

**TOWNSHIP OF MAHWAH
PLANNING BOARD**

ALL NEW SUBDIVISION OR SITE PLAN APPLICATIONS

**IN ADDITION TO THE SETS OF PLANS REQUIRED FOR THE APPLICATION,
11 SETS OF PLANS AT A REDUCED SIZE (11" X 17") SHOWING THE
PROPOSED SUBDIVISION OR SITE PLAN MUST BE SUBMITTED. THESE
WILL BE DISTRIBUTED TO THE BOARD MEMBERS.
COPIES OF REFERENCED TOWNSHIP OF MAHWAH ORDINANCES CAN BE
OBTAINED AT THE PLANNING/ZONING/PROPERTY MAINTENANCE
DEPARTMENT.
THANK YOU.**

Planning Board Administrative Officer

UNDER THE NEW ESCROW ACCOUNTING LAW, THE TOWNSHIP PROFESSIONALS MUST SEND TO EACH APPLICANT AN INFORMATIONAL COPY OF ALL VOUCHERS FOR THEIR PROJECT SUBMITTED TO THE TOWNSHIP. THIS IS TO BE DONE ON A MONTHLY BASIS.

PLEASE INDICATE IN THE SPACE BELOW THAT NAME AND ADDRESS OF THE PERSON YOU WANT COPIES OF THE MONTHLY CHARGES BY THE TOWNSHIP PROFESSIONAL SENT TO.

DOCKET NO. _____

NAME _____

ADDRESS _____

DOCKET NO. _____

APPLICANT: _____

**APPLICATION SUBMISSION CHECKLIST
FOR THE
MAHWAH PLANNING BOARD**

	<u>YES</u>	<u>NO</u>
1. Appropriate Fees	_____	_____
2. Completed Application Form	_____	_____
3. Applicant's Affidavit Signed by Owner & Notarized	_____	_____
4. Owner's Affidavit Signed by Owner & Notarized	_____	_____
5. Subdivision and/or Site Plan with all Ordinance requirements and required number of maps (MAPS MUST BE FOLDED)	_____	_____
6. Attach list of Variances and Waivers Requested	_____	_____
7. Attach completed Historic Preservation Form	_____	_____
8. Attached Verification of Taxes Form	_____	_____

Applicant will be notified within forty-five (45) days on completeness of application.

Planning Board, Administrative Officer

() COMPLETE () INCOMPLETE DATE _____

DATE APPL. RECEIVED _____
DATE FOR COMPLETENESS _____

NOTICE ALL APPLICANTS

Application must be accompanied by application fee and a check to establish an escrow account. No application will accepted without the proper fees. **PLANS MUST BE SUBMITTED FOLDED AND NO LARGER THAN 11" X 14"**

FILING FEE \$ _____

DOCKET NUMBER _____

ESCROW DEPOSITS _____

TOWNSHIP OF MAHWAH
DEVELOPMENT APPLICATION

ZONE _____

DATE APPLICATION RECEIVED
BY ADMINISTRATIVE OFFICER

1. APPLICANT NAME: _____

ADDRESS: _____ PHONE # _____

2. RECORD OWNER OF
PROPERTY: _____

ADDRESS: _____ PHONE # _____

AFFIDAVIT OF OWNER ATTACHED GRANTING PERMISSION TO
APPLY: YES _____ NO _____

3. IF APPLICANT IS A CORPORATION, NAME AND ADDRESS OF
PRESIDENT AND SECRETARY AND LEGAL COUNSEL
REPRESENTING CORPORATION:

4. NAME AND ADDRESS OF LEGAL COUNSEL (IF PROVIDED)

_____ PHONE# _____

5. PROPERTY IDENTIFICATION: BLOCK(S) _____ LOTS(S) _____
TAX MAP PAGE NO. _____

STREET ADDRESS: _____

THE PROPERTY IS SITUATED ON THE (NORTH, EAST, SOUTH, WEST)
SIDE OF _____ STREET, AND IS
APPROXIMATELY _____ FEET
FROM _____
(NEAREST INTERSECTION)

6. NAME, ADDRESS, PHONE NUMBER AND LICENSE NUMBER OF PERSONS PREPARING PLAT OR EXHIBITS. INCLUDE PROFESSIONAL ENGINEER, ARCHITECT, LAND SURVEYOR, PLANNER, REALTOR OR OTHER EXPERT.

