



# BOROUGH OF ROCKLEIGH

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## BOROUGH OF ROCKLEIGH

### Sign Application Rockleigh Planning Board Table of Contents

#### **Sign Application**

<b>Overview.....</b>	<b>Page 2</b>
<b>Planning Board Procedures.....</b>	<b>Page 3</b>
<b>Calendar.....</b>	<b>Page 7</b>
<b>Submissions Requirements.....</b>	<b>Page 8</b>
<b>Application .....</b>	<b>Page 10</b>
<b>Sign Application Checklist.....</b>	<b>Page 14</b>
<b>Zoning Checklist.....</b>	<b>Page 18</b>
<b>Sample Public Notice.....</b>	<b>Page 21</b>
<b>Sample Proof of Service.....</b>	<b>Page 22</b>

**Sign Application  
Rockleigh Planning Board  
Overview, Procedures, and Application Requirements**

**Overview**

The Rockleigh Planning Board, consisting of nine volunteer members appointed by the Mayor, holds public hearings and makes decisions governing land use in the Borough of Rockleigh in accordance with Municipal Land Use Law of the State of New Jersey (NJSA 40:55D-1 et seq.), the Municipal Land Use Ordinances of the Borough of Rockleigh and the Municipal Sign Ordinances of the Borough of Rockleigh. Applicants should also be aware that the Borough of Rockleigh, pursuant to the Municipal Land Use Law, does not have a separate Zoning Board of Adjustment. The functions of a Zoning Board of Adjustment and a Planning Board are all performed by the Rockleigh Planning Board. Copies of the Municipal Land Use Ordinances of the Borough of Rockleigh, the Municipal Sign Ordinances of the Borough of Rockleigh, the Rockleigh Master Plan (and 2009 Master Plan Re-Examination) and the Rockleigh Official Map are all available from the Rockleigh Municipal Clerk's Office at the Rockleigh Municipal Building (26 Rockleigh Road, Rockleigh, NJ) or on the Borough's website: rockleighnj.org.

The erection, construction and use of signs on property in the Borough of Rockleigh may require application to and approval from the Planning Board. All parties seeking to erect, construct or use a sign in the municipality are referred to Chapter 72 of the Municipal Code of the Borough of Rockleigh entitled "Signs."

Applications, correspondence, plans, and all other communications to the Rockleigh Planning Board shall be submitted to the Rockleigh Borough Administrator as follows:

William J. McGuire  
Borough Administrator  
Borough of Rockleigh  
26 Rockleigh Road  
Rockleigh, New Jersey 07647  
Telephone No.: (201) 768-4217  
Fax No.: (201) 768-3355

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**NOTICE TO APPLICANT:** The instructions and suggestions contained herein are an attempt by the Planning Board of the Borough of Rockleigh to assist the applicant and, under no circumstances, are they intended to be a complete list of requirements pursuant to the Municipal Land Use Law of the State of New Jersey, other State Statutes and applicable Municipal Ordinances of the Borough of Rockleigh or are they intended to provide legal advice to a property owner or applicant. The sole responsibility of proper and complete presentation of an application and compliance with the procedural requirements of the Planning Board, Municipal Ordinances and State of New Jersey Statutes is upon the applicant.

## Planning Board Procedures

### Application Process:

An initial application must be submitted a minimum of twenty-one business days (legal holidays excluded) prior to the next regular monthly meeting at which the applicant is seeking to be heard in Work Session. The day of the meeting is not counted as one of the twenty-one required business days. Subsequent submissions after the initial submission must be submitted to the Planning Board no less than ten business days prior to the next regular monthly meeting at which the applicant is seeking to be heard in Work Session. The day of the meeting is not counted as one of the ten required business days. The application will first be reviewed for completeness. Upon a determination that the application is complete, the applicant will be required to serve necessary notices on surrounding property owners and provide public advertisement of the hearing date. A Public Hearing will be held by the Planning Board at the earliest agenda date available. A decision by the Planning Board on an application will be made at a Public Hearing. Public Hearings are generally held on the fourth Monday of each month. (Subject to change due to holidays or other reasons.)

Upon Approval by the Planning Board of a Sign application, the Planning Board will need to memorialize its action in approving the Sign(s) by the adoption of a written Resolution that typically will be reviewed and adopted by the Planning Board at the next regularly scheduled monthly Planning Board meeting. Adoption of a Resolution by the Planning Board is required prior to the issuance of any Permits.

