

**Borough of Allendale
Land Use Board Procedures**

GENERAL INFORMATION

1. The Land Use Board meets on the third Wednesday of each month at 7:30 pm in the Municipal Building.
2. Applications which must be acted upon by the Land Use Board shall be submitted to the Borough Clerk or the Construction Official for each of the following:
 - a) Land Subdivision
 - a. Sketch Plat
 - b. Minor Subdivision
 - c. Major Subdivision
 - b) Site Plan Review
 - c) Use Permit
 - d) Construction Permit
3. All applications must be received at least ten (10) days prior to the meeting date.
4. All land subdivisions and site plans must be submitted to the Bergen County Planning Board. Application forms and information may be obtained from said Board at Administration Building, Court Plaza South, Room 204w, 21 Main St., Hackensack, NJ 07601-7000.
5. Regulations concerning the subdivision of land are contained in the Land Subdivision and Site Plan ordinance and the Zoning Ordinance of the Borough of Allendale. Copies are available at the office of the Borough Clerk.
6. Definitions:
 - a) Minor Subdivision – Any subdivision that does not involve:
 1. The creation of more than three (3) lots;
 2. A planned development;
 3. Any new street; or
 4. Extension of any off-tract improvement.
 - b) Major Subdivision – any subdivision not classified as a minor subdivision.

LAND USE BOARD FEES:

All fees are payable at the time of submission of the application unless otherwise noted.

		Filing Fee	Examining and Reporting on Plans	Legal and Engineering Costs (Escrow Deposit See Notes 1,2&3)
Minor Subdivision		\$150	\$50./lot	\$1000
	FSketch Plat	\$50	-	\$100
Major Subdivision	Preliminary	\$350	\$50./lot	\$5000 See Note 4
	Final	\$150	-	\$500 + \$100/lot
Site Plan	Under ½ acre	\$150	-	\$1000
	Over ½ acre	\$250	-	\$5000
Use Permit		\$50	-	-
Construction Permit		Consult Construction Official Regarding Fees		

Notes:

1. To be held in escrow to cover costs. Any money not required will be returned to the applicant on completion of the work covered. If additional money is required, applicant must forward amount required to the Borough Clerk within two (2) weeks following notification by the Borough Clerk at the direction of the Borough Council or the application shall be rejected. (If on an approved subdivision, all municipal permits will be suspended until the money is received. Failure to comply with notification as above will be a violation of the Land Subdivision and Site Plan Ordinance.)
2. The legal and engineering escrow deposits applicable to major subdivision final applications and site plans are payable prior to final approval and commencement of construction.
3. Moneys for fees and escrow deposits shall be paid by separate checks.
4. Upon approval of a preliminary subdivision or a site plan, the applicant will be notified of any additional legal and engineering costs involved and must deposit said amount with the Borough Fifteen (15) copies Clerk before plats are signed.

PROCEDURE FOR MINOR SUBDIVISION APPLICATIONS

The applicant shall:

1. File with the Borough Clerk at least ten (10) days prior to a Land Use Board Meeting:
 - a) Fifteen (15) copies of a completed application, together with the required fees. (A receipted copy of the application will be returned to the applicant.)
 - b) Fifteen (15) copies of the plat of the proposed subdivision prepared in accordance with the Land Subdivision and Site Plan Ordinance.
 - c) Proof that no taxes are due on the property, as evidenced by copy of receipted tax bill or mortgage statement.
2. Contact the Bergen County Planning Board for its requirements.
3. Attend meeting of the Allendale Land Use Board at which the application is scheduled for review.

PROCEDURE FOR SKETCH PLAT SUBMISSION

The applicant shall:

1. File with the Borough Clerk at least ten (10) days prior to a Land Use Board meeting:
 - a) Fifteen (15) copies of a completed application together with the required fees. (A receipted copy of the application will be returned to the applicant.)
 - b) Fifteen (15) copies of the sketch plat of the proposed subdivision prepared in accordance with the Land Subdivision and Site Plan Ordinance.
2. Attend meeting of the Allendale Land Use Board at which the application is scheduled for review.

PROCEDURE FOR SITE PLAN OR PRELIMINARY MAJOR SUBDIVISION APPLICATIONS

The applicant shall:

1. File with the Borough clerk at least ten (10) days prior to a Land Use Board meeting.
 - a) Fifteen (15) copies of a completed application, together with the required fees. (A receipted copy of the application will be returned to the applicant.)

