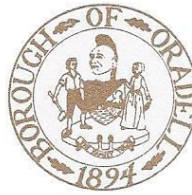


BOROUGH OF ORADELL

355 Kinderkamack Road
ORADELL, NEW JERSEY 07649
(201)261-8005



PLANNING BOARD

STEPHEN A. DEPKEN
PLANNING & ZONING BOARD
ADMINISTRATOR,

PLANNING BOARD APPLICATION

THIS SECTION FOR OFFICE USE ONLY

<i>Application No.:</i>	<i>Hearing Date:</i>
<i>Date Submitted:</i>	<i>Fee Paid: \$</i>
<i>Date Filed:</i>	<i>Bond Filed: \$</i>
	<i>Escrow Paid: \$</i>

Applicant's Name:

Address:

Phone #:

Email Add.:

Owner (of record) Name:

(proof of ownership and affidavit granting permission to apply)

Proposed Development Name:

APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Minor Site Plan
<input type="checkbox"/> Conceptual Subdivision	<input type="checkbox"/> Preliminary Site Plan
<input type="checkbox"/> Preliminary Subdivision	<input type="checkbox"/> Final Site Plan
<input type="checkbox"/> Final Subdivision	<input type="checkbox"/> Conceptual Master Plan
<input type="checkbox"/> Other (specify)	
Proposed number of lots	Proposed number of dwelling units

PROPERTY INFORMATION:

Property Address:			
Block:	Lot:	Zone:	
Total Site Area:	Square Feet:		
General Description of Use:			
General Description of Building:			
Parking spaces provided:	Length:	Width:	Drive Aisle:
loading spaces provided:	Length:	Width:	Drive Aisle:
Parking and paved area – sq. ft., percent of land coverage %			
Open green area– sq. ft., percent of land coverage %			
Buffer areas:			
Building Area: Sq.Ft.		Building Coverage % of Land:	
Variances necessary to use site as proposed:			
Total cost of building construction and site improvements (affidavit of professional preparing site plan on costs): \$			
Are there restrictions, covenants, easements, association by-laws, existing or proposed on the property:			
Yes (attached copies) <input type="checkbox"/>		No <input type="checkbox"/> Proposed <input type="checkbox"/>	
Note: all deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable in order to be approved. (supply additional documentation if needed)			

RELATIONSHIP OF APPLICANT TO PROPERTY (check applicable status)

<input type="checkbox"/> Owner	<input type="checkbox"/> Purchaser under contract	<input type="checkbox"/> Lessee	<input type="checkbox"/> Other (please specify)
--------------------------------	---	---------------------------------	---

APPLICANT IS:

<input type="checkbox"/> An Individual	<input type="checkbox"/> A Developer
<input type="checkbox"/> A Partnership	<input type="checkbox"/> An Excavator
<input type="checkbox"/> A Corporation	<input type="checkbox"/> Other (specify)

PARTY RESPONSIBLE FOR NOTICES AND CORRESPONDENCE:

Name:		Phone:	
Address:		Email:	
Town:	State:	Zip Code:	

IF APPLICANT IS REPRESENTED BY AN ATTORNEY:

Name:
Address:
Phone/Fax:
E-mail:

IF A PARTNERSHIP, NAMES AND ADDRESSES:

Name:	Address:	Phone:	E-mail:
Name:	Address:	Phone:	E-mail:
Name:	Address:	Phone:	E-mail:
Name:	Address:	Phone:	E-mail:

IF A CORPORATION, NAMES AND ADDRESSES OF OFFICERS:

Name:	Address:	Phone:	E-mail:
Name:	Address:	Phone:	E-mail:
Name:	Address:	Phone:	E-mail:
Name:	Address:	Phone:	E-mail:

IF A CORPORATION, NAME AND ADDRESS OF REGISTERED AGENT:

Name:		Phone:	
Address:		Email:	
Town:	State:	Zip Code:	

1. Application, was deemed complete by the Borough's Land Use Administrator, shall be filed at least fourteen (14) days prior to the monthly meeting.
2. 17 paper copies and a PDF file of the application and preliminary and final site plan maps; (folded, legal size) for simultaneous action for preliminary and final subdivision approval; for conditional use approval; planned developments and for any NJSA 40:55D (c) or (d) variances; or request for a building permit in bed of a mapped street.
3. 17 paper copies and a PDF file of subdivision approval, minor addition under site plan approval; or consideration under NJSA 40:55D 70 (a) or (b) before the Zoning Board of Adjustment.

4. Appropriate fees for total improvements and plans for review as provided in Ordinance Fee Schedule #115-10.
5. Applicant may request a Conceptual Review of Site Plan, Subdivision, Conditional Use to review all areas of concern to the Applicant and Planning Board or Zoning Board of Adjustment.
6. Applications and Documents will be reviewed and coordinated with the Borough Engineer, Department of Public Works, Sewer Authority, Environmental Commission, Police, Traffic Department, Fire Prevention Bureau, Health Department and other appropriate agencies.
7. Certification that taxes, assessments, municipal liens, etc. are paid.

Note: if spaces on this application are insufficient, include a full explanation on separate pages

Sworn and Subscribed to before
me this _____ day of

Signature of applicant

Date

Authorization: I hereby authorize the following named applicant or his agent to act in my behalf in connection with the above applicant.

Sworn and Subscribed to before
me this _____ day of

Signature of applicant

Date

SOIL MOVING APPLICATION

Oradell Tax Assessment Map Description of lands which Soil Moving Permit is to cover:

Address:

Block: Lot:

Block: Lot:

Purpose of Soil Operation:

☐ To grade land by moving soil **WITHIN** the property lines.

☐ To grade land by removing soil to a place **OUTSIDE** the property lines.

☐ To grade land by filling in.

