

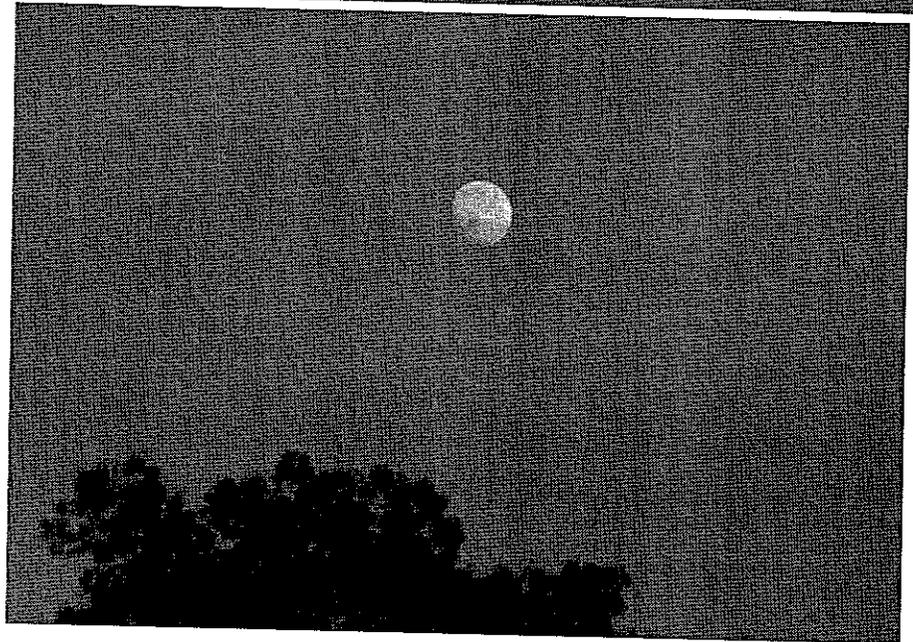
Borough of Riverdale

Planning Board Application & Information Packet

Enclosed is the Checklist
to be used with
applications for:

Variance

Appeal



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:

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.

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:

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

19. Describe proposed operation, products and machinery: _____

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: _____

Do not write below this line For Borough use only

Classified: Major: _____ Minor: _____ Not Classified: _____

Reports Received:

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

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 Butler 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 #

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 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 complete 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 the 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 scheduled hearing.

Land Use Application Instructions

- I. The following checklist is designed to assist applicants in preparing application 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 building will be used for and proposed maximum occupancy.
- Percentage of landscaping in interior of parking area.
- Show existing and proposed sign area indicating square footage. Show the height of the building. Show area 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 as proposed and as permitted by Ordinance.
- Percentage of improved lot coverage as proposed and as permitted by Ordinance.
- Percentage of 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 moved, stated in square feet of disturbed area and cubic yards, for determination as to whether a Borough of Butler 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 the completeness of the application and sets a date for public hearing. The application fees and escrows must be submitted prior to completeness.

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