The Planning Board Attorney is Kenneth C. Dolecki, Esq., 477 Main Street, P.O. Box 6, Hackensack, New Jersey 07602; Telephone No.: (201) 342-0774, Fax No.: (201) 342-3740, Email: kcdolecki@netzero.net. The Planning Board Engineer is Gregory Polyniak of Neglia Engineering Associates, 34 Park Avenue, P.O. Box 426, Lyndhurst, New Jersey 07071; Telephone No.: 1(888) 842-1062, Fax No.: (201) 939-0846, Email: gpolyniak@negliaengineering.com.

### Completeness:

Upon receipt of an application, the application will be reviewed for completeness. The application and plans will be submitted to the Planning Board Attorney and Planning Board Engineer for their respective reviews. Typically, the Planning Board Attorney and the Planning Board Engineer will issue written comment reports to the Planning Board and a copy will be supplied to the applicant or, if represented, to the applicant's attorney and the applicant's other professionals, such as architect, engineer or planner.

A determination of completeness, however, is made by the Planning Board during a Work Session of the Planning Board. Typically, each monthly meeting of the Planning Board is divided into two agendas. First a Work Session is held and then the meeting is moved into a Public Hearing Session. A determination of completeness by the Planning Board is typically effected during the Work Session agenda. If an application is determined to be substantially complete, it will be placed on the Work Session agenda of the next Planning Board meeting. If the application appears to be substantially incomplete, the Planning Board may make a determination not to place the application on the next Planning Board Work Session agenda.

If an application is determined by the Planning Board to be incomplete, at the time of that determination, the Planning Board will inform the applicant of the deficiencies in the application with regard to drawings, plans or other information needed to complete the application.

**An applicant should note that, pursuant to Municipal Ordinance, the Planning Board shall not consider an application unless it has been determined that no taxes or assessments for local improvements are due or delinquent on the property for which the application is being filed. The applicant is required to obtain a Certificate from the Tax Collector of the Borough of Rockleigh certifying that all current taxes are paid to date. Such a Certificate shall be submitted as a part of this application.**

Work Session:

All applications will be submitted to the Planning Board for review at a Work Session. Work Sessions are generally held as the first portion of each monthly meeting held on the fourth Monday of each month. An application will be placed on the first Work Session available. The applicant or the applicant's attorney, if represented, will be contacted by Planning Board staff to advise as to the date that the applicant's application will be placed on the work session agenda.

Fees:

Should the application be deemed to be complete by the Planning Board at the Work Session, a Public Hearing will be scheduled by the Planning Board at the earliest agenda date available.

An initial submission must be received by the Planning Board no less than 21 business days in advance of the Work Session at which the applicant seeks to be heard. The day of the meeting is not counted as one of the twenty-one required business days. Subsequent submissions must be received by the Planning Board no less than ten business days prior the meeting. The day of the meeting is not counted as one of the ten required business days. Any subsequent submissions submitted after that date will not be considered at the Hearing. This is applicable to both the Work Session Hearing, as well as the Public Session Hearing.

No application will be heard by the Planning Board either at Public Hearing or for a Work Session Hearing if the required application fees and deposits for professional fees as hereinafter set forth have not been paid.

In the event the Escrow Account established at the time of filing of the application is exhausted, the applicant, or if represented, the applicant's attorney, will be contacted by the Planning Board staff to replenish the Escrow Account, pursuant to the provisions of the Municipal Land Use Law. In the event the Escrow Account is not replenished within 10 calendar days from the date of notification by the Planning Board, no further work or Hearing will occur on the applicant's application until payment of all outstanding fees and replenishment of the Escrow Account have been satisfied by the applicant. However, and notwithstanding the preceding, in the event an applicant is scheduled to be heard, either on the work session agenda or the public session agenda, of an upcoming Planning Board meeting, replenishment of the Escrow Account must occur no later than 10 business days prior to the meeting at which the application is scheduled to be heard. This provision shall supercede the 10 calendar day requirement as set forth above. In the event the applicant has not satisfied the requirement of replenishment of Escrow 10 business days prior to the hearing, the applicant's matter will not be listed for hearing, whether it was scheduled for the work session agenda or the public session agenda.

Routinely, the procedure regarding Escrow Accounts for professional services are handled in the following manner. An informational copy of the Voucher will be submitted to either the applicant directly, or if represented by counsel, to the applicant's attorney at the time the professional submits the

Voucher to the Planning Board for approval of payment. If the outstanding balance in the applicant's Escrow Account is equal to the amount of the Voucher(s) to be paid or is insufficient to pay the Voucher(s) in full, notice will be forwarded to the applicant, or the applicant's attorney, providing a status of the applicant's Escrow Account, which notice will provide the existing balance in the applicant's Escrow Account, as well as the amount or amounts of any Voucher(s) approved by the Planning Board for payment.

