

TOWNSHIP OF SADDLE BROOK

BERGEN



COUNTY

SADDLE BROOK, NEW JERSEY 07662

Municipal Building
93 Market Street

843-7100

PRELIMINARY & FINAL SITE PLAN APPLICATION PACKAGE

The enclosed package contains all the information and forms that you will need to complete your Preliminary & Final Site Plan application. The instructions are broken down into six sections. Read each section thoroughly and check off each item as you complete it.

Please fill out all required forms completely and submit all plans and documents according to the indicated time tables. If you have any questions, please feel free to ask for assistance from the Planning Board Secretary.

NOTE: All plans and fees must be submitted to this office at 540 Saddle River Road 20 days before the hearing date. The application will be deemed complete or in-complete. You will then be notified so that you may notify and advertise.

SADDLE BROOK PLANNING BOARD

Preliminary & Final Site Plan Application
With or Without Variance(s)

SECTION I. SITE PLAN REVIEW PROCEDURES AND POLICIES

A. PROCEDURES CHECKLIST

- () 1. Fill out all forms completely and assemble all required plans and documents outlined in Section II.
- () 2. Prepare checks for the required fees and escrows outlined in Section III.
- () 3. Determine whether the proposed application contains any requests or proposals that conflict with the local zoning ordinance, or any other laws. If variance(s) are then requested, complete the requirements in Section IVA.
- () 4. Return all the above to the Planning Board Secretary who will then schedule an initial hearing date.
- () 5. If variance(s) are requested, complete the requirements of Section IVB according to the time tables.

B. PLANNING BOARD POLICIES

- 1. HEARING: IF FOR ANY REASON YOU ARE UNABLE TO BE PRESENT, YOU OR YOUR ATTORNEY MUST INFORM THE BOARD IN WRITING AT LEAST FIVE (5) DAYS PRIOR TO THE MEETING. IN CASE OF A LAST MINUTE EMERGENCY, YOU MAY PHONE THE PLANNING BOARD SECRETARY, ATTORNEY OR CHAIRMAN AND THEN MUST FOLLOW UP IN WRITING WITHIN FIVE (5) DAYS. FAILURE TO DO SO MAY RESULT IN DISMISSAL OF YOUR APPLICATION.
- 2. ALL APPLICATIONS WILL BE DEEMED INCOMPLETE UNTIL REVIEWED, AND DETERMINED TO BE COMPLETE, BY A MAJORITY VOTE OF THE PLANNING BOARD. SUCH REVIEW AND DETERMINATION WILL TAKE PLACE ONLY AT A REGULARLY SCHEDULED PUBLIC MEETING OF THE PLANNING BOARD.
- 3. If applicant is a corporation, it MUST be represented by an attorney.
- 4. Hearings are normally held the third Tuesday of every month at 7:30 P.M. in the Saddle Brook Municipal Building.
- 5. No building permits will be issued until the Planning Board has memorialized the resolution for the Final Site Plan Approval.

Preliminary & Final Site Plan Application

SECTION II. REQUIREMENTS CHECK LIST

- A. All Site Plan Applications shall include all the items listed below. Any variance(s) appeals shall also provide the items in Section IV.
- () 1. Original and eighteen (18) copies of completed application form (enclosed).
 - () 2. Nineteen (19) copies of Site Plan Plat prepared in conformance with requirements in Section V.
 - () 3. Nineteen (19) copies of Architectural Plans or Sketches, if any.
 - () 4. Certification from Saddle Brook Tax Collector that all taxes and assessments are current.
 - () 5. Proof of submission to the Bergen County Planning Board in cases which it has jurisdiction.
 - () 6. Proof of submission to the Department of Environmental Protection in cases which it has jurisdiction.
 - () 7. Proof of submission to the Army Corps of Engineers in cases which it has jurisdiction.
 - () 8. Proof of submission to the Department of Transportation in cases which it has jurisdiction.
 - () 9. Proof of submission to any other Governmental Agency which may have jurisdiction.
 - () 10. Variance appeal only - original and five (5) copies of a certified list of property owners within a 200 foot radius (Section IVA).
 - () 11. Variance appeal only - original and eighteen (18) copies of completed "Appeal for Variance from Certain Provisions of Zoning Ordinance" form (#2) (Section IVA).

Note: The Planning Board may impose additional submission requirements during its hearing on the application to enable it to make the necessary determinations. These requirements may or may not have been foreseeable when the application was originally submitted or deemed complete.

**TOWNSHIP OF SADDLE BROOK
ORDINANCE NO. -17**

**AN ORDINANCE AMENDING FILING FEES, ESCROW DEPOSITS AND
COMPLETION CHECKLIST PERTAINING TO DEVELOPMENT APPLICATIONS
BEFORE THE PLANNING BOARD AND ZONING BOARD OF ADJUSTMENT**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWNSHIP OF
SADDLE BROOK AS FOLLOWS:

Section I.