Type of soil to be **removed**: _____ cy.

Place to which the soil will be taken:

Other (specify):

Type of soil to be **moved**:

Top Soil: cy. Sub Soil: cy.

Sand: cy. Gravel: cy.

Other (specify): _____ cy.

Total quantity of soil to be moved: _____ cy.

Date proposed work will be completed in accordance with Topographical Map & requirements of Ordinance §240-16.6: This _____ day of _____, 20____

Owner information of property on the date of this application:

Name:

Address:

Town: State: Zip Code:

Phone # Email Address:

Signature: _____

Authorization:

I hereby authorize the following, or his agent to act in my behalf in connection with the attached application.

Representative:

Sworn and Subscribed to before me This _____ day of _____, 20____

Signature of owner: _____

1. VERIFICATION AND AUTHORIZATION FORMS:

- Affidavit of Ownership and Applicant
- Notice of Hearing on Application for an Appeal or Variance
- Notice to be Published in Official Newspaper
- Notice Served on Owners Within 200 Feet
- Affidavit of Service
- List of Property Owners
- Utilities List
- Board Members Site Inspection
- Tax Status
- W-9 Form

AFFIDAVIT OF OWNERSHIP AND APPLICANT

STATE OF NEW JERSEY ss.
COUNTY OF BERGEN

I, _____ of full age, being duly sworn according to law on his/her oath deposes and
(print owner's name)
says, that he/she resides or works at

(owner's address)
in the town/city of _____, in the County of _____ and State of _____ is the owner in fee, of all that certain lot, piece or
parcel of land situated, lying and being in the municipality of Oradell aforesaid, and known and designated as:

_____ Block(s): _____ Lot(s): _____
(property address)
and that he/she the owner of aforementioned property authorizes _____
(print name of applicant)
to make the annexed application in his/her behalf, and that the statements of fact contained in said application are true.

Owner's Signature

Date

Subscribed and sworn to before me this

_____ day of _____, 20____

Notary Public of New Jersey

STATE OF NEW JERSEY ss.
COUNTY OF BERGEN

_____ of being full age, being duly sworn according to law, on oath, deposes
(print applicants full name)
and says that all the above statements made by me and the statements and information contained in the papers submitted in
connection with the application are, to the best of my knowledge, true and accurate.

Applicant Signature

Date

Subscribed and sworn to before me this

_____ day of _____, 20____

Notary Public of New Jersey

Borough of Oradell Planning Board
Notice of Hearing on Application before the Board

Notice to be Published in Official Newspaper

Calendar #

PLEASE TAKE NOTICE that on the day of , 20 .

At 7:30 o'clock p.m., a hearing will be held before the Borough of Oradell Planning Board in Borough Hall, 355 Kinderkamack Road, Oradell, 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(s) Lot(s) on the Borough of Oradell Tax Map.

Plans will be on file in the office of the Construction Official and available for inspection from Monday-Friday 10:00am to 3:00pm.

Any interested party may appear at said hearing date and participate therein in accordance with the rules of the Oradell Planning Board.

Name of Applicant:

Publication Date:

**Borough of Oradell Planning Board
Notice of Hearing on an Application before the Board**

NOTICE SERVED ON PROPERTY OWNERS WITHIN 200 FEET

BOROUGH OF ORADELL PLANNING BOARD NOTICE OF HEARING ON APPEAL OR APPLICATION FOR A VARIANCE.

PLEASE TAKE NOTICE: That the undersigned has filed an application for development with the Planning Board of the Borough of Oradell for;

and any other variances that may arise for the premises at

and designated as Block(s) Lot(s) on the Borough Tax Map,

and this notice is sent to you as an owner of property in the immediate vicinity.

A public hearing has been set down for , , 20 , at 7:30 p.m., in the Borough Hall,

355 Kinderkamack Road, Oradell, 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. Application, supporting plans and/or documents are on file in the office of Construction Official and are available for inspection.

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

Respectfully,

Applicant Signature

Applicant Name (Print)

**Borough of Oradell Planning Board
Notice of Hearing on an Application before the Board**

AFFIDAVIT OF SERVICE

CALENDAR #:

FILED:

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 [municipality] _____ of County of _____, and State of _____ and that he did on _____ 20_____, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by appeal number CAL#_____.
located at _____.

Attached to this affidavit and is a list of owners of property within 200 feet of the affected property who were served, showing the block and lot numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Zoning Board Secretary

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. A copy of said notices are attached hereto. Copies of the registered receipts are attached hereto.

Notice was also served upon: (check if applicable)

1. ☐ The Clerk of the municipality
2. ☐ The County Planning Board
3. ☐ The Director of the Division of State and Regional Planning
4. ☐ The Clerk of adjoining municipalities

A copy of said notice is attached hereto.

Notice was also published in the official newspaper of the Borough as required by law and copy of proof of publication is attached hereto.

(Signature of Applicant)

Sworn and subscribed to before me this

_____ day of _____, 20____

Borough of Oradell Planning Board
List of Property Owners Served for Notice of an Application before the Board

Property Address:	CAL #:
Block(s):	Lot(s):

LIST OF PROPERTY OWNERS SERVED: This form shall be filled in and shall clearly indicate the type of service. - **P.S.** -Personal Service or **R.M.S.** Registered Mail Service

