

INSTRUCTIONS TO APPLICANT FOR SUBDIVISION APPLICATION TOWNSHIP OF WYCKOFF – PLANNING BOARD

1. This instruction sheet serves to outline the basic application procedure. The purchase of a copy of the Municipal Land Use Regulation (available at the Clerk's office, Room 102) would assist the applicant in both time and expense through familiarity with Township standards and requirements. Each application is judged on its own individual merits. The Board staff cannot predict the probability of success. An applicant should be cognizant of this before an applicant chooses to expend the time and resources to make an application. If you are applying for a variance to perform a modification of the property it is because the Wyckoff Code does not permit this change. Therefore, a variance application must be submitted with your site plan and subdivision application.
2. The applicant will find attached to the Instruction Sheet the following items:
 - a. Application & Completeness checklists pursuant to Zoning Code Chapter 46-40. B, D, E (see respective checklists for submission)
 - b. Definitions of applications & Schedule of Dimensional Requirements
 - c. Request for list of property owners within 200'. **PLEASE NOTE:** there is a \$10 fee. This list can take up to 7 days to process.
 - d. Suggested notice to homeowners within 200' feet and legal advertisement
 - e. Affidavit of notice served
 - f. Sewer application and Standards of Construction (if applicable)
3. Your application must be filed; all fees and escrow monies received, in the Planning/Zoning Board office, Room 110 during the hours of Monday through Friday from 9:00 a.m. to 4:00 p.m.
4. The applicant is required to submit an initial 2 to 6 **copies each** of the completed and signed application and plat. Additional copies may be necessary during the review process by the Board when required. **ONCE COMPLETE**, an additional 16 sets of all documents are required for submission. **Please note:** If the property in question is located on a County Road, you are required to apply for Bergen County Planning Board approval. Please familiarize yourself with the County's Planning Board procedure and schedule of meetings.
5. There is a review period of 45 days from the date of filing. Further time may be requested by the Board as consented to by the applicant by signing an extension of time to act form. During this period the application and plat will be reviewed in-house. The Township Engineer/Municipal Engineer Representative and the Planning Board will review the application at the next scheduled work session meeting. An application for development shall be deemed to be "complete" when the Board takes an action declaring that all requirements for submission have been met, that all necessary documentation has been provided which is necessary to review pursuant to Zoning Chapter 46-40 Checklists.
6. When the application has been deemed "complete" at the work session meeting, the Board will then assign a public hearing date where the applicant and its professional should attend. A public hearing requires that a legal advertisement similar to the suggested notice attached, be published in the Ridgewood News or the Record at least ten (10) days prior to the date of the public hearing. All property owners within 200 feet must also be notified ten (10) days prior to the meeting. The list of homeowners within 200 feet may be obtained from the Planning/Zoning Board office with a payment of a \$10 fee. If the Wyckoff list requested indicates that any property is located in a surrounding community(s), you are to also obtain a list of the property owners within 200 feet of the property in that community since all property owners must be notified.
7. Serve the property owners at least ten (10) days prior to the hearing in the following manner:
 - a. By giving a copy personally, or by certified mail
 - b. If it is a non-resident, by mailing a copy by certified mail to the last known address
 - c. If a partnership, by serving any partner; if a corporation, by serving any officer
 - d. **Utilities:** Please note that you will be given a list of utilities. All utilities **must** be notified for your application to be scheduled for the public hearing.
8. Once an application has been deemed complete and the public hearing and/or further consideration of the application have begun by the Board, the Board may request additional information or revised information from the applicant. New information shall be provided to the Board no later than ten (10) business days prior to the next Planning Board meeting.
9. It is the applicant's choice and/or responsibility to provide for a Court Reporting Service to be at the meeting during any discussion of the applicant's application and the cost shall be borne solely by the applicant.
10. There will be an internal check to determine that all property tax, sewer usage fees and sewer assessment charges are paid. Outstanding debts may prohibit the application from being heard.
11. Submit an Affidavit of Proof of Service and Proof of Publication at least one week prior to the public hearing to the Planning Board office.

