



## PLANNING BOARD APPLICATION & INFORMATION PACKET

Enclosed is the Application and Information Packet to be used for:

**Site Plans**

**Subdivisions**

**Variances**

**Appeals**



**Borough of Riverdale**

**Planning Board**

91 Newark Pompton Turnpike  
Riverdale, New Jersey 07457  
973-835-4060

Enclosed is an application packet for all applications made to the Borough of Riverdale Planning Board. You will find a *Planning Board Instruction Sheet*. Please follow the instructions carefully so that your application may proceed without delay. Also is a *Notice Requirements for Hearing* and the required forms to be sent to your neighbors and the legal newspaper. Do NOT send them out until you have been given a date by the Planning Board Secretary. A *Request for Certified List of Property Owners* is also enclosed. If you have any questions, please call Linda Roetman, Planning Board Secretary, at 973-835-4060 x211.

Thank you

# Planning Board Instruction Sheet

Whenever a hearing is required on an application for development for any matter coming before the Board the applicant will notice the owners of all property within 200 feet in all directions of the property which is the subject of that hearing. The tax assessor of the municipality with seven (7) days after receipt of a request and a fee of \$10.00 will prepare a certified list from the current tax duplicate of names and addresses of owners to whom the applicant is required to give notice. Please provide name and telephone number so we can contact you when the list is complete. Notice will be given:

- A. Serving a copy of the owners as shown on the certified tax list or his agent in charge of the property.
- B. Mailing a copy by certified mail to the property owner at his address as shown on the certified tax list.
- C. All notices will be given at least ten (10) days prior to the date of the hearing of the application and the applicant must provide certified receipts of such mailing or sworn affidavit that notices were hand delivered.
- D. Notice will be given by publication in ONE of the official newspapers of the municipality at least ten (10) days prior to the date of the hearing; proof of publication must also be provided.
- E. The Borough of Riverdale official newspapers are as follows: **Suburban Trends, Newark Star Ledger.**
- F. Public notification is not required for minor site plan or minor subdivision unless a variance is required.
- G. An Attorney must represent any corporation who submits an application to the Planning Board.
- H. You must provide to the Board Secretary at the time of filing:
  - 15 copies of the completed application**
  - 15 copies of all prints and maps**
  - 15 copies of all other documents**
  - 1 copy of the checklist completed by the applicant**

Any application for development shall be filed with the Board Secretary and shall be accompanied by required fees and all data and information listed in the checklist for completeness of an application as provided. Any maps and documents for which approval is being sought at a hearing shall be on file and available for public inspection at least ten (10) days prior to the date of the hearing.

## Land Use Application Instructions

- I. The following checklist is designed to assist applicants in preparing applications for Board review. All items listed below, in addition to those required by Ordinance, must be supplied or the application will be deemed incomplete.
  - ◆ Legend as to what the building will be used for and proposed maximum occupancy.
  - ◆ Percentage of landscaping in interior parking area.
  - ◆ Show existing and proposed sign area, indicating square footage. Show the height of the building. Show areas of front façade in square feet. Indicate construction material and colors.
  - ◆ Parking area, showing spaces, clearly outlining parking for all physically handicapped, where applicable.
  - ◆ Type of surface paving and curbing
  - ◆ Storm drainage facilities and means of disposal of storm water.
  - ◆ Driveways showing vehicular circulation, indicating directional arrow to be painted on pavement, sight distances and sight triangles, and description of lighting in connection with parking.
  - ◆ Limits of grading for proposed improvements and descriptions of scheduling of soil erosion and sediment control facilities.
  - ◆ Minimum setback lines.
  - ◆ Landscaping, fences, walls or similar to be provided.
  - ◆ Limits of Flood Hazard, Flood Way, and Wetlands Limits.
  - ◆ Percentage of disturbed land area, improved lot coverage as proposed and as permitted by Ordinance.
  - ◆ Location of all structures within 200 feet of the property line.
  - ◆ A statement as to the amount of soil to be removed, stated in square feet of disturbed area and cubic yards, for determination as to whether a Borough of Riverdale Soil Permit is required. Applicant should specify reasons for the variance request.
- II. The Planning Department reviews the application and notifies the applicant that the application is complete or incomplete within 45 days. The applicant will be advised of any revisions or additions necessary to insure completeness within 45 days.
- III. If a variance is involved in the Site Plan Application, the applicant should specify reasons for the variance request.
- IV. The Municipal Agent decides upon completeness of the application and sets a date for public hearing. The application fees and escrows must be submitted prior to completeness.