If the amount remaining in the applicant's Escrow Account is equal to the amount of the Voucher(s) or is insufficient to pay the Voucher(s) in full, the applicant will be requested to provide additional monies to satisfy the following:

- A. A sum of money which, when added to the amount in the Escrow Account, will be sufficient to satisfy all outstanding approved Voucher(s); and
- B. An additional amount to replenish the Escrow Account for anticipated future professional services, pursuant to the provisions of the Municipal Land Use Law;

Public Hearings:

Work Sessions and Final Hearing are both Public Hearings. Final Public Hearings must be noticed in accordance with the Municipal Land Use Law and Municipal Ordinances of the Borough of Rockleigh. At the Final Public Hearing, the public will be heard by the Planning Board in accordance with Planning Board's Rules for Public Hearings. Any member of the public can be represented by an attorney. The Planning Board may determine to continue the Hearing to another date or conclude the Hearing on the scheduled date. Public Hearings are generally the second portion of each monthly meeting, normally held on the fourth Monday of each month.

Applicants must provide Notice to Property Owners and Public Advertising in accordance with the Municipal Land Use Law. The deadline for submitting any advertising copy to *The Bergen Record* for publication in a timely issue is determined by the newspaper. Advertisement and Notices to Property Owners, when required, must be published and served no less than 10 calendar days prior to the Public Hearing.

A Certified List of Property Owners requiring Notice may be obtained from the Borough of Rockleigh for a fee of \$10.00, with a check made payable to the Borough of Rockleigh. Requests for the list of such property owners requiring notification, together with the \$10.00 fee, should be forwarded to Marcella Giampiccolo, Borough Clerk, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, New Jersey 07647. Proof of Publication and Service must be filed with the Planning Board no later than 5 days prior to the Public Hearing.

Final Public Hearings are typically held at the regular monthly meeting, the fourth Monday of each month at 8:00 PM, or as otherwise shown on the Planning Board calendar. All applicants are entitled to be represented by counsel.

At the Final Public Hearing on an applicant's application, the Planning Board may take one of the following actions on the applicant's Sign Application:

- A. The Planning Board may grant Approval of some or all of the Signs requested, without condition;

- B. The Planning Board may grant Approval of some or all of the Signs requested with conditions and state the conditions the applicant must meet;
- C. The Planning Board may deny Approval;
- D. The Planning Board may defer decision to a future Planning Board meeting;

Depending upon the facts and circumstances of each case, as each application may require, the Planning Board may determine that a condition of approval would require the applicant to record with the Bergen County Clerk's office a Deed from itself to itself, with a copy of the Resolution of the Planning Board granting relief to the applicant attached thereto, when conditions are attached to the relief granted by the Planning Board.

A brief Notice of every final decision shall be published in the official newspaper of the municipality, arranged by the Borough Administrator with a reasonable charge to the applicant. If the applicant desires, the Notice may be published by the applicant at his expense. This publication is in addition to the applicant's obligation to publish the Notice of Public Hearing no less than 10 days prior to the Final Public Hearing date.

**NOTICE TO APPLICANTS: In the event the Applicant produces an Exhibit mounted on a board for presentation and/or entry into evidence at the Public Hearing, the Applicant shall simultaneously produce a duplicate original of that Exhibit that can be marked into evidence and folded so that it can be placed into the Applicant's file for storage in the municipality's filing cabinets. No board-mounted Exhibit will be marked into evidence.**

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**CALENDAR**

OBTAINMENT OF APPLICATION	Available at the Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, NJ; Monday through Friday, 9:00 AM to 5:00 PM, or on the Borough website;
APPLICATION FILING DEADLINE (Initial Submission)	21 business days prior to the date of the Planning Board meeting at which the applicant is seeking to be heard;
APPLICATION FILING DEADLINE (Subsequent Submissions)	10 business days prior to the date of the Planning Board meeting at which the Applicant is seeking to be heard;
WORK SESSION	8:00 PM, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, NJ; Held typically on the fourth Monday of each month; (subject to change and typically the first half of each monthly meeting)
PUBLICATION AND PROPERTY OWNER NOTICE DEADLINE	No less than 10 calendar days prior to the date of the Public Hearing. Proof of Publication and Service to be filed no less than 5 days prior to the Final Public Hearing;
FINAL PUBLIC HEARING	8:00 PM, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, NJ; Held typically on the fourth Monday of each month; (subject to change and typically the second half of each monthly meeting)

## **Submission Requirements**

All materials must be submitted to William J. McGiure, Borough Administrator, Borough of Rockleigh, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, New Jersey 07647, together with all required fees. Fees are to be submitted by Check Only, Payable to the Borough of Rockleigh. All plans are to be folded (not rolled) and collated. Rolled plans shall be returned to the applicant and shall not be accepted or deemed filed.