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY, NEW JERSEY**

APPLICATION FOR SUBDIVISION APPROVAL

Date filed _____ Fee _____ Block _____ Lot(s) _____

A. APPLICATION IS HEREBY MADE FOR:

- _____ Minor subdivision
- _____ Preliminary major subdivision
- _____ Final major subdivision

B. OWNER:

Address: _____

Telephone: _____

Applicant(s) Name (if other than owner): _____

Name and address of person presenting application: _____

Profession: _____

Telephone: _____

Name of development: _____

C. PROPERTY DESCRIPTION

Tax map # _____

Zoning district: _____

Area of entire tract: _____

Portion being subdivided: _____

Number of proposed lots: _____

Size and dimension of undersized lot(s) proposed: _____ sq. ft.

Shortest frontage at required setback of lot(s): _____ ft.

Water? _____ Sewer? _____

Located on municipal street _____

(name)

County road _____

name)

State highway _____

(name)

Are municipal streets paved, gravel or proposed? _____

Estimated cost of construction: _____

D. STAGE OF APPLICATION:

1. PRELIMINARY PLAT

Is this subdivision to be consolidated with an adjoining property? _____

If yes, complete the following:

I or we, do hereby request the Township Engineer to consolidate this approved lot or lots with my present lot(s) when deed or deeds of conveyance are submitted to his office for plotting.

(adjoining owner's signature)

Is dedication of land for road or other reason required? Yes _____

If yes, complete the following:

Road name _____ Number of feet _____

Remarks: _____

(Deed description of subdivided lands to be submitted at end of application)

I or we do hereby agree to dedicate to the Township of Wyckoff the land as mentioned above.

(Owner's signature)

Township will prepare and execute the necessary deed of conveyance at no cost to the owner.

Development Plans:

a. Sell lots only? _____

b. Construct houses for sale? _____

c. Other _____

List existing improvements and utilities and intentions to install other improvements prior to final approval.

Improvement Intention

List of streets or roads:

Name New or existing Width

Deed restrictions that apply or are contemplated. (If no restrictions, state "NONE", if yes attach copy of same)

2. FINAL PLAT

Previous action by board _____

Date _____

Does the Final Plat follow exactly the Preliminary Plat in regard to details and area covered? _____

If not, indicate changes _____

Length of new street proposed _____ feet.

E. DOES THIS APPLICATION REPRESENT A REQUEST FOR SIMULTANEOUS APPROVAL OF A SITE PLAN AND/OR VARIANCE RELIEF? If so, state type of additional approvals being sought _____

F. HAS THE SUBJECT PROPERTY RECEIVED PREVIOUS APPROVAL OR DENIAL OF ANY DEVELOPMENT APPLICATION i.e. SITE PLAN OR VARIANCE REQUEST? _____

If so, state date and type of approval and application number _____

G. HAS THIS PARCEL BEEN SUBDIVIDED SINCE 1975? _____

If so, state date, application number and number of lots created _____

H. DOES THIS APPLICATION MEET ALL THE REQUIREMENTS OF ALL TOWNSHIP DEVELOPMENT ORDINANCES? _____ If not, explain discrepancies: _____

I. DO PLANS CONFORM TO THE MAP FILING LAS OF NEW JERSEY? (N.J.S.A. 46:23-9.1 et. Seq.)

J. LIST OF MAPS AND OTHER MATERIAL ACCOMPANYING APPLCATION AND NUMBER OF EACH.

	ITEM	NUMBER
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

I understand and agree that if I or my attorney request a continuance or postponement of any meeting or hearing at which this application may be discussed, or a decision is to be made on this application by the Wyckoff Planning Board, I hereby consent to any extension or suspension of time in which the Wyckoff Planning Board is required by law to act on (a) the completeness of my application and (b) the approval or denial of my application, for a time period equal to the length of time of such continuance or postponement.

