

# DEVELOPMENT APPLICATION

PLEASE TYPE or PRINT

1. Project Address: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
(project address, lot and block number to be provided by applicant)

Application No. (YEAR/NUMBER) \_\_\_\_\_  
(application number to be provided by Community Development Office)

## 2. APPLICANT INFORMATION

### a. IF APPLICANT IS AN INDIVIDUAL:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Facsimile \_\_\_\_\_  
***Email*** Address \_\_\_\_\_

### b. IF APPLICANT IS AN CORPORATION or PARTNERSHIP:

Name of Corporation/Partnership: \_\_\_\_\_

Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Facsimile \_\_\_\_\_  
***Email*** Address \_\_\_\_\_

### c. CORPORATION/PARTNERSHIP REPRESENTATIVE:

Name of Corporate/Partnership Representative: \_\_\_\_\_

Title of Corporate/Partnership Representative: \_\_\_\_\_

Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Facsimile \_\_\_\_\_  
***Email*** Address \_\_\_\_\_

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d. List all stockowners or partners owning 10% or greater in the corporation:  
Stockowner/partner

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Facsimile \_\_\_\_\_  
***Email*** Address \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Facsimile \_\_\_\_\_  
***Email*** Address \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Facsimile \_\_\_\_\_  
***Email*** Address \_\_\_\_\_

3. APPLICANT ATTORNEY INFORMATION:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Facsimile \_\_\_\_\_  
***Email*** Address \_\_\_\_\_

**Note: If an EXPERT/DESIGN PROFESSIONAL/WITNESS is going to be asking that items be marked as exhibits, use visual displays during their testimony, we ask that twelve legible, readable copies of each exhibit or visual display be provided with the application for distribution to facilitate review by the Zoning Board.**

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Applicant: If you are an individual, you are not required to have an attorney represent you, however it is strongly recommended that you do retain an attorney to present your application and to preserve your interests. Please also note that should you originally elect to not have an attorney represent you, you may change your mind at any time to have an attorney represent you and have one present at your hearing. If you choose to not have an attorney represent you then please complete the certification below.

\_\_\_\_\_, being duly sworn, says that he/ she is the applicant or one of the applicants in the above action and choose not have an attorney represent me at this time.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Applicant's Printed/Typed Name*

Sworn and subscribed to me  
This \_\_\_\_\_ day of  
\_\_\_\_\_ 2006

**SEAL**

\_\_\_\_\_  
Notary Public of New Jersey

4. EXPERT/DESIGN PROFESSIONAL/WITNESS INFORMATION:  
(please provide a separate sheet for each individual)

Name \_\_\_\_\_

EXPERT  
DESIGN PROFESSIONAL  
WITNESS

(the individual above will has participated in this application as/will be appearing as, please circle all that apply)

Firm \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Facsimile \_\_\_\_\_

***Email*** Address \_\_\_\_\_

(For each Expert please provide a current copy of the Experts CV.)

**Note: If an EXPERT/DESIGN PROFESSIONAL/WITNESS is going to be asking that items be marked as exhibits, use visual displays during their testimony, we ask that twelve legible, readable copies of each exhibit or visual display be provided with the application for distribution to facilitate review by the Zoning Board.**

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5. Date property was acquired \_\_\_\_\_

6. Zoned as at time of purchase? \_\_\_\_\_

7. Current use of Property

Residential                      Commercial                      Office/Industrial  
1-2-Multi-Family      Retail Store (*what kind?*)      (*what kind?*)

(*be specific*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Proposed use of Property

Residential                      Commercial                      Office/Industrial  
1-2-Multi-Family      Retail Store (*what kind?*)      (*what kind?*)

(*be specific*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Is there any change in the occupancy or tenant involved with this application?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

12. Size of existing structure:

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_  
#of stories: \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

13. Existing structure Setbacks:

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

Percentage of lot coverage \_\_\_\_\_%

(on a separate sheet, please present calculations for the determination of lot coverage and indicate this area on site plan

Percentage of open space \_\_\_\_\_%

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(on a separate sheet, please present calculations for the determination of open space and indicate this area on site plan

14. Size of proposed structure:

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_  
#of stories: \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

15. Proposed structure Setbacks:

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

Percentage of lot coverage \_\_\_\_\_ %  
(on a separate sheet, please present calculations for the determination of lot coverage and indicate this area on site plan

Percentage of open space \_\_\_\_\_ %  
(on a separate sheet, please present calculations for the determination of open space and indicate this area on site plan

16. If variances are requested, cite any exceptional conditions preventing applicant from complying with requirements of the zoning ordinance.

