



BOROUGH OF WOODCLIFF LAKE

188 PASCACK ROAD, P.O. BOX 8619, WOODCLIFF LAKE, NEW JERSEY 07677

PLANNING BOARD
MEG SMITH, Secretary

201-391-4977 EXT-210
FAX: 201-391-8830
msmith@wclnj.com

Borough of Woodcliff Lake Planning Board Instructions

The applicant must make formal written application to the Board (forms may be obtained from the Secretary of the Board) stating type of and basis for variance and enclosing the indicated fee.

All applications must be filed with the Secretary of the Board by the first week of the month prior to the agenda meeting of the Planning Board, held on the fourth Monday of each month at 8:00 o'clock p.m., in the Borough Hall, 188 Pascack Road, Woodcliff Lake, New Jersey.

The applicant shall also submit the following:

- 1) Affidavit of applicant, affidavit of ownership, and authorization if anyone other than the owner is making the application (Form 3).
- 2) Twenty (20) copies of a plot plan, prepared by a licensed surveyor or architect, showing:
 - a. Block and Lot numbers.
 - b. Dimensions of lot.
 - c. Dimensions of present, and proposed structure.
 - d. Location of all structures in relation to all other structures and to property lines
 - e. Ownership of next adjoining properties
 - f. Twenty (20) copies of drawings showing elevations of structure, if applicable.
- 3) Notice must appear in local newspaper ten (10) days prior to public hearing.
- 4) No less than (10) days prior to the time appointed for said hearing, the applicant shall give notice to all property owners of property situated within 200 feet of the property affected (whether such property is within or without the Borough of Woodcliff Lake) in the following manner:
 - a. By handing the prescribed notice to said property owners (form 4); or
 - b. The prescribed notice may be sent by certified mail, return receipt requested, to their usual residence or place of abode.(All addresses must be procured from the Tax Records of the municipality, according to a list prepared by the appropriate official.)
- 5) The applicant shall prepare and deliver to the Board clerk or secretary at least seven (7) days prior to the hearing scheduled:
 - a. List of property owners served (Form 5) And type of service
 - b. The applicant shall sign, before a Notary Public, and submit one copy of the affidavit provided (form 6) for proof of service.

Planning Board meetings will be held on the second Monday of each month at 8:00 pm in the Borough Hall, 188 Pascack Road, Woodcliff Lake, New Jersey.

Borough of Woodcliff Lake Planning Board

Site Plan Checklist

The following checklist is designed to assist applicants in preparing site plans for Planning Board Review. Applicant should check off each item to ensure that it is included on the plan. ITEMS OMITTED MAY DELAY CONSIDERATION BY THE BOARD. Utility plans, landscaping plans, architectural elevations, etc., may be shown on separate sheets.

1. Marginal Information & Administrative Data

Any site plan(s) shall include and show the following information:

_____ The Site Plan shall be prepared by a professional engineer licensed in the State of New Jersey and duly signed and sealed. Said site plan shall be certified as to the accuracy of everything represented thereon. (1)

_____ Place for the signatures of the Chairman and of the Secretary of the Planning Board. (2)

_____ Place for the signature of the Borough Engineer. (3)

_____ The name and address of the applicant and the owner, and the name, address and title of the person preparing the plan, maps and accompanying data. (4)

_____ The municipal Tax Map lot and Block numbers of the lot or lots tax sheet number, and key location map, for all properties required to be on map or site plan. (5)

_____ Maps and plans shall include appropriate titles, a data, scale and north arrow on each map, plan or decision thereof. (6)

_____ The zone district in which the site in question is located, and the zone district or districts of all immediately adjoining properties. (7)

_____ The location, size, to the nearest tenth of an acre, 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 involved in the site plan for which approval is sought; provided, however that if 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. (24)

_____ The property lines of all abutting properties, and properties within a distance of three (300) feet, together with the names and addresses of the owners as disclosed on the latest Tax Maps of the Borough of Woodcliff Lake as of the date of the site plan applications (26)

_____ A site data box showing total building area, total area for driveways, roads and walkways, total landscaped area in square feet or acres whichever is appropriate.