	Name and Address	Personal Service	Registered Mail
1.		<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>
9.		<input type="checkbox"/>	<input type="checkbox"/>
10.		<input type="checkbox"/>	<input type="checkbox"/>
11.		<input type="checkbox"/>	<input type="checkbox"/>
12.		<input type="checkbox"/>	<input type="checkbox"/>
13.		<input type="checkbox"/>	<input type="checkbox"/>
14.		<input type="checkbox"/>	<input type="checkbox"/>
15.		<input type="checkbox"/>	<input type="checkbox"/>
16.		<input type="checkbox"/>	<input type="checkbox"/>
17.		<input type="checkbox"/>	<input type="checkbox"/>
18.		<input type="checkbox"/>	<input type="checkbox"/>
19.		<input type="checkbox"/>	<input type="checkbox"/>
20.		<input type="checkbox"/>	<input type="checkbox"/>
21.		<input type="checkbox"/>	<input type="checkbox"/>
22.		<input type="checkbox"/>	<input type="checkbox"/>
23.		<input type="checkbox"/>	<input type="checkbox"/>
24.		<input type="checkbox"/>	<input type="checkbox"/>
25.		<input type="checkbox"/>	<input type="checkbox"/>
26.		<input type="checkbox"/>	<input type="checkbox"/>
27.		<input type="checkbox"/>	<input type="checkbox"/>
28.		<input type="checkbox"/>	<input type="checkbox"/>
29.		<input type="checkbox"/>	<input type="checkbox"/>
30.		<input type="checkbox"/>	<input type="checkbox"/>

Certified: Land Use Administrative Officer,

 Stephen A. Depken

Borough of Oradell Planning Board

LIST OF PROPERTY OWNERS SERVED: (Continued - Use this sheet if needed)

Indicate the type of service. **P.S.** -Personal Service or **R.M.S.** Registered Mail Service

	Name and Address	Personal Service	Registered Mail
31.		<input type="checkbox"/>	<input type="checkbox"/>
32.		<input type="checkbox"/>	<input type="checkbox"/>
33.		<input type="checkbox"/>	<input type="checkbox"/>
34.		<input type="checkbox"/>	<input type="checkbox"/>
35.		<input type="checkbox"/>	<input type="checkbox"/>
36.		<input type="checkbox"/>	<input type="checkbox"/>
37.		<input type="checkbox"/>	<input type="checkbox"/>
38.		<input type="checkbox"/>	<input type="checkbox"/>
39.		<input type="checkbox"/>	<input type="checkbox"/>
40.		<input type="checkbox"/>	<input type="checkbox"/>
41.		<input type="checkbox"/>	<input type="checkbox"/>
42.		<input type="checkbox"/>	<input type="checkbox"/>
43.		<input type="checkbox"/>	<input type="checkbox"/>
44.		<input type="checkbox"/>	<input type="checkbox"/>
45.		<input type="checkbox"/>	<input type="checkbox"/>
46.		<input type="checkbox"/>	<input type="checkbox"/>
47.		<input type="checkbox"/>	<input type="checkbox"/>
48.		<input type="checkbox"/>	<input type="checkbox"/>
49.		<input type="checkbox"/>	<input type="checkbox"/>
50.		<input type="checkbox"/>	<input type="checkbox"/>
51.		<input type="checkbox"/>	<input type="checkbox"/>
52.		<input type="checkbox"/>	<input type="checkbox"/>
53.		<input type="checkbox"/>	<input type="checkbox"/>
54.		<input type="checkbox"/>	<input type="checkbox"/>
55.		<input type="checkbox"/>	<input type="checkbox"/>
56.		<input type="checkbox"/>	<input type="checkbox"/>
57.		<input type="checkbox"/>	<input type="checkbox"/>
58.		<input type="checkbox"/>	<input type="checkbox"/>
59.		<input type="checkbox"/>	<input type="checkbox"/>
60.		<input type="checkbox"/>	<input type="checkbox"/>

Borough of Oradell Planning Board
UTILITIES LIST

NJ & NY railroad
One Penn Plaza east
Newark, NJ 07105-2246

Cablevision Of New Jersey
1111 Stewart Avenue
Bethpage, NY 11714

Public Service Electric & Gas Company
Manager Corporate Properties
80 Park Plaza, T6B
Newark, NJ 07101

Suez
69 DeVoe Place
Hackensack, NJ 07601

Verizon Communications
50 Broad Street
Newark, NJ 07102

Transcontinental Pipe Line
P.O. Box 1396
Houston, TX 77251

Bergen County Planning Board *
Planning and Economic Development

1 Bergen County Plaza
Room 415
Hackensack, NJ 07601

NJ Dept. of Transportation **
Commissioners of the Dept. of Transportation
1035 Parkway Avenue
Trenton, NJ 08625

Bergen County Utilities Authority **
Foot of Mehrhof Road
P.O. Box Nine
Little Ferry, NJ 07643
Attn: Dominic L. DiSalvo, BCEE, Dir. Of Engineering

- * Notice for- all land use related applications being considered by Planning Board Only
- ** Notice for -properties on a County Road

Please notice the above utilities as applicable to the application submitted

Borough of Oradell Planning Board

Planning Board Member Site Inspection

The members of the Oradell Planning Board may be doing a site inspection of your property on the weekend prior to the first meeting and/or any scheduled meeting of your application before the board.

Please mark off or stake the proposed project for the board to view.

The board members are not permitted to discuss or answer any questions relating to your application. It is not required for you to be present during site inspection.

If you have any further questions please contact the Land Use Administrator at the Building Department.

Applicant:
Date:



Borough of Oradell

Office of the Tax Collector-Chief Financial Officer
355 Kinderkamack Road * New Jersey 07649
Telephone (201) 261-8101 * Fax (201) 261-0473

To: Zoning Officer

From: Tax Department

PROPERTY ADDRESS: _____

BLOCK(s): _____ LOT(s): _____

Please be advised that taxes on the above-referenced property are:

_____ Current

_____ **NOT** current

Signed:

Date:

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Borough of Oradell, NJ / Part II, General Legislation / Land Development
Article XVI Soil Moving

§ 240-16.1 Storage of removed topsoil; transport of unused topsoil.