\_\_\_\_\_

\_\_\_\_\_

17. If a bulk variance (*subsection C*) is required, set forth **in detail** the reason why zoning relief should be granted under the Municipal Land Use law.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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18. If a use variance (*subsection D*) is required, set forth **in detail** the reasons.

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(on a separate sheets, please set fourth the positive and negative criteria required to be presented for consideration so that the Board my properly weigh the merits of the application).

19. Are there any:

a. Deed restrictions on the property? Yes \_\_\_\_\_ No \_\_\_\_\_.  
*(if yes, please attach a copy of all such deed restrictions and associated survey if applicable).*

b. Easements involved with application? Yes \_\_\_\_\_ No \_\_\_\_\_.  
*(if yes, please attach a copy of all such easements and associated survey if applicable).*

c. Conditional contract sales agreement on property? Yes \_\_\_\_\_ No \_\_\_\_\_.  
*(if yes, please attach a copy of the contract).*

d. Outstanding taxes on this property? Yes \_\_\_\_\_ No \_\_\_\_\_.  
*(If no, please attach certification of payment from Tax Collector)*

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20. Please complete Certification.

\_\_\_\_\_, being duly sworn, says that he/ she is the applicant or one of the applicants in the above action and that all information presented in this application and all supporting documents is true and accurate.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Applicant's Printed/Typed Name*

Sworn and subscribed to me  
This \_\_\_\_\_ day of  
\_\_\_\_\_ 2006

\_\_\_\_\_  
Notary Public of New Jersey

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If applicant is not the owner of the property on which the application is submitted for, owner must sign consent or applicant must provide this application with notarized letter of consent from said owner.

As owner of the property which is the subject of this application, I hereby authorize \_\_\_\_\_ to make this application on my behalf and further depose and say that all of the above statements and statements made in documents submitted herewith are true to the best of my knowledge .

\_\_\_\_\_  
*Owner's Signature*

\_\_\_\_\_  
*Owner's Printed/Typed Name*

Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Facsimile \_\_\_\_\_  
**Email** Address \_\_\_\_\_

Sworn and subscribed to me  
This \_\_\_\_\_ day of  
\_\_\_\_\_ 2006

\_\_\_\_\_  
Notary Public of New Jersey

Seal

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**SITE PLAN CHECKLIST**

**§ 317-31. Contents of proposed site plan.**

**The proposed site plan shall contain the following:**

**\*\*\*\*\*PLEASE NOTE THAT NEW LOT NUMBERS AS A RESULT OF A SUBDIVISION MUST BE AUTHORIZED BY THE TAX ASSESSOR PRIOR TO SUBMITTAL OF PLANS/APPLICATION \*\*\*\*\***

**CONTACT: TOM PAOLILLO, TAX ASSESSOR @ 973-365-5542**

**A.** There shall be a key map showing the location of the subject property with reference to surrounding areas and existing street intersections.

**Complete**    **Incomplete**    **Not Applicable**    **Waived**

**B.** The proposed site plan shall show, in scale, the property lines of the entire parcel of land for which site plan approval is sought and indicate the dimensions of said property.

**Complete**    **Incomplete**    **Not Applicable**    **Waived**

**C.** The proposed site plan shall include the name of the applicant, the date the proposed site plan was prepared, a North arrow, the scale to which the proposed site plan is drawn, the name and seal of the person who prepared the proposed site plan, the block and lot numbers of the lands for which the site plan approval is sought as shown on the most current tax assessment maps of the City of Passaic and the names of all streets abutting such lot and block. [Amended 9-17-1987 by Ord. No. 990-87]

**Complete**    **Incomplete**    **Not Applicable**    **Waived**

**D.** The proposed site plan shall include the names of all owners of adjacent property, together with block and lot numbers of such property.

