

**BOROUGH OF BERGENFIELD  
PLANNING BOARD**

**Instructions for Completing Application for  
Site Plan Approval**

**ONCE A DENIAL LETTER FROM THE ZONING OFFICER IS OBTAINED:**

**I. Pay Required Fees with the Building Department**

1. Application Fee - \$300
2. Set up escrow account (\$3,000 for residential, \$5,000 for commercial).  
Complete Application Fee Form (Attached), Escrow Deposit Form (Attached), Deposit Slip, and Submit W-9 Form

**II. Complete Site Plan Application**

1. Complete pages 1 and 2.
2. Affidavit Planning Board of the Borough of Bergenfield and Affidavit of Ownership pages need to be notarized (pages 3 and 4).
3. Complete top of Tax Collector's Certification Payment of Property Taxes page and submit to Tax Collector for completion of bottom portion of the page (page 5).

**III. Completeness Review by Board Engineer**

1. Email the following to the Board Clerk, Hilda Tavitian, at: [Htavitian@bergenfieldnj.gov](mailto:Htavitian@bergenfieldnj.gov) :

1. Complete Site Plan Application
2. Denial Letter
3. Site Plan
4. Survey, if there is one
5. 200' List (Need to obtain from tax assessor. Fee is \$10).

**All documents listed above will be sent to the Board Engineer for a completeness review. If the application is deemed complete by the board engineer, a hearing date will be given. IF AN APPLICATION IS DEEMED INCOMPLETE BY THE PLANNING BOARD ENGINEER DUE TO MISSING ITEMS, ADDITIONAL FEES WILL BE INCURRED FOR ANY ADDITIONAL COMPLETENESS REVIEWS REQUIRED.**

**ONCE YOU ARE GIVEN A HEARING DATE:**

**IV. Notice of Hearing to Property Owners (Page 6)**

1. Complete the Notice to Property Owners in its entirety.

2. Owners within 200' must be served by certified mail at the address shown on the certified list property owners. This service must be completed at least 10 days prior to the hearing date.
3. If the subject property is within a 200' radius of another municipality, the property owners that fall within the 200' radius must be notified. This list of owners must be obtained from the adjoining municipality. The Borough Clerk of the adjoining municipality must be notified as well.
4. If the subject property is within 200' of a county road, the applicant must notify the County Planning Board at One Bergen County Plaza, 4th Floor, Hackensack, NJ 07601.
5. The original or a copy of the certified receipts from the certified mailing must be dropped off or emailed to the Board Clerk a week before the scheduled hearing.

**V. Legal Notice – Newspaper Advertisement (Page 7)**

1. Complete the form in its entirety.
2. Notice must be published in the Bergen Record newspaper at least 10 days prior to the hearing date. Allow 3 days lead time for the newspaper to publish this notice.
3. Subsequent to publication, the newspaper will provide you an affidavit of publication. Submit the affidavit to the Board Clerk.

**VI. Submitting 15 Copies of Completed Application Packet**

**The Following Constitutes a Completed Application Packet**

The following to be dropped off 10 business days prior to the meeting:

- |   |           |
|---|-----------|
| 1. Application (including two Affidavits and Tax Collector's Certification pages) | 15 copies |
| 2. Zoning Officer's Letter of Denial  | 15 copies |
| 3. Site plan (Needs to be a minimum of 24x36)                                     | 15 copies |
| 4. Property Survey, if applicable   | 15 copies |

All of the above must be collated in individual packets (1 application, 1 letter of denial, 1 set of plans FOLDED (not rolled), 1 survey) to make 15 sets and dropped off no later than ten (10) business days prior to the meeting.

The following is to be dropped off or emailed a week before the meeting:

1. All postal receipts for certified mailing sent to residents within 200'.
2. Affidavit of Publication from the newspaper.

**VII. Meetings**

The Planning Board holds its regular meeting the third Monday of every month at 8:00 p.m. Meetings are held at the Borough Hall, Council Chambers 3rd Floor, 198 N. Washington Avenue, Bergenfield, NJ 07621.

If the meeting is cancelled, all applications will carry over to the next meeting without any further notice. Any cancellations and/or continuations will be posted on the Borough's website ([www.bergenfield.com](http://www.bergenfield.com)).

Borough Ordinance requires that all corporations applying for Site Plan approval must be represented by legal counsel.

Any applicant may appear before the Planning Board in person or by attorney. Pursuant to the rules of the Supreme Court of the State of New Jersey, if a person, firm or corporation is to be represented legally before the Planning Board; such representation must be by an attorney-at-law of the State of New Jersey.

