

# Borough of Riverdale

## Planning Board Application & Information Packet

Enclosed is the Checklist to be used with applications for:

**Minor Site Plan**

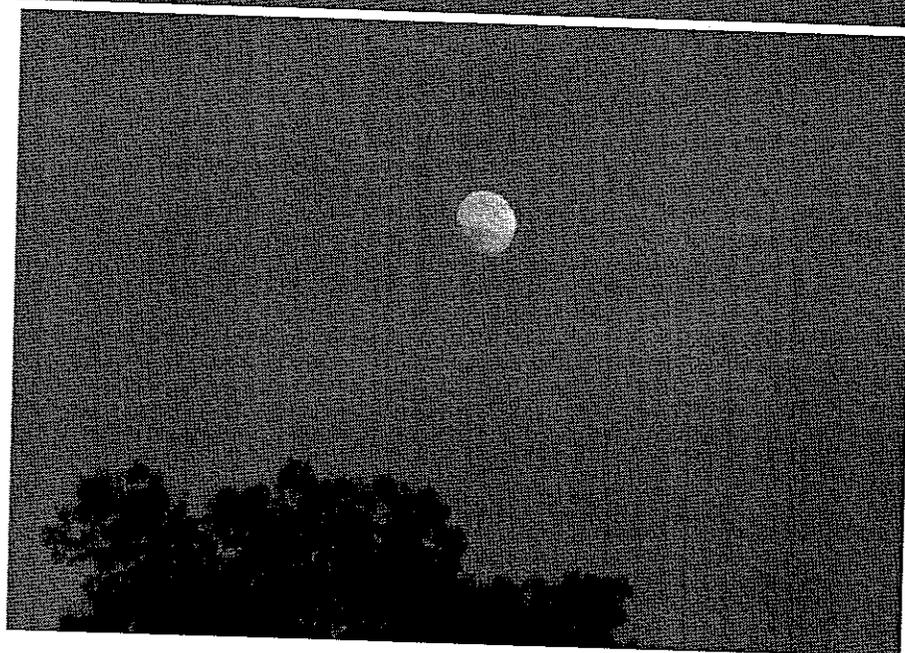
**Minor Subdivision**

**Preliminary Site Plan**

**Preliminary Major  
Subdivision**

**Final Site Plan**

**Final Major Subdivision**



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 Property Owners* is also enclosed. If you have any questions please call Linda Roetman Planning Board Secretary at Extension 211 Thank you.

BOROUGH OF  
RIVERDALE PLANNING

91 Newark-Pompton Tpk.

Riverdale, New Jersey

07457

Phone: 973-835-4060

Fax: 973-835-0783

APPLICATION No  
\_\_\_\_\_

**BOROUGH OF RIVERDALE**  
**Planning Board**  
**APPLICATION**

Date Received \_\_\_\_\_  
Date Fee Paid \_\_\_\_\_  
Date Completed \_\_\_\_\_

APPLICANT HEREBY APPLIES FOR.

Subdivision	Site Plan	
Minor _____	Minor _____	Conditional Use _____
Major _____	Major _____	Appeal of Decision of Zoning Officer _____
Preliminary _____	Preliminary _____	Use Variance _____
Final _____	Final _____	Dimensional Variance(s) _____
	Amended _____	Request for Interpretation _____
		Certificate of Non-conformity _____

**1. Location of Property**

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

**2. Applicant**

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

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**3. Property Owner (if different from Applicant)**

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

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**4. If application is Corporation, 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: \_\_\_\_\_ Fax: \_\_\_\_\_

