



**BOROUGH OF SADDLE RIVER**  
**PLANNING BOARD**

**APPLICATION FOR MAJOR SUBDIVISION**

FOR BOARD USE ONLY

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Application & File #: \_\_\_\_\_ Action Taken: \_\_\_\_\_ Date: \_\_\_\_\_  
Block & Lot #'s: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fees Paid: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Signature: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Signature: \_\_\_\_\_

If corporation or partnership, please list current officers or partners and percentage of ownership or interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Engineer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Location of Subdivision as to Street: \_\_\_\_\_

As to Block: \_\_\_\_\_

Lot #'s: \_\_\_\_\_

If the intended use of any lots to be created is other than residential, please detail:

\_\_\_\_\_  
\_\_\_\_\_

**Yes**

**No**

Does this subdivision conflict with the Master Plan?

\_\_\_\_\_

\_\_\_\_\_

Does this subdivision require variances?

\_\_\_\_\_

\_\_\_\_\_

If the answer is YES, cite conflict or variances needed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All mail regarding this subdivision shall be addressed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certification of Applicant and/or Owners and/or Partners:

I (we) hereby certify that the applicant or owner is willing and able, in the event of approval of a Final Map, to undertake and completely install all the improvements set forth upon the preliminary and final map submitted herewith. Such improvements to be installed in accordance with the requirement and specification as set forth in the ordinances of the Borough of Saddle River. It is further agreed that a bond or surety bond in a form acceptable to the Planning Board Attorney to guarantee performance thereof will be furnished to the Borough of Saddle River, New Jersey, to cover the above-mentioned improvements.

Date: \_\_\_\_\_

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Signature of Owner (and Applicant)

(If Applicant is other than Owner):

Date: \_\_\_\_\_

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Signature of Applicant

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(Insert title if corporation or partnership)

# SADDLE RIVER PLANNING BOARD

**CHECK LIST OF REGULATIONS FOR MAJOR SUBDIVISION – Final Plat**

Application & File #: \_\_\_\_\_ (to be filled out by Planning Board)  
 Block & Lot #'s: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**

**FOR EACH COMPLETED ITEM, PLEASE PLACE AN "X" IN APPLICANT COLUMN**

	<b>Applicant</b>	<b>Planning Board</b>
Initial Review - Submit 4 copies of proper application forms		
Payment of proper fees		
Submit tax collector's affidavit that property taxes and municipal assessments are not delinquent		
Submit original tracing and 18 copies of the map at least 10 working days before the Planning Board meeting at which action is taken		
Map should contain the following:		
- Applicant's name.		
- Block and lot numbers and street location.		

**(CONTINUED ON NEXT PAGE)**

	<b>Applicant</b>	<b>Planning Board</b>
- Drawn in the same scale established by the Planning Board for the Preliminary Plat and in a form suitable for filing with the County Clerk.		
- All information shown on the approved Preliminary Plat, except that contour lines, grade changes, drainage design information and cross-sections and profiles of roads and sewers shall be submitted.		
- Monuments to be installed shall be located and described.		
The following approval blocks shall replace those shown on the Preliminary Plat:		
<p>(1) I hereby certify that this map and survey has been made under my supervision and complies with the provisions of "the map filing law." (Include the following, if applicable)</p> <p>I do further certify that the monuments as designated and shown hereon have been set.</p> <p>By: _____  NJ Licensed Land Surveyor and No.  (Affix Seal)</p>		
<p>(2) If the monuments are to be set at a later date, the following endorsement shall be shown on the map:</p> <p>I certify that a bond has been given to the municipality, guaranteeing the future setting of the monuments shown on this map and so designated.</p> <p>Date: _____ By: _____  Municipal Clerk</p>		
<p>(3) "We, the undersigned, having an interest in the title of the property covered by this subdivision, hereby consent to the filing of this map in the office of the Bergen County Clerk."</p> <p>_____</p> <p>Date                      Owner</p> <p>_____</p> <p>Date                      Owner</p>		

