

**Planning Board  
Township of Washington  
Bergen County, New Jersey**

Page 1 of 8

**Application for Tentative Approval of Site Plan**

1. You may obtain a list of property owners from the tax assessor's office, located on the lower level of the municipal building, on Mondays between the hours of 8:30 AM and 10:45 AM. The cost for this service is \$10.00. The list of property owners must be current. After six (6) months, a new list must be obtained.
  
2. Proof that all taxes are paid and up to date must be provided with application to the Planning Board Secretary. A letter from the Tax Collector can be obtained at the Tax Window.
  
3. All paperwork (including 16 sets of **sealed, engineered site plans**) must be submitted to the planning board secretary at least three weeks before your scheduled work session for the Planning Board meeting.
  
4. Applicant must officially notify all property owners within 200 feet of the property in question at least 10 days prior to any/all work and public sessions meeting dates. You must also include Affidavit of Notification and Affidavit of Service – which must be notarized, and presented to the Planning Board Secretary. If you choose to notify your neighbors in person, you must have your neighbors sign their initials on Exhibit B (Affidavit of Notification). If you choose to notify your neighbors by certified mail, you must submit the white receipts to the planning board secretary with Exhibit B (Affidavit of Notification). These can be sent in after you have filed your application, but must be in the planning board office prior to your scheduled meeting date. Any green return receipt cards that you receive must also be given to the planning board secretary prior to the scheduled meeting date.
  
5. Applicant must publish notification in the newspaper of any/all work and public sessions at least 10 days prior to the actual meeting dates.

**Planning Board  
Township of Washington  
Bergen County, New Jersey**

Page 2 of 8

The planning board has on record the following newspapers for publication:

1. The Ridgewood News – FAX #973-569-7441 – Attn: Public Notices. Please note that The Ridgewood News is published on Fridays. They must receive your FAX by 12 noon the Wednesday before the Friday publication.
2. The Record - FAX #201-646-4532- Attn: Sue or Sophia. Please note that the planning board secretary does not receive The Record, so you will have to provide her with a copy of your notice from The Record.

You can also send your notice by email for both newspapers to [PublicNotices@NorthJersey.com](mailto:PublicNotices@NorthJersey.com).

**Check with the Public Notices office in the case that timing is close to a holiday, (973) 569-7418, (same number for both papers).**

As soon as is feasible and absolutely prior to any meeting, the applicant must submit to the planning board all green certified return receipt cards (these are the cards that the applicant receives back from the post office after the applicant has sent out notification by certified mail).

If you have any questions, please call the planning board secretary,

**Kaitlin Chieco**

Monday – Thursday, 8:30 a.m. to 12:30 p.m.

[kchieco@twpofwashington.us](mailto:kchieco@twpofwashington.us)

201-666-1463

**Planning Board  
Township of Washington  
Bergen County, New Jersey**

Page 3 of 8

**Application for Tentative Approval of Site Plan**

**File three copies of this application with the planning board - 201 666-1463**

**TO: Township of Washington - Planning Board**

**Application is hereby made for approval of the Site Plan of the land hereinafter described.**

1. a. Applicants Name: \_\_\_\_\_  
b. Address: \_\_\_\_\_  
c. Phone: \_\_\_\_\_
2. Name and address of Owner (if other than listed in # 1 above)  
a. Name: \_\_\_\_\_  
b. Address: \_\_\_\_\_  
c. Phone: \_\_\_\_\_
3. Interest of applicant if other than owner: \_\_\_\_\_
4. Location of Site:  
a. Neighborhood - \_\_\_\_\_  
b. Street - \_\_\_\_\_  
c. Tax Map Block - \_\_\_\_\_  
d. Lot Numbers - \_\_\_\_\_
5. Area of Entire Tract: \_\_\_\_\_
6. Development Plans:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. List proposed improvements and utilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. List of maps and other materials accompanying this application and the quantity of each:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Deed Restrictions that apply or are contemplated; (if no restrictions, state "none", if "yes" – attach copy. \_\_\_\_\_

**Planning Board  
Township of Washington  
Bergen County, New Jersey**

**10. Name and address of engineer/architect designing the site plan:**

- a. Name - \_\_\_\_\_
- b. Address - \_\_\_\_\_  
\_\_\_\_\_
- c. Phone - \_\_\_\_\_

**Signature of Applicant** – \_\_\_\_\_

.....  
**(DO NOT WRITE BELOW THIS LINE)**

**Date Received and Fee (\$2,750.00) Collected by the Township Clerk**

<u>Date</u>	<u>Amount</u>	<u>Clerk</u>
_____	_____	_____

**Re Submission Fees collected by the Township Clerk:**

	<u>Date</u>	<u>Amount</u>	<u>Clerk</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

**Planning Board  
Township of Washington  
Bergen County, New Jersey**

Page 5 of 8

**AFFIDAVIT OF APPLICANT**

STATE OF NEW JERSEY    )  
  );       SS.  
COUNTY OF BERGEN     )

\_\_\_\_\_ of full age, being duly sworn according to law, on oath deposes and says that all of the above statements and the statements contained in the papers submitted herewith are true.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_

\_\_\_\_\_  
Owner/Applicant

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

**AFFIDAVIT OF OWNERSHIP**

STATE OF NEW JERSEY    )  
  );       SS.  
COUNTY OF BERGEN     )

\_\_\_\_\_ of full age, being duly sworn according to law, on oath deposes and says, that the deponent resides at

\_\_\_\_\_ in the Township of Washington, in the County of Bergen and the State of New Jersey, that

\_\_\_\_\_ is the owner of fee of all that certain lot, piece or parcel of land situated, lying and being in the municipality aforesaid, and known and designated as number \_\_\_\_\_.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_

\_\_\_\_\_  
Owner/Applicant

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

**Planning Board  
Township of Washington  
Bergen County, New Jersey**

**AUTHORIZATION OF OWNER**

(If anyone other than the owner of the property is making this application, the following authorization must be executed.)

TO THE MEMBERS OF THE PLANNING BOARD:

\_\_\_\_\_ is hereby authorized to make the within application.

\_\_\_\_\_  
(Owner 1)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Owner 2)

\_\_\_\_\_  
(Date)

**Planning Board  
Township of Washington  
Bergen County, New Jersey**

Page 7 of 8  
Affidavit of Service  
State of New Jersey  
County of Bergen

\_\_\_\_\_ of full age, being duly sworn according to law,  
on his/her oath deposes and says that he/she resides at \_\_\_\_\_

In the \_\_\_\_\_ of \_\_\_\_\_, County of \_\_\_\_\_,

and the State of New Jersey and that he/she did on \_\_\_\_\_, 2010, at least  
ten (10) days prior to hearing date, give personal notice to all property owners within two  
hundred (200) feet of the property affected, located at \_\_\_\_\_

Block # \_\_\_\_\_ Lot # \_\_\_\_\_.

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.

Notice was also served upon the Secretary to the Planning and Zoning Board of  
Adjustment for the Township of Washington.

A copy of said notices is attached hereto and marked "Exhibit A."

Notice was also published in either the Ridgewood News or the Bergen Record as  
required by law.

Attached to this affidavit and marked "Exhibit B" is a list of property owners within two  
hundred (200) feet of the aforesaid property who were served, showing the lot and block  
numbers of each property owner 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  
Washington, which is marked as "Exhibit C."

There is also attached a copy of the proof of publication of notice in either The  
Ridgewood News or The Bergen Record, which is marked "Exhibit D."

\_\_\_\_\_  
Owner/Applicant

Sworn to and subscribed to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2010

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