**Borough of Riverdale  
Planning Board Application**

6. Applicant requests approval for:
- \_\_\_\_\_ Construction of \_\_\_\_\_
- \_\_\_\_\_ Alteration to \_\_\_\_\_
- \_\_\_\_\_ Conversion from \_\_\_\_\_ to \_\_\_\_\_
- \_\_\_\_\_ Use as \_\_\_\_\_
7. New Building \_\_\_\_\_ Repairs \_\_\_\_\_ Other \_\_\_\_\_
8. Frame \_\_\_\_\_ Brick \_\_\_\_\_ Concrete \_\_\_\_\_ Steel \_\_\_\_\_ Other \_\_\_\_\_
9. Building Data:
- a. Outside ground level dimensions \_\_\_\_\_ by \_\_\_\_\_
- b. Number of stories \_\_\_\_\_ Height \_\_\_\_\_
- c. Gross Square Feet \_\_\_\_\_
- d. Percentage of Lot coverage \_\_\_\_\_
- e. List all objects or structures to project above roof line \_\_\_\_\_
- f. Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Each side \_\_\_\_\_
10. Site Data:
- a. Present Use of Property (Included all uses, i.e. two-family, office, retail, etc.): \_\_\_\_\_
- b. Size of Lot \_\_\_\_\_
- c. Proposed size of Lot(s), if subdivision involved \_\_\_\_\_
- d. Proposed Tax Map numbers for new lots: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_
- e. Setback of all buildings on adjacent lots: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_
11. Has the Construction Code Official or Zoning Officer examined this application and refused to issue the appropriate permit(s)? If yes, attach copy of Letter of Denial.
12. 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.
13. Has there been any previous applications concerning this property? \_\_\_\_\_ If yes, indicate on a separate rider the nature of the previous application, the date of its filing, the date of its decision, its application number, the specific relief requested and the ultimate decision.

**Borough of Riverdale  
Planning Board Application**

14. Are variances requested? \_\_\_\_\_ How many? \_\_\_\_\_

15. Section of Ordinance which Proposal Violates & Description of Violation:

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16. 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.

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17. Set forth what exceptional circumstances or conditions exist which affect the property in question which do not affect other properties in the same zone:

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

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19. Describe proposed operation, products and machinery: \_\_\_\_\_

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20. Municipal Water: \_\_\_\_\_ Municipal Sewer: \_\_\_\_\_ Municipal Damage: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_ Other: \_\_\_\_\_

21. Licensed Engineer or Architect **must** prepare Site Plan and/or Subdivision Maps:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Borough of Riverdale  
Planning Board Application**

**Question Numbers 22 through 25 to be filled out for SUBDIVISION applications only**

22. Number of lots proposed \_\_\_\_\_ Area of entire tract \_\_\_\_\_

23. Development plans:

- a. Sell lot(s) only \_\_\_\_\_
- b. Construction of house(s) for sale \_\_\_\_\_
- c. Other \_\_\_\_\_

24. Deed restrictions that apply or are contemplated  
\_\_\_\_\_  
\_\_\_\_\_

25. List proposed improvements and utilities and intentions to install; or post performance guarantee prior to final approval.

Improvement	Intention
_____	_____
_____	_____
_____	_____

**The following section is for CONDITIONAL USE applications only**

26. Conditional use:
- a. Describe the proposed use \_\_\_\_\_
  - b. List reasons for granting approval \_\_\_\_\_

**The following section is only for properties located in a FLOOD PLAIN**

27. Flood Plain Data:
- a. Property located in a floodway? \_\_\_\_\_ In a flood fringe? \_\_\_\_\_
  - b. Proposed use is permitted? \_\_\_\_\_ Restricted? \_\_\_\_\_ Prohibited? \_\_\_\_\_
  - c. List reasons for granting permit \_\_\_\_\_
  - d. Has NJ DEP approval been sought? \_\_\_\_\_ Date \_\_\_\_\_

**Borough of Riverdale  
Planning Board Application**

**Tax Information**

28. All taxes, sewer use fees, water and electric fees on the property in question have been paid through the \_\_\_\_\_ quarter of 20\_\_\_\_\_. (Certification by the Butler Tax Collector required )
29. 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: \_\_\_\_\_ Not Classified: \_\_\_\_\_