A. Persons excavating and developing said lands shall store topsoil from the land within the boundaries of the land and shall remove therefrom only that topsoil which may be permitted by the Planning Board as herein provided; and the topsoil or balance thereof shall be spread uniformly over the land.

B. All soil permitted to be removed from the premises must be transported in such a manner that the same shall not be caused to spill on the roadways of the Borough. In the event that soil is spilled upon any Borough road, the Superintendent of the Department of Public Works or his agent shall cause such soil to be removed by the Borough sweeper at a charge of \$100 per man hour during normal working hours and \$200 per man hour at other times, plus \$150 per equipment hour, which cost shall be certified to the Mayor and Council and the Construction Official and, upon approval by resolution of the Mayor and Council, shall be charged against the performance bond posted by the applicant.

§ 240-16.2 Final layer of topsoil required.

No owner of land shall deposit or cause to be deposited any soil upon his land without providing for a final layer of topsoil at least four inches in depth to be placed thereon.

§ 240-16.3 Examination and inspection of land.

For the purpose of administering and enforcing this chapter, any officer, agent or employee of the Borough authorized to enforce this chapter shall have the right to enter into and upon any lands in or upon which soil moving operations are being conducted to examine and inspect such lands.

§ 240-16.4 Permit required.

No owner, developer or person shall move or cause, allow, permit or suffer to be moved any soil in, upon or from any lot in the Borough, nor shall any owner, developer or person raise or lower or cause to be raised or lowered the grade of any land unless and until a permit therefor shall first have been approved by the Planning Board if over 100 cubic yards or the Construction Official is less than or equal to 100 cubic yards and obtained from the Construction Official of the Borough, as per the following calculations:

A. Under 30 cubic yards.

(1) One thousand dollars escrow (Borough Engineer review and inspection, balance will be refunded).

(2) Survey (three copies) showing stormwater management (type of system, location, measurements).

B. Thirty cubic yards up to 100 cubic yards.

(1) One thousand dollars escrow (Borough Engineer review and inspection, balance will be refunded).

(2) Site plan (three sets by a licensed engineer showing stormwater system, location, soil calculation, grades, etc.).

C. One hundred cubic yards and above.

(1) Application to the Planning Board for a soil moving permit, fees for application.

(2) Site plan (three sets by a licensed engineer showing stormwater system, location, soil calculation, grades, etc.).

D. The permit required under the provisions of this section shall be designated a soil permit. The Borough of Oradell shall have first option receive any soil removed from a site or building lot at no cost to the Borough and to designate the placement of soil within the Borough.

§ 240-16.5 Filing of applications; fees.

A. Applications shall be filed with the Planning Board or Borough Engineer, as the case may be, in duplicate, together with a fee payable to the order of the Borough of Oradell.

B. Fees shall be as indicated in Chapter 115, Fees.

§ 240-16.6 Information required on application.

A. The applications for soil permits shall contain the following information:

- (1) The name and address of the owner of the land.
- (2) A description of the land as to size and location.
- (3) The lot and block numbers of the lands, as shown on the current Assessment Map of the Borough.
- (4) The reason for moving, removing, or adding the soil.
- (5) The type and quantity of soil to be moved, removed or added.
- (6) The location to which the soil is to be moved, removed or added.
- (7) The dates of commencement and completion of the movement, removal or addition of the soil.
- (8) The final condition in which the land shall be placed.
- (9) A map of the premises showing the contour lines and the present and proposed slopes of land.
- (10) The present and proposed surface water drainage.
- (11) Such other pertinent data as the Planning Board may hereafter require.
- (12) A certification that the soil is "clean and not contaminated" under ISRA or any successor standards.
- (13) A performance bond in the amount of \$750.

§ 240-16.7 Consideration and review of application.

The Planning Board shall consider and review each application for a soil permit within 45 days after its submission in proper form. Notice of the time and place of the Planning Board's consideration of the application shall be given by letter to the applicant.

§ 240-16.8 Right of applicant to be heard and present evidence.

The applicant shall have the right to present testimony and evidence in support of the application.

§ 240-16.9 Planning Board review criteria.

The Planning Board, in considering and reviewing an application for a soil permit and in determining its decision, shall be guided by the general purpose of municipal planning and shall take into consideration the following factors in particular:

- A. Soil erosion by water and wind.
- B. Surface water drainage.
- C. Soil fertility.
- D. Lateral support slopes and grades of abutting streets and lands.
- E. Public health and safety.
- F. Land values and uses.
- G. Such other factors as may bear upon or relate to the coordinated, adjusted and harmonious physical development of the Borough.

§ 240-16.10 Issuance of permit; refusal; appeals.

- A. If an application for a soil permit is approved by the Planning Board or Borough Engineer, as the case may be, the Construction Official shall issue the soil permit forthwith and with such special conditions as the Planning Board or Borough Engineer, as the case may be, deem necessary to carry out the purposes of this chapter.
- B. The Zoning Board of Adjustment shall have the same authority to grant soil moving permits for applications which it has jurisdiction over.

§ 240-16.11 Records to be kept. A record of all soil permits issued shall be kept by the Building Department.

§ 240-16.12 Form of permit. The form of the soil permit shall be prescribed by the Construction Official.



