



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

CHECKLIST FORM FOR SUBMITTAL OF SITE PLAN WAIVER REQUEST  
(THIS FORM MUST BE FILED WITH APPLICATION)

PRIOR TO AN APPLICANT BEING DEEMED COMPLETE AND SCHEDULED FOR A PLANNING BOARD SITE PLAN WAIVER REQUEST, THE APPLICANT SHALL SUBMIT TO THE SECRETARY OF THE PLANNING BOARD FOR REVIEW BY THE BOROUGH ENGINEER FOR COMPLETENESS THE FOLLOWING:

4 COPIES OF THE FOLLOWING (**FOR INITIAL COMPLETENESS REVIEW**):

- NARRATIVE WITH PROPOSED LOCATION OF BUSINESS, USE, NUMBER OF EMPLOYEES AND HOURS OF OPERATION
- ZONING PERMIT FROM ZONING OFFICER SHOWING THAT THE PROPOSED USE IS A PERMITTED USE FOR PLANNING BOARD HEARING
- PLAN/MAP OF PROPERTY SHOWING SPECIFIC SPACE/BUILDING AND PROPERTY
- APPLICATION

UPON BEING NOTIFIED THAT THE SUBMITTALS ARE ACCEPTABLE AND CAN BE SCHEDULED FOR A MEETING DATE, THE APPLICANT SHALL SUBMIT EIGHTEEN (18) COPIES OF ALL DOCUMENTS TO THE PLANNING BOARD SECRETARY.

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APPLICANT NAME PRINT	SIGNATURE	DATE
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PROPERTY ADDRESS	BLOCK	LOT
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**APPLICANT CONTACT INFORMATION:**

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**SADDLE RIVER PLANNING BOARD  
APPLICATION FOR SITE PLAN WAIVER**

**FOR BOARD USE ONLY**

Application & File#: \_\_\_\_\_

Action Taken: \_\_\_\_\_ Date: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

**TO BE FILLED OUT BY THE APPLICANT**

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

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Signature \_\_\_\_\_

E-mail \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

**APPLICATION FOR SITE PLAN WAIVER-Continued**

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

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

**Property Location:**

Block \_\_\_\_\_ Lot \_\_\_\_\_ Address \_\_\_\_\_

Previous Use: \_\_\_\_\_

Type of Business \_\_\_\_\_ # of Employees \_\_\_\_\_ Hours of Operation \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Type of Business \_\_\_\_\_ # of Employees \_\_\_\_\_ Hours of Operation \_\_\_\_\_

**Parking Analysis:**

Existing Gross Floor Area (GFA) on Site (SF) \_\_\_\_\_

Existing Parking Spaces on Site \_\_\_\_\_

GFA Proposed to be Added/Changed in Use \_\_\_\_\_

Parking Spaces Avail. For New/Changed Use Floor Area \_\_\_\_\_

Total Proposed Parking Spaces on Site \_\_\_\_\_

Total Required Parking Spaces on Site \_\_\_\_\_

Other Alterations \_\_\_\_\_

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

**UPON APPROVAL OF THIS APPLICATION BY THE PLANNING BOARD, APPLICATION SHOULD BE MADE WITH THE CONSTRUCTION CODE OFFICIAL FOR A CERTIFICATE OF OCCUPANCY.**

Borough of Saddle River  
Planning Board  
100 E. Allendale Road  
Saddle River, NJ 07458  
201 327 2609 EXT 225 FAX 201 327 0168

**INSTRUCTIONS TO APPLICANTS  
PARKING ANALYSIS SECTION, SITE PLAN WAIVER APPLICATION**

1. Existing Gross Floor Area (GFA) on Site (sq. ft.)\_\_\_\_\_   
This asks for the entire gross floor area (in square feet) of all existing buildings on the property, whether or not any changes are proposed to their size(s) or use(s).
2. Existing Parking Spaces on Site\_\_\_\_\_   
This asks for the total count of all parking spaces that currently exist on the entire property.
3. GFA Proposed to be Added/Changed in Use\_\_\_\_\_   
This asks for the gross floor area in square feet of all portion(s) of the building(s) for which a change in use or occupancy is proposed and/or the gross floor area in square feet of any proposed new building(s) or building addition(s).
4. Parking Spaces Available for New/Changed Use Floor Area\_\_\_\_\_   
This asks for the number of parking spaces (out of the total that exist now on the property) which are allocated to the portion(s) of the building(s) for which a change in use or occupancy is proposed and/or to any additional building floor area proposed to be constructed. This can only be calculated by subtracting the number of parking spaces required for all of the other uses/building floor area on the entire property from the total number of parking spaces existing on the property today, as follows:  
  
Step 1. Calculate the parking requirement for everything else on the property.  
  
Step 2. Subtract the total number of existing parking spaces on the property from the number calculated in Step 1.  
  
Step 3. The result (whether it is positive or negative) is the number to fill in.
5. Total Proposed Parking Spaces on Site\_\_\_\_\_   
This asks for the total count of all parking spaces which will exist on the entire property after the proposed change in use of occupancy or after any proposed new floor area is added.
6. Total Required Parking Spaces on Site\_\_\_\_\_   
This asks for the total number of parking spaces that will be required on the entire property after the approval of (and including) the proposed change in use or occupancy and/or proposed new building floor area.

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_