See the "Sign Application Checklist" for the required material submissions and drafting specifications.

18 copies of the application and Plans (folded), which shall include 18 copies of a Survey (folded) of the property (not more than 2 years old, depicting present/as-built conditions), shall be submitted.

**IT SHOULD BE NOTED THAT NOT ALL SIGN APPLICATIONS WILL REQUIRE A SURVEY. A SURVEY WILL BE REQUIRED IF THE PROPOSED DEVELOPMENT WILL INCREASE THE SIZE OF THE FOOTPRINT OF ANY EXISTING STRUCTURE, WILL ADD ANY NEW STRUCTURE, WILL INCREASE THE SQUARE FOOTAGE OF LOT COVERAGE, OR IS A GROUND SIGN, A MONUMENT SIGN OR PROJECTING SIGN SUSPENDED FROM A POST. IF NONE OF THE CONDITIONS APPLY, NO NEW SURVEY IS REQUIRED.**

In addition, at the time of submission of an initial application and plans, checks representing payment(s) for all application fee(s) and deposit(s) for review service fees(s) must also be submitted, payable to the Borough of Rockleigh. The schedule of fees and deposits is available from the Borough Administrator and can be found in the Municipal Code, Chapter XXX, Section 30-1.10 or on the Municipal website: <http://www.rockleighnj.org/planning>.

The applicant is also responsible to submit any additional information as requested at previous Reviews or Meetings such as, but not necessarily limited to, traffic studies, site distance information or such other studies or information as have been requested by the Planning Board.

A Zoning Analysis of the subject property and any improvements shall be submitted with the application. The applicant will find the Ordinance Requirements as they relate to the Zoning of the particular property in the Municipal Land Use Ordinances of the Borough of Rockleigh.

**IT SHOULD BE NOTED THAT NOT ALL SIGN APPLICATIONS WILL REQUIRE A ZONING ANALYSIS. A ZONING ANALYSIS WILL BE REQUIRED IF THE PROPOSED DEVELOPMENT WILL INCREASE THE SIZE OF THE FOOTPRINT OF ANY EXISTING STRUCTURE, WILL ADD ANY NEW STRUCTURE OR WILL INCREASE THE SQUARE FOOTAGE OF LOT COVERAGE. IF NONE OF THE CONDITIONS APPLY, NO NEW ZONING ANALYSIS IS REQUIRED.**



All Plans shall be folded and sorted to create complete applications.

The Municipal Land Use Ordinances and the Sign Ordinances of the Borough of Rockleigh may be purchased at the Office of the Borough Clerk, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, NJ 07647, Monday through Friday, 9:00 AM to 5:00 PM. Applications and instructions are available at the Office of the Borough Administrator or on the Municipal website: <http://www.rockleighnj.org/forms/>.

Office of the Planning Board: William J. McGuire, Borough Administrator  
Rockleigh Municipal Building  
26 Rockleigh Road  
Rockleigh, New Jersey 07647  
Telephone No.: (201) 768-4217  
Fax No.: (201) 768-3355

All fees and escrow checks to be made payable to the Borough of Rockleigh.

PLANNING BOARD  
BOROUGH OF ROCKLEIGH  
ROCKLEIGH, NEW JERSEY

**APPLICATION FOR SIGN APPROVAL**

Planning Board Application No. _____ Date Received: _____ (Above to be filled out by the Borough of Rockleigh)
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PLEASE SUBMIT EIGHTEEN (18) TYPEWRITTEN, SIGNED COPIES OF THE APPLICATION  
CHECK WHERE APPROPRIATE

1. Application is hereby made for (check where appropriate/all that apply):  

(     )	Erection of a new Sign
(     )	Alteration of an existing Sign
(     )	Relocation of an existing Sign
  
2. Name of Applicant: \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_  
Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
3. Present Owner(s) of Land - \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
4. Name of Development: \_\_\_\_\_  
Tax Assessment \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_
  
5. If applicant is a corporation, list names and address of the following officers:  
President \_\_\_\_\_  
Vice-President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_

6. If applicant is a corporation, partnership or limited liability company, list names and addresses of stockholders owning at least 10% interest in the corporation, at least 10% interest in the partnership, or at least 10% interest in the limited liability company.

Name:

Address:

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7. The following professionals have been involved in the preparation of this application, the plans submitted or represent the applicant. Please supply name, address, telephone number, fax number and e-mail address.