	<b>Applicant</b>	<b>Planning Board</b>
<p>(4) Approved by the Bergen County Planning Board on _____.</p> <p>_____</p> <p style="text-align: center;">Chairperson</p>		
<p>(5) This map was approved at a regular meeting of the Planning Board of Saddle River held on the _____ day of _____, 20__, and said map shall be filed in the Bergen County Clerk's Office on or before _____ in accordance with Chapter 358, P.L. 1953 and as amended by Chapter 141, P.L. 1960.</p> <p>_____</p> <p style="text-align: center;">Chairperson</p> <p>_____</p> <p style="text-align: center;">Secretary</p>		
<b>BEFORE FINAL APPROVAL</b>		
<p>The following shall be installed or performance bond furnished guaranteeing same, all subject to the approval of the Borough Engineer:</p> <ol style="list-style-type: none"> <li>a. Streets and Roads</li> <li>b. Curbs and gutters</li> <li>c. Street Signs</li> <li>d. Monuments – located and described</li> <li>e. Culverts and storm sewers</li> </ol> <p><b>BOND:</b></p> <ol style="list-style-type: none"> <li>a. Maintenance Bond posted with the governing body for a period not to exceed two years.</li> <li>b. Bond to be released after satisfactory inspection at end of bond period.</li> </ol>		
<p>- After all signatures are affixed, the applicant shall deliver to the Borough Clerk the original tracing, 2 cloth copies and 7 paper copies, with sufficient cash to cover fees for filing with the County Clerk. Filing must be accomplished within 45 days of approval.</p>		

**BOROUGH OF SADDLE RIVER  
100 EAST ALLENDALE ROAD  
SADDLE RIVER, NJ 07458  
TEL: (201) 327-2609, Ext. 228  
FAX: (201) 327-0168**

**PROOF OF CURRENT PROPERTY TAXES**

DATE: \_\_\_\_\_

RE: BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PROPERTY TAXES ON THE ABOVE PROPERTY HAVE BEEN PAID THROUGH

\_\_\_\_\_

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LINDA CANAVAN, CTC  
TAX COLLECTOR

SADDLE RIVER PLANNING BOARD

**IF VARIANCES ARE NEEDED, THE FOLLOWING IS A SUGGESTED FORM WHICH MAY BE USED FOR THE ANNOUNCEMENT OF A PUBLIC HEARING TO OWNERS OF PROPERTY WITHIN 200 FEET OF A MAJOR SUBDIVISION**

BOROUGH OF SADDLE RIVER  
PLANNING BOARD

NOTICE

Pursuant to the provisions of the Saddle River Municipal Code, notice is hereby given that application has been made to the Planning Board of Saddle River for a variance of a subdivision of the property commonly known as Lot(s) \_\_\_\_\_ located in Block \_\_\_\_\_ as shown on the current Tax Assessment Map of the Borough of Saddle River and located \_\_\_\_\_ at

\_\_\_\_\_  
\_\_\_\_\_.  
Street and Number

A public hearing on said application for variance approval will be held by the Planning Board via Zoom at <https://saddleriver-org.zoom.us/j/87066821085> Meeting ID: 870 6682 1085 on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at 7:00 PM or as soon thereafter as the matter can be heard.

A copy of said variance has been filed with the Secretary of the Planning Board for public inspection and may be seen by all persons of interest.

This notice has been served upon you as the owner of property within 200 feet of the extreme limits of the subdivision and you are hereby notified that you will be given an opportunity to be heard at said hearing in connection with the proceedings before the Board for the approval of said variance or variances.

\_\_\_\_\_



SADDLE RIVER PLANNING BOARD

**THE FOLLOWING IS A SUGGESTED FORM WHICH MAY BE USED FOR THE ANNOUNCEMENT OF A PUBLIC HEARING TO OWNERS OF PROPERTY WITHIN 200 FEET OF A MAJOR SUBDIVISION**

BOROUGH OF SADDLE RIVER  
PLANNING BOARD

NOTICE

Pursuant to the provisions of the Saddle River Municipal Code, notice is hereby given that application has been made to the Planning Board of Saddle River for approval of a subdivision of the property commonly known as Lot(s) \_\_\_\_\_ located in Block \_\_\_\_\_ as shown on the current Tax Assessment Map of the Borough of Saddle River and located at \_\_\_\_\_.

Street and Number

A public hearing on said application for subdivision approval will be held by the Planning Board via Zoom at <https://saddleriver-org.zoom.us/j/87066821085> Meeting ID: 870 6682 1085, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at 7:00 PM or as soon thereafter as the matter can be heard.

A copy of said variance has been filed with the Secretary of the Planning Board for public inspection and may be seen by all persons of interest.

This notice has been served upon you as the owner of property within 200 feet of the extreme limits of the subdivision and you are hereby notified that you will be given an opportunity to be heard at said hearing in connection with the proceedings before the Board for the approval of said subdivision.

