



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

**SITE PLAN APPLICATION**

**GENERAL INSTRUCTIONS FOR APPLICANTS**

Your application is a legal proceeding, and it is your responsibility to see that all legal requirements are met.

Applications must conform to Saddle River Code, Chapter 37, Land Use Procedures.

**IMPROPERLY FILLED OUT APPLICATIONS WILL NOT RECEIVE PLANNING BOARD ACTION**

Applications must be submitted to the Board's Secretary-Clerk from 9 am to 3 pm, Monday through Friday, not less than 10 days prior to the Planning Board meeting at which consideration is desired.

The regular Planning Board meeting is normally held the first Tuesday of each month in the Municipal Building at 7:00 pm. Applicants must be present at the meeting. Applicants must verify with the Board's Secretary the meeting date when their application will be heard.

**PLEASE INSTRUCT THE SECRETARY WHICH OF THE FOLLOWING APPLICATIONS YOU DESIRE:**

- (1) Minor Subdivision** – Defined as **(a)** having no more than 4 lots, including the basic lot...**(b)** fronting on existing improved street...**(c)** not involving a new street or extension of municipal facilities...**(d)** not adversely affecting existing or future development of remaining or adjoining tracts...**(e)** not affecting Master Plan...**(f)** complying with all ordinances.
- (2) Major Subdivision** – Defined as all other subdivisions relating to **(a)**, **(b)** and **(c)** under Minor Subdivisions, but still complying with **(d)**, **(e)**, and **(f)**.
- (3) Site Plan**
- (4) Waiver of Site Plan**

Each application packet will include the following:

- (1) Applications – upon initial review, complete and return **four (4)** copies of application, forms, documents, plans, etc. **along with proper fees**
- (2) After the application is deemed complete by the Borough engineer, then provide 18 copies of the checklist, applications, forms, documents, plans, etc. to the Board secretary at least 10 days prior to hearing date
- (3) Regulations in the form of a checklist to be filled out with 18 copies
- (4) Affidavit for tax collector to sign indicating that property taxes and municipal assessments are not delinquent
- (5) Instructions and notification forms to be used if the variances are required and subject to the approval of the Planning Board
- (6) Instructions and notification forms if a Public Hearing is called for
- (7) Applicable ordinances

## **INSTRUCTIONS FOR APPLICATION TO THE COUNTY**

**NOTE: All subdivision applications must be sent to:**

**COUNTY OF BERGEN  
DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT  
DIVISION OF DEVELOPMENT REVIEW  
ADMINISTRATION BUILDING – COURT PLAZA SOUTH  
21 MAIN STREET  
HACKENSACK, NJ 07601-7000**

All Subdivisions that affect County roads or drainage facilities and/or are classified Major Subdivisions 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, Chestnut Ridge Road, Woodcliff Lake Road & Sheridan Avenue.

## **FEES**

Fees are payable at the time of submission of the application, unless otherwise stated. Applicant shall refer to the latest Schedule of Fees, on file with the Planning Board secretary.

If requested, the Planning Board shall grant an informal, non-binding discussion with the applicant. Fees are not required for such a request.

At the time of the approval, the applicant is to provide a bond in a form acceptable to the Planning Board 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), 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.

SADDLE RIVER PLANNING BOARD

**APPLICATION FOR SITE PLAN**

FOR BOARD USE ONLY

-----

Application & File #:	_____	Action Taken:	Date: _____
Block & Lot #'s:	_____		_____
Date:	_____		_____
Att'd to Subdivision Application #:	_____		_____
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: \_\_\_\_\_

- Check if Minor Subdivision
- Check if Major Subdivision

Date when subdivision application was filed: \_\_\_\_\_

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

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

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: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner (and Applicant)

(If Applicant is other than Owner):

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
(Insert title if corporation or partnership)

# SADDLE RIVER PLANNING BOARD

## CHECK LIST OF REGULATIONS FOR SITE PLAN APPLICATION

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>
Submit 4 copies of proper application forms, plans, documents & proper fees for initial review		
Submit 18 copies of this check list after Borough Engineer has deemed application is complete		
Payment of proper fees		
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 (either the Record or Herald News) re: a Public Hearing		
Submit original tracing and eighteen copies of the map at least 10 working days before the Planning Board meeting at which action is taken		