A. Attorney: \_\_\_\_\_

\_\_\_\_\_

B. Surveyor: \_\_\_\_\_

\_\_\_\_\_

C. Engineer: \_\_\_\_\_

\_\_\_\_\_

D. Architect: \_\_\_\_\_

\_\_\_\_\_

E. Planner: \_\_\_\_\_

\_\_\_\_\_

F. Contractor: \_\_\_\_\_

\_\_\_\_\_

G. Other: \_\_\_\_\_

\_\_\_\_\_

8. Do any protective covenants, easements, rights of way, deed restrictions or other similar encumbrances exist on the subject property?

Check one: Yes ( ) No ( )

If yes, provide the Bergen County Clerk's Office Deed Book and Page and a true copy of each such instrument.

A. Deed Book \_\_\_\_\_, Page \_\_\_\_\_. Copy attached: \_\_\_\_\_ yes

B. Deed Book \_\_\_\_\_, Page \_\_\_\_\_. Copy attached: \_\_\_\_\_ yes

C. Deed Book \_\_\_\_\_, Page \_\_\_\_\_. Copy attached: \_\_\_\_\_ yes

**FOR EACH SIGN FOR WHICH APPROVAL IS REQUESTED, PROVIDE THE INFORMATION CONTAINED IN QUESTIONS 9 THROUGH 17, INCLUSIVE. PLEASE REPRODUCE PAGES 11 AND 12 FOR THIS PURPOSE AND INCORPORATE DUPLICATE PAGES FOR EACH SIGN INTO THE ENTIRE APPLICATION.**

9. Type of Sign requested:
- A. Ground Sign: ( )
  - B. Monument Sign: ( )
  - C. Projecting Sign, attached to/suspended from/supported by a building: ( )
  - D. Projecting Sign, attached to/suspended from/supported by a post: ( )
10. Will the Sign be illuminated? Check one: Yes ( ) No ( )
11. If the Sign will be illuminated, provide the following:
- A. Internal illumination: ( )
  - B. External illumination: ( )
  - C. Describe the type of illumination and intensity of illumination: \_\_\_\_\_  
\_\_\_\_\_
  - D. Hours and days that the Sign is intended to be illumination (The applicant should understand that Section 72-7(B) of the Municipal Code prohibits illumination between the hours of 10:00 P.M. local time each day and 6:00 A.M. local time the following day.):  
\_\_\_\_\_
12. Dimensions:
- A. Height of Sign: \_\_\_\_\_
  - B. Width of Sign: \_\_\_\_\_
  - C. Area in square feet of Sign: \_\_\_\_\_
  - D. Total height of Sign, including any supporting structure as measured from grade to highest point: \_\_\_\_\_
13. If the proposed Sign is to project from a structure, provide the distance in feet said Sign will project: \_\_\_\_\_ or N/A ( )
14. If a Monument Sign, describe:
- A. Proposed construction materials: \_\_\_\_\_  
\_\_\_\_\_
  - B. Are the design and materials in conformance with the design and materials of the principal structure on the premises? Check one: Yes ( ) No ( )

C. Will the Sign have footings below the frost line?  
Check one: Yes ( ) No ( )

15. Will the Sign: (Check one)

A. Contain the colors red or green? Yes ( ) No ( )

B. Contain any fluorescent paint or glass? Yes ( ) No ( )

C. Contain the word "Stop"? Yes ( ) No ( )

D. Either in full or in part, be in motion? Yes ( ) No ( )

E. Contain any flashing or intermittent lights? Yes ( ) No ( )

F. Obscure an existing Sign? Yes ( ) No ( )

16. Please describe the location of Sign on premises or structure: \_\_\_\_\_  
\_\_\_\_\_

17. Each Sign shall be described on a plan submitted to the Planning Board prepared by a licensed professional and shall contain all of the information set forth in Questions 9 through 16, inclusive. Is such a Plan being simultaneously submitted?

Check one: Yes ( ) No ( )

I certify that all statements and information contained in this and all documents submitted as part of this application are true and accurate.

Signature of Applicant: \_\_\_\_\_

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

**IF THE APPLICANT IS OTHER THAN THE OWNER SET FORTH IN QUESTION #3, THE FOLLOWING MUST BE COMPLETED:**

The undersigned owner of the subject property herewith grants permission to the applicant set forth above to execute and process this application before the Planning Board of the Borough of Rockleigh.

