00
Certification of property owners to be served notice (Prepared by Tax Assessor)	\$10.00
Engineering Escrow	\$2,000.00
Legal Escrow	\$2,000.00

INDIVIDUAL CHECKS REQUIRED FOR EACH FEE & EACH ESCROW
PAYABLE TO "BORO OF UPPER SADDLE RIVER"

****Additional Engineering, Legal and Expert Fees & Escrows to be determined after review of application when same may be required.***

- c) 20 copies of the applicant's survey and if applicable, twenty (20) **properly folded** plot plans, site plans, or subdivision plans, containing all information required in paragraph I (c) above showing the proposal and its dimensions.
- d) Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent. (Sec. 190-74A (1) (g).
- e) Certification from the Engineering Department that the property is not in a flood zone.
- f) Statements as to any requirements for which waiver is sought, together with a statement of reasons why waivers should be granted.
- g) A copy of the Zoning Officer's letter of denial of your building application.

IV. NOTICE

The applicant is required by law to serve all property owners within 200 feet of the subject property with a notice (***Form N-1***) of the hearing ***NO LATER than 10 days prior to the hearing. (The date of the hearing does not count as one of the ten days)***. If any of the properties within 200 feet lie within another municipality, certification of property owners within 200 feet must be obtained from the Assessor of that municipality as well. such notice shall be given by:

- (i) Serving the notice on the property owner, or his agent in charge and obtaining a signature on the list; or
- (ii) Mailing by certified mail, return receipt requested the notice to such person at the address shown on the tax duplicate.

If your property is within 200 feet of any adjoining municipality, notice must be given to the clerk of such municipality and to the County Planning Board.

If your property is adjacent to an existing County Road or proposed road as shown on the official County map or the County Master Plan, adjoining other county land, or if your property is within 200 feet of a municipal boundary, you must give notice (Form N-1) by personal service or certified mail to the Bergen County Planning Board.

If your property is adjacent to a State Highway, you must give notice (Form N-1) by personal service or certified mail to the Commissioner of Transportation.

The applicant shall file a list of property owners served, and indicate the lot and block number of each owner served and designate the method of service on the form provided. The form shall be filled in completely, and the Affidavit of Service (Form N-3) shall be signed, notarized, and filed with the Board Clerk at least 7 days prior to the date of the scheduled hearing. To the Affidavit of Service shall be appended a completed form of notice, filled in as it was sent to the persons entitled to notice of the hearing. A copy of the certified list of persons to whom notice should be sent, as compiled by the appropriate administrative officer of the municipality in which the property is located, must also be attached to the Affidavit of Service. Where service has been made by certified or registered mail, the post office receipts must be post marked at the time they are mailed, and must be attached to the Affidavit of Service.

V. PUBLICATION

At least 10 days prior to the hearing date, the applicant shall **publish notice** (Form N-2) in the The Record, and shall **provide to the Board Clerk within 7 days prior to the hearing date**, an Affidavit of Publication and a copy of the notice that has been published.

(N-1)

**BOROUGH OF UPPER SADDLE RIVER, N.J.
PLANNING BOARD**

NOTICE OF HEARING TO PROPERTY OWNERS WITHIN 200 FEET

TO WHOM IT MAY CONCERN:

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Planning Board of the

Borough of Upper Saddle River for a _____

On the premises at
address _____

And designated as Block _____, Lot _____ on the Borough Tax Map,

and this notice is sent to you as an owner of the property within 200 feet of the premises.

A public hearing has been set down for _____, 20____ at 7:00 p.m., in the Municipal Building, 376 West Saddle River Road, Upper Saddle River, NJ, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the application.

All documents relating to this application may be inspected by the public between the hours of 9:00 A.M. and 3:00 P.M. in the office of the Planning Board Clerk in the Municipal Building.

Signature

NOTE: This notice must be personally served or sent by certified mail at least 10 days before the day of the Hearing, and proof of service given to the Planning Board Clerk (7) days before the day of the hearing.

**APPLICATION TO
BOROUGH OF UPPER SADDLE RIVER
PLANNING BOARD**

SECTION I.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. Name of Applicant(s): _____

Telephone #: _____ Fax#: _____ E-Mail _____

2. Address of Applicant(s) _____

3. Applicant is a: Corporation _____ Partnership _____ LLC _____ Individual _____

DISCLOSURE STATEMENT

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% or more interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% or more ownership criterion have been disclosed. (Attach pages as necessary to fully comply).

Name: _____ Address _____ Interest _____

Name: _____ Address _____ Interest _____

4. Name, Address, Telephone and E-Mail of Applicant's
Attorney: _____

5. Name, Address & Telephone & E-Mail of Applicant's Engineer: _____

6. Name and Address of Owner of Premises: _____
(If other than applicant, consent of owner must be obtained and Sec 27, must be completed.)

