

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

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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 8:30AM-10:45AM. 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).
3. All paperwork (including 13 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 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. 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.

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

1. The Ridgewood News: **Fax:** 201-612-7992; **email:** berlegal@gannett.com Please note: the Ridgewood News is published on Fridays. They must receive your advertisement by noon the Wednesday before the Friday publication.
2. The Record: **Fax:** 201-646-4532; **email:** berlegal@gannett.com

As soon 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 the applicant receives back from the post office after the applicant has sent out notification by certified mail.)

If you have any questions, please contact the Planning Board Secretary at 201-666-1463 between the hours of 8:30 AM-12:30PM Monday-Friday.

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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: _____
1. Name and address of Owner (if other than listed in # 1 above)
 - a. Name: _____
 - b. Address: _____
 - c. Phone: _____
2. Interest of applicant if other than owner: _____
3. Location of Site:
 - a. Neighborhood - _____
 - b. Street - _____
 - c. Tax Map Block - _____
 - d. Lot Numbers - _____
4. Area of Entire Tract: _____
5. Development Plans:

6. List proposed improvements and utilities:

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

8. Deed Restrictions that apply or are contemplated; (if no restrictions, state "none", if "yes" - attach copy.) _____

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9. 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.	_____	_____	_____

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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

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Bergen County, New Jersey**

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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)

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Bergen County, New Jersey**

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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 _____, 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 _____

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 _____, 20__

Notary Public

Township of Washington

Variance List Request

Date: ____/____/____

From: Name: _____

Mailing address: _____

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 the list to me:

Address: _____

City: _____ State: _____ Zip: _____

Call me to pick up this list:

Very truly yours,

Received \$10.00 cash, check for variance list.

Date _____, _____

USE THIS FOR NEWSPAPER:

Township of Washington, NJ
Planning Board

PLEASE TAKE NOTICE that on the ___ day of _____ 201__ at 7:30PM, a hearing will be held before the Planning Board in the Courtroom of the Municipal Building, 350 Hudson Avenue, Township of Washington, NJ, 07676 on the application _____ on the premises located at _____ and designated as Block ____, Lot __ on the Township of Washington Tax Map.

This application is on file in the office of the Secretary of the Planning Board and is available for inspection Monday through Thursday, 8:30AM-12:30PM.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Planning Board.

(Applicant Name)

(Applicant Address)

USE THIS FOR 200' LIST:

Township of Washington
Planning Board
Notice of Hearing on Application

PLEASE TAKE NOTICE:

That the undersigned has filed an application for _____ with the Planning Board of the Township of Washington at _____, Block ____, Lot __ on the Township Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

A public hearing has been set down for _____, 201_, 7:30PM in the Courtroom of the Municipal Building, 350 Hudson Avenue, Twp. of Washington, NJ, 07676

This application is on file in the office of the Secretary of the Planning Board and is available for inspection Monday through Thursday, 8:30AM-12:30PM.

This notice is sent to you by the applicant, by order of the Planning Board.

Respectfully,
(Applicant Name)

PLANNING BOARD APPLICATION CHECKLIST

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

ITEM	
Type of Application	
Application	
Azzolina Report	
Copy of Application in Paul's in box	
Survey showing project	
Plans	
Tax Memo	
Fee	
Exhibit A	
Exhibit B	
Exhibit C	
Exhibit D (tearsheet)	
White Receipts	
Green Cards	
Affidavit of Applicant	
Affidavit of Ownership	
Authorization of Owner (if applicable)	
Affidavit of Service, Notarized (includes newspaper)	
Provide previous resolutions on property	
Approval/Denial Date	
Resolution Date	
Date Resolution Published	

Copy of Application Sent to and Date forwarded:

- Health Department
- Fire Prevention
- Police Department
- Other

Notes:

- Exhibit A: Letter to 200' List
- Exhibit B: Affidavit Notification (neighbors)
- Exhibit C: 200' List from Tax Assessor
- Exhibit D: tearsheet