**BOROUGH OF BERGENFIELD**  
**PLANNING BOARD**  
**APPLICATION FOR SITE PLAN APPROVAL**

1. Applicant's Name \_\_\_\_\_ Telephone (H) \_\_\_\_\_  
(B) \_\_\_\_\_

Applicant's Address \_\_\_\_\_

2. Name of present owner, if other than #1 above \_\_\_\_\_

3. Location of Property \_\_\_\_\_

4. Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zoning District \_\_\_\_\_

5. Structural Plans Yes \_\_\_\_\_ No \_\_\_\_\_ Front Elevation Yes \_\_\_\_\_ No \_\_\_\_\_

6. Name of Development, if any \_\_\_\_\_

7. Are all lots to be approved owned by same person, corporation, or partnership? Yes \_\_\_\_\_ No \_\_\_\_\_

8. If answer to #7 is no, give names of all owners. \_\_\_\_\_  
\_\_\_\_\_

9. Proposed Uses of Land and Buildings

A. Multiple Family Dwelling Structures \_\_\_\_\_

Number of Dwelling Units \_\_\_\_\_

B. Commercial Use \_\_\_\_\_ C. Industrial Use \_\_\_\_\_

D. Other \_\_\_\_\_

10. If 1, 2, or 9 is in the name of a partnership or corporation, list name and address of the attorney who will represent applicant. \_\_\_\_\_ Phone: \_\_\_\_\_

11. Name of architect/engineer/surveyor \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

12. Name & Address of Site Planner if Other Than #11 \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

13. Land Area Sq. Ft. \_\_\_\_\_ Landscape Area Sq. Ft. \_\_\_\_\_  
Impervious Surface Area Sq. Ft. \_\_\_\_\_

14. Building Area Sq. Ft. \_\_\_\_\_ Structure Height \_\_\_\_\_  
Stories \_\_\_\_\_

15. Parking Spaces Required \_\_\_\_\_ Parking Spaces Provided \_\_\_\_\_

16. Parking Space Dimensions, Width \_\_\_\_\_ Length \_\_\_\_\_ Driveway Aisle Width \_\_\_\_\_  
Angle of Parking: Parallel \_\_\_\_\_ 45 \_\_\_\_\_ 60 \_\_\_\_\_ 90 \_\_\_\_\_

17. Loading Space(s) Required \_\_\_\_\_ Proposed Loading Spaces \_\_\_\_\_

18 Loading Space Dimensions Width \_\_\_\_\_ Length \_\_\_\_\_

19. Are Any New Signs Proposed Yes \_\_\_\_\_ No \_\_\_\_\_

20. Existing Signs, None \_\_\_\_\_ Will Remove \_\_\_\_\_ To Remain \_\_\_\_\_  
Renovate \_\_\_\_\_

21. Are There Any Deed Restrictions in Force on This Property? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes,  
Include a Copy of the Deed.

22. Is this or Any Part of This Property in Flood Zone? Yes \_\_\_\_\_ No \_\_\_\_\_

23. Does this Property Border any County Road? Yes \_\_\_\_\_ No \_\_\_\_\_

24. Are There Presently any Utilities to this Property? Gas \_\_\_\_\_ Electric \_\_\_\_\_  
Storm Drains \_\_\_\_\_ Telephone \_\_\_\_\_ Cable TV \_\_\_\_\_ Sanitary Sewers \_\_\_\_\_

25. Is this Property within 200' of any Other Municipality? Yes \_\_\_\_\_ No \_\_\_\_\_

26. Are any Variances Required Because of this Application? Yes \_\_\_\_\_ No \_\_\_\_\_

27. If Answer to #26 was Yes, State All Variances Required.

Use \_\_\_\_\_ Lot Area \_\_\_\_\_ Lot Frontage \_\_\_\_\_  
Front Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_  
Total Side Yard \_\_\_\_\_ Parking \_\_\_\_\_ Buffer \_\_\_\_\_ Other \_\_\_\_\_

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28. Has a Previous Variance Application Been Filed on this Property? Yes \_\_\_\_\_ No \_\_\_\_\_

29. Is this Application Filed because of Existing Zoning Violation? Yes \_\_\_\_\_ No \_\_\_\_\_

All questions must be answered or this application may be deemed to be incomplete.

I, certify the above information and documents accompanying this application are true. (Willfully false statements are in violation of the law).

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of owner, if  
other than applicant

\_\_\_\_\_  
Date

By Order of the Planning Board of the Borough of Bergenfield

AFFIDAVIT PLANING BOARD  
OF THE BOROUGH OF BERGENFIELD

STATE OF NEW JERSEY  
COUNTY OF BERGEN  
BOROUGH OF BERGENFIELD

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_ being dully sworn deposes

and says; that he resides at \_\_\_\_\_ in the Borough of \_\_\_\_\_,  
in the County of \_\_\_\_\_, in the State of \_\_\_\_\_, and says that he is  
the appellant making appeal for a variation of the provisions of the Zoning Ordinance of the  
Borough of Bergenfield in connection with the property which is the subject matter of this appeal  
and known as number \_\_\_\_\_ designated as Block(s) \_\_\_\_\_ and Lot(s)  
\_\_\_\_\_ on the Assessment Map of the Borough of Bergenfield. That all statements made in  
this application, and statements made in the plans submitted herewith are true. The applicant  
further states that he is ready and able to proceed with the construction if and when the  
application is granted.

Sworn to me this- \_\_\_\_\_

Day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Applicant

Note: All partnerships and corporations must supply a list of stockholders with a 10% or greater share. They must also be represented by an Attorney at the hearing.

