# Rochhilds New York, Allower Finency Dietro.

#### **BOROUGH OF ROCKLEIGH**

26 Rockleigh Road Rockleigh, NJ 07647-2706 Tel: 201-768-4217

Fax: 201-768-3355

#### BOROUGH OF ROCKLEIGH

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#### Soil Disturbance 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.), and the Municipal Land Use 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 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.

Certain soil disturbance in the Borough of Rockleigh is subject to the obtainment of a Soil Movement Permit from the Borough of Rockleigh in accordance with Borough Ordinances.

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

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 and State of New Jersey Statutes is upon the applicant.

#### Planning Board Procedures

#### **Application Process:**

An initial application FOR A MAJOR SOIL MOVEMENT PERMIT ONLY 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. A MINOR SOIL MOVEMENT PERMIT APPLICATION CAN BE SUBMITTED TO THE CONSTRUCTION CODE OFFICIAL AT ANY TIME. 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 any necessary notices on surrounding property owners and provide public advertisement of the hearing date. A Public Hearing for a Major Soil Movement Permit Application 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 Major Soil Disturbance application, the Planning Board will need to memorialize its action in approving the Soil Disturbance application 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.

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 for a Major Soil Movement Permit only, 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 for a Major Soil Movement Permit 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 agenda 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 for a Major Soil Movement Permit 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 for a Major Soil Movement Permit 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 is 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 requiring Notice to Property Owners and Public Advertising must do so 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 Soil Disturbance Application:

- A. The Planning Board may grant Soil Disturbance Approval, with or without conditions;
- B. The Planning Board may deny Approval;
- C. The Planning Board may defer decision to a future Planning Board meeting;

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 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.

#### **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's website;

APPLICATION FILING DEADLINE FOR A MAJOR SOIL DISTURBANCE PERMIT (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 FOR A MAJOR SOIL DISTURBANCE PERMIT (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 Public Hearing. Proof of Publication and Service to be filed no less than 5 days prior to the 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 "Soil Disturbance Review Application Checklist" for the required material submissions and drafting specifications.

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

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.

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

The Municipal Land Use 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 SOIL DISTURBANCE APPROVAL

			Planning Board Application No Date Received: (Above to be filled out by the Borough of Rockleigh)					
PLEA	ASE SUBMIT EIG	HTEEN (18) TYPEWRIT	TEN, SIGNED COPIES OF THE APPLICATION					
CHE	CK WHERE APP	ROPRIATE						
1.	Application is	hereby made for (check w	here appropriate):					
	<ul> <li>( ) Minor Soil Movement Permit (a Soil Movement Permit where between 50 cubic yards and 100 cubic yards in any 12 month period is moved, which 12 month period shall begin at the time of the first soil movement activity)</li> <li>( ) Major Soil Movement Permit (a Soil Movement Permit other than a minor Soil Movement Permit, i.e. the movement of soil in excess of 100 cubic yards in any 12 month period, which 12 month period begins at the time of the first soil movement activity)</li> </ul>							
	month period, person shall be event top soil individual or of the event less the Construct deterioration.	which 12 month period so entitled to a Waiver was less being brought to the company that regularly desthan 50 cubic yard will be the official determines. In such event, the Constitution official determines.	: For soil movement of less than 50 cubic yards in any 12 hall begin at the time of the first soil movement activity, a rithout Application and/or notification provided that in the site, such top soil is clean and being furnished by an als in the provision of top soil and, further provided that in the disturbed in the building or demolition of any structure, such disturbance shall not create drainage or grade struction Official may waive any Permit compliance. If, nese requirements, a Minor Soil Movement Permit shall be					
2.	Name of Appli	icant:						
	Address of Ap	plicant:						
	Telephone No	o. ()	Fax No. ()					
	Email Address	3:						
3.	Present Owne	er(s) of Land						
	Address:							
	Telephone No	. ()	Fax No. ()					
	Email Address	S:						

4.	Nam	ne of Developm	nent:			· · · · · · · · · · · · · · · · · · ·						
	Tax	Assessment			Block:				Lo	ot:		····
	Stree	et Address:						Zoı	ning Dis	strict:		
5.	If ap	If applicant is a corporation, list names and address of the following officers:										
	Pres	ident										
	Vice-	-President										
	Secr	etary		<u></u>								
	Trea	surer										
6.	stock	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.										sses of in the
	Nam	ie:			Address:							
7.	subn	following profe nitted or repre ber and e-mail	esent the a	ave beer pplicant.	n involved in Please su	the pupply	orepa name	ration e, add	of this ress, t	applica elephon	ition, th e numl	e plans per, fax
	A.	Attorney:										
	В.	Surveyor:_										
	C.	Engineer:_										
	D.	Other:						· · · · · ·				
8.	Do a	any protective	covenants	s, easer bject pro	nents, rights perty?	s of v	way,	deed	restric	tions o	r other	similar
	Chec	ck one:	Yes	(	)		No	(	)			

