



*Planning Board  
Borough of Englewood Cliffs*

482 Hudson Terrace, Englewood Cliffs, NJ 07632  
201-569-5252 ext. 457  
Fax 201-569-4356  
planningboard@englewoodcliffsnj.org

**Application Form**

Application Date	Application Number	Block /Lot Number	Street No. and Name
Property owner's name Address			
Applicant's name Address Phone, fax and e-mail			
Attorney's name Address Phone, fax and e-mail			
Application type:	commercial site plan <input type="checkbox"/> major subdivision <input type="checkbox"/> minor subdivision <input type="checkbox"/> residential variance <input type="checkbox"/> sign variance only <input type="checkbox"/> use variance only <input type="checkbox"/> other (specify): <input type="checkbox"/>		
List all drawings, documents, reports and other information submitted as part of this application  (Attach separate sheet if necessary)	<u>Drawing /Document Title</u>	<u>Drawing Number</u>	<u>Revision</u> <u>Date</u>
Fees (see following pages) Use separate checks.	Application Fee	Escrow Fee	
Name (printed)	Signature	Date	

### Application Fees

The following non-refundable fees shall be paid by the applicant to the secretary of the Planning Board:

- a. Copy of the decision of the governing body to the interested party in connection with an appeal pursuant to subsection 18-4.3: ten dollars (\$10.00).
- b. Publication in a newspaper of the decision of the governing body of an appeal pursuant to subsection 18-4.3: cost of publication.
- c. Development applications.
  1. Sketch plat, simple lot line charge: fifty (\$50.00) dollars.
  2. Minor subdivision: two hundred fifty (\$250.00) dollars.
  3. Major subdivision: three hundred fifty (\$350.00) dollars plus fifty (\$50.00) dollars per lot for each lot shown on the plat.
  4. Site plan approval: three hundred fifty (\$350.00) dollars for the first 10,000 square feet of floor space and one hundred (\$100.00) dollars for each additional 10,000 square feet, or part thereof, of floor space.
  5. Use variance without subdivision or site plan approval: two hundred fifty (\$250.00) dollars.
  6. Use variance with subdivision or site plan approval: five hundred (\$500.00) dollars.
  7. Conditional use applications: two hundred fifty (\$250.00) dollars.
  8. Interpretation of zoning map or zoning regulations: two hundred fifty (\$250.00) dollars.
  9. Bulk variances (on one application) (lot area, dimensions, height, setbacks): one hundred fifty (\$150.00) dollars.
  10. Sign variance - one hundred (\$100.00) dollars.
  11. Certified list of property owners within two hundred feet of a proposed development: twenty (\$20.00) dollars.
  12. Scheduling of Special Meeting: one thousand (\$1,000.00) dollars

### **Escrow Deposits for Professional Fees**

In addition to the required application fees, the applicant shall be required to establish one or more escrow accounts with the borough to cover the reasonable preliminary review costs of professional legal and engineering review and consultation.

#### **Major Subdivision**

1. Preliminary subdivision approval without variances or site plan – engineering - \$5,000; legal – \$2,500
2. Preliminary subdivision approval with variances and/or site plan – engineering - \$5,000; legal - \$3,000
3. Final subdivision approval without variances or site plan - engineering - \$2,000; legal - \$1,000.
4. Final subdivision approval with variances and/or site plan - engineering - \$2,500; legal - \$1,500.

#### **Minor Subdivision**

1. Subdivision approval with or without variances – engineering - \$2,000; legal - \$1,000
2. Subdivision approval with site plan - engineering - \$3,000; legal - \$2,000.

#### **Major Site Plan**

1. Preliminary site plan without variances - engineering - \$2,000; legal - \$1,000
2. Preliminary site plan with variances – engineering - \$2,500; legal - \$1,500

#### **Minor Site Plan**

1. Site plan without variances – engineering - \$1,000; legal - \$1,000
2. Site plan with variances – engineering - \$1,500; legal - \$1,500

#### **Business Signs**

1. Sign approval – engineering - \$1,500; legal - \$1,000

#### **Other Variance Applications**

1. New home construction – engineering - \$1,000; legal - \$800.00
2. Additions to existing home – engineering - \$600; legal - \$600
3. Any other variance, including accessory structures, pools and tennis courts – engineering - \$500; legal \$500

**Any Other Application not previously enumerated**, such as Appeal from Zoning Officer's decision under N.J.S.A. 40:55D-70(a) and Interpretation of Zoning Map or Zoning Ordinance under N.J.S.A. 40:55D-70(b) – engineering - \$750; legal - \$750

Any of the aforesaid moneys left in the escrow account, upon completion of the project or phase of the application procedure, as the case may be, shall be returned to the applicant upon presentation of a duly executed voucher.

