



**CITY OF ENGLEWOOD
DEPARTMENT OF CODE/HOUSING/ZONING**

APPLICATION FOR DEVELOPMENT

COMPLETE:

Applicant Information:

Date: _____

Name: _____

Address: _____

Telephone: _____

Date Filed: _____

Alternate Tel: _____

Fax: _____

Alternate Fax: _____

Email: _____

OFFICE USE ONLY:

Type of Proposal:

- New Residential
- New Accessory Structure
- New Non-Residential Structure
- Change in Use
- Other

Case #: _____
Address: _____
Block: _____
Lot: _____

Date Action Required By: _____

Scheduled Completion Review Date(s): _____

Date of Publication Notice: _____ Hearing Date: _____

Subject Property Information:

Street Address: _____

Block (s): _____ Lot (s): _____ Case #: _____

Zoning District(s): _____ Master Plan Designation: _____

Dimensions: Frontage: _____ Depth: _____ Total Area: _____

Present Use(s):

Proposed Use(s):

Contact Information:

APPLICANT - Name: _____
Address: _____
Telephone(s): _____
Facsimile(s): _____
Email address: _____

OWNER - Name: _____
Address: _____
Telephone(s): _____
Facsimile(s): _____
Email address: _____

Please check one:

- Corporation
- LLC
- Partnership
- Individual

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate. The application, with supporting documentation, must be filed with the Office of Land Use Secretary and must be delivered to the professionals for review at least ten [10] business days prior to the meeting at which the application is to be considered.

ATTORNEY - Name: _____
Address: _____
Telephone(s): _____
Facsimile(s): _____
Email address _____

ENGINEER - Name: _____
Address: _____
Telephone(s): _____
Facsimile(s): _____
Email address _____

ARCHITECT Name: _____
Address: _____
Telephone(s): _____
Facsimile(s): _____
Email address _____

PLANNER Name: _____
Address: _____
Telephone(s): _____
Facsimile(s): _____
Email address _____

This Application Represents a Request for the Following:

1. **INFORMAL REVIEW** [N.J.S.A. 40:55D-10.1] [Planning Board only]:

2. **SUBDIVISION** [Both Planning Board and Zoning Board]:

Minor Subdivision Approval
 Subdivision Approval [Preliminary]
 Subdivision Approval [Final]

Number of lots to be created _____ Number of proposed dwelling units _____
(Including remainder lot)

Request for Waiver from Subdivision Review and Approval

Reason for request: _____

Request for Waivers of Development Standards and/or Submission Requirements: [attach additional pages as needed]

3. **SITE PLAN** [Both Planning Board and Zoning Board]:

Minor Site Plan Approval
 Preliminary Site Plan Approval [Phases (if applicable) ____]

Final Site Plan Approval [Phases (if applicable) ____]

Amendment or Revision to an Approved Site Plan.

Area to be disturbed (square feet) _____

Total number of proposed dwelling units _____

Request for Waiver from Site Plan Review and Approval

Reason for request: _____

Request for Waivers of Development Standards and/or Submission

Requirements: [attach additional pages as needed]

4. APPEAL - Decision of Administrative Officer [N.J.S.A. 40:55D-70a] [Zoning Board only]: Please provide a narrative statement outlining the relief requested, the factual and legal basis for same, along with copies of all documents known to you at the time of filing, upon which you intend to rely at the time of the public hearing. Include a copy of the determination of the Zoning Official.

5. **INTERPRETATION - Map or Ordinance Interpretation or Special Question [N.J.S.A. 40:55D-70b]**
[Zoning Board only]: Please provide a narrative statement outlining the relief requested, the factual and legal basis for same, along with copies of all documents known to you at the time of filing, upon which you intend to rely at the time of the public hearing.

6. VARIANCE RELIEF (hardship) [N.J.S.A. 40:55D-70c (1)] [Both Planning Board and Zoning Board]

VARIANCE RELIEF (benefits outweigh burdens) [N.J.S.A. 40:55D-70c (2) [Both Planning Board and Zoning Board]

VARIANCE RELIEF (use) [N.J.S.A 40:55D-70d] [Zoning Board only]

Section(s) of Englewood Ordinance from which VARIANCE(S) is/are requested:

7. CONDITIONAL USE PERMIT [N.J.S.A. 40:55D-67]

8. _____ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S.A 40:55D-34]. Zoning Board unless Planning Board exercising subdivision or site plan jurisdiction.

9. _____ Direct issuance of a permit for a lot lacking street frontage [N.J.S.A 40:55D-35]. Zoning Board unless Planning Board exercising subdivision or site plan jurisdiction.

10. Has this property previously been the subject of an application before the Zoning Board or the Planning Board?

YES NO

If so, please list date of hearing/adoption and attach copy of resolution (if available) _____

Was the application denied or approved? APPROVED DENIED

First Step: Obtain Building Lot / Zoning Information and Zoning Determination

The Zoning Officer determines whether the proposed use and lot dimensions are in conformance with the Ordinances of the City of Englewood. In making this determination, the Zoning Officer primarily examines three criteria: 1) existing lot dimensions; 2) whether the proposed construction will comply with the use and dimensional requirements of the Zoning Ordinance; and 3) whether the property has been subject to any prior development applications. *Note: Having an existing house, business or other improvements or the prevailing history of a property is not a guarantee that the lot will be recognized as a legal and/or conforming lot or use.*

Please submit one (1) copy of the following items:

- ZONING DETERMINATION FORM** (see pages 38-39) – Present a completed form to the Englewood Zoning Officer, who will review site plans and complete the form. His office is located in the Building Department on the second floor of City Hall.
Your application, if any is required, will not be considered filed or be technically reviewed for Completeness until the Zoning Determination Form is completed by the Zoning Officer.
- Property Survey.** A site boundary and topographic survey prepared within the last five (5) years by a surveyor licensed in the State of New Jersey shall be submitted.
- Site Plan or Subdivision Plat, if applicable** – Size 22"x36"
- Copy of Current Deed**
- Copy or description of any and all easements and restrictions against the property.**

Second Step: Organize, Complete and Submit an Application Packet

If the Zoning Officer directs you to the Planning Board or Zoning Board of Adjustment, as the case may be (hereinafter the “Approving Authority”), and you choose to proceed, **YOU MUST COMPLETE AN APPLICATION PACKET AND SUBMIT ONE (1) COPY TO EACH OF THE FOLLOWING PEOPLE:**

- **LAND USE ADMINISTRATOR**, whose office is located in the Building Department on the second floor of City Hall at 2-10 North Van Brunt St., Englewood, NJ 07631 oleonovich@cityofenglewood.org
- **CITY ENGINEER**, whose office is located in the Engineering Department on the first floor of City Hall at 2-10 North Van Brunt St., Englewood, NJ 07631 fvolcy@cityofenglewood.org
- **BOARD ATTORNEY**
- **BOARD ENGINEER**
- **BOARD PLANNER**

Please contact Land Use Administrator for Board Professionals’ information at 201-871-6645, or you may also find this information by following links:

Board of Adjustment: <https://www.cityofenglewood.org/1247/Board-of-Adjustment>

Planning Board: <https://www.cityofenglewood.org/1260/Planning-Board>

IN ADDITION, A COPY OF THE APPLICATION PACKET MUST BE CONVERTED TO PDF OR SIMILAR ELECTRONIC FORMAT AND TRANSMITTED TO ALL ABOVE INDIVIDUALS

The application packet should include all following:

- **Application for Development**– All fields must be completed, if the field is not applicable, then note N/A. The name, address and signature of the current owner of the record, consenting to the Application must be included. All required signatures are to be notarized.
- **Checklists** (*see pages 14-32*) – Choose a checklist that is applicable to your request. Check and provide each item required by the checklist, if there are items you cannot provide, mark to have them waived.
- **Site Plan and/or Subdivision Plat**, if a part of your Application. The original is to be signed by a licensed professional – Size 22” x 36.
- **Zoning Determination Form and Denial Letter from Zoning Official**
- **Environmental Questionnaire** (*see pages 35-37*) - this form is to be completed by all applicants (except for signage applications) applying for a variance
- **1 set of color photographs of the subject property, including portions of structures abutting the subject property.**
- **Completed, signed and notarized certifications** (*see pages 7, 8, and 9*)
- **Fees and Escrow Deposits** (*sent to Land Use Administrator only*) – Pay all fees at the time of application packet submittal via certified check, bank check or money order payable to the “City of Englewood”. At your request, you will be provided with a receipt indicating that fees and escrow deposits are paid to date.
- **Completed and signed W-9 Form** (*sent to Land Use Administrator only*) – Information on the form must match exactly the information on the check provided for the escrow.