# Borough of Riverdale



## PLANNING BOARD

## APPLICATION

SUBDIVISION	SITE PLAN	
• Minor _____	• Minor _____	• Conditional Use _____
• Major _____	• Major _____	• Use Variance _____
• Preliminary _____	• Preliminary _____	• Dimensional Variance(s) _____
• Final _____	• Final _____	• Request for Interpretation _____
		• Appeal Decision of Zoning Officer _____

**1. Location of Property:**

Street Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

**2. Applicant:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Property Owner \_\_\_\_\_

**3. Property Owner (If different from Applicant):**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**4. If application is a Corporation or LLC, give the names and addresses of owners of 10% or more of stock. If a partnership, give names and addresses of partners.**

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

**5. Attorney:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**Borough of Riverdale**  
**PLANNING BOARD APPLICATION**

**6. Applicant requests approval for:**

\_\_\_\_\_ Construction of \_\_\_\_\_  
\_\_\_\_\_ Alteration to \_\_\_\_\_  
\_\_\_\_\_ Conversion from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ Use as \_\_\_\_\_

**7. Existing and/or Proposed Building Data:**

- A. Size of Lot \_\_\_\_\_ Area of Lot \_\_\_\_\_ Percentage of Lot Coverage \_\_\_\_\_
- B. Outside ground level dimensions of structure \_\_\_\_\_ x \_\_\_\_\_
- C. Number of Stories \_\_\_\_\_ Height \_\_\_\_\_
- D. Principle Building Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_
- E. Accessory Building Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_

**8. Site Data:**

- A. Present Use of Property \_\_\_\_\_
- B. Proposed Size of Lot(s), if subdivision is involved \_\_\_\_\_; \_\_\_\_\_;  
\_\_\_\_\_;

9. Has the Zoning Officer examined this application and refused to issue the appropriate permit? \_\_\_\_\_ If yes, attach copy of Letter of Denial.

10. Is this property, which is the subject of this application, presently involved in any court proceedings or an appeal of a previous application? \_\_\_\_\_ If yes, indicate on a separate rider the nature of the court proceedings, the court before which they are pending, and the relief requested.

11. Are Variances requested? \_\_\_\_\_ How many? \_\_\_\_\_

12. Section(s) of Ordinance which proposed use violates and a description of violation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Set forth in detail why the strict enforcement of the provisions of the Zoning Ordinance or the Municipal Land Use Law would result in practical difficulties or unnecessary hardship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Borough of Riverdale**  
**PLANNING BOARD APPLICATION**

14. Set forth all other matters relevant to this application which you feel the Board should consider in rendering this decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Describe proposed operation, products, and/or machinery: \_\_\_\_\_  
\_\_\_\_\_

16. Municipal Water: \_\_\_\_\_ Private Well: \_\_\_\_\_ Municipal Sewer: \_\_\_\_\_ Private Septic: \_\_\_\_\_

17. Licensed Engineer or Architect **must** prepare Site Plan and/or Subdivision Maps:  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Question Numbers 18 through 21 to be filled out by SUBDIVISION applications only**

18. Number of Lots proposed \_\_\_\_\_ Area of entire tract \_\_\_\_\_

19. Development Plans: Sell lot(s) \_\_\_\_\_ Construct house(s) for sale \_\_\_\_\_ Other: \_\_\_\_\_

20. Deed restrictions that apply or are contemplated: \_\_\_\_\_  
\_\_\_\_\_

**This section is for CONDITIONAL USE applications only**

21. Describe Proposed Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. List reasons for granting approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This section is only for properties located in a FLOOD PLAIN**

23. Property located in a floodway? \_\_\_\_\_ In a flood fringe? \_\_\_\_\_

24. Is proposed use permitted? \_\_\_\_\_ Restricted? \_\_\_\_\_ Prohibited? \_\_\_\_\_

25. Has NJ DEP approval been sought? \_\_\_\_\_ Date: \_\_\_\_\_

26. Was DEP application: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

**Borough of Riverdale**  
**PLANNING BOARD APPLICATION**

**TAX INFORMATION**

27. All taxes, sewer user fees, and water fees on the property have been paid through the \_\_\_\_\_ Quarter of 20\_\_\_\_->  
(Certification by the Riverdale Tax Collector required.)