2. Topography

_____ Topography of existing grades and proposed grades with contour intervals shown at two (2) foot intervals may be used for all slopes with a 10% grade or less; five (5) foot intervals may be used for all slopes with a grade in excess of 10%. All contour lines shall be referenced to the "New Jersey Geodetic Control Survey Datum." (8)

_____ Location of existing and proposed monuments with elevations.

3. Buildings & Structures

_____ The location of existing and proposed property lines, building set back lines, building set back lines buildings and structures, side line and rear yard distances with an indication of whether the existing structures will be retained or removed. (9)

_____ The existing and proposed principal building and all accessory structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said structures, and the floor plans thereof, including the number of square feet to be occupied by the existing and proposed buildings.

_____ Complete building elevation drawings of any proposed structure or structures and any proposed appurtenances to be placed on any structure on the ground. (15)

_____ The present and proposed use of existing building and land and proposed structures. (18)

_____ The present and proposed number of unites and umber of tenants, employees or occupants of each unit. (19)

_____ Existing and proposed fire protection systems either water Freon or electric, this includes fire warning as well as protection. (21)

_____ Storage areas for refuse and garbage.

4. Parking areas, roads, driveways, walks, curbs, walkways, signs and lighting.

_____ The location, type, and size of all existing and proposed curbs, sidewalks, driveways, fences, retaining walls, parking space areas and the layouts thereof, and all off-street loading areas where required, together with all the dimensions of all the foregoing on the site in question and within 200 feet of said site:

- a) Adjacent roadways, curbs, curb cuts, driveway entrances or exits within one hundred (100) feet of both sides of the lot and across the street.
- b) Sidewalk area with dimensions and construction cross section including location of existing or proposed street trees.
- c) Type of paving and construction cross section for parking, aisles and driveways, curbing, walkways, exterior stairways and railings. (17)

_____ All existing and proposed signs, lighting standards and utility poles, and their size, type of construction and location on the site. Information relating to the radius of light and intensity in foot candles. (13)

_____ The location, size and nature of all existing and proposed rights-of-way, easements, deed restrictions and other encumbrances which may affect the site in question, and the location, size and description of any lands contemplated to be dedicated to the Borough of Woodcliff Lake or the County of Bergen. (23)

_____ The location, names and widths of all existing and proposed streets, including cross sections and profiles, abutting the site in question and within two hundred (200) feet of

said site. The typical cross section of streets shall clearly indicate the type and width of pavement and location of curbs, sidewalks and shade tree planting areas. (25)

5. Drainage, storm & sanitary sewers and utilities.

_____ The location of existing physical features such as watercourses, depressions, ponds, marshes, brooks, water holes, poorly drained and swampy areas with previous flood elevations of these areas, as determined by survey and 100 year records if available; all rock outcroppings on the tract or on adjacent land with high points and percentage of total area; and outlines of wooded areas. (10)

_____ Soil survey data as made available by the U.S. Department of Agriculture, Soil Conservation Service indicating soil characteristics, depth of bedrock and other similar information as might be required by the Planning Board. (11)

_____ The location, type and size of existing and proposed catch basins, storm drainage facilities, including all required design data supporting the adequacy of the existing or proposed facility to handle future storm flows, and all utilities, both above and below the ground. The location of easements to accommodate all of the foregoing shall be clearly indicated on the plan. (16)

_____ Potable water system existing and proposed. (20)

_____ Plans and computations showing existing and proposed sewerage facilities serving the site, including the following:

- a) Location, size and slope of all sanitary sewer lines, pumping stations and connections to existing facilities.
- b) Location of any proposed sanitary sewage treatment, plans, together with evidence of submission of plans to the appropriate governmental agencies and the Borough Sewer engineer.
- c) The volume and content of sewage and waste to be produced. (22)

6. Landscaping and plantings.

_____ Landscaping and buffering plans showing existing and proposed screening around the perimeter of the site and in parking and off-street loading areas; location, size and type of plants and trees to be used in landscaping the site including parking areas; existing trees over 6" caliper 3' above base of trunk and natural wooded areas.