**BOROUGH OF ORADELL
RESIDENTIAL SOIL MOVING APPLICATION
CHECKLIST**

Applicant Name:	Job Address:
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Block No:	Lot No.:	Job No.:
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ITEMS REQUIRED:

ENGINEERING ITEMS

1. Site Grading Plan

- a) Existing and Proposed Contours (2ft interval maximum)
- b) Grading at 3:1 Slopes maximum
- c) Corner spot grades for dwelling, driveway, etc.
- d) Datum reference

2. Building Elevations

- a. Finished first floor
- b. Finished basement floor
- c. Finished garage floor
- d. Roof ridgeline
- e. Maximum Allowable Ridgeline
- f. Patios, Decks, etc., (spot elevations)

3. Soil Erosion

- a. Wheel cleaning blanket location and details
- b. Silt Fence located along low side of limit of disturbance and detail
- c. Construction Fence located along limit of disturbance and detail
- d. Soil Stabilization notes
- e. Special Vegetation for slopes steeper than 3:1
- f. Construction Sequence
- g. Wetlands, buffers, and/or any sensitive areas must be protected with silt fencing

4. General

- a. Title Block showing Date, Scale, and Preparer of Plan
- b. North Arrow and Key Map
- c. Plan prepared by a Licensed Professional Engineer, Land Surveyor or Planner
- d. Topsoil Stockpile location and estimated diameter and height
- e. Name and address of property owner
- f. Name and address of Applicant

5. Drainage

- a. Seepage Pit or equal location and detail: calculations for 2 inches of rainfall by a licensed professional
- b. Seepage Pit or equal to be minimum 10 foot from property lines
- c. Runoff control for dwelling and driveway
- d. Sump Pump location, tie in and point of discharge

6. Retaining Walls

- a. Details (single wall and/or tiered wall system)
- b. Stability calculations if > 4ft. high
- c. Certification from Licensed PE of applicant, if > 4ft. high

7. Driveways

- a. One driveway entrance of 6% maximum slope for first 30ft. from curbline or pavement edge
- b. Driveway typical section
- c. Curb and depressed curb details on location (road opening)
- d. Driveway width

8. Soil Movement Quantities and Calculations

- a. Cross sections
- b. Other methodology
- c. Total excavation and fill quantities in cubic yards

9. Swimming Pools

- a. Location of pool equipment
- b. Location of backwash tank
- c. Note stating all pool operations to conform to NJDEP Regulations

ZONING

- 1. Residential building less than 32ft. in height
- 2. Metes and Bounds of property
- 3. Easements, environmentally sensitive areas, buffers, encroachment lines, etc.
- 4. Front, Side and Rear setback line
- 5. Dwelling within setbacks
- 6. Driveways minimum 2 ft. from side property line
- 7. Walls > 4ft. in height within setbacks
- 8. Corner Lots require front setback along both roadways

MISCELLANEOUS

1. Connection to Municipal Storm Drainage Systems

- a. Bond Estimate
- b. Performance Bond
- c. Hold Harmless Agreement prepared by Board Attorney
- d. Approval of Agreement by the Mayor and Council

2. Subdivisions with Developer's Agreements

- a. Check if Site Plan application is necessary
- b. Requirements of Developer's Agreement have been completed
- c. Note to confirm lot and block numbers with Tax Assessor

APPROVALS REQUIRED FOR HOME IMPROVEMENT PROJECTS

PROJECTS	Planning Board	Engineering	Zoning	Zoning Bd. Of Adj.	Bd. Of Health	Constr. Dept.	Bergen County	*Utility Dig #	Fire Prevention
Major Subdivision	√	*√	√				√	√	√
Minor Subdivision	√	√	√				√	√	√
Site Plan	√	√	√						
New Home	√	*√	√		√	√	√	√	
Pool Inground	√	√	√		√	√		√	
Pool, Above Ground			√			√		√	
Tennis Court	√	*√	√		√	√		√	
Addition		+√	√		√	√		√	
Patio		+√	√		√	√		√	
Deck			√		√	√		√	
Interior Alteration					√	√			
Accessory Building		+√	√		√	√		√	
Piers			√			√		√	
Fence			√			√			
Signs	√		√			√			
Driveway		+√	√			√			
Soil Movement under 30 cu yd		√	√			√		√	
Soil Movement 30 to 100 cu yd		√	√			√		√	
Soil Movement 100 cu yd +	√	√	√			√		√	
Building Construction			√			√			
Electric Work						√			
Plumbing Work						√			
Fire Protection					√	√			
Demolition					√	√		√	
Septic Test Holes or Perk					√			√	
Septic System					√			√	
Well Repair					√				
Well Abandonment					√	√			
Food Establishments			√		√				
Alterations or Additions			√		√	√			
Opening of New Establishment			√		√	√			
Variance, Use or Hardship			√	√					
C.O. Residential		√				√			
C.O. Non Residential		√	√		√	√			
C.C.O. Residential			√		√	√			
C.C.O. Non Residential					√	√			√

* - Stormwater Runoff Control is required + - Stormwater Runoff Control may be required dependent on project scope

Form 4

Borough of Oradell

**Minor Subdivision
Plat Details and Requirements**

Applicant's Name	
Application #	Date Received

**Plan Accuracy and Legibility
Sufficient for Reviews:**

Yes ☐ No ☐

Prepared by P.E. or L.S.:

Yes ☐ No ☐

Yes No

- ☐ ☐ 1. A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Borough as a whole, including but not necessarily limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage.
- ☐ ☐ 2. A key map showing location of tract to be considered in relation to the surrounding area, within 200 feet of the subject site.
- ☐ ☐ 3. A statement indicating what, if any, subdivisions have affected the subject property during the five years prior to the date the application was filed.
- ☐ ☐ 4. Title block containing name of applicant and owner, preparer, lot and block numbers, tax sheet, data prepared and date of last amendment.
- ☐ ☐ 5. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.
- ☐ ☐ 6. Space for signatures of Chairman and Secretary of the Board and the Engineer of the approving Board.
- ☐ ☐ 7. North arrow.
- ☐ ☐ 8. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, and density, both as to required and proposed, for the subject property.