**Reports Received:**

Health Officer: _____	Police: _____	<b>Date of Public Hearing:</b> _____
Borough Engineer: _____	Fire: _____	
Borough Planner: _____	Water: _____	<b>Date of Public Hearing:</b> _____
County Planning Bd: _____	Electric: _____	
Zoning Officer _____		<b>Date of Public Hearing:</b> _____

Action of Planning Board: \_\_\_\_\_

Action of Morris County Planning Board: Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Reason or Comments: \_\_\_\_\_

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

**Stamped Approved As:**

Minor \_\_\_\_\_ Major: \_\_\_\_\_ Major-Final: \_\_\_\_\_

**Stamped Disapproved:** \_\_\_\_\_

**Borough of Riverdale**  
**PLANNING BOARD**  
91 Newark Pompton Turnpike  
Riverdale, New Jersey 07457

**Site Inspection Authorization**

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

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone #

# 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                      Star Ledger**
- F. Public notification is not required for a minor site plan or a 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 deem 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 materials 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 arrows 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 Removal 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.

## 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 duplicate 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) Mailing 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 or horizontal property regimes are within 200 feet of 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 abuts 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 a condominium unit or co-owner of an apartment, notice shall be given to all other units owners or apartment co-owners within 200 feet of the unit or apartment owned 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 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 municipal boundary.

## **NOTICE REQUIREMENTS FOR HEARING, *continued***

- 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 Riverdale 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 its 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 therefore, 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 this chapter.

**Planning Board**  
**Legal Notice to Newspaper**

**PLEASE TAKE NOTICE** an appeal has been made to the Planning Board/Board of Adjustment to permit *(state request you are seeking from the Board)*:

**Certificate of Non-Conformity**

For property known as:      Block \_\_\_\_\_      Lot \_\_\_\_\_

Located at: \_\_\_\_\_ In the \_\_\_\_\_ Zone  
*(street address)*

**This notice is given pursuant to the provisions of R.S. 40:55D-12 and by order of the Planning Board**

In addition, the applicant will request such variances, waivers, permits and approval or licenses that the applicant has deemed necessary or appropriate.

A hearing on said application has been set by the Planning Board on \_\_\_\_\_ in the Municipal Building, 91 Newark Pompton Turnpike, Riverdale, New Jersey at 7:30 PM in the evening, you may appear in person or be represented by an attorney.

The maps, plans, plats and application for which approval is being sought are on file with the Board Secretary and are available for inspection at the Municipal Building during normal business hours.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**BOROUGH OF Riverdale**  
**Notice to be Served on Owners of Affected Property**

**PLEASE TAKE NOTICE** an appeal has been made to the Planning Board/Board of Adjustment to permit  
*(state request you are seeking from the Board):*

**Certificate of Non-Conformity**

For property known as: Block \_\_\_\_\_ Lot \_\_\_\_\_

Located at: \_\_\_\_\_ In the \_\_\_\_\_ Zone  
*(street address)*

In addition, the applicant will request such variances, waivers, permits and approval or licenses that the applicant has deemed necessary or appropriate.

This application is now on the calendar for the Planning Board/Board of Adjustment and a public hearing has been set for \_\_\_\_\_ at the Borough Municipal Building, 91 Newark Pompton Turnpike, Riverdale, New Jersey at 7:30 pm in the evening prevailing time. When the case is called, you may appear either in person or by an attorney to present any evidence that you may have regarding this application. The matter will be heard on the above date or any adjourned date designated by the Board at the public meeting with no additional notice.

The maps, plans, plats and application for which approval is being sought are on file with the Board Secretary and are available for inspection at the Municipal Building during normal business hours.

This applicant sends this notice to you by order of the Planning Board/Board of Adjustment pursuant to N.J.S.A. 40:44D-12.