1. _____	3. _____
_____	_____
_____	_____
2. _____	4. _____
_____	_____
_____	_____

7. TYPE OF APPLICATION:

- | | |
|--------------------------|--------------------------|
| 1. SUBDIVISION | 2. SITE PLAN |
| ____ Minor | ____ Preliminary |
| ____ Prel/Major | ____ Final |
| ____ Final/Major | ____ Prel/Final Combined |
| ____ Prel/Final Combined | |
3. ____ AMENDED OR MINOR CHANGE ____ CONDITIONAL USE
4. ____ PLANNED DEVELOPMENT 5. ____ USE

6. LIST OF ALL VARIANCES AND WAIVERS:

7. TOTAL SITE AREA (ACRES) _____

8. SQUARE FEET OF PROPOSED BUILDING(S) TO BE CONSTRUCTED OR ENLARGED: _____

9. IF A SUBDIVISION, NUMBER OF NEW LOTS TO BE CREATED: _____
IF A RESUBDIVISION, NUMBER OF ORIGINAL LOTS _____ AND PROPOSED NEW LOTS _____.

10. PRESENT USE OF PROPERTY _____

PROPOSED USE OF PROPERTY _____

11. ANY EXISTING OR PROPOSED CONVENANTS, DEED RESTRICTIONS, PREVIOUS VARIANCES OR EXEMPTIONS FOR THE PROPERTY.
_____ YES _____ NO IF YES, ENCLOSE APPROPRIATE COPIES

. IF APPLICATION REQUIRES APPROVAL BY BERGEN COUNTY PLANNING BOARD, SOIL CONSERVATION, OR OTHER MUNICIPAL, COUNTY, STATE OR FEDERAL AGENCIES, INDICATE DATES OF SUBMISSION, ACTION TAKEN BY AGENCY, ETC.

13. ATTACHED HERETO ARE THE FOLLOWING ITEMS:

1. ORIGINAL APPLICATION
2. APPROPRIATE FEES AS PROVIDED IN FEE SCHEDULE
3. EIGHTEEN (18) COPIES OF ALL PRELIMINARY AND FINAL SITE PLAN MAPS, SUBDIVISION PLATS, ETC.
4. PRELIMINARY SOIL APPLICATION (IF REQUIRED)
5. TWELVE (12) COPIES OF MAP FOR MINOR SUBDIVISION OR SITE PLAN
6. COPY OF ANY AGREEMENT OR CONDITIONAL CONTRACT RELATED TO THIS APPLICATION.
7. IF APPLICANT IS CORPORATION OR PARTNERSHIP, LIST OF ALL STOCKHOLDERS, OR PARTNERS OWNING 10% OR MORE INTEREST.
8. HISTORIC PRESERVATION FORM PROPERLY FILLED OUT

_____ BEING DULY SWORN ACCORDING TO LAW, I
HEREBY CERTIFY THAT THE INFORMATION PRESENTED IN THIS APPLICATION
IS TRUE AND ACCURATE.

SIGNATURE OF OWNER, AGENT, REPRESENTATIVE (SPECIFY)

SWORN AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____, 20 _____

NOTARY PUBLIC OF NEW JERSEY
ATTORNEY AT LAW OF NEW JERSEY

AFFIDAVIT OF OWNER IF OTHER THAN APPLICANT

_____ BEING THE OWNER OF
RECORD OF THE PROPERTY AS SET FORTH IN THIS APPLICATION, HEREBY
CONSENTS TO THE FILING OF APPLICATION THIS _____ DAY OF _____
20 _____ AND TO IMPLEMENTATION OF SECT.22-3.4(i) AND/OR 26-3.2(g), WHICH
ESTABLISHES LIENS FOR UNPAID FEES.