- ☐ ☐ 9. The location and width of any abutting streets, both right-of-way and pavement.
- ☐ ☐ 10. The boundaries of the tract in question, with dimension of same. Also, acreage of the entire parcel to be subdivided.
- ☐ ☐ 11. Existing and proposed property lines for the lots in question, with bearings and distances of same. The area in square feet of all lots to be created or retained.
- ☐ ☐ 12. Location of existing easements, deed restrictions, or right-of-way including power lines.
- ☐ ☐ 13. Contours to determine the natural drainage of the land. Intervals shall be up to 10% slope – two feet; over 10% slope – five feet.
- ☐ ☐ 14. Location of natural features, including woodlands, stream and other water bodies, wetlands, flood hazard areas and rock outcrops.
- ☐ ☐ 15. Location of existing and proposed buildings and other improvements. Setback lines on proposed lots should be indicated.
- ☐ ☐ 16. Location of existing wells and septic systems and/or location of connections to public water and sanitary sewer systems.
- ☐ ☐ 17. Soil Moving Permit. (Note: If greater than eight cubic yards of soil or material is to be moved; a change in any contours of the lot greater than six inches; or an increase or decrease in drainage characteristics of the lot in question or abutting properties or private or public roads.)
- ☐ ☐ 18. Location of any required dedication or reservation for streets or any area shown on the Official Map.
- ☐ ☐ 19. Signature and seal of licensed professional engineer.
- ☐ ☐ 20. Signature and seal of licensed professional land surveyor.
- ☐ ☐ 21. The name of all property owners within 200 feet of the plot in question as disclosed by the most recent municipal tax records.
- ☐ ☐ 22. Details of all proposed retaining walls.
- ☐ ☐ 23. Any additional information deemed necessary by the approving Board.

FORM 5

PRELIMINARY SITE PLAN DETAILS AND REQUIREMENTS

Applicant's Name	
Application #	Date Received

Note: All applications for site plan approval shall be prepared, signed and sealed by a professional engineer. They shall bear the signature and the seal of a licensed land surveyor as to topographic and boundary survey data. A signed and sealed copy of the survey on which the site plan is based shall be submitted to the reviewing Board with the site plan submission.

PLAN ACCURACY & LEGIBILITY

SUFFICIENT REVIEW:

Yes ☐ No ☐

PREPARED BY P.E. OR L.S.:

Yes ☐ No ☐

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Space for signature of Chairman and Secretary of the Board and the Borough Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Scale of map, both written and graphic. The scale shall contain no more than 20 feet to the inch, provided however, that where the scale would result in an unduly large map, the approving Board may permit a smaller scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. North arrow. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, density, number of parking spaces, and slope disturbance, both as to required and proposed, for the subject property. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. The boundaries of the tract in question, with dimensions of same, where it is physically impossible to show the entire property on the required sheet, a key map is permitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Location of existing easements, deed restrictions, or right-of way including power lines, drainage easements, access easements, stream encroachment lines, sight easements, utility easements, and the location of areas to be reserved for public use and other common areas. |

- ☐ ☐ 9. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, if such features are located on adjacent property, but have the potential to affect the site development, they shall be shown.
- ☐ ☐ 10. Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than: 10% slope or less – 2 feet; over 10% slope – 5 feet.
- ☐ ☐ 11. Proposed spot elevations at the corners of all buildings and in appropriate pavement locations if new buildings or paved areas are proposed, or if regrading near existing buildings is proposed.
- ☐ ☐ 12. Location of existing and proposed buildings and their setbacks from property lines, plus the location of existing buildings and paved areas on adjacent properties.
- ☐ ☐ 13. Floor plans for existing and proposed buildings, showing the use and layout of internal space, and front, rear and side building façade elevations, both at a scale not exceeding eight (8) feet per inch.
- ☐ ☐ 14. The number of units, tenants, employees or occupants of each unit. If the precise use of the building is unknown at the time of application, an amended plan showing the proposed use shall be required prior to issuance of a Certificate of Occupancy.
- ☐ ☐ 15. Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.
- ☐ ☐ 16. Existing and proposed signs including the size, material nature of construction, location and illumination of same.
- ☐ ☐ 17. The location and design of fences, walls, sidewalks and similar improvements to be constructed.
- ☐ ☐ 18. Existing and proposed utility service, including septic systems with test hole locations and soil log information, connections to sanitary sewers, wells, connections to water mains, fire hydrants, etc.
- ☐ ☐ 19. Existing and proposed storm drainage design and improvements, including a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure and drainage tabulation sheets showing calculations for each drainage area. Provisions for rooftop drainage shall also be shown.

- ☐ ☐ 20. Existing and proposed site illumination, including height and location of fixture, type of fixture and bulb, pole material, and manufacturer's isocandela diagram superimposed upon the site plan.
- ☐ ☐ 21. Location and description of existing and proposed landscaping. Information for proposed landscaping shall include common and botanical names, number of plants, planted size and root specifications.
- ☐ ☐ 22. Soil Moving Permit. (Note: If greater than eight (8) cubic yards of soil or material is to be moved; a change in any contours of the lot greater than six inches; or an increase or decrease in drainage characteristics of the lot in question or abutting properties or private or public roads.)
- ☐ ☐ 23. Location of any required dedication, or reservation for streets or any area shown on the Official Map.
- ☐ ☐ 24. The location and design of solid waste disposal containers and recycling containers.
- ☐ ☐ 25. Construction details and specifications sufficient to illustrate the nature of site improvements, including, but not necessarily limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.
- ☐ ☐ 26. The location, size and nature of the entire plot or tract in question, and any contiguous plot or tract owned by the applicant or in which the applicant has a direct or indirect interest even though only a portion of the entire properties is involved in the site plan for which approval is sought; provided however, that where it is physically impossible to show the entire plot or tract or contiguous plot or tract on one (1) map, a key map thereof shall be submitted.
- ☐ ☐ 27. All dimensions of adjacent roadways, curbs, curb cuts, driveway entrances or exits within one hundred (100) feet of both sides of the lot and across the street.
- ☐ ☐ 28. An environmental impact statement.
- ☐ ☐ 29. Signature and seal of licensed professional engineer.
- ☐ ☐ 30. Signature and seal of licensed professional land surveyor.
- ☐ ☐ 31. The name of all property owners within two hundred (200) feet of the plot in question as disclosed by the most recent municipal tax records.
- ☐ ☐ 32. Details of all proposed retaining walls.
- ☐ ☐ 33. Any additional information deemed necessary by the approving Board.