Borough of Woodcliff Lake
Planning Board Fees

- 1) Application fee: A fee of two hundred and fifty dollars (\$250) shall be paid to the Borough of Woodcliff Lake when the application is filed.

- 2) Escrow Fees for Professional Review: A fee of one thousand five hundred dollars (\$1,500) shall be paid to the Borough of Woodcliff Lake for engineering expenses incurred for review and inspection of the site plan. Any portion of the fee not expended shall be returned to the Applicant.

PLANNING BOARD
SITE PLAN APPLICATION FORM

Date: _____

1. Applicant's name: _____

Address: _____

Phone: _____

2. Owner's name: _____

Address: _____

3. Name and location of development: _____

Block: _____ Lot: _____ Section: _____

4. Location of nearest intersection of abutting street with other public streets:

5. Map dated: _____ Prepared by: _____

Entitled: _____

6. Present use: _____

7. Proposed use: _____

8. Lot area: _____ Building area: _____

9. Building area (total): _____ No. of parking spaces: _____

10. Property part of _____

granted on _____

11. Area in acres of any additional adjoining land owned by owner or applicant:

12. Does this constitute:

(a) New application as expansion/renovation of existing building.

(b) Revision or resubmission of a prior application.

13. Attach a copy of any deed restrictions or covenants that will apply.

Signature: _____

Title: _____

BUREAU OF FIRE PREVENTION
SITE PLAN REVIEW INFORMATION

Name of Business: _____

Proposed Business Address: _____

Business type: _____

Type of building construction: _____

Total square foot of new or added structure: _____

Will structure be equipped with fire alarm system: _____

Site plan must have the following items indicated on them for proper review:

1. Yard fire hydrant locations.
2. "No Parking or Standing Fire Lane or Fire Zone" signs and proper stripping indicated (follow attached diagram).
3. Fire Sprinkler Siamese connection location.
4. All entrance and exits from parking areas with proposed dimensions (minimum width for fire lane is 25'-0").

The submitted site plan will be reviewed by the Bureau and returned with the areas of required stripping and parking signs indicated on them if they are not already indicated on plans for final approval.

A final as built site plan with all proper "fire lane" and "No parking" stripping and signs must be submitted to the Bureau of Fire Prevention upon final Planning Board review and approval.

Bureau of Fire Prevention



BOROUGH OF WOODCLIFF LAKE FIRE PREVENTION BUREAU

188 PASCACK ROAD, P.O. BOX 8619, WOODCLIFF LAKE, NEW JERSEY 07677

Telephone: 201-391-4977
Fax 201-391-8830

SIGNS:

- The sign shall be eighteen (18) inches long, by twelve (12) inches wide, with a minimum of two (2) inch high red lettering with the words NO PARKING OR STANDING FIRE LANE or FIRE ZONE, as designated by the Fire Official, on a white reflective background.
- Signs shall be placed at the beginning and end of the FIRE LANE or FIRE ZONE. They shall be at intervals of 50 feet, or as deemed necessary by this office.
- The bottom of the sign should be at least seven (7) feet above the ground, facing in the direction of traffic at approximately right angles to the lane. The sign may be placed upon existing supports or mounted directly on the building.

STRIPING & LETTERING:

- All stripes and lettering shall be a minimum of five (5) inches wide. Paint for all letters and striping shall be yellow in color.