Signature of Owner: \_\_\_\_\_

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

**NOTICE TO APPLICANTS: In the event the Applicant produces an Exhibit mounted on a board for presentation and/or entry into evidence at the Public Hearing, the Applicant shall simultaneously produce a duplicate original of that Exhibit that can be marked into evidence and folded so that it can be placed into the Applicant's file for storage in the municipality's filing cabinets. No board-mounted Exhibit will be marked into evidence.**

**SIGN APPLICATION CHECKLIST**

PLEASE SUBMIT EIGHTEEN (18) TYPEWRITTEN AND SIGNED COPIES

NAME OF PROJECT: \_\_\_\_\_

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

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

TAX ASSESSMENT MAP DESIGNATION:      BLOCK \_\_\_\_\_      LOT \_\_\_\_\_

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

Use this checklist as a guide for the procedural requirements that must be met by the applicant before the Planning Board will review a Sign Application. Below are listed the submissions that constitute a complete Sign Application.

- |  | <u>Yes</u> | <u>N/A</u> |
|--|------------|------------|
| A: Eighteen (18) typed and signed Sign Application form  | ( )        |            |
| B: Copies of any protective covenants, easements, rights of way, deed restrictions or other similar encumbrance which may exist on the subject property                        | ( )        | ( )        |
| C: Fees:      Sign Application   | ( )        |            |
| Engineering, Legal, & Planning Escrow  | ( )        |            |
| D: Eighteen (18) completed and clear copies of this checklist  | ( )        |            |
| E: Certificate from the Tax Collector of the Borough that there are no taxes or assessments for local improvements due or delinquent on the subject property                   | ( )        |            |
| F. Eighteen (18) copies of Certified Survey, drafted to the specifications listed below, and folded separately to a size no larger than 10" x 14" with the title block showing | ( )        | ( )        |
| G. Zoning Data Schedule per this Zoning Checklist  | ( )        | ( )        |

**IT SHOULD BE NOTED THAT NOT ALL SIGN APPLICATIONS WILL REQUIRE A SURVEY. A SURVEY WILL BE REQUIRED IF THE PROPOSED DEVELOPMENT WILL INCREASE THE SIZE OF THE FOOTPRINT OF ANY EXISTING STRUCTURE, WILL ADD ANY NEW STRUCTURE, WILL INCREASE THE SQUARE FOOTAGE OF LOT COVERAGE, OR IS A GROUND SIGN, A MONUMENT SIGN OR PROJECTING SIGN SUSPENDED FROM A POST. IF NONE OF THE CONDITIONS APPLY, NO NEW SURVEY IS REQUIRED.**

**IT SHOULD BE NOTED THAT NOT ALL SIGN APPLICATIONS WILL REQUIRE A ZONING ANALYSIS. A ZONING ANALYSIS WILL BE REQUIRED IF THE PROPOSED DEVELOPMENT WILL INCREASE THE SIZE OF THE FOOTPRINT OF ANY EXISTING STRUCTURE, WILL ADD ANY NEW STRUCTURE OR WILL INCREASE THE SQUARE FOOTAGE OF LOT COVERAGE. IF NONE OF THE CONDITIONS APPLY, NO NEW ZONING ANALYSIS IS REQUIRED.**

Does the development require any of the following:

- |   | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| A. Bergen County Site Plan approval   | ( )        | ( )       |
| B. NJDEP Approvals  | ( )        | ( )       |
| If the answer to this question is "yes", please list the specific NJDEP approvals required: |            |           |
| <hr/>   |            |           |
| <hr/>   |            |           |
| C. Borough of Rockleigh Subdivision Approval  | ( )        | ( )       |
| D. Bergen County Subdivision Approval   | ( )        | ( )       |
| E. Rockleigh Site Plan Approval   | ( )        | ( )       |
| F. Rockleigh Soil Movement/Soil Disturbance Permit  | ( )        | ( )       |
| G. Rockleigh Variance Approval  | ( )        | ( )       |
| H. Rockleigh Sewer Authority Approval   | ( )        | ( )       |

Almost all required information is to be conveyed, in either graphic or tabular form. Please check the "Yes" box after items included in your survey, the "No" box if the item is missing, the "Not Applicable" box if the item does not apply to your application or the "Waiver" box, if you are seeking a Waiver of this Requirement.

**IT SHOULD BE NOTED THAT NOT ALL SIGN APPLICATIONS WILL REQUIRE A SURVEY. A SURVEY WILL BE REQUIRED IF THE PROPOSED DEVELOPMENT WILL INCREASE THE SIZE OF THE FOOTPRINT OF ANY EXISTING STRUCTURE, WILL ADD ANY NEW STRUCTURE, WILL INCREASE THE SQUARE FOOTAGE OF LOT COVERAGE, OR IS A GROUND SIGN, A MONUMENT SIGN OR PROJECTING SIGN SUSPENDED FROM A POST. IF NONE OF THE CONDITIONS APPLY, NO NEW SURVEY IS REQUIRED.**

