

RIDGEFIELD PLANNING BOARD APPLICATION FORM

BOROUGH OF RIDGEFIELD
604 Broad Avenue
Ridgefield, New Jersey 07657

This application, with supporting documentation, must be filed with the Office of the Borough Clerk and must be delivered to the professionals for review at least fifteen [15] business days prior to the meeting at which the application is to be considered.

To be completed by Borough staff only.

Date Filed _____ Application No. _____
Planning Board _____
Zoning Board of Adjustment _____ Application Fees _____
Escrow Deposit _____
Scheduled for: Review for Completeness _____ Hearing _____

1. SUBJECT PROPERTY

Location:

Tax Map Page _____ Block _____ Lots(s) _____
Page _____ Block _____ Lots(s) _____
Dimensions Frontage _____ Depth _____ Total Area _____
Zoning District _____

2. APPLICANT

Name _____
Address _____
Telephone Number _____
Applicant is a Corporation _____ Partnership _____ Individual _____

3. 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 partnerships 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% 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% ownership criterion have been disclosed. [Attach pages as necessary to fully comply.]

Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____

4. If Owner is other than applicant, provide the following information on the Owner(s):

Owner's Name _____
Address _____
Telephone Number _____

5. PROPERTY INFORMATION:

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes [attach copies] _____ No _____ Proposed _____

Note: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the premises: _____

6. Applicant's Attorney _____
Address _____
Telephone Number _____
FAX Number _____

7. List any other Expert who will submit a report or who will testify for the Applicant:
[Attach additional sheets as may be necessary]

Name _____
Field of Expertise _____
Address _____
Telephone Number _____
FAX Number _____

Name _____
Field of Expertise _____
Address _____
Telephone Number _____
FAX Number _____

Name _____
Field of Expertise _____
Address _____
Telephone Number _____
FAX Number _____

Name _____
Field of Expertise _____
Address _____

Telephone Number _____
FAX Number _____

8. 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 remained lot) (if applicable)

SITE PLAN:

_____ Minor Site Plan Approval
_____ Preliminary Site Plan Approval [Phases (if applicable) _____]
_____ Final Site Plan Approval [Phases (if applicable) _____]
_____ Amendment or Revisions to an Approved Site Plan
Area to be disturbed (square feet) _____
Total number of proposed dwelling units _____
_____ Request for Waiver From Site Plan review and Approval

Reason for request: _____

- _____ Informal Review
- _____ Appeal decision of 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)]
- _____ Conditional Use Approval [N.J.S. 40:55D-67]
- _____ Direct insurance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S. 40:55D-34]
- _____ Direct issuance of a permit for a lot lacking street frontage [N.J.S. 40:55D-35]

9. Application Represents a Request for the Following Relief:

A) From error in order, requirement, decision to refusal made by the Zoning Officer
(Denial letter must be attached)

B) Request for interpretation of the Zoning map or ordinance.

C) The strict application of the zoning ordinance would result in unusual and exceptional practical difficulties to cause exceptional and undue hardship upon the developer of the property.

D) For special reasons grant a variance to permit:

1. A use structure in a district restricted against such use or principal structure
2. An expansion of a nonconforming use
3. Deviation from a specification or standard pertaining to a conditional use

4. An increase in the permitted floor area ratio
5. An increase in the permitted density.
6. Other

If applicable, you must attach:

Attach a copy of the Zoning and/or Building Inspector's Denial

If no act was taken- attach application for permit.

Reasons for Building Inspector's error.

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

11. Waivers Requested of Development Standards and/or Submission Requirements:
[attach additional pages as needed] _____

12. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all direction of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

13. Attach a copy of any prior applications and/or approvals.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.

An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

14. 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: [attach pages as needed] _____

15. Is a public water line available? _____

16. Is a public sanitary sewer available? _____

17. Does the application propose a well and septic system? _____

18. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? _____

19. Are any off-tract improvements required or proposed? _____

20. Is the subdivision to be filed by Deed or Plat? _____

21. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____

22. Other approvals, which may be required and date plans submitted:

	Yes	No	Date Plans Submitted
Ridgefield Municipal Authority	_____	_____	_____
_____ County Health Department	_____	_____	_____
_____ County Planning Board	_____	_____	_____
_____ County Soil Conservation District	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
Public Service Electric & Gas Company	_____	_____	_____

23. State any and all prior and/or present environmental issues.

24. Certification from the Tax Collector that all taxes due on the subject property have been paid.

25. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff [Engineer, Planning Consultant, Attorney for the Board to which the application is submitted] for their review. The documentation must be received by the professional staff at least [15] fifteen business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of professional staff is attached to the application.

