



BOROUGH OF SADDLE RIVER PLANNING BOARD

APPLICATION FOR MINOR SUBDIVISION

TO BE FILLED OUT BY THE APPLICANT

NOTE: Should this application not conform to the definition of a Minor Subdivision in the estimation of the Planning Board for reasons to be stated, this application will be classified as a Major Subdivision, and the applicant must refile with proper forms and fees.

Applicant Name: _____ Cell Phone: _____

Address: _____ E-mail: _____

Owner Name: _____ Cell Phone: _____

Address: _____ E-mail: _____

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

Engineer's Name: _____ Cell Phone: _____

Address: _____ E-mail: _____

Name of Subdivision _____

Location of Subdivision as to Street _____

Block _____ Lot Numbers _____

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

Does this subdivision:

	YES	NO
Contain more than 4 lots including basic lot?	___	___
Front on an existing street?	___	___
Conflict with Master Plan?	___	___
Conflict with Borough Ordinances?	___	___
If the answer is YES , cite conflicts _____		

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 Borough Attorney to guarantee performance thereof will be furnished to the Borough of Saddle River, New Jersey, to cover the above-mentioned improvements.

Date: _____

Signature of Owner (and Applicant)

(If Applicant is other than Owner):

Date: _____

Signature of Applicant

(Insert title if corporation or partnership)

BOROUGH OF SADDLE RIVER PLANNING BOARD
CHECK LIST OF REGULATIONS FOR A MINOR SUBDIVISION APPLICATION
(THIS FORM MUST BE FILED WITH APPLICATION)

Application & File #: _____ (To be filled out by Planning Board)

Block & Lot #'s: _____

Applicant's Name: _____ Date: _____

TO BE COMPLETED BY APPLICANT

- APPLICATION FEE \$500.00 plus \$250.00 per lot CHECK PAYABLE TO THE BOROUGH OF SADDLE RIVER
- ESCROW \$2,000.00 CHECK PAYABLE TO THE BOROUGH OF SADDLE RIVER

TO BE COMPLETED BY APPLICANT
FOR EACH COMPLETED ITEM, PLEASE PLACE AN X in the box

- Submit 4 copies of proper application forms and plans upon initial review, along with proper payment of fees
- Submit 18 copies of this check list (only after deemed complete by Borough engineer)
- Submit tax collector's affidavit that property taxes and municipal assessments are not delinquent
- If variances are needed, submit copy of service to property owners within 200'
- Submit certification of publication of notice in approved newspapers regarding a Public Hearing**
- Submit original tracing and 18 copies of the map at least 10 working days before the Planning Board meeting at which action is taken The Map must contain the following:
 - Applicants Name
 - Block & lot numbers and street location
 - All dimensions
 - Indicate ponds, lakes, streams, drains, wooded areas and names of property owners within 200'
 - Indicate roads and streams within 500'
 - Indicate all buildings and distances from property lines
 - Indicate lot or lots to be subdivided out and dimensions and area to be retained with dimensions
 - Indicate road width of 25' from center line
 - Indicate deed restrictions or easements
 - Key map with reference to surrounding area and existing intersections within 1000'
 - Name of person preparing map, date of preparation and revisions

REVISED JANUARY 2021

A scale of 1" = 400 feet minimum

Approval block on right hand side with the following:
"I have carefully examined this map and find it conforms with all the Laws of the State and the Municipal Ordinances applicable thereto" with a place for date and signature of the Planning Board Engineer.

****APPROVED NEWSPAPERS ARE THE RECORD AND THE HEARLD NEWS**

- A block with the following "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.M. 1953, and as amended by Chapter 141, P.L. 1960.

Chairman

Secretary

NOTE: If classified as a Minor Subdivision, and approved by the Planning Board, the signed tracing will be returned to the applicant.

Filing:

If the original tracing is suitable for filing with the County, applicant must provide two mylar and six paper copies along with the tracing and sufficient funds to cover the filing fee.

The original tracing and one mylar copy will be filed within 190 days of approval by the Borough Clerk.

A fully signed reproducible copy should be furnished to the Planning Board.

**SADDLE RIVER PLANNING BOARD
MINOR SUBDIVISION
GENERAL INSTRUCTIONS FOR APPLICANTS**

YOUR APPLICATION IS A LEGAL PROCEEDING, AND IT IS YOUR RESPONSIBILITY TO SEE THAT ALL LEGAL REQUIREMENTS ARE MET.

THE REGULAR PLANNING BOARD MEETING IS NORMALLY HELD ON THE FIRST TUESDAY OF EACH MONTH IN THE MUNICIPAL BUILDING AT 7:00 PM. APPLICANTS MUST VERIFY WITH THE BOARD'S SECRETARY THE MEETING DATE WHEN THEIR APPLICATION WILL BE HEARD.

A MINOR SUBDIVISION IS DEFINED AS:

1. HAVING NO MORE THAN 4 LOTS INCLUDING THE BASIC LOT.
2. FRONTING ON EXISTING IMPROVED STREET.
3. NOT INVOLVING A NEW STREET OR EXTENSION OF MUNICIPAL FACILITIES.
4. NOT ADVERSLEY AFFECTING EXISTING OR FUTURE DEVELOPMENT OF REMAINING OR ADJOINING TRACTS.
5. NOT AFFECTING MASTER PLAN.
6. COMPLYING WITH ALL ORDINANCES.

EACH APPLICATION PACKET WILL INCLUDE THE FOLLOWING:

1. APPLICATIONS TO BE FILLED OUT WITH 18 COPIES
2. AFFIDAVIT FOR TAX COLLECTOR TO SIGN INDICATING THAT PROPERTY TAXES AND MUNICIPAL ASSESSMENTS ARE NOT DELIQUENT
3. NOTIFICATION FORMS FOR A PUBLIC HEARING

NOTE: All subdivision applications must be sent to:

County of Bergen
Department of Planning and Economic Development
Division of Development Review
Administration Building – Court Plaza South
21 Main Street
Hackensack, New Jersey 07601-7000

All Subdivisions that affect the County roads or drainage facilities and/or are classified Major Subdivisions and must be submitted for review and approval.

Minor Subdivisions that do not abut or affect County roads or drainage facilities may be exempted from approval after review of the submitted application and accompanying plats (2).

The County roads in Saddle River are: East Saddle River Road, West Saddle River Road, East Allendale Road and Chestnut Ridge Road, Woodcliff Lake Road and Sheridan Avenue.

REVISED JANUARY 2021

NEWWP/PLANNING/Planning Board Forms/2021 Revised Forms/Minor Subdivision

FEES

Fees are payable at the time of submission or the application, unless otherwise stated.

Refer to current Schedule of Fees on file with the Planning Board Secretary.

At the time of the approval, the application is to provide a bond in a form acceptable to the Borough Attorney in an amount not to exceed one hundred twenty percent (120%) of the estimated cost of the improvements as determined by the Planning Board Engineer. Applicants shall also make a cash deposit (cash or certified check) to cover Borough expenses such as legal and engineering not to exceed ten percent (10%) of the estimated cost and improvements. The balance previously deposited for the review of the plat shall be credited to this new deposit account. If the balance of this account falls below five hundred dollars (\$500.00), or 50% of the deposit established above (whichever is greater), the applicant shall deposit an additional sum not to exceed ten percent (10%) of the cost estimated by the Planning Board Engineer to complete the improvements in accordance with the final site development plan.

**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: _____

SUBJECT'S PROPERTY ADDRESS: _____

REASON FOR APPLICATION: _____

REVISED JANUARY 2021

NEWWP/PLANNING/Planning Board Forms/2021 Revised Forms/Minor Subdivision