

LAND USE BOARD PLANNING APPLICATION

**Borough of River Edge
705 Kinderkamack Road
River Edge, NJ 07661**

Ed Alter
Municipal Land Use Clerk
ealter@riveredgenj.org
(201) 599-6306, fax 201-599-6325

Rev. 2/2/23

Planning Variance Application Instructions

All meetings with the Land Use Dept. require appointments in advance.

Ed Alter
Municipal Land Use Clerk
Borough of River Edge
Monday - Friday 9am - 2pm
201-599-6306

All Planning Applicants must obtain a Letter of Non-compliance from the Building Department prior to completing the application and submission for consideration and scheduling by the Land Use Department.

Upon receipt of a Letter of Non-compliance from the Zoning Official, which outlines the variances you will need for your application, you must complete a Planning Application (below), if you wish to proceed with a hearing before the Land Use Board.

Upon submission of the application, and payment of the applicable fees to the Borough of River Edge via the Land Use Department, you will receive instructions, and your date for a scheduled Completeness Review & Hearing before the Municipal Land Use Board, which will be held electronically, via Zoom web conferencing.

You will also receive a certified list of property owners within 200' of the subject property, and a list of Utilities for the applicant to Notice regarding the application being heard, and the scheduled hearing date. A cover letter explaining the procedure, including sample notices, will be included.

NOTE – Until further notice, meetings are held electronically via ZOOM. The log in information and a link to the meeting will be posted on the Borough web site at <https://www.riveredgenj.org/landuse>.

The Municipal Land Use Law mandates that notice must be served to the property owners on the 200' list and Utilities via certified mail, and proof of same (return receipts) must be submitted to the Land Use Board clerk no less than 14 days in advance of the scheduled hearing date.

Notice must also be timely published in the Bergen Record, or the Ridgewood News no less than 10 days in advance of the assigned hearing date.

Proof of publication and service of the notice is required before the Board can act on your application. Also, there are certain minimum requirements to be contained in the notice, such as the date, time and place of the hearing; the nature of the matters to be considered and relief sought; the identification of the property and; the location and times where the maps, plans, applications and supporting materials may be viewed by an interested party. Samples are included with your instructions.

If no notice is given or if the notice is in some way defective, this defect affects the jurisdiction of the board to act, and any action taken by the board in such cases is a nullity.

The Land Use Board also requires the following documents be provided at least 10 days before the date of the initial hearing:

Sixteen (16) Packets containing 1 copy of each:

- Planning Application – all pages,
- Letter of Non-compliance (Denial),
- Site Plan - Plot plan and/or building plans to scale, with dimensions & Elevations, **folded 8 x 10**
- Survey (current & legible & prepared by a licensed land surveyor),
- Signed certification of Tax payment (just 1 original),
- Owner on-site inspection permission form.
- Any other relevant documents (professional reports &/or analysis)

One complete set mailed to:

Burgis Planning, Attn: T. Behrens
25 Westwood Avenue
Westwood, NJ 07024

One complete set mailed to:

Costa Engineering Corp., Attn: R. Costa
325 South River Street Suite 302
Hackensack, NJ 07601

One complete set mailed to:

Cleary, Giacobbe, Alfieri, Jacobs, LLC, Attn: Marina Stinely
Level 105
169 Ramapo Valley Road, Upper
Oakland, NJ 07436.

APPROVALS REQUIRED

It is the applicant's responsibility to determine what, if any, permits are required from outside agencies to construct their proposed project. Including, but not limited to, the following:

- **Bergen County Soil Conservation District**
- **Bergen County Planning Board**
- **New Jersey Department of Transportation**
- **New Jersey Department of Environmental Protection**

If the applicant fails to meet these minimum requirements, the Board will not have jurisdiction, and cannot hear the application, in which case you would have to re-notice for the next available meeting.

Ed Alter
Municipal Land Use Clerk
Borough of River Edge

Monday - Friday 9am - 2pm
201-599-6306

Contact Person: _____

Address: _____

Email Address: _____

Phone Number: _____

Attorney: _____

Land Use Board Application Fees - (Planning)

These fees are payable upon submission of the completed application for preliminary review. Borough professionals whose services are paid from this account hold these funds in escrow as your application begins the process of consideration. Each fee requires a separate check.