- b) Fifteen (15) copies of the proposed site plan or the preliminary plat of the proposed subdivision prepared in accordance with the Land Subdivision and Site Plan Ordinance.
- c) Proof that no taxes are due on the property, as evidenced by a copy of receipted tax bill or mortgage payment.
- d) Forward copies of the site plan or preliminary plat to:
 - 1. The Borough Engineer (2)
 - 2. The Board of Health
 - 3. The Chief of Police
 - 4. The Board of Public Works (2)
 - 5. The Fire Prevention Bureau
 - 6. The Shade Tree Commission
 - 7. The Construction Official
 - 8. The Recycling Coordinator

The applicant shall produce proof by affidavit of the date such copies were sent.

- 2. Contact the Bergen County Planning Board for its requirements.
- 3. Contact the New Jersey Division of Soil Conservation for its requirements
- 4. Attend meeting of the Allendale Land Use Board at which the application is scheduled for review.
- 5. When a public hearing date is set by the Land Use Board:
 - a) Obtain a list of property owners who must be notified of hearing from the Tax Collector. (See Land Use Procedures ordinance)
 - b) Notify each property owner by personal service or by certified mail at least ten (10) days prior to the hearing date.
 - c) Public Notice of Public Hearing in the Ridgewood News or The Record at least ten (10) days prior to the hearing.
 - d) Provide the Land Use Board attorney at the public hearing an affidavit or other proof of service attesting to the service of required notices.
 - e) Attend Public Hearing before the Allendale Land Use Board.

PROCEDURE FOR FINAL MAJOR SUBDIVISION APPLICATIONS

The applicant shall:

- 1. File with the Borough Clerk at least ten (10) days prior to a Land Use Board meeting:
 - a) Fifteen (15) copies of a completed application, together with the required fees. (A receipted copy of the application will be returned to the applicant.)
 - b) Five (5) blue on white prints of the subdivision plat prepared in accordance with the Land Subdivision and Site Plat Ordinance. (Two (2) additional prints shall be provided by the applicant to the Borough Engineer.)
- 2. Contact the Bergen County Planning Board for its requirements.
- 3. Attend meeting of the Allendale Land Use Board at which the application is scheduled for review.
- 4. Prior to final approval, submit to the Land Use Board in accordance with the land Subdivision and Site Plan Ordinance:
 - a) A Developer's Agreement, prepared by the Land Use Board Attorney.

- b) A performance guarantee
- c) Maintenance guarantees, if required
- d) Deeds for any required easements
- e) Funds to reimburse the Planning Board for costs incurred or to be incurred.
- f) Evidence of compliance with any conditions imposed by the Land Use Board.

PROCEDURE FOR CONSTRUCTION PERMIT OR USE PERMIT

The applicant shall:

1. File with the Construction Official at least ten (10) days prior to the Land Use Board meeting:
 - a) A written statement regarding the nature and purpose of the intended use or building, together with the required fees.
 - b) Ten (10) copies of plans, specifications and drawings prepared in accordance with the zoning ordinance.
 - c) Proof that no taxes are due on the property as evidence by copy of receipted bill or mortgage payment.
2. Attend meeting of the Allendale Land Use Board at which the application is scheduled for review.
3. When the Public hearing is set by the Land Use Board:
 - a) Publish notice of public hearing in the Ridgewood News or The Record at least ten (10) days prior to the hearing.
 - b) Provide the Land Use Board Attorney at the Public Hearing proof of publication of required notice.
 - c) Attend Public Hearing before the Allendale Land Use Board.

Schedule A

CHECKLIST FOR SUBMISSIONS OF DEVELOPMENT APPLICATIONS

LAND USE BOARD OF THE BOROUGH OF ALLENDALE

NAME OF APPLICANT: _____

NAME OF OWNER OR DEVELOPMENT NAME: _____

LOT _____, BLOCK _____

DATE OF APPLICATION _____

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of written request from the applicant, a specific requirement is waived by the municipal agency, or the agency otherwise deems a requirement inapplicable to the application. Certification of completeness or a Notice of Deficiencies shall be made, and any request for waiver shall be granted or denied, within 45 days of the filing of the application with the municipal agency.

No public hearing shall be scheduled for an application until the same has been deemed complete by the appropriate administrative officer or otherwise as permitted by the law.

Schedule "A" – General Requirements.