SADDLE RIVER PLANNING BOARD

**THE FOLLOWING IS A SUGGESTED FORM WHICH MAY BE USED FOR THE ANNOUNCEMENT OF A PUBLIC HEARING IN AN APPROVED NEWSPAPER (THE RECORD OR THE HERALD NEWS)**

BOROUGH OF SADDLE RIVER  
PLANNING BOARD

NOTICE

Notice be and is hereby given to all persons that (name) \_\_\_\_\_  
has applied to the Borough of Saddle River Planning Board for a  
(description) \_\_\_\_\_

\_\_\_\_\_ of the premises known as (address – location)

\_\_\_\_\_ as Lot \_\_\_\_\_, Block \_\_\_\_\_ in the Borough of Saddle River, County of Bergen, and State of New Jersey, all as more particularly set forth and in accordance with the filed plans in accordance with the provisions of the Borough of Saddle River Subdivision Ordinance.

All interested parties are invited to appear and be heard at a public hearing on this application to be held by said Borough of Saddle River Planning Board on the \_\_\_\_\_ day of (month) \_\_\_\_\_, 20\_\_ at 7:00 PM. This meeting will be held via Zoom at <https://saddleriver-org.zoom.us/j/87066821085> Meeting ID: 870 6682 1085

Documents relating to this application may be inspected by the Public during normal business hours in the Municipal Building of Saddle River, New Jersey, during weekdays from 9:00 AM to 3:00 PM.

\_\_\_\_\_  
Name of Petitioner

\_\_\_\_\_  
Address of Petitioner

# SADDLE RIVER PLANNING BOARD

## NOTICE OF APPEAL

### FOR BOARD USE ONLY

Application & File #: \_\_\_\_\_  
Block & Lot #'s: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fees Paid: \_\_\_\_\_

Filed: \_\_\_\_\_  
Hearing: \_\_\_\_\_  
Disposition: \_\_\_\_\_

## TO BE COMPLETED BY APPLICANT

### TO THE PLANNING BOARD:

Appeal is hereby made from 16-7(h) of the Land Use Procedures of the Municipal Code of the Borough of Saddle River pursuant to Section 57c od c. 291, P.L. 197 for a variance:  
In accordance with plans filed herewith (18 copies).

### DESCRIPTION OF LOT:

Premises known as Block No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Street Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_ Owner Phone Number: \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Lessee or tenant: \_\_\_\_\_ Address: \_\_\_\_\_

Zone District: \_\_\_\_\_ Tenant Phone Number: \_\_\_\_\_

**(CONTINUED ON NEXT PAGE)**

Size of Lot: \_\_\_\_\_ Corner of Interior: \_\_\_\_\_

On how many streets does lot have frontage: \_\_\_\_\_

Set back from property line \_\_\_\_\_ feet. From side line, if corner lot \_\_\_\_\_

Other details not provided in foregoing: \_\_\_\_\_

Has there been any previous appeal involving these premises \_\_\_\_\_

If so, state (a) Date filed: \_\_\_\_\_ (b) Character of appeal: \_\_\_\_\_

\_\_\_\_\_ (c) Disposition: \_\_\_\_\_

The grounds of appeal or variation desired and reasons for same are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant shall attach hereto survey or Plot Plan and shall state if there are any changes since the date of said Plan. If so, applicant shall set forth what said changes consist of.

I hereby depose and say that all the above statements, and statements made in any papers submitted herewith are true.

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_  
20\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Address

**AFFIDAVIT OF OWNERSHIP**

STATE OF NEW JERSEY     )  
  ) SS  
COUNTY OF BERGEN        )

\_\_\_\_\_, of full age, being duly sworn according to law, on his oath  
deposes and says that he resides at \_\_\_\_\_  
in the city of \_\_\_\_\_, in the County of \_\_\_\_\_  
and State of \_\_\_\_\_, that he is the owner in fee of all that certain lot, piece or  
parcel of land situated, lying and being in the Borough of Saddle River aforesaid, and known and designated as  
Number \_\_\_\_\_ and that he hereby authorizes \_\_\_\_\_  
to make the within application is his behalf and that the statements contained in said application are true.

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_

**100 E. Allendale Rd., Saddle River, NJ 07458**  
**(201) 327-2609 Ext. 228**  
**(201) 327-0168 FAX**

APPLICATION FOR 200 FT. LIST

FEE: \$10.00

DATE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_

APPLICANT'S TELEPHONE: \_\_\_\_\_

APPLICANT'S FAX NO: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

SUBJECT'S NAME: \_\_\_\_\_

SUBECT'S PROPERTY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

REASON FOR APPLICATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_