



BOROUGH OF ROCKLEIGH

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BOROUGH OF ROCKLEIGH **RESIDENTIAL LAND USE APPLICATION** **Includes: Historic Review Application,** **Variance Application, and Soil Disturbance Permit Application**

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**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 any subsequent 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: <http://www.rockleighnj.org>.

THIS RESIDENTIAL LAND USE APPLICATION IS DIVIDED INTO THREE (3) PARTS. PART A CONSISTS OF THE HISTORIC REVIEW APPLICATION. PART B CONSISTS OF THE VARIANCE APPLICATION AND PART C CONSISTS OF THE SOIL DISTURBANCE PERMIT APPLICATION.

ANY RESIDENTIAL DEVELOPMENT WILL REQUIRE A HISTORIC REVIEW APPLICATION (PART A). IF THE DEVELOPMENT REQUIRES A VARIANCE (A NON-CONFORMITY WITH THE ZONING REQUIREMENTS) IN ADDITION TO PART A (HISTORIC REVIEW APPLICATION), PART B (VARIANCE APPLICATION) WILL ALSO BE REQUIRED. IN ADDITION, IF THE APPLICATION REQUIRES A SOIL DISTURBANCE PERMIT, PART C (SOIL DISTURBANCE APPLICATION) WILL ALSO BE REQUIRED.

DEPENDING UPON THE PROPOSED DEVELOPMENT, (I) IT IS POSSIBLE THAT ONLY A HISTORIC REVIEW APPLICATION (PART A) IS REQUIRED, (II) A HISTORIC REVIEW APPLICATION (PART A) AND A VARIANCE APPLICATION (PART B) WILL BE REQUIRED, (III) A HISTORIC REVIEW APPLICATION (PART A) AND A SOIL DISTURBANCE APPLICATION (PART C) WILL BE REQUIRED, OR (IV) THAT A HISTORIC REVIEW APPLICATION (PART A), A VARIANCE APPLICATION (PART B) AND A SOIL DISTURBANCE APPLICATION (PART C) WILL ALL BE REQUIRED.

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 must be submitted a minimum of twenty-one business days (legal holidays excluded) prior to the next 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 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 for other reasons.)

Upon Approval by the Planning Board of a Historic Review Application, a Variance Application or a Soil Disturbance Application, the Planning Board will memorialize its action in approving the development 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 Building 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.: (201) 939-8805, Fax No.: (201) 939-0846, Email: gpolyniak@negliaengineering.com.

Completeness/Work Session:

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 and may also be submitted to the Planning Board Historic Consulting for his review. Typically, the Planning Board Attorney, the Planning Board Engineer and the Planning Board Historic Consultant 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. Once a determination of completeness has been made by the Planning Board, the Application will be placed on a Public Session Agenda for a Public Hearing.

If an application is determined by the Planning Board to be incomplete, 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 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.

Fees and Escrows:

No application will be heard by the Planning Board either at Public Hearing or at a Work Session Hearing if the required application fees and deposits for professional fees (escrows) 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 ten (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. In the event notice is given to the applicant 10 days or less prior to a Hearing at which the applicant's application is scheduled to be heard, in order to be heard at that meeting, the applicant must provide the necessary replenishment of escrow prior to the day of the meeting. In the event the applicant has not satisfied the requirement of replenishment of Escrow, the applicant's matter will not be listed for hearing, whether it was scheduled for the work session agenda or the public session agenda.

Public Hearings:

Work Sessions and Final Hearing are both Public Hearings. 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 4th 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 manner is determined by the newspaper.

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 five (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 Historic Review Application:

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

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 ten (10) days prior to the Final Public Hearing date.

Submission Requirements

All materials must be submitted to William J. McGuire, 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. 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>. 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.

Twenty-four (24) copies of the Application(s) and Plans (folded), which shall include twenty-four (24) copies of all Surveys (folded), if required as hereinafter described and determined, of the property (not more than two (2) years old, depicting present/as-built conditions), of which only four (4) copies of Plans and Surveys are required to be signed and sealed, shall be submitted. The remaining twenty (20) copies of Plans and Surveys are acceptable to be submitted unsigned and unsealed. Four (4) copies of all Applications shall be originally signed and dated. The remaining twenty (20) copies of all Applications do not need to be signed and dated.