200' list: Tax Assessor.....\$10.00
Application Fee\$500.00

Land Use Board Escrow Fees

Site Plan Review for Food Handler's License (no changes to existing property).
(No substantial changes)\$375.00

Minor Site Plan: For development application where the square footage of the building (s) is not greater than 3,000sq. Feet.

Engineering Escrow.....\$2,000.00
Legal Escrow..... \$1,500.00
Planner Escrow..... \$1,000.00

Major Site Plan: For development applications where the square footage of the building(s) is in excess of 3,000 sq. feet.

Engineering Escrow.....\$5,500.00
Legal Escrow..... \$3,000.00
Planner Escrow.....\$3,000.00

Minor Sub-Division- For development of three or less lots as defined by Borough Ordinance

Engineering Escrow..... \$2,000.00
Legal Escrow.....\$1,000.00
Planner Escrow..... \$1,000.00

Major Sub-Division- For development of more than three lots as defined by Borough Ordinance

Engineering Escrow.....\$5,000.00
Legal Escrow..... \$3,000.00
Planner Escrow..... \$3,000.00

Use Variances:

Engineering Escrow.....\$2,000.00
Legal Escrow..... \$2,000.00
Planner Escrow.....\$2,000.00

Escrow Deposits

§ 201-1. Reimbursement for services. [Amended 5-15-2006 by Ord. No. 1537]

In addition to the application fees called for in the Code of the Borough of River Edge, an applicant shall be responsible to reimburse the municipality or a municipal agency or approving authority for all expenses and fees incurred by the municipality or municipal agency or approving authority for the services of professional personnel required to process an application for development, including review of applications for development, review and preparation of documents, inspection of improvements or other purposes under the provisions of N.J.S.A. 40:55-D-1 et seq. The municipality shall be entitled to be reimbursed for the review of applications both as to completeness and as to content; for the review and preparation of documents such as but not limited to drafting resolutions, developer's agreements and necessary correspondence with applicants or applicants' professionals. If an applicant shall request a special meeting of the Planning Board or Zoning Board of Adjustment to hear any part of the applicant's application, the applicant shall be responsible for all professional services of professional personnel and for expenses and fees incurred by the Borough for any recording secretary or stenographer appearing at any special meeting.

To the Applicant:

If the funds are depleted in one category, the Borough of River Edge may use an available balance in another.

___ Yes, I give my permission to use the escrow as needed

___ No, I will make supplementary deposits upon request for individual services.

Applicant Signature

Date

Block/ Lot

Notice of Appeal
Land Use Board
Borough of River Edge

To the Planning Board:

Appeal is hereby made for a variation from the requirements of the Building Inspector from the decision of _____

For the purpose of _____

_____ erect/alter/extend/use a _____

In accordance with plans filed herewith.

The premises known as _____

Applicant _____ E-mail: _____

Address _____

Owner _____

Lease or Tenant _____

Address _____

Use district _____ Block _____ Lot _____

Occupancy of each floor _____

Size of Lot _____ Corner or Interior _____

On how many streets does lot have frontage _____

Size of Building (at street level) _____

Feet Front _____ Feet Deep _____

Height of building _____ Stories _____

Set back from front property line _____ feet

From side line, if corner lot _____

Other details not provided for in foregoing _____

_____ Has there been any previous appeal involving these premises

_____ If so, date _____ character of appeal _____

_____ Disposition _____

The grounds of appeal or variation desired and reasons for same are as follows

I hereby depose and say that all the above statements and statements made in any papers submitted herewith are true.

Sworn to before me, this _____

Day of _____

Applicant's signature _____

Applicant's Address _____

Affidavit of Ownership

_____, of full age, being duly sworn according to his oath deposes and says that he resides at:

In the city of _____ in the County of _____

And in the State of _____ that he/she is the owner in fee of all that certain lot, place or parcel of land situated, lying and being in the Borough of River Edge aforesaid, and known and designated as _____

And that he/she hereby authorizes _____
To make the within application in his/her behalf and that his/her statements contained in said application are true.

Sworn to before me, this _____

Day of _____

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

RIVER EDGE MUNICIPAL LAND USE BOARD

PLEASE TAKE NOTICE that a public hearing of the River Edge Municipal Land Use Board will be held electronically via Zoom web conferencing, on **Wednesday**, _____, at 7:30 p.m. by the Borough of River Edge, 705 Kinderkamack Road, River Edge, New Jersey. To join the hearing via smart phone, computer or tablet, use the following link: [_____]. The Meeting ID is: [_____]. To join the hearing via telephone, dial in using one of the numbers below, if you receive a busy signal, you may try any number on the list: +1 929 436 2866; +1 301 715 8592; +1 312 626 6799; +1 669 900 6833; +1 253 215 8782; +1 346 248 7799. The Meeting ID is: [_____]. This log in information and a link to the meeting will also be posted on the Borough web site at <https://www.riveredgenj.org/>.

Whereupon the Municipal Land Use Board will consider the following application:

1. Name of applicant(s):
2. Street address of property to which application applies

, River Edge, NJ 07661

Block _____ Lot ____ in the _____ Zoning District.

3. Description of application and relief sought:

The Applicant shall also seek such other variances, waivers or exceptions which may become evident during the hearing process and/or required by the Board.

4. At the virtual public hearing, any interested party may appear, or may be represented by an attorney, and present any testimony which you may have concerning the application. When the case is called, you may participate by pressing the “raise hand” button on Zoom or by dialing *9 on your phone to “raise your hand” in the virtual meeting. The meeting host will either call your name or the last 4 digits of your phone number when it is your turn to participate. To participate, you may unmute yourself on Zoom or by pressing *6 on the telephone keypad. All documents relating to this application can be inspected in the Municipal Land Use Office at Borough Hall, 705 Kinderkamack Road, River Edge, New Jersey between 9:00 A.M. and 2:00 P.M., Monday through Friday, and can be obtained on the Borough web site at www.riveredgenj.org.

Respectfully,

Dated: _____

Applicant’s Signature

Borough of River Edge
Land Use Board

PUBLIC NOTICE – 200’ PROPERTY OWNER’S LIST

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Whereupon the Municipal Land Use Board will consider the following application:

1. Name of applicant(s):

2. Street address of property to which application applies

_____, River Edge, NJ 07661

Block _____, Lot _____ in the _____ Zoning District.

3. Description of application and relief sought:

4. The Applicant shall also seek such other variances, waivers or exceptions which may become evident during the hearing process and/or required by the Board.

5. The applicant by order of the Land Use Board of the Borough of River Edge, New Jersey, sends this notice. This notice is sent to you as an owner of property within 200 feet of the subject premises. At the virtual public hearing, you may appear, or you may be represented by an attorney, and present any testimony, which you may have concerning the application. When the case is called, you may participate by pressing the “raise hand” button on Zoom or by dialing *9 on your phone to “raise your hand” in the virtual meeting. The meeting host will either call your name or the last 4 digits of your phone number when it is your turn to participate. To participate, you may unmute yourself on Zoom or by pressing *6 on the telephone keypad. All documents relating to this application can be inspected in the Municipal Land Use Office at Borough Hall, 705 Kinderkamack Road, River Edge, New Jersey between 9:00 A.M. and 2:00 P.M., Monday through Friday, and can be obtained on the Borough web site at www.riveredgenj.org.

AFFIDAVIT OF SERVICE
(Must Be Notarized)

State of New Jersey/County of Bergen:

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

Said notice has been given by:

- (1) serving a copy thereof on the property owner(s) as shown on the current tax duplicate, or the agent in charge of the property or the property owner’s agent in charge of the property
- (2) mailing a copy thereof by certified mail to the property owner(s) at the address(es) 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

Signature of Affiant

Sworn to me and Subscribed

before me this _____ day of _____, 20_____.

Borough of River Edge Land Use Board

Check List – Site Plan

Applicant's name and address: _____

Phone: _____ Project: _____

Location: _____

Date received: _____ who prepared plans: _____

Registration #: _____ Address: _____

Site plans which comply with all requirements of the check list shall be submitted no later than seventeen (17) days before the next monthly meeting of the Planning Board. Applicant should review the Zoning Code, Chapter 2, Site Plan Review. At least eighteen (18) prints shall be submitted at the time of the application. Please check County Planning Board regulations where site is situated on a County Road.

The following check list is designed to assist applicants in preparing site plans for the Planning Board review. Applicant should check off each item to ensure that it is included on the plan. Items omitted may delay consideration by the Board. Utility plans, landscaping plans, architectural elevations, etc., may be shown on separate sheets.

Yes No

___ ___ Proper size sheet under NJ Map Filing Act: 8 ½ x13, 15x21, 24x36 or 30x42inches

___ ___ Scale one inch equals 20', except for sites of 40 acres or more.

___ ___ Date, referenced meridian (North arrow), graphic scale

___ ___ Entire tract shown

___ ___ Name of owner or name of applicant and interest in property

Yes No

- Names of adjoining owners
- Name of Licensed Professional Engineer, Surveyor, Architect or Planner who prepared plans
- Zone and Zone boundaries, if applicable
- Tax Map Identification (sheet number, block and lot)
- Boundaries of the property and dimensions
- Place for the signatures of the Chairman and of the Secretary of the Planning Board
- Place for the Borough Engineer
- Number and type of proposed uses to occupy the building
- Number of units and the number of tenants, employees or occupants of each unit
- Location of existing buildings and structures, including fences and retaining walls
- Structures to be removed shall be indicated by dashed lines
- Location, size and nature of all existing and proposed right-of-way and easements and land dedicated to the Borough or County
- Existing topography and proposed grading (2' or 5' intervals depending on grade), first floor elevation of all buildings

Yes No

- Location, name and width of “right of way”, pavements, curbs, and sidewalks of all abutting streets
- Location of all existing sanitary sewers
- Location of all existing storm sewers
- Wooded areas, plus location of single trees not in wooded area with diameter of 6” or more as measured three feet above the base of the trunk
- Location (including setbacks from property lines) and use of all proposed buildings and structures and the existing ones to remain
- Land coverage by buildings in square feet and percentage of total site
Size and location of driveways and curb cuts. Existing
- Location and scaled design of any off-street parking areas
- Size, location, and number of parking bays; size and location of aisles, planting areas and directional traffic flow
- Location of water mains and hydrants
- Location and direction of all illumination and time of proposed outdoor lighting; including all standards and utility poles on abutting streets
- Proposed fencing, screening, retaining walls, and landscaping including a planting plan; premises presently screened by fencing

Yes No

- Proposed sanitary sewer lines
- Proposed drainage, including catch basins and where applicable storm sewer systems
- Sign locations and size of each
- Existing paving and proposed surface paving and cross section
- Indicate electronic service from pole underground or above ground
- Locate transformer
- Locate all existing trees 6' or more in diameter
- Locate transformer

Article V
Site Plan Details

§350-18 Required Documentation

The applicant shall submit the following documents to the Construction Official of the Borough of River Edge in order to apply for site plan approval, together with such other documents as may thereafter be required by the Planning Board.

Yes No

- A.** An application for preliminary site plan approval shall include the documents required in sections 16-18, 16-19 & 16-20 herein.

- B.** An application for final site plan approval, if filed separately, shall include the documents previously submitted for preliminary site plan approval, fully modified to reflect the decisions and requirements of the Land Use Board. The application for final site plan approval, whether separate or combined, shall include all additional documents and requirements as described in sections 16-21 and 16-22.

- C.** All applications for site plan approval shall be prepared, signed and sealed by a professional engineer or architect.

§350-19 Site Plan Application- General Information Requirements

The applicant shall submit Sixteen (16) copies of an application for site plan approval which shall include the information and data required below.

- A.** Site plans shall be drawn at a scale not smaller than one (1) inch equals 50 feet and not larger than one (1) inch equals 10 feet. The scale used shall be shown on each page of the drawing.

Yes No

- ___ ___ **B.** Each lot and block number of the property as shown on the current tax assessment map of the Borough of River Edge.
- ___ ___ **C.** Name, address and phone number of the applicant.
- ___ ___ **D.** Name, address and phone number of any authorized representatives of the applicant in connection with the application.
- ___ ___ **E.** Name, address and phone number of current owner of the property if the applicant is not the owner. If the owner is a corporation, the name and address of the president and secretary shall be included.
- ___ ___ **F.** Description of the current use (s) of the property.
- ___ ___ **G.** Complete and full details of the use (s) of the site.
- ___ ___ **H.** Statement as to whether owner or applicant owns contiguous property and if so, the lots and blocks of the property.
- ___ ___ **I.** General description of buildings to be erected or altered, including dimensions of building and total number of square feet of gross floor area, by use, for each floor and the total.
- ___ ___ **J.** Reference to any existing covenants, deed restrictions, easements or exceptions that are in effect or are intended to cover all or any of the site. A copy of such covenants, deed restriction, easements or exceptions shall be submitted with the application. If there are no known covenants, deed restrictions, easements or exceptions affecting the site, a notation to that effect shall be indicated in the application.

Yes No

- ___ ___ **K.** Reference to soil permits, including statement as to requirement or waiver. If soil permit is required, a copy of the granting of the permit shall accompany the application.
- ___ ___ **L.** Reference to demolition of existing on site buildings or structures. If existing buildings or structures are to be demolished, the structures to be removed shall be so indicated on the site plan.
- ___ ___ **M.** Reference to required variances necessary to use the site as proposed.
- ___ ___ **N.** Reference to the zoning district in which the site is located.
- ___ ___ **O.** The distance between the nearest part of the lot to the nearest residential zoning district.
- ___ ___ **P.** The proposed maximum height of any structure or building proposed on the site as measured according to borough ordinances.
- ___ ___ **Q.** The total number of square feet of the building coverage of the lot, and the percentage of the building coverage of the total lot area.
- ___ ___ **R.** If the proposed use of the property requires a conditional use, a copy of the application shall accompany the site plan application.
- ___ ___ **S.** Reference to the number of parking spaces required for the proposed use(s) by ordinance and the number of parking spaces proposed as part of the site plan application.
- ___ ___ **T.** The total number of square feet of planted areas shown on the plan and the percentage of the site devoted to planted areas. These calculations should be done with and without buffer areas.

Yes No

- ___ ___ U. Reference to Bergen County site plan approval. If county site plan approval is required, a copy of the documents and communication so stating shall accompany the application.
- ___ ___ V. Reference to abutting and contiguous streams. If the site abuts or is contiguous to a stream and such stream is to be altered or modified, all plans relating to such alteration or modification shall accompany the site plan. If such alteration or modification requires approval from the State of New Jersey a copy of the application and approval shall accompany the site plan application.
- ___ ___ W. Certification from Tax Collector's office as to whether all real estate taxes on the property have been paid up to date.
- ___ ___ X. Such other information and data as may be required by the Planning Board in order to determine that the details of the site plan are in accordance with the borough ordinances

§ 350-20 Application - Date and Completeness

- ___ ___ The application and site plan shall be dated, signed by the applicant and the filing data shall be stamped on the applications and site plan on the day that they are received by the Construction Official, together with the required site plan and site plan fee. Until all of these have been received, the submission shall not be considered to be complete.

Yes No

§350-21 Site Plan Application – Detailed Information Requirements

___ ___ **A. Key Map:** A key map showing the location of the site with reference to the surrounding areas and existing street intersections within one thousand five hundred (1,500) feet of the boundaries of the proposed development site.

___ ___ **B. Zoning Compliance:** A table showing the zone in which the property is located, and the zoning requirements identified by section compared to the proposed plan for the following:

___ ___ (1) Required maximum height allowed by ordinance – maximum height of proposed buildings and structures.

___ ___ (2) Required width of lot by ordinance – width of lot of subject property.

___ ___ (3) Required frontage of lot by ordinance – frontage of lot of subject property.

___ ___ (4) Required minimum lot area by ordinance – area of lot of subject property.

___ ___ (5) Allowed maximum percentage of lot covered by building and improved areas by ordinance - total percentage of lot covered by proposed buildings and improved areas of subject property.

___ ___ (6) Maximum coverage of lot by building in square feet by ordinance – coverage of lot by proposed building in square feet on subject property.

___ ___ (7) Minimum front yard required by ordinance – proposed front yard area on subject property.

Yes No

___ ___ (8) Minimum width of any side yard in feet required by ordinance – width of side yards proposed on subject property.

___ ___ (9) Planted areas, inclusive and exclusive of buffer areas, in percentage and square feet required by ordinance – proposed total area of planted areas, inclusive and exclusive of buffer area, in square feet and percentage on subject property.

___ ___ (10) Total buffer area in percentage and square feet as required by ordinance – proposed total area of buffer area in square feet and percentage on subject property.

___ ___ (11) Minimum rear yard required by ordinance – rear yard proposed on subject property.

___ ___ (12) Number of parking spaces required by ordinance – number of parking spaces provided on subject property.

___ ___ **C. Revision Notations:** A complete and accurate description of any and all revisions of the site plan as required by the Planning Board or made by the applicant including the following information:

___ ___ (1) The date of preparation of the original filed site plan.

___ ___ (2) The date of each subsequent revision of the plan or any page thereof, with a summary of all the changes made in connection with each revision. Such summary shall also indicate whether the revision or revisions made change the information in the zoning compliance requirements in section 16-20.2.

___ ___ **D. Lot Layout:** A complete and accurate description and illustrations of the proposed lot layout including but not limited to the following:

Yes No

___ ___ (1) The location, direction and dimensions of existing and proposed property lines, building setback lines, set back lines, buildings, structures, parking areas, aisles, driveways, fire lanes, planted areas and buffer areas.

___ ___ (2) All existing and proposed streets or roads within or abutting the proposed site with the right-of-way widths clearly indicated, together with a statement indicating whether any additional road width is offered.

___ ___ (3) The location, size and type of all existing and proposed rights-of- way easements and other encumbrances which may affect the site, and the location and graphic illustration of any lands to be dedicated to the municipality, county or state.

___ ___ (4) The location of any other underground utility and the easements to accommodate such utility requirements shall be presents and illustrated on the site plan.

___ ___ **E. Topography:** a complete and accurate description and presentation of the existing and proposed site topography including the following information:

___ ___ (1) Existing and proposed contours, referred to in the United States Coast and Geodetic Survey data or the New Jersey Geodetic Control Survey Datum, with a contour interval of one foot for slopes of three percent or less, an interval of two feet for slopes of more than three percent but less than ten percent and an interval of five feet for slopes of ten percent or more. Existing contours are to be indicated by dashed lines, and proposed contours are indicated by solid lines.

___ ___ (2) Existing and proposed contours, as described in section E (1), for a distance of 30 feet around the perimeter of the subject property.

Yes No

- ___ ___ **F. Drainage and Utilities:** A complete and accurate description and presentation of the storm drainage and public utility plans of the site including but not limited to the following:
- ___ ___ (1) Calculation of the sanitary flow for each point of connection to the municipal sewerage system including discharge rates and velocities.
- ___ ___ (2) Runoff calculations for the storm water discharge to the municipal storm sewerage system, drainage ditch or stream shall be submitted along with the rate and velocity at the point of discharge and the reservoir and routing calculations.
- ___ ___ (3) The location, distance from nearest manhole, size, slope, inverts and nature of all storm water facilities including construction details of manholes, catch basins, inlets, storage areas, ditch drains, dry wells, recharge basins or any other method of storm water control approved by the municipal engineer. If recharge basins or dry well, etc., are utilized, percolation tests of the site are to be performed by the applicant and certification of test is to accompany the site plan along with the results and locations of the test and any other information essential to the test such as depth to bedrock, soil characteristics, etc.
- ___ ___ (4) The location, size and type of utilities within adjacent streets, including water mains, sewer, electric power lines, street lighting, fire hydrants, gas lines, valves and water meters, catch basins, conduits, etc.
- ___ ___ (5) The boundaries of all areas that flood on or within 50 feet of the site during or after a 50 year design storm.

Yes No

___ ___ **G. Landscaping:** A comprehensive and accurate landscape plan, prepared by a landscape architect, architect or professional engineer presenting and illustrating all planted areas and buffer areas including but not limited to the following:

___ ___ (1) The name of the preparer of the plan, their address, telephone number and license number. The scale of the plan shall be indicated as well as the name of the applicant and authorized agent.

___ ___ (2) The position of any proposed building, driveway, parking areas, planted area and planted buffer area so that an evaluation can be made for a proper layout of the site consistent with the criteria set forth.

___ ___ (3) Existing and proposed topography at two feet contour intervals.

___ ___ (4) The location, dimensions and configuration of all required planted areas and all required buffer areas, and the locations, size, and species of plant and trees and ground covers to be installed.