FEES AND ESCROW REQUIREMENTS: The Land Use Administrator shall advise applicant of the amount of the application fee and the required escrow deposit, as established by City ordinances. All fees and escrow deposits must be presented for deposit prior to a determination that the Application is “Complete” (*fee schedule document could be found on the City of Englewood website, on Building and Code enforcement department tab, under the document named “Land Use Schedule of Fees” <http://www.cityofenglewood.org/content/9264/9272/9274/default.aspx>*)

If the applicant is a corporation or limited liability company, list the names and addresses of the following officers:

- President: _____
- Vice President(s) _____
- Secretary _____
- Treasurer _____

If the applicant is a corporation, limited liability company or partnership, list the names and addresses of persons holding ten (10%) percent or more of the outstanding interests in the entity.

Summarize the Ordinance provisions from which relief is being sought:

Are there any existing violations of the Zoning Ordinance? If so, describe:

Are there any existing violations of the Building and/or Health Codes of the City? If so, describe:

If in good order, the Application will be date-stamped to mark the beginning of the Completeness Review Process.

If the Application is deemed to be deficient in any way, you will be notified in writing.

If an Application is deemed complete, you will then be given a **HEARING DATE** by the Land Use Administrator to appear before the Approving Authority.

APPLICANT CERTIFICATION

I CERTIFY THAT THE INFORMATION SUBMITTED IS COMPLETE AND CORRECT. I UNDERSTAND THAT THE INTENT OF DEVELOPMENT APPLICATION PROCESS IS TO ADDRESS THE IMPACTS OF LOCATION AND TYPE OF STRUCTURES AND THAT MODIFICATION MAY BE REQUIRED. SITE WORK WILL NOT BE DONE PRIOR TO PLANNING BOARD OR BOARD OF ADJUSTMENT APPROVAL AND ISSUANCE OF A BUILDING PERMIT.

I FURTHER CERTIFY THAT THE FOREGOING STATEMENTS AND THE DOCUMENTS SUBMITTED ARE TRUE. I FURTHER CERTIFY THAT I AM THE INDIVIDUAL APPLICANT, OR THAT I AM AN OFFICER OF THE CORPORATE APPLICANT, OR THAT I AM A GENERAL PARTNER OF THE PARTNERSHIP APPLICANT AND THAT I AM AUTHORIZED TO SIGN THE APPLICATION FOR THE PARTNERSHIP OR CORPORATION.

[If the applicant is a partnership, a general partner must sign this Certification. If the owner is a corporation, an authorized corporate officer must sign this Certification. If the applicant is a limited liability company, the managing member must sign this Certification.]

Applicant's Signature: _____
Title (if applicable) _____

SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____, 20 ____

Notary Public: _____

PROPERTY OWNER CERTIFICATION

I CERTIFY THAT I AM THE RECORD OWNER OF THE PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION, THAT I HAVE AUTHORIZED THE APPLICANT TO MAKE THIS APPLICATION AND THAT I AGREE TO BE BOUND BY THE APPLICATION, THE REPRESENTATIONS MADE, AND THE DECISION IN THE SAME MANNER AS IF I WERE THE APPLICANT.

Owner's Signature: _____
Title (if applicable)

SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____, 20 _____

Notary Public: _____

TAX COLLECTOR CERTIFICATION

I CERTIFY THAT ALL TAXES DUE ON THE SUBJECT PROPERTY HAVE BEEN PAID PRIOR TO THE FILING OF THIS APPLICATION.

Property Address: _____

Block: _____ **Lot:** _____

Certified by: _____ **Date:** _____

Signature: _____

Third Step: Notice

The Land Use Administrator shall determine and assign to the Application a date for public hearing before the Approving Agency. You are required to arrange for **Public Notice** to appear in the official newspaper and to be mailed by certified mail to the owners of all real property within 200 feet of the subject property, as shown on the current Tax List of the City; and the Tax List of any adjoining municipality, if there are properties in that municipality within 200 feet of the subject property, as well as the municipal clerk of any such adjoining municipality. These lists are furnished by the City and adjoining municipalities pursuant to N.J.S.A. 40:55D-12(c). In addition, utilities are to be notified from a list furnished by the City, as well as the County of Bergen, Department of Planning and Economic Development, **IF** the subject property is on a County road or involves County services, as determined by the County. The list of official newspapers and their publication requirements are available in the office of the Land Use Administrator.

Appended hereto are **Sample Forms of Public Notice** (*See pages 33, 34*). They require that you add, in plain language, what applicant intends to develop and why a formal hearing has been required by the City (what relief is required). **The newspaper publication and the notification service on the affected owners must be accomplished at least ten (10) days prior to the hearing date scheduled by Board. An Affidavit of Service on all property owners, post office receipts and proof of publication must be filed with the Land Use Administrator before the scheduled hearing date.** A copy of the Public Notice is to be independently mailed or hand-delivered to the attorney for the Zoning Board or Planning Board, as the case may be. His or her name and address will be furnished by the Land Use Administrator. **Insufficient public notice, as determined by the Board attorney, will deprive the Board of jurisdiction, delay the Application, and require a corrective public notice to be readvertised and mailed again to affected owners.**

Forth Step: Determination of Completeness

A **Determination of Completeness** is made by the Approving Authority or the City Engineer, in the discretion of the Approving Authority. Unless and until you receive a **Determination of Completeness**, the Application will not be allowed to go to for public hearing. The public notice you advertise and serve on your neighbors is for both a **Determination of Completeness** and a **Public Hearing** on the merits of the Application. However, you may not have the opportunity to present your Application for public hearing if the Approving Authority or the City Engineer, as the case may be, deems the Application incomplete or the Approving Authority's agenda has too many cases ahead of your own, in which event a continuation date will be announced and you may be excused from mailing and advertising the continuation date. Notwithstanding a Completeness Determination, the Approving Authority is not precluded at the time of the public hearing from requiring additional information to complete its review of the Application.

Fifth Step: Application Submission for Public Hearing

When the date for hearing is scheduled, submit the Application for Development **[thirteen (13) copies]**, Checklists **[thirteen (13) copies]**, site plan / subdivision plat **[thirteen (13) copies]**, color photographs of the subject property **[thirteen (13) copies]**, as well as all other applicable documents pertaining to the application **[thirteen (13) copies]** to the Land Use Administrator during normal business hours.

IN ADDITION, THE APPLICATION FOR DEVELOPMENT AND ALL SUPPORTING DOCUMENTS SHALL BE CONVERTED TO PDF OR SIMILAR ELECTRONIC FORMAT AND TRANSMITTED TO THE LAND USE ADMINISTRATOR AT oleonovich@cityofenglewood.org.

The foregoing must be filed with the Land Use Administrator **no later than ten (10) business days prior to the meeting** at which the Application is scheduled for public hearing.

CONTACT WITH QUESTIONS:

Land Use Administrator, Oksana Leonovich

Telephone: (201) 871-6645

Fax: (201) 816-8018

Location: Second Floor of City Hall, City of Englewood, Department of Policy, Planning and Development, 2-10 North Van Brunt Street, Englewood, NJ 07631

Office Hours: Monday through Friday 9:00 am – 5:00 pm

Sample Signature Blocks

APPROVED BY THE **PLANNING BOARD** OF THE CITY OF ENGLEWOOD AT A
MEETING HELD ON THE _____ DAY OF _____, 20

PLANNING BOARD CHAIRPERSON

BOARD SECRETARY

CITY CLERK

CITY ENGINEER

RESOLUTION NUMBER DATE

APPROVED BY THE **BOARD OF ADJUSTMENT** OF THE CITY OF ENGLEWOOD AT A
MEETING HELD ON THE _____ DAY OF _____, 20

BOARD OF ADJUSTMENT CHAIRPERSON

BOARD SECRETARY

CITY CLERK

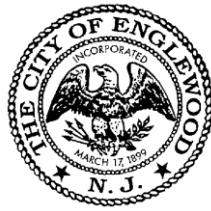
CITY ENGINEER

RESOLUTION NUMBER DATE

OFFICE USE ONLY:

HAVE COMMENTS BEEN RECEIVED FROM THE FOLLOWING LOCAL AGENCIES:

<input type="checkbox"/> City Manager	<input type="checkbox"/> Other _____
<input type="checkbox"/> City Engineer	<input type="checkbox"/> Other _____
<input type="checkbox"/> Department of Public Works	<input type="checkbox"/> Other _____
<input type="checkbox"/> Construction Official	<input type="checkbox"/> Other _____
<input type="checkbox"/> Fire Department	<input type="checkbox"/> Other _____
<input type="checkbox"/> Police Department – Traffic Bureau	<input type="checkbox"/> Other _____
<input type="checkbox"/> Tax Assessor	<input type="checkbox"/> Other _____
<input type="checkbox"/> Tax Collector	<input type="checkbox"/> Other _____
<input type="checkbox"/> Department of Health	<input type="checkbox"/> Other _____
<input type="checkbox"/> Environmental Commission	<input type="checkbox"/> Other _____
<input type="checkbox"/> Sign and Façade Committee	<input type="checkbox"/> Other _____



CITY OF ENGLEWOOD

Site Plan Checklist

To be completed by the City:

Acceptance/
Completeness:

Hearing Date:

Application Number:

Date/Time Received:

Signature/Board

Secretary: _____ (name)

(name)

To be completed by the Applicant:

Name of Development:

Tax Block(s) & Lot(s):

Property Address:

Name of Applicant:

Checklist Prepared By:

(name)

(signature)

(date)

Applicants completing this form must also complete the *Application for Development* form.