- |   | <u>Yes</u> | <u>No</u> | <u>N/A</u> | <u>Waiver</u> |
|---|------------|-----------|------------|---------------|
| <b>SURVEY, CERTIFIED BY LICENSED SURVEYOR</b>                             | ( )        | ( )       | ( )        | ( )           |
| <u>A. Title block, containing:</u>  |            |           |            |               |
| Name of project   | ( )        | ( )       |            |               |
| Name and address of owners or corporate officers                          | ( )        | ( )       |            |               |
| Tax assessment map designation, by block & lot                            | ( )        | ( )       |            |               |
| Street address  | ( )        | ( )       |            |               |
| Names, address, telephone numbers, seals, and signatures of the surveyors | ( )        | ( )       |            |               |
| Date of survey and revisions  | ( )        | ( )       |            |               |
| Scale, not smaller than 1" = 50' and not larger than 1" = 10'             | ( )        | ( )       |            |               |

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
<u>Graphic presentation of:</u>				
North arrow indication	( )	( )		
Lot lines, length and bearings	( )	( )		
<u>Existing:</u>				
Setback lines	( )	( )	( )	( )
Easements	( )	( )	( )	( )
Location with setbacks of existing buildings and structures, including walls and fences	( )	( )	( )	( )
Location of street center line, edge of pavement and curb openings, driveways and internal roadways	( )	( )	( )	( )
<u>B. For each proposed Sign, provide the following:</u>				
Location	( )	( )	( )	( )
Dimensions	( )	( )	( )	( )
Setbacks	( )	( )	( )	( )
<u>C. Trees and Shrubbery/Landscaping:</u>				
Location and identification of retained and proposed plantings, within 50' of proposed Sign or between Sign and any street, right-of-way, driveway or internal roadway	( )	( )	( )	( )
Landscape/Planting plan prepared by a licensed landscape architect or other licensed landscape designer and signed by said person	( )	( )	( )	( )
<u>D. Other Screening:</u>				
Retained and proposed non-vegetative screening within 50' of proposed Sign or between Sign and any street, right-of-way, driveway or internal roadway:				
Location	( )	( )	( )	( )
Dimensions	( )	( )	( )	( )
Materials and type of construction	( )	( )	( )	( )
Architectural elevations	( )	( )	( )	( )
Cross sections	( )	( )	( )	( )



E. Any additional Information requested by the Planning Board:

Yes    No    N/A    Waiver

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

( ) ( ) ( )

( ) ( ) ( )

( ) ( ) ( )

( ) ( ) ( )

Signature of Applicant: \_\_\_\_\_

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

**NOTICE TO APPLICANTS:** In the event the Applicant produces an Exhibit mounted on a board for presentation and/or entry into evidence at the Public Hearing, the Applicant shall simultaneously produce a duplicate original of that Exhibit that can be marked into evidence and folded so that it can be placed into the Applicant's file for storage in the municipality's filing cabinets. No board-mounted Exhibit will be marked into evidence.

**ZONING CHECKLIST**

**IT SHOULD BE NOTED THAT NOT ALL SIGN APPLICATIONS WILL REQUIRE A ZONING ANALYSIS. A ZONING ANALYSIS WILL BE REQUIRED IF THE PROPOSED DEVELOPMENT WILL INCREASE THE SIZE OF THE FOOTPRINT OF ANY EXISTING STRUCTURE, WILL ADD ANY NEW STRUCTURE OR WILL INCREASE THE SQUARE FOOTAGE OF LOT COVERAGE. IF NONE OF THE CONDITIONS APPLY, NO NEW ZONING ANALYSIS IS REQUIRED.**

This checklist is provided as a general guide to the Borough of Rockleigh Zoning Ordinances to be used by applicants to determine whether the proposed development complies with the Zoning Regulations. However, the applicant should note that this is a guide only, which may not contain all Zoning Ordinance Regulations applicable to a particular development. The applicant should be thoroughly familiar with the entire Zoning Ordinance for the Zone within which the proposed development is located. Copies of the Zoning Ordinance may be purchased at the Municipal Building from the Borough Clerk/Administrator, 26 Rockleigh Road, Rockleigh, New Jersey 07647, Monday through Friday from 9:00 A.M. to 5:00 P.M.

In the event this Zoning Checklist does not include all Zoning Regulations applicable to the particular Zone or the particular development, the applicant is responsible for attaching a Rider to this Zoning Checklist to include all additional Zoning Ordinance Regulations, as well as existing conditions and proposed conditions that are not contained on this Zoning Checklist.