**Complete**    **Incomplete**    **Not Applicable**    **Waived**

**E.** The site plan shall show the zoning district in which the parcel is located, together with zone boundaries within 100 feet there from.

**Complete**    **Incomplete**    **Not Applicable**    **Waived**

**F.** The location of all existing and proposed buildings and structures on the lands for which site plan approval is sought, together with the distances of said buildings and structures from the property lines of said lands and from each other.

**Complete**    **Incomplete**    **Not Applicable**    **Waived**

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**G.** The right-of-way and pavement widths of all public streets upon which the lands for which the site plan approval is sought fronts to a distance of 100 feet beyond such lands. State highways and county road requirements shall be adhered to in all cases.

**Complete**  **Incomplete**  **Not Applicable**  **Waived**

**H.** A statement by the owner of whether any property adjoining the lands for which site plan approval is sought is or is not owned by said owner.

**Complete**  **Incomplete**  **Not Applicable**  **Waived**

**I.** The location and dimensions of all existing and proposed driveways, curb cuts, private access roads, curbing, parking areas, parking stalls, loading areas and loading bays and the location of all existing driveways within 200 feet of the lot.

**Complete**  **Incomplete**  **Not Applicable**  **Waived**

**J.** The proposed landscaping, screening and exterior lighting, including the location, number, size and type of existing landscaping and trees to remain; the location, number, size and type of trees, shrubs and landscaping to be installed; and the location, type, height, intensity and illumination area of any lighting to be installed.

**Complete**  **Incomplete**  **Not Applicable**  **Waived**

**K.** Arrows, which indicate the direction of traffic on all driveways, interior drives and parking areas.

**Complete**  **Incomplete**  **Not Applicable**  **Waived**

**L.** The location of any existing and proposed railroad sidings, streams, drainage rights-of-way, water or other utility rights-of-way or easements.

**Complete**  **Incomplete**  **Not Applicable**  **Waived**

**M.** Existing and proposed drainage facilities and drainage calculations.

**Complete**  **Incomplete**  **Not Applicable**  **Waived**

**N.** Existing and proposed contour lines at two-foot intervals or a sufficient number of spot elevations. [Amended 9-17-1987 by Ord. No. 990-87]

**Complete**  **Incomplete**  **Not Applicable**  **Waived**

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**O.** The proposed use or uses of land and buildings, together with floor space of all buildings. If the precise use of the building is unknown at the time of application, an amended plan showing the proposed use shall be required prior to issuance of a certificate of occupancy.

Complete  Incomplete  Not Applicable  Waived

**P.** The site plan shall show the location and design of any off-street parking areas or loading areas, showing size and location of bays, aisles and barriers. Parking stalls shall be numbered for identification. [Amended 9-17-1987 by Ord. No. 990-87]

Complete  Incomplete  Not Applicable  Waived

**Q.** The site plan shall show the location and type of garbage and refuse disposal facilities, including maneuvering areas.

Complete  Incomplete  Not Applicable  Waived

**R.** Where applicable, the site plan shall show the location and treatment of open space.

Complete  Incomplete  Not Applicable  Waived

**S.** Front, rear and side building elevations drawn to scale. [Amended 9-17-1987 by Ord. No. 990-87]

Complete  Incomplete  Not Applicable  Waived

**T.** Where applicable, the following information shall be provided:

- (1) The number of employees.
- (2) A narrative describing nature of operation or activities to occur on the site.
- (3) A narrative describing trucking on the site; number and size of trucks used in the applicant's operation; number, size and frequency of trucks making deliveries; and time of loading and unloading operations.

Complete  Incomplete  Not Applicable  Waived

**U.** The existing and proposed sanitary sewerage. [Added 9-17-1987 by Ord. No. 990-87EN]

Complete  Incomplete  Not Applicable  Waived

**V.** The location of fire hydrants within 200 feet of site. [Added 9-17-1987 by Ord. No. 990-87]

Complete  Incomplete  Not Applicable  Waived

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**W.** A place for the signatures of the Chairman and Secretary of the reviewing board.  
[Added 9-17-1987 by Ord. No. 990-87]

**Complete**    **Incomplete**    **Not Applicable**    **Waived**

**X.** The location of storage space for recyclables. [Added 7-7-1988 by Ord. No. 1026-88EN]

(1) In residential uses, including mixed uses, the plan should show both the area within the dwelling units and the central collection area.

