

LAND USE

250 Attachment 2



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

**Application for Development
[Added 3-20-2012 by Ord. No. 12-07]**

COMPLETE:	OFFICE USE ONLY:
Applicant Information: Date: _____ Name: _____ Address: _____ _____ Telephone: _____ Date Filed: _____ Alternate Tel: _____ Fax: _____ Alternate Fax: _____ Email: _____	Type of Proposal: <input type="checkbox"/> New Residential Case #: _____ <input type="checkbox"/> New Accessory Structure Address: _____ <input type="checkbox"/> New Non-Residential Structure Block: _____ <input type="checkbox"/> Change in Use Lot: _____ <input type="checkbox"/> Other Date Action Required By: _____ Scheduled Completion Review Date(s): _____ Date of Publication Notice: _____ Hearing Date: _____ Determination of Completion Verified By: _____

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
 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 the City Clerk and must be delivered to the professionals for review at least fifteen [15] business days prior to the meeting at which the application is to be considered.

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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,

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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:

Section(s) of Englewood Ordinance from which WAIVER(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

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Instructions:

Follow all steps listed in the checklist and supply requested information. The Land Use Administrator will determine and initial what site specific items will be needed. When you finish these steps, be sure to include the following:

- **CHECKLIST & APPLICATION** – You will need to supply one (1) original completed Application for Development & Checklist to the Land Use Administrator. Be sure to sign, date and notarize at the end. Keep a copy for your files.
- **APPLICATION FEE(s)** – Make certified check, bank check or money orders payable to the City of Englewood.
- **SEE SEPARATE FEE SCHEDULE** - Attached.

Enclosed Fee (s): _____ (see Zoning Determination Form for fee amount)

CAUTION: The Application Fee is **NONREFUNDABLE**. Do not apply until you are sure that:

1. You have the legal building lot information;
2. You have legal access to the property and, if not the owner, authorization from the owner to make this application;
3. You know the zoning of your property (see Zoning Determination Form); and
4. You want to proceed with site plan review/subdivision and the Land Use Board hearing process.
5. If a commercial property, a multiple dwelling of 3 or more units, and/or a corporation or limited liability company, applicant must be represented by a NJ licensed attorney unless that entity is that of no more than one person.

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

The Zoning Officer determines whether the proposed use and lot dimensions planned is or is not in conformance with the zoning laws of the City of Englewood. In making this determination, the Zoning Officer primarily examines four criteria: 1) lot dimensions; 2) whether or not the lot is in conformance with the adopted Englewood Land Use and Development Code; 3) detail use of proposed activities at subject property; 4) whether property is previously subject to any prior 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 use.*

Please submit Application for Development & Checklist and all plans and related documents, and one (1) copy of the following items:

___ **Zoning Determination Form** – Present the aforementioned form to the Englewood Zoning Officer whom will review site plans and complete zoning determination form. His office is located in the Department of Property Maintenance on the second floor of City Hall. It is recommended that applicant submit the zoning determination request as early as possible to the Zoning Officer. Your development application will not be technically reviewed for completeness until the zoning determination is issued.

___ **Site Plan / Subdivision Plat, if applicable** – One (1) copy, size 22”x36” to the Zoning Officer for review.

___ **Copy of Current Deed** – all easements must be noted and attached.

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Second Step: Organize & Submit Application Packet

Number of Packets: Please submit one (1) packet along with the items listed below to the Land Use Administrator for processing. The office of the Land Use Administrator on the second floor of City Hall. Your application will **NOT** be processed without all applicable information in this Section.

- **Application for Development**– Include the name, address and signature of the current owner of the record. Make sure all required forms are notarized. Submit six (6).
- **Fees** – Pay all fees at time of application submission **via certified check, bank check or money order payable to the City of Englewood**. You will be provided with a receipt indicating that fees are paid.
- **Assemblage Form** – If applicable, complete this document if planning to assemble parcels. Submit six (6).
- **Site Plan / Subdivision Plat** – Submit six (6).
- **Completed and signed W-9 Form.**
- **Zoning Determination Form.** Submit six (6).

Third Step: Gather Additional Information

Include one (1) copy of the following, if initially checked here by the Land Use Administrator. The failure to do so shall not preclude it being later required by the land use board or its consultants.

- Traffic calculations / traffic study.
- Daily waste water flow / storm water calculations/ storm water management plan.
- Environmental Questionnaire.
-
-

Fourth Step: Complete Certifications

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 MATERIALS 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)

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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: _____

Fifth Step: Notice

Attach a copy of the 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. The list of official newspapers and their publication requirements are available in the office of the Land Use Administrator.

Appended hereto is a sample form of Public Notice. But it requires that you add to it by stating in plain language what applicant intends to build or subdivide 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 10 days prior to the hearing date scheduled by the Land Use Administrator. An affidavit of service on all property owners, post office receipts and proof of publication must be filed before the application is scheduled to be heard.** A copy of the Public Notice should be independently given 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 Englewood 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.**

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Sixth Step: Application Submission

Submit this Application for Development (20 copies) & Checklist (20 copies), fees and site plan / subdivision plat (20 copies) to the Land Use Administrator in the Department of Code/Housing/Zoning, which is located on the Second Floor of City Hall, 2-10 North Van Brunt Street during normal business hours. The multiple copies of the Application for Development & Checklist, with supporting documentation, must be filed with the Office of the Land Use Administrator no later than ten (10) business days prior to the meeting at which the application is to be considered for “completeness”. Further, submittal by the “cut-off” deadline does not guarantee placement on the agenda of the land use board for public hearing; nor does placement on the agenda guarantee that the hearing will be held, as there may be applications ahead of it.

Checklist Attached For: [Please check appropriate boxes]

- | | |
|--|---|
| <input type="checkbox"/> Preliminary Major Site Plan | <input type="checkbox"/> Final Major Site Plan |
| <input type="checkbox"/> Minor Site Plan | <input type="checkbox"/> Facade Alteration and/or Signage |
| <input type="checkbox"/> 1 & 2 Family Dwelling | <input type="checkbox"/> Multiple Dwelling |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Major Subdivision |
| <input type="checkbox"/> Signage (w/ Site Plan) | |

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:

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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:

Applicant must submit twenty (20) sets of color photographs of the subject property, including portions of structures abutting the subject property.

Fees and Escrow Requirements: The Land Use Administrator shall advise applicant of the amount of the application fee and the required escrow deposits, as established by City ordinances. All fees and escrow deposits must be presented for deposit prior to a determination that the application is complete.

Seventh Step: Completeness Determination

“**Completeness**” does not relate to the quality or sufficiency of the submission, but only to the fact of a submission in accordance with the checklists. A determination of completeness is made by a person or persons designated by the approving authority and, at any given time, those persons serving in that capacity can be identified by the Land Use Administrator. Unless and until you receive a completeness determination, the application will not be scheduled for public hearing. Notwithstanding a determination of completeness, the approving authority (either the Zoning Board or Planning Board) is not precluded at the time of the hearing to require additional information to complete its review of the application.

CONTACT WITH QUESTIONS:

Land Use Administrator, Tina Evans

Telephone: (201) 871-6645

Fax: (201) 816-8018

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

Office Hours: Monday through Friday 8:30 am – 4:30 pm

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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 _____ |