FIRE LANES:

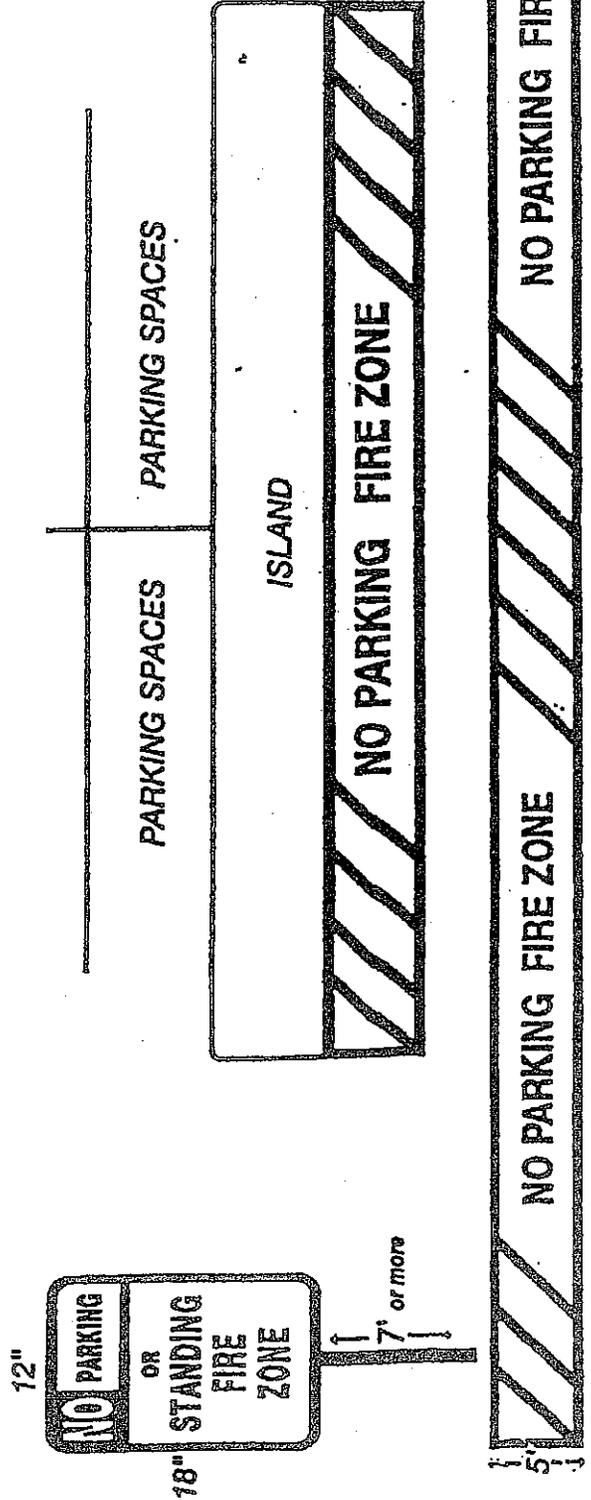
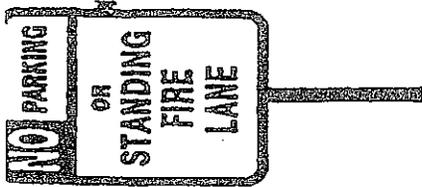
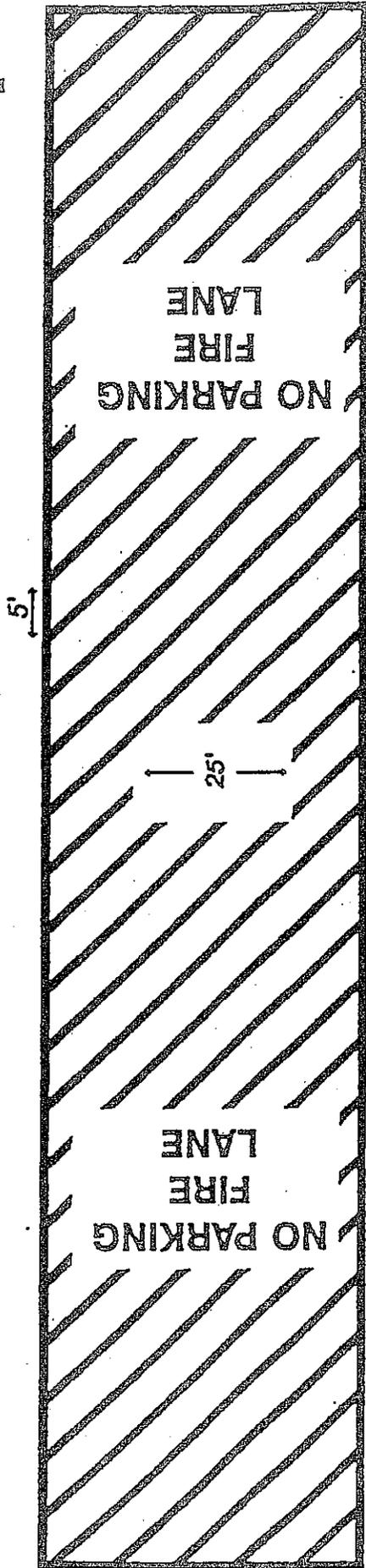
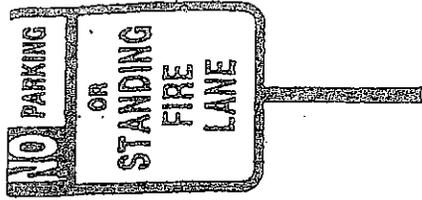
- All designated Fire Lanes in parking lots shall be twenty five (25) feet clear width between rows of parked vehicles. Diagonal stripes (hatching) shall be five (5) feet apart, throughout the designated area. This will insure proper fire apparatus accessibility to buildings and fire department connections.
- The markings of Fire Lanes shall be the responsibility and at the expense of the owner.

FIRE ZONES:

- The width of the Fire Zone shall be five (5) feet.
NOTE: If the building does not have a straight run, wherever the projection is shall start the five (5) foot width.
- Diagonal stripes (hatching) shall be five (5) feet apart throughout the area of the Fire Zone.
- The lettering shall be placed within the striped, center area, every fifty (50) feet, or as designated by this office.
- All lettering shall be a minimum of eighteen (18) inches in height.

Prior to work being done, the Fire Official shall be notified when the above mentioned items are requested. This is to insure that the contractor you hire understands these standards.

PROPER IDENTIFICATION
OF
FIRE LANES AND FIRE ZONES
WITHIN THE BOROUGH



AFFIDAVIT OF APPLICANT

STATE OF NEW JERSEY

COUNTY OF _____

ss.

_____, of full age, being duly sworn according to law, deposes and says that all of the above statements and the statements contained in the papers submitted herewith are true.

Sworn to and subscribed before me

this _____ day of _____ 20____

(Applicant to sign here)

(Notary Public)

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY

COUNTY OF _____

ss.

_____, of full age, being duly sworn according to law, on oath deposes and says that the deponent resides at _____, in the _____ of _____ in the county of _____ and State of _____, that _____ is the owner in fee of all that certain lot, piece of parcel of land situated, lying and being in the municipality aforesaid, and known and designated as Number _____

Sworn to and subscribed before me

this _____ day of _____ 20____

(Owner to sign here)

(Notary Public)

PLANNING BOARD – BOROUGH OF WOODCLIFF LAKE, N.J.

AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF _____

ss.

_____, of full age, being duly sworn according to law, deposes and says that he resides at _____ in the municipality of _____, County of _____, State of _____, that _____ is the applicant in a proceeding before the Planning Board of the Borough of Woodcliff Lake, N.J., being an application/appeal under the Zoning Ordinance relating to premises _____; that on _____, 20 _____, he gave written notice of the hearing on this appeal to each and all of the owners of property affected by said application as hereinafter set forth, and according to the list provided and in the manner indicated.

To _____
Owner of Premises _____

The undersigned has made application to the Planning Board of the Borough of Woodcliff Lake, N.J., for _____ and a variance from the requirements of the Zoning Ordinance regarding with respect to premises known as _____

Which is within 200 feet of property owned by you. Copies of the application and drawings are available for review at Borough Hall, 188 Pascack Road, Woodcliff Lake, N.J., between the hours of 8:30a.m. and 4:30 p.m., Monday through Friday. PLEASE TAKE NOTICE, this matter is on the Board's calendar and a public hearing has been ordered for _____, 20 _____, at _____ p.m., in the Borough Hall, 188 Pascack Road, Woodcliff Lake, N.J., at which time you may appear either in person or by agent or attorney and present any comment or objection which you may have concerning this application.

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

Respectfully,

Applicant

Sworn to before me this _____

Day of _____

A Notary Public of N.J.

(Signature of person who served the notices)

Chapter 292. SITE PLAN REVIEW

Article V. Site Plan Details

§ 292-23. Information required on site plan.

- A. All applications for site plan approval shall be prepared, signed and sealed by a professional engineer or architect. It shall bear the signature and seal of a licensed land surveyor as to topographic and boundary survey data.
- B. All site plans shall comply with the requirements hereinafter set forth and shall contain the following information and data, where applicable:
- (1) A title block shall be indicated in the lower right-hand corner of the plan and shall include the name and address of the owner; the tax assessment map lot and block number of the site; the proposed name of the development; and the name, address and license number and seal of the person preparing the plan. If the owner is a corporation, the name and address of the President and Secretary shall be submitted with the application.
 - (2) A date block on the site plan adjacent to the title block containing the date of preparation. All subsequent revisions shall be noted and dated.
 - (3) A key map showing the location of the tract with reference to surrounding areas and existing street intersections within 500 feet of the boundaries of the subject premises.
 - (4) A scale of not less than 50 feet to the inch and a display of the geographic representation of the scale. All distances and dimensions shall be in feet and decimals of a foot and all bearings shall be given to the nearest ten seconds. There shall be an arrow indicating North.
 - (5) The names of all owners of adjacent properties within 200 feet of the subject premises, together with the Tax Assessment Map lot and block numbers of said properties.
 - (6) Zone boundaries within 200 feet.
 - (7) Survey data showing boundaries of the property, required building or setback lines, lines of existing and proposed streets, lot reservations, easements and areas dedicated to public use, including grants, restrictions and public and private rights-of way.
 - (8) Reference to any existing covenants, deed restrictions, easements or exceptions which affect the subject premises. A copy of such covenants, deed restrictions, easements or exceptions shall be submitted with the application. If there are no known covenants, deed restrictions, easements or exceptions affecting the subject premises, a notation shall so state on the site plan.
 - (9) Location of existing buildings on the site which shall remain and all other structures such as walls, fences, culverts, bridges and roadways, with spot elevations of such structures. Structures to be removed shall be indicated by dashed lines, and structures to remain shall be indicated by solid lines.

- (10) All distances as measured along the right-of-way lines of existing streets abutting the premises to the nearest intersection with any other street.
- (11) Location plans and elevations of all proposed buildings and other structures, including required yard and setback areas, building height in feet and stories, lot coverage and improved lot coverage calculations.
- (12) Location, height, dimensions and details of all signs, either freestanding or affixed to a building. Where signs are not to be provided, a notation shall so state on the site plan.
- (13) Location of all storm drainage structures, soil erosion and sedimentation control devices and utility lines, whether publicly or privately owned, with pipe sizes, grades and direction of flow; if existing utility lines are underground, the estimated location of such underground utility lines.
- (14) Existing and proposed contours, referred to a United States Coast and Geodetic Survey datum, with a contour interval of one foot for slopes of 3% or less; an interval of two feet for slopes of more than 3% but less than 15%; and an interval of five feet for slopes of 15% or more. Existing contours are to be indicated by dashed lines, and proposed contours are to be indicated by solid lines.
- (15) Location of existing rock outcrops, high points, watercourses, depressions, ponds, marshes, wooded areas and other significant existing features, including previous flood elevations of watercourses where available.
- (16) All proposed streets, with profiles indicating grading, and cross-sections showing width of roadway, location and width of sidewalks where required, and location and size of utility lines according to municipal standards and specifications.
- (17) The proposed use or uses of land and buildings and proposed location of buildings, including proposed grades. Floor space of buildings and estimated number of employees or other capacity measurements, where required, shall also be indicated. If the precise use of the proposed building is unknown at the time of the application, an amended plan showing the proposed use shall be required prior to a certificate of occupancy.
- (18) All means of vehicular ingress and egress to and from the site onto public or private streets, showing the size and location of driveways and curb cuts, including proposed traffic lanes, acceleration and deceleration lanes and proposed traffic control devices. Improvements such as roads, curbs, sidewalks and the design details of parking stalls, access aisles, curb radii, direction of traffic flow and other conditions as may be required in Chapter 380, Zoning, Chapter 332, Subdivision of Land, or this chapter.
- (19) Location and design of any off-street parking areas and loading zones, showing size and location of bays, aisles and barriers.
- (20) Location of all proposed waterlines, valves and hydrants, sanitary sewer lines and facilities and public utility lines.
- (21) The proposed location, direction of illumination, power and time of proposed outdoor lighting as it conforms to applicable municipal standards.
- (22) The proposed screening and landscaping and plant plan, indicating natural vegetation to remain and areas to be planted, with the size, number and type of vegetation to be utilized.
- (23) Proposed stormwater drainage system as to conform to designs based on a fifteen-year storm, using a one-hour intensity of two inches of rainfall. All site plans shall be accompanied by a sketch plat showing all existing drainage facilities within 500 feet of any boundary and information as to the building, paved and wooded areas and any other conditions contributing to the calculations

and methods used in determination of the adequacy of the proposed stormwater drainage system.

- (24) Such other information or data as may be required by the approving authority in order to determine that the details of the site plan are in accordance with the standards of Chapter 380, Zoning, Chapter 332, Subdivision of Land, and this chapter.
- (25) Such other information or data as may be required by the approving authority in order to determine that the details of the site plan are in accordance with all other applicable municipal, county, state and federal laws, ordinances and regulations.

§ 292-24. Legends.

The following legends shall be indicated on the site plan:

- A. To be signed before submission:

I CONSENT TO THE FILING OF THIS SITE PLAN.

Owner	Date
Applicant Date	Date

- B. To be completed before submission:

SITE PLAN OF
 LOT _____ BLOCK _____ ZONE _____
 DATE _____ SCALE _____
 APPLICANT
 ADDRESS

- C. To be signed before submission:

I HEREBY CERTIFY THAT I HAVE PREPARED THIS SITE PLAN AND THAT ALL DIMENSIONS AND OTHER INFORMATION SET FORTH ARE CORRECT.

Name
 Title and License Number

- D. To be signed before issuance of building permit:

APPROVED BY THE _____ BOARD OF THE BOROUGH OF WOODCLIFF LAKE
 BOARD OF THE BOROUGH OF WOODCLIFF LAKE

By: _____ Date _____ Chairman

- E. To be signed before (preliminary or final) approval is given:

I HAVE REVIEWED THIS SITE PLAN AND CERTIFY THAT IT MEETS ALL ORDINANCES AND REGULATIONS UNDER MY JURISDICTION.

Borough Engineer	Date
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- F. To be signed before issuance of a certificate of occupancy:

I HEREBY CERTIFY THAT ALL REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED OR THAT A PERFORMANCE GUARANTY HAS BEEN POSTED IN ACCORDANCE WITH THE SITE PLAN ORDINANCE.

Construction Code Official
 Borough Engineer

- G. To be signed prior to issuance of certificates of occupancy:

I HEREBY CERTIFY THAT ALL THE REQUIRED IMPROVEMENTS OF THIS SITE

PLAN HAVE BEEN INSTALLED IN COMPLIANCE WITH ALL APPLICABLE
ORDINANCES AND REGULATIONS.

Borough Engineer
Construction Code Official

Date

Date

OCCUPANCY PERMIT ISSUED:

Date