FORM 6

PRELIMINARY MAJOR SUBDIVISION DETAILS AND REQUIREMENTS

Applicant's Name	
Application #	Date Received

Note: All applications for site plan approval shall be prepared, signed and sealed by a professional engineer. They shall bear the signature and the seal of a licensed land surveyor as to topographic and boundary survey data. A signed and sealed copy of the survey on which the site plan is based shall be submitted to the reviewing Board with the site plan submission.

PLAN ACCURACY & LEGIBILITY

SUFFICIENT REVIEW:

Yes ☐ No ☐

PREPARED BY P.E. OR L.S.:

Yes ☐ No ☐

- ☐ ☐ 1. A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.
- ☐ ☐ 2. Signature and seal of licensed professional engineer.
- ☐ ☐ 3. Signature and seal of licensed professional land surveyor.
- ☐ ☐ 4. The name of all property owners within 200 feet of the plot in question as disclosed by the most recent municipal tax records.
- ☐ ☐ 5. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.
- ☐ ☐ 6. The name of the proposed subdivision.
- ☐ ☐ 7. Space for signature of Chairman and Secretary of the Board and the Borough Engineer.
- ☐ ☐ 8. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.
- ☐ ☐ 9. North arrow.

- ☐ ☐ 10. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, density, number of parking spaces, and slope disturbance, both as to required and proposed, for the subject property.
- ☐ ☐ 11. The name of all adjacent property owners, and the names of adjacent subdivisions, if any.
- ☐ ☐ 12. The boundaries of the tract in question, with dimensions of same, where it is physically impossible to show the entire property on the required sheet, a key map is permitted.
- ☐ ☐ 13. Existing and proposed property lines for the lots in question, with dimensions of same, and tentative lot and block numbers.
- ☐ ☐ 14. Location of existing easements, deed restrictions, or right-of way including power Lines, drainage easements, access easements, stream encroachment lines, sight easements, utility easements, and the location of areas to be reserved for public use and other common areas.
- ☐ ☐ 15. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, if such features are located on adjacent property, but have the potential to affect the site development, they shall be shown.
- ☐ ☐ 16. Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than: 10% slope or less – 2 feet; over 10% slope – 5 feet.
- ☐ ☐ 17. The location and width of any abutting streets, both right-of-way and pavement, and any railroad right-of-way.
- ☐ ☐ 18. The location, dimensions and profiles for all proposed streets and sidewalks to a minimum distance of two hundred (200) feet beyond the tract boundaries.
- ☐ ☐ 19. Location of existing and proposed buildings and their setbacks from property lines, plus the location of existing buildings and paved areas on adjacent properties.
- ☐ ☐ 20. Existing and proposed utility service, including septic systems with test hole locations and soil log information, connections to sanitary sewers, wells, connections to water mains, fire hydrants, etc.

- ☐ ☐ 21. Existing and proposed storm drainage design and improvements, including a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure and drainage tabulation sheets showing calculations for each drainage area. Provisions for rooftop drainage shall also be shown.
- ☐ ☐ 22. Soil Moving Permit. (Note: If greater than eight (8) cubic yards of soil or material is to be moved; a change in any contours of the lot greater than six inches; or an increase or decrease in drainage characteristics of the lot in question or abutting properties or private or public roads.)
- ☐ ☐ 23. Location of any required dedication or reservation for streets or any area shown on the Official Map.
- ☐ ☐ 24. The location and design of fences, walls, sidewalks and similar improvements to be constructed.
- ☐ ☐ 25. Location and description of existing and proposed landscaping. Information for proposed landscaping shall include common and botanical names, number of plants, planted size and root specifications.
- ☐ ☐ 26. Construction details and specifications sufficient to illustrate the nature of site improvements, including, but not necessarily limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.
- ☐ ☐ 27. Details of all proposed retaining walls.
- ☐ ☐ 28. An environmental impact statement.
- ☐ ☐ 29. All proposed streets, with profiles, indicating the grades and cross-sections showing width of roadway, location and width of sidewalks and location and size of utility lines conforming to the Borough standards and specifications.
- ☐ ☐ 30. Positions of existing and proposed monuments.
- ☐ ☐ 31. Soil percolation tests or soil log tests, or both, as required by the Board of Health, or other applicable governmental agency having jurisdiction. Indicate test location on map.
- ☐ ☐ 32. Indicate limit of grading and/or disturbance.
- ☐ ☐ 33. Any additional information deemed necessary by the approving Board.

FORM 7

FINAL SITE PLAN OR FINAL MAJOR SUBDIVISION PLAT DETAILS AND REQUIREMENTS

Applicant's Name	
Application #	Date Received

Note: All applications for site plan approval shall be prepared, signed and sealed by a professional engineer. They shall bear the signature and the seal of a licensed land surveyor as to topographic and boundary survey data. A signed and sealed copy of the survey on which the site plan is based shall be submitted to the reviewing Board with the site plan submission.