§118-22, entitled “Fees” of the Code of the Township of Saddle Brook be and is hereby
deleted in its entirety and replaced with a new Section 118-22, to be entitled “Filing Fees,
Professional Fees and Escrows”, to read as follows:

A. Filing Fees: Applications to the Planning Board and Zoning Board of Adjustment
shall bear the following filing fees based on the type of application:

FILING FEES FOR PLANNING BOARD AND ZONING BOARD

TYPE	AMOUNT
1. Residential bulk variance	\$75
2. Residential “D” Variance	\$75
3. Minor Site Plan (Preliminary)	\$50 plus \$50 per 5,000 square feet or part thereof
4. Minor Site Plan (Final)	\$25 plus \$25 per 5,000 square feet or part thereof
5. Major Site Plan (Preliminary)	\$50 plus \$50 per 5,000 square feet or part thereof
6. Major Site Plan (Final)	\$25 plus \$25 per 5,000 square feet or part thereof
7. Minor Subdivision	\$150
8. Major Subdivision	\$250
9. Conditional Use	\$150
10. Conditional Use Variance	\$250
11. Informal Hearing	\$100
12. Site Plan Waiver	\$100

13. Special Meeting \$200
In addition, a \$250 secretarial/
administrative charge for special
meetings

B. Responsibility by Virtue of the Filing of an Application for Development with Either the Planning Board or Zoning Board of Adjustment: The applicant agrees to be responsible to pay the fees of the professionals for each Board including, but not limited to, attorney, engineer and planner, reasonably incurred in connection with the review, processing and approval or denial of the application. The failure of an applicant to pay, within a reasonable period of time, the outstanding fee of any Board professional, or the failure to post a required escrow deposit, shall entitle the Planning Board or Zoning Board of Adjustment, as the case may be, to suspend hearings and/or to withhold approving documents. In addition, such failure shall authorize the Building Department to withhold the issuance of permits, certificates of occupancy and other approvals. The Board professional will also be authorized to commence a legal action against the applicant seeking the payment of any outstanding fees.

C. Escrows: Applicants are required, as part of the application process, to post escrow deposits as security for the anticipated fees of the Board professionals as indicated above. Escrow deposits shall be made separately for each category of professional including, but not limited to, attorney, engineer and planner. The escrow deposits shall be made in accordance with the below schedule, with the understanding that the reviewing engineer may adjust the amount of the required escrow based on the details of a particular application, and shall promptly give notice to the applicant upon making such determination. If, during the course of a continuing hearing, the Planning Board or Zoning Board of Adjustment reasonably determines that additional escrows need to be posted, the applicant shall be given notice of same and shall promptly post any such required escrow.

ESCROW DEPOSITS FOR PLANNING BOARD AND ZONING BOARD

TYPE	ENGINEER (Includes completeness)	ATTORNEY	PLANNER
1. Residential bulk variance	\$150-completeness review. Engineer to determine amount of further escrow.	\$250	0
2. Residential "D" Variance	\$150-completeness review. Engineer to determine amount of further escrow.	\$250	\$250
3. Minor Site Plan	\$1750	\$500	\$500

(Preliminary)

4. Minor Site Plan (Final)	\$1750	\$500	\$500
5. Major Site Plan (Preliminary)	\$2500	\$1500	\$1000
6. Major Site Plan (Final)	\$2500	\$1500	\$1000
7. Minor Subdivision	\$1750	\$500	\$500
8. Major Subdivision	\$2500	\$1500	\$1000
9. Conditional Use	\$1500	\$1000	\$750
10. Conditional Use Variance	\$2000	\$1500	\$1000
11. Informal Hearing	0	0	0
12. Site Plan Waiver	\$1000	\$500	\$500
13. Resolution Publication (Residential)	\$25		
14. Resolution Publication (Non- residential)	\$60		
15. Special Meeting	\$450	\$450	\$450

D. Procedures: The provisions of *N.J.S.A.* 40:55D-53.1, 53.2, and 53.2a as they pertain to the disposition of required deposits, payments to professionals, deposits towards expenses and dispute procedures are incorporated by reference with the proviso that the failure of an applicant to notify the governing body with a copy of said notice to the Chief Financial Officer, the appropriate Board and the professional who rendered the bill of its dispute of the charges within twenty (20) days of receipt of same shall be deemed a waiver of the applicant's right to challenge said charge or charges.

Section II.

§2016-74.1, entitled "Fees to Reimburse Professional Planner for Review of Applications", be and hereby is deleted in its entirety.