NAME OF DEVELOPMENT: \_\_\_\_\_

TAX BLOCK: \_\_\_\_\_ TAX LOT: \_\_\_\_\_

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

NAME OF APPLICANT: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

I. USE:

Existing use(s) \_\_\_\_\_

Proposed use(s)

Principal Use(s) \_\_\_\_\_

Accessory Use(s) \_\_\_\_\_

Is proposed principal use permitted?      (   ) Yes      (   ) No

Conditional:      (   ) Yes      (   ) No      Prohibited:      (   ) Yes      (   ) No

Is proposed accessory use(s) permitted?      (   ) Yes      (   ) No

Conditional:      (   ) Yes      (   ) No      Prohibited:      (   ) Yes      (   ) No

	<u>Zoning Standards</u>	<u>Existing</u>	<u>Proposed</u>
<b>II. <u>LOT SIZE:</u></b>			
Lot Area	_____	_____	_____
Lot Width	_____	_____	_____
Lot Depth	_____	_____	_____
<b>III. <u>LOT COVERAGE:</u></b>			
Square footage of building coverage	_____	_____	_____
Percent of building coverage	_____	_____	_____
Square footage of all impervious lot coverage	_____	_____	_____
Percentage of lot for all impervious coverage	_____	_____	_____
<b>IV. <u>HEIGHT:</u></b>			
Principal Structure	_____	_____	_____
Accessory Structure	_____	_____	_____
Accessory Structure	_____	_____	_____
<b>V. <u>YARDS/SETBACKS:</u></b>			
Principal Structure Front Yard	_____	_____	_____
Principal Structure Side Yard (1)	_____	_____	_____
Principal Structure Side Yard (2)	_____	_____	_____
Principal Structure Rear Yard	_____	_____	_____
First Accessory Structure Front Yard	_____	_____	_____
First Accessory Structure Side Yard (1)	_____	_____	_____
First Accessory Structure	_____	_____	_____

	<u>Zoning Standards</u>	<u>Existing</u>	<u>Proposed</u>
Side Yard (2)			
First Accessory Structure Rear Yard			
Second Accessory Structure Front Yard			
Second Accessory Structure Side Yard (1)			
Second Accessory Structure Side Yard (2)			
Second Accessory Structure Rear Yard			

**NOTICE OF PUBLIC HEARING**  
**PLANNING BOARD**  
**BOROUGH OF ROCKLEIGH**

PLEASE TAKE NOTICE that the Planning Board of the Borough of Rockleigh will hold a Public Hearing on \_\_\_\_\_, 20\_\_\_\_, at 8:00 PM, or as soon thereafter as the matter may be heard at the Municipal Building, 26 Rockleigh Road, Rockleigh, New Jersey, on the application of:

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

for the following items of relief:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

The property the subject of the application is known as: Block:\_\_\_\_\_, Lot:\_\_\_\_\_, on the current Tax Assessment Map of the Borough of Rockleigh. The property is also commonly known by the following street address: \_\_\_\_\_, Rockleigh, New Jersey.

The application, plans and all supporting documentation are on file in the Planning Board Office at the Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, New Jersey, and are available for public inspection Monday through Friday, 9:00 AM to 5:00 PM.

When the case is called, you may appear either in person or by attorney and present any testimony or evidence you may have concerning the application.

This Notice is being sent to you by the applicant pursuant to the Municipal Land Use Law of the State of New Jersey and by Order of the Planning Board of the Borough of Rockleigh, New Jersey.

DATE: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT

**FORM OF PROOF OF SERVICE**

STATE OF NEW JERSEY

SS:

COUNTY OF BERGEN

(Name) \_\_\_\_\_ of full age, being duly sworn according to law, upon his oath, deposes and says:

1. He resides at/has an office at \_\_\_\_\_  
\_\_\_\_\_.
2. He is the applicant/attorney for the applicant in the above referenced application pending before the Planning Board of the Borough of Rockleigh.
3. Said application relates to premises known and designated as follows: Tax Block \_\_\_\_\_, Tax Lot \_\_\_\_\_, on the current Tax Assessment Map of the Borough of Rockleigh. The premises are commonly known by the following street address:  
\_\_\_\_\_.
4. I gave Notice of this proceeding to each and all of the owners of property effected by said application by certified mail, return receipt requested, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
5. A true copy of the Notice forwarded to each and all of said property owners is attached to this Affidavit.
6. A list of the names and addresses of the persons/agencies notified is attached to this Affidavit.
7. True copies of the white certified mail receipts which contain a postmark date are attached to this Affidavit.

\_\_\_\_\_  
APPLICANT/APPLICANT'S ATTORNEY

Sworn to and subscribed before me on this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public of the State of New Jersey  
My commission expires: \_\_\_\_\_