SIGNATURE OF OWNER

SWORN AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____, 20 _____

SIGNATURE OF PERSON AUTHORIZED TO TAKE OATHS

**OUTLINE FOR NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER OF
THE TOWNSHIP OF MAHWAH – (THE RECORD)**

**TOWNSHIP OF MAHWAH
PLANNING BOARD**

PLEASE TAKE NOTICE that _____
(applicant's name)

has made application to the Mahwah Planning Board for (type of application). The

public hearing will be held on the _____ day of _____ 20_____,

at _____
(place of hearing , address and time)

The application is for: (describe variances and waivers requested)

for premises located at: _____
(address, block(s), lot(s))

The application and related maps and papers are on file and available for inspection

at the Planning Board office, 475 Corporate Drive, Mahwah, New Jersey 07430,

during normal business hours, 8:00 A.M. to 4:00 P.M.

Any interested party may appear at the scheduled hearing.

Date: _____ **Applicant:** _____

AFFIDAVIT OF SERVICE

State of New Jersey:

s

County of Bergen:

s

_____ of full age, being duly sworn according to law, on his oath deposes and says that he resides at _____ in the (municipality) _____ of _____ County of _____, and State of _____ and that he did on _____ 20_____, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by Docket # _____ located at _____.

Said notice was given either by handing a copy to the property owner, or by sending said notice by Certified Mail. Copies of the registered receipts are attached hereto.

Notices were also served upon:

(Check what is applicable)

- () 1. The Clerk of the (municipality) of
- () 2. County Planning Board
- () 3. Director of the Division of State & Regional Planning
- () 4. Department of Transportation
- () 5. Clerk of Adjoining Municipalities

A copy of said notices are attached hereto and marked "Exhibit A". Notice was also published in the official newspaper of the municipality as required by law.

Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Township of Mahwah, which is marked "Exhibit C".

There is also attached a copy of the proof of publication of notice in the official newspaper of the Township of Mahwah which is marked "Exhibit D".

(Signature of Applicant)

Sworn and subscribed to
Before me this _____
day of _____
20_____.

**PLANNING BOARD
TOWNSHIP OF MAHWAH
DETERMINATION OF COMPLETENESS CHECKLIST
PRELIMINARY MAJOR SUBDIVISION**

Project Title _____
 Lot(s) Block(s) _____
 Docket No. _____

NUMBERED ITEMS ARE AS PER SECTION 26-5.2b OF THE MAHWAH CODE

ITEM	YES	NO	N/A	COMMENTS
(1) Date and Revision Box	___	___	___	_____
(2) Key Map	___	___	___	_____
(3) Complete Title Block Information including Signature & Seal of Plan Preparer	___	___	___	_____
(5) Property Owners within 200 Feet	___	___	___	_____
(6) Zone Boundaries	___	___	___	_____
(7) Required Survey Data	___	___	___	_____
(8) Reference to Covenants & Deed Restrictions & Easements	___	___	___	_____
(9) Distance measured along the Right-of-Way Lines to nearest Intersections with other Streets	___	___	___	_____
(10) Location of Existing Buildings and Structures	___	___	___	_____
(11) Complete Storm Drainage Information	___	___	___	_____
(12) Show Existing/Proposed Contours which are referred To U.S.C. & G.S. datum	___	___	___	_____

ITEM	YES	NO	N/A	COMMENTS
(13) Location of Significant Existing Features including Flood Plains and Wetlands	___	___	___	_____
(14) Roadway Cross-Sections and Profiles	___	___	___	_____
(15) Location of Sanitary Sewer and Water Facilities	___	___	___	_____
(16) Detailed Drainage Calculations 500 Feet Radius Drainage Map	___	___	___	_____
(17) Acreage of Tract and Area of all Lots	___	___	___	_____
(19) Other Pertinent Information	___	___	___	_____
a) Preliminary Soil Movement Application	___	___	___	_____
b) Topography within 200 feet Radius	___	___	___	_____
c) Soil Erosion and Sedimentation	___	___	___	_____
d) Denote Waivers and Variances	___	___	___	_____
e) Separate List of Waivers and Variances	___	___	___	_____
f) Location of Zoning Setback Lines	___	___	___	_____

