

**BOROUGH OF BERGENFIELD
PLANNING BOARD**

**Instructions for Completing Application for
Subdivision 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 Subdivision 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 :

1. Complete Subdivision Application
2. Denial Letter
3. Subdivision 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. Subdivision 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).

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 SUBDIVISION

Date _____

1. Application is hereby made for approval of the subdivision of land as herein described and shown on accompanying plat.

Applicant's Name _____ Telephone _____
Address _____

2. If applicant is a partnership, corporation, or company, give name and address of the principle _____

3. Property owner's name (if other than #1 above) _____
Address _____ Telephone _____

4. Interest of applicant if other than owner _____

5. Description of land to be subdivided: (a) Block _____ Lot(s) _____

(b) Address _____

(c) Give size of original plot _____ (d) Give size of lots after subdivision _____

(e) Are the following utilities existing:

Paved streets _____	Sanitary Sewers _____	Gas _____
Curbs _____	Storm Sewers _____	Water _____
Sidewalks _____	Electric _____	

(f) What is the zoning of the property _____

(g) Are there any existing structures on the property _____
Type _____ If dwelling, how many families _____

6. What is the purpose of the subdivision request _____

7. Has there been any previous appeal involving these premises? Yes _____ No _____ If so, date filed _____ Disposition _____

8. Are there any existing violations of the zoning ordinance? Yes _____ No _____ If so, explain _____

9. Is this, or any part of this property in the flood zone? Yes _____ No _____

10. Does this property border on any county road? Yes _____ No _____

11. Name and address of person preparing sketch plat (plat must be drawn by a licensed engineer or land surveyor):

Name _____ Telephone _____
Address _____

12. Signature of Applicant _____
Signature of property owner, if other than applicant _____

ADDITIONAL QUESTIONS TO BE ANSWERED

BY ALL APPLICANTS

SEEKING SUBDIVISION APPROVAL

1. In what zone is the property located? _____
(If the applicant intends to use the proposed subdivided lots for a use not permitted in that zone, a variance must be obtained from the Bergenfield Zoning Board of Adjustment).

2. State dimensions and square footage area of each proposed lot. _____

3. If any structure exists on any of the proposed subdivided lots, state with reference to that lot or lots.
 - (a) Front setback length: _____
 - (b) Each side yard length: _____
 - (c) Rear yard length: _____(If any setback, side, or rear yard measurements are less than permitted for that zone, a variance must be applied for before the Bergenfield Planning Board (with proper notices)).

Signature of Applicant _____
Signature of Property Owner,
If Other Than Applicant _____

FOR OFFICE USE ONLY

Application Received _____ Fee of \$ _____ paid

Referred to members of Subdivision Committee on _____

If County approval is required, referred to County Planning Board on _____

Approved _____ Disapproved _____

Declared to be a major/minor subdivision on _____ at a meeting of the
Bergenfield Planning Board held on _____. The above request for a subdivision
was approved _____ rejected _____

Held over for additional information _____

Comments:

AFFIDAVIT PLANING BOARD/ BOARD OF ADJUSTMENT
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 number _____ in the Borough of _____, in the County of _____, in the State of _____, and says that he is the appellatant making appeal for a variation of the provisions of the Zoning Ordinance of the 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 _____ and Lot _____ 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 to 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, that 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".

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.
