



**Planning Board Application  
Borough of North Caldwell**

**1. General Information:**

- A. Applicant Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Town, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
- B. Applicant Status: Individual\_\_\_\_ Partnership\_\_\_\_ Corporation\_\_\_\_  
Limited Liability Company\_\_\_\_ Other: Specify\_\_\_\_\_
- C. If Applicant is a Partnership, Limited Liability Company, or Corporation, attach a list of the names and addresses of persons having a 10% interest or more in said Partnership, Limited Liability Company, or Corporation.  
Check here if list is attached\_\_\_\_\_.
- D. Applicant Relationship to Property: Owner\_\_\_\_ Lessee\_\_\_\_ Purchaser\_\_\_\_  
Under Contract\_\_\_\_ Other: Specify\_\_\_\_\_
- E. Property Owner (If different from Applicant):  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Town, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
- F. Engineer/Land Surveyor:  
Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Town, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
- G. Attorney:  
Firm Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Town, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**2. Type of Application**

Minor Site Plan \_\_\_\_\_ Minor Subdivision \_\_\_\_\_ Residential Cluster \_\_\_\_\_  
Major Site Plan (Preliminary) \_\_\_\_\_ Major Subdivision (Preliminary) \_\_\_\_\_ Planned Industrial Park \_\_\_\_\_  
Major Site Plan (Final) \_\_\_\_\_ Major Subdivision (Final) \_\_\_\_\_ Office \_\_\_\_\_  
Variance \_\_\_\_\_

**3. Property Data**

- A. Street Address: \_\_\_\_\_
- B. Block Number(s): \_\_\_\_\_ Lot Number(s): \_\_\_\_\_
- C. The location of the Property is approximately \_\_\_\_\_ feet from the intersection of \_\_\_\_\_ and \_\_\_\_\_.
- D. Existing use: \_\_\_\_\_
- E. Proposed use: \_\_\_\_\_
- F. Zone District: \_\_\_\_\_
- G. Acreage of Entire Tract subject to this Application: \_\_\_\_\_
- H. Proposed number of lots/units: \_\_\_\_\_
- I. Is the Property location on a County of Essex roadway?: \_\_\_\_\_
- J. If the Property located within 200 feet of a Municipal boundary?: \_\_\_\_\_
- K. Was this Property subject to a prior subdivision, site plan, or variance approval? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, attach information listing dates of actions including Minutes and /or Resolutions. Check here if information is attached. \_\_\_\_\_
- L. Is the Property subject to any existing or proposed Deed Restrictions, Easements, Rights of Way, or other Dedication? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, attach all relevant information. Check here if information is attached. \_\_\_\_\_
- M. Are the Property taxes current? Yes \_\_\_\_\_ No \_\_\_\_\_

**4. Development Proposal**

Improvements: Describe all on-site and off tract roadway, water, sewer, drainage, grading, and other related improvements required.

---

---

---

---

---

**5. Submissions**

List all maps, plats, sketches, and other exhibits accompanying this Application:

<u>Description</u>	<u>Date Prepared</u>	<u>Prepared by</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**6. Variances**

Describe any and all variances requested. Provide location details (proposed block and lot) and the specific section(s) of the Zoning Code of the Borough of North Caldwell from which relief is sought.

---

---

---

---

---

**7. Waivers and De Minimus Exceptions**

Describe any and all waivers and de minimus exceptions requested. Provide location details and the specific sections which relief is sought.

---

---

---

---

---

**8. Verification and Authorization**

- a. I certify that the foregoing statements and the facts set forth on all supporting documents are true. I further certify that I am the individual applicant, or that I am an Officer of the corporate applicant and that I am authorized to sign the application for the Corporation, or I am a general partner of the partnership applicant. (If the application is a corporation, an authorized corporate officer must sign this. If the applicant is a partner, a general partner must sign this.)

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

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

- b. I certify that I am the owner of the property which is the subject of this application, that I have authorized the applicant to make this application, the representations made, and the decision in the same manner as if I were the applicant. (If the application is a corporation, an authorized corporate officer must sign this. If the applicant is a partner, a general partner must sign this.)

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Owner

- c. I understand that the proper fees have been paid, and an initial amount of escrow has been deposited in an escrow account maintained by the Borough in accordance with the Land Development Code of the Borough of North Caldwell. I further understand that the escrow account is established to cover the cost of professional services, which may include engineering, planning, legal, and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

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

-----For Borough Use-----

**9. Application History**

A. Date Filed: \_\_\_\_\_

B. Date Complete: \_\_\_\_\_

C. Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

D. Escrow Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Escrow Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

E. Hearing Date: \_\_\_\_\_

**F. Notice of Hearing**

Date of Publication: \_\_\_\_\_

Published in: \_\_\_\_\_

Date of Mailing: \_\_\_\_\_

Affidavit Received: \_\_\_\_\_

Received by: \_\_\_\_\_

This is the form of Notice to be given to 200' Property Owners and Entities Entitled to Receive Notice in accordance with the MLUL. This sample form is made a part of the Application for Development submitted. A WORD version of this Notice is available on request.

## **BOROUGH OF NORTH CALDWELL PLANNING BOARD NOTICE**

**TAKE NOTICE** that on the **[Insert Day of Meeting]** day of **[Insert month of meeting]**, 20**[Insert year]**, at 7:00 o'clock P.M., a public hearing will be held in person, and via the Ring Central video conference application, before the Borough of North Caldwell Planning Board at the Municipal Building, 141 Gould Avenue, North Caldwell, New Jersey 07006 on the application of **[Insert name of Applicant]**, a New Jersey **[Insert form of business, i.e. LLC, corporation, partnership, etc.]**, requesting **[Insert description of the nature of requests for approval and/or relief]** ; and, any and all variances, waivers or exceptions that may come before the Planning Board during the course of public hearing.

The property that is the subject of the application is known as **[Insert address of property]**, North Caldwell, New Jersey and is shown on the Tax Map as Block **[Insert block #]**, Lot **[Insert lot #]**; and is known generally as **[Insert street address]**.

The public hearing will take place in person as well as using the RingCentral audio/video conferencing service. The Borough of North Caldwell will post the procedures for joining the hearing remotely on the Borough's website home page under "Minutes & Agendas" and within the agenda on the "Planning Board" locate the agenda for this meeting and it will have the link for remote connection. The agenda will be posted in town hall and, using any other method required by law. If you choose to attend remotely, and wish to make statements for the record at the hearing, you must state your name and address, be sworn under oath, and connect to the hearing with both audio and video. You may ask questions of witnesses or the Planning Board without using a video connection.

This notice is sent to you as a property owner within 200 feet of the subject property, or as a party entitled to receive notice as a matter of law. **[Newspaper publication - strike the preceding sentence.]** Any person or persons affected by this application may have an opportunity to be heard at the public hearing, or remotely. When the case is called you may appear in person or by agent or attorney and present any objections, questions or comments which you may have to the granting of the relief sought in the application.

The application, plans and reports for which approval is sought are available for public inspection at the Municipal Building, 141 Gould Avenue, North Caldwell, New Jersey 07006, between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, except holidays.

**[Insert name of party giving notice]  
[Insert name of Applicant]**

**Dated: [Insert date of Notice]**

By: \_\_\_\_\_  
**[Insert name of party giving notice]**

### CERTIFICATION OF MAILING

State of New Jersey :

SS :

County of Essex :

:

          (Name of Affiant)          , being duly sworn according to law, upon my oath, depose and say:

1. I am a (Insert relationship – paralegal, secretary, principal, etc.) in the law firm of (Name of Law Firm, if applicable), (Address of Affiant/Law Firm).
2. On (Date of Mailing), I deposited at the United States Post Office, (Post Office Address), New Jersey, envelopes with postage prepaid and the return address of (Insert return address on mailing), addressed to (a) all the property owners within 200 feet from the property that is the subject of the application and known as (Insert street address of property), North Caldwell, Block (Insert Block #), Lot (Insert Lot #); and, (b) all interested parties as required by law.
3. A list of the persons or entities required to receive such notice is attached to the Affidavit as Exhibit "A". The certified mail delivery slips postmarked by said post office are attached as Exhibit "B". Enclosed in each envelope was a notice, a copy of which is attached hereto as Exhibit "C".
4. A Notice of the hearing was published in the (Insert name of newspaper), a newspaper having general circulation within the Borough of North Caldwell, on (Insert date of newspaper publication), as evidenced by a copy of the Affidavit of Publication attached hereto as Exhibit "D". The original Affidavit of Publication, if not attached to this Certification, will be provided when received.

### CERTIFICATION

I certify that the foregoing statements made by me are true. I understand that if the foregoing statements made by me are willfully false that I may be subject to punishment.

Date: (Insert date of Certification)

(Name of Affiant)

**EXHIBIT "A"**  
**Notice List**

**EXHIBIT "B"**  
**Postal Service (White Slips)**



**EXHIBIT "C"**  
**Notice**

**EXHIBIT "D"**  
**Affidavit of Publication**

**The Application requires 5 sets of documents for completeness review. Once the Application is deemed complete, the Applicant will be required to submit the following:**

1. Fifteen (15) copies of plat.
2. Fifteen (15) copies of application for subdivision approval, with all questions answered, and all information and attachments provided.
3. The requisite fees and escrow has been paid.
4. Depending on the type of application being submitted to the Planning Board, the Code of the Borough of North Caldwell, in section 107 has specific checklists.

**Fee structure for the North Caldwell Planning Board Applications:**

1. Two hundred (200) foot list of property owners - \$20.00
2. Zoning and Land Use Book - \$30.00
3. Residential Preliminary Site Plan Review fee of \$600.00 with an additional fee of \$150.00 per dwelling. The fee for a residential final site plan review is fifty percent (50%) of the Preliminary Site Plan Review Fee. However if residential review combines a Preliminary and Final Review the fee is one hundred and twenty five percent (125%) of the Preliminary Site Review plan fee.
4. All other Applications, Site Plan Review fee of \$500 with an additional fee of five cents (\$0.05) per square foot of floor space area of new construction. The application fee for a Final Site Plan review fee is fifty percent (50%) of the Preliminary Site Plan Review Fee. However, if a review combines a Preliminary and a Final review, the fee is one hundred and twenty five percent (125%) of the Preliminary Site plan fee.
5. Minor subdivision applications, the fee shall be \$25.00 for each lot with a minimum of \$300 for any application.
6. Major subdivisions, the fee shall be \$350.00 for a sketch plat, \$550.00 for a preliminary plat, with an additional fee of \$150.00 to be paid for each lot, and \$600.00 to be paid for a final plat.
7. Minor Site plans, the fee shall be \$250.00 for an unamended plan and \$200 for an amended plan.
8. Prorated cost of a court stenographer.
9. An applicant requests a special meeting - \$650.00