Quantity	Description of Item
_____	_____
_____	_____
_____	_____

26. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals:

Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

Applicant's Professional	Reports Requested
Attorney	
Engineer	

CERTIFICATIONS

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__

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__

NOTARY PUBLIC

SIGNATURE OF APPLICANT

29. I understand that the sum of \$ _____ has been deposited in an escrow account (Builder's trust Account). In accordance with the Ordinances of the Borough of _____, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Date

SIGNATURE OF OWNER

BOROUGH OF RIDGEFIELD PROFESSIONAL STAFF

Planning Board Engineer

Remington & Vernick Engineers
300 Penhorn Avenue, 3rd Fl.
Secaucus, New Jersey 07094

(201) 624-2137
FAX: (201) 624-2136

Planning Board Attorney (Solicitor)

John L. Schettino, Esquire
Law Offices of John L. Schettino, LLC
800 Main Street, Ste. 101
Hackensack, New Jersey 07601

201-498-9768
FAX: 201-498-9769

Borough Attorney (Solicitor)

Steve Pellino, Esquire
Basile, Birchwale & Pellino
865 Broad Avenue
PO Box 434
Ridgefield, New Jersey 07657

201-945-8812
FAX: 201-345-8934

PLANNING BOARD CHECK LIST

(For use of Board Only)

BLOCK _____ LOT _____ P.Brd () ZBA()

STREET ADDRESS OF PROPERTY _____

OWNER _____

APPLICANT _____

APPLICATION FOR () MINOR SUBDIVISION
() MAJOR SUBDIVISION (Preliminary)
() MAJOR SUBDIVISION (Final)
() SITE PLAN (Preliminary)
() SITE PLAN (Final)
() VARIANCE

DATE APPLICATION FILED _____

DETERMINATION OF COMPLETENESS _____

DATE ACTION REQUIRED BY: _____

HEARING SCHEDULED FOR _____

DATE OF NOTICE BY PUBLICATION _____

AFFIDAVIT OF SERVICE FILED _____ (Official list used)

SERVICE MADE ON: () County Planning Board; () Clerk (s) of Adjourning
Municipality(s); () Commissioner of Transportation; () Department of Community
Affairs.

REVIEWED BY:

REVIEW COMMITTEE _____

ENGINEER _____

PLANNING CONSULTANT _____

ATTORNEY _____

ENVIRONMENTAL COMMISSION _____

DEPARTMENT OF PUBLIC WORKS _____

BOARD OF HEALTH _____

COUNTY PLANNING BOARD _____

SOIL CONSERVATION DIST. _____

DEPARTMENT OF ENVIRONMENTAL PROTECTION _____

FIRED OFFICIAL _____

OTHER (SPECIFY) _____

BOARD ACTION TAKEN

() Hearing Continued with Consent of Applicant to: _____
Reason _____

() Application Dismissed For _____

() Minor Subdivision Denied _____

() Minor Subdivision Approval Granted _____

() Preliminary Approval Denied _____

() Preliminary Approval Granted _____

() Final Approval Granted _____

- Variance Denied _____
 Variance Granted _____

CONDITIONS ATTACHED TO APPROVAL

- Subject to approval of County Planning Board
 Subject to approval of Soil Erosion Plan
 Subject to Site Plan Review
 Subject to variances for _____
 Subject to conditions specified in resolution of approval.
-

NEWSPAPER NOTICE OF ACTION PUBLISHED _____

TO: THE ZONING OFFICER, CONSTRUCTION OFFICIAL

Application for:

- Minor Subdivision
 Major Subdivision (preliminary)
 Major Subdivision (final)
 Site Plan (preliminary)
 Site Plan (final)
 Variance for _____
has been granted denied.

You are are not authorized to issue construction and use permits
 unconditionally subject to the conditions set forth above.

Dated: _____

Chairperson, Planning Board

Chairperson, Zoning Board of Adjustment

**TOWNSHIP OF RIDGEFIELD
CERTIFICATION OF COMPLETE APPLICATION**

TO: _____

TAKE NOTICE that on the _____ day of _____, 20 ____, your application to the

- Planning Board
- Zoning Board of Adjustment

was reviewed in accordance with the rules of the said Board and the applicable ordinances of the Township and it was thereupon determined that all check-list items are in order and said application is complete. The time within which said board must act on said application pursuant to N.J.S.40:55D-1et seq., has commenced to run from said date.

Secretary

RIDGEFIELD PLANNING BOARD

The following procedures must be followed when submitting your application to the Board or the application will be returned.

- 1. You must have 20 copies of everything required which must be collated.**
- 2. All documents must be presented to the Planning Board 30 days prior to the time of hearing.**
- 3. All documents must be completed and include all requested items along with the enclosed forms.**
- 4. All fees must be paid prior to your hearing.**
- 5. You must review the "Site Plan Checklist".**

Failure to do the above, will result in the delay of your hearing.