		provide strumen		en Cou	unty Cle	rk's Off	fice Deed I	Book a	nd Page	e and a	true co	py of each
	A.	Deed E	ook	, P	age	·	Copy atta	ched: _		_ yes		
	В.	Deed E	ook	, P	age		Copy atta	ched: _		_ yes		
	C.	Deed E	ook	, P	age	·	Copy atta	ched: _		_ yes		
9.			ail the exi essory us		and prop	osed u	se of the s	subject	property	, includ	ling prim	ary use as
	Check	one:	Permitte	d Use	(	)	Condition	onal Us	e(	)		
10.			en any pre plying the			s for re	lief from th	ne Plan	ning Bo	ard or t	he form	er Board of
	Check	one:	,	Yes	(	)		No	(	)		
	lf yes, Descri	for eaction of f	ch such Relief Rec	reque: juested	st, prov d; (iii) R	ride the	e following anted:	g infor	mation:	(i) Dat	e of He	earing:; (ii)
	A.							·				
	B.								-			<del></del>
	C.											
			ents and i l accurate		ation co	ntained	in this an	d all do	ocument	s subm	itted as	part of this
				Signat	ure of A	pplican	t:					<u>-</u>
						Date						
			IS OTH E COMPI			гне С	WNER, S	SET F	ORTH	IN QU	ESTION	I #4, THE
The unabove t	idersign to execu	ed own ite and p	er of the process th	subjed is appl	ct prope	erty her before	ewith grar the Plannir	nts per ng Boa	mission d of the	to the Borou	applica gh of Ro	nt set forth ckleigh.
				Signat	ure of C	)wner:						
						Date	·				····	
presen	tation a	and/or e olicate d	ntry into	evide f that	ence at Exhibit	the Pi	ublic Hear an be ma	ring, tl ırked il	ne Appl nto evic	icant s lence a	shall sin and fold	a board for nultaneously led so that it No board-

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mounted Exhibit will be marked into evidence.

#### SOIL DISTURBANCE APPLICATION CHECKLIST

PL	EASE SUBMIT EIGHTEEN (18) TYPEWRITTEN AND SIGNED COPIES						
NAME OF PROJECT:							
NA	ME OF OWNER:						
NA	ME OF APPLICANT:						
ΑD	DRESS OF APPLICANT:						
ΤA	X ASSESSMENT MAP DESIGNATION: BLOCK L	OT					
ST	REET ADDRESS:						
Plε	e this checklist as a guide for the procedural requirements that must be met by tanning Board will review a Soil Disturbance Application. Below are listed institute a complete Soil Disturbance Application.	he applicant before the the submissions that					
FOR	R A MINOR SOIL MOVEMENT PERMIT, THE APPLICANT SHOULD COMPLET	TE ONLY SECTION A.					
FOR	R A MAJOR SOIL MOVEMENT PERMIT, THE APPLICANT SHOULD COMPLE	TE <u>ONLY</u> SECTION B.					
	SECTION A						
<u>(M</u>	INOR SOIL MOVEMENT PERMIT):	Yes N/A					
A:	Six (6) typed and signed Soil Disturbance Application forms	( )					
B:	Copies of any protective covenants, easements, rights of way,						
	deed restrictions or other similar encumbrance which may exist on the subject property	( ) ( )					
C:	deed restrictions or other similar encumbrance which may exist	( ) ( )					
-	deed restrictions or other similar encumbrance which may exist on the subject property	, , , ,					
-	deed restrictions or other similar encumbrance which may exist on the subject property  Fees: Soil Disturbance Application  Six (6) completed and signed copies of this Checklist	( )					
D:	deed restrictions or other similar encumbrance which may exist on the subject property  Fees: Soil Disturbance Application  Six (6) completed and signed copies of this Checklist	( )					
D:	deed restrictions or other similar encumbrance which may exist on the subject property  Fees: Soil Disturbance Application  Six (6) completed and signed copies of this Checklist	( )					

