

# **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](mailto:ealter@riveredgenj.org)  
(201) 599-6306, fax 201-599-6325

Rev. 8/9/24

## **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. It is important that all required variances should be mentioned in the notice.

**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, including those in neighboring municipalities, 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 (sets) containing 1 copy of each (no binder clips please) in this order:***

- Letter of Non-compliance (Denial),
- Planning Application - all pages,
- Site Plan - Plot plan and/or building plans to scale, with dimensions & elevations, **folded 8 x 10**. Site Plans are typically 24x36.
- Survey (current & legible & prepared by a licensed land surveyor), Surveys are usually legal size or 11 x 17
- 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, Jacobbe, 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 accmmt 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).

Legal Escrow ..... \$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/or in the Code of the Borough a/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 applicants 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 \_\_\_\_\_ Comer 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 comer 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**

(Must Be Notarized)

STATE OF \_\_\_\_\_:

COUNTY OF \_\_\_\_\_:

\_\_\_\_\_, of full age, being duly sworn according to law, on oath deposes and says that he/she resides at \_\_\_\_\_ in the Municipality of River Edge, County of Bergen and State of New Jersey and that, he/she is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Borough of River Edge aforesaid, and known and

Designated as Lot(s) \_\_\_\_\_, Block \_\_\_\_\_

And that he/she authorizes \_\_\_\_\_ to make the within application in his/her behalf and that his/her statements contained in said application are true. \_

\_\_\_\_\_  
Signature of Affiant

Sworn to me and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

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

**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:

- I. 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](http://www.riveredgenj.org).

Respectfully,

\_\_\_\_\_

Dated: .....

Applicant's Signature

Borough of River Edge  
Land Use Board

**PUBLIC NOTICE - 200' PROPERTY OWNER'S LIST**

**RIVER EDGE MUNICIPAL LAND USE BOARD**

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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](http://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 \_\_\_\_\_  
\_\_\_\_\_, 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 (16) 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 pJans

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.

**Y. FOR SIGN APPLICATIONS ONLY**

How many signs are located on the property presently? \_\_\_\_\_

1. Sign #1 is setback \_\_\_\_\_ feet from the front property line, \_\_\_\_\_ feet from the left/ right side yard line and \_\_\_\_\_ feet above grade.

The proposed size of sign #1 is \_\_\_\_\_ square feet.

2. Sign #2 is setback \_\_\_\_\_ feet from the front property line, \_\_\_\_\_ feet from the left/ right side yard line and \_\_\_\_\_ feet above grade.

The proposed size of sign 32 is \_\_\_\_\_ square feet.

3. The proposed area of all signs is \_\_\_\_\_ square feet.

4. The proposed total number of signs on the property: \_\_\_\_\_

**§ 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 (I), 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 Kinderkarnack 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 Kinderkarnack 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: \_\_\_\_\_

\_\_\_\_\_