Should additional funds be required by the approving authority after the original funds are exhausted, same shall be paid by the applicant to the secretary of the appropriate board, and placed in the appropriate account or accounts.



### Application Checklist

	<p>The completed application form and all drawings, documents, correspondence and presentation materials are to be provided in digital format (pdf and other common formats will be accepted), copied to a cd and sent to the planning board. In addition, e-mail the entire package to <a href="mailto:cscancarella@englewoodcliffsnj.org">cscancarella@englewoodcliffsnj.org</a></p>
	<p>Send 5 paper copies of all items to the planning board secretary. Except for drawings, all documents, including legal documents, are to be 8½" x 11". Drawings to be submitted as follows: 3 original full size signed/sealed copies, and 5 - 11"x17" signed/sealed copies.</p>
	<p>Attach list of property owners within 200' (obtain from EC tax department).</p>
	<p>Notify each property owner via certified mail. Provide notarized affidavit of service (sample attached). One week prior to the hearing, provide green return receipts to Board secretary. If green receipt is not returned, provide white receipt showing proof of mailing. Notification not required for minor subdivisions without variance. Sample of notice attached.</p>
	<p>Public notice of the meeting must be given by the applicant in compliance with the Open Public Meetings Act by advertisement in the <u>The Record</u>. Advise public as follows:</p> <ul style="list-style-type: none"><li>• meeting date and time (normally 7:30 pm 2<sup>nd</sup> Thursday of each month)</li><li>• meeting to take place at 10 Kahn Terrace, Englewood Cliffs</li><li>• drawings will be on view (no later than 10 days prior to the meeting) at the Borough of Englewood Cliffs Administrative Offices, 482 Hudson Terrace, 1<sup>st</sup> floor lobby</li><li>• details of the application</li></ul> <p>Provide affidavit and proof of publication to the secretary one week prior to the hearing Sample of notice attached.</p>
	<p>Payment of non-refundable application fee (separate check). Check payable to Borough of Englewood Cliffs.</p>
	<p>Payment of engineering and legal escrow (separate check). Check payable to Borough of Englewood Cliffs.</p>
	<p>W-9 form (attached) must be completed in duplicate and submitted with application and checks. Future checks must be from the same entity which appears on the W-9 form.</p>
	<p>Proof of current tax payment (can be obtained from tax collector's office). Form attached check of \$3.00 payable to Borough of Englewood Cliffs.</p>
	<p>Attach a copy of any deed restrictions that may apply.</p>
	<p>Pursuant to NJSA 40:55D-48.2, set forth the name, address, and percentage of interest of all persons who own 10% or more of the interest in the applicant. This shall include shareholders of a corporation, members of a united liability company and partners of a general or limited partnership.</p>
	<p>All documentation to be submitted 7 business days prior to Completeness Review Committee Meeting date in order to facilitate processing of the application and engineering and legal review.</p> <p>Once application has been deemed complete, all plans/documents must be filed 10 days prior to hearing date. Plan revisions and any supplemental documentation must be filed at least 5 working days prior to any subsequent meeting in order to afford the Board and its professionals adequate time for review.</p>

## **Application Description**

Describe the application. Indicate the reasons and justification for any variances or waivers requested. Use extra sheets if necessary.

### Site Plan/Subdivision Checklist

The following checklist is designed to assist applicants in preparing site plans for Board Review. Applicant should check off each item to ensure that it is included on the plan. Items omitted may delay consideration by the board. Utility plans, drainage plans, landscaping plans, architectural plans, lighting plans, etc., may be shown on separate sheets. Mark N/A (not applicable) for any item that does not apply. Note: The Board, engineer or attorney may require additional information.



	Site plan required for any construction except a single family detached dwelling.
	Place for signature of chairman and secretary of planning board.
	Place for signature of Borough engineer.
	Lot and Block numbers.
	Scale (not less than 1" = 20'), "north" sign
	Drawing date and revision number.
	Zone district of subject property and zone district of properties within 200'. Show zone lines.
	Names of owners of all property owners within 200'.
	Lot dimensions, setbacks, front yards, side yards rear yards. Show fences and type of fence.
	Location, dimensions and details of all signs.
	Lighting details, including standards, location, radius and direction of light, intensity of light.
	Outside dimensions of existing and/or proposed principal buildings and all accessory structures.
	Storm drainage plan showing location of inlets, pipes (including size, flow quantities, slope, velocity), swales, berms, roof leaders and other storm drainage facilities. Submit existing and proposed run-off calculations. Include for each pipe run: <ul style="list-style-type: none"> <li>a) Total tributary area in acres</li> <li>b) Rainfall intensity, in/hr computed by formula <math>R = \text{_____}</math>.</li> <li>c) Time of concentration in minutes</li> <li>d) Coefficient of runoff</li> </ul>
	Rights of way, easements and all lands to be dedicated to the borough or reserved for specific uses.
	Show the entire property in question, even though only a portion may be involved in the development.
	Show significant existing physical features, including streams, water courses, rock outcrops, swampy soil, etc.
	Bearings and distances of property lines.



