

LAND USE AND DEVELOPMENT

195 Attachment 1

Borough of Westwood

**Appendix A
Application Checklist**

General Requirements for All Development Applications

Applicant's Name _____

Application # _____

Items Required	Yes	No
1. Application Forms: 16 copies.	()	()
2. Fees and Escrow.	()	()
3. Certification of Taxes Paid.	()	()
4. Site Plan or Subdivision Plan: 16 copies.	()	()
5. Affidavit of Ownership. If applicant is not the owner, applicant's interest in land must be indicated, e.g., tenant, contract/purchaser, lienholder, etc., and permission of property owner to file the application must be submitted.	()	()
6. If applicant is a corporation or partnership applying to the Board or the Council for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more units or for approval of a site to be used for commercial purposes, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 and 48.2.	()	()
7. A statement from the property owner granting permission for the Board and any of its experts to enter the subject premises for purposes of inspection in relation to a development application.	()	()
8. Statements as to any requirements for which waiver or variance is sought, together with a statement of reasons why same should be granted.	()	()
9. For minor site plans, minor subdivisions, preliminary major site plans and preliminary major subdivisions, a statement of any and all approvals which are required from other governmental or quasi-governmental entities.	()	()
10. If approval from the Bergen County Planning Board is required pursuant to P.L. 1968, c. 285, a copy of the application submitted to the Bergen County Planning Board must be submitted.	()	()

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Items Required	Yes	No
11. For minor subdivisions, preliminary major site plans and preliminary major subdivisions, one of the following:		
a. A letter of interpretation from the 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; or	()	()
d. Documentation from a qualified professional demonstrating that no wetlands exist on the subject property, and demonstrating that no wetlands exist on adjacent property that would affect or limit development on the property which is the subject of the development application.	()	()
12. For minor site plans, minor subdivisions, preliminary major site plans, preliminary major subdivisions and variance applications, a copy of any protective covenants or deed restrictions, if any, affecting the property in question, provided that if none exist, an affidavit from the owner certifying that no such covenants or restrictions exist shall be submitted.	()	()
13. Complete checklist provided for one of the following development proposals (Applicant check one or more as required):		
Form 1 – Informal (Concept) Subdivision		_____
Form 2 – Informal (Concept) Site Plan		_____
Form 3 – Minor Site Plan		_____
Form 4 – Minor Subdivision		_____
Form 5 – Preliminary Major Site Plan		_____
Form 6 – Preliminary Major Subdivision		_____
Form 7 – Final Major Site Plan or Final Major Subdivision		_____
Form 8 – Appeals and/or Interpretation of Ordinance		_____
Form 9 – “D” Variance Application		_____
Form 10 – “C” Variance Application		_____
14. Submission of site photographs of existing conditions, including but not limited to existing structures, site frontage and relationship to adjacent properties.		