G.	Provide a statement as to how the movement of the soil will affect all trees with a cinches or more:	mait	ietei	of	six (6)
Н.	Provide an impact statement regarding the effects that the proposed movement o drainage and erosion on both the subject property or any other property (continue or sheets, if necessary):	f so	il wi addi	ll ha	ve on sheet
l.	Does the development require any of the following:	Υe	96	N	<u> </u>
	i. Bergen County Site Plan approval	(	)	(	
	ii. NJDEP Approvals	(	)	(	)
	If the answer to this question is "yes", please list the specific NJDEP approvals requ	ired:			
	iii. Borough of Rockleigh Subdivision Approval	(	)	(	)
	iv. Bergen County Subdivision Approval	(	)	(	)
	v. Rockleigh Variance Approval	(	)	(	)
	vi. Rockleigh Site Plan Approval	(	)	(	)
	vii. Rockleigh Historic Review and Approval	(	)	(	)
J.	For a Minor Soil Movement Permit, upon receipt of an application, the Conshall make a field investigation and shall issue the Permit or deny it, giving such a denial in writing. The Construction Official shall classify any Mino Application as a Major Soil Movement Application if he determines that the A a substantial drainage or soil erosion problem or adversely effects the devabutting lot or lots. In such event, the applicant shall be required to compare with all provisions governing a Major Soil Movement Permit Application.	g his or Sc oppli velo	s re oil l icati pme	aso /lov ion ent	ns for ement poses of the
	In addition, the Construction Official may, in his discretion, require other dat Application.	a pe	ertin	ent	to the

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#### SECTION B

AJOR SOIL MOVEMENT PERMIT):  Eighteen (18) typed and signed Soil Disturbance Application forms	<u>Y</u> (	) )	<u>N//</u>	<u>4</u>
Copies of any protective covenants, easements, rights of way, deed restrictions or other similar encumbrance which may exist on the subject property	(	)	(	)
Fees: Soil Disturbance Application Engineering, Legal and Planning Escrow	(	)		
Eighteen (18) copies of Certified Topographic Map, drafted to the specifications listed below, and folded separately to a size no larger than 10" $\times$ 14" with the title blocks showing	(	)		
Eighteen (18) completed and signed copies of this Checklist	(	)		
Provide the purpose or reason for the movement of the soil:				
Provide a detailed statement of the method or process to be employed for the proposed soil movement:				
Provide a detailed statement of the method or process to be employed for the proposed soil movement:				
Provide a detailed statement of the method or process to be employed for the proposed soil movement:  Provide the proposed hours and time periods encompassing the soil movement	:			
for the proposed soil movement:				
Provide the proposed hours and time periods encompassing the soil movement				
Provide the proposed hours and time periods encompassing the soil movement				

J.	In the case of removal or replacement of soil, provide:  (1) the place to which the soil is to be removed:											
	(2) the quantity of soil to be removed or filled:											
	(3) the proposed transportation route to be used within the Borough:											
					· · · · · ·							
Κ.	Provide a signed Affidavit that the applicant has placed, or caused to be corner of the subject premises and that he placed, or caused to be placexisting elevation points designated on the required topographical map, proposed soil cuts or fill.  Submitted:	aced, grade	stak ed t	ces a	at the dicate							
	Provide a statement as to how the moving of the soil will affect all trees inches or more:	with a diam	eter	of s	ix (6)							
M.	Does the development require any of the following:	Ā	es	N	2							
М.	i. Bergen County Site Plan approval	·	es)									
М.	Bergen County Site Plan approval     NJDEP Approvals	(	)									
M.	i. Bergen County Site Plan approval	(	)									
M.	Bergen County Site Plan approval     NJDEP Approvals	( vals required	)									
Μ.	<ul> <li>i. Bergen County Site Plan approval</li> <li>ii. NJDEP Approvals</li> <li>If the answer to this question is "yes", please list the specific NJDEP approv</li> </ul>	( vals required	) :	(	)							

	vi. Rockleigh Site Plan Approval					<u>Ye</u> (	<u>s</u>	<u>N</u>	<u>o</u> )
	vii. Rockleigh Historic Review and Approval					ί	)	` (	` }
	VII. Hookieigh Flistofic Neview and Approval	Ye	•	N	lo	N/	Δ	\ \	aiver
	POGRAPHIC MAP, CERTIFIED BY LICENSED SURVEYOR LICENSED ENGINEER		)			INI			aivei
Α	Title block, containing:								
	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 surveyor or engineer	(	)	(	)				
	Date of topographic map and revisions	(	)	(	)				
	Scale, not smaller than 1" = 100'	(	)	(	)				
	Reference to United States Coast & Geodetic Survey Data	(	)	(	)				
<u>B.</u> _	Graphic presentation of:								
	North arrow indication	(	)	(	)				
	Lot lines	(	)	(	)				
	Geographic features, watercourses, marshes, rock outcrops, cliffs, ponds, wooded areas	(	)	(	)	(	)	(	)
<u>C.</u>	Existing:								
	Topography of the lot upon which the proposed soil moving Operations are to be conducted	(	)	(	)				
	Topography of all surrounding lands with 100' of the perimeter of said lot, but not beyond the far side of an abutting street right-of-way	(	)	(	)			(	)
	The dimensions of the lot, including distance and bearings	(	)	(	)			(	)
	Lot and block number of the lot and each lot in the surrounding lands within 100'	(	)	(	)			(	)
	Existing elevations of all lands on a 100 foot grid layout	(	)	(	)			(	)