PLAN ACCURACY & LEGIBILITY

SUFFICIENT REVIEW:

Yes ☐ No ☐

PREPARED BY P.E. OR L.S.:

Yes ☐ No ☐

FINAL MAJOR SITE PLAN

☐ Applicable ☐ Not Applicable

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Those items required for preliminary site plans pursuant to Form 5 shown in final form. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied. |

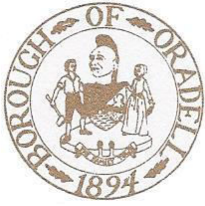
FINAL MAJOR SUBDIVISION

☐ Applicable ☐ Not Applicable

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Those items required for preliminary major site plans pursuant to Form 6 shown in the final form. The final plat shall carry a legend that the approved preliminary plat is incorporated in full by specific reference thereto. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The required front, side and rear setback lines pursuant to the zoning regulations, on all lots. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The location and description of all monuments. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. All lot lines, showing bearings and distances to the nearest hundredth of a foot. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. All lot areas, to the nearest tenth of a square foot. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The radius and central angle of all arcs and curves along all street lines. |

- ☐ ☐ 7. Block and lot numbers assigned by the Tax Assessor, and street addresses assigned by the Post Office, for each of the lots.
- ☐ ☐ 8. The location of all telephone, electric, gas and cable lines and easements.
- ☐ ☐ 9. Information sufficient to demonstrate that all of the conditions of preliminary approvals have been satisfied.
- ☐ ☐ 10. Certification from a licensed surveyor as to the accuracy of the details on the plat and as to compliance with provisions of the Map Filing Law.
- ☐ ☐ 11. Certification from the Borough Engineer as to the plat's compliance with the provisions of the Map Filing Law and all applicable Borough ordinances and requirements.
- ☐ ☐ 12. A statement from the Borough Engineer the he has received a map showing all utilities in exact location and elevation identifying those portions already installed and those to be installed, and that the developer has installed all improvements in accordance with all Borough regulations, and/or a statement by the Borough Clerk that proper performance guarantees have been posted with the Borough Council for the installations of required improvements. A legend should be provided on the plat stating no building permit for a building on any lot within a subdivision shall be issued until all of the improvements required to be made in connections therewith by this Chapter and the Planning Board have been completed and inspected by the Borough Engineer. Except that the third and final course of one and one-half (1 ½ “) inch layer of bituminous concrete type FABC-1(MX No.5), as defined by subsection 14-2.2 of Chapter XIV Streets, Sidewalks and Sanitation, need to be applied to the roads within the subdivision prior to the issuance of any building permits therein.
- ☐ ☐ 13. When approval of a plat is required by an officer or agency of the Borough, County or State, approval shall be referenced and certified on the plat.
- ☐ ☐ 14. Certification from the tax collector that all taxes are paid through the end of the calendar year.



BOROUGH OF ORADELL
PLANNING & ZONING BOARD
355 KINDERKAMACK ROAD
ORADELL, NEW JERSEY 07649
(201)261-800

STEPHEN A. DEPKEN
PLANNING & ZONING
BOARD ADMINISTRATOR,
CONSTRUCTION OFFICIAL,
ZONING OFFICIAL,
PROPERTY MAINTENANCE
OFFICER

APPENDIX A

APPLICATION CHECKLIST
GENERAL REQUIREMENTS FOR ALL DEVELOPMENT APPLICATION

Applicant's Name	
Application #	Date Received

Items Required:

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Application Forms: Sixteen (16) copies |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Fees and Escrow |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Certification of Taxes Paid |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Plot Plan, Site Plan or Subdivision Plan: Sixteen (16) copies |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Affidavit of Ownership. If applicant is not the owner, applicant's interest in land must be indicated; e.g. tenant, contract/purchaser, lien holder, etc., and permission of property owner to file the Application must be submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. If applicant is a corporation or partnership applying to the Board or the Council for permission to subdivide a parcel of land into six (6) or more lots, or applying for a variance to construct a multiple dwelling of twenty-five (25) or more units or for approval of a site to be used for commercial purposes, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 and 48.2. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. A statement from the property owner granting permission for the Board and any of its experts to enter the subject premises for purposes of inspection in relation to a development application. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Statements as to any requirements for which waiver or variance is sought, together with a statement of reasons why same should be granted. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. For minor subdivisions, site plans and preliminary major subdivisions, a statement of any and all approvals which are required from other governmental or quasi-governmental entities. |

- ☐ ☐ 10. If approval from the Bergen County Planning Board is required pursuant to P.L., 1968, c. 285, a copy of the application submitted to the Bergen County Planning Board must be submitted.
- ☐ ☐ 11. For minor subdivisions, site plans and preliminary major subdivisions, one of the following is required:
- a. A Letter of Interpretation from the N.J.D.E.P.;
 - b. A letter of Exemption from the N.J.D.E.P.;
 - c. A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands; or
 - d. Documentation from a qualified professional demonstrating that no wetlands exist on the subject property, and demonstrating that no wetlands exist on adjacent property that would affect or limit development on the property which is the subject of the development application.
- ☐ ☐ 12. For minor subdivisions, site plans, preliminary major subdivisions and variance applications, a copy of any protective covenants or deed restrictions, if any, affecting the property in question; provided that if none exist, an affidavit from the owner certifying that no such covenants or restrictions exist, shall be submitted.
- ☐ ☐ 13. Complete checklist provided for one of the following development proposals (Applicant check one or more as required)
- ☐ Form 1 – Informal (Concept) Subdivision
 - ☐ Form 2 – Informal (Concept) Site Plan
 - ☐ Form 3 – General Development Plan
 - ☐ Form 4 – Minor Subdivision
 - ☐ Form 5 – Preliminary Site Plan
 - ☐ Form 6 – Preliminary Major Subdivision
 - ☐ Form 7 – Final Site Plan or Final Major Subdivision
 - ☐ Form 8 – Appeals and/or Interpretation of Ordinance