\_\_\_\_\_  
Applicant

\_\_\_\_\_

**Borough of Riverdale**  
**Land Use Ordinance Section 143-49B**  
**Checklist for Determining Completeness of Application for Development**

Name of Applicant \_\_\_\_\_

Application No. \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Date Filed \_\_\_\_\_

Please indicate in the LAST COLUMN if the required information is Complete, Incomplete, Not Applicable or Waiver Requested	Minor Site Plan	Minor Subdiv	Prelim Site Plan	Prelim Major Subdiv	Final Site Plan	Final Major Subdiv	
1. Completed application form (15) copies	X	X	X	X	X	X	
2. Filing Fee (See Article VI)	X	X	X	X	X	X	
3. Fifteen (15) black or blue on white prints of all maps	X	X	X	X	X	X	
4. Fifteen (15) copies of all other documents.	X	X	X	X	X	X	
5. One (1) copy of this checklist completed by the applicant	X	X	X	X	X	X	
6. Completed County Planning Board application form (in triplicate) and County filing fee if the County Planning Board approval is required	X	X	X	X	X	X	
7. All maps signed and sealed by appropriate New Jersey Licensed or registered professional person.	X	X	X	X	X	X	
8. All maps signed and sealed by New Jersey licensed Land Surveyor						X	
9. Certified list of property owners and block and lot number of properties located within 200' of the tract boundary	X		X				
10. Name of tract or development	X	X	X	X	X	X	
11. Tax map sheet, with date of revision, block and lot numbers	X	X	X	X	X		
12. Tax map sheet, date prepared and date(s) of revisions, block and lot numbers as assigned by Tax Assessor						X	
13. Certification that applicant is owner or his authorized agent or his authorized agent or that owner has given consent to file under an option agreement	X	X	X	X	X	X	
14. Plat scale not less than 1" = 50' nor more than 1" = 10'	X		X	X	X	X	
15. Plat scale not less than 1" = 30' nor more than 1" = 10'		X					
16. Plan and profile maps to have scales of 1" = 50' horizontal and 1" = 5' vertical				X			
17. Graphic scale	X	X	X	X	X	X	
18. Reference meridian	X	X	X	X	X	X	
19. Signature block for Board Chairman, Secretary and Board Engineer	X	X	X	X	X	X	
20. Maximum sheet size: 24" x 36"	X	X	X	X	X	X	
21. Name, address and license number of person preparing plan	X	X	X	X	X	X	
22. Name and address of record owner	X	X	X	X	X	X	
23. Name and address of applicant if other than owner	X	X	X	X	X	X	
24. Key map (scale: not less than 1" = 400') showing entire tract and its relation to surrounding area, including locations and names of principal roads.	X	X	X	X	X		

Please indicate in the LAST COLUMN if the required information is Complete, Incomplete, Not Applicable or Waiver Requested	Minor Site Plan	Minor Subdiv	Prelim Site Plan	Prelim Major Subdiv	Final Site Plan	Final Major Subdiv	
25 Existing property lines and other site lines, with bearings and distances	X	X	X	X	X	X	
26 Tract boundary line with bearings and distances		X		X			
27. Zone district(s) and identification of zone boundaries located on or adjoining property	X	X	X	X	X	X	
28 Area of the lot in square feet and acres	X	X	X	X	X	X	
29. Total area of each lot in square feet and the area of each lot located within the maximum depth of measurement		X		X			
30. Names of owners of adjoining properties						X	
31 Front, rear and side building setback lines as required by the zoning regulations	X		X		X	X	
32. All structures located within 100 feet of the tract	X		X	X	X		
33. All existing and proposed structures on the tract with setback distances	X	X	X	X	X	X	
34. Right-of-way lines, widths and the names of all existing streets adjoining the property	X		X		X	X	
35. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easement and the text of any restrictions applicable to same	X	X	X	X	X	X	
36. Table indicating all requirements applicable to the zone in accordance with the Schedule D of Zoning Regulations with proposed dimensions, areas, setbacks etc indicating variances requested		X		X			
37. Location and widths of all other existing and proposed rights-of-way and easements including sight triangle easements defined by metes and bounds, the purpose of any easement and the text of any restrictions applicable to same						X	
38. Right-of-way lines, widths, and names of all existing streets on and within 100 feet of the property		X		X			
39. Location on and within 100 feet of the property of existing and proposed: a. watercourses and other drainage courses b. bridges c. culverts, and/or storm drains with sizes and gradients d. wooded areas e. rock outcroppings	X	X	X	X	X		
40 Existing wells and septic systems		X		X			
41. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date	X	X	X	X	X	X	
42 Existing and proposed contours at minimum 2 feet intervals when new buildings or parking areas are proposed Contours shall extend at least 50 feet beyond the property	X		X		X		
43. Elevations at corners of all proposed buildings and paved areas and at property corners	X		X		X		
44 All flood hazard areas, lakes, ponds, marshes, bogs, swamps and streams	X		X	X	X		
45. Freshwater wetlands including transition areas delineation or an affidavit by a qualified person stating that no wetlands on the property exist.	X	X	X	X	X		
46. All zoning requirements in accordance with the schedule referred to in 143-118 and the relationship of the proposed site plan to those requirements. Calculation of existing and proposed building and impervious coverage on the lot shall be included	X		X		X		

Please indicate in the LAST COLUMN if the required information is Complete, Incomplete, Not Applicable or Waiver Requested	Minor Site Plan	Minor Subdiv	Prelim Site Plan	Prelim Major Subdiv	Final Site Plan	Final Major Subdiv	
47. If wetlands or transition areas are located on the property, the applicant shall submit one of the following: a. A Freshwater Wetlands Permit from D E P b. A Letter of Exemption from D E P. c. A Letter of Interpretation from D E P.	X	X	X	X	X		
48. Copies of any existing or proposed protective or restrictive covenants and deed restrictions	X	X	X		X		
49. A Soil and Sediment Control Plan	X		X	X	X		
50. Location and area described in bearings and distances and purpose of any open space to be dedicated to public use		X		X		X	
51. Environmental Impact Statement				X			
52. Soil data per Morris County Soil Survey (USDA, SCS) as follows: a. Map showing each soil type and soil symbol b. Maps, charts and tables reflecting interpretations of soil types including seasonable water table within 3 ½ feet of the surface and bedrock within 3 ½ feet of the surface			X	X			
53. Parking and loading spaces, with dimensions; width of traffic aisles and direction of traffic flow	X		X		X		
54. Specifications & construction detail sheet of existing and proposed paving & curbing	X		X		X		
55. Tentative/Final building floor plans Scale: not less than 1/8 inch = 1 foot	X		X		X		
56. Front, rear and side building elevation drawings showing building materials Scale: not less than 1/8 inch = 1 foot	X		X		X		
57. Three-dimensional artist's rendering of proposed building			X				
58. Utility systems showing connections to existing and proposed systems including, but not limited to: a. Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc) showing materials, sizes, elevations and the like b. Drainage area map and drainage calculations c. Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities d. Existing and proposed water mains, showing sizes and materials e. Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health f. Existing electric and natural gas lines and proposed connections thereto g. Location of existing and proposed water wells h. Letters of intent to serve the property from utilities (gas, electric, telephone, etc )	X		X	X	X		
59. Location and description of all existing and proposed fuel and liquid storage facilities; and all solid waste storage facilities	X		X		X		
60. A listing of all products sold, manufactured and used in connection with any industrial operation including any and all chemicals and fluids used along with a description of the methods of storing and disposing of said chemicals and fluids	X		X		X		
61. An affidavit by the applicant for any industrial use acknowledging his understanding of the performance standards in 143-149 and his agreement to conform to same at all time	X		X		X		
62. Location of existing and/or proposed fences, walls and sidewalks	X		X		X		
63. Generalized plan of landscaping showing basic treatment of all unpaved areas and buffers	X		X				