(2) In commercial or industrial uses, in addition to showing the actual location on the site plan, the applicant must submit documentation of recyclables to be generated and the calculations which determined the floor area required.

**Complete**    **Incomplete**    **Not Applicable**    **Waived**

**Y.** Such other data or information that reasonably may be necessary for the Planning Board to meet the objectives of site plan approval in acting on a particular application.

**Complete**    **Incomplete**    **Not Applicable**    **Waived**

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### SPECIAL MEETING REQUEST

Applicant Information:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Facsimile \_\_\_\_\_  
***Email*** Address \_\_\_\_\_

Attorney Information:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Facsimile \_\_\_\_\_  
***Email*** Address \_\_\_\_\_

A special meeting is one that will occur on a time and date that is not on the published calendar of the Zoning Board.

If an applicant desires, they may request a special meeting. There is a fee associated with a special meeting, the current fee schedule may be obtained from the Community Development Office. Additionally, the applicant or his/her Attorney is requested to appear before the Zoning Board to state the date requested for the special meeting present the arguments and reasons why the request for the special meeting should be granted and answer questions from the zoning board members. Upon completion of the appearance, the Zoning Board will decide if a special meeting will be granted and the date of the special meeting. Please note that this date granted for a special meeting may not be the date requested.

Date Requested for Special Meeting \_\_\_\_\_

Below please state reasons why a special meeting should be granted. If documents, contracts, etc. are being cited, please provide twelve copies of all such items for distribution to and for Zoning Board Review.

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**THE FOLLOWING ON THE LIST MUST ALSO RECEIVE  
NOTICE OF THE MEETING**

- 1) **PASSAIC COUNTY UTILITY AUTHORITY  
401 GRAND STREET  
PATERSON, N.J. 07505** (973) 881-2822
  
- 2) **PASSAIC VALLEY WATER COMMISSION  
1525 MAIN AVENUE  
CLIFTON, N.J. 07011** (973) 340-4300
  
- 3) **PUBLIC SERVICE ELECTRIC & GAS COMPANY  
80 PARK PLAZA  
NEWARK, N.J. 07101** (973) 430-7000
  
- 4) **BELL ATLANTIC** 1-800-621-9900  
**1500 TEANECK ROAD  
TEANECK, N.J. 07666  
ATTN: John Donnelly**
  
- 5) **CABLEVISION** (201) 337-2100  
**40 POTASH ROAD  
OAKLAND, N.J. 07436**
  
- 6) **PASSAIC COUNTY PLANNING BOARD** (973) 881-4490  
**401 GRAND STREET  
PATERSON, N.J. 07505**

**DEVELOPMENT APPLICATION**

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**NOTICE TO PROPERTY OWNERS WITHIN 200 FEET  
OF A DEVELOPMENT**

**PLEASE TAKE NOTICE:**

An application for development has been submitted which requires notification of property owners as per the Municipal Land Use Law.

**The application has been submitted by:**

Name of Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City & State: \_\_\_\_\_

**For property located at:**

Street Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zone: \_\_\_\_\_

**For the purpose of:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The application in question requires the following approval/relief from the Board of Adjustment or Planning Board as per the Passaic Zoning Ordinance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A public hearing has been ordered for: \_\_\_\_\_  
at 7:30 PM, in the Council Chambers, City Hall, 330 Passaic Street, Passaic, New Jersey

All interested parties wishing to be heard are requested to be present at this hearing. When the case is called, you may appear either in person, by agent, or by attorney and present any information you may have to the board.

A copy of said application and documents are on file with the Administrative Officer, Municipal Land Use Law, Room 225, City Hall, 330 Passaic Street, Passaic, New Jersey. Any interested party may inspect these records between the hours of 8:30 - 4:00 Monday - Friday.

**Dated** \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_

**Note:** This notice must be served to all affected property owners at least ten (10) days before the hearing date