	<b>Applicant</b>	<b>Planning Board</b>
The Site Development Plan must contain the following:		
- Applicant's Name.		
- Block and lot numbers and street location.		
- Preparation, signed & sealed by a licensed professional engineer or architect, and the signature & seal of a licensed surveyor as to topographical & boundary survey data.		
- Date – all revisions noted and dated.		
- Key Map showing location of the tract with reference to surrounding areas and existing street intersections.		
- Title of development, north arrow, written graphic scale.		
- A scale of not less than 50' to the inch. All distances shall be in feet and decimals of a foot. All bearings shall be to the nearest ten seconds and lot acreage to nearest .1 acre.		
- The names of all owners of adjacent property with block and lot numbers of said property as shown on current tax records.		
- The zoning district in the parcel together with zone boundaries included within the boundaries of the parcel of within 200' therefrom, if applicable.		
- Survey data showing boundaries of the property, building or setback lines, existing curb or edge of pavement and lines of existing and proposed street, lots, reservations, easement and areas dedicated to public use including grants, restrictions, and rights of way.		
- 18 copies of any covenants, deed restrictions, or exceptions.		
- Location of existing buildings, and all other structures, including walls, fences, culverts & bridges, with spot elevations of such buildings and structures. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines. Structures within 25' of the property shall also be shown.		
- Location of all existing and proposed storm drainage structures and utility lines whether publicly or privately owned, with pipe sizes, grades and direction of flow. If any existing utility lines are underground, the estimated location of said utility lines shall be shown.		
- Existing and proposed contours, referred to US Coast and Geodetic datum, with a contour interval of two (2) feet; and interval of five (5) feet may be used for slopes of fifteen (15) percent or more. Existing contours are to be indicated by dashed lines and proposed contours are to be indicated by solid lines.		



	<b>Applicant</b>	<b>Planning Board</b>
- Location of existing rock outcrops, high points, water courses, depressions, ponds, marshes, wooded areas and other significant existing features including previous flood elevations of water courses, ponds and marsh areas as determined by survey.		
- All proposed streets, with profiles, indicating grading; and cross-sections showing width of roadway, location and width of sidewalk and location and size of utility lines conforming to the standards and specification of the township.		
- The proposed use or uses of land and buildings together with the floor space of all building and the estimated number of employees.		
- The means of vehicular access for ingress and egress from the site showing in particular the size and location of driveways and curb cuts; walkways; the proposed traffic channels, if any; acceleration and deceleration lanes, if any; additional width, if any, and other means of controlling vehicular and pedestrian traffic.		
- The location and design of any off-street parking areas or loading areas showing size and location of bays, aisles, and barriers.		
- The location of all existing and proposed water lines, valves and hydrants and all sewer lines or alternative means of water supply or sewage disposal and treatment.		
- Existing and proposed storm water drainage system. All site plans shall be accompanied by a plan sketch showing all existing drainage within 500' of any boundary, and all areas such as paved areas, grassed areas, wooded areas and any other surface area contributing to the calculations, and showing the methods used in the drainage calculations.		
- The location, direction of illumination, power and hours of operation of existing and proposed outdoor lighting.		
- The location and elevation plan of proposed signs.		
- The proposed screening, landscaping and planting plan.		
- Such other information or data as may be required by the Planning Board for determination that the details of the Site Plan are in accordance with the standards of this Ordinance, Zoning Ordinance and all other ordinances of the Borough of Saddle River.		
- The following approval blocks shall be added to the Site Plan:		

1. Approved at a regular meeting of the Planning Board of the Borough of Saddle River on the \_\_\_\_\_ day  
of \_\_\_\_\_ / \_\_\_\_\_.  
(month) (year)

2. Approved by the Building Inspector of the Borough of Saddle River

\_\_\_\_\_  
(Name) (Date)

3. Approved by the Fire Chief of the Borough of Saddle River

\_\_\_\_\_  
(Name) (Date)

4. Approved by the Police Chief of the Borough of Saddle River

\_\_\_\_\_  
(Name) (Date)

5. Approved by the Board of Health of the Borough of Saddle River

\_\_\_\_\_  
(Chairman) (Date)

\_\_\_\_\_  
(Secretary) (Date)

6. Approved by the Board of Architectural Review of the Borough of Saddle River

\_\_\_\_\_  
(Chairman) (Date)

\_\_\_\_\_  
(Secretary) (Date)

7. Approved by the Plumbing Inspector of the Borough of Saddle River

---

(Name) (Date)

8. Approved by the Environmental Commission of the Borough of Saddle River

---

(Chairman) (Date)

---

(Secretary) (Date)

**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

\_\_\_\_\_

---

LINDA CANAVAN, CTC  
TAX COLLECTOR

# 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 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 (time) \_\_\_\_\_ p.m. 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 a.m. to 3:00 p.m.

\_\_\_\_\_  
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: \_\_\_\_\_

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\_\_\_\_.