



BOROUGH OF ROCKLEIGH

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Rockleigh, NJ 07647-2706
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BOROUGH OF ROCKLEIGH **NON-RESIDENTIAL LAND USE APPLICATION** **Includes: Site Plan 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 NON-RESIDENTIAL LAND USE APPLICATION IS DIVIDED INTO THREE (3) PARTS. PART A CONSISTS OF THE SITE PLAN APPLICATION. PART B CONSISTS OF THE VARIANCE APPLICATION AND PART C CONSISTS OF THE SOIL DISTURBANCE PERMIT APPLICATION.

MANY TIMES A SITE PLAN APPLICATION WILL ALSO INCLUDE A REQUEST FOR A VARIANCE OR VARIANCES AND A REQUEST FOR A SOIL DISTURBANCE PERMIT.

HOWEVER, DEPENDING UPON THE PROPOSED DEVELOPMENT, IT IS POSSIBLE THAT (I) ONLY A SITE PLAN APPLICATION (PART A) IS REQUIRED, (II) A SITE PLAN APPLICATION (PART A) AND A VARIANCE APPLICATION (PART B) WILL BE REQUIRED, (III) A SITE PLAN APPLICATION (PART A) AND A SOIL DISTURBANCE APPLICATION (PART C) WILL BE REQUIRED, OR (IV) THAT A SITE PLAN 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 Site Plan 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, depending upon the development, 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 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 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 Site Plan 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.

Eighteen (18) copies of the Application(s) and Plans (folded), which shall include eighteen (18) copies of all Surveys (folded) (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 fourteen (14) 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 fourteen (14) 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)	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)	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 10 calendar days prior to the date of Final 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)

PART A - APPLICATION FOR SITE PLAN APPROVAL

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

PLEASE SUBMIT EIGHTEEN (18) TYPEWRITTEN COPIES OF THE APPLICATION, ONLY FOUR (4) OF WHICH MUST BE ORIGINALLY SIGNED AND DATED. THE REMAINING FOURTEEN (14) COPIES DO NOT NEED TO BE SIGNED AND DATED.

CHECK WHERE APPROPRIATE

1. Application is hereby made for (check where appropriate):

<input type="checkbox"/>	()	Preliminary Site Plan Approval
<input type="checkbox"/>	()	Final Site Plan Approval
<input type="checkbox"/>	()	Conditional Use Approval
<input type="checkbox"/>	()	Variance(s) in connection with Site Plan Review
<input type="checkbox"/>	()	Other _____

2. This submission is:

<input type="checkbox"/>	()	Initial Site Plan Request for this Use
<input type="checkbox"/>	()	Modification of Prior Site Plan Approval for this Use

3. Name of Applicant: _____
Address of Applicant: _____
Telephone No. (_____) _____ Fax No. (_____) _____
Email Address: _____

4. Present Owner(s) of Land - _____
Address: _____
Telephone No. (_____) _____ Fax No. (_____) _____
Email Address: _____

5. Name of Development: _____
Tax Assessment _____ Block: _____ Lot: _____
Street Address: _____ Zoning District: _____

6. If applicant is a corporation, list names and address of the following officers:

President _____

Vice-President _____

Secretary _____

Treasurer _____

7. 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:

8. 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. Other: _____

9. 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

10. Describe in detail the proposed use of the subject property, including primary use as well as any accessory uses.

Check one: Permitted Use () Conditional Use ()

11. 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. _____

12. 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. _____

13. All information required under the Zoning Analysis is required to be included on the Site Plan in the Tabular Presentation and in Graphic Presentation, including present Ordinance regulations for Zone District, existing conditions and proposed conditions.

Has all information been so included?

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 #4, 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: _____

SITE PLAN 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 Site Plan Application. Below are listed the submissions that constitute a complete Site Plan Application. For the design criteria by which the Planning Board judges a site plan application, please refer to the Municipal Land Use Ordinances of the Borough of Rockleigh.

- | | <u>Yes</u> | <u>N/A</u> |
|--|------------|------------|
| A: Eighteen (18) typed copies of Site Plan Application, only four (4) of which must be originally signed and dated. The remaining fourteen (14) 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: Site Plan Application | () | |
| Engineering, Legal, & Planning Escrow | () | |
| D: Eighteen (18) copies of Certified Survey, only four (4) of which are required to be signed and sealed, with the remaining four (14) 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 | () | |
| E: Eighteen (18) copies of the Site Plan package, only four (4) of which are required to be signed and sealed, with the remaining fourteen (14) acceptable to be submitted unsigned and unsealed, drafted to specifications listed below, and folded into separate packets not larger than 10" x 14" with the title blocks showing | () | |
| F: Eighteen (18) completed and clean copy of this checklist | () | |
| G. Zoning Data Schedule per item #13 of Application | () | |

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 Variance Approval | () | () |
| F. Rockleigh Soil Movement/Soil Disturbance Permit | () | () |
| G. Rockleigh Historic Review and Approval | () | () |
| H. Rockleigh Sewer Authority Approval | () | () |

The two principal means of describing a project to the Planning Board are through the survey and the site plan. Almost all required information is to be conveyed, in either graphic or tabular form, on these two documents. Both must meet the specifications for form and content listed below. Please check the "Yes" box after items included in your survey or site plan, 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 Site Plan Ordinance Requirement pursuant to N.J.S. 40:55D-51.

