

**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.**

**Patricia Puorro, 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.

\_\_\_\_\_  
Patricia Puorro, 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 DEPOSIT\$ \_\_\_\_\_

**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 PROPETY 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**

- \_\_\_\_\_ Minor
- \_\_\_\_\_ Prel/Major
- \_\_\_\_\_ Final/Major
- \_\_\_\_\_ Prel/Final Combined

**2. SITE PLAN**

- \_\_\_\_\_ Preliminary
- \_\_\_\_\_ Final
- \_\_\_\_\_ 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.
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- 

**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 RIDGEWOOD NEWS)**

**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.**

**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	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>COMMENTS</u>
(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	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>COMMENTS</u>
(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	___	___	___	_____

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

**TOWNSHIP OF MAHWAH  
PLANNING BOARD**

**FEE SCHEDULE**

<u>SITE PLAN</u>	<u>PRELIMINARY</u>	<u>FINAL</u>	<u>COMBINED PREL/FINAL</u>
<b>MULTI-FAMILY RESIDENTIAL</b>	<b>\$100. PLUS \$7. FOR EACH PROPOSED DWELLING UNIT</b>	<b>\$4. PER DWELLING UNIT, MIN. FEE \$100.</b>	<b>\$125. PLUS \$10. EACH PROPOSED D.U.</b>
<b>ALL OTHER SITE PLANS</b>	<b>\$12. PER 1000 S.F. GROSS FLOOR AREA MIN. \$150.</b>	<b>\$7. PER 1000 S.F. MIN. \$100.</b>	<b>\$17. PER 1000 S.F. GROSS FLOOR AREA MIN. \$200.</b>

**AMENDED SITE PLAN APPLICATION --- \$100.**

**INDIVIDUAL RESIDENTIAL LOT --- \$75. --- ORD. #1009**

**TENANT APPLICATIONS --- \$75. --- ORD. #1009**

<u>SUBDIVISION:</u>	<u>PRELIMINARY</u>	<u>FINAL</u>
<b>MAJOR</b>	<b>\$150. PLUS \$40. EACH PROPOSED LOT</b>	<b>\$100. FOR LESS THAN 4 LOTS \$150. FOR 4 OR MORE LOTS, PLUS \$15. FOR EACH LOT OVER 4</b>
<b>MINOR</b>	<b>\$100. PLUS \$40. PER LOT PROPOSED</b>	

**ESCROW ACCOUNT:      SEE ATTACHED ORD. #1196**

**MAKE CHECKS PAYABLE TO THE "TOWNSHIP OF MAHWAH"**

**Revised by Ord. #1049 & #1050  
3/14/90  
7/28/92**

**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