Preliminary & Final Site Plan Application

D. PROFESSIONAL PLANNING ESCROW

Note: The applicant will also be charged for any and all costs incurred by the Planning Board for Site Plan review performed on its behalf by professional planners and/or engineers. The requirements for these services and all escrow amounts will be determined solely by the Board. All such fees must be paid in full prior to final consideration of the Preliminary/Final Site Plan Application.

SECTION IV. VARIANCE APPEAL PROCEDURES CHECKLIST

A. All items in this section (Items 1-3) MUST be completed PRIOR to submission of Site Plan Application to the Planning Board Secretary.

- () 1. Determine whether the proposed application contains any requests or proposals that conflict with the local zoning ordinance or other laws. The Saddle Brook Zoning Officer and/or Construction Official may be of assistance.
- () 2. Obtain from the Saddle Brook Tax Collector a certified list of property owners within a 200 foot radius of the subject property and submit original and five (5) copies along with the Site Plan Application.
- () 3. Complete the "Appeal For Variance From Certain Provisions Of The Zoning Ordinance" form (#2) (enclosed). Submit original and eighteen (18) copies along with the Site Plan Application.

B. All items in this section (Items 1-6) MUST be completed according to the time tables indicated.

- () 1. Public Notice - All variance appeals must inform the general public by publishing a notice in ONE of the official newspapers of the municipality. The notice shall state the date, time and place of the hearing, the nature of the relief (variance) sought by the applicant and the identity of the property in question, by both street address and lot and block numbers. This notice shall also state that all documents related to the application are available for inspection by the public at the Saddle Brook Building Department, 540 Saddle River Road, between 9:00 A.M. and 4:00 P.M., Monday through Friday. The appeal notice MUST be published at LEAST ten (10) days prior to the scheduled hearing. Do not count the day of the hearing in the ten (10) day period. A list of official newspapers is available from the Planning Board Secretary. Public notice and advertising is the responsibility of the applicant and performed at the expense of the applicant.

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- () 2. Proof Of Publication - A newspaper affidavit shall be obtained as proof of publication of the public notice and must show date of publication to be a minimum of ten (10) days prior to the hearing date. The affidavit must be submitted to the Board Secretary at least five (5) days prior to the hearing date. Do not count the hearing day in the five (5) day period. Submit original and five (5) copies.
- () 3. Complete the "Notice To Be Served On Owners Of Property" form (#3) (enclosed). Submit original and five (5) copies to the Planning Board Secretary at least five (5) days prior to the hearing date. Do not count the hearing day in the five (5) day period.
- () 4. Property Owners Notification - All property owners within a 200 foot radius of the property shall be served with a completed copy of the "Notice To Be Served On Owners Of Property" form (#3) at least ten (10) days in advance of the hearing. Do not count the day of the hearing in the ten (10) day period. The notice must be sent by registered or certified mail, return receipt requested. The Postal Service receipt cards will be utilized as proof of service. In the case of residential property owners, you may serve the notice by personal service; in such event you must present your notarized affidavit to the Planning Board verifying such service.
- () 5. If the applicant property is within 200 feet of another municipality, a county road, county property or state highway, the proper authorities SHALL be served notice by certified or registered mail, return receipt requested. Addresses are available from the Planning Board Secretary. Notice must be mailed at least ten (10) days prior to the hearing. Do not count the day of the hearing in the ten (10) day period. The Postal Service receipt cards will serve as proof of service.
- () 6. Original and five (5) copies of the completed and notarized "Affidavit Of Service Of Notice" form (#1) and all proof of service to property owners must be submitted to the Planning Board Secretary at least five (5) days prior to the scheduled hearing date. Do not count the day of the hearing in the five (5) day period.

SECTION V. REQUIRED SITE PLAN PLAT DETAILS

- A. The Site Plan shall be prepared by a professional engineer, land surveyor, architect, landscape architect or professional planner at an appropriate scale not to exceed one (1) inch equals forty (40) feet. The Site Plan shall be based on the latest Tax Map information and shall be of a standard size as required by the Map Filing Act and each element shall be prepared by the appropriate professional.