Signature of Applicant: _____

Signature of Owner(s): _____

Date of Application: _____

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY, NEW JERSEY**

APPLICATION IS HEREBY MADE FOR:

- () Appeal from Building Officer based on or made in the enforcement of the Zoning Ordinance. N.J.S.A. 40:55D-70a
- () Zoning map interpretation N.J.S.A. 40:55D-70b
- () Hardship variance N.J.S.A. 40:55-70c-1
- () Flexible variance N.J.S.A. 40:55-70c-2
- () Variance for use or principal structure N.J.S.A. 40:55D-70d-1
- () Expansion of a nonconforming use N.J.S.A. 40:55D-70d-2
- () Deviation from standard of conditional use N.J.S.A. 40:55-70d-3

PROPERTY HISTORY:

A. Owner: _____
Address: _____
Telephone: _____
Applicant name (if other than owner): _____
Address: _____
Telephone: _____

B. Property Description:
Location: _____
Zoning district: _____ Block: _____ Lot: _____
Existing use of building or premises: _____

C. Type of variance requested: _____

D. The variance requested is for the purpose of: _____

E. Does the attached survey reflect the property as it presently exists? Yes _____ No _____
If no, explain _____

F. Is the property sewer or septic? _____ Locate on survey.

G. Is this request connected with the simultaneous approval of another application before a Township board?
Yes _____ No _____
If yes, explain _____

H. Have there been any previous applications before a Township board involving the premises: Yes ___ No ___
If yes, state the date and disposition: _____

I. If this application is for an appeal of a decision of the Building Officer or a zoning map interpretation, explain the appeal or question:

ALL APPLICANTS COMPLETE SECTION J

J. ZONING DISTRICT – _____

DIMENSIONS

	Zoning Requirement	Present Layout	Proposed Layout	**See Note
1. LOT SIZE (sq. ft.)				
Frontage	_____ min.	_____	_____	()
Depth	_____ min.	_____	_____	()
2. SETBACKS (Corner Lot)				
Principal Building				
Front Yard (#1) (ft.)	_____ min.	_____	_____	()
Front Yard (#2) (ft.)	_____ min.	_____	_____	()
Rear Yard (ft.)	_____ min.	_____	_____	()
Side Yard (ft.)	_____ min.	_____	_____	()
2. SETBACKS (Interior Lot)				
Principal Building				
Front Yard (#1) (ft.)	_____ min.	_____	_____	()
Rear Yard (#2) (ft.)	_____ min.	_____	_____	()
Side Yard (ft.)	_____ min.	_____	_____	()
* Accessory Structure(s) (deck, garage, shed, pool, etc.)		(Attach a separate sheet if necessary).		
Rear Yard (ft.)	_____ min.	_____	_____	()
Side Yard (ft.)	_____ min.	_____	_____	()

***ALL ACCESSORY STRUCTURE SETBACKS SHOULD BE INDICATED ON SURVEY**

3. BUILDING AREAS (footprint)				
Principal Building (sq. ft.)	_____	_____	
Accessory Structures (sq. ft.)	LIST			
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
4. LOT COVERAGE				
A. Principal Building (%)	_____ max.	_____	_____	()
B. Total Access. Structures (%)	_____ max.	_____	_____	()
C. Total (%) (A & B)	_____ max.	_____	_____	()
5. DWELLING AREA (Total sq. ft.)	_____ min.	_____	_____	()
First Floor	_____	_____	
6. BUILDING HEIGHT (ft.)				
Number of stories	_____ max.	_____	_____	()

7. IMPERVIOUS COVERAGE

Calculation:

For lots over 25,000 sq. ft., the maximum allowable impervious coverage shall be 28.5% of the lot area. For lots between 10,000 and 25,000 sq. ft., the maximum allowable impervious coverage shall be equal to 45 divided by the square root of the lot area. Lots less than 10,000 sq. ft., the maximum allowable impervious coverage shall be 45% of the lot area.