(Applicable to all applications)

1. Fifteen (15) copies of the appropriate application form(s), completely filled in and filed with the appropriate administrative officer. If any item is not applicable to the Applicant, it should so be indicated on the application form(s).
2. Certificate of Borough Tax Collector that all taxes and assessments on the property are paid.
3. Receipt indicating that fees and escrow deposits are paid pursuant to schedule.
4. Fifteen (15) copies of any required plot plan, site plan, or subdivision plan, clearly and legibly drawn at a scale of not smaller than 1 inch = 100 feet. Said plans to be prepared by a licensed engineer or land surveyor of the State of New Jersey as applicable with name address and seal of preparer on plat. Entire tract to be shown on one sheet.

Complies	Deficient	Waiver Request

General Information on Plat

- Natural Features and Topography
Topography of the site and within 200 feet thereof.
15. Contours to determine the natural drainage of the land.
Intervals shall be: up to 10% grade-2 feet; over `10%
grade- 5 feet.

[illegible]

- b) Soil depth to restrictive layers of soil.
 - c) Soil depth to bedrock
 - d) Permeability of the soil by layers.
 - e) Height of soil water table and type of water table
 - f) Flood plain soil (status).
 - g) Limitation for foundation
 - h) Limitation for septic tank absorption field (only where septic tank is proposed to be used.)
 - i) Limitation for local road and streets
 - j) Agricultural capacity classifications
 - k) Erosion hazard.
37. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.
(Preliminary Site Plans and major subdivision only.)
 38. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.
 39. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.
 40. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.
 41. Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.
 42. Proof that application has been made to the Bergen County Planning Board.
 43. Proof that a Soil Erosion and Sediment Control Plan has been submitted to the B.C.S.C.D. if more than 5,000 square feet of ground is to be disturbed.
 44. An environmental impact statement if required.

Borough of Allendale Land Use Board

Disclosure Statement – Appendix A

Name of Applicant: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: () _____

Applicant is a Corporation Partnership Individual

Pursuant to N.J.S.A. 40-55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. List names, addresses and partnership interest here.

Name: _____ Interest % _____

Address: _____ City: _____ State: _____

Name: _____ Interest % _____

Address: _____ City: _____ State: _____

Name: _____ Interest % _____

Address: _____ City: _____ State: _____

Name: _____ Interest % _____

Address: _____ City: _____ State: _____

Name: _____ Interest % _____

Address: _____ City: _____ State: _____

INTEREST OF APPLICANT (Owner, Lessee, Etc.) _____

NAME OF OWNER: (If Different from Applicant) _____

Name of Applicant's ATTORNEY: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: () _____

Name of Applicant's ARCHITECT: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: () _____

Name of Applicant's SURVEYOR: _____

Address: _____ City: _____

State : _____ Zip: _____ Phone: () _____

Name of Applicant's ENGINEER: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: () _____

Name of Applicant's PLANNING CONSULTANT: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: () _____

Name of Applicant's TRAFFIC ENGINEER: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: () _____

Borough of Allendale Land Use Board
Variance or Waiver Relief – Appendix B

Section 1 – APPLICATION FOR VARIANCE RELIEF

In connection with your application for variance relief, please set forth:

1. The section(s) of the ordinance regulations of the Borough of _____ from which variance relief is requested: _____

2. The nature of the variance relief requested: _____

3. In what manner, in this particular case, the strict application of the foregoing ordinance regulations will result on practical difficulties or undue hardship upon you inconsistent with the general purpose and intent of said regulations: _____

4. In what manner, in this particular case, there exist exceptional circumstances or conditions applicable to the premises which are the subject of this application, which do not apply generally to other premises located in the same zone district or neighborhood: _____

5. In what manner, in this particular case, the granting of the variance relief requested will not be substantially detrimental to the public welfare or injurious to the premises in the area in which the premises which are the subject of this application are located: _____

Section 2 – APPLICATION FOR SUBDIVISION OR SITE PLAN RELIEF FROM DESIGN STANDARDS

In connection with your application for preliminary subdivision deviation relief or preliminary site plan deviation relief, please set forth:

1. The section(s) of the Residential Site Improvement Standards (RSIS) of the Borough of Allendale Land Subdivision or Site Plan Ordinances from which deviation relief is requested: _____

2. In what manner, in this particular case, this literal enforcement of the provisions of said sections is impracticable and will exact undue hardship because of peculiar conditions pertaining to the premises which are the subject of this application: _____

Section 3 – APPLICATION FOR MODIFICATION OR WAIVER OR SITE PLAN AND/OR SUBDIVISION
DETAILS.