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- () 1. Key map drawn at a scale of not more than one (1) inch equals one hundred (100) feet showing the location of the property, all streets and property lines within five hundred (500) feet of the affected property and all buildings or structures within three hundred (300) feet of the building or structure proposed by the applicant.
- () 2. The name and address of the owner and Site Plan applicant together with the names of the owners of all contiguous land and of property directly across the street and within two hundred (200) feet of the property, as shown by the most recent tax records of the township.
- () 3. North Point, scale and date on which plan was prepared and date of every revision.
- () 4. Tax Map lot and block numbers of the property affected.
- () 5. Zoning district in which the property is located.
- () 6. Complete metes and bounds survey of the property, signed, sealed and certified by a licensed land surveyor.
- () 7. Location of all existing buildings, sidewalks, culverts, storm sewers, sanitary sewers, water, fire protection, electric and telephone lines, both above and below ground, poles, gas and underground heating systems, pipelines, artesian wells and other man-made features.
- () 8. Location of all existing streets and highways on or adjacent to the property affected, including names, right-of-way width, pavement width and curbs.
- () 9. Location of all existing easements and rights-of-way and the purpose for which they have been established.
- () 10. Location of existing high points, watercourses, depressions, ponds, marshes, wooded areas, underground streams, single trees not in wooded areas with a diameter of six (6) inches or more as measured three (3) feet above the base of the trunk and other significant existing features, including previous flood elevations of watercourses and marsh and wetland areas, as determined by the State of New Jersey.
- () 11. A topographical map showing both existing and proposed elevations or contours at vertical intervals of two (2) feet for slopes of less than ten percent (10%) and such lesser intervals as may be necessary for the satisfactory study and planning of relatively level tracts.

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- () 12. Indicate spot elevations for top and bottom of existing/proposed curbs and retaining walls at regular intervals, as well as the rim and invert elevations and slope and flow directions for all drainage and sanitary sewer facilities.
- () 13. Datum to which contour elevations refer, preferably United States Coast and Geodetic Survey. All property in a 100 year flood plain SHALL use the U.S.C. & G. datum.
- () 14. All proposed streets with profiles indicating grading and cross sections showing width of roadway, location and width of sidewalks and interior walkways.
- () 15. Location of proposed buildings and structures and all accessory structures, if any, including setbacks, side-lines and rear yard distances with dimensions showing present and future grade elevations at all corners and entrances of said structures and floor plans thereof.
- () 16. A chart detailing the existing/proposed Site Plan's compliance or lack thereof with provisions of the Zoning Ordinance including lot area, lot coverage, usage, lot frontage, front yard setback(s), side yard setbacks, rear yard setback(s), open space, off street parking, and maximum height of all structures. Any noncompliance with any provision(s) of the zoning ordinance SHALL be included.
- () 17. Design view of the proposed structure or structures, front, side and rear view elevations. Design view elevations are to be shown where proposed additions or alterations affect such elevations.
- () 18. Proposed design and location of signs and outdoor lighting.
- () 19. The location, type and size of proposed culverts, storm sewers, sanitary sewers, fire protection, electric and telephone lines and poles, gas and underground heating systems, pipelines and all other utilities both above and below ground, including the connection of such proposed facilities with the existing facilities according to the standard specifications of the Township of Saddle Brook.
- () 20. All applications that propose additional sanitary sewage output shall have a licensed professional engineer prepare a sanitary sewer impact study. The study shall include daily peak flow to be generated by the project, the daily unused capacity (percentage and volume) of surrounding sewer lines into which the project's lines will flow, either directly or indirectly, and the affect (percentage and volume) the additional flow will have on such unused capacity.

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- () 21. All applications that propose additional domestic and/or fire water consumption shall have a licensed professional engineer prepare a supply water impact study. The study shall include the estimated daily peak consumption of the project, the estimated unused capacity (percentage and volume) of the Township supply mains utilized by the project and the affect (percentage, volume and pressure) the additional usage will have on the surrounding water system.
- () 22. All means of vehicular access for ingress and egress to and from the site onto public streets showing the size and location of driveways and curb cuts, including the possible organization of traffic channels, acceleration and deceleration lanes, additional width and any other advice necessary to prevent a difficult traffic situation; also all pedestrian walkways and bike paths.
- () 23. All applications that propose additional traffic ingress/egress shall have a licensed professional engineer prepare a traffic impact study. The study shall include the estimated peak hourly traffic to be generated, an assignment of peak hourly traffic (percentage and volume) to surrounding roads and a determination of the affect (percentage and volume) this additional traffic will have on the surrounding roads.
- () 24. All applications that propose additional impervious surface area shall have a licensed professional engineer design an onsite storm water management program. The onsite retention/detention facilities shall be designed using a 25 year storm design criteria and conform to the performance and design standards of the Bergen County Storm Water Management Program in effect February 1st, 1990. These standards are outlined in Section VI.
- () 25. The location and design of any off-street parking areas or loading areas showing size and location of parking spaces, bays, aisles and barriers. The calculations utilized to determine the required number of parking spaces or loading areas shall be clearly detailed and all spaces clearly numbered.
- () 26. A proposed landscaping, screening, buffering and shade tree plan showing what will remain and what will be planted, indicating botanical and common names of plants and trees, dimensions, approximate time of planting and maintenance plans. If provided, all recreation areas shall be indicated.