▪ Structures/Buildings	Sq. ft.	_____	<u>Space reserved for calculation</u>
▪ Driveways (paved or gravel)	Sq. ft.	_____	
▪ Patios and/or paved areas	Sq. ft.	_____	
▪ Walkways and brick pavers	Sq. ft.	_____	
▪ Tennis Court	Sq. ft.	_____	
▪ Swimming Pool Water Surface	Sq. ft.	_____	
▪ Decks w/o free drainage	Sq. ft.	_____	
TOTAL IMPERVIOUS COVERAGE:	Sq. ft.	_____	Calculated % = _____ ()

****NOTE: MARK (X) WHERE NOT IN CONFORMANCE WITH ZONING**

K. OTHER REQUIREMENTS

1. PARKING: Spaces required _____ provided _____
Actual area to be utilized (each floor): _____

Comments: _____

Buffer required _____
Buffer provided _____
Comments: _____

2. SIGN: (Also fill out separate Application for Sign Construction Permit)
Dimensions: _____
Height: _____
Location: _____
Lighting: _____
Setbacks: _____

3. FENCE:
Height: _____
Style: _____
Location: _____

IF APPLICATION IS FOR A HARDSHIP OR FLEXIBLE VARIANCE, COMPLETE SECTION L

L. 1. How will the benefits of the proposed application outweigh any detriments? _____

2. What are the exceptional circumstances or conditions applicable to the property involved or to the intended use of development of the property that do not apply generally to other properties in the same zone or neighborhood?

3. Explain what efforts have been made by the applicant to acquire adjoining lands so as to reduce the extent of the variances or eliminate such?

4 State how the proposed variance:
a. Will not cause substantial detriment to the public good _____

b. Will not substantially impair the intent and purpose of the zoning plan and ordinance _____

IF APPLICATION IS FOR A USE VARIANCE, COMPLETE SECTION M.

M. 1. Explain how the proposed use can be granted without substantial detriment to the public good or how the proposed use would tend to minimize the discordant effect of the use, be less harmful to adjacent properties or tend to bring the use into closer conformity with the zoning ordinance.

2. Explain how the proposed use can be granted without substantially impairing the intent and purpose of the zoning plan and the zoning ordinance. _____

3. List any "special reasons" related to the request. _____

4. List any "hardship" related to the nature of the land and/or the neighborhood which presents reasonable utilization of the property for any permitted use. _____

N. Itemize material accompanying application:

<u>Item</u>	<u>Number submitted</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Signature of Applicant: _____

Signature of Owner(s): _____

Date of Application: _____

DEFINITIONS OF APPLICATIONS

MINOR SITE PLAN - a development plan not more than one (1) lot conforming to the requirements of the Wyckoff Zoning Ordinance, (Chapter 186, Zoning), having a maximum land area of twenty thousand (20,000) square feet, a maximum land coverage for principal building of fifteen thousand (15,000) square feet, an off-street parking requirement of not more than twelve (12) spaces, not contiguous to any residence district and not involving any variance, planned development, any new street or extension of any off-tract improvement which is to be prorated pursuant to Section 30 of the Municipal Land Use Act (N.J.S.A. 40:55D-42). An application for fence construction in non-residential zones and for fence construction in front yards in residential zones shall constitute a "minor site plan."

MINOR SUBDIVISION - Any subdivision containing not more than three (3) lots fronting on an existing improved and accepted street, not involving any new street or road or the extension of municipal facilities, not adversely affecting the development of the remainder of the parcel or adjoining land and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance (Chapter 186, Zoning). Any subdivision containing land which was included within a "minor subdivision" within two (2) years shall not be eligible for classification as a "minor subdivision" unless the Planning Board finds that special circumstances exist justifying classification of the land as such because of peculiar conditions pertaining to the land, undue hardship or impracticability.

MAJOR SUBDIVISION - Any subdivision not classified as a minor subdivision.

SITE PLAN - A development plan of one (1) or more lots on which is shown the existing and proposed conditions of the lot, including but not necessarily limited to topography, vegetation, drainage, flood plains, marshes and waterways; the location of all existing and proposed buildings, drives, parking spaces, walkways, means of ingress and egress, drainage facilities, utility services, landscaping, structures and signs, lighting, screening devices and any other information required by the chapter "Subdivision and Site Plan Review" in the Land Use Regulations code book of the Township of Wyckoff, that may be reasonably required in order to make an informed determination pursuant to this Chapter.

