



# DEVELOPMENT APPLICATION

## DEVELOPMENT APPLICATION INSTRUCTIONS

Attached are forms and information necessary to make an application to either the Planning Board or Zoning Board of Adjustment of the City of Passaic.

Please fill out the forms **COMPLETELY. INCOMPLETE FORMS WILL BE RETURNED! WE WILL NOT HOLD ANY INCOMPLETE APPLICATIONS.**

All applications **MUST** be accompanied by at least **five (5) folded sets** of site plans and/or floor plans of proposed development, **five (5) copies** of application including the original (**applications without site plans will be returned**) and **a flash drive or cd with pdfs all site plans, application and other documents**. Please use the "**Contents of Proposed Site Plan**" as a guide to draw required site plan. Also please enclose a self-stamped ledger size envelope (17x11) addressed to the Board Planner (**David Troast, Board Planner, Plan 2 Consultants 53 Ninth Avenue Hawthorne, NJ 07506-1749**)

**\*\*\*Please Note\*\*\*** In addition to the submission of the aforementioned, you must of submit **one (1) set** of site plans and/or floor plans of proposed development, and **one (1) copy** of the application directly to the Board Attorney:

**FOR PB APPLICATIONS - Louis P. Rago, Esq. 25 Lindsey Drive, Suite 200, Morristown, NJ 07960.**

**FOR ZBA APPLICATIONS - Douglas J. Kinz, Esq. 356 Lafayette Avenue Hawthorne, NJ 07506.**

**UPON COMPLETENESS DETERMINATION, ALL SUBMISSIONS IN TOTAL MUST CONSIST OF FIVE (5) FULL SIZED COPIES PLUS A DIGITAL FILE OF THE PLANS & APPLICATION ON STANDARD COMPACT DISC MEDIA. ALL APPLICATIONS WILL BE DEEMED INCOMPLETE IF NOT ACCOMPANIED BY A DIGITAL VERSION. MAKE SURE TO INCLUDE TWELVE (12) COPIES OF ANY PHOTOS OR EXHIBITS TO BE PRESENTED AT YOUR HEARING. (\*\*\*) PLEASE NOTE, THE TWELVE COPIES WILL NOT BE NECESSARY IF THE HEARING IS BEING HELD VIRTUALLY(\*\*\*)**

**\*\*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. A COPY OF THE PLAN MUST BE SUBMITTED TO THE TAX ASSESSOR FOR LOT NUMBER ASSIGNMENT. CONTACT BARBARA WILLIAMS, TAX ASSESSOR @ 973-365-5542\*\***

If a translator is required, the applicant must have one present with him/her at the hearing.

Resumes for all professionals (planner, architect, etc.) must be submitted with the application.

If you are using exhibits, photos or any other documentation for your presentation, please be sure that you submit copies to distribute to all Board Members for review.

If your application is complete, you will be notified of application fees that must be paid and your hearing date.

Prior to your hearing date, it is the APPLICANT(S) responsibility to:

- **Submit copies of the plans to Jessica Abreu, Board Secretary, Division of Planning & Redevelopment, Passaic City Hall, 330 Passaic Street, Passaic, NJ 07055. Copies of plans must be submitted at least 20 days prior to hearing date.**
- Submit certified receipt notification to property owners within 200 ft. of the development property, and submit a copy of the affidavit of service, as well as a notification letter along with the receipts and a copy of the certified Tax Assessor list of property owners list that is no more than **three (3) months old** to the Board Secretary, at least 10 days prior to your scheduled hearing date.
- Submit proof of publication from the Herald News showing your ad, as required by Municipal Land Use Law (MLUL), at least 10 days prior to your hearing date.
- Make sure your attorney/representative reviews and understands all plans prior to your hearing date.

**All plans submitted to be heard by the Planning Board or Zoning Board of Adjustment must contain a Zoning Table with the following information:**

**Lot size, lot width, lot depth, front yard setback, right and left side yard setbacks, rear yard setback, floor area ratio (if applicable), building stories, building height, lot coverage, parking spaces, density, open space (if applicable).**

Along with the attached requirements for site plans, all plans will be reviewed for completeness within a 45-day period. Any missing information may cause your application to be delayed until all necessary information is obtained. Should you have any questions or comments about the application or process, please contact **Jessica Abreu, Board Secretary at (973) 365-5653**.

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

**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 (12) legible, readable copies of each exhibit or visual display be provided with the application for distribution to facilitate review by the respective Board. \*\*\*Please note, the twelve copies will not be necessary if the hearing is being held virtually\*\*\***

2. APPLICANT INFORMATION

a. IF APPLICANT IS AN INDIVIDUAL:

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

b. IF APPLICANT IS A CORPORATION or PARTNERSHIP:

Name of Corporation/Partnership: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
 Email \_\_\_\_\_

c. CORPORATION/PARTNERSHIP REPRESENTATIVE:

Name of Corp/Partnership Rep: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
 Email \_\_\_\_\_

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

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

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

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

Email \_\_\_\_\_

3. APPLICANT ATTORNEY INFORMATION:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Email \_\_\_\_\_

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 not to 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 not to 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*

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

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 \_\_\_\_\_

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

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Email \_\_\_\_\_

(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 (12) legible, readable copies of each exhibit or visual display be provided with the application for distribution to facilitate review by the respective Board. \*\*\*Please note, the twelve copies will not be necessary if the hearing is being held virtually\*\*\***

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 ( <i>What kind?</i> )	( <i>What kind?</i> )

(Be specific:) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Proposed use of Property

Residential	Commercial	Office/Industrial
1-2-Multi-Family	Retail Store ( <i>What kind?</i> )	( <i>What kind?</i> )

(Be specific:) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Yes  No

10. Size of existing structure: Length: \_\_\_\_\_ Width: \_\_\_\_\_  
Height: \_\_\_\_\_ # of stories: \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

11. 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 \_\_\_\_\_%

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

12. Size of proposed structure: Length: \_\_\_\_\_ Width: \_\_\_\_\_  
Height: \_\_\_\_\_ # of stories: \_\_\_\_\_ Total sq. ft. \_\_\_\_\_

13. 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.)

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

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15. 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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16. 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.)

17. 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 the Tax Collector.)*

18. 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 to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

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*

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

§ 317-31. Contents of proposed site plan.

The proposed site plan shall contain the following:

**\*\* Site Plan Checklist must be sealed by a NJ licensed Architect \*\***

Applicant's Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Date of Site Plan or Latest Revision: \_\_\_\_/\_\_\_\_/\_\_\_\_

§ 317-31. Contents of proposed site plan.

The proposed site plan shall contain the following:

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

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

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

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

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

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

**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**    **Waiver Requested**

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

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

**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**

**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**

**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**

**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**

**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**

**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**

**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**

**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/Zoning Board to meet the objectives of site plan approval in acting on a particular application.

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

**Z.** The proposed site plan shall include a zoning table comparing the ordinance requirements to the proposal.

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

# SPECIAL MEETING REQUEST

Applicant Information:

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

Attorney Information:

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

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

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 Department of Planning & Redevelopment. Additionally, the applicant or his/her Attorney is requested to appear before the Planning Board & Zoning Board of Adjustment 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 Board members. Upon completion of the appearance, the respective 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 Board Review.

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

**DEVELOPMENT APPLICATION**

**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 Planning Board or Zoning Board of Adjustment 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 or online on the [cityofpassaic.com](http://cityofpassaic.com) website, Planning & Redevelopment page. Any interested party may inspect these records by calling 973-859-1344 and scheduling an appointment 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.

**CITY OF PASSAIC  
CERTIFICATION OF PROPERTY OWNERSHIP**

**DEVELOPMENT APPLICATION**

I, \_\_\_\_\_, owner of the property located at \_\_\_\_\_,  
authorize \_\_\_\_\_ to process an application to go before the Board.

The premises is currently or has recently been occupied as \_\_\_\_\_  
\_\_\_\_\_.

Said property will now be occupied as \_\_\_\_\_  
\_\_\_\_\_.

I hereby certify that the foregoing statements made by me are true.

\_\_\_\_\_  
Signature of Owner of Property

\_\_\_\_\_  
Address of Owner of Property

\_\_\_\_\_  
Phone Number of Owner of Property

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

Passaic County Utility Authority  
401 Grand Street  
Paterson, NJ 07505  
(973) 881-2822

Passaic Valley Water Commission  
1525 Main Avenue  
Clifton, NJ 07011  
(973) 340-4300

Public Service Gas & Electric Company  
80 Park Plaza  
Newark, NJ 07101  
(973) 430-7000

Passaic County Planning Board  
Totowa Business Center, Planning Department  
930 Riverview Drive, Suite 250  
Totowa, NJ 07512  
(973) 881-4490

Department of Environmental Protection  
Division of Land Use Regulation  
P. O. Box 420  
Trenton, NJ 08625-0420  
(609) 777-0454

Verizon  
1095 Avenue of the Americas, Room 3137  
New York, NY 10038  
(212) 395-2121

Cablevision  
40 Potash Road  
Oakland, NJ 07436  
(973) 569-4040

Bell Atlantic  
1500 Teaneck Road  
Teaneck, New Jersey 07666

Department of Army Core of Engineers  
Philadelphia District  
Wanamaker Building  
100 Penn Square East  
Philadelphia, Pennsylvania 19107-3391