

Checklist for Required Submissions To The Planning Board or
Zoning Board of Adjustment of The Village of Ridgefield Park

All required submissions are to be made to the Administrative Officer and are due at the time of submission of the application.

	COMPLIES	DEFICIENT	WAIYER SOUGHT
I. REQUIREMENTS FOR ALL APPLICATIONS			
1. Fifteen 15 copies of the application form applicable to the type of approval requested, completely filled in. If any item is not applicable to the Applicant, it should be so indicated on the application form(s).			
2. Certification from Village clerk that taxes have been paid.			
3. Receipt from Construction Officer indicating that all required fees (as set forth in fee ordinances of Ridgefield Park) are paid.			
4. Fifteen 15 copies of any required plot plan, site plan or subdivision plan completed in conformance with the requirements of all applicable ordinances of Ridgefield Park to be a size of 30" x 42" or 24" x 36" or 15" x 21" or 8-1/2" x 13".			
5. Fifteen 15 copies of any other supporting documentation which shall be presented to the Board in its consideration of the application.			
6. If Applicant is other than the owner of the subject property, a consent form executed by the owner authorizing the Applicant to proceed before the Board.			

	COMPLIES	DEFICIENT	WAIVER SOUGHT
I. REQUIREMENTS FOR ALL APPLICATIONS			
7. Information as to ownership. If Applicant is a corporation or partnership, a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership as the case may be, as required by N.J.S.A. 40:55D-48.1 40:55D-48.2.			
8. Listing of all approvals including any variances, and/or exceptions being sought, with reference to the specific applicable ordinance provision(s) and an explanation of the reasons why such variance or exception is being requested.			
9. If public notice of the hearing on the application is required pursuant to the Municipal Land Use Law N.J.S.A. 40:55D-12, and/or the ordinances of Ridgefield Park, applicant shall submit a list of property owners within 200 feet of the subject property. The list shall include the names and addresses as shown on the municipal tax records. Applicant may apply to the administrative officer for a municipally certified list of property owners within 200 feet of the subject property.			
10. Copies of any prior resolutions or documentation regarding past decisions involving the property.			
11. Copies of any easements or deed restrictions or covenants affecting use of the premises.			

	COMPLIES	DEFICIENT	WAIVER SOUGHT
I. REQUIREMENTS FOR ALL APPLICATIONS			
12. If Applicant is a corporation, name of attorney who shall be representing the Applicant.			
13. A schedule of zoning requirements applicable to the property and a showing of whether or not the application is in conformance with such requirements. The schedule shall be indicated on the site plan. (This shall not be a requirement on applications for final major subdivision or site plan approval.)			
14. Except for final major subdivision or final site plan applications, flood plains and/or wetlands delineated on the plans or, if none, certification by a licensed engineer that based on a review of the National Inventory Wetlands Map and a physical inspection of the premises, there are no wetlands or flood plains designated.			
15. A list, included in the application, of all other governmental agencies which must review the application and issue an approval thereon.			
<u>ADDITIONAL REQUIRED SUBMISSIONS FOR SPECIFIC TYPES OF APPLICATIONS</u>			
<u>SUBDIVISION APPLICATIONS</u>			
II. INFORMAL SUBDIVISION PLAT FOR REVIEW AND CLASSIFICATION AND FOR MINOR SUBDIVISIONS			
A) All applications to be submitted in plat form and all plats shall conform to the submission requirements, drawn by a land surveyor and all drawings of improvements shall be prepared by a professional engineer and all such drawings shall bear the signature, embossed seal, license number and address of the preparer.			

	COMPLIES	DEFICIENT	WAIVER SOUGHT
II. INFORMAL SUBDIVISION PLAT FOR REVIEW AND CLASSIFICATION AND FOR MINOR SUBDIVISIONS			
B) The subdivision plat shall meet the following requirements:			
1. Clearly and legibly drawn.			
2. Graphic scale of not less than one (1) inch equals one hundred (100) feet.			
3. Existing and proposed street and lot layout, with dimensions, showing that portion proposed for develop- ment in relation to the entire tract.			
4. Existing lot lines to be eliminated.			
5. Area of original tract and of each proposed lot.			
6. Basic intent for water and sewage treatment.			
7. Contours based on United States Geodetic Survey data.			
8. Existing structures and uses.			
9. All setback lines as well as the shortest distances between buildings and proposed or existing lot lines.			