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- () 27. A written description of the proposed business operation or activity including sufficient detail to indicate the effects of this operation in producing noise, glare, vibration, smoke, fumes, gas, dust, odor, fire hazards and explosion hazards.
- () 28. If applicable, the proposed hours of operation, number of shifts to be worked and the maximum number of employees and/or customers on each shift.
- () 29. The following legends shall be on the Site Plan Plat:
- (a) Site plan of
 Lot _____ Block _____ Zone _____
 Date _____ Scale _____
 Applicant _____
- (b) I consent to the filing of this Site Plan with the Planning Board of the Township Saddle Brook, New Jersey.

 (Owner) _____ (Date) _____
- (c) I hereby certify that I have prepared this Site Plan and that all dimensions and information are correct.

 (Name) _____ (Title and License No.) _____
- (d) I have reviewed this Site Plan and certify that it meets all codes and ordinances under my jurisdiction.

 (Date) _____ (Township Engineer) _____
- (e) To be signed before issuance of a building permit:
 I hereby certify that all the required improvements have been installed or a bond posted in compliance with all applicable codes and ordinances.
 (If improvements installed) _____
 _____ (Township Engineer) _____ (Date) _____
 (If bond posted) _____
 _____ (Township Clerk) _____ (Date) _____
- Building permit issued _____
 _____ (Construction Official) _____ (Date) _____
- (f) Approved by the Planning Board
 (Preliminary _____) (Final _____)

 (Chairman) _____ (Date) _____

 (Secretary) _____ (Date) _____

Preliminary & Final Site Plan Application

- () 30. Such additional information as may be required by the Township or Planning Board Engineer.
- () 31. If applicable, review and approval by the Subdivision and Site Plan Committee of the Bergen County Planning Board in accordance with the Site Plan Review Resolution of the County of Bergen, New Jersey.
- () 32. The applicant will submit to the Planning Board a proposed sequence of development with projected time schedules for completion of each of the several elements. Such projection shall include, where applicable, the removal of structures, trees and brush, temporary drainage considerations, utilities, road and sidewalk improvements, and provisions for the protection of topsoil.
- () 34. Additional Information. The Planning Board may require other information and data for specific Site Plans. This data may include, but is not limited to, geologic information, market information, environmental impact statements, soil erosion and sedimentation plans, some economic data and similar exhibits.

SECTION VI. BERGEN COUNTY STORM WATER MANAGEMENT PROGRAM REQUIREMENTS FOR SADDLE BROOK PLANNING BOARD APPLICATIONS

A. SUBMISSION/EXEMPTION REQUIREMENTS

All applications for development that propose additional impervious surfaces shall submit data to the Planning Board specifying the change in storm water runoff due to the proposed improvements. Storm water management facilities to retain/detain the additional runoff shall be detailed on the Site Plan Plat according to the following performance and design standards.

B. PERFORMANCE STANDARDS

- () 1. Additional storm water runoff produced as a result of the proposed development shall be retained or detained on-site.
- () 2. Flow velocities from the outlets of storm water management facilities shall be designed in such a manner as to prevent scour, erosion and siltation in channels and spillways.
- () 3. "Standards for Soil Erosion and Sediment Control in New Jersey" shall be adhered to and soil erosion and sediment control plans shall be certified where applicable by the Bergen County Soil Conservation District in accordance with P. L. 1979, Ch. 459.

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- () 4. The applicant shall post performance bonds to the municipality for the total cost of installation of the approved storm water management facilities based on estimates of construction quantities to be provided by the applicant.
- () 5. The applicant shall post maintenance bonds for the upkeep of the approved storm water management facilities for a period of two years after the release of the performance bond. The maintenance bond shall be equal to 10% of the amount of the performance bond for storm water management facilities.
- () 6. Maintenance of storm water management facilities, after the release of the maintenance bond, shall be the responsibility of the owners of the property (excluding one and two family dwellings) on which the facility is located or the responsibility of a legally constituted home-owners (residents) association, if one exists for the development in question, or the responsibility of the appropriate governmental unit assuming responsibility.
- () 7. In instances where for reasons of public health and safety it would be appropriate for a governmental body to assume the responsibility of maintaining an approved storm water management basin, the following conditions should exist:
 - a. Adequate easements shall be provided around the storm water management basin as well as an access easement, for maintenance to the facility.

C. DESIGN STANDARDS

- () 1. Storm water management facilities include, but are not limited to, drywells, swales, basins, porous pavement, open drainage pipes, rooftop storage or a combination of these or other methods.
- () 2. All storm water retention or detention facilities shall be designed using the 25 year design storm.
- () 3. Runoff coefficients for developed and undeveloped conditions shall be used to determine increase in runoff to be stored.
- () 4. Methodology for determining runoff shall conform to generally accepted engineering standards and practices (e.g. SCS Runoff Equation, Runoff Curve Numbers and dimensionless unit hydrograph or the Rational Formula and runoff coefficients as published in the "Handbook of Applied Hydrology").