**FOR ALL CHECKLIST ITEMS THE APPLICANT SHALL INDICATE
(1) WHETHER ALL INFORMATION IS PROVIDED *OR* (2) IF A
WAIVER IS BEING REQUESTED. *WRITTEN EXPLANATIONS MUST
BE PROVIDED FOR ALL WAIVER REQUESTS ATTACHED TO THIS
CHECKLIST.***

Items Required	Waiver Provided	Waiver Requested
All applicants shall complete Items 1 – 23, as follows.		
1. Waiver Request Explanations. Explanations must be provided for <i>all</i> items for which waivers are being requested, providing the specific reason for the request. The explanations should be attached to this checklist. <i>Check here [] if not applicable (i.e., if no waivers are being requested).</i>	[]	
2. Inspection Permission. If applicant is not the property owner, a statement shall be provided from the property owner granting permission for the reviewing body and any of its experts to enter the subject property for purposes of inspection in relation to this development application. <i>(attach to this form).</i> <i>Check here [] if not applicable.</i>	[]	[]
3. Protective Covenants or Deed Restrictions. A copy of any covenants or restrictions affecting the property shall be provided. If none exist, an affidavit from the property owner(s) certifying that no such covenants or restrictions exist shall be provided. <i>(attach to this form)</i>	[]	[]
4. County Application. If approval from the Bergen County Planning Board is required for any reason and an application to the Bergen County Planning Board for approval has been made, a copy of the application submitted must be attached. <i>Check here [] if County approval not required.</i>	[]	[]
5. Department of Transportation Applications. If the site has access from State roads and approval from the New Jersey Department of Transportation (NJDOT) is required for any reason, a copy of the application for approval submitted to NJDOT and a statement as to the status of the application must be provided. <i>(attach to this form).</i> <i>Check here [] if NJDOT approval not required.</i>	[]	[]
6. Other Required Applications and Approvals. If approval of any other governmental or quasi-governmental entities is required, a copy of the relevant application(s) submitted and a statement as to the status of the application(s); or a copy of any approvals obtained from such entity must be provided. <i>(attach to this form)</i> <i>Check here [] if none required.</i>	[]	[]
7. If Wetlands are present on the property subject of the application, one of the following must be provided. <i>(attach documents to this form)</i> <i>Check here [] if no wetlands on the property.</i>	[]	[]
a) A Letter of Interpretation (LOI) from the New Jersey Department of Environmental Protection (NJDEP);	[]	
b) A letter of exemption from the NJDEP;	[]	

Items Required	Provided	Waiver Requested
c) A copy of any application made to the NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands <i>and</i> a statement as to the status of the application;	[]	
d) Documentation from a qualified professional demonstrating that no wetlands exist on the site and that no wetlands exist on adjacent properties that would affect or limit development on the site.	[]	
8. City Environmental Questionnaire. A copy of the questionnaire shall be completed and submitted with this form by all applicants applying for a permit or variance from the Planning Board or the Zoning Board of Adjustment. (<i>The Environmental Questionnaire is found on pages 39-41</i>)	[]	[]
9. Survey. A site boundary and topographic survey prepared within the last five (5) years by a surveyor licensed in the State of New Jersey shall be submitted.	[]	[]
10. Key Map. A plan title sheet shall be provided that contains a <i>single</i> map clearly showing the location of the site and all tax lots and zoning boundaries. Confirm that the following information is provided on this map:	[]	[]
a) The location of the subject site in relation to the surrounding area(s) within at least 200 feet of the site's boundaries.	[]	[]
b) The location and width of any street right-of-ways abutting the property or within 200 feet of the site.	[]	[]
c) Existing tax block and lot numbers of the subject property and adjacent properties within 200 feet of the subject site	[]	[]
d) Existing property lines of the subject property and of adjacent properties within 200 feet of the site, with dimensions of all properties indicated.	[]	[]
e) Existing zoning boundaries of the subject property and adjacent properties within 200 feet of the subject site, with zoning of property and adjoining properties indicated.	[]	[]
f) A <i>title block</i> , containing the names of the applicant(s), owner(s), and preparer(s), property block and lot number(s), property street address, date plan prepared, and date of last amendment.	[]	[]
g) Name, license number, signature, and seal of the qualified professional who prepared the plans submitted as part of this application.	[]	[]
h) Space for signatures of City officials.	[]	[]
i) Scale of map, indicated in both written and graphic form. The scale shall be no more than 100 feet equals one (1) inch.	[]	[]
j) North arrow.	[]	[]
11. Existing Features Map. A <i>single</i> existing features map shall be provided. Confirm that the following information is provided on the existing features map:	[]	[]
a) Tax block and lot numbers of all properties shown.	[]	[]

Items Required	Provided	Waiver Requested
b) Scale of map, indicated in both written and graphic form. The scale shall be no more than 100 feet equals one (1) inch.	[]	[]
c) Location of existing easements or rights-of-way (including streets, railroads, and utilities) within 200 feet of the property. Street names shall be shown on the map.	[]	[]
d) Location of natural features within 200 feet of the property, including existing grade and contour information, woodlands, streams and other watercourses, ponds and other water bodies, wetlands, flood hazard areas, and rock outcrops.	[]	[]
e) Location of existing buildings or all other structures on the property and on adjacent properties within 200 feet of the site, and their setbacks from existing property lines. Structures to be shown shall include, but are not limited to, walls, fences, culverts, bridges, roadways, utility towers and free-standing signs.	[]	[]
f) Location of existing parking, loading, driveways, sidewalks and landscaping on the subject property and on adjacent properties within 200 feet of the site.	[]	[]
g) Location of any historic sites, structures, or historic districts on the property or within 200 feet of the property that are listed on the National or State Registers of Historic Places.	[]	[]
12. Proposed Site Plan. Confirm that the following information is provided on the Site Plan:	[]	[]
a) Locations of proposed buildings and structures, showing their dimensions, and showing setbacks from all (front, side and rear) property lines.	[]	[]
b) Location and layout of proposed parking, loading, driveways and other vehicular circulation areas, sidewalks, bicycles paths or lanes, and dimensions of same.	[]	[]
c) Location and boundaries of any property currently or proposed to be owned in common, and/or portions of the subject property to be deeded to a public or non-profit entity.	[]	[]
d) Location of any existing and/or proposed easements or right-of-ways, if any, with all dimensions shown.	[]	[]
e) Location of proposed signs, fences, walls, and similar improvements, if any.	[]	[]
f) Location of proposed and/or existing landscaped areas, with all dimensions indicated.	[]	[]
g) Location of all underground infrastructure on the site, including, but not limited to, storage tanks, wells, septic systems, and connections to public water, sewer, electric and gas lines, with all dimensions and distances shown.	[]	[]
h) Location of HVAC equipment, including but not limited to emergency generators.	[]	[]
i) Locations of disposal containers and recycling containers, with capacity in cubic feet indicated, and locations of monitoring wells, if such wells are required.	[]	[]
j) Area in square feet and percentage of <i>existing</i> and <i>proposed</i> impervious surface.	[]	[]