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II. INFORMAL SUBDIVISION PLAT FOR REVIEW AND CLASSIFICATION AND FOR MINOR SUBDIVISIONS			
10. All rivers, ponds and streams and drainage rights-of-way, including the direction of flow; the location of all drainage structures; and the approximate location of wooded areas, flood hazard areas and floodway lines, steep slopes, wetlands and swamps. Soil logs are not required. However, where the slope and soil conditions indicate problems may be encountered, soil logs as required for the preliminary plat may be advisable.			
11. Existing and proposed rights-of-way and easements within and adjoining the tract, with sight triangles shown. Proposed access points and parking areas shall be included on site plans.			
12. The Tax Map sheet, block and lot number for the tract and all adjacent lots; a title, including the words "Informal Plat for Review and Classification"; North arrow; space for the application number; the date of the original drawing and the date and substance of each revision.			
13. Zoning district(s).			
14. The name, address, signature and phone number of the owner, developer and person preparing the plat.			
15. A key map with North arrow showing the entire development and its rela- tion to surrounding areas.			

	COMPLIES	DEFICIENT	WAIVER SOUGHT
<u>SUBDIVISION APPLICATIONS</u>			
III. <u>PRELIMINARY SUBDIVISION APPLICATION</u>			
A) All plats shall be drawn by a land surveyor and all drawings of improvements shall be prepared by a professional engineer and all such drawings shall bear the signature, embossed seal, license number and address of preparer.			
1. Clearly and legibly drawn.			
2. Graphic scale of not less than one (1) inch equals one hundred (100) feet.			
3. Based on certified boundary survey.			
4. Sheet sizes of thirty by forty-two (30 x 42) inches, twenty-four by thirty-six (24 x 36) inches, fifteen by twenty-one (15 x 21) inches or eight and one-half by thirteen (8-1/2 x 13) inches. If more than one (1) sheet is required to show the entire subdivision, one (1) composite map shall show the entire subdivision with reference to the sheets on which the various sections are shown.			
5. Key map with North arrow showing the entire subdivision in relation to surrounding areas, including the names of principal roads, and at a scale of not less than one (1) inch equals two thousand (2,000) feet.			
6. Title block with the name of the subdivision; the name of the municipality; Tax Map sheet, block and lot number; date of preparation and most recent revision; meridian; North arrow; graphic scale; the			

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III. PRELIMINARY SUBDIVISION APPLICATION			
(6. Cont'd) names, addresses, phone numbers and signatures of the owner, developer and person(s) who prepared the plat(s), including the seal of the latter; and space for the application number.			
7. The names of all property owners within two hundred (200) feet of the limits of the development as disclosed on the most recent municipal tax records.			
8. Tract acreage to nearest one-thousandth (1/1,000) of an acre; the number of new lots; each lot line dimension scaled to the nearest foot; and each lot area to the nearest square foot.			
9. Existing and proposed contours at two-foot intervals for areas with less than a ten-percent slope, at five-foot intervals for areas with slopes in excess of ten percent (10%). For tracts containing slopes in more than one (1) category, the developer shall show every ten-foot contour with a wider line. In instances where there is more than one (1) slope category or where there is a flat surface, the approving authority may allow some other satisfactory contour intervals and/or additional topographic data to meet the objectives of this section. All elevations shall be related to a bench mark noted on the plan and be based on United States Geodetic Control Survey, mean sea level datum.			