Please indicate in the LAST COLUMN if the required information is Complete, Incomplete, Not Applicable or Waiver Requested	Minor Site Plan	Minor Subdiv	Prelim Site Plan	Prelim Major Subdiv	Final Site Plan	Final Major Subdiv	
64. As-built plan of landscaping showing treatment of all unpaved areas and buffers including plant species, sizes and members					X		
65. In multi-family residential developments containing 25 or more units and in non-residential developments utilizing 1,000 square feet or more of land area the location and description of provisions for the recycling of recyclable materials in accordance with the municipal recycling ordinance. The plan shall be accompanied by a description of: a. The size, shape, materials of construction of the recycling area b. Name and address of the Collector of recycled materials c. If recycled materials will be transferred to the Borough's recycling center or taken to some other location d. Frequency of collection	X		X		X		
66. Present status and contemplated use of all existing and proposed buildings	X		X		X		
67. Size, location and details of existing and proposed signs	X		X		X		
68. Location, nature of construction, height and area and direction of illumination measured in footcandles of existing and proposed lighting	X		X		X		
69. Dedications for public parks, playgrounds or other public uses	X		X		X		
70. Location and use of all property reserved by covenant in the deed for the common use of all property owners	X		X		X		
71. Topography: Existing and proposed 2 foot contours including high and low points on the property				X			
72. The following items should be indicated on the preliminary plat: a. Street signs b. Curbs and cutters c. Sidewalks d. Monuments e. Dry Sewer Systems f. Storm drains g. Street lights and lighting plan h. Shade trees i. Fire Alarm box, fire hydrants j. Water mains				X			
73. Profile of existing and future continuing street within 200 feet of subdivision				X			
74. Central angles of arcs and curves along street lines				X			
75. Percolation test results if individual sewage disposal systems are proposed				X			
76. Plans; Cross sections, centerline profiles and grades of all proposed streets. Minimum scale: 1 inch = 50 feet horizontal and 1 inch = 5 feet vertical				X			
77. Site grading plan showing existing and proposed contours, spot elevations, first floor elevations, garage floor elevations, driveway grades, house corner elevations, etc.				X			
78. Plan for storm water management including all details required in 143-101B				X			
79. For all property lines, accurate distances, bearings, radii, arc lengths and central angles of all curve						X	
80. Location and description of all monuments						X	
81. As-built plans, cross-section and profiles of all streets, utility systems and appurtenant facilities						X	

Please indicate in the LAST COLUMN if the required information is Complete, Incomplete, Not Applicable or Waiver Requested	Minor Site Plan	Minor Subdiv	Prelim Site Plan	Prelim Major Subdiv	Final Site Plan	Final Major Subdiv	
82 As-built grading plan within 2 foot contours						X	
83 FINAL SUBMISSIONS (to be submitted following approval of the final plat by the Planning Board) a. The original, one (1) cloth print and one (1) mylar of the final plat for the signatures of appropriate Borough Officials b. One (1) cloth print, one (1) mylar and fifteen (15) prints of the final plat after it has been filed with the Morris County Clerk's Office						X	
84 Ownership disclosure in accordance with C 40:55D-48.1.	X	X	X	X	X	X	
85. Separate application and fee filed for any conditional use or variance involved	X	X	X	X	X		
86. Performance guarantee posted.						X	

**An application for development shall not be considered complete until all the material and information specified above has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.**

Application declared complete

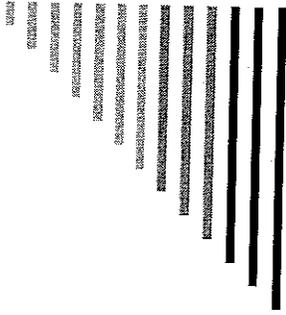
Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Application declared complete

Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature



# Request for Certified List Property Owners

*Please Print*

Date \_\_\_\_\_

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

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

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

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

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.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Fee: \$10.00

Make check payable to Borough of Riverdale