

**NORWOOD PLANNING BOARD
SITE PLAN APPLICATION**

Application # _____

The undersigned hereby makes application for a Site Plan of lands in the Borough of Norwood and submits the following information:

1. The name and address of the owner of the lands that the Site Plan is for:

2. The name and address of the applicant, if other than the owner of the lands of the subject Site Plan:

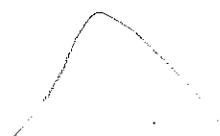
3. If the owner and/or the applicant is a corporation, the state of incorporation is _____, and the names and addresses of all stockholders having a ten percent or greater interest in the corporation are set forth in the schedule attached hereto.

4. If the owner and/or the applicant is a partnership or association, the names and addresses of the partners are as set forth in the schedule attached hereto.

5. The tax lot and block numbers and street address of the land is:

Lot _____ Block _____

Street Address _____



6. Have there been any prior applications for site plan made to the Norwood Planning Board concerning the subject site plan?

- Yes
- No

If so, set forth the date and application number of each such application:

Date: _____

Application # _____

7. Have there been any prior applications for variances made to the Norwood Planning Board or Board of Adjustment concerning subject site plan request.

- Yes
- No

If so, set forth the date and application number of each such application.

Date: _____

Application # _____

8. Have there been any prior applications for site plan approval made to the Norwood Planning Board concerning subject lands.

- Yes
- No

If so, set forth the date and application number of each such application.

Date _____

Application # _____

9. Does the applicant seek a variance from any provisions of the Norwood Zoning Ordinance.

Yes

No

If so, attach a brief description of the variance(s) sought and the reasons for such application.

10. Are there any taxes or assessments for local improvements due or delinquent on the subject lands.

Yes

No

11. Submit with the application a site plan plat conforming to the requirements of the Norwood Site Plan Ordinance.

Date _____

(Owner)

(Owner)

(Applicant)

(Applicant)

SITE PLAN CHECK LIST

- _____ 1. All applications for the site plan approval shall be prepared, signed and sealed by a Professional Engineer or Architect. It shall bear the signature and seal of a Licensed Land Surveyor as to topographic and boundary survey data.
- _____ 2. A title block shall be indicated in the lower right-hand corner of the plan and shall include the name and address of the owner; the tax assessment map lot and block number of the site; the proposed name of the development; and the name, address and license number and seal of the person preparing the plan. If the owner is a corporation, the name and address of the President and Secretary shall be submitted with the application.
- _____ 3. A date block of the site plan adjacent to the title block containing the date of preparation. All subsequent revisions shall be noted and dated.
- _____ 4. A key map showing the location of the tract and 500' radius with all roads, streets and streams including names, lot numbers and dimensions and zoning districts.
- _____ 5. A scale of not less than 50 feet to the inch shall be used and a graphic representation of the scale shall be displayed; all distances and dimensions shall be in feet and decimals of a foot, and all bearings shall be given to ~~the nearest 10 seconds~~. There shall be an arrow indicating North.
- _____ 6. The names and address of all owners of adjacent properties within 200 feet of the subject premises, together with the Tax Assessment Map lot and block numbers of said properties.
- _____ 7. Zone boundaries within 200 feet shall be shown on the plan.
- _____ 8. Survey data showing boundaries of the property, required building or setback lines, lines of existing and proposed streets, lots, reservations, easement and areas dedicated to public use, including grants, restrictions and public and private rights-of-ways.
- _____ 9. Reference to any existing covenants, deed restrictions, easements or exceptions which affect the subject premises. A copy of such covenants, deed restrictions, easements or exceptions shall be submitted with the application. If there are no known covenants, deed restrictions, easements or exceptions affecting the subject premises, a notation shall so state on the site plan.