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III. PRELIMINARY SUBDIVISION APPLICATION			
10. Location of existing natural features such as soil types, slopes exceeding ten percent (10%), wooded areas, rock outcroppings, views within the development and the location of individual trees outside wooded areas having a diameter of six (6) inches or more as measured five (5) feet above ground level.			
11. Plans and computations for any storm drainage systems, including existing or proposed storm sewer lines within or adjacent to the development and all required off-site and off-tract drainage improvements, showing size, profile and slope of the lines, direction of flow and the location of each drainage inlet, manhole, culvert and headwall.			
12. Plans, cross sections, center-line profiles, tentative grades and details of proposed and existing utilities and all improvements within street rights-of-way in the tract, including the type and width of street pavement, curbs, sidewalks, bike routes, shade tree planting, all utilities, including water, sewer, gas, electric, telephone and cable television, and facilities such as storm drainage facilities, detention ponds and erosion control. At intersections the sight triangles, radii or curb-lines, crosswalks, curb ramps and street sign locations shall be shown. Final street naming may be deferred.			
13. The names, locations, widths and purpose(s) of existing and proposed easements, streets and other rights-of-way in the development. The text of any deed restriction shall be included.			

	COMPLIES	DEFICIENT	WAIVER SOUGHT
III. PRELIMINARY SUBDIVISION APPLICATION			
14. The locations and description of all monuments, existing and proposed.			
15. All lot lines that exist and will remain, those proposed and those to be eliminated. All setback lines with dimensions and municipal boundaries, if within two hundred (200) feet, shall be shown. Any lot(s) to be reserved or dedicated to public use shall be identified. Each block shall be numbered and the lots within each block shall be numbered as assigned by the Village Tax Assessor.			
16. Locations of all existing structures and their use(s) in the tract and within two hundred (200) feet, showing existing and proposed front, rear and side yard set-backs, structures of historic significance and an indication of existing structures and uses to be retained and those to be removed.			
17. Utility plans shall show feasible connections to existing or proposed utility systems, with a letter from the serving company stating that service will be available before occupancy of any proposed structures.			
18. Zoning district(s) and zoning district lines.			
19. An itemization of all improvements to be made on-site, off-site, on-tract and off-tract in accordance with the standards specified in Article V.			

	COMPLIES	DEFICIENT	WAIVER SOUGHT
IV. FINAL SUBDIVISION PLAT A) A final subdivision plat shall meet the following requirements and contain the following information:			
1. Clearly and legibly drawn.			
2. Graphic scale of not less than one (1) inch equals one hundred (100) feet unless a larger scale is approved by the Municipal Engineer that is large enough to contain legibly written data on dimensions, bearings and all other details of the boundaries.			
3. Drawn by a licensed land surveyor in compliance with the Map Filing Law (N.J.S.A. 46:23-9.9 et seq.).			
4. Sheet sizes of thirty by forty-two (30 x 42) inches, twenty-four by thirty-six (24 x 36) inches, fifteen by twenty-one (15 x 21) inches or eight and one-half by thirteen (8-1/2 x 13) inches. If more than one (1) sheet is required to show the entire subdivision, a separate composite map shall be drawn showing the entire subdivision on one (1) sheet and the sheets on which the various sections are shown.			
5. The submission for final plat approval shall show the following, except that the plat to be filed with the county recording officer need only contain the data required for filing with the county and all other data may be submitted on separate sheets:			

	COMPLIES	DEFICIENT	WAIVER SOUGHT
IV. FINAL SUBDIVISION PLAT			
(a) Signature blocks for the approving authority, Municipal Engineer and other endorsements required by law.			
(b) Tract boundary lines; municipal boundary line if within two hundred (200) feet of the tract being subdivided; street names; all lot lines and other site lines with accurate dimensions, bearing or deflection angles and radii, arcs and chord bearings, with the distances of all curves, all based on an actual survey by a land surveyor licensed to practice in the State of New Jersey; minimum building setback lines; and the area of each lot shown to the nearest square foot. All dimensions, both linear and angular, of the exterior tract boundaries shall be based on and calculated from surveyed traversing which shall have an apparent error of field closure of one to ten thousand (1:10,000) or better and shall be corrected by accepted balancing methods to final errorless closure. All final exterior and lot boundaries shall be similarly balanced to final errorless closure.			
(c) Block and lot numbers in accordance with established standards and in conformity with the Village Tax Map as approved by the Village Tax Assessor, and all street numbers where appropriate shall be designated as specified by the approving authority.			