Additional Comments _____

**PLANNING BOARD
TOWNSHIP OF MAHWAH
DETERMINATION OF COMPLETENESS CHECKLIST
SITE PLAN**

Project Title _____
 Lot(s), Block(s) _____
 Docket No. _____

NUMBERED ITEMS ARE AS PER SECTION 22-5.1.b. OF THE MAHWAH CODE

ITEM	YES	NO	N/A	COMMENTS
(1) Complete Title Block Information Signature and Seal of Plan Preparer	___	___	___	_____
(3) Key Map	___	___	___	_____
(5) Property Owners Within 200 Feet	___	___	___	_____
(6) Zone Boundaries	___	___	___	_____
(7) Required Survey Data	___	___	___	_____
(9) Location of Existing Buildings and Structures	___	___	___	_____
(11) Plans and Elevations of Proposed Buildings	___	___	___	_____
Lot Coverage and Improved Lot	___	___	___	_____
Coverage Calculations	___	___	___	_____
(12) Sign Location and Details	___	___	___	_____
(13) Complete Storm Drainage Information	___	___	___	_____
Soil Erosion Control Plan and Details	___	___	___	_____
(14) Existing/Proposed Contours Referred to U.S.C. & G.S.	___	___	___	_____
(15) Location of Significant Existing Features	___	___	___	_____

ITEM	YES	NO	N/A	COMMENTS
(16) Roadway Cross-Sections and Profiles	___	___	___	_____
(18) Traffic Controls and Improvements	___	___	___	_____
(19) Location of Parking Areas	___	___	___	_____
(20) Location of Sanitary Sewer and Water Facilities	___	___	___	_____
(21) Lighting Plan and Details	___	___	___	_____
(22) Landscaping Plan	___	___	___	_____
(23) Detailed Drainage and Retention/ Detention Calculations 500 Feet Radius Drainage Map	___	___	___	_____
(24) Location of Zoning Setback Lines	___	___	___	_____
(25) Construction Details	___	___	___	_____
List of Waivers and/or Variances Requested	___	___	___	_____
(26) 200 Feet Radius Topographic Map	___	___	___	_____
Preliminary Soil Movement Application	___	___	___	_____
Additional Comments _____				

TOWNSHIP OF MAHWAH
PLANNING BOARD
APPLICATION FEE SCHEDULE

<u>SITE PLAN</u>	<u>PRELIMINARY</u>	<u>FINAL</u>
MULTI-FAMILY RESIDENTIAL	<u>FEE</u> \$50.00 FOR EACH PROPOSED DWELLING UNIT	<u>FEE</u> : \$10. PER UNIT MAX. \$1,000.00
NON-RESIDENTIAL SITE PLANS	<u>FEE</u> : \$300.00 PLUS \$25.00 FOR EACH 1,000 S.F. OF GROSS FLOOR AREA	<u>FEE</u> : \$1,000.00

FOR ONE OR MORE EXCEPTIONS
TO SITE PLAN REGULATIONS FEE: \$50.00 per exception, maximum of \$300.00

AMENDED SITE PLAN APPLICATION -- FEE: \$250.00

EXTENSION OF SITE PLAN APPROVAL FEE: \$100.00

TENANT APPLICATIONS - PUBLIC HEARING FEE \$100.00

<u>SUBDIVISION:</u>	<u>PRELIMINARY</u>	<u>FINAL</u>
MAJOR	<u>FEE</u> : \$500.00, PLUS \$100.00 FOR EACH PROPOSED LOT	<u>FEE</u> : \$500.00
MINOR	<u>FEE</u> : \$400.00	

