

PLANNING BOARD APPLICATION FORM

**BOROUGH OF HILLSDALE
380 HILLSDALE AVENUE
HILLSDALE, NJ 07642**

The application, with supporting documentation, must be filed with the Deputy Secretary to the Board and must be delivered to the Borough departments and professionals for review at least ten business days prior to the meeting at which the application is to be considered.

1. SUBJECT PROPERTY

Location _____

Tax Map Page _____ **Block** _____ **Lot(s)** _____

Dimensions Frontage _____ **Depth** _____ **Total Area** _____

Zoning District _____

2. APPLICANT

Name _____

Address _____

Telephone Number _____

Applicant is a Corporation Partnership Individual

3. OWNER

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

Owner's Name _____

Address _____

Telephone Number _____

4. APPLICANT'S ATTORNEY

Name _____

Address _____

Telephone Number _____ Fax Number _____

5. APPLICANT'S ENGINEER

Name _____

Address _____

Telephone Number _____ Fax Number _____

6. EXPERTS

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 _____

7. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

_____ Minor Subdivision Approval _____ Subdivision Approval [Preliminary]

_____ Subdivision Approval [Final]

Number of lots to be created (including remainder lot) _____

Number of proposed dwelling units (if applicable) _____

SITE PLAN:

_____ Minor Site Plan Approval

_____ Preliminary Site Plan Approval

_____ Final Site Plan Approval

_____ Amendment or Revision 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:

VARIANCE:

_____ 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]

MISCELLANEOUS:

_____ Informal Review

_____ Conditional Use Approval [N.J.S. 40:55D-67]

_____ Direct issuance 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]

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

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

10. Explain in detail the exact nature of the application and changes to be made at the premises, including the proposed use of the premises: (attached pages as needed)

11. Have proposed lots numbers been reviewed by the Tax Assessor to determine appropriate lot and block numbers? _____

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

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

14. Indicate other approvals which are required and date plans submitted:

	Yes	No	Date Plans Submitted
Bergen County Utilities Authority			
Bergen County Planning Board			
Bergen County Soil Conservation District			
New Jersey Department of Environmental Protection			
Sewer Extension Permit			
Sanitary Sewer Connection Permit			
Stream Encroachment Permit			
Wetlands Delineation			
Wetlands Permit			
Transition Area Waiver			
Potable Water Construction Permit			
Other			
New Jersey Highway Authority			
Public Service Electric & Gas Company			

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

Yes No

16. 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 or proposed must be submitted for review.

Present use of the premises: _____

17. Has the property been subject to any prior variance applications?

Yes No

If yes, please explain in detail any prior applications:

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

19. APPLICATION REFERRALS (SITE PLAN/SUBDIVISION APPLICATIONS ONLY)

It is the responsibility of the applicant under Section 310-88 of the municipal ordinances to mail or deliver copies of department referral forms to the Borough Hall, including the application form and all supporting plans and documents to the various Borough Departments and professional staff to which the application is submitted for their review. This documentation must be received by the departments and professional staff at least 30 calendar days prior to the public meeting at which the application is to be considered, otherwise the application will be deemed incomplete. Referral forms are available at the Borough Hall with this application.

Quantity	Description of Item
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Copies of each referral form, and Preliminary Site Plan or Subdivision Application documents shall be forwarded to the Borough Hall for the following:

- a. Land Use Officer
- b. Borough Engineer (if different than Planning Board Engineer)
- c. Board of Health
- d. Police Chief
- e. Department of Public Works Superintendent
- f. Fire Prevention Bureau
- g. Recreation Commission
- h. Hillsdale Board of Education, 32 Ruckman Road, Hillsdale, NJ 07642
- i. Environmental Commission

The applicant shall produce proof by affidavit to the Board of the date such copies were sent.

20. ADVERTISEMENT (Do not publish the notice or serve affidavits **until the application has been deemed complete** by the Board.)

Obtain list of affected property owners within 200 ft. from the Borough Tax Assessor. The Tax Assessor has 7 days to provide this information. You should contact the Tax Assessor's office as soon as possible to receive your list of affected property owners. There is a \$ 10 fee for this list.

A copy of the Notice must appear in the official newspaper of the Borough 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 directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinances from which relief is sought, if applicable (see attached Sample Public Notice).

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

An affidavit of service on all property owners and a proof of publication must be filed with the Planning Board Attorney no less than 5 business days prior to the hearing date, the hearing can proceed.