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.

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/>.

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)	Twenty-one (21) business days prior to the date of the Planning Board meeting at which the applicant is seeking to be heard, not counting the day of the meeting;
APPLICATION FILING DEADLINE (Subsequent Submissions)	Ten (10) business days prior to the date of the Planning Board meeting at which the Applicant is seeking to be heard, not counting the day of the meeting;
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 ten (10) calendar days prior to the date of Final Public Hearing. Proof of Publication and Service to be filed no less than five (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)

PART A – HISTORIC REVIEW APPLICATION

ANY PROPERTY LOCATED IN THE “A”, RESIDENTIAL ZONE DISTRICT, IS ALSO LOCATED IN AN OVERLAY ZONE AND IS SUBJECT TO HISTORIC REVIEW AND APPROVAL BY THE PLANNING BOARD. SUCH REVIEW AND APPROVAL FOR “A” ZONE PROPERTY IS APPLICABLE, WHETHER THE PROPERTY IS LOCATED IN THE “H” ZONE, HISTORIC ZONE OR IN THE “HF” ZONE, HISTORIC FRINGE ZONE.

NO PROPERTY OWNER, TENANT OR OTHER PERSON IN THE BOROUGH OF ROCKLEIGH IS PERMITTED TO ERECT, CONSTRUCT, ALTER, REPAIR, WITH CERTAIN EXCEPTIONS, REMODEL, CONVERT, REMOVE OR DESTROY ANY BUILDING OR STRUCTURE WITHIN THE “H” ZONE OR THE “HF” ZONE WITHOUT PRIOR APPROVAL FROM THE PLANNING BOARD.

THE APPLICANT IS SPECIFICALLY REFERRED TO ARTICLE V OF CHAPTER 34, OF THE ROCKLEIGH MUNICIPAL CODE, “REGULATIONS FOR “H” ZONE AND “HF” ZONE, AS WELL AS THE “GUIDELINES AND RECOMMENDATIONS FOR ARCHITECTURAL REVIEW IN THE ROCKLEIGH NATIONAL HISTORIC DISTRICT, CONTAINED IN APPENDIX 3 OF CHAPTER 34.

AN APPLICANT IS REQUIRED TO SUBMIT ITS APPLICATION AND PLANS TO THE HISTORIC PRESERVATION COMMISSION OF THE BOROUGH OF ROCKLEIGH FOR ITS REVIEW, CONSIDERATION AND RECOMMENDATION TO THE PLANNING BOARD.

ANY RECOMMENDATION FROM THE HISTORIC PRESERVATION COMMISSION TO THE PLANNING BOARD IS ONLY A RECOMMENDATION AND THE PLANNING BOARD IS NOT BOUND TO FOLLOW THE RECOMMENDATION OF THE HISTORIC PRESERVATION COMMISSION. THE HISTORIC PRESERVATION COMMISSION IS AN ADVISORY AGENCY ONLY AND THE PLANNING BOARD HAS THE RIGHT TO ACCEPT IN FULL, REJECT IN FULL OR ACCEPT IN PART AND REJECT IN PART ANY RECOMMENDATION ISSUED BY THE HISTORIC PRESERVATION COMMISSION.

NOT ALL HISTORIC REVIEW APPLICATIONS WILL REQUIRE A SURVEY OR A ZONING ANALYSIS. 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 OR WILL INCREASE THE SQUARE FOOTAGE OF LOT COVERAGE. IF NONE OF THE CONDITIONS APPLY, NO NEW SURVEY OR ZONING ANALYSIS IS REQUIRED.

PART A CONTINUED
APPLICATION FOR HISTORIC REVIEW AND APPROVAL

Planning Board Application No. _____ Date Received: _____ (Above to be filled out by the Borough of Rockleigh)
--

PLEASE SUBMIT TWENTY-FOUR (24) TYPEWRITTEN COPIES OF THE APPLICATION, ONLY FOUR (4) OF WHICH MUST BE ORIGINALLY SIGNED AND DATED. THE REMAINING TWENTY (20) COPIES DO NOT NEED TO BE SIGNED AND DATED.