Items Required	Provided	Waiver Requested
13. Zoning Schedule (Site Plan). A table shall be included in the Site Plan that provides a <i>comparison</i> of the required information indicated below to the requirements of the City Zoning Ordinance. The zoning table shall clearly indicate all variances and waivers required. Confirm that the following information is provided in the table:	[]	[]
a) Building and other structure setbacks to lot lines; lot areas, lot widths and depths.	[]	[]
b) Building coverages, lot coverages, building areas, floor area ratios, and residential density.	[]	[]
c) Number of regular and handicapped parking spaces, and gross area of landscaping.	[]	[]
14. Site Design Detail Plan. Site design detail(s) of the height, size, materials, and type of construction for all fences, walls, outdoor lighting, disposal containers, recycling containers, and monitoring wells proposed for the property shall be illustrated in a scale drawing(s). All walls greater than three feet in height require signed and sealed design calculations. The design details(s) may be incorporated in the Site Plan if all required information can be clearly shown.	[]	[]
15. Floor Plans and Elevations. If new buildings, expansion of existing buildings, or interior renovations are proposed, floor plans prepared to scale for existing and proposed buildings shall be provided. Floor plans shall show the use and layout of internal space. Elevations shall show front, side, and rear building façades. The façade elevation and floor plans shall both be prepared at a scale not exceeding eight (8) feet equals one (1) inch. The scale shall be provided in both written and graphic form. Floor plans and elevations shall be prepared by an architect licensed in the State of New Jersey.	[]	[]
16. City Sign/Façade Review Committee Review. If the Sign/Façade Committee has completed a review of the proposal, a statement regarding the findings of this review shall be provided. If the review has <i>not</i> been completed, a statement regarding the status of the review must be provided. (<i>attach to this form</i>)	[]	[]
17. Proposed Façade Elevation Plan. All applications that include signage and/or façade improvements require compliance with Article XII Signage and Facades of the City Zoning Ordinance. In these cases a Façade Elevation Plan shall be provided. Sign and façade information may be incorporated into the building elevations (Item 7 above) if the size and detail is sufficient to clearly show the required information. Confirm that the following information is provided on the Façade Elevation Plan: <i>Check here [] if not applicable.</i>	[]	[]
a) The Façade Elevation Plan shall be drawn to a scale not exceeding eight (8) feet equals one (1) inch. The scale shall be provided in both written and graphic form.	[]	[]
b) The Façade Elevation Plan shall provide sufficient detail to allow comparison of the proposed elevation to Article XII Signage and Facades of the City ordinance.	[]	[]
c) The location and design of signage on all building elevations (including awnings) for which signage is proposed shall be shown.	[]	[]

Items Required	Provided	Waiver Requested
d) Title block, containing the names of the applicant(s), owner(s), and preparer(s), block and lot numbers, street address, date prepared, and date of last amendment.	[]	[]
e) Space for City officials' signatures.	[]	[]
18. Zoning Schedule (Façade Elevation Plan). A table shall be included in the Façade Elevation Plan that provides a <i>comparison</i> of all proposed signage and façade improvements to the requirements of Article XII Signage and Facades of the City Zoning Ordinance. The zoning table shall clearly indicate all variances and waivers required.	[]	[]
19. Sign Design Details. Sign details shall be provided for all proposed signs and may be incorporated into the Façade Elevation Plan if the size is sufficient to clearly show the items. Sign details shall be drawn to a scale not exceeding eight (8) feet equals one (1) inch. The scale shall be provided in both written and graphic form. Confirm that the following sign details are provided:	[]	[]
a) Sign dimensions, including length, width, depth, sign height, and total sign area	[]	[]
b) Letter height for <i>both</i> uppercase and lowercase lettering	[]	[]
c) Dimensions for any logos/graphics	[]	[]
d) Detail and description of any proposed illumination	[]	[]
e) Detail and description of type of construction and materials for proposed signs	[]	[]
20. Grading and Drainage Plan. Site contours showing the grading and the natural drainage of the land shall be provided. Contour intervals shall be two feet for slopes up to 10% slope and five feet for slopes more than 10% slope. All stormwater detention or retention structures, pipes, structural BMPs and associated appurtenances shall be shown. If infiltration is proposed soil logs must be provided.	[]	[]
21. Streetscape Plan. If applicable, the streetscape plan shall indicate existing locations of curbing, sidewalks, sign posts, parking meters, and street lights. Proposed upgrades, including curbs, sidewalks, decorative signs and parking meter poles, street trees, decorative street lights, trash receptacles and street furniture, in accordance with the latest version of the "CITY OF ENGLEWOOD Streetscape Improvement Commercial Streetscape and Sidewalk Guidelines."	[]	[]
<i>Check here [] if not applicable.</i>		
22. Tree Survey and Plan. Pursuant to §156-7 of the City's General Ordinances, the applicant shall submit a survey or plot plan of all existing trees on the site and shall identify all trees to be retained or removed, including their species, size, and condition.	[]	[]
23. Impact Evaluation. A narrative assessment of the effects of the development on the property itself, on adjacent properties, on the surrounding neighborhood, and the City as a whole. The assessment will provide an estimate of the number of residents and/or employees who will occupy or use the property. The assessment shall discuss the effects upon the natural environment, land use patterns, traffic and circulation, visual quality, utility service, and drainage. It must also examine any potential safety hazards, any noise, glare, vibration, heat, odor, or air and water pollution associated with the proposed use(s).	[]	[]

Items Required	Provided	Waiver Requested
Applications for Preliminary Major Site Plan ONLY shall complete Items 24 – 33, as follows.		
24. Proposed Spot Elevations. Spot elevations shall be shown at the corners of all buildings and in appropriate pavement locations if new buildings or paved areas are proposed, or if regrading near existing buildings is proposed.	[]	[]
25. Lighting Plan. For outdoor lighting, the height and location of fixtures, the type of fixtures and bulbs, and pole material shall be shown. An isocandle diagram superimposed upon the site plan shall be provided.	[]	[]
26. Landscaping Plan. The locations and number of plants, their common and botanical names, planted size and root specifications shall be provided.	[]	[]
27. Sanitary Sewer. <i>For new construction only</i> , locations of proposed sanitary sewer inverts must be shown.	[]	[]
<i>Check here [] if not required.</i>		
a) If existing sanitary sewer lateral is to be re-used, a CCTV inspection report must be provided. If infiltration is proposed, preliminary soil logs must be provided.	[]	[]
<i>Check here [] if not required.</i>		
28. Utility Service Plan. A description of proposed utility infrastructure, connections, and service, including septic systems shall be provided. Connections to sewer, public water, fire hydrants, electricity, cable, natural gas, telephone, etc. shall be provided.	[]	[]
29. Stormwater Drainage. If the proposed development meets the definition of a Major Development pursuant to the New Jersey Residential Site Improvement Standards (RSIS), NJDEP Stormwater Regulations and/or Chapter 358 of the City's General Ordinances, the applicant must indicate the applicability of NJDEP Major Stormwater Regulations. A description of the proposed storm drainage design and improvements, and a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure, and drainage calculations for each appurtenance and/or structure proposed shall be provided. Provisions for rooftop drainage shall be provided. Structural and nonstructural Best Management Practices (BMP) shall be shown. If infiltration is to be used for final disposal, preliminary supporting soil logs and percolation test results must be indicated on the plan.	[]	[]
<i>Check here [] if not applicable.</i>		
30. Soil Erosion and Sedimentation Control Plan. If required, pursuant to P.L. 1975, c. 251, a Soil Erosion and Sedimentation Plan shall be provided.	[]	[]
<i>Check here [] if not applicable.</i>		
31. Site Construction Details and Specifications. The <i>construction details and specifications</i> shall be shown in sufficient detail to clearly illustrate the specific site improvements, including but not limited to paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, light standards and fixtures.	[]	[]