21. 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. 40:55-D48.2 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 _____

CERTIFICATIONS

22. 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

23. 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 OWNER

24. 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 Hillsdale, I further understand that the escrow account is established in accordance with State Law 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 as the applicant will be notified of the required additional amount and shall add that sum to the escrow account within fifteen days.

 Date

 SIGNATURE OF APPLICANT

To be completed by the Deputy Secretary only.

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

CHECKLIST
VARIANCE APPLICATION

The following documents are required with the application for a variance and must be attached to the completed application form.

1. A completed application form. [Obtain a form from the Building Department]
2. A copy of the Land Use Officer's denial of your building permit application. This is usually the letter refusing to issue you a building permit. [Obtain this from the Building Department]
3. A copy of the tax map indicating the subject property. [Obtain this from the Building Department]
4. **Sixteen (16) copies** of the ground and typical floor plan of the existing building, and proposed additions or changes with all necessary measurements, as were submitted to the Land Use Officer.
5. **Sixteen (16) copies** of a current property survey of the premises in question with all relevant proposed dimensions certified by a licensed Professional Engineer or Land Surveyor in the State of New Jersey. The surveyor or engineer only must show the proposed changes (i.e. new addition, deck, shed, fence) to your survey, with relevant dimensions.

The property owner or architect may not change, add or adulterate the survey in any manner. The survey should include a bulk table showing the existing and proposed zoning requirements for the subject property. All sixteen (16) copies of the survey must have a raised seal by the surveyor or engineer's signature.

6. A certificate from the Tax Collector stating whether any taxes or assessments for local improvements are due or delinquent. [Obtain this from the Tax Collector]
7. Submit the filing fee as required by the Hillsdale Land Use Ordinance.
8. Statement of reasons for seeking the variance. [This may be a separate attachment to the application form]
9. Photographs of the property in question and of all adjacent properties. The applicant's name and the property address should be marked on the photograph.

Failure to submit all of the above documents will cause your application to be deemed incomplete for consideration by the Board. This will delay your application hearing and cause you addition expense for the Board's professionals to perform additional reviews your application.

The following information must be included on the submitted plans in order for the application to be deemed complete.

MINOR SITE PLAN

Section 310-87(E)

1. Schematic Phase Form
2. Key Map
3. North Arrow, Scale, Block and Lot Number, Record Owner, Preparer
4. Zoning District
5. Survey Data
6. Existing Structures
7. Floor Space and Number of Employees
8. Ingress and Egress
9. Off-Street Parking areas
10. Proposed Lighting
11. Landscaping
12. Signs
13. Drainage System
14. Adjacent Buildings

Section 310-87(F)

1. Zoning Information
2. Topographic Survey
3. Photographs
4. Barrier-Free Design

MINOR SUBDIVISION

Section 310-86(B)

1. Location of Lots to be Created in Relation to the Entire Tract
2. Existing Structures and Wooded areas
3. Adjoining Property Owners
4. Tax Map Sheet, Block and Lot numbers
5. Streets and Streams within 500 Feet
6. Area of Lots
7. Key map
8. Easements
9. Variances
10. Acreage of Entire Parcel
11. Contours
12. Scale
13. True and Magnetic North

Section 310-86(E)

1. Bulk Zone Schedule
2. Site details
3. Licensed Surveyor Certification
4. Photographs

The following information must be included on the submitted plans in order for the application to be deemed complete.

MAJOR SITE PLAN (PRELIMINARY APPROVAL)

Section 310-89(A)

1. Date
2. Key Map
3. North Arrow, Block and Lot Number, Owner Preparer
4. Scale
5. Owners within 200 Feet
6. Zoning District
7. Survey data
8. Deed Restrictions
9. Distance to intersections
10. Existing Structures
11. Drainage System
12. Contours
13. Rock Outcrops, wooded Areas, Ponds, Etc.
14. Profiles and Cross-sections of Proposed Streets
15. Water and Sewer Lines
16. Drainage Calculations
17. Lot Areas

Section 310-89(B)

1. Floor Space and Number of Employees
2. Ingress and Egress
3. Off-Street Parking Areas
4. Proposed Lighting
5. Signs
6. Landscaping
7. Elevation Drawings of Structure
8. Retention Basins

Section 310-89(C)

1. Zoning Information
2. Location of Solid Waste Storage Area
3. Photographs
4. Design Details
5. Barrier-Free Design

MAJOR SITE PLAN OR MAJOR SUBDIVISION (FINAL APPROVAL)