	COMPLIES	DEFICIENT	WAIVER SOUGHT
IV. FINAL SUBDIVISION PLAT			
6. The final plat shall be accompanied by the following:			
(a) A copy of the preliminary plat revised to show all conditions and changes required by the approving authority at the time of preliminary approval.			
(b) A statement that the applicant is agent or owner of the land or that the owner has given consent to the development.			
(c) Appropriate local, county and state approvals.			
V. <u>REQUIREMENTS FOR SITE PLAN APPLICATION</u>			
A) General requirements for all site plans.			
1. Plat conformity. All applications shall be submitted in plat form and all plats shall conform to submission requirements. All plats shall be drawn by a licensed New Jersey land surveyor and shall bear the signature, embossed seal, license number and address of the land surveyor, except that plats submitted under the informal discussion provisions and sketch plats of minor site plans are exempt from this requirement. All drawings showing improvement designs shall bear the signature and embossed seal, license number and address of a licensed professional engineer of the State of New Jersey.			

	COMPLIES	DEFICIENT	WALVER SOUGHT
V. <u>REQUIREMENTS FOR SITE PLAN APPLICATION</u>			
B) Requirements for informal site plan for review and classification and minor site plan.			
1. Lot Line.			
2. Proposed buildings.			
3. Proposed uses.			
4. Parking, loading and on-site circulation.			
5. Driveways.			
6. Wooded areas.			
7. Approximate on-site or on-tract stormwater detention facilities and water and sewer service.			
C) Requirements for preliminary site plan plat.			
1. (a) A minimum graphic scale of one (1) inch equals ten (10) feet, twenty (20) feet, thirty (30) feet, forty (40) feet or fifty (50) feet.			
(b) Certified by a New Jersey licensed architect or engineer.			
(c) Include accurate lot lines certified by a New Jersey licensed land surveyor.			

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V. <u>REQUIREMENTS FOR SITE PLAN APPLICATION</u>			
(d) Submitted on one (1) of four (4) of the following standard sheet sizes: eight and one-half by thirteen (8-1/2 x 13) inches, fifteen by twenty-one (15 x 21) inches, twenty-four by thirty-six (24 x 36) inches or thirty by forty-two (30 x 42) inches.			
(e) One (1) composite map shall show the entire development with reference to the sheets on which the various sections are shown.			
(f) All lot lines and the exterior boundaries of the tract.			
(g) North arrow;			
(h) Zone district(s) in which the tract is located.			
(i) Date of original drawing and each subsequent amendment.			
(j) Existing and proposed streets and street names.			
(k) Existing and proposed contours at two-foot intervals throughout the tract and within one hundred (100) feet of any building or paved area under review.			

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V. <u>REQUIREMENTS FOR SITE PLAN APPLICATION</u>			
(l) Title of the plan; streams; total area to one (1) square foot; total number of parking spaces; all dimensions, areas and distances needed to confirm conformity with the chapter, such as but not limited to building lengths, building coverage, lot lines, parking spaces, loading spaces, setbacks and yards; a small key map giving the general location of the parcel within the village.			
(m) A separate map showing the site in relation to all remaining lands in the present owner's ownership.			
D) Requirements for preliminary and final site plan plat.			
1. Environmental impact report.			
2. Building and use plan. The plan shall show the size, height, location, arrangement and use of all proposed structures and signs, including architect's scales elevation of the front, side and rear of any structure and sign (existing structures shall be identified as either to remain or to be removed and written description of the proposed use(s) of nonresidential buildings, including the number of employees or members, the proposed number of shifts to be worked and the maximum number of employees on each shift, expected truck and			

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V. <u>REQUIREMENTS FOR SITE PLAN APPLICATION</u>			
(2. Cont'd) tractor-trailer traffic, emission of noise, glare, vibration, heat, odor, air and water pollution, safety hazards and anticipated expansion plans incorporated in the building design. Floor plans shall be submitted. In apartment and townhouse projects, the number of dwelling units, by type, shall be shown.			
3. Circulation plan. This plan shall show access streets by name, acceleration/deceleration lanes, curbs, sight triangles, traffic channelization, traffic signs, easements, fire lanes, driveways, parking and loading spaces, pedestrian walks, bikeways and related facilities for the movement and storage of goods, vehicles and persons. Cross sections and construction plans of streets, walkways, parking lots and other paved and curbed areas shall be included. Sidewalks shall be shown along expected paths of pedestrian travel, such as but not limited to access from buildings to parking lots, driveways and other buildings on the site. Any building expansion plans shall show feasible parking and loading expansion.			
4. Natural resources and landscaping plan. This plan shall show existing and proposed wooded areas, buffer areas, including the intended screening devices and buffers (§ 96-37), seeded and/or sodded areas, ground cover, retaining walls, fencing, signs, recreation areas, shrubbery, trees and other landscaping features. This plan shall show the location and type of man-made improvements and the location, number, species and caliper of			