1. Name of Applicant: _____
Address of Applicant: _____
Telephone No. (_____) _____ Fax No. (_____) _____
Email Address: _____
2. Present Owner(s) of Land - _____
Address: _____
Telephone No. (_____) _____ Fax No. (_____) _____
Email Address: _____
3. Name of Development: _____
Tax Assessment _____ Block: _____ Lot: _____
Street Address: _____ Zoning District: _____
4. If applicant is a corporation, list names and address of the following officers:
President _____
Vice-President _____
Secretary _____
Treasurer _____
5. If applicant is a corporation or partnership, list names and addresses of stockholders owning at least 10% interest in the partnership.
Name: _____ Address: _____

6. 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: _____

A. Engineer: _____

B. Architect: _____

E. Planner: _____

F. Contractor: _____

G. Other: _____

7. 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

8. Describe in detail all work to be performed on the subject property, including, but not limited to, (i) necessary construction details; (ii) materials to be used; (iii) color; (iv) name of company, style number, or name of such other identification for all manufactured products, such as, but not limited to, windows, doors, roofing, materials, siding, etc.

A. _____

B. _____

C. _____

D. _____

E. _____

If more space is required, please attach additional sheet(s).

9. Check the type of work to be performed. Check all categories that apply:

- A. Erection of a new building ()
- B. Construction of an addition ()
- C. Alteration ()
- D. Repair ()
- E. Remodeling ()
- F. Relocation ()
- G. Destruction ()
- H. Conversion ()

10. Have there been any previous requests for relief from the Planning Board or the former Board of Adjustment involving these premises?

Check one: Yes () No ()

If yes, for each such request, provide the following information: (i) Date of Hearing;; (ii) Description of Relief Requested; (iii) Relief Granted:

- A. _____
- B. _____
- C. _____

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 #2, 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: _____

HISTORIC REVIEW APPLICATION CHECKLIST

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

- | | <u>Yes</u> | <u>N/A</u> |
|---|------------|------------|
| A: Twenty-four (24) typed copies of Historic Review Application, only four (4) of which must be originally signed and dated. The remaining twenty (20) copies do not need to be signed and dated. | () | |
| 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: Historic Review Application | () | |
| Engineering, Legal, & Planning Escrow | () | |
| D: Twenty-four (24) completed and clear copies of this checklist | () | |
| E: Twenty-four (24) copies of Certified Survey, only four (4) of which are required to be signed and sealed, with the remaining twenty (20) acceptable to be submitted unsigned and unsealed, drafted to the specifications listed below, and folded separately to a size no larger than 10" x 14" with the title block showing, if required. See instructions on page 7. | () | () |
| F: Zoning Data Schedule per this Zoning Checklist, if required. See instructions on page 7. | () | () |

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:

- | | | |
|--|-----|-----|
| 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 | () | () |

SURVEY, CERTIFIED BY LICENSED SURVEYOR

Yes **No** **N/A** **Waiver**
() () ()

A. 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 surveyors () ()
- Date of survey and revisions () ()
- Scale, not smaller than 1" = 50' and not larger than 1" = 10' () ()

Graphic presentation of:

- North arrow indication () ()
- Lot lines, length and bearings () ()

Existing:

- Easements () () () ()
- Location of existing buildings and structures, including walls and fences () () () ()
- Location of street center line, edge of pavement and curb openings () () () ()

B. General:

- Location, size and nature of all existing rights-of-way () () () ()
- Location, size and nature of all proposed easements and other encumbrances which may effect the lot or lots in question () () () ()
- Location, size and nature of the entire lot or lots in question and any contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest () () () ()
- Location, names and widths of all existing and proposed streets abutting the lot or lots in question () () () ()

Yes No N/A Waiver

C. Building Structures:

Existing principal building or structure and all accessory buildings or structures including:

- Location with setback dimensions () () () ()
- Dimensions of structures () () () ()

Proposed principal building or structure and all accessory buildings or structures including:

- Location with setback dimensions () () () ()
- Dimensions of structures () () () ()

