



# BOROUGH OF RINGWOOD

PLANNING BOARD  
973-475-7131

## INSTRUCTIONS FOR SITE PLAN APPROVAL

TO THE APPLICANT:

The following forms are included in this packet:

1. Conceptual Review Letter.
2. An Application form.
3. A Site Plan Checklist.
4. An Affidavit of Ownership.
5. An Affidavit of Disclosure for Applicant.
6. A sample Notice of Public Hearing.
7. An Affidavit of Proof of Service.
8. Fee Schedule.
9. Soil Movement Permit Application form.
10