

# Welcome to the Land Use Board Borough of River Edge, NJ (201) 599-6306

## **Requirements for Planning Application**

**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.

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.

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.

The Land Use Board also requires the following documents be submitted in a timely fashion:

***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: Nylema Nabbie, or Marina Stinely  
Level 105  
169 Ramapo Valley Road, Upper  
Oakland, NJ 07436.,

**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: Susan Vaccarella

Address: 84 Kyle Drive, Tinton Falls, NJ 07712

Email Address: svlicensing@yahoo.com

Phone Number: 908-770-3741

Attorney: n/a

## Land Use Board Application Fees

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
<b>Application Fee .....</b>	<b>\$350.00</b>

## Land Use Board Escrow Fees

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

Engineering Escrow.....	\$1,500.00
Legal Escrow.....	\$1,050.00
Planner Escrow.....	\$750.00

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

Engineering Escrow.....	\$5,250.00
Legal Escrow.....	\$2,625.00
Planner Escrow.....	\$2,625.00

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

Engineering Escrow.....	\$1,500.00
Legal Escrow.....	\$750.00
Planner Escrow.....	\$750.00

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

Engineering Escrow.....	\$4,500.00
Legal Escrow.....	\$2,250.00
Planner Escrow.....	\$2,250.00

Use Variances:

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

### **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*

**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 Food Handlers License

For the purpose of Change of ownership of 7-Eleven store only

erect/alter/extend/use a No changes or renovations

In accordance with plans filed herewith.

The premises known as 7-Eleven Store #36488B

Applicant Bijaya Manandhar E-mail: bijaya@optonline.net

Address 584 Kinderkamack Road, River Edge, NJ 07661

Owner Bijaya Manandhar

Lease or Tenant Bijaya Manandhar

Address 128 Eagle Ave., New Milford, NJ 07646

Use district \_\_\_\_\_ Block 619 Lot 3

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

N/A

If so, date \_\_\_\_\_ character of appeal \_\_\_\_\_

Disposition \_\_\_\_\_

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

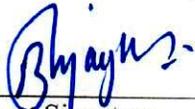
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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

08/6/20  
Date

619 / 3  
Block/ Lot

**Affidavit of Ownership**

Bijaya Manandhar, of full age, being duly  
sworn according to ~~his~~ <sup>Her</sup> oath deposes and says that ~~he~~ <sup>She</sup> resides at:  
128 Eagle Avenue

In the city of New Milford in the County of Bergen

And in the State of New Jersey 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 584 Kinderkamack Road, River Edge, NJ 07661  
\*She is franchise owner of 7-Eleven Store Only not Building or land

And that he/she hereby authorizes Borough of River Edge  
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 6<sup>th</sup>

Day of August 2020



*Bijaya Manandhar*

*Susan Vaccarella*

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 6<sup>th</sup> \_\_\_\_\_

Day of August 2020 \_\_\_\_\_

**SUSAN VACCARELLA**  
ID # 2190392  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
My Commission Expires August 19, 2022

Applicant's signature *Bijaya* \_\_\_\_\_

Applicant's Address Bijaya Manandhar \_\_\_\_\_

128 Eagle Ave., New Milford, NJ 07646

*[Signature]*