D. Coverage:

- Total area of lot () ()
- Area and % of property covered by buildings () ()
- Area and % of property covered by parking areas, walks, Driveways, and all other impervious areas (for residential, only include those areas of driveway, walks and other improvements that are required to be included for lot coverage calculations) () ()

E. Trees and Shrubbery/Landscaping:

- Location and identification of retained and proposed plantings () () () ()
- Location and identification of all trees over 9" in diameter proposed to be removed () () () ()
- Landscape/Planting plan prepared by a licensed landscape architect or engineer and signed by said person () () () ()

F. Other Screening:

Retained and proposed non-vegetative screening showing:

- Location () () () ()
- Dimensions () () () ()
- Materials and type of construction () () () ()
- Architectural elevations () () () ()
- Cross sections () () () ()

**ZONING ANALYSIS, IF REQUIRED,
INCLUDING THE FOLLOWING**

Yes No N/A

A. Lot size, including: Lot area, lot frontage and lot depth

() () ()

() ()

B. Existing lot coverage, including: Square footage of building coverage, percent of building coverage, square footage of all buildings and structures, and percentage of lot for all buildings and structures:

() ()

C. Proposed lot coverage, including: Square footage of building coverage, percent of building coverage, square footage of all buildings and structures, and percentage of lot for all buildings and structures:

() ()

D. Existing height:

Principal structure and all accessory structures

() ()

E. Proposed height:

Principal structure and all accessory structures, calculated pursuant to Rockleigh Zoning Ordinances

() ()

F. Existing, principal structure: Front yard setback, side yard setback, and rear yard setback

() ()

G. Proposed, principal structure: Front yard setback, side yard setback, and rear yard setback

() ()

H. Existing, accessory structures: Front yard setback, side yard setback, and rear yard setback

() ()

I. Proposed, accessory structures: Front yard setback, side yard setback and rear yard setback

() ()

PART B – VARIANCE APPLICATION

ANY DEVELOPMENT, OR CONSTRUCTION, LOCATED ON PROPERTY IN ANY ZONE OF THE BOROUGH NOT IN CONFORMANCE WITH THE ZONING ORDINANCES OF THE BOROUGH REQUIRES A VARIANCE OR VARIANCES IN THE FORM OF APPROVAL FROM THE PLANNING BOARD IN ORDER FOR THE DEVELOPMENT TO PROCEED, NOTWITHSTANDING SUCH NON-CONFORMANCE WITH THE ZONING ORDINANCES.

PLEASE SUBMIT TWENTY-FOUR (24) TYPEWRITTEN COPIES OF THE APPLICATION, ONLY FOUR (4) OF WHICH MUST BE ORIGINALLY SIGNED AND DATED. THE REMAINING TWENTY (20) COPIES DO NOT NEED TO BE SIGNED AND DATED.

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

- () Bulk Variance
- () Use Variance
- () Other _____

2. 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

3. Type of Variance for which application is being made:

- N.J.S. 40:55D-70(c)(1) () N.J.S. 40:55D-70(c)(2) ()
- N.J.S. 40:55D-70(d) ()

Cite Zoning Ordinance Section

Provide Zoning Ordinance Requirement

A. _____

B. _____

C. _____

D. _____

E. _____

4. For each Variance listed under item #3 above, provide what is proposed:

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

5. For each Variance listed under item #3, state in detail why the proposed relief should be granted by the Planning Board.

- A. _____

- B. _____

- C. _____

- D. _____

- E. _____

6. Have there been any previous requests for relief from the Planning Board or the former Board of Adjustment involving these premises?

Check one: Yes () No ()

If yes, for each such request, provide the following information: (i) Date of Hearing;; (ii) Description of Relief Requested; (iii) Relief Granted:

- A. _____
- B. _____
- C. _____

7. Are there any existing non-conformities with the Zoning Ordinance?

Check one: Yes () No ()

If the answer to this question is "yes", provide the following information:

	Cite Zoning Ordinance Section	Provide Zoning Ordinance Requirement
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____

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: _____

VARIANCE APPLICATION CHECKLIST

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

- | | <u>Yes</u> | <u>N/A</u> |
|---|------------|------------|
| A: Twenty-four (24) copies of typed Variance Application, only four (4) of which must be originally signed and dated. The remaining twenty (20) copies do not need to be signed and dated. | () | |
| B: Fees: Variance Application | () | |
| Engineering, Legal, & Planning Escrow | () | |
| C: Twenty-four (24) completed and clear copies of this checklist | () | |
| D. Twenty-four (24) copies of Certified Survey, only four (4) of which are required to be signed and sealed, with the remaining twenty (20) acceptable to be submitted unsigned and unsealed, drafted to the specifications listed below, and folded separately to a size no larger than 10" x 14" with the title block showing, if required. See instructions on page 7. | () | |

	<u>Yes</u>	<u>No</u>	<u>Waiver</u>
SURVEY, CERTIFIED BY LICENSED SURVEYOR	()	()	

- | | | | |
|---|-----|-----|-----|
| A. Has a Survey been prepared and submitted, setting forth all of the information required for a Survey as set forth under the Historic Review Application Checklist, with the exception of any Waivers being requested | () | () | |
| B. In addition to all of the information required for a Survey pursuant to the Historic Review Application Checklist, does the Survey also include the following: | | | |
| (i) Key map, containing: | | | |
| Use borough tax map | () | () | () |
| Scale, not smaller than 1"-100' | () | () | () |
| North arrow with same orientation as survey | () | () | () |
| Property in question | () | () | () |
| All properties within 200' identified by tax lot and block number | () | () | () |
| The zoning districts applicable to subject property and those properties within 200' | () | () | () |
| (ii) Tabular presentation: of names and address of all property owners of all properties within 200', keyed to key map | () | () | () |
| C. Has a Zoning Analysis been prepared and submitted, setting forth all of the information required for a Zoning Analysis as set forth under the Historic Review Application Checklist, with the exception of any Waivers being requested | () | () | |

Waivers Requested:

The following Waivers are being requested. Each Waiver shall be identified by the specific information requested in either the Historic Review Application Checklist or the within Variance Application Checklist:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

PART C – SOIL DISTURBANCE PERMIT APPLICATION

AN APPLICATION FOR A MAJOR SOIL MOVEMENT PERMIT SHALL BE SUBMITTED TO THE PLANNING BOARD FOR THE PLANNING BOARD’S REVIEW AND APPROVAL. A MINOR SOIL MOVEMENT PERMIT APPLICATION MAY BE SUBMITTED TO THE CONSTRUCTION CODE OFFICIAL AT ANY TIME FOR HIS REVIEW, APPROVAL AND ISSUANCE OF A PERMIT.

PLEASE SUBMIT TWENTY-FOUR (24) TYPEWRITTEN COPIES OF THE APPLICATION, ONLY FOUR (4) OF WHICH MUST BE ORIGINALLY SIGNED AND DATED. THE REMAINING TWENTY (20) COPIES DO NOT NEED TO BE SIGNED AND DATED.

CHECK WHERE APPROPRIATE

Application is hereby made for (check where appropriate):

- () Minor Soil Movement Permit (a Soil Movement Permit where between 50 cubic yards and 100 cubic yards in any twelve (12) month period is moved, which twelve (12) month period shall begin at the time of the first soil movement activity)
- () 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 twelve (12) month period, which twelve (12) month period begins at the time of the first soil movement activity)

All Applicants should note the following: For soil movement of less than 50 cubic yards in any twelve (12) month period, which twelve (12) month period shall begin at the time of the first soil movement activity, a person shall be entitled to a Waiver without Application and/or notification provided that in the event top soil is being brought to the site, such top soil is clean and being furnished by an individual or company that regularly deals in the provision of top soil and, further provided that in the event less than 50 cubic yards will be disturbed in the building or demolition of any structure, the Construction Official determines such disturbance shall not create drainage or grade deterioration. In such event, the Construction Official may waive any Permit compliance. If, however, the Applicant cannot satisfy these requirements, a Minor Soil Movement Permit shall be required.

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 #2 OF THE HISTORIC REVIEW APPLICATION, 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: _____

SOIL DISTURBANCE APPLICATION CHECKLIST

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

FOR A MINOR SOIL MOVEMENT PERMIT, THE APPLICANT SHOULD COMPLETE ONLY SECTION A.
FOR A MAJOR SOIL MOVEMENT PERMIT, THE APPLICANT SHOULD COMPLETE ONLY SECTION B.

SECTION A

(MINOR SOIL MOVEMENT PERMIT):

- | | <u>Yes</u> | <u>N/A</u> |
|--|------------|------------|
| A: Six (6) typed and signed Soil Disturbance Application forms | () | |
| B: Fees: Soil Disturbance Application | () | |
| Engineering, Legal, & Planning Escrow | () | |
| C: Six (6) completed and signed copies of this Checklist | () | |
| D. Provide the purpose or reason for the movement of the soil: | | |

- E. Provide the estimated quantity in cubic yards of soil to be moved:
-
-

- F. Provide a statement as to how the movement of the soil will affect all trees with a diameter of six (6) inches or more:
-
-
-
-

- G. Provide an impact statement regarding the effects that the proposed movement of soil will have on drainage and erosion on both the subject property or any other property (continue on addition sheet or sheets, if necessary):

- H. **For a Minor Soil Movement Permit, upon receipt of an application, the Construction Official shall make a field investigation and shall issue the Permit or deny it, giving his reasons for such a denial in writing. The Construction Official shall classify any Minor Soil Movement Application as a Major Soil Movement Application if he determines that the Application poses a substantial drainage or soil erosion problem or adversely effects the development of the abutting lot or lots. In such event, the applicant shall be required to complete and comply with all provisions governing a Major Soil Movement Permit Application.**

In addition, the Construction Official may, in his discretion, require other data pertinent to the Application.

SECTION B

(MAJOR SOIL MOVEMENT PERMIT):

- | | <u>Yes</u> | <u>N/A</u> |
|---|------------|------------|
| A: Twenty-four (24) typed Soil Disturbance Application forms, only four (4) of which must be originally signed and dated. The remaining twenty (20) copies do not need to be signed and dated. | () | |
| B: Fees: Soil Disturbance Application | () | |
| Engineering, Legal, & Planning Escrow | () | |
| C: Twenty-four (24) copies of Certified Topographic Map, only four (4) of which are required to be signed and sealed, with the remaining twenty (20) acceptable to be submitted unsigned and unsealed, drafted to the specifications listed below, and folded separately to a size no larger than 10" x 14" with the title blocks showing | () | |
| D: Twenty-four (24) completed and signed copies of this Checklist | | () |
| E. Provide the purpose or reason for the movement of the soil: | | |

- F. Provide a detailed statement of the method or process to be employed for the proposed soil movement:

- G. Provide the proposed hours and time periods encompassing the soil movement:

- H. Provide the type and quantity in cubic yards of the soil to be moved:

- I. 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:

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
TOPOGRAPHIC MAP, CERTIFIED BY LICENSED SURVEYOR	()	()		
<u>A. Title block, containing the following, in addition to the items as required by the Historic Review Application Checklist:</u>				
Date of topographic map and revisions	()	()		
Scale, not smaller than 1" = 100'	()	()		
Reference to United States Coast & Geodetic Survey Data	()	()		
<u>B. Graphic presentation of:</u>				
Geographic features, watercourses, marshes, rock outcrops, cliffs, ponds, wooded areas	()	()	()	()
<u>C. Existing:</u>				
Topography of the lot upon which the proposed soil moving Operations are to be conducted	()	()		
Lot and block number of the lot and each lot in the surrounding lands within 100'	()	()		()
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	()	()	()	()
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	()	()	()	()
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>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
<u>D. Proposed:</u>				
Proposed final elevations at each point where existing elevations are to be altered	()	()		
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. Topographic Data:</u>				
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	()	()		()
<u>F. Access:</u>				
Means of vehicular and pedestrian access to site	()	()	()	()
Existing and proposed curbs, sidewalks, driveways, fences, and retaining walls showing:				
Location	()	()	()	()
Dimensions	()	()	()	()
Type	()	()	()	()
Grading	()	()	()	()
<u>G. Storm Drainage:</u>				
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>H. Soil Erosion:</u>				
Soil Erosion and sediment control plan	()	()		()

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. _____
6. Any and all additional relief not set forth herein as may be deemed necessary by the Board that may arise as a result of or during the course of hearing.

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:_____