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY,  
COUNTY OF BERGEN

\_\_\_\_\_ of full age, duly sworn according to the law, deposes and says that he resides at \_\_\_\_\_ in the Borough of \_\_\_\_\_ in the County of \_\_\_\_\_ in the State of \_\_\_\_\_ that he is the owner in fee of real property lying in the Borough of Bergenfield, known and designated as number \_\_\_\_\_ and that he hereby authorizes \_\_\_\_\_ to make the within application in his behalf and that the statements in the said application are true.

Sworn before me this \_\_\_\_\_

Day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Public Notary

Note: all partnership and corporations must supply a list of stockholders with a 10% or greater share. They must also be represented by an Attorney at the hearing.

TAX COLLECTOR'S CERTIFICATION  
PAYMENT OF PROPERTY TAXES

Date: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Application for: \_\_\_\_\_ Board of Adjustment \_\_\_\_\_ Planning Board  
\_\_\_\_\_ Building Department Permit

Description of Work to be performed:

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

All applications for the above are required to obtain a certification from the Tax Collector's Office prior to receiving placement on the agenda of any board and/or receiving a permit from the building department for construction or certificate of occupancy. "No Exceptions".

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Tax Office Use Only:

Tax Current: Yes \_\_\_\_\_ No \_\_\_\_\_ Last Quarter Paid On: \_\_\_\_\_

(Printout Attached)

Tax Collector/Deputy Tax Collector Certification:

\_\_\_\_\_

\_\_\_\_\_

Date:

Certification Number: \_\_\_\_\_

BOROUGH OF BERGENFIELD  
NOTICE TO PROPERTY OWNERS

Notice is hereby given that the PLANNING BOARD of the Borough of Bergenfield will hold a public hearing at the Municipal Building, 198 North Washington Avenue, Bergenfield, N.J.

\_\_\_\_\_ on evening (date),

\_\_\_\_\_ at 8:00 p.m. or as soon thereafter as the applicant may be heard, to hear and consider the application of \_\_\_\_\_

for

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

The said premises are designated as Lot(s): \_\_\_\_\_, Block(s): \_\_\_\_\_

on the current Tax Assessment Map of the Borough of Bergenfield, and are commonly known by Street address as: \_\_\_\_\_ These premises are bounded by \_\_\_\_\_

Any maps and documents for which approval is sought by the applicant are available for public inspection between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, at the Borough Clerk Office, located in the Municipal building, 198 North Washington Avenue, Bergenfield. All persons or property owners interested in this appeal may be heard either in favor of, or opposed to the application before the Board at the aforesaid time and place.

PUBLIC NOTICE  
PLANNING BOARD  
BOROUGH OF BERGENFIELD

TAKE NOTICE that an application has been filed with the Planning Board of the Borough of Bergenfield, New Jersey by \_\_\_\_\_ of Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ on the current tax assessment map of Bergenfield, New Jersey as known as \_\_\_\_\_, Bergenfield, New Jersey for Site Plan/Subdivision and/or variances from the zoning ordinance. Variances are (use, area, frontage, front yard, sard yard, sum of side yards, rear yard, height, parking requirements, percent coverage).

The applicant proposes to \_\_\_\_\_  
\_\_\_\_\_.

The application and supporting data have been filed and is available for public inspection during the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, at the Borough Clerk's Office, located in the Municipal building, 198 North Washington Avenue, Bergenfield.

A hearing has been scheduled before the Planning Board for \_\_\_\_\_ at 8:00 p.m. or as soon thereafter as the matter may be reached, in the Council Chambers, Borough Hall, 198 North Washington Avenue, Bergenfield, New Jersey, at which time you may in person have an opportunity to be heard regarding this application.



## BOROUGH OF BERGENFIELD

198 NORTH WASHINGTON AVENUE  
BERGENFIELD, NEW JERSEY 07621

CONSTRUCTION CODE DEPT.  
(201) 387-4055 EXT. 1-4092  
FAX: (201) 385-7376

CIRCLE ONE:                      PLANNING BOARD                      ZONING BOARD

### PROPERTY INFORMATION:

OWNER NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

RESIDING STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

PROPERTY ADDRESS OF PROJECT: \_\_\_\_\_

BLOCK / LOT: \_\_\_\_\_

### PAYMENT INFORMATION:

**FEE: \$50.00**

DATE: \_\_\_\_\_ CHECK #: \_\_\_\_\_ OR CASH: \$ \_\_\_\_\_

EPAY: \$ \_\_\_\_\_

ESCROW DEPOSIT

WORK SITE: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

YOUR MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

\_\_\_\_\_

YOUR EMAIL ADDRESS:

\_\_\_\_\_

YOUR TELEPHONE NUMBER:

\_\_\_\_\_

YOUR SOCIAL SECURITY NUMBER OR FEDERAL TAX NUMBER

\_\_\_\_\_

NAME AND ADDRESS THE ESCROW ACCOUNT IS TO BE OPENED  
IN (IF DIFFERENT FROM ABOVE.

\_\_\_\_\_