RIDGEFIELD PLANNING BOARD

SITE PLAN CHECKLIST

1. The following checklist is designed to assist applicants in preparing site plans for Board review. Applicants should check off each item and, in the absence of a check, submit notes as to why any item has been omitted. Supporting detail for a site plan such as utility plans, landscaping, architectural elevations etc., may be shown on separate sheets.
2. Name, title, phone number and address of owner and applicant.
3. Name and license number of site planner with documents sealed.
4. Name and seal of N.J. Surveyor preparing map.
5. Place for signature of Chairman and Secretary of the Board.
6. Place for signature of Borough Engineer.
7. Tax map, lot and block numbers.
8. Date of drawings and all revision dates thereof.
9. Scale not to exceed 1" = 50' and "north" sign to be indicated on map with plan sizes of 15" x 21", or 24" x 36" preferably, or 30" x 42" if needed to keep number of sheets within reason.
10. Key map of the site with reference to surrounding areas and to existing street locations, showing all road intersections within 500 feet.
11. Zone district in which the property in question falls together with zone district of adjoining properties and of all property within a 200' radius of the property in question.
12. Names of owners of all contiguous land and adjacent property together with lot and block numbers.
13. Dimensions of lot, setbacks, front, side and rear yards; location and height of any fences.
14. Areas of lot, right of ways, building floors and all area figures to show compliance with zoning regulations.
15. Location, dimensions and detail of all signs.
16. Layout and dimensions of parking spaces.

17. Location and detail of exterior lighting including type of standards and compliance with ordinance requirements.
18. The outside dimensions of existing and proposed principal buildings(s) and accessory structures.
19. Storm drainage plan showing location of inlets, pipes, swales, berms and other storm drainage facilities, including detention ponds or basins, roof leaders together with indication of the existing and proposed run-off calculations.
20. Indication of Rights-of-way, easements, dedicated areas, or any lands reserved for specific uses.
21. Significant existing physical features, including streams, watercourses, rock outcrops, soil types, etc. on the property in question and on contiguous and adjacent sites.
22. Bearings and distances or property lines.
23. Plans for underground installation of all utilities on the property in question.
24. Percolation test hold locations, results and soil log date and plans for sanitary sewerage disposal. Letter from Applicant's Engineer as to feasibility of proposed system.
25. Plans for water source for fire protection.
26. Plans for solid waste disposal and temporary storage facilities.
27. Existing and proposed spot elevations based on the U.S. Coastal Geodetic datum at all building corners, all floor levels, the center lines of abutting roads, top and bottom curbs, property corners, gutters and any other pertinent locations.
28. Existing and proposed contours of site, and within 50' thereof, at 2-foot intervals for areas where slope is greater than 4% and at 1-foot intervals where the slope is 4% or less.
29. Location of all existing trees six inches or over in diameter or tree masses indicating general sizes and species.
30. Landscaping and buffering plans showing what will remain and what will be planted, indicating names of plants and trees with the approximate time of planting and method (base rooted, ball and burlap). For indicated size show the area covered at time of planting plus an outer circle to indicate "growth" coverage.
31. Plans for any extensions of off-tract improvements necessitated by the proposed development.
32. A soil erosion and sedimentation control plan conforming to ordinance.

33. An Environmental Impact Statement.

34. Certificate of Tax Status.

35. Copy of any covenants, easements, encumbrances or deed restrictions applicable to the property in question.

36. State Department of Transportation Permit, if required, for access from and egress to the highway.

37. Bergen County Planning Board approval or exemption.

38. Traffic Study, if required by the Board.

RIDGEFIELD PLANNING BOARD

(FORM MUST BE COMPLETED BY APPLICANT OR APPLICANT ATTORNEY)

APPLICANT NAME

(Owner, Tenant, Other)

ADDRESS

TELEPHONE NO.

APPLICANT
ATTORNEY

ADDRESS

TELEPHONE NO.

APPLICANT
ENGINEER

ADDRESS

TELEPHONE NO.

APPLICANT
SURVEYOR

ADDRESS

TELEPHONE NO.

APPLICANT
ARCHITECT

ADDRESS

TELEPHONE NO.

PROPERTY
LOCATION

BLOCK _____ LOT _____

PROPERTY WITHIN HOW MANY FEET OF:

NEIGHBORING MUNICIPALITY _____

COUNTY LAND _____

STATE HIGHWAY _____

**NOTICE TO BE SERVED ON OWNERS OF PROPERTY AFFECTED BY
PROPOSED VARIANCE FROM ZONING ORDINANCE
(WITHIN 200 FEET)**

To Owner of Property: _____

Address: _____

(Must be completed by Applicant, for this form to be recognized)

PLEASE TAKE NOTICE:

The undersigned has appealed to the Planning Board of the Borough of Ridgefield for a variance of the terms of Articles and Sections of the Zoning Ordinance so as to

so as to permit _____

on premises known as BLOCK # _____ LOT # _____ in the Tax Map of the Borough of Ridgefield, New Jersey and known as _____

(Property Address)

(Applicant must clearly state purpose of Appeal)

A public hearing has been ordered for _____ @ 7:30 P.M. at the Slocum Avenue Community Center, Ridgefield, New Jersey.