Items Required	Provided	Waiver Requested
32. Traffic Study. A traffic study shall be prepared that shall include an analysis of trip generation and estimated increases in traffic volumes for adjacent streets and intersections above current levels as a result of the proposed project. Estimates shall be broken out by average weekday morning peak hour, average weekday evening peak hour, and average Saturday peak hour. The traffic study may be submitted separately or as part of the impact evaluation.	[]	[]
33. Geotechnical Evaluation. If the project involves excavation that exceeds ten cubic yards for a building two stories or greater, the applicant shall prepare and submit an evaluation of underground soil conditions through analysis of test pits. The applicant shall also provide design calculations for all retaining walls greater than three feet in height.	[]	[]
Applications for <i>Final</i> Major Site Plan ONLY shall complete Items 34 – 40, as follows.		
34. Update of Preliminary Major Site Plans. The items provided for the Preliminary Major Site Plan application phase shall be <i>updated</i> to reflect any modifications in the development plan. Information must be provided sufficient to demonstrate that all of the conditions of Preliminary Major Site Plan approval have been satisfied.	[]	[]
35. Street or Driveway Map. The Site Plan shall provide the radius and central angles of all arcs and curves along all street or driveway lines.	[]	[]
36. Surveyor's Certification. A signed certification from a licensed surveyor as to the accuracy of the details on the plat and as to compliance with provisions of the New Jersey Map Filing Law shall be provided.	[]	[]
37. Engineer Certification. A signed certification from the licensed engineer who prepared the plans that all of the information furnished is correct and accurate shall be provided.	[]	[]
38. Temporary Construction Site Plan. Location of all temporary proposed structures, including trailers, storage areas and structures, and contractor's offices shall be shown on a map. These structures and areas shall be located with consideration to their proximity of adjoining landowners or public rights-of-way. A statement shall be provided describing how the contractor will maintain these structures and storage areas in good condition during construction.	[]	[]
39. Construction Work and Phasing Plan. A detailed plan indicating proposed construction sequences, routes to and from the construction site for the transport of equipment and materials, construction methods, hours of operation, construction traffic control plans, temporary construction office locations, and any other construction work shall be provided.	[]	[]
40. Utility Approval. If the property is not already connected to utilities, a current letter from each utility company stating that they will provide service to the property shall be provided.	[]	[]
<i>Check here [] if not applicable.</i>		



CITY OF ENGLEWOOD

Subdivision Checklist

To be completed by the City:

Acceptance/
Completeness: _____

Hearing Date: _____

Application Number: _____

Date/Time Received: _____

Signature/Board
Secretary: _____ (name)

_____ (signature)

To be completed by the Applicant:

Name of Development: _____

Tax Block(s) & Lot(s): _____

Property Address: _____

Name of Applicant: _____

Checklist Prepared By: _____ (name)

_____ (signature)

_____ (date)

Applicants completing this form must also complete the *Application for Development* form.

**FOR ALL CHECKLIST ITEMS THE APPLICANT SHALL INDICATE
(1) WHETHER ALL INFORMATION IS PROVIDED *OR* (2) IF A
WAIVER IS BEING REQUESTED. *WRITTEN EXPLANATIONS MUST
BE PROVIDED FOR ALL WAIVER REQUESTS ATTACHED TO THIS
CHECKLIST.***

Items Required	Waiver Provided	Waiver Requested
All applicants shall complete Items 1– 19, as follows.		
1. Waiver Request Explanations. Explanations must be provided for <i>all</i> items for which waivers are being requested, providing the specific reason for the request. The explanations should be attached to this checklist. <i>Check here [] if not applicable (i.e., if no waivers are being requested).</i>	[]	
2. Inspection Permission. If applicant is not the property owner, a statement shall be provided from the property owner granting permission for the reviewing body and any of its experts to enter the subject property for purposes of inspection in relation to this development application. <i>(attach to this form).</i>	[]	[]
<i>Check here [] if not applicable.</i>		
3. Protective Covenants or Deed Restrictions. A copy of any covenants or restrictions affecting the property shall be provided. If none exist, an affidavit from the property owner(s) certifying that no such covenants or restrictions exist shall be provided. <i>(attach to this form)</i>	[]	[]
4. County Application. If approval from the Bergen County Planning Board is required for any reason and an application to the Bergen County Planning Board for approval has been made, a copy of the application submitted must be attached. <i>Check here [] if County approval not required.</i>	[]	[]
5. Department of Transportation Applications. If the site has access from State roads and approval from the New Jersey Department of Transportation (NJDOT) is required for any reason, a copy of the application for approval submitted to NJDOT and a statement as to the status of the application must be provided. <i>(attach to this form).</i> <i>Check here [] if NJDOT approval not required.</i>	[]	[]
6. Other Required Applications and Approvals. If approval of any other governmental or quasi-governmental entities is required, a copy of the relevant application(s) submitted and a statement as to the status of the application(s); or a copy of any approvals obtained from such entity must be provided. <i>(attach to this form)</i> <i>Check here [] if none required.</i>	[]	[]
7. If Wetlands are present on the property subject of the application, one of the following must be provided. <i>(attach documents to this form)</i> <i>Check here [] if no wetlands on the property.</i>	[]	[]
a) A Letter of Interpretation (LOI) from the New Jersey Department of Environmental Protection (NJDEP);	[]	
b) A letter of exemption from the NJDEP;	[]	
c) A copy of any application made to the NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands and a statement as to the status of the application;	[]	
Items Required	Waiver Provided	Waiver Requested
d) Documentation from a qualified professional demonstrating that no wetlands exist on the site and that no wetlands exist on adjacent properties that would affect or	[]	

limit development on the site.

8. City Environmental Questionnaire. A copy of the questionnaire shall be completed and submitted with this form by all applicants applying for a permit or variance from the Planning Board or the Zoning Board of Adjustment. The Environmental Questionnaire is included as Appendix C of Chapter 261 (Land Use Procedures) of the General Ordinances of the City.	<input type="checkbox"/> []	<input type="checkbox"/> []
9. Previous Subdivision Statement. A statement describing any subdivisions that have affected the property during the five (5) years prior to the date the application was filed, if any.	<input type="checkbox"/> []	<input type="checkbox"/> []
<i>Check here [] if not applicable.</i>		
10. Survey. A site boundary and topographic survey prepared within the last 5 years by a surveyor licensed in the State of New Jersey shall be submitted.	<input type="checkbox"/> []	<input type="checkbox"/> []
11. Key Map. A plan title sheet shall be provided that contains a <i>single</i> map clearly showing the location of the site and all tax lots and zoning boundaries. Confirm that the following information is provided on this map:	<input type="checkbox"/> []	<input type="checkbox"/> []
k) The location of the subject site in relation to the surrounding area(s) within at least 200 feet of the site's boundaries.	<input type="checkbox"/> []	<input type="checkbox"/> []
l) The location and width of any street right-of-ways abutting the property or within 200 feet of the site.	<input type="checkbox"/> []	<input type="checkbox"/> []
m) Existing tax block and lot numbers of the subject property and adjacent properties within 200 feet of the subject site.	<input type="checkbox"/> []	<input type="checkbox"/> []
n) Existing property lines of the subject property and of adjacent properties within 200 feet of the site, with dimensions of all properties indicated.	<input type="checkbox"/> []	<input type="checkbox"/> []
o) Existing zoning boundaries of the subject property and adjacent properties within 200 feet of the subject site, with zoning of property and adjoining properties indicated.	<input type="checkbox"/> []	<input type="checkbox"/> []
p) A <i>title block</i> , containing the names of the applicant(s), owner(s), and preparer(s), property block and lot number(s), property street address, date plan prepared, and date of last amendment.	<input type="checkbox"/> []	<input type="checkbox"/> []
q) Name, license number, signature, and seal of the qualified professional who prepared the plans submitted as part of this application.	<input type="checkbox"/> []	<input type="checkbox"/> []
r) Space for signatures of City officials.	<input type="checkbox"/> []	<input type="checkbox"/> []
s) Scale of map, indicated in both written and graphic form. The scale shall be no more than 100 feet equals one (1) inch.	<input type="checkbox"/> []	<input type="checkbox"/> []
t) North arrow.	<input type="checkbox"/> []	<input type="checkbox"/> []
12. Existing Features Map. A <i>single</i> existing features map shall be provided. Confirm that the following information is provided on the existing features map:	<input type="checkbox"/> []	<input type="checkbox"/> []
h) Tax block and lot numbers of all properties shown.	<input type="checkbox"/> []	<input type="checkbox"/> []
i) Scale of map, indicated in both written and graphic from. The scale shall be no more than 100 feet equals one (1) inch.	<input type="checkbox"/> []	<input type="checkbox"/> []

