

APPLICATION # _____
DATE SUBMITTED _____ 19____
FEES \$ _____

**PLANNING BOARD
BOROUGH OF PALISADES PARK
275 Broad Avenue
Palisades Park, New Jersey 07650**

SITE PLAN REVIEW APPLICATION CHECKLIST

NAME OF PROJECT: _____
NAME OF OWNER: _____
NAME OF APPLICANT: _____
ADDRESS OF APPLICANT: _____ PHONE: _____
TAX ASSESSMENT MAP DESIGNATION: BLOCK _____ LOT _____
STREET ADDRESS: _____

Use this checklist as a guide to the procedural requirements that must be met before the Planning Board will review a site plan application. Below are listed the submissions that constitute a site plan application, and the specifications of form and content for a properly drafted survey and site plan.

For the design criteria by which the Planning Board judges a site plan application, please refer to the Development Ordinance of the Borough of Palisades Park adopted December 13, 1979 (as amended) Article 6 Section 2 and the Zoning Ordinance adopted September 20, 1994 as Ordinance No. 1190 (as amended).

Any applicant appearing before the Planning Board or Board of Adjustment that is a Corporation must be represented by legal council.

Submit the following materials to the Planning Board office during the time period recommended on the site plan review time table.

Please check the "Yes" box after items submitted, and the "Not Applicable" box after the items not required.

- | | Yes | N/A |
|--|-----|-----|
| 1. 17 typed and signed site plan application forms | () | () |
| 2. Copy of covenants or deed restrictions | () | () |
| 3. Fees: (as set forth on the attached schedule) | () | () |
| 4. 4 copies of certified survey, drafted to the specifications listed below, and folded separately to a size no larger than 10" x 14" with the title blocks showing | () | () |
| 5. 17 copies of the site plan, drafted to specifications listed below, and folded into separate packets not larger than 10" x 14" with the title blocks showing | () | () |
| 6. 1 completed and clean copy of the checklist | () | () |
| 7. Environmental Impact Statement, for residential developments of 100 units or more or non-residential developments with a gross aggregate floor area of 40,000 sq. ft. or more. Consult Borough Engineer for format. | () | () |

8. The following applications must be approved by the appropriate agencies before the Planning Board will grant site plan approval. To avoid delay submit the requirements of the Planning Board and other agencies concurrently.

Bergen County Site Plan approval for:

- a. development within 100 feet of a County Road, or within 100 feet of a water course, or larger than one acre, that either requires off-site parking for 5 vehicles or more, or produces direct or indirect surface run off to a County Road.
- b. any development abutting a County Road other than residential structures containing 4 or fewer units.

Applications, instructions and copies of the County Site and Plan Review Resolution are available from the Bergen County Planning Board, 29 Linden Street, Hackensack, New Jersey. (201) 646-2896. () ()

9. The two principal means of describing a project to the Planning Board are through the survey and the site plan. Almost all required information is to be conveyed, in either graphic or tabular form, on these two documents. Both must meet the specifications for form and content listed below. Please check the "Yes" box after items included in your survey or site plan, the "No" box if the item is missing, and the "Not Applicable" box if the item does not apply to your application.

	Y	N	NA
SURVEY certified by a licensed land surveyor	()	()	()

Title block containing:

Name of project	()	()	()
-----------------	-----	-----	-----

Name and address of owners or corporate officers	()	()	()
--	-----	-----	-----

Tax assessment map designation, by block & lot	()	()	()
--	-----	-----	-----

Street address	()	()	()
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Names, address, telephone numbers, seals, and signatures of the surveyors	()	()	()
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Date of survey and revisions	()	()	()
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Scale, 1" = 20 or 1" = 10	()	()	()
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Graphic presentation of:

North arrow indication	()	()	()
------------------------	-----	-----	-----

Lot lines	()	()	()
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Existing contours at intervals of 2 feet, or 1 foot for grades of less than 5% referenced to a benchmark, and extending not less than 10 feet beyond the lot lines	()	()	()
--	-----	-----	-----