**Applicant's Certification**

28 I hereby certify that all of the facts contained in this application are true to the best of my knowledge or belief. I realize that I may be subject to prosecution if any information contained herein is willfully or deliberately false.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Do not write below this line. For Borough use only.*

Classified:      **Major:** \_\_\_\_\_      **Minor:** \_\_\_\_\_      **Nor Classified:** \_\_\_\_\_

**Reports received:**

**Health Officer:** \_\_\_\_\_      **Police:** \_\_\_\_\_      **Fire:** \_\_\_\_\_  
**Borough Engineer:** \_\_\_\_\_      Water: \_\_\_\_\_      Zoning : \_\_\_\_\_  
Borough Planner:: \_\_\_\_\_      County Planning Board \_\_\_\_\_

**Dates of Public Hearings:** \_\_\_\_\_

Action of Morris County Planning Board: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Reasons or Comments: \_\_\_\_\_

\_\_\_\_\_  
*Planning Board Chairman*      *Date*      \_\_\_\_\_  
*Planning Board Secretary*      *Date*

**Stamped Approved as:**

**Major:** \_\_\_\_\_      **Minor:** \_\_\_\_\_      **Major Final:** \_\_\_\_\_      **Stamped Not Approved:** \_\_\_\_\_

# Borough of Riverdale

## PLANNING BOARD

### SITE INSPECTION AUTHORIZATION

I, \_\_\_\_\_, the undersigned property owner, do hereby authorize Riverdale Officials to inspect the property owned by me at \_\_\_\_\_, in connection with my application to the Planning Board.

\_\_\_\_\_

Name (Please Print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

# Borough of Riverdale

## PLANNING BOARD

### REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS

To: **Riverdale Tax Assessor**

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

Property Owners \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

I/We hereby request a Certified List of property owners within 200 feet of

Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Official Tax Map of the Borough of Riverdale.

Street Address \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Fee: \$10.00

Make check payable to Borough of Riverdale

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BOROUGH OF RIVERDALE PLANNING BOARD

**NOTICE SERVED ON OWNERS WITHIN 200 FEET**

***PLEASE TAKE NOTICE:***

That the undersigned has filed an application or appeal for development with the Planning Board/ Zoning Board of Adjustment of the Borough of Riverdale for the following relief from the requirements of the Riverdale Zoning Ordinance:

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On premises located at \_\_\_\_\_ designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Borough Tax Map. This Notice is sent to you as an owner of property within 200 feet of these premises.

A Public Hearing has been set for \_\_\_\_\_ 20\_\_\_\_\_ at 7:30 p.m. in the Riverdale Municipal Building, 91 Newark Pompton Turnpike, Riverdale, New Jersey 07457. When the case is called, you may appear either in person, or by agent or attorney, and present any objection which you may have to the granting of the relief sought in the application.

The application with all relevant maps and papers are on file in the office of the Planning Board Administrator, and are available for inspection during normal business hours.

This notice is sent to you by application, by order of the Planning Board of the Borough of Riverdale.

Respectfully,

\_\_\_\_\_  
Applicant

BOROUGH OF RIVERDALE PLANNING BOARD

**NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER**

**PLEASE TAKE NOTICE** that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_,  
at 7:30 p.m. a hearing will be held before the Riverdale Planning Board/Zoning  
Board of Adjustment on the appeal or application of the undersigned for the  
following relief for the Riverdale Zoning Ordinance:

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With regard to premises located at \_\_\_\_\_  
designated as **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_ on the Borough Tax Map.

The application and all relevant maps and papers are on file in the office of the  
Planning Secretary, and are available for inspection during normal business hours.

Any interested party may appear at said hearing and participate therein in  
accordance with the rules of the Planning Board.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## **NOTICE REQUIREMENTS FOR HEARING.**

Whenever a hearing is required on an application for development pursuant to N.J.S.A. 40:55D-1 et seq., or as to any matter coming before the Zoning Board of Adjustment, the applicant shall give notice thereof, as indicated below; however, applications for minor subdivision approval, exemption or minor site plan approval, and final subdivision and site plan approval, shall not be required to provide notice unless the other relief which is requested would require public notice.

- A. Public notice shall be given by publication in the official newspaper of the municipality at least ten days prior to the date of the hearing.
- B. Notice shall be given to the owners of all real property located in this State as shown on the current tax duplicated or duplicates within 200 feet in all directions of the property which is the subject of such hearing, and whether located within or without the municipality. Such notice shall be given by:
  - 1) Serving a copy thereof on the owner, as shown on the said current tax duplicates, or his agent in charge of the property, or
  - 2) Making a copy thereof, by certified mail to the property owner at his address, as shown on the current tax duplicate or duplicates.