Items Required	Provided	Waiver Requested
j) Location of existing easements or rights-of-way (including streets, railroads, and utilities) within 200 feet of the property. Street names shall be shown on the map.	[]	[]
k) Location of natural features within 200 feet of the property, including existing grade and contour information, woodlands, streams and other watercourses, ponds and other water bodies, wetlands, flood hazard areas, and rock outcrops.	[]	[]
l) Location of existing buildings or all other structures on the property and on adjacent properties within 200 feet of the site, and their setbacks from existing property lines. Structures to be shown shall include, but are not limited to, walls, fences, culverts, bridges, roadways, utility towers and free-standing signs.	[]	[]
m) Location of existing parking, loading, driveways, sidewalks and landscaping on the subject property and on adjacent properties within 200 feet of the site.	[]	[]
n) Location of any historic sites, structures, or districts on the property or within 200 feet of the property that are listed on the National or State Registers of Historic Places.	[]	[]
13. Proposed Subdivision Plat. Confirm that the following information is provided on the Subdivision Plat:	[]	[]
a) Location and boundaries of proposed lots, and the dimensions of same.	[]	[]
b) The required front, side, and rear setback lines of each proposed lot, <i>showing the resulting building envelope.</i>	[]	[]
c) Location and boundaries of any property(s) currently or proposed to be owned in common, and/or portions of the subject property to be deeded to a public or non-profit entity.	[]	[]
d) All proposed streets, easements, and right-of-ways, and the dimensions of same, to a distance of 200 feet beyond the tract boundaries.	[]	[]
e) Location of proposed street pavement and sidewalks, and dimensions of same. (<i>To be provided for Preliminary and Final Major Site Plan applications only</i>)	[]	[]
f) Location of proposed street trees, reforestation, and landscaping and location of proposed fences, walls, signs, and similar improvements. (<i>To be provided for Preliminary and Final Major Site Plan applications only</i>)	[]	[]
14. Zoning Schedule. A table shall be included in the Subdivision Plat that provides a comparison of the required information indicated below to the requirements of the City Zoning Ordinance. The zoning table shall clearly indicate all variances and waivers required. Confirm that the following information is provided in the zoning table:	[]	[]
d) Building envelope setbacks to lot lines; lot areas, lot widths and lot depths, compared to the related zoning requirements.	[]	[]
e) Building envelope coverages and residential density compared to the related zoning requirements.	[]	[]
15. Grading and Drainage Plan. Site contours to show the grading and the natural drainage of the land shall be provided. Contour intervals shall be two feet for slopes up to 10% slope and five feet for slopes of more than 10% slope.	[]	[]

Items Required	Provided	Waiver Requested
16. Water and Sewer Map. Location of existing wells and septic systems and/or location of connections to public water and sanitary sewer systems shall be provided.	[]	[]
17. Soil Erosion and Sedimentation Control Plan. If required, pursuant to P.L. 1975, c. 251, a Soil Erosion and Sedimentation Plan shall be provided. <i>Check here [] if not applicable.</i>	[]	[]
18. Tree Survey and Plan. Pursuant to §156-7 of the City's General Ordinances, the applicant shall submit a survey or plot plan of all existing trees on the site and shall identify all trees to be retained or removed, including their species, size, and condition.	[]	[]
19. Impact Evaluation. A narrative assessment of the effects of the subdivision on the property itself, adjacent properties, the neighborhood, and the City as a whole. The analysis shall describe the effects upon the natural environment, land use patterns, traffic and circulation, utility service, and drainage.	[]	[]
Applications for Preliminary Major Subdivision ONLY shall complete Items 20 – 25, as follows.		
20. Utility Service Plan. A description of proposed utility infrastructure, connections, and service, including septic systems shall be provided. Connections to sewer, public water, fire hydrants, electricity, cable, natural gas, telephone, etc. shall be shown.	[]	[]
21. Stormwater Drainage. If the proposed development meets the definition of a Major Development pursuant to the New Jersey Residential Site Improvement Standards (RSIS), NJDEP Stormwater Regulations and/or Chapter 358 of the City Ordinance, the applicant must indicate the applicability of NJDEP Major Stormwater Regulations. A description of the proposed storm drainage design and improvements, and a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure, and drainage calculations for each appurtenance and/or structure proposed shall be provided. Provisions for rooftop drainage shall be provided. Structural and nonstructural Best Management Practices (BMP) shall be shown. If infiltration is to be used for final disposal, preliminary supporting soil logs and percolation test results must be indicated on the plan. <i>Check here [] if not applicable.</i>	[]	[]
22. Soil Erosion and Sedimentation Control Plan. If required, pursuant to P.L. 1975, c. 251, a Soil Erosion and Sedimentation Plan shall be provided. <i>Check here [] if not applicable.</i>	[]	[]
23. Landscaping Plan. The number and description of proposed street trees and description of reforestation and landscaping. Information shall include common and botanical names, planted size, and root specifications. Design of proposed fences, walls, outdoor lighting, signs, and similar improvements shall be included in the Landscaping Plan.	[]	[]
24. Site Construction Details and Specifications. The <i>construction details and specifications</i> shall be shown in sufficient detail to clearly illustrate the site improvements, including but not limited to paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, light standards and fixtures.	[]	[]

Items Required	Provided	Waiver Requested
25. Traffic Study. A traffic study shall be prepared that shall include an analysis of trip generation and estimated increases in traffic volumes for adjacent streets and intersections above current levels as a result of the proposed project. Estimates shall be broken out by average weekday morning peak hour, average weekday evening peak hour, and average Saturday peak hour. The traffic study may be submitted separately or as part of the impact evaluation.	[]	[]
Applications for <i>Final</i> Major Subdivision ONLY shall complete Items 26 – 33, as follows.		
26. Update of Preliminary Major Subdivisions. The items provided for the Preliminary Major Subdivision application phase shall be <i>updated</i> to reflect any modifications in the development plan. Information must be provided sufficient to demonstrate that all of the conditions of Preliminary Major Subdivision approval have been satisfied.	[]	[]
27. Lot Areas. The Proposed Subdivision Plat shall provide lot areas for each proposed lot, to the nearest tenth of a square foot. Lot areas shall also be indicated in terms of acreage, to the nearest tenth of an acre.	[]	[]
28. Block and Lot Numbers. The Proposed Subdivision Plat shall show block and lot numbers assigned by the Tax Assessor and street addresses assigned by the Post Office, for each of the lots.	[]	[]
29. Street or Driveway Map. The radius and central angle of all arcs and curves along all street or driveway lines on the Subdivision Plat shall be provided.	[]	[]
30. Surveyor's Certification. A signed certification from a licensed surveyor as to the accuracy of the details on the Subdivision Plat and as to compliance with provisions of the New Jersey Map Filing Law shall be provided.	[]	[]
31. Temporary Construction Site Plan. Location of all temporary proposed structures, including trailers, storage areas and structures, and contractor's offices shall be shown on a map. These structures and areas shall be carefully located with consideration to their proximity of adjoining landowners or public rights-of-way. A statement shall be provided describing how the contractor will maintain these structures and storage areas in good condition during construction.	[]	[]
32. Construction Work and Phasing Plan. A detailed plan indicating proposed construction sequences, routes to and from the construction site for the transport of equipment and materials, construction methods, hours of operation, construction traffic control plans, temporary construction office locations, and any other construction work shall be provided.	[]	[]
33. Utility Approval. If property is not already connected to utilities, a current letter from each utility company stating that they <i>will</i> provide service to the property shall be provided.	[]	[]

Check here [] if not applicable.



CITY OF ENGLEWOOD

One & Two-Family Residential Detached Construction, Additions and Accessory Structures (Decks/Sheds) Checklist

To be completed by the City:

Acceptance/
Completeness: _____

Hearing Date: _____

Application Number: _____

Date/Time Received: _____

Signature/Board
Secretary: _____ (name)

_____ (signature)

To be completed by the Applicant:

Name of Development: _____

Tax Block(s) & Lot(s): _____

Property Address: _____

Zoning: _____

Name of Applicant: _____

Checklist Prepared By: _____ (name)

_____ (signature)

_____ (date)

Applicants completing this form must also complete the *Application for Development* form.

**FOR ALL CHECKLIST ITEMS THE APPLICANT SHALL INDICATE
(1) WHETHER ALL INFORMATION IS PROVIDED *OR* (2) IF A
WAIVER IS BEING REQUESTED. *WRITTEN EXPLANATIONS MUST
BE PROVIDED FOR ALL WAIVER REQUESTS ATTACHED TO THIS
CHECKLIST.***

Items Required	Provided	Waiver Requested
1. Waiver Request Explanations. Explanations must be provided for <i>all</i> items for which waivers are being requested, providing the specific reason for the request. The explanations should be attached to this checklist. <i>Check here [] if not applicable (i.e., if no waivers are being requested).</i>	[]	
2. Inspection Permission. If applicant is not the property owner, a statement shall be provided from the property owner granting permission for the reviewing body and any of its experts to enter the subject property for purposes of inspection in relation to this development application. <i>(attach to this form)</i> <i>Check here [] if not applicable.</i>	[]	[]
3. Protective Covenants or Deed Restrictions. A copy of any covenants or restrictions affecting the property shall be provided. If none exist, an affidavit from the property owner(s) certifying that no such covenants or restrictions exist shall be provided. <i>(attach to this form)</i>	[]	[]
4. County Application. If approval from the Bergen County Planning Board is required for any reason and an application to the Bergen County Planning Board for approval has been made, a copy of the application submitted must be attached. <i>Check here [] if County approval not required.</i>	[]	[]
5. Department of Transportation Applications. If the site has access from State roads and approval from the New Jersey Department of Transportation (NJDOT) is required for any reason, a copy of the application for approval submitted to NJDOT and a statement as to the status of the application must be provided. <i>(attach to this form).</i> <i>Check here [] if NJDOT approval not required.</i>	[]	[]
6. Other Required Applications and Approvals. If approval of any other governmental or quasi-governmental entities is required, a copy of the relevant application(s) submitted and a statement as to the status of the application(s); or a copy of any approvals obtained from such entity must be provided. <i>(attach to this form)</i> <i>Check here [] if none required.</i>	[]	[]
7. If Wetlands are present on the property subject of the application, one of the following must be provided. <i>(attach documents to this form)</i> <i>Check here [] if no wetlands on the property.</i>	[]	[]
a) A Letter of Interpretation (LOI) from the New Jersey Department of Environmental Protection (NJDEP);	[]	
b) A letter of exemption from the NJDEP;	[]	
c) A copy of any application made to the NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands and a statement as to the status of the application;	[]	

Items Required	Provided	Waiver Requested
d) Documentation from a qualified professional demonstrating that no wetlands exist on the site and that no wetlands exist on adjacent properties that would affect or limit development on the site.	[]	
8. City Environmental Questionnaire. A copy of the questionnaire shall be completed and submitted with this form by all applicants applying for a permit or variance from the Planning Board or the Zoning Board of Adjustment. The Environmental Questionnaire is included as Appendix C of Chapter 261 (Land Use Procedures) of the General Ordinances of the City.	[]	[]
9. Survey. A site boundary and topographic survey prepared within the last 5 years by a surveyor licensed in the State of New Jersey shall be submitted.	[]	[]
10. Key Map. A plan title sheet shall be provided that contains a <i>single</i> map clearly showing the location of the site and all tax lots and zoning boundaries. Confirm that the following information is provided on this map:	[]	[]
u) The location of the subject site in relation to the surrounding area(s) within at least 200 feet of the site's boundaries.	[]	[]
v) The location and width of any street right-of-ways abutting the property or within 200 feet of the site.	[]	[]
w) Existing tax block and lot numbers of the subject property and adjacent properties within 200 feet of the subject site	[]	[]
x) Existing property lines of the subject property and of adjacent properties within 200 feet of the site, with dimensions of all properties indicated.	[]	[]
y) Existing zoning boundaries of the subject property and adjacent properties within 200 feet of the subject site, with zoning of property and adjoining properties indicated.	[]	[]
z) A <i>title block</i> , containing the names of the applicant(s), owner(s), and preparer(s), property block and lot number(s), property street address, date plan prepared, and date of last amendment.	[]	[]
aa) Name, license number, signature, and seal of the qualified professional who prepared the plans submitted as part of this application.	[]	[]
bb) Space for signatures of City officials.	[]	[]
cc) Scale of map, indicated in both written and graphic form. The scale shall be no more than 100 feet equals one (1) inch.	[]	[]
dd) North arrow.	[]	[]
11. Impact Evaluation. A narrative assessment of the effects of the development on the property itself, on adjacent properties, on the surrounding neighborhood, and the City as a whole. The assessment will provide an estimate of the number of residents who will occupy or use the property. The assessment shall discuss the effects upon the natural environment, land use patterns, traffic and circulation, visual quality, utility service, and drainage. It must also examine any potential safety hazards, any noise, glare, vibration, heat, odor, or air and water pollution associated with the proposed property use(s).	[]	[]

Items Required	Provided	Waiver Requested
12. Proposed Plot Plan. Confirm that the following information is provided on the Plot Plan:		
b) Location of proposed buildings and structures, showing their dimensions, and showing setbacks from all (front, side and rear) property lines.	[]	[]
c) Location of any existing and/or proposed easements or right-of-ways, with all dimensions shown.	[]	[]
d) Location of proposed signs, fences, walls, and similar improvements, if any.	[]	[]
e) Location of proposed and/or existing landscaped areas, with all dimensions indicated.	[]	[]
f) Location of all underground infrastructure on the site, including, but not limited to, storage tanks, wells, septic systems, and connections to public water, sewer, electric and gas lines, with all dimensions and distances shown. Locations of all downspouts, drainage structures, pipes and other appurtenances must be shown. If infiltration is to be used for final disposal, preliminary supporting soil logs and percolation test results must be indicated on the plan.	[]	[]
g) <i>For new construction only</i> , locations of proposed sanitary sewer and invert must be shown. <i>Check here [] if not required.</i>	[]	[]
h) If existing sanitary sewer lateral is to be re-used, a CCTV inspection report must be provided. <i>Check here [] if not required.</i>	[]	[]
i) Locations of all outside HVAC equipment, including but not limited to rooftop, window/wall-mounted air conditioning units.	[]	[]
j) Area in square feet and percentage of <i>existing and proposed</i> impervious surface.	[]	[]
13. Zoning Schedule. A table shall be included in the Plot Plan that provides a <i>comparison</i> of the required information indicated below to the requirements of the City Zoning Ordinance. The zoning table shall clearly indicate all variances and waivers required. Confirm that the following information is provided in the zoning table:	[]	[]
f) Building and other structure setbacks to lot lines; lot areas, lot widths and depths, compared to the related zoning requirements.	[]	[]
g) Building coverages, lot coverages, building areas, floor area ratios, and residential density.	[]	[]
h) Number of regular and handicapped parking spaces, and gross area of landscaping.	[]	[]

Items Required	Provided	Waiver Requested
<p>14. Floor Plans and Elevations. If new buildings, expansion of existing buildings, or interior renovations are proposed, floor plans prepared to scale for existing and proposed buildings shall be provided. Floor plans shall show the use and layout of internal space. Elevations shall show front, side, and rear building façades. The façade elevation and floor plans shall both be prepared at a scale not exceeding eight (8) feet equals one (1) inch. The scale shall be provided in both written and graphic form. Floor plans and elevations shall be prepared by an architect licensed in the State of New Jersey.</p>	[]	[]
<p>15. Site Design Details. Site design detail(s) of the height, size, materials, and type of construction for all fences, walls, outdoor lighting, disposal containers, recycling containers, and monitoring wells proposed for the property shall be illustrated in a scale drawing(s). All walls greater than three feet in height require signed and sealed design calculations. The design details(s) may be incorporated in the Plot Plan if all required information can be clearly shown.</p>	[]	[]

NOTICE TO BE SERVED¹ ON PROPERTY OWNERS WITHIN 200 FEET, PUBLIC UTILITIES AND PROPERTY OWNERS AND MUNICIPAL CLERKS OF ADJOINING MUNICIPALITIES, IF REQUIRED¹.

**CITY OF ENGLEWOOD
ZONING BOARD OF ADJUSTMENT
NOTICE OF HEARING ON APPEAL OR APPLICATION**

TO: OWNERS OF PREMISES IDENTIFIED ON ATTACHED LIST

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Zoning Board of Adjustment of the City of Englewood for the variances and/or waivers hereinafter described, so as to permit the following:

(Description of the use and/or construction contemplated)

The subject property is commonly described as (address):

and designated as Lot _____ Block _____ on the City Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

(Description of the variances and/or waivers needed, as related by the City Zoning Officer)

To the extent the application gives rise to other variances or design waivers that are presently unknown, applicant shall be seeking approval for them as well.

A PUBLIC HEARING has been scheduled for _____, 20____, at _____ P.M., via Zoom Conference. All persons or property owners interested in this application will be heard at the aforesaid time and place. You may appear in person or by attorney.

You may participate online by following the link below to join the remote meeting: _____

All documents relating to this application may be inspected between the hours of 9:00 A.M. to 4:00 P.M. in the office of the Land Use Administrator, Tina Evans, at City Hall, 2-10 N. Van Brunt Street, Englewood, New Jersey, New Jersey.

This notice is sent to you by the applicant, by order of the Zoning Board of Adjustment.

Respectfully,

(Applicant)

¹ Within a specified time frame and in a mode required by N.J.S.A. 40:55D-12.

**NOTICE TO BE PUBLISHED ONCE IN AN OFFICIAL NEWSPAPER OF THE CITY OF
ENGLEWOOD NO LESS THAN TEN (10) DAYS BEFORE THE HEARING DATE.**

**CITY OF ENGLEWOOD
ZONING BOARD OF ADJUSTMENT
NOTICE OF HEARING ON APPEAL OR APPLICATION**

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Zoning Board of Adjustment of the City of Englewood for the variances and/or waivers hereinafter described, so as to permit the following:

(Describe the use and/or construction contemplated)

The subject property is commonly described as (address):

and designated as Lot _____ Block _____ on the City Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

[Describe the variances and/or waivers needed, as related to you by the City Zoning Officer]

To the extent the application gives rise to other variances or design waivers that are presently unknown, applicant shall be seeking approval for them as well.

A PUBLIC HEARING has been scheduled for _____, 20_____, at _____ P.M. via Zoom Conference. All persons or property owners interested in this application will be heard at the aforesaid time and place. You may appear in person or by attorney.

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All documents relating to this application may be inspected between the hours of 9:00 A.M. to 4:00 P.M. in the office of the Land Use Administrator, Tina Evans, at City Hall, 2-10 N. Van Brunt Street, Englewood, New Jersey, New Jersey.

(Applicant)



**CITY OF ENGLEWOOD
ENVIRONMENTAL QUESTIONNAIRE**

THIS QUESTIONNAIRE IS TO BE COMPLETED BY ALL APPLICANTS (EXCEPT FOR SIGNAGE APPLICATIONS) APPLYING FOR A VARIANCE FROM THE BOARD OF ADJUSTMENT OR THE PLANNING BOARD OF THE CITY OF ENGLEWOOD.

IT IS TO BE RETURNED WITH THE APPLICATION.

Name of the applicant: _____

Date: _____

Applicant address: _____

Block: _____ Lot: _____

PREAMBLE: The applicant has a legal responsibility to answer all questions truthfully and completely to the best of the applicant's knowledge and information

If any of the following questions are answered YES or OTHER, explain briefly with the addition of another piece of paper if necessary.

1. Is the site location environmentally critical area?

YES NO OTHER Explain (for YES/OTHER only):

2. Is the site located in adjacent to a wetlands area?

YES NO OTHER Explain (for YES/OTHER only):

3. Does the new project require the removal of any trees of four (4) inch diameter at a height of six (6) inches above ground level?

YES NO OTHER Explain (for YES/OTHER only):

State the species of trees, quantity of trees, and the trees location on site. If it is a woodland area, give area and tree density.

4. Does the new project require the removal of ornamental shrubs?

YES NO OTHER Explain (for YES/OTHER only):

5. Does the applicant plan to relocate the trees and shrubs of item 3 and 4?

YES NO OTHER Explain (for YES/OTHER only):

6. Does the new project require the alteration, channelization or relocation of any watercourse?

YES NO OTHER Explain (for YES/OTHER only):

7. Will the project introduce any change in the quality of present storm water runoff? Include any changes in the area of nonporous surface due to the project.

YES NO OTHER Explain (for YES/OTHER only):

8. Will the project require the import or removal of soil in the area?

YES NO OTHER Explain (for YES/OTHER only):

9. Will the project require a directing surface drainage into a watercourse?

YES NO OTHER Explain (for YES/OTHER only):

10. Will the project have any impact on City Services presently provided, such as: Police, Fire, Public Works, Schools, Public Sewers, etc.?

YES NO OTHER Explain (for YES/OTHER only):

11. Will any required excavation for the project penetrate the high water table in existence at the site?

YES NO OTHER Explain (for YES/OTHER only):

12. Will the project interfere or change the high water table at the site or its surroundings due to change in drainage?

YES NO OTHER Explain (for YES/OTHER only):

13. Will the project require any special foundation provisions such as: piles, spread footing supports, etc.?

YES NO OTHER Explain (for YES/OTHER only):

14. Will the operation of the project increase local vehicular traffic?

YES NO OTHER Explain (for YES/OTHER only):

15. Will the operation of the project increase local air pollution?

YES NO OTHER

Explain (for YES/OTHER only):

16. Will the operation of the project exceed the existing noise level?

YES NO OTHER

Explain (for YES/OTHER only):

17. Will the operation of the project exceed standard noise code levels?

YES NO OTHER

Explain (for YES/OTHER only):

18. Will the operation of the project increase the present light intensity levels?

YES NO OTHER

Explain (for YES/OTHER only):

19. Will the operation of the project produce odors?

YES NO OTHER

Explain (for YES/OTHER only):

20. Will the project impact on, or be in violation of the Englewood master Plan and/or current zoning in the area?

YES NO OTHER

Explain (for YES/OTHER only):

21. Is the area of the project currently served by public utilities such as: electric, gas, water?

YES NO OTHER

Explain (for YES/OTHER only):

22. Has the site of the project ever been used for storage and disposal of hazardous materials or toxic substances or dangerous chemicals?

YES NO OTHER

Explain (for YES/OTHER only):

23. Is the site for the project proposed for the use, storage or manufacture of hazardous materials, substances, or dangerous chemicals?

YES NO OTHER

Explain (for YES/OTHER only):

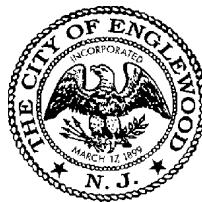
24. Will the height of the proposed structure(s) be higher than the surrounding buildings?

YES NO OTHER

Explain (for YES/OTHER only):

25. What will be the use of this project and what size will it be? (such as: residential 4 family, shopping mall 24 stores, etc.)

26. Please list any material and number of pages attached to the Environmental Questionnaire



CITY OF ENGLEWOOD

Zoning Determination Form

TO BE COMPLETED BY APPLICANT

Date: _____ Case No.: _____

Name of Applicant: _____

Address of Applicant: _____

Telephone: _____ E-mail: _____

Name of Property Owner (if different from applicant): _____

Address of Property Owner: _____

Telephone: _____ E-mail: _____

Subject Property Address: _____

Tax Map: _____ Block: _____ Lot: _____

Dimensions: _____ Frontage: _____ Depth: _____

Restrictions, Covenants, Easements, Association by-laws, existing or proposed on the property:

Yes (attach copies): _____ No: _____ Proposed: _____

Note: All deed restriction, covenants, easements, Association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Proposed Use: _____

If business use, list days and hours of operation: _____

If restaurant, will waiter service be offered? YES NO

Present

Use:

Plans Submitted (identify by title, name of engineer or architect, latest revision date)

(All plans submitted must bear seal of preparer)

FORMS AND PLANS MUST BE SUBMITTED TO BUILDING DEPARTMENT ALONG
WITH A PAYMENT OF: *One and two-family dwellings \$100, all other uses \$200*

TO BE COMPLETED BY ZONING OFFICER

Upon review of the above development documents, the following has been determined:

The property is zoned: _____

The proposed use is:

- Permitted in the zone**
- Conditionally permitted in the zone**
- Not permitted in the zone**

- The proposed development meets zoning requirements.**

- The proposed development does NOT meet zoning requirements for the following reason(s):**
 - Use is not permitted, "D" variance is required.
 - Use is conditionally permitted, but requires site plan approval.
 - Subdivision required.
 - With site plan review.
 - Without site plan review.

Proposed development does not meet the following dimensional criteria of the zoning ordinance:

- Side Yard Setbacks [Required: _____, Proposed: _____]
- Front Yard Setbacks [Required: _____, Proposed: _____]
- Rear Yard Setbacks [Required: _____, Proposed: _____]
- Lot Width [Required: _____, Proposed: _____]
- Lot Depth [Required: _____, Proposed: _____]
- Lot Coverage [Required: _____, Proposed: _____]
- Off-Street Parking [Required: _____, Proposed: _____]
- Height (in feet) [Required: _____, Proposed: _____]
- Height (in stories) [Required: _____, Proposed: _____]
- Density [Required: _____, Proposed: _____]
- Off-Street Loading [Required: _____, Proposed: _____]
- Other: _____

The proposed development application is hereby referred to the following Board and/or Committee:

Notes:

- Technical Review Committee _____
- Minor Site Plan/Subdivision Committee _____
- Zoning Board of Adjustment _____
- Planning Board _____

The following approvals are required:

- Site Plan Approval
 - Major _____
 - Minor _____

- Subdivision Approval
 - Major _____
 - Minor _____

- Variance(s)
 - Use, under N.J.S.A. 40:55D-70d
 - Dimensional or bulk, under N.J.S.A. 40:55D-70c(1) or (2)

- Conditional Use Permit, under N.J.S.A. 40:55D-67