

DEVELOPMENT APPLICATION VILLAGE OF RIDGEFIELD PARK

Date Stamp

Application No: _____

Received Date: _____

Completion Date: _____

Hearing Date: _____

Fee Paid (amount): _____

Escrow Paid: _____

Planning Board: _____ Zoning Board: _____

NAME AND ADDRESS INFORMATION

Applicant's Name	Mailing Address	Telephone	Email
Applicants Tax ID#			
Property Owners Name			
Agent Name			
Architect Name			
Engineer / Surveyor Name			
Planner's Name			

The applicant is the: Owner Lessee Tenant Other _____

PROPERTY INFORMATION

Address of Subject Property/Current Conditions (ie one-family, two-family, business etc.)		
Block	Lot	Zone

PROJECT DESCRIPTION (Board of Adjustment applicants only)

Proposed Use:
Existing Use :

TYPE OF APPLICATION

<input type="checkbox"/> Informal Sketch Plat	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Major Preliminary Subdivision
<input type="checkbox"/> Major Final Subdivision	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Conditional Use Approval
<input type="checkbox"/> Use Variance	<input type="checkbox"/> Bulk Variance	

SEEKING TO:

Erect New Building Erect Addition to Present Building Alter Existing Building
 Extend Usage of Building
 Change Permitted Property Usage Other: _____

DOCUMENTS REQUIRED FOR SUBMISSION

<input type="checkbox"/> Certified survey (not more than 10 years old)	<input type="checkbox"/> Subdivision plat	<input type="checkbox"/> Copy of Current Property Record Card (Obtained from the Tax Assessor)
<input type="checkbox"/> Preliminary subdivision plans	<input type="checkbox"/> Site plan	
<input type="checkbox"/> Architectural plans	<input type="checkbox"/> Signed application	
<input type="checkbox"/> If corporation, list of stockholders or individuals owning more than 10% or stock or interest	<input type="checkbox"/> Application and escrow fees	
	<input type="checkbox"/> PDF copy of application	

Planning Board applications must submit six copies of the above.
 Zoning Board applications must submit fifteen copies of the above.

VARIANCES REQUESTED

Check all the apply:

<u>Bulk Variance</u>	<u>Item</u>	<u>Required</u>	<u>Existing</u>	<u>Proposed</u>
	Lot Area	_____	_____	_____
	Lot Width	_____	_____	_____
	Lot Frontage	_____	_____	_____
	Front Yard Setback	_____	_____	_____
	Side Yard Setback	_____	_____	_____
	Rear Yard Setback	_____	_____	_____
	Building Height (≤10%/10 ft.)	_____	_____	_____
	Building Coverage	_____	_____	_____
	Total Lot Coverage	_____	_____	_____
	Off-Street Parking	_____	_____	_____
	Corner Lot Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Interior Lot			
	Other _____			

Use Variance: Statutory bases NJS 40:55D-70(d) for the use variance request:

(1) Use not permitted
 (2) Expansion of a non-conforming use
 (3) Standards of a conditional use are not met
 (4) An increase in the permitted floor area ratio
 (5) An increase in permitted residential density
 (6) Height of a principal structure exceeds by 10% or 10 feet the maximum permitted height

Other Relief Request: _____ Appeal from Zoning Officers Decision
 _____ Interpretation of provisions of the Zoning Ordinance

PROJECT DESCRIPTION/ BASIS FOR VARIANCE RELIEF (add separate sheet if necessary)

STATEMENT OF OWNER WHERE THE APPLICANT IS NOT THE LANDOWNER

I, _____ the owner of Lot (s) _____ in Block _____ in the Village of Ridgefield Park, Bergen County, New Jersey, hereby acknowledge that the application of _____
for development of said Lot(s) is made with my complete understanding and permission in accordance with an agreement of purchase or option agreement entered into between me and the applicant herein stated.

Signature of Owner

PRIOR APPLICATIONS

Has the property been subject to a prior development or variance application? ___ Yes ___ No
If yes, list dates of submissions, approvals and nature of the applications.

ESCROW AGREEMENT

I understand that an escrow may be required for this application. I further understand that the escrow is established to cover necessary and reasonable costs incurred for technical and 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 to the applicant after all professionals have been paid and by request of the applicant. 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 of notification.

Date: _____ Applicant Signature: _____

STENOGRAPHER

If this application is for an LLC or Corporation, a court stenographer is strongly suggested. The Village of Ridgefield Park does not supply one.

SIGNATURES

Applicant's Signature: _____

Property Owner's Signature: _____

Agent's Signature: _____

Sworn to before me this _____ day of _____, 20____.

Notary Signature/Seal

APPLICATION Process: Upon filing the application with the accompanying papers, plans and fees the following process will occur:

1. The application will be determined to be complete or incomplete within 45 days of submittal. If incomplete, additional information will be requested.
2. Once complete, you will be advised of the date of the hearing and will be furnished with a form of notice which you must send by certified mail or personally serve to all property owners within 200 feet of the property. Said list will be provided after tax affidavit has been received by the Board Clerk. If taxes are not current on the property in question, the application will not be heard until they are made current. The list will be issued by the Village Tax Assessors office. Notice to the property owners and publication of the public notice are the responsibility of the applicant. At least ten (10) days prior to the hearing date, each property owner on the list must be served with a notice of the hearing and a public notice is to be published in the official newspaper of the municipality (The Record-Legal Notices). You must then submit an affidavit of service to the secretary of the Board within five days of the hearing date.
3. The Planning Board meets on the first Monday of the month. The Board of Adjustment meets on the third Tuesday of the month. Applications must be received at least 30 days prior to the projected hearing date. The hearing date will depend on the complete filing of documents, providing proper notice and the number of cases scheduled for a given month. Your case may be adjourned to the next month if the case load does not provide enough time for the hearing or if prior cases take substantial time to hear and decide.