AMENDED SUBDIVISION
APPLICATION FEE: \$250.00

EXTENSION OF SUBDIVISION
APPROVALS FEE: \$100.00

ESCROW ACCOUNT: SEE ATTACHED ORD. #1196

MAKE CHECKS PAYABLE TO THE "TOWNSHIP OF MAHWAH"

Revised by Ord. #1049 & #1050; Ord. #1666
3/14/90
7/28/92
5/11/10

**THE CERTIFIED LISTING OF ALL PROPERTY OWNERS WITHIN 200 FT.
MUST BE OBTAINED BY THE APPLICANT FROM THE TAX ASSESSOR'S
OFFICE. THIS REQUEST SHOULD BE ACCOMPANIED BY A CHECK IN
THE AMOUNT OF TEN DOLLARS (\$10.00), PAYABLE TO THE TOWNSHIP
OF MAHWAH AND SENT TO:**

**Township of Mahwah
Tax Assessor
475 Corporate Drive
Mahwah, New Jersey 07430**

**THE TAX ASSESSOR WILL FORWARD YOU THIS LISTING WITHIN SEVEN
DAYS.**

HISTORIC PRESERVATION COMMISSION

This Data Sheet is to provide known information to the TOWNSHIP OF MAHWAH HISTORIC PRESERVATION COMMISSION for use in reviewing and formulating recommendations to the Township on the subject application plan. The applicant is requested to fill in as much detail and to provide as much additional information as possible.

TITLE BLOCK

PROJECT NAME: _____ > PREPARED FOR: _____

TYPE OF PLAN: SITE _____ SUBDIVISION _____ > REGISTERED OWNER: _____
(CIRCLE) OTHER _____

> ADDRESS: _____

Municipality: MAHWAH > PLAN PREPARED BY: _____

County: BERGEN _____

State: NEW JERSEY > SCALE: _____

NAME OF APPLICANT/OWNER/REPRESENTATIVE PREPARING THIS FORM: _____

TITLE: _____
(HISTORIC PRESERVATION COMMISSION USE ONLY)

REVIEW BLOCK:

DATE OF ORIGINAL PLAN: _____ HISTORIC SITE ON PROPERTY?
NO _____ YES _____

REVISION DATES REVIEWED: _____

DATES OF COMMISSION REVIEWS: _____

BACKGROUND & SITE DESCRIPTION:

LIST ALL OFFICIALLY DESIGNATED HISTORIC SITES ON THE SUBJECT PROPERTY, IF KNOWN, AND INDICATE WHETHER THEY ARE CURRENTLY LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES (NRHP), AND/OR THE NEW JERSEY REGISTER(NJR), AND/OR THE MAHWAH REGISTER (MHSR).

LIST AND BRIEFLY DESCRIBE ALL NON-DESIGNATED STRUCTURES OR FEATURES ON THE SITE THAT ARE ESTIMATED TO BE FIFTY YEARS OF AGE OR OLDER.

EXAMPLES: BUILDINGS; FOUNDATION RUINS; WALLS; HAND-DUG WELLS; FISH WIERS; INDIAN SITES; CEMETERY SITES; ROADS OR TRAILS OF ANCIENT ORIGIN; STREAMS; PONDS OR OTHER WATER COURSES; ANY OTHER FEATURES THAT MIGHT BE OF HISTORIC INTEREST.

NAME AND BRIEFLY IDENTIFY, IF KNOWN, PROMINENT FORMER OF PRESENT OWNERS, RESIDENTS OR VISITORS:

LIST AND BRIEFLY DESCRIBE, IF KNOWN, ANY HISTORIC FEATURES OR SITES ON ADJACENT PROPERTIES, OR WITHIN 200' OF THE SUBJECT BOUNDARIES:

ALL INFORMATION PROVIDED BY THE UNDERSIGNED IS DEEMED BY THAT PERSON TO BE ACCURATE AND COMPLETE TO THE BEST OF THE UNDERSIGNED'S KNOWLEDGE AND BELIEF.

APPLICANT/OWNER OR AUTHORIZED
REPRESENTATIVE

DATE