Section 310-92

1. Date, Owner, Scale and Meridian
2. Boundary Lines and Easements
3. Intersecting Streets
4. Public Use Land
5. Lot, Block and Street numbers
6. Setback Lines
7. Monuments
8. Adjoining Owners
9. Certification of Surveyor
10. Certification that Applicant is Owner
11. Other Municipalities' Approval
12. Proposed Final Grades of Streets
13. Plans and Profiles of Storm, Sanitary and Water Lines
14. Tax Collector's Certification
15. Certification that Public Use Land is Free of Liens

Contribution Disclosure Statement

See Borough Ordinance 04-13

This Statement **must be** filed for all **variance applications** by the property owner, the applicants and their associates, and all professionals who provide testimony, plans, and reports in support of variance applications, all who have an enforceable proprietary interest in the property or development, or whose fee in whole or part is contingent upon the outcome of the applications.

This Statement is not required to be filed for an applicant affecting a sole single-family dwelling and/or in the event the contribution has been made in an amount equal to or less than \$ 400.00.

List below any and all contributions made to, or on behalf of, any candidate, candidate committee, joint candidate committees, political committee, of or pertaining to the Borough of Hillsdale, made up to four year prior to the filing of this variance application, and/or a liability or commitment assumed during the pendency of this application, and required to be reported to N.J.S.A. 19:44-1 et seq.:

Contribution*	Date	Recipient

* Value as defined in the Borough Ordinance 04-13

None If no such contributions were made, indicate "None" by placing a check mark in the box.

SAMPLE

**PUBLIC NOTICE
HILLSDALE PLANNING BOARD
MEETING FOR CONSIDERATION OF APPLICATION**

PLEASE TAKE NOTICE that a public hearing will be held on _____

at 7:30 p.m. in the Council Chambers of the Borough Hall, 380 Hillside Avenue, Hillside, New Jersey:

whereupon the Planning Board will consider the following application:

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

3. Block _____, Lot _____ in the _____ Zoning District
4. Nature of application and/or relief sought _____

IMPORTANT NOTE: Insert in (4) above a **complete** description of the relief sought, i.e., site plan, subdivision, **and/or** specific variance(s) (i.e. side yard of ___ ft. where ___ ft. is required), etc., so as to convey sufficient and clear notice thereof to any interested person. Include the relief noted in the letter of denial and engineer's report.

5. After the Nature of application and/or relief sought, include "Applicant shall also seek such other permits, variances, waivers or exceptions which may become evident during the hearing process."

When the case 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 Borough Hall between 8:00 A.M. and 3:00 P.M., Monday through Friday.

Respectfully,

Applicant's Signature
Dated:

PLANNING BOARD
BOROUGH OF HILLSDALE, BERGEN COUNTY, NEW JERSEY
AFFIDAVIT OF SERVICE OF NOTICE

STATE OF NEW JERSEY:

: SS:

COUNTY OF BERGEN :

_____, of full age, being duly sworn according to law, deposes and says that he resides at _____ in the Municipality of _____, County of _____ and State of _____ and that, _____ is the applicant in the proceeding before the Planning Board of the Borough of Hillsdale, New Jersey relating to the premises designated as Block _____, Lot(s) _____, which property is commonly known as _____, Hillsdale, New Jersey, and that AT LEAST TEN (10) DAYS on _____, 20____, prior to the time appointed for the hearing, the required notice, a true copy of which is attached hereto, was served upon all owners of property within 200 feet affected by this application as set forth on the list provided by the administrative _____ and _____ which list together with proofs of service in the form of return receipts and white slips or signature _____ pages is also attached.

Said notice has been given by:

- (1) serving a copy thereof on the property owner as shown on the current tax duplicate, or his agent in charge of the property or the property owner's agent in charge of the property, or
- (2) mailing a copy thereof by certified mail to the property owner at the address as shown on the current tax duplicate, all as set forth in the attached list pursuant to N.J.S.A. 40:55D-12
- (3) applicable utilities

(STRIKE THOSE WHICH ARE INAPPLICABLE)

- (4) serving a copy to the County Planning Board
- (5) The Department of Transportation
- (6) Director of the State Division of Regional Planning
- (7) The Clerk of Hillsdale
- (8) The Clerk of the adjoining Municipality of _____

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

Signature of Affiant