___ ___ (5) The location of any existing trees or groups of trees on the lot that are in excess of six inches in diameter, one foot above the base and the species or type of tree. A statement of what trees, if any, are proposed to be removed, or will have to be removed by reason of changes of grade, or for any other reason, in order to construct the proposed project.

___ ___ (6) The total number of square feet of any planted area and the total number of square feet of any required buffer area.

___ ___ (7) The width of each planted buffer area.

___ ___ (8) The number of square feet on the lot and the percentage of square feet devoted to requires planted areas and required buffer areas.

Yes No

___ ___ (9) A certification (sealed and signed) by the preparer of the plan that the dimensions of the area of the lot, the planted areas and the planted buffer area, if required, are correct.

___ ___ **H. Lighting:** A comprehensive and accurate lighting plan including the proposed location, direction of illumination, power and times of proposed outdoor lighting in conformation with applicable standards of the borough including type of standards to be employed, radius of light and intensity in footcandles.

___ ___ **I. Floor Plans and Elevations:** Including but not limited to the following:

___ ___ (1) Floor plans and elevation drawings with overall dimensions.

___ ___ (2) Description of exterior building materials.

___ ___ **J. Cross Sections and Specifications:** a comprehensive and accurate description and illustration shall be submitted and shall contain cross sections of the following proposed construction on and off the site, together with dimensions and specifications for such work.

___ ___ (1) Curbs

___ ___ (2) Paving of parking areas and aisles

___ ___ (3) Sidewalks

___ ___ (4) Any and all sanitary sewer work

___ ___ (5) Storm drains, catch basins, detention basins and any and all other drainage facilities.

___ ___ (6) Retaining walls and fences

Yes No

___ ___ (7) Street specifications for street paving, or a statement that specifications maintained by the borough engineer are to be followed.

§ 350-22 Soil Erosion and Sediment Control Plan

___ ___ A soil erosion and sediment control plan prepared by a licensed New Jersey professional engineer in accordance with specifications of the Bergen County Soil Conservation District shall be submitted for sites where over 5,000 square feet of ground will be disturbed. The Planning Board shall not give unconditional approval to the site plan until receipt of Soil Conservation District shall be the applicant's responsibility. Upon receipt of a report from the Bergen County Soil Conservation District, the Planning Board shall require incorporation of soil erosion and sediment control measures as it deems appropriate as a condition of approval of the site plan.

§ 350-23 Cost Estimates, Performance and Maintenance Bonds and Construction Timetables:

___ ___ The developer shall submit prior to final approval of the site plan by the Planning Board, the cost estimates, construction time schedules and performance and maintenance bonds for any improvements, both on and off site, as required under Articles VI, VII and VIII herein.

The Municipal Land Use Law requires that certain circumstances be shown before a variance can be granted. The following questions must be answered completely.

1. How would the strict application of the provisions of the Zoning Ordinance result in practical difficulties or unnecessary hardships inconsistent with its general purpose and intent?

2. Are there exceptional circumstances or conditions applications applicable to the property involved or to the intended use or development of the property that do not generally apply to other property in the same zone or neighborhood?

3. What are the benefits of the proposed application and how would the benefits substantially outweigh and detriments?

4. Explain what efforts have been made by the applicant to acquire adjoining lands so as to reduce the extent of the variances or eliminate them.

RIVER EDGE LAND USE BOARD
BOROUGH OF RIVER EDGE
705 Kinderkamack Road
River Edge, NJ 07661

CERTIFICATION OF TAX PAYMENT

Name of Applicant

Street Address

Block

Lot

I, being the Tax Collector of the Borough of River Edge, New Jersey, do hereby certify that tax charges on the above captioned premise are paid through the current tax period

_____ and are not in arrears.

Date

Tax Collector
Borough of River Edge
705 Kinderkamack Rd

River Edge, NJ 07661
Request for 200 Foot List

Applicant name: _____

Street address: _____

Block: _____ Lot: _____

I am requesting a 200' list for the above mentioned property, **the fee is \$10.00.**

I am aware that there is also a utility list that will be included with this list that must be notified along with the neighbors.

Send list to: _____ or email: _____