Preliminary & Final Site Plan Application

- () 5. Facilities shall be designed in such a manner that the rate of discharge shall not exceed that which occurred under predevelopment conditions for the design storm.
- () 6. Storm water retention/detention basins may be depressions in parking areas, excavated basins, basins created through use of curbs, stabilized earth berms or dikes, or any other form of grading which serves to temporarily impound and store water. The following standards apply to basins:
 - a. If a routing study is required, a short procedure may be used as described in SCS Technical Release #55 or any other acceptable method.
 - b. If earth berms or dikes are used to create the impounding area, they shall be provided with an emergency spillway or outlet to pass the 100 year storm and be adequately stabilized and the slopes protected with vegetative cover, paving or rip-rap to protect against failure or breaching.
 - c. Outlet pipes shall be at least 6 inches in diameter to facilitate cleaning.
 - d. Suitable linings shall be placed upstream and downstream of principal outlets to prevent scour and erosion.
 - e. Earthen Dam embankments shall have side slopes not steeper than 3:1. Emergency spillways must be adequately stabilized.
 - f. Basin bottoms should be designed to protect against residual water periods to prevent mosquito breeding.
 - g. Safety ledges shall be constructed when feasible on the side slopes steeper than 3:1 of all basins having a permanent pool of water. These ledges shall be at least 4 feet in width with one located 1 - 1 1/2 feet above and the other located 2 1/2 - 3 feet below the permanent water surface.
 - h. Fencing and/or vegetative screening may be erected around basins when desirable.
- () 7. Ground absorption systems such as drywells, porous pavement or the like shall be used only where the infiltration rate of the receiving soil is acceptable as determined by percolation tests or soil borings, or as determined by the Township or Planning Board Engineer.

Preliminary & Final Site Plan Approval

- () 8. Rooftop storage can be accomplished through temporary impoundment and storage of storm water on flat or slightly pitched building rooftops by use of drain outlets which restrict the storm water runoff from the roof surface. A design certification as to the ability of the structure to bear this weight must be presented by an appropriate licensed professional.
- () 9. Drainage easements, where deemed necessary, will be required to assure the continuance of storm water management facilities. For subdivision applications, if the necessary drainage easements cannot be conveyed to a public body, a hardship will be deemed to exist and a cash contribution in-lieu of construction will be required.



Township of Saddle Brook, New Jersey

Planning Board
540 Saddle River Rd.
Saddle Brook, NJ 07663
(201) 843-7111
(201) 843-0697 (fax)

Instructions:

- 1) Answer all questions on this application form
- 2) Return to the Planning Board Secretary:
 - Three (1) completed application with original signature
 - Fourteen (14) photocopies of the completed and signed application
- 3) After submission, the applicant will be advised by the Board Secretary as to when this matter will be heard by the Saddle Brook Planning Board
- 4) All applicants are required to appear at the scheduled meeting. If the applicant is a corporation and/or LLC, appearance and representation by a licensed NJ Attorney is required.
- 5) Taxes must be current on property in question in order for this application to be heard
- 6) A list of employee zip codes or name of town of employee origination must be included with application (absent this list, the application will be deemed incomplete)

Name, current address and phone number of the applicant (or tenant):

- 1a. Name of Applicant _____
- 1b. Street Address _____
- 1c. Town/ State/ Zip Code _____
- 1d. Phone _____
- 1e. Fax _____
- 1f. Email _____

If the applicant is represented in this application by a NJ attorney, the attorney's name, firm, address and phone number must be listed here:

- 2a. Name of Attorney _____
- 2b. Firm _____
- 2c. Street Address _____
- 2d. Town/ State/ Zip Code _____
- 2e. Phone _____
- 2f. Fax _____
- 2g. Email _____

Name, current address and phone number of the building owner / landlord:

- 3a. Name of Landlord / Owner _____
- 3b. Street Address _____
- 3c. Town / State / Zip Code _____
- 3d. Phone _____
- 3e. Fax _____
- 3f. Email _____

The building intended to be occupied:

The building intended to be occupied:

4a. Block # _____ 4b. Lot # _____
4c. Street Address _____ 4d. Zone _____
4e. Approximate size of entire building _____ square feet
4f. Size of premises within the building to be occupied _____ square feet
4g. Do you currently occupy any space in the subject building? _____
4h. If yes, how much space currently? _____ (in square feet)
4i. Date applicant intends to occupy the premises _____
4j. Nature of the present use of premises or, if vacant, use immediately prior to intended use proposed by applicant _____

4k. Name of prior business occupying this space _____
4l. Intended use of premises. Be specific _____

4m. Number of rooms or offices contained on premises _____
4n. Nature of proposed alterations intended, if any _____