The above requirements shall be deemed satisfied where condominiums and the owner of any unit is within 200 feet of the applicant's property by making service in the following manner:

- a) If the applicant's property abuts a condominium and the owner of any unit is within 200 feet of the applicant's property and said unit has a unit above or below it, by giving notice to the condominium association.
  - b) If the applicant's property abut a horizontal property regime and an apartment of the co-owner is within 200 feet of the applicant's property and such apartment has an apartment above or below it, by giving notice to the horizontal property regime.
  - c) If the applicant is the owner of the condominium unit or co-owner of an apartment, notice shall be given to all other unit owners or apartment co-owners within 200 feet of the unit or apartment or co-owned by the applicant. A return receipt is not required. Notice to a partnership owner may be made upon any partner. Notice to a corporate owner may be made by service upon its president, vice-president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation. Where a condominium association, horizontal property regime, community trust or homeowner's association, own grass, landscaped areas, driveways, parking lots, recreational facilities, etc., which are common elements or areas, that are within 200 feet of the property which is the subject of a hearing, notice may be made in the same manner as to a corporation, without further notice to unit owners, co-owners, or homeowners on account of such common elements or areas.
- C. Notice of all hearings on applications for development involving property located within 200 feet of an adjoining municipality shall be given by personal service or certified mail to the clerk of such municipality, which notice shall be in addition to the notice required to be given pursuant to §143-31B to the owners of lands in such adjoining municipality which are located within 200 feet of the subject premises.
  - D. Notice shall be given by personal service or certified mail to the County Planning Board of a hearing on an application for development of property adjacent to an existing county road or proposed road shown on the Official Map or on the County Master Plan, adjoining the County land or situated within 200 feet of the municipality boundary.
  - E. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a State highway.
  - F. Notice shall be given by personal service or certified mail to the State Planning Commission of a hearing on an application for development of property which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the municipal clerk pursuant to N.J.S.A. 40:55d-10(b).

- G. In the case of a public utility, cable television company or local utility which possesses a right-of-way or easement within the Borough of Butler and which has registered with the Borough pursuant to N.J.S.A. 40:55D-12.1, notice shall be given by (1) serving a copy of the notice on the person whose name appears on the registration form on behalf of the public utility, cable television company or local utility or (2) mailing a copy thereof by certified mail to the person whose name appears on the registration form at the address shown on that form.
- H. All notices hereinabove specified in this section shall be given at least ten days prior to the date fixed for hearing and the applicant shall file an affidavit of proof of service with the board holding the hearing on the application for development.
- I. Any notice made by certified mail as hereinabove required shall be deemed to be complete upon mailing in accordance with the provisions of C. 40:55D-14.
- J. Form of notice. All notices required to be given pursuant to the terms of this ordinance shall state the date, time and place of the hearing, the nature of the matters to be considered and identification of the property proposed for development by street address, if any, or by reference to lot and block numbers as shown on the current tax duplicate in the municipal tax assessor's office and the location and times at which any maps and documents for which approval is sought are available as required by law.
- K. Any maps and documents for which approval is sought at a hearing shall be on file and available for public inspection at least ten days before the date of the hearing during normal business hours in the office of the municipal clerk.
- L. Notice pursuant to paragraphs C, D, E and F of this section shall not be required unless public notice pursuant to paragraph A and paragraph B of this section is required. Notice under paragraphs A and B is not required for (1) conventional site plan review, (2) minor subdivision approval or (3) final approval pursuant to N.J.S.A. 40:55D-50.

## **REGISTRATION BY PUBLIC UTILITIES, CABLE TELEVISION COMPANIES OR LOCAL UTILITIES.**

- A. Every public utility, cable television company and local utility having a right-of-way or easement within the Borough of Riverdale desirous of receiving notice of development applications pursuant to N.J.S.A. 40:55D-12 may register with the Borough Clerk. The registration shall remain in effect until revoked by the registrant or his successor in interest.
- B. Any public utility, cable television company or local utility seeking to register with the Borough of Riverdale pursuant to this Section shall be required to pay a ten dollar (\$10.00) registration fee.

## **LIST OF PROPERTY OWNERS FURNISHED.**

Pursuant to the provisions of N.J.S.A. 40:55D-12c the tax assessor of the municipality shall, within seven days after receipt of a request thereof, and upon receipt of a fee not to exceed twenty-five (\$0.25) cents per name or ten (\$10.00) dollars, whichever is greater, make and certify a list from the current tax duplicate of names and addresses of owners to whom the applicant is required to give notice pursuant to §143-31B of this chapter.