7. Relationship of Applicant to Owner of
Premises: _____

8. The property which is the subject of this application is known as

Block # _____ Lot # _____

Address: _____

9. The size of lot _____ acres.

10. Restrictions, covenants, easements, association by-laws, existing or proposed on the property:
Yes (attach copies) _____ No _____ Proposed _____

11. Present use of the premises: _____

12. Description of proposed change: _____

13. The Zoning District in which the property is located: _____

14. Date of Acquisition of Property (owner): _____

15. Description of present structure: _____

16. Size of present structure(s) footprint _____ S.F.

17. Size of proposed addition footprint:

(dimensions) _____ S.F. (height) _____ (no.of stories) _____

18.	Current Structure	Proposed Structure	Requirements per Zoning Ordinance
Left Side Yard Setback	_____	_____	_____
Right Side Yard Setback	_____	_____	_____
Front Yard Setbacks	_____	_____	_____
Rear Yard Setbacks	_____	_____	_____
% of Building Coverage	_____	_____	_____
% of Improvement Coverage	_____	_____	_____
Height	_____	_____	_____

19. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

_____ Minor Subdivision Approval

_____ Subdivision Approval (Preliminary)

_____ Subdivision Approval (Final)

Number of lots to be created _____ Number of proposed dwelling units _____
(including remainder lot) (if applicable)

SITE PLAN:

_____ Minor Site Plan Approval

_____ Preliminary Site Plan Approval (Phases (if applicable)

_____ Final Site Plan Approval (Phases (if applicable))
_____ Request for Waiver From Site Plan Review and Approval
Reason for request: _____

_____ Appeal decision of an Administrative Officer (N.J.S. 40:55D-70a)
_____ Map or Ordinance Interpretation of Special Question (N.J.S.40:55D-70b)
_____ Variance Relief (hardship) (N.J.S. 40:55D-70c(1))
_____ Variance Relief (substantial benefit) (N.J.S. 40:55D-70c(2))
_____ Variance Relief (use) (N.J.S. 40:55D-70d)
_____ Conditional Use Approval (N.J.S. 40:55D-67)
_____ Total Number of Variances Requested

20. Section(s) of Borough Ordinance from which a variance is requested: _____

21. Waivers Requested of Development Standards and/or Submission Requirements: (attach additional pages as needed) _____

SECTION II.

22. Does the current owner or the applicant now own or have any interest in any other property which adjoins the property which is the subject of this application?

Yes _____ No _____

If yes, describe the property by Block _____ and Lot _____

23. Has the property which is the subject of this application been the subject of any previous appeal, request, or application to this or any other Borough Boards or the Constructional Official?

Yes _____ No _____

If yes, state the nature, date and the disposition of said matter and attach any prior resolutions.

SECTION III.

24. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises.

25. Set forth any exceptional conditions of the property preventing the applicant from complying with the zoning ordinance.

26. Supply a statement of facts showing why relief can be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the zone plan and zoning ordinance.

27. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

(If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this
____ day of _____, 20____

PRINTED NAME OF APPLICANT

NOTARY PUBLIC

SIGNATURE OF APPLICANT

28. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

(If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this
____ day of _____, 20____

PRINTED NAME OF APPLICANT

NOTARY PUBLIC

SIGNATURE OF APPLICANT

(FORM N-2)
(NOTICE TO BE PUBLISHED IN THE RECORD)
publicnotices@northjersey.com

(973) 569-7417

**BOROUGH OF UPPER SADDLE RIVER
PLANNING BOARD**

TAKE NOTICE: that on the _____ day of _____, 20____ ,
at 7:00 p.m., a hearing will be held before the Upper Saddle River Planning Board
at the Municipal Building, 376 West Saddle River Road, Upper Saddle River, New Jersey
on the appeal or application of the undersigned for a variance or other relief so as to permit

on the premises located at _____
and designated as Block _____ Lot _____ on the Upper Saddle River Borough Map.

The application and plans are on file in the office of the Planning Board Clerk, Municipal Building, and are
available for inspection between the hours of 9:00 a.m. and 3:00 p.m.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the
Planning Board.

PRINTED NAME OF APPLICANT

Publication Date: _____

SIGNATURE OF APPLICANT

Please provide signed affidavit as proof of publication

(N-3)

AFFIDAVIT OF PROOF OF SERVICE
PLANNING BOARD
UPPER SADDLE RIVER, NEW JERSEY

FILED: _____

PROOF OF SERVICE OF NOTICE REQUIRED BY STATUTE MUST BE FILED AND VERIFIED WITH BOARD CLERK AT LEAST 7 DAYS PRIOR TO MEETING OR CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY
COUNTY OF BERGEN

_____, of full age, being duly sworn according to law, deposes and says,
that (s)he resides(s) at _____,
in the Municipality of _____,
County of _____, State of _____, that (s)he is
(are) the Applicant(s) in a proceeding before the Planning Board of Upper Saddle River, New Jersey,
being an appeal or application under the Zoning Ordinance and which relates to premises _____,
that on _____, 20____, (s)he gave written notice of the hearing on this application in
the form attached, to each and all of the persons upon whom service must be had, in the required form attached,
and in the manner indicated thereon.

PRINTED NAME OF APPLICANT

APPLICANT'S SIGNATURE

Sworn to and Subscribed before me
This _____ day of _____, 20 ____.
