

PLEASE TAKE NOTE:

ALL PAPERWORK RELEVANT TO YOUR APPEARANCE BEFORE THE BOARD MUST BE SUBMITTED TO THE OFFICE NO LATER THAN TWO (2) WEEKS BEFORE YOUR SCHEDULED APPEARANCE. IF IT IS NOT SUBMITTED IN TIME, YOUR APPLICATION WILL NEED TO BE RESCHEDULED TO THE NEXT AVAILABLE MEETING DATE.

THIS INCLUDES THE AFFIDAVITS THAT ARE WITHIN THIS APPLICATION.

TOWNSHIP OF WASHINGTON
Application for Approval of Site Plan

1. You must 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 8:30AM-10:45AM. The request form is located on page 10 of this application. The cost of 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 (Second Floor) or via email to taxcollector@twpofwashington.us.
3. All paperwork, including 13 sets of sealed, engineer site plans must be submitted to the Planning Board Secretary before you can get a hearing date.
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 session meeting dates. If the applicant's property is within 200 feet of a County Road, notice must also be sent to the Bergen County Planning Board located in Hackensack, New Jersey by certified mail with return receipt at least ten days prior to the hearing. Also, if the applicant's property is within 200 feet of an adjacent municipality, notice must be sent to the Clerk's Office of that municipality. If the home is part of the Lake Association, a notice must also be sent to the Lake Association. 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. Prior to the meeting, the applicant must submit to the Planning Board office all green certified return receipt cards that the applicant received back from the Post Office.
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.

The Planning Board has on record the following newspapers for publication:

- The Ridgewood News: Fax: 201-612-7992; email: BERLEGAL@gannett.com
Please note: the Ridgewood News is published on Fridays. Advertisement must be received by noon the Wednesday prior to the Friday publication. Be sure to specify that it is to be published in The Ridgewood News.
- The Record: Fax: 201-646-4532; email: BERLEGAL@gannett.com
Please note: Be sure to specify that it is to be published in The Record. Publication deadlines can be found [here](#).

If you have any questions, please contact the Planning Board Secretary at 201-666-1463 between the hours of 8:30AM-4:30PM, Monday – Friday.

TOWNSHIP OF WASHINGTON
Application for Approval of Site Plan

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

1. Applicant Name: _____

Address: _____

Phone: _____ Email: _____

Interest of applicant (if other than owner): _____

2. Owner Name: _____

Address: _____

Phone: _____ Email: _____

3. Site Address: _____

Block: _____ Lot: _____

4. Area of Entire Tract: _____

5. Development Plans: _____

6. List of proposed improvements and utilities: _____

7. List of maps and other materials accompanying this application and the quantity

of each: _____

TOWNSHIP OF WASHINGTON
Application for Approval of Site Plan

8. Deed restrictions that apply or are contemplated: (if none stated “none” if “yes”
attach copy): _____

9. Engineer/Architect Name: _____

Address: _____

Phone: _____ Email: _____

AUTHORIZATION OF OWNER(S)

(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: _____

TOWNSHIP OF WASHINGTON
Application for Approval of Site Plan

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY
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

_____ Block _____ Lot _____.

Owner/Applicant

Sworn to and subscribed before me this _____ day of _____ 20 _____

Notary Public

AFFIDAVIT OF APPLICANT

STATE OF NEW JERSEY
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.

Owner/Applicant

Sworn to and subscribed before me this _____ day of _____ 20 _____

Notary Public

TOWNSHIP OF WASHINGTON
Application for Approval of Site Plan

REMITTANCE OF FEES

PLEASE NOTE THE FOLLOWING FEES ARE REQUIRED WITH THIS APPLICATION:

\$ 2,500 Escrow
\$ 250 Application Fee

PLEASE MAKE BOTH CHECKS PAYABLE TO
"Township of Washington"

OFFICE USE ONLY

Date Fee Collected: _____

\$2,500 Check # _____

\$250 Check # _____

Signature of Clerk: _____

TOWNSHIP OF WASHINGTON
Application for Approval of Site Plan

Affidavit of Notification – Exhibit B

This is to certify that the following owners of property within two hundred (200) feet of the property to be affected have been officially served with notice.

(Please attach a copy of the notice that was served – Exhibit A.)

NAME	ADDRESS	PERSONAL DELIVERY OR REGISTERED MAIL	DATE OF NOTICE	PROPERTY OWNERS INITIALS

Sworn to and subscribed before me this _____ day of _____ 20_____

Property Owner/Applicant Signature

Notary Public

TOWNSHIP OF WASHINGTON
Application for Approval of Site Plan

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 _____ in the State of New Jersey, and that he/she did on the
_____ day of _____, 20_____ 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 _____,
known on the Township of Washington Tax Map as Block _____ Lot(s) _____.

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 certified 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 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."

Sworn to and subscribed to before me on this _____ day of _____ 20_____

Property Owner/Applicant Signature

Notary Public

TOWNSHIP OF WASHINGTON
Application for Approval of Site Plan

USE FOR NEWSPAPER:

TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY
PLANNING BOARD
NOTICE OF VIRTUAL PUBLIC HEARING/PUBLIC NOTICE

PLEASE TAKE NOTICE that on the _____ day of _____, 20 ____ at 7:30 p.m., a hearing will be held before the Planning Board via ZOOM meeting (information to join below) on the application (*general description of project*) on the premises located at (*address*) and designated as Block _____, Lot _____ as listed on the Township of Washington Tax Map. This application is on file in the office of the Secretary to the Planning Board (201)-666-1463 or planningzoning@twpofwashington.us and is available for inspection by appointment ONLY Monday thru Thursday, 9:00 a.m.- 4:00 p.m. or by visiting www.twpofwashington.us, Government Tab, PB Applications to view online. The Applicant shall also seek such other variances and/or waivers of design standards as required by the Township of Washington, its engaged consultants and applicable ordinances of the Township of Washington. Any interested party may appear at said hearing via ZOOM and participate therein in accordance with rules of the Planning Board.

Insert Applicant Name

Insert Applicant Address

Insert ZOOM meeting information

TOWNSHIP OF WASHINGTON
Application for Approval of Site Plan

USE FOR 200' LIST: "Exhibit A"

TOWNSHIP OF WASHINGTON
BERGEN COUNTY, NEW JERSEY
PLANNING BOARD
NOTICE VIRTUAL HEARING ON APPLICATION

PLEASE TAKE NOTICE that the undersigned has filed an application for (*general description of project*) with the Planning Board of the Township of Washington at (*address*), as designated as Block _____, Lot _____ as listed on the Township of Washington Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity. The Applicant shall also seek such other variances and/or waivers of design standards as required by the Township of Washington, its engaged consultants and applicable ordinances of the Township of Washington. A public hearing has been set for Wednesday, _____, 20____ at 7:30 p.m. via ZOOM meeting. This application is on file in the office of the Secretary to the Planning Board (201)-666-1463 or planningzoning@twpofwashington.us and is available for inspection by appointment ONLY Monday thru Thursday, 9:00 a.m.- 4:00 p.m. or by visiting www.twpofwashington.us, Government Tab, PB Applications to view online. Any interested party may appear at said hearing via ZOOM and participate therein in accordance with rules of the Planning Board. This notice is sent to you by the applicant, by order of the Planning Board.

Insert ZOOM meeting information

Respectfully,

Insert Applicant Name

Insert Applicant Address

TOWNSHIP OF WASHINGTON
Application for Approval of Site Plan

TOWNSHIP OF WASHINGTON
REQUEST FOR LIST OF PROPERTY OWNERS
WITHIN 200' OF APPLICATION SITE

Date: _____

Applicant Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Variance List Requested for:

Block: _____ Lot(s): _____

Address: _____

Please provide me with a list of property owners within 200 feet of the above listed block and lot.

When complete, please: Mail E-mail Call

Paid \$10.00: Cash Check #: _____ Date paid: _____

*** PLEASE SUBMIT WITH PAYMENT TO WASHINGTON TOWNSHIP TAX ASSESSOR ***

TOWNSHIP OF WASHINGTON
Application for Approval of Site Plan

PLANNING BOARD APPLICATION
CHECKLIST

Applicant Name: _____
 Applicant Address: _____
 Block: _____ Lot: _____
 Meeting Date: _____
 Zone: _____

COPY OF APPLICATION SENT TO AND DATE FORWARDED TO:

Health Department _____
 Fire Prevention _____
 Police Department _____
 Other _____

NOTES:

ITEM	
Type of application	
Application	
Authorization of Owner (if applicable)	
Affidavit of Ownership	
Affidavit of Applicant	
Fees	
Tax memo	
Exhibit C (200' list from Tax Assessor)	
Exhibit A (letter to 200' property list)	
Exhibit B (affidavit notification (neighbors))	
White Receipts	
Notice to be published in paper	
Exhibit D (Notice of Publication)	
Affidavit of Service, notarized (includes newspaper)	
Engineer Report (Azzolina/Boswell)	
Survey showing project location	
Plans	
Landscape Plans	
Green Cards	
Provide Previous Resolutions on Property	
Approval/Denial Date	
Resolution Date	
Date Resolution Published	