

BOROUGH OF SADDLE RIVER
ZONING BOARD OF ADJUSTMENT CHECKLIST FORM FOR SUBMITTAL
(THIS FORM MUST BE FILED WITH APPLICATION)

AN APPLICATION MUST BE SUBMITTED TO THE SECRETARY OF THE ZONING BOARD FOR REVIEW BY THE BOROUGH ENGINEER PRIOR TO IT BEING DEEMED COMPLETE AND SCHEDULED FOR A ZONING BOARD HEARING. THE FOLLOWING IS A COMPLETE APPLICATION.

- APPLICATION FEE (\$150 for bulk variance; \$250 for use variance)
- ESCROW \$1,800

(ALL FEES AND ESCROWS MADE PAYBLE TO BOROUGH OF SADDLE RIVER)

THREE (3) COPIES OF THE FOLLOWING:

- ZONING DENIAL FORM FROM ZONING OFFICER WITH DETAIL OF ZONING NON-COMPLIANCE AND VARIANCE REQUESTED.
- ZONING BOARD OF ADJUSTMENT APPLICATION
- ARCHITECTURAL DRAWINGS IN SUFFICIENT DETAIL FOR BOARD REVIEW OF PROPOSED APPLICATION. ARCHITECTURAL DRAWINGS SHALL BE CONSISTENT WITH ENGINEERING SITE PLAN. **ARCHITECTURALS SHALL PROVIDE THE FOLLOWING AS A MINIMUM:**
 - FLOOR PLANS
 - ELEVATIONS
 - ENGINEERING SITE PLAN WITH SUFFICIENT DETAIL INCLUDING THE FOLLOWING:
 - PROPOSED SCOPE OF WORK INCLUDING EXISTING AND PROPOSED. SHOW EXISTING DWELLING, ADDITIONS, REMOVALS, DECKS, WALKS, DRIVEWAY AND ALL IMPROVEMENTS TO THE PROPERTY TO SUPPORT REQUEST/APPLICATION.
 - ZONING TABLE SHOWING BUILDING AND LOT COVERAGES (PRE AND POST CONSTRUCTION). PROVIDE A DETAILED BREAKDOWN OF COVERAGES.
 - MAP REFERENCES AND EASEMENTS
 - METES AND BOUNDS OF ALL PROPERTY LINES AND WIDTH OF ROW
 - KEY MAP WITH ADJACENT PROPERTIES WITHIN 200'
 - DATUM AND NORTH ARROW
 - FIRST FLOOR, GARAGE FLOOR AND BASEMENT FLOOR AS APPLICABLE
 - DRIVEWAY LOCATION
 - PERTINENT UTILITIES TO BE SHOWN INCLUDING ELECTRIC AND GAS
 - SEPTIC SYSTEM AND LOCATION OF WELL
 - DRAINAGE DESIGN INCLUDING ON-SITE RETENTION FOR ALL NEW IMPERVIOUS AREAS (BASED ON THE 100 YEAR FREQUENCY STORM). NOTE DRAINAGE DESIGN MAY BE MADE PART OF THE BUILDING DEPARTMENT SUBMITTAL IF WAIVER BY APPLICANT IS REQUESTED AND APPROVED BY BOARD.
 - EXISTING AND PROPOSED TOPOGRAPHY AS APPLICABLE.
 - LANDSCAPING AS APPLICABLE TO MITIGATE ANY VARIANCE REQUEST. SEPARATE LANDSCAPE PLAN WILL BE REQUIRED WHERE MORE THAN 4 TREES ARE REMOVED AS PART OF APPLICATION.

APPLICANT NAME PRINT

SIGNATURE

DATE

PROPERTY

ADDRESS

BLOCK

LOT

*Email address (required)

BOROUGH USE

RECEIVED BY

APPLICATION FILED DATE	_____	_____
APPLICATION FEE RECEIVED	_____	_____
ESCROW RECEIVED	_____	_____
APPLICATION DEEMED COMPLETE DATE	_____	_____