At this time you may either in person, or by agent, or attorney, present any facts or objections which you may have relative to the granting of this application.

This notice is served upon you by the order of the Planning Board

Applicant _____

Address _____

This space is reserved for property owners to indicate their reference as to the approval of the above application. This entire form may be returned to the Planning Board Secretary, 604 Broad Avenue, Ridgefield, NJ 07657, after marking the appropriate box and signing the form.

_____ I approve the granting of the above variance.

_____ I disapprove the granting of the above variance.

Name _____ Address _____

Signature _____

Comments:

FORM FOR NEWSPAPER PUBLICATION

BOROUGH OF RIDGEFIELD
PLANNING BOARD

TAKE NOTICE that on the _____ day of _____, 20____ a hearing will be held before the Ridgefield Planning Board at the Ridgefield Community Center, Ridgefield, New Jersey on the application of the undersigned for a variance or other relief so as to permit the

On the premises located at _____ (address) and designated as Block # _____ Lot # _____ on the Tax Map, located in a _____ zone or district.

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

Name of Applicant

Publishing Date: _____

Publish at least 10 days prior to date of hearing

RIDGEFIELD PLANNING BOARD

RIDGEFIELD, NEW JERSEY

Date: _____

Tax Assessor
Borough of Ridgefield
604 Broad Avenue
Ridgefield, NJ 07657

Would you please make a list of the property owners within a 200 foot radius of this address
_____, known as Block # _____ Lot # _____
In the Borough of Ridgefield, and provide said list to _____
(applicant) at _____ (address)

So that they can notify these people of their intentions to come before the Planning Board for a
variation of the zoning laws/site plan approval/subdivision laws pertaining to said property.
Would you please provide the list no later than 15 days before _____
(hearing date).

Applicant

CERTIFICATIONS

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____

(Signature of Applicant)

NOTARY PUBLIC

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____

(Signature of Applicant)

NOTARY PUBLIC

I understand that the sum of \$_____ has been deposited in an escrow account. I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Date: _____

Signature of Applicant

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting May 23, 2011

Presented by Councilman Jimenez

ORDINANCE NO. 2177

"AN ORDINANCE AMENDING SECTION 390-49 ENTITLED "FEES AND ESCROW DEPOSITS" OF THE CODE OF THE BOROUGH OF RIDGEFIELD"

WHEREAS, in accord with Sec. 390-49 of the Ridgefield Code, fees and escrow deposits shall be amended as follows:

INITIAL DEPOSIT FOR ATTORNEY AND BOARD RETAINED EXPERTS:

- Residential, Single Family - \$1000
- Residential, Two Family - \$1500
- Residential, more than 3 Family - \$2500
- Non-residential, having a land size less than 10,000 square feet - \$2500
- Non-residential, having a land size in excess of 10,000 square feet - \$3500
- Telecommunication Facility - \$5000

NON-REFUNDABLE APPLICATION FEES:

- Application for a variance on property for one or two family homes - \$225
- Application for a variance on a property to be used for a multi-family house of three (3) to ten (10) units - \$275; of more than eleven (11) units - \$375.
- Application for a variance in connection with property used for business, commercial and/or industry having a land size of less than 10,000 square feet - \$325; excess of 10,000 square feet - \$475
- Application for Telecommunications (cell sites, towers, antennas) - \$10,000

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Ridgefield, County of Bergen, State of New Jersey, that those portions of the aforesaid set forth are hereby amended and that those portions of the Ordinance not set forth below shall remain unchanged.

BE IT FURTHER ORDAINED by the Mayor and Council of the Borough of Ridgefield, County of Bergen, State of New Jersey, that Chapter 390-49 entitled "Fees and Escrow Deposits" of the Code of the Borough of Ridgefield, is hereby amended as set forth above.

BE IT FURTHER ORDAINED, if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply

only to the section, paragraph, subsection, clause or provision so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective.

BE IT FURTHER ORDAINED, any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect upon passage and publication in accordance with applicable law.

Severability

All provisions of this Ordinance are severable. If for any reason, any provision of this Ordinance is held to be invalid, the validity of the remainder of the Ordinance shall not be affected.

Effective Date

This Ordinance shall become effective upon adoption, final approval and publication, pursuant to law.

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk