

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](mailto:taxcollector@twpofwashington.us).
3. All paperwork, including 13 sets of sealed, engineer 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 session 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. 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](mailto: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](mailto: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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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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  
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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  
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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 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."

\_\_\_\_\_  
Property Owner/Applicant Signature

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

\_\_\_\_\_  
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 \_\_\_\_\_ on the premises located at \_\_\_\_\_ 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](mailto: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](http://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.

*Insert Applicant Name*

*Insert Applicant Address*

*Insert ZOOM meeting information*

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**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 \_\_\_\_\_ with the Planning Board of the Township of Washington at \_\_\_\_\_ as designated as Block \_\_\_\_\_, Lot \_\_\_\_\_ on 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. A public hearing has been set for \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_, 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](mailto: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](http://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  
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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 \***

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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:
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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	