4o. Proposed days and hours of operation _____

Employees, parking and signs:

5a. Number of employees that will occupy the premises _____
5b. Number of parking spaces required for employees _____
5c. Number of parking spaces required for visitors _____
5d. Total number of parking spaces provided for in lease _____ (provide either the number of parking spaces or state 'parking in common' with other tenants)
5e. Number of parking spaces that are physically marked or signed for your use only on site _____ (i.e. sign that states Parking for ABC Company only)
5f. Total number of parking spaces on site _____ (provide either the number of parking spaces or state 'parking in common' with other tenants)
5g. Will any outdoor signs be required by applicant? _____
5h. If yes, when will the sign application be submitted? _____

Additional information, if any:

6a. Additional information, if any _____

TOWNSHIP OF SADDLE BROOK

BERGEN



COUNTY

SADDLE BROOK, NEW JERSEY 07662

PLANNING BOARD

Municipal Building
93 Market Street

843-7100

FEE PAID: \$ _____

CHECK #: _____

DATE: _____

FILE#: _____

APPLICATION FORM - SITE PLAN

APPLICANT'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE#: _____

OWNERS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE#: _____

NAME AND LOCATION OF PROPERTY: _____

BLOCK: _____ LOT: _____ ZONE: _____

NAME OF NEAREST INTERSECTING STREETS: _____

A BRIEF DESCRIPTION OF PROPOSED CONSTRUCTION, RENOVATION OR DEMOLITION:

PRESENT USE: _____

IS CURRENT USE OF PROPERTY CONSISTENT WITH THE ZONE OF SAID PROPERTY? _____

HOW LONG HAS CURRENT USE EXISTED ON THE PROPERTY? _____

PROPOSED USE: _____

IS PROPOSED USE TO CONSISTENT WITH THE ZONE OF SAID PROPERTY? _____

DOES PROPOSED SITE PLAN REQUIRE ANY VARIANCE(S)? _____

HAS PROPERTY PREVIOUSLY SECURED SITE PLAN APPROVAL? _____ WHEN? _____

MAP DATED: _____ PREPARED BY: _____

ENTITLED: _____ LOT AREA: _____

EXISTING BUILDING AREA: _____ PROPOSED BUILDING AREA: _____

EXISTING PARKING SPACES: _____ PROPOSED PARKING SPACES: _____

DO ALL EXISTING STREET FRONTAGES HAVE SIDEWALKS AND CURBS? _____

AREA IN ACRES OF ANY ADDITIONAL ADJOINING LAND OWNED BY OWNER OR APPLICANT: _____

IS ALL OR PART OF THE PROPERTY LOCATED WITHIN A 100 YEAR FLOOD ZONE? _____

DOES THIS CONSTITUTE - _____ NEW APPLICATION

_____ REVISION OR RESUBMISSION
OF A PRIOR APPLICATION

HAS AN APPLICATION ON THIS PROPERTY BEEN FILED WITH THIS BOARD OR THE ZONING BOARD OF ADJUSTMENT WITHIN THE PAST 3 YEARS?

_____ YES _____ NO

IF YES, PLEASE STATE DATE OF APPLICATION AND DECISION OF BOARD.

PLEASE ATTACH A COPY OF ANY DEED RESTRICTIONS OR COVENANTS THAT WILL APPLY.

SIGNATURE

AFFIDAVIT OF SERVICE OF NOTICE

PLANNING BOARD
TOWNSHIP OF SADDLE BROOK, N.J. 07662

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone No.: _____

I, (we) being duly sworn, upon my (our) oath depose and say that I am (we are) the applicant (or the duly authorized agent of the applicant) in the appeal upon the premises known and designated as Lot No. _____ Block No. _____ on the Tax Map of the Township of Saddle Brook, N.J. known as (street & No.):

Attached hereto is a true and exact copy of the "Notice to be Served on Owners of Property" which I (we) served upon the following persons, who comprise all the owners of all property located within two hundred feet (200') in every direction of the boundary line of the premises involved in said appeal.

Note: Use this page to list all residents that were personally served, page two (2) to list all residents served by registered/certified mail and page three (3) to list all non-resident owners served by registered/certified mail.

I (we) served the following residents of the Township of Saddle Brook, N.J. by personally handing the notice to an adult resident at least ten (10) days prior to the scheduled hearing date.

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

File No. _____

AFFIDAVIT OF SERVICE OF NOTICE

I (we) served the following residents of the Township of Saddle Brook, N.J. by sending the notice by registered or certified mail, the registry receipts attached hereto. I (we) certify that the notice was sent at least ten (10) days prior to the scheduled hearing date.

Name

Address

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

File No. _____

AFFIDAVIT OF SERVICE OF NOTICE

I (we) served the following non-resident owners by sending the notice by registered or certified mail, the registry receipts attached hereto. I (we) certify that the notice was sent at least ten (10) days prior to the scheduled hearing date.

Name

Address

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Applicant_____
Applicant

Sworn to and subscribed

before me this _____

day of _____, 19____

Notary Public of New Jersey

APPEAL FOR VARIANCE FROM CERTAIN PROVISIONS
OF THE ZONING ORDINANCE
PLANNING BOARD - TOWNSHIP OF SADDLE BROOK

The undersigned hereby appeals for permission to (circle whichever applies)
Erect, Alter, Move, Convert, Subdivide (please describe): _____

contrary to the requirements of Section(s) _____
of the Township of Saddle Brook Zoning Ordinance, upon premises known as
(Street & No.): _____

Designated as Lot No.: _____ Block No.: _____ in the Township of
Saddle Brook, N.J. in accordance with the (circle whichever applies) SITE PLAN,
BUILDING PERMIT, SUBDIVISION, SWIMMING POOL, CERTIFICATE OF OCCUPANCY APPLICA-
TION hereto attached.

The proposed building/alteration/demolition is contrary to Ordinance in the
following particulars (State specifically):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Has the Building Inspector examined the proposed plans or building and refused
a Building Permit or Certificate of Occupancy? _____ If so, on what grounds?

On what date? _____ Has the property been before the Planning or Zoning Board
in the last 3 years? _____ If so, state date and disposition of the appeal:

Signature of Applicant

Applicant

Date

Address

NOTICE TO BE SERVED ON OWNERS OF PROPERTY
AFFECTED BY PROPOSED VARIANCE
FROM ZONING ORDINANCE
PLANNING BOARD - TOWNSHIP OF SADDLE BROOK

PLEASE TAKE NOTICE

That an appeal has been made to the Planning Board of the Township of Saddle Brook, New Jersey, to grant a variance from certain provisions of the Zoning Ordinance of the Township of Saddle Brook, New Jersey.

Said appeal being made for permission to (circle whichever applies) Erect, Alter, Move, Convert, Subdivide (please describe): _____

for the purpose of _____

contrary to the provisions of Section(s) _____ of the
Zoning Ordinance, upon the premises known and designated as Lot No. _____

Block No. _____ on Tax Map of the Township of Saddle Brook, New Jersey and
known as (Street & No.) _____

This notice is sent to you as required by Section 40:55D-12 of the Revised Statutes of New Jersey. A public hearing on this appeal has been ordered by the Planning Board to be held on the _____ day of _____, 19____, at 7:30 P.M., in the Municipal Building, 93 Market Street, in the Township of Saddle Brook, New Jersey. You may appear either in person, or by agent or attorney and present any facts, or objections which you may have relative to the granting of this appeal.

This notice is served upon you by order of the Planning Board of Saddle Brook, N.J. Date: _____, 19____

Signature of Applicant

Applicant

Address

by _____
Agent

NOTICE TO BE SERVED ON OWNERS OF PROPERTY
AFFECTED BY PROPOSED VARIANCE
FROM ZONING ORDINANCE

INFORMATION FOR PERSONS ATTENDING MEETINGS OF THE
SADDLE BROOK PLANNING BOARD

Every interested person or his qualified agent may appear at the public meeting of the Saddle Brook Planning Board to present any information or statements relative to applications requiring public hearing by the Board. Fairness to all parties concerned requires that the Board follow an orderly procedure regarding receipt of evidence or statements. The Chairman will introduce each application and ask the applicant to present his case. Members of the Board may then ask any questions of the applicant or his witnesses that they consider pertinent. At the conclusion of the questioning by the Board, the meeting will be opened to the public.

At this time, any person in the audience may ask to be heard by the Board. One person at a time will be called forward and asked to state his/her name and address and will also be sworn to tell the truth. The rules of procedure require that all questions or statements by the public be material to the matter being heard. Irrelevant or immaterial statements will be ruled out of order by the Chairman. All statements and/or questions must be concise and to the point and will be subject to time limitations. Any person being heard by the Board may be questioned by the Board, the applicant, his attorney or the public, subject to time limitations.

When all members of the audience wishing to be heard have had an opportunity to speak, the meeting will be closed to the public and no more public testimony will be heard on the particular application before the Board.

All testimony, questions and statements will be recorded electronically or stenographically and form the record for the hearing of each application.

In order to expedite the hearing and to protect the rights of all parties, the Board requests that all persons strictly adhere to the above procedures.

All maps and documents pertaining to the applications before the Board are available for public inspection at the offices of the Saddle Brook Building Department at 540 Saddle River Road between 9:00 A.M. and 4:00 P.M. Monday through Friday. These documents are normally available at least ten (10) days prior to the Planning Board hearing date.