### Site plan/subdivision checklist (continued)

	Plans of off-street parking area layout and off-street loading facilities showing location and dimensions of individual parking spaces, handicapped parking, loading areas, aisles, traffic patterns and driveways for ingress and egress.
	Show all driveways within 200' of site.
	Show all existing and proposed curb cuts and sidewalks.
	Show all existing and proposed utility lines within and adjacent to the subject property, including cable TV and underground systems.
	Show typical floor plans and elevations.
	Show existing and proposed sanitary sewerage disposal system. Show percolation and test holes and results and soil log data.
	Show water supply system.
	Show method of solid waste disposal and storage.
	Show existing and proposed spot elevations based on US Coastal Geodetic datum at all building corners, floor levels, center of abutting roads, top and bottom of curbs and retaining walls, property corners, gutters and other pertinent locations.
	Show construction details of all retaining walls. Provide engineering calculations for walls over four feet in height.
	Show existing and proposed contours of site for areas greater than 5% grade.
	Provide separate landscaping and buffering plan showing what will remain and what will be planted, indicating names and dimensions of plants and trees, approximate time of planting and method of planting. Properties with buffer zones to show year-round buffering and screening plan.
	Projects which disturb more than 5000 square feet of land shall file application with the Soil Conservation District as per Soil and Sedimentation Control Act NJSA 4:24-39. A copy of the approved plan shall be filed with the Planning Board.
	Include a table showing all required existing and proposed zoning data, indicating any variances sought.
	Calculation of impervious coverage, before and after completion of the proposed project.



**PLANNING BOARD  
BOROUGH OF ENGLWOOD CLIFFS  
PROOF OF SERVICE BY MAILING**

**RE: [NAME OF APPLICANT]  
[STREET ADDRESS]  
[LOT AND BLOCK NUMBERS]**

**STATE OF NEW JERSEY        ]  
  ]SS.:  
COUNTY OF BERGEN ]**

[NAME], of full age, being duly sworn according to law, deposes and says that he/she is the named applicant.

On [date], I gave written notice of the above-referenced development application to each and all of the persons upon whom service must be made, as set forth on the Lists of Property Owners to be served (Exhibit A attached), using the Notice of hearing to Property Owners attached hereto (Exhibit B). Each notice to property owners was sent by certified mail, return receipt requested. Copies of U.S. Postal Service receipts for certified mail are annexed hereto (Exhibit C).

\_\_\_\_\_  
[NAME]

Sworn to and Subscribed before me  
this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
[NAME OF NOTARY],  
A Notary Public of New Jersey  
Seal





**NOTICE TO BE SERVED<sup>1</sup> ON PROPERTY OWNERS WITHIN 200 FEET, PUBLIC UTILITIES AND PROPERTY OWNERS AND MUNICIPAL CLERKS OF ADJOINING MUNICIPALITIES, IF REQUIRED<sup>1</sup>.**

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**BOROUGH OF ENGLEWOOD CLIFFS  
PLANNING BOARD  
NOTICE OF HEARING ON APPLICATION FOR DEVELOPMENT**

**PLEASE TAKE NOTICE:**

That the undersigned has filed an appeal or application for development with the Planning of the Borough of Englewood Cliffs for the relief hereinafter described, so as to permit the following:

[Description of the use and/or construction contemplated]

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The subject property is commonly described as [address]

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

[Describe the required relief sought, such as site plan review, variances and/or waivers needed, as related to you by the Zoning Officer]

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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 set down for \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ P.M., at Council Chambers (Police Headquarters Building), 10 Khan Terrace, Englewood Cliffs, New Jersey. 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.

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 Board Secretary, Borough Hall, 482 Hudson Terrace, Englewood Cliffs, New Jersey.

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

Respectfully,

\_\_\_\_\_  
(Applicant)

<sup>1</sup> 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 BOROUGH OF ENGLEWOOD CLIFFS NO LESS THAN TEN (10) DAYS BEFORE THE HEARING DATE.**

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**BOROUGH OF ENGLEWOOD CLIFFS  
PLANNING BOARD  
NOTICE OF HEARING ON APPLICATION FOR DEVELOPMENT**

**PLEASE TAKE NOTICE:**

That the undersigned has filed an application for development with the Planning Board of the Borough of Englewood Cliffs as hereinafter described, so as to permit the following:

[Describe the use and/or construction contemplated]

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\_\_\_\_\_  
(Applicant)