In connection with your application for modification or waiver of site plan and/or subdivision details, please set forth:

1. The Borough Ordinances or RSIS provision of requiring site plan and/or subdivision details which are purposely omitted from your development plan and the reasons for such omission:

2. The peculiar conditions applicable to the premises which are the subject of this application or applicable to the proposed construction thereon, which render the omitted site plan and/or subdivision details unnecessary to properly evaluate your site plan and/or subdivision:

Borough of Allendale Land Use Board

Variance or Waiver Relief – Appendix C

Schedule	Existing	Required	Provided
Lot Area (Sq. Ft.)			
Lot Width (Sq. Ft.)			
Lot Depth (Sq. Ft.)			
Max. Coverage (%)			
Improved Lot Coverage (%)			
Max. Bldg. Height (Stories/Feet)			
Min. Front Depth (Ft.)			
Min. Rear Depth (Ft.)			
Min. Side (Sum Both Each-Min) (Ft.)			
Floor Area Ratio			
Parking Stalls			
Handicapped stalls			
Loading Spaces			
Garage(s)/Stalls			
Distance of the nearest part of the lot(s) to the nearest residential zone			

BOROUGH OF ALLENDALE LAND USE BOARD
APPLICATION FOR DEVELOPMENT

Application No. _____ Application Perfected _____
Filing Date _____ Nature of Disposition _____
Time Limitation Date _____ Date of Disposition _____
Notice of Incomplete Application _____

SECTION I. APPLICANT HEREBY APPLIES FOR:

_____ Concept Review	Fee Paid _____
_____ Preliminary Site Plan Approval	Legal & Engrg. Escrow Paid _____
_____ Final Site Plan Approval	Taxes Paid _____
_____ Sketch Plan Review and Classification	
_____ Minor Subdivision Approval	
_____ Major Preliminary Subdivision	
_____ Final Subdivision	
_____ Variance Relief Pursuant to 40:55D- 60 (c)	
_____ Subdivision or Site Plan Deviation relief	
_____ Modification or Waiver of Subdivision or Site Plan details	
_____ Conditional Use Approval	
_____ Other (Please Specify) _____	

SECTION II.

A. APPLICANT INFORMATION:

1. Name of Applicant: _____ Phone: _____
Address of Applicant: _____
(If Applicant is other than an individual, complete Appendix A – Disclosure Statement)
2. Name and Address of Applicants Attorney, If Any:

3. Name and Address of owner of premises : _____
4. Correspondence is to be Addressed and Mailed as Follows :

5. The Premises Which Are the Subject of this Application Are Known as :

_____ and

are shown as Lot _____ in Block _____ on Sheet # _____ of

_____ Tax Map.

6. The size of the premise is _____ square feet; _____ acres.
Frontage: _____ ; Depth: _____.

7. The zone district in which premise are located is _____
8. Now located on premise is a _____
9. The date of the last deed of record is _____, _____, which deed was recorded in the Deed Book _____ at page _____.
10. The grantee(s) named in said deed were _____.
11. The interest of the applicant in premise, if other than the owner, is:

B. SUBJECT PROPERTY SITE DATA

Location: _____

(Street Address, Cross Streets or Other Identifications)

Tax Map: Page(s): _____ Block(s): _____ Lot(s): _____

Dimensions:

Frontage: _____ feet Depth: _____ feet Total Area: _____ feet/acres

Present Zoning District: _____

Present Use of Subject Property: _____

Is the property located on a Municipal _____ County _____ or Private _____ Road?

Proposed Use/Change _____

Describe in detail the exact nature of the application and to the changes to be made to the subject property, including proposed use of premise.

Proposed Number of Buildings: _____

Proposed Gross Floor Area of all structures: _____ Sq. Ft.

Percentage of coverage by buildings: _____

Percentage by impervious cover: _____

Number of existing lots: _____ Proposed number of lots: _____

Proposed No. of dwelling units: _____

Proposed area to be disturbed : _____ Sq. Ft.

Existing Building Height: _____

Proposed Building Height: _____

Anticipated Number of Employees per Shift: _____ Hours of Operation: _____

Restrictions, covenants, easements, association by-laws, existing or proposed on property:

Existing: Yes No Proposed:

Attach legible copies of deed restrictions.

Does the within proposal affect a Municipal or State designated historic site and/or building? Yes No

C - ZONING DATA: SEE ZONING SCHEDULE ANNEXED AS APPENDIX C

(State current zone in which lot(s) is located)

D - EXISTING CONDITIONS: (Attach additional sheets containing responses to the following);

1. Are there any buildings or signs now on the site? Yes No If yes, which if any, is the applicant proposing to remove.
2. Is the applicant proposing to erect new signs on the site? Yes No If yes, describe proposed sign locations, sign design, dimensions as depicted on plans and state whether the proposed sign(s) comply with Borough sign ordinance.
3. Is the applicant proposing the removal of any existing fences? Yes No Describe and state whether proposed fence(s) comply with the Borough Fence Ordinance.
4. Is the site in conformance with the Zoning Ordinance of the Borough?
5. Identify the soils at the site, using the U.S. SCS descriptions. What percentage of the site is covered by each soil type.

Soil Map Unit	Percentage Cover	Acidity	Erodibility	Drainage
---------------	------------------	---------	-------------	----------
6. Describe dominant flora and fauna at the site.
7. Are there threatened or endangered wildlife and/or vegetative species at the site? Yes _____ No _____
8. What is the source of information leading to your conclusions about threatened or endangered wildlife or species?

9. If endangered or threatened species are associated with the site, list them below.

10. Percentage of site with

0 to 10% slopes:

10 to 15% slopes:

15 to 20% slopes:

20% slopes:

E. REVISIONS TO APPROVED PLANS: Please indicate prior Allendale LUB application numbers, the original requirements of the approved plan and the requested change or revision (attach separate sheet if necessary).

Section III. APPLICATION INFORMATION

A. Does the current owner or the applicant now own or have any interest in any other property which adjoins the premises which are the subject of this application? _____ Yes _____ No
(If yes, describe the contiguous property by reference to the current tax map of Borough of _____)

B. Have the premises which are the subject of this application been the subject of Land Use Board action?
_____ Yes _____ No
(If yes, please attach a copy of the Land Use Board resolution to this application)

C. Are the premises which are the subject of this application located within 100 feet of a brook or located on a county road? _____ Yes _____ No. Do the said premises consist of more than one acre in area?
_____ Yes _____ No – Does the proposed improvement on said premises involve the installation of more than five parking spaces? _____ Yes _____ No

D. Is any portion of the premises which are the subject of this application intended to be dedicated or reserved for the public use? _____ Yes _____ No

E. If this application is for final subdivision approval, does the final plat follow exactly the preliminary plat in regard to details and area covered? _____ Yes _____ No If not, indicate material changes

F. If this application is for variance relief, has a decision been rendered or an order issued by the Borough Director of Buildings and Inspections? _____ Yes _____ No

I. The details of the within application are shown on a certain plan entitled

Said plan is comprised of _____ sheets.

Section IV. INFORMATION TO BE SET FORTH IN APPENDIX B.

- i. If this application is for various relief, pursuant to 40:55D-60 (c), please set forth in Appendix B, Section 1, hereof, all of the information requested.
- ii. If this application is for subdivision or site plan standards relief, please set forth in Appendix B, Section 2 hereof, all of the information requested.
- iii. If this application is for modification or waiver of site plan or subdivision details, please set forth in Appendix B, Section 3 hereof, all of the information requested.

Section V. AUTHORIZATION BY OWNER

_____ is hereby authorized to file the within application with
the Borough Clerk of the Borough of _____.

Dated: _____

OWNER

Section VI. CERTIFICATION BY APPLICANT

The undersigned applicant does hereby certify that all of the statements contained in this application are true.

Dated: _____

APPLICANT

Requirements for Submission of Application:

Proof that Taxes are current

15 collated sets of application and plans

Copy of letter to neighbors and Utility companies

Receipts for letters that were mailed and copy of 200 foot list (minimum of 10 days prior to meeting)

Copy of the newspaper ad (minimum of 10 days prior to meeting)

Phone number and email of applicant

Fees

Requirements for Submission of Application:

Proof that Taxes are current

15 collated sets of application and plans

Copy of letter to neighbors and Utility companies

Receipts for letters that were mailed and copy of 200 foot list (minimum of 10 days prior to meeting)

Copy of the newspaper ad (minimum of 10 days prior to meeting)

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Fees