- _____ 10. Location of existing buildings on the site which shall remain and all other structures, such as walls, fences, culverts, bridges and roadways, with spot elevations of such structures. Structures to be removed shall be indicated by dashed lines and structures to remain shall be indicated by solid lines.
- _____ 11. All distances as measured along the right-of-way lines of existing streets abutting the premises to the nearest intersection with any other street.
- _____ 12. Location plans and elevations of all proposed buildings and other structures, including required yard and setback areas, building height and feet in stories, lot coverage and improved lot coverage calculations.
- _____ 13. Location, height, dimensions and details of all signs, either free standing or affixed to a building. Where signs are not to be provided, a notation shall so state on the site plan.
- _____ 14. Location of all storm drainage structures and utility lines, whether publicly or privately owned, with pipe sizes, grades and direction of flow. If existing utility lines are underground, the estimated location of such underground utility lines.
- _____ 15. Soil erosion and sediment control plan to be submitted to the Bergen County Soil Conservation District.
- _____ 16. Existing and proposed contours, referred to a United States Coast and Geodetic datum either NGVD 29 or NAVD 88, with a contour interval of one foot for slopes of 3% or less, an interval of two feet for slopes of more than 3% but less than 15% or more. Existing contours are to be indicated by dashed lines, and proposed contours are to be indicated by solid lines.
- _____ 17. Location of existing rock outcrops, high points, watercourses, depressions, ponds marshes, wooded areas and other significant existing features, including previous flood elevations of watercourses where available.
- _____ 18. All proposed streets, with profiles indicating grading, and cross sections showing width of roadway, location and width of sidewalks where required, and location and size of utility lines according to municipal standards and specifications.
- _____ 19. The proposed use or uses of land and buildings and proposed location of buildings, including proposed grades. Floor space of buildings and estimated number of employees or other capacity measurements, where required, shall also be indicated. If the precise use of the proposed building is unknown at the time of the application, an amended plan showing the proposed use shall be required prior to a certificate of occupancy.

- _____ 20. All means of vehicular ingress and egress to and from the site onto public or private streets, showing the size and location of driveways and curb cuts, including proposed traffic lanes, acceleration and deceleration lanes and proposed traffic control devices. Improvements, such as roads, curbs, sidewalks and the design details of parking stalls, access aisles, curb radii, direction of traffic flow and other conditions as may be required in Chapter 233, Zoning, Chapter 232, Subdivision of Land or 231 Site Plan Review.
- _____ 21. Location and design of any off-street parking areas and loading zones, showing size and location of bays, aisles and barriers.
- _____ 22. Location of all proposed waterlines, valves and hydrants, sanitary sewer lines and facilities and public utility lines.
- _____ 23. The proposed location, direction of illumination, power and time of proposed outdoor lighting shall conform to applicable municipal standards.
- _____ 24. Landscaping plan, including buffers, screening types, planting schedule for all proposed vegetation (Botanic and common names, size, caliper, type of root, spacing and quantities). Plans are to be prepared by certified landscape architects, architects, engineers, land surveyors or professional planners in accordance with NJAC 13:40-7 et. Seq. The plan should indicate natural areas of vegetation to remain and the method of protecting the areas during construction.
- _____ 25. Proposed stormwater drainage system and calculations as to conform with designs based on a one-hundred year storm, using a one-hour intensity of two inches of rainfall. All site plans shall be accompanied by a sketch plat showing existing drainage facilities within 500 feet of any boundary, and information as to the building, paved and wooded areas, and any other conditions contributing to the calculations and methods used in determination of the adequacy of the proposed stormwater drainage system.
- _____ 26. Such information or data as may be required by the approving authority in order to determine that the details of the site plan are in accordance with the standards of Chapter 233, Zoning, Chapter 232, Subdivision of Land and Chapter 231 Site Plan Review.
- _____ 27. Such other information or data as may be required by the approving authority in order to determine that the details of the site plan are in accordance with all other applicable municipal, county, state and federal laws, ordinances and regulations.

- _____ 28. Applicable zoning data, presented in tabular form, as per Tables 1 thru 8 are schedule of General Requirements of Chapter 233 from the Code of Borough of Norwood.
- _____ 29. Location and dimensions at all proposed "Sight Triangle Easements".
- _____ 30. The site plan should contain the proper legends as illustrated in Chapter 231-24.

Advertisements can be placed in either the Press Journal or The Record, which are the official newspapers of the Borough of Norwood.

The Press Journal is published once a week on a Thursday. Call 201/871-6900 and speak to their Editorial Dept. for further information about their publication deadline and their requirements. Publication of your notice must be in their newspaper the Thursday before the ten-day requirement prior to the scheduled meeting of the board.

PUBLIC NOTICE
BOROUGH OF NORWOOD
PLANNING BOARD

Please take notice that a public hearing will be held on _____ at
8:00PM in the Council Chambers of the Municipal Building, 455 Broadway, Norwood,
NJ; where upon the Planning Board of the Borough of Norwood, will consider the
following application.

Name of Applicant _____

Street address of property to which application applies _____

Block _____ Lot _____ Zoning District _____

Nature of relief sought _____

Insert here a sufficiently adequate description of the relief sought so as to convey sufficient and clear notice thereof to any interested owner.