		Ye	S	N	0	<u>N/</u>	<u>A</u>	W	<u>aiver</u>
	The existing elevations of all buildings, structures, streets, streams, bodies of water and water courses, natural or artificial, including walls, fences, culverts and bridges	(	)	(	)	(	)	(	)
	All existing surface and sub-surface water drainage conditions	(	)	(	)	(	)	(	)
	Setback lines	(	)	(	)	(	)	(	)
	Easements	(	)	(	)	(	)	(	)
	Location of existing utilities	(	)	(	)	(	)	(	)
	Location and size of existing sanitary lines, including pipe size, grades and direction of flow	(	)	(	)	(	)	(	)
	Location and size of existing storm drainage, including pipe size, grades and direction of flow	(	)	(	)	(	)	(	)
	All wooded areas, with specific reference being made to all trees having a diameter of six (6) inches or more at the base	(		(	)	(	)	(	)
	Limits of the area or areas within the lot within which the soil movement operations are to be conducted and the existing elevations of said limits at intervals of not more than 100 feet	(	)	(	)	(	)	(	)
<u>D.</u>	Proposed:								
	Proposed final elevations at each point where existing elevations are to be altered	(	)	(	)				
	Proposed slopes and lateral ports at the limits of the soil movement area	(	)	(	)				
	Proposed provisions and facilities for service water drainage and, where applicable, channels of any streams, bodies of water and water courses, natural or artificial, including detailed cross-sections showing proposed channel widths, bank slopes, grade and method of erosion control	(	)	(	)	(	)	(	)
<u>E.</u>	Topographic Data:								
	Existing contours based on New Jersey Geodetic Control Survey Datum at 2 foot contour intervals	(	)	(	)			(	)
	Proposed contour lines should be solid	(	)	(	)			(	)
	Proposed spot elevations should be boxed	(	)	(	)			(	)
	Existing contour lines should be broken	(	)	(	)			(	)
	Existing spot elevations should be unboxed	(	)	(	)			(	)

		Yes		No		N/A		Waive	
<u>F.</u>	Access:								
Ме	ans of vehicular and pedestrian access to site	(	)	(	)	(	)	(	)
	sting and proposed curbs, sidewalks, driveways, fences, d retaining walls showing:								
	Location	(	)	(	)	(	)	(	)
	Dimensions	(	)	(	)	(	)	(	)
	Туре	(	)	(	)	(	)	(	)
	Grading	(	)	(	)	(	)	(	)
	All of the above within 100' of the subject site	(	)	(	)	(	)	(	)
Pro	pposed traffic channels	(	)	(	)	(	)	(	)
Oth	ner means of controlling vehicles and pedestrians	(	)	(	)	(	)	(	)
<u>G.</u>	Parking:								
Loc	cation and dimension layout of:								
	Loading areas	(	)	(	)	(	)	(	)
	Parking areas	(	)	(	)	(	)	(	)
	Loading areas and parking areas within 100' of the subject site	(	)	(	)	(	)	(	)
<u>H.</u>	Storm Drainage:								
	Location, type and size of existing and proposed catch basins	(	)	(	)	(	)	(	)
	Location, type and size of existing and proposed storm drainage facilities	(	)	(	)	(	)	(	)
	Drainage calculations to show the adequacy of proposed storm drainage facilities and security against flooding	(	)	(	)	(	)	(	)
<u>l.</u>	Soil Erosion:								
	Soil Erosion and sediment control plan as described in Article XII of Chapter 76 of the Rockleigh Municipal Code	(	)	(	)			(	)
<u>J.</u>	Payment of Taxes:								
	Submission of proof that there are no taxes or assessments for local improvements due or delinquent on any property involved in the soil movement operation	(	)	(	)				

	Yes	No_	N/A	W	<u>aiver</u>
K. Performance Bond:					
Form of proposed Performance Bond	( )	( )		(	)
Amount of proposed Performance Bond	( )	( )		(	)
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.

## 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
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
AFFLICANI

#### FORM OF PROOF OF SERVICE

SIA	SS:
COU	NTY OF BERGEN
to lav	(Name) of full age, being duly sworn according 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
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 o
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
	n to and subscribed before me on this, 20,
	ry Public of the State of New Jersey