Geographic features, watercourses, marches, rock, outcrops, cliffs, ponds, wooded area	()	()	()
--	-----	-----	-----

Location and identification of existing planting over 8" in diameter	()	()	()
--	-----	-----	-----

Existing:

Y N NA

Setback lines () () ()

Easements () () ()

Areas dedicated to public use () () ()

Location of existing buildings and structures,
including walls, fences, culverts and bridges () () ()

Location of street center line, edge of pavement,
curb and gutter openings () () ()

Location of existing utilities () () ()

Location of size and existing sanitary lines, including () () ()

pipe size () () ()

grades () () ()

direction of flow () () ()

Location and size of existing storm drainage, including () () ()

pipe size () () ()

grades () () ()

direction of flow () () ()

Location of other existing drainage () () ()

Location of existing water lines, fire alarm boxes
and hydrants () () ()

SITE PLAN completed by a licensed architect, planner or
engineer () () ()

Title block containing:

Name of project () () ()

Name and address of owners or corporate officers () () ()

Tax assessment map designation, by block & lot () () ()

Street address () () ()

	Y	N	N/A
Names, address, telephone numbers, seals, and signatures of architects, planners or engineers	()	()	()
Date of plan and revisions	()	()	()
Scale of graphic presentation at 1"- 20' or 1"- 10' matching survey	()	()	()

Key map containing:

Use Borough tax map	()	()	()
Scale, 1" - 100'	()	()	()
North arrow with same orientation as site plan and survey	()	()	()
Property in question	()	()	()
All properties within 200' identified by lot and block number	()	()	()
The zoning districts applicable to those properties	()	()	()
All water courses within 200'	()	()	()
All drainage within 200' or within 500' for lots larger than 50,000 sq. ft.	()	()	()
All driveway intersections with the public streets within 200'	()	()	()

Tabular presentation of names and addresses of all property owners and principal uses of all properties within 200', keyed to key map () () ()

Graphic presentation completely dimensioned containing:
 North arrow with same orientation as survey () () ()

TOPOGRAPHIC DATA

	Y	N	N/A
Existing and proposed contours, to survey specifications	()	()	()
Proposed contours lines should be solid, and proposed spot elevations boxed. Existing contour lines should be broken and existing spot elevations unboxed	()	()	()
Geographic features to survey specifications	()	()	()

BUILDING STRUCTURES

Preliminary architectural plans for proposed buildings and structures, and existing buildings and structures to be retained, including:

Location	()	()	()
Dimensions	()	()	()
Typical floor plans	()	()	()
All architectural elevations, with heights indicated, and surfacing materials and colors noted	()	()	()
Pedestrian and vehicular entrances to buildings	()	()	()
Grades and finished floor elevations	()	()	()

Tabular presentation of:

Aggregate floor area	()	()	()
Proposed uses	()	()	()
Estimated number of employees, occupants or users	()	()	()

Graphic presentation continued:

ACCESS	Y	N	N/A
Means of vehicular and pedestrian access to site	()	()	()
Sidewalks, walkways, driveways and dropped curbs showing:			
Location	()	()	()
Dimensions	()	()	()
Grading	()	()	()
Typical detailed construction cross sections	()	()	()
Proposed traffic channels	()	()	()
Other means of controlling vehicles and pedestrians	()	()	()

PARKING

Location and dimensioned layout of:

Loading areas	()	()	()
Parking area including handicapped parking	()	()	()

Tabular presentation of:

Number of spaces required	()	()	()
Calculations	()	()	()
Number of spaces proposed	()	()	()

COVERAGE

Total area of lot	()	()	()
Area and % of property covered by buildings	()	()	()
Area and % of property covered by parking areas, walks, driveways and paved streets	()	()	()

	Y	N	N/A
Area and % of property dedicated to green or recreational space	()	()	()

Graphic presentation continued:

OUTDOOR ILLUMINATION

Retained and proposed illumination including street lights showing:

Location	()	()	()
Direction of illumination	()	()	()
Type of fixture and mounting height	()	()	()
Color of lights	()	()	()
Power	()	()	()
Hours of operation	()	()	()
0.5 foot candle photometric	()	()	()

TREES AND SHRUBBERY

Location and identification of retained and proposed planting	()	()	()
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Tabular presentation:

Planting schedule providing

Symbols keyed to plan	()	()	()
Quantity	()	()	()
Common names	()	()	()
Scientific names	()	()	()
Planting size	()	()	()

Y N N/A

Root treatment () () ()

Mature growth size () () ()

Graphic presentation continued:

OTHER SCREENING

Retained and proposed non-vegetative screening showing:

Location () () ()

Dimensions () () ()

Materials and type of construction () () ()

Architectural elevations () () ()

Cross sections () () ()

UTILITIES

Location of retained and proposed utilities, including adjacent overhead lines () () ()

STORM DRAINAGE

Location and dimensions of retained and proposed drainage () () ()

Tabular presentation of:

Kinds of surface area contributing to drainage calculations () () ()

Design criteria used in calculations, as stipulated by the City Engineer () () ()

Graphic presentation continued:

SEWERAGE

Location and size of retained and proposed sanitary sewer lines including:

	Y	N	N/A
Pipe size	()	()	()
Grades	()	()	()
Direction of flow	()	()	()

SANITATION

Location and nature of retained and proposed facilities
for garbage and refuse storage and removal () () ()

FIRE PROTECTION

Location of retained and proposed water lines,
valves, fire alarm boxes, hydrants and fire lanes () () ()

SIGN

Retained and proposed signs, including:

Sketch to scale with graphics and lettering	()	()	()
Location, elevation and dimensions	()	()	()
Method of attachment	()	()	()
Illumination	()	()	()
Colors	()	()	()

ADDITIONAL INFORMATION REQUESTED BY THE PLANNING BOARD

_____ () () ()
_____ () () ()
_____ () () ()
_____ () () ()

In summary, a site plan should include the following elements:

- a. Title block
- b. Key map
- c. Ownership table
- d. Main graphic presentation
- e. Usage table
- f. Parking table
- g. Coverage table
- h. Planting schedule
- i. Drainage table

NOTE: An application will not be deemed complete until all requirements, including any additional information requested by the Planning Board, are met.

Signature of Applicant: _____ Date: _____

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER OF THE
BOROUGH OF PALISADES PARK _____
PLANNING BOARD

TAKE NOTICE that on the _____ day of _____ 19 ____ at
_____ o'clock p.m., a hearing will be held before the Borough of Palisades
Park Planning Board/or Zoning Board of Adjustment at the Municipal
Building 275 Broad Avenue, Palisades Park, New Jersey on the appeal or
application of the undersigned for a variance or other relief so as to permit

on the premises located at _____

• _____

• and designated as Block _____ Lot _____ on the Palisades Park
• Borough Tax Map.

• The following described maps and papers are on file in the office of the
• Municipal Clerk and are available for inspection.

• (Here insert description of documents).

• Any interested party may appear at said hearing and participate therein in
• accordance with the rules of the Planning Board/Zoning Board of Adjustment.

Name of Applicant

Publication Date: _____

NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC.

BOROUGH OF PALISADES PARK PLANNING BOARD

NOTICE OF HEARING ON APPEAL OR APPLICATION

TO: _____ OWNER OF PREMISES _____

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Planning Board of the Borough of Palisades Park for a _____ variance from the requirements of the Zoning Ordinance so as to permit _____

_____ on the premises at _____ and designated as Lot _____ Block _____ on the Borough Tax Map and this notice is sent to you as owner of property in the immediate vicinity.

A public hearing has been set down for _____, 19_____, _____ P.M. in the Municipal Building 275 Broad Avenue, Palisades Park, New Jersey, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

The following described maps and papers are on file in the office of the Municipal Clerk and are available for inspection.

(Here insert description of documents).

This notice is sent to you by the applicant, by order of the Planning Board of Palisades Park.

Respectfully,