SUBDIVISION - The division of a lot, tract or parcel of land into two (2) or more lots, tracts, parcels or other divisions of land for sale or development. The following shall not be considered "subdivisions" within the meaning of text if no new streets are created: divisions of land found by the Planning Board or Subdivision Committee thereof appointed by the Chairman to be for agricultural purposes where all resulting parcels are five (5) acres or larger in size; divisions of property by testamentary or interstate provisions; divisions of property upon court order, including but not limited to judgments of foreclosure; consolidation of existing lots by deed or other recorded instrument; and conveyance of one (1) or more adjoining lots, tracts or parcels of land owned by the same person or persons and all which are found and certified by the administrative officer to conform to the requirements of the development regulations of the Township of Wyckoff and are shown and designated as separate lots, tracts, or parcels on the Tax Map or atlas of the Township of Wyckoff. The term "subdivision" shall also include the term "re-subdivision".

REQUEST FOR
LIST OF PROPERTY OWNERS WITHIN 200'

Requested By: _____

For: Block _____ Lot _____ Address: _____

Date Requested: _____

Choose one of the following options:

Please mail completed list to: _____

I will pick up list: Please call: _____

Fee of \$10.00 must be paid at the time of request. Paid: _____

THE MUNICIPALITY HAS 7 DAYS TO PROCESS YOUR REQUEST

LEGAL NOTICE

**TOWNSHIP OF WYCKOFF
PLANNING BOARD
NOTICE OF PUBLIC HEARING
ON APPLICATION TO APPROVE
A PRELIMINARY SUBDIVISION OR SITE PLAN
IN THE TOWNSHIP OF WYCKOFF, NEW JERSEY**

Notice is hereby given in accordance with C:40:55D-1, et seq., C.291 P.L. 1975, that a Public Hearing Meeting will be held at Memorial Town Hall, 340 Franklin Avenue, Wyckoff, NJ, on Wednesday, _____ 20___, with a Work Session at 7:00 p.m. in the second floor West Wing Conference Room and a Regular Hearing Meeting at 7:30 p.m. in the second floor Court Room in Town Hall (or soon thereafter as the matter may be reached) on the following application for approval of a preliminary subdivision map, or site plan, in the Township of Wyckoff, New Jersey. Plans are on file in Room 110 and may be examined during office hours Monday through Friday, from 9:00 a.m. to 4:00 p.m. Also Tuesday evenings from 6:00 p.m. to 7:30 p.m.

(Describe the subdivision or site plan, including block and lot, street address, name of property owner and/or name of business if applicable. If the application involves variances from Zoning Ordinances and/or exceptions from Land Subdivision and Site Plan Ordinance, describe in detail the type of variances and/or exception requested and “any other variances that may be required”).

Applicant

**TOWNSHIP OF WYCKOFF
BERGEN COUNTY**

**NOTICE TO BE SERVED ON PROPERTY OWNERS WITHIN 200'
AND LEGAL ADVERTISEMENT FOR A VARIANCE APPLICATION**

PLEASE TAKE NOTICE:

That an application has been made by _____ on behalf of _____ for () hardship or flexible variance, () variance for use or principal structure, () expansion of a nonconforming use, () deviation from standard of conditional use, () other _____ so as to permit _____

_____ and any other variances that may be required on the premises at Block _____ Lot _____

Address _____

A regular hearing has been ordered for _____, 20____, with a Work Session at 7:00 pm in the second floor West Wing Conference Room and a Regular Hearing Meeting at 7:30 pm in the second floor Court Room in Town Hall, 340 Franklin Avenue, Wyckoff, NJ. When the case is called, you may appear either in person or represented by an attorney, and present any objections which you may have to the granting of this application.

This notice is sent by the applicant, by order of the Wyckoff Planning Board. Plans are on file in Room 110 and may be examined during regular office hours Monday through Friday, 9:00 am to 4:00 pm. Also, Tuesday evenings from 6:00 p.m. to 7:30 p.m.

Respectfully,

(Applicant)