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V. <u>REQUIREMENTS FOR SITE PLAN APPLICATION</u>			
<p>(4. Cont'd)</p> <p>plant material and trees to be located on the tract. All portions of the property not utilized by buildings or paved surfaces shall be landscaped, utilizing combinations such as landscaped fencing, shrubbery, lawn area, ground cover, rock formations, contours, existing foliage and the planting of coniferous and/or deciduous trees native to the area in order to maintain or reestablish the tone of the vegetation in the area and lessen the visual impact of the structures and paved areas. The established grades and landscaping on any site shall be planned for aesthetic, drainage and erosion control purposes. The grading plan, drainage facilities and landscaping shall be coordinated to prevent erosion and siltation as outlined under the soil erosion and sediment control (§ 96-62), floodplain (§ 96-44) and drainage (§ 96-39) provisions, as well as assuring that the capacity of any natural or man-made drainage system is sufficient to handle the water from the site and contributing upstream areas.</p>			
<p>5. Facilities plan. This plan shall show cross sections and typical details as well as the locations of existing and proposed drainage and stormwater runoff; open space; common property; fire, gas, electric, telephone sewerage and water lines; lighting; and solid waste collection and disposal methods, including proposed grades, sizes, capacities and materials to be used for facilities installed by the developer. Installations by utility companies need only show their locations on the plat. All</p>			

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V. REQUIREMENTS FOR SITE PLAN APPLICATION			
(5. Cont'd) easements acquired or required on-tract and off-tract shall be shown and copies of legal documentation that support the granting of an easement by the owner of an off-tract lot shall be included. All proposed lighting shall include the direction, angle and height of each source of light. All utilities shall be installed underground. All required state and federal approvals for environmental considerations shall be submitted prior to preliminary approval or be a condition of approval. All public services shall be connected to approved public utility systems.			
E) Final site plan plat. The final plat shall follow preliminary site plan requirements and shall include all changes required as a condition of preliminary approval.			
VI. VARIANCE APPLICATIONS			
1. Identification of all sections of zoning ordinance from which relief is sought.			
2. Statement of reasons why variance(s) is needed.			
3. For bulk variances involving single or two-family residences, a sketch plat or survey showing: (a) existing and proposed development.			

	COMPLIES	DEFICIENT	WAIVER SOUGHT
VI. VARIANCE APPLICATIONS			
(b) setbacks.			
(c) lot and building dimensions.			
4. For "d" variance applications, statement of legal basis for grant of variance which must include:			
(a) A list and explanation of the specific special reason(s) advanced demonstrating that the proposed variance would not cause detriment to the intent and purpose of the Township Zoning Ordinance.			
(b) Explanation of how requested variance would be consistent with goals and provisions of master plan.			
(c) Reasons why proposed develop- ment would pose no substantial harm to surrounding properties or the Township generally.			
(d) If proposed use is not inherently beneficial," list and explain the unique features of site giving rise to variance and indicate particular suitability of site, as compared to other locations in Township, for proposed use.			
5. For "d" variances and on the variance portion of a bifurcated application, a concept plan showing: (a) Existing development.			

	COMPLIES	DEFICIENT	WAIVER SOUGHT
VI. VARIANCE APPLICATIONS			
(b) Proposed development.			
(c) Existing and proposed building dimensions and locations.			
(d) Lot dimensions.			
(e) Location of structures on adjoining and surrounding lots.			
(f) Lot lines of adjoining and surrounding lots.			
(g) Ordinance required setback lines.			
(h) Access location(s).			
(i) Master plan section(s) relative to site in question and master plan section(s) relative to proposed use (if any).			
(j) Area map showing vicinity and location.			