SURVEY, CERTIFIED BY A NEW JERSEY LICENSED SURVEYOR Yes No N/A Waiver
 () ()

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 () ()
- Existing contours at intervals of 2 feet, or 1 foot for grades of less than 5%, referenced to a benchmark, and extending not less than 10 feet beyond the lot lines () () ()
- Geographic features, watercourses, marshes, rock outcrops, cliffs, ponds, wooded areas () () ()
- Location and identification of existing planting over 6" in diameter () () ()

Existing:

- Setback lines () () ()
- Easements () () () ()
- Areas dedicated to public use () () () ()
- Location of existing buildings and structures, including walls, fences, culverts, and bridges () () () ()
- Location of street center line, edge of pavement, curb openings and curb and gutter openings () () ()

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
Location of existing utilities	()	()		()
Location and size of existing sanitary lines, including pipe size	()	()		()
grades	()	()		()
direction of flow	()	()		()
Location and size of existing storm drainage, including pipe size	()	()		()
grades	()	()		()
direction of flow	()	()		()
Location of existing water lines, fire alarm boxes and hydrants	()	()		()

SITE PLAN, COMPLETED BY A LICENSED NEW JERSEY ENGINEER

A. Title block, containing:

Name of project	()	()		
Name and address of applicant	()	()		
Name and address of owner	()	()		
Name(s) and address(es) of Corporate Owner(s), if applicable	()	()		
Tax assessment map designation by block and lot	()	()		
Street address	()	()		
Names, addresses, telephone numbers, seals, and signatures of licensed preparers of Plan, Maps and accompanying data	()	()		
Dates of all plans and revisions	()	()		
Scale of graphic presentation not smaller than 1" = 50' and not larger than 1" = 10', to match Survey	()	()		()

B. Key map, containing:

Use borough tax map	()	()		
Scale, 1"-100'	()	()		()
North arrow with same orientation as site plan and survey	()	()		
Property in question	()	()		
All properties within 200' identified by lot and block number	()	()		
The zoning districts applicable to those properties	()	()		
Location of all principal structures on those properties	()	()	()	()

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
All water courses within 200'	()	()		()
All drainage within 200', or within 500' for lots larger than 50,000 sq. ft.	()	()		()
All driveway intersections with the public streets within 200'	()	()		()
<u>C. Tabular presentation:</u>				
of names and address of all property owners and principal uses of all properties within 200', keyed to key map	()	()		
<u>D. Graphic presentation:</u>				
completely dimensioned containing: North arrow with same orientation as survey	()	()		
<u>E. General:</u>				
Length and bearings of the lot lines of the proposed project	()	()		()
North sign	()	()		
Zone District in which the lot or lots are located	()	()		
Zone District or Districts of all immediately adjoining lots	()	()		
Location, size and nature of all existing rights-of-way, easements and other encumbrances which may effect the lot or lots in question	()	()	()	()
Location, size and nature of all proposed right-of-way, 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	()	()	()	()
The property lines of all abutting properties, together with the names and addresses of the owners as disclosed on the Borough Tax Map and Tax Roll on file with the Borough as of the date of the Site Plan Application	()	()	()	()
Location of existing buildings within 200 feet of the site in question	()	()	()	()
<u>F. Topographic Data:</u>				
Existing contours based on New Jersey Geodetic Control Survey Datum at 2' contour intervals	()	()		()

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
Proposed topography based on New Jersey Geodetic Control Survey Datum at 2' control intervals	()	()		()
Proposed contour lines	()	()		()
Proposed spot elevations	()	()		()
Existing contour lines	()	()		()
Existing spot elevations should be unboxed	()	()		()

G. Building Structures:

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

Location	()	()	()	()
Dimensions	()	()	()	()
Finished grade elevations at all corners	()	()	()	()
Finished grade elevations at all entrances	()	()	()	()
First floor elevations	()	()	()	()
Elevation plans with heights indicated, surfacing materials and colors noted	()	()	()	()

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

Location	()	()	()	()
Dimensions	()	()	()	()
Finished grade elevations at all corners	()	()	()	()
Finished grade elevations at all entrances	()	()	()	()
First floor elevations	()	()	()	()
Complete floor plans	()	()	()	()
Elevation plans with heights indicated, surfacing materials and colors noted	()	()	()	()
Pedestrian and vehicle entrances to buildings	()	()	()	()

H. Tabular presentation of:

Aggregate floor area	()	()		()
Proposed use(s)	()	()		()