When the case is called, you may appear either in person or by attorney, and present any testimony which you may have concerning the application. All documents relating to this application can be inspected in the office of the Secretary of the Planning Board in the Municipal Building, between the hours of 9:00AM and 4:30PM Monday through Friday.

Respectfully,

Dated _____

Signature

FORM FOR PROOF OF SERVICE

APPEAL NO. _____

STATE OF NEW JERSEY)
COUNTY OF BERGEN) ^{SS}

Name _____ of full age,
being duly sworn according to law, deposes and says, that he resides at _____
_____ in the Borough of _____ in the County of _____
and State of _____; that he is the applicant in the proceeding
before the Planning Board, Borough of Norwood, being an application under the Building
Zone Ordinance which relates premises Lot _____ Block _____ that he gave notice of
this proceeding to each and all of the owners of property affected by said application, by
personal service or by mail on _____ 20 _____ true copies, which notice and
list of persons notified, are attached to this affidavit.

Sworn to before me, this _____
day of _____ 20 _____

AFFIDAVIT OF OWNERSHIP

State of New Jersey)
County of Bergen)^{ss}

_____ of full age, being duly sworn according to law, on his oath deposes and says that he resides at _____ in the city of _____, in the county of _____ and state of _____ that he is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Borough of Norwood, aforesaid; and known and designated as Number _____ and that he hereby authorizes _____

to make the within application in his behalf and that the statements contained in said application are true.

Sworn to before me this
_____ day of _____, 20_____

Signature of Notary

Signature of Applicant

TAKE NOTICE: Upon filing of this application with accompanying papers, you will be advised of date of hearing and will be furnished with a form of notice which you must mail or personally serve to all affected property owners and you must within ten days thereafter file with the secretary of this board affidavit that all property owners as specified have been notified.

Appellant shall file 20 copies of a plot plan prepared by a licensed engineer, land surveyor or registered architect of the State of New Jersey (or New York) duly signed and bearing the seal of one of the aforementioned, showing the following which becomes a part of this appeal:

1. Size of plot and all plots within 200 feet of subject plot with a 200-foot radius shown from all corners of subject plot.
2. Bounding streets and compass point.
3. Distance to all property lines from existing and/or proposed structures.
4. Size and location of proposed building(s).
5. Size, type and location of all existing building(s) on subject property and on lots adjacent thereto.
6. Location of septic system and drain fields.
7. Furnished elevation of street(s), curb(s) topography of the land, existing and finished grades.
8. If other than residential use, show all parking spaces to be provided, size and numbers.

Note: At the discretion of the board, items 6 and 7 need not be furnished for minor structures such as garages, porches, etc.

The Planning Board hereby reserves the right to request additional information to be shown on said plot plan where deemed necessary.

**PLANNING BOARD BOROUGH OF NORWOOD
INSTRUCTIONS & SUGGESTIONS TO APPLICANTS**

COMPLETENESS REVIEW

1. The board clerk will review your application package for compliance with the submission requirements, fee, escrow and other administrative requirements.
2. The board engineer will perform a technical review of site plan, subdivision and variance applications, and will recommend whether or not your application may be deemed complete.
3. Your application will be deemed complete or incomplete within forty-five (45) days of submission according to law.
4. When your application has been deemed complete, the board clerk will inform you of a hearing date. Do not assume that you are on the next month's agenda.
5. Upon notification that your application is complete you are to publish and serve the Notice according to law:
 - The publication of the Notice and the service on the affected owners must be accomplished at least ten calendar days prior to the date of the hearing.
 - Obtain an Affidavit of Publication from the newspaper and submit to the board clerk no later than three (3) days before the hearing. You may publish in The Record or Press Journal.
 - An Affidavit of Proof of Service (blank forms available) and the white certified mail receipts with the date stamped by the Post Office, along with a copy of the Assessor's certified 200' list must be submitted to The board clerk no later than three (3) days before the hearing.

THE APPLICANT IS NOT TO GIVE PUBLIC NOTICE UNTIL THE BOARD CLERK AND THE BOARD ENGINEER DEEM THE APPLICATION COMPLETE.

These instructions and suggestions are an attempt to assist the applicant, and are not intended to be a complete list of requirements pursuant to the Municipal Land Use Law, other State Statutes and applicable ordinances of the Borough of Norwood. The sole responsibility of presentation of the application and procedural requirements is upon the applicant.