

TOWNSHIP OF SADDLE BROOK

BERGEN



COUNTY

SADDLE BROOK, NEW JERSEY 07662

PLANNING BOARD

Municipal Building
93 Market Street

843-7100

SITE PLAN WAIVER APPLICATION PACKAGE

Dear Applicant:

The enclosed package contains all the information and forms that you will need to complete your Site Plan Waiver application. The instructions are broken down into four 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.

SADDLE BROOK PLANNING BOARD

Site Plan Waiver Application

SECTION I. SITE PLAN WAIVER ELIGIBILITY, PROCEDURES AND POLICIES

A. ELIGIBILITY FOR SITE PLAN WAIVER

1. The Planning Board may, at its discretion, waive some of the requirements of a formal Site Plan Review if the proposed development or renovation:
 - a. Has secured previous Site Plan approval under the terms of the Site Plan Ordinances and existing circulation, parking, drainage, building arrangements, landscaping, buffering, lighting, and other considerations of the original Site Plan review are not affected or;
 - b. Involves normal maintenance or replacement, such as a new roof, painting, new siding or similar activity.

B. 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 existing site plan contains any conflicts with the local zoning ordinance, or any other laws. The Saddle Brook Zoning Officer and/or Construction Official may be of assistance.
- () 4. Return all the above to the Planning Board Secretary who will then schedule an initial hearing date.

C. 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.

Site Plan Waiver Application

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 Site Plan Waiver Approval.

SECTION II. REQUIREMENTS CHECK LIST

- A. All Site Plan Waiver Applications shall include all the items listed below.
- () 1. Original and eighteen (18) copies of completed application form (enclosed).
 - () 2. Nineteen (19) copies of Site Plan Sketch prepared in conformance with requirements in Section IV.
 - () 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.

Note: The Planning Board may impose additional submission requirements or submission to certain Governmental Agencies 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. No application shall be deemed complete until ALL of the foregoing items, if applicable, are completed. The application will then be reviewed by the Planning Board at a regularly scheduled meeting. In order for the application to be determined to be complete, such a determination will have to be made by a majority vote of the members of the Planning Board. If at any time during the hearing on the application, it is determined that there is any deficiency in the information supplied by the applicant, the application may be determined to be incomplete. This determination may be made even though a public hearing on the application has already commenced.

Site Plan Waiver Application

SECTION III. FEES AND ESCROWS - TO BE SUBMITTED WITH APPLICATION

A. PLANNING BOARD FEES

- () 1. Site Plan Waiver Application Fee: \$100.00
- () 2. Fee to publish the Planning Board Decision: \$30.00
- () 3. Please prepare a check for \$100.00 and a separate check for \$30.00 both payable to Township of Saddle Brook, and submit the two checks to the Planning Board Secretary along with the application.

B. PLANNING BOARD ATTORNEY ESCROW

- () 1. Application for Site Plan Waiver approval: \$500.00
- () 2. Please prepare a check for \$500.00 payable to Township of Saddle Brook and submit to the Planning Board Secretary along with the application. This amount is merely an estimate of the total fees. If during the course of consideration of application, additional fees are required, you will be so informed. Conversely, if the actual fees are less than the Escrow amount, the excess will be returned. All fees must be paid in full prior to final consideration of the Site Plan Waiver Application.

C. PLANNING BOARD ENGINEERING ESCROW

- () 1. Application for Site Plan Waiver approval: \$350.00
- () 2. Please prepare a check for \$350.00 payable to Township of Saddle Brook and submit to the Planning Board Secretary along with the application. This amount is merely an estimate of the total fees. If during the course of consideration of the application additional fees are required, you will be so informed. Conversely, if the actual fees are less than the Escrow amount, the excess will be returned. All fees must be paid in full prior to final consideration of the Site Plan Waiver 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 Waiver 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 Site Plan Waiver Application.

Site Plan Waiver Application

SECTION IV. SITE PLAN DETAILS

A. REQUIRED DETAILS FOR SITE PLAN WAIVER SKETCH

- () 1. A sketch, plan and/or written description of the proposed construction or renovation with enough detail to enable the Planning Board to determine what, if any, impact on the circulation, parking, drainage, building arrangements, landscaping, buffering and lighting on the property and surrounding properties will occur.
- () 2. The sketch, plan and/or written description shall include the name and address of the owner and Site Plan Waiver applicant, tax map lot and block numbers of the property and the zoning district in which the property is located.
- () 3. A chart detailing the Site Plan's noncompliance with any provisions of the Zoning Ordinance, including, but not limited to, lot area, lot coverage, usage, lot frontage, front yard setback(s), side yard setbacks, rear yard setback(s), open space, off street parking and building height.
- () 4. 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.
- () 5. 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.
- () 6. The applicant shall submit to the Planning Board a proposed sequence of development with projected time schedule for completion.
- () 7. Additional Information. The Planning Board may require other information and data for a specific Site Plan Waiver review.

B. OPTIONAL DETAILS FOR SITE PLAN WAIVER SKETCH

Note: The following optional details are only guidelines to demonstrate the type of information that may help the Board determine the merits of the application.

1. A scale map of the site with all property metes and bounds, north point and the location of all existing and proposed buildings, streets, driveways and sidewalks.
2. Location of all existing easements and rights-of-way and the purpose for which they have been established.

Site Plan Waiver Application

B. OPTIONAL DETAILS CONTINUED

3. The typography of the site before and after development.
4. Design view of the proposed structure or structures, front, side and rear view elevations.
5. Proposed design and location of signs and outdoor lighting.
6. The location and design of any off-street parking areas or loading areas showing size and location of parking spaces, bays, aisles and barriers.

TOWNSHIP OF SADDLE BROOK

BERGEN



COUNTY

SADDLE BROOK, NEW JERSEY 07662

PLANNING BOARD

540 SADDLE RIVER ROAD
SADDLE BROOK, N. J. 07662

843-7111

FEE PAID _____

DATE _____

APPLICATION FORM - SITE PLAN WAIVER APPROVAL

APPLICANT'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE# _____

OWNER'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE# _____

NAME AND LOCATION OF PROPERTY _____

BLOCK _____ LOT _____ ZONE _____

NAME OF NEAREST INTERSECTING STREET _____

BRIEF DESCRIPTION OF PROPOSED CONSTRUCTION, RENOVATION, DEMO

REASON FOR REQUESTING A WAIVER _____

PRESENT USE _____

Site Plan Waiver Application
Page 2 of 2

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

HOW LONG HAS CURRENT USE EXISTED ON PROPERTY _____

PROPOSED USE _____

IS PROPOSED USE 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 _____

DOES ALL EXISTING STREET FRONTAGES HAVE SIDEWALKS & CURBS _____

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

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

DOES THIS CONSTITUTE _____ NEW APPLICATION

_____ REVISION OR RESUBMISSION OF
A PRIOR APPLICATION

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

_____ YES _____ NO _____ DATE & DECISION

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

SIGNATURE