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
Total number of employees	()	()		()
Maximum number of employees on each shift	()	()		()
<u>I. 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	()	()		()
All of the above within 100' of the subject site	()	()		()
Proposed traffic channels	()	()		()
Other means of controlling vehicles and pedestrians on-site	()	()	()	()
<u>J. Parking:</u>				
Location and dimension layout of:				
Loading areas	()	()	()	()
Parking areas	()	()	()	()
Loading areas and parking areas within 100' of the subject site	()	()	()	()
Tabular presentation of:				
Number of spaces required/recommended	()	()		()
Size of spaces	()	()		()
Number of non-accessible spaces proposed	()	()		()
Number of accessible spaces proposed	()	()		()
<u>K. Coverage:</u>				
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	()	()		()

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
Area and % of property dedicated to green or recreational space	()	()		()

L. Outdoor Illumination:

Retained and proposed illumination including street lights showing:

Location	()	()		()
Direction of illumination	()	()		()
Type of fixture and mounting height	()	()		()
Color of lights	()	()		()
Lumen Power	()	()		()
Hours of operation	()	()		()

M. Trees and Shrubbery/Landscaping:

Location and identification of retained and proposed plantings	()	()	()	()
Trees over 6" in caliper existing on the site	()	()	()	()
Landscape/Planting plan prepared by a licensed landscape architect or other licensed landscape designer and signed by said person	()	()	()	()

Which shall include a tabular presentation of

Planting schedule providing	()	()	()	()
Symbols keyed to plan	()	()	()	()
Quantity	()	()	()	()
Common names	()	()	()	()
Scientific names	()	()	()	()
Planting size	()	()	()	()
Mature growth size	()	()	()	()

N. Other Screening:

Retained and proposed non-vegetative screening showing:

Location	()	()	()	()
Dimensions	()	()	()	()

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
Materials and type of construction	()	()	()	()
Architectural elevations	()	()	()	()
Cross sections	()	()	()	()
<u>O. 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>P. Sewerage:</u>				
Location and size of retained and proposed sanitary sewer lines including:				
Pipe size	()	()		()
Grades	()	()		()
Direction of flow	()	()		()
<u>Q. Sanitation:</u>				
Location and nature of retained and proposed facilities for garbage and refuse storage and removal	()	()		()
<u>R. Fire Protection:</u>				
Location of retained and proposed water lines, valves, fire alarm boxes, hydrants and fire lanes	()	()		()
<u>S. Soil Erosion:</u>				
Soil Erosion and sediment control plan as described in Chapter XXXII, Section 32-11, et seq., of the Rockleigh Municipal Code	()	()	()	()
<u>T. Bonding and Construction Schedule:</u>				
Cost estimates and proposed performance construction and Maintenance Bonds in accordance with the provisions of Chapter XXXI, Section 31-8 and Chapter XXXII, Section 32-7.4 of the Rockleigh Municipal Code	()	()		()
Construction time schedules relating to construction	()	()		()
<u>U. Off-Tract Improvements:</u>				
Details of any off-tract improvements	()	()	()	()

Cost estimates and calculations of off-tract improvements of the share to borne by the developer

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

V. Traffic Study:

Traffic Impact Study prepared by a New Jersey Licensed Engineer

() () () ()

ZONING ANALYSIS INCLUDING THE FOLLOWING

Yes No
() ()

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 EIGHTEEN (18) TYPEWRITTEN COPIES OF THE APPLICATION, ONLY FOUR (4) OF WHICH MUST BE ORIGINALLY SIGNED AND DATED. THE REMAINING FOURTEEN (14) 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 #4 OF THE SITE PLAN 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: _____

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: Eighteen (18) copies of typed Variance Application, only four (4) of which must be originally signed and dated. The remaining fourteen (14) copies do not need to be signed and dated | () | |
| B: Fees: Variance Application | () | |
| Engineering, Legal, & Planning Escrow | () | |
| C: Eighteen (18) completed and clear copies of this checklist | () | |

	<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 EIGHTEEN (18) TYPEWRITTEN COPIES OF THE APPLICATION, ONLY FOUR (4) OF WHICH MUST BE ORIGINALLY SIGNED AND DATED. THE REMAINING FOURTEEN (14) 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 12 month period is moved, which 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 12 month period, which 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 12 month period, which 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 #4 OF THE SITE PLAN 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):

- | | Yes | N/A |
|--|------------|------------|
| 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: Eighteen (18) typed Soil Disturbance Application forms, only four (4) of which must be originally signed and dated. The remaining fourteen (14) copies do not need to be signed and dated | () | |
| B: Fees: Soil Disturbance Application | () | |
| Engineering, Legal, & Planning Escrow | () | |
| C: Eighteen (18) copies of Certified Topographic Map, only four (4) of which are required to be signed and sealed, with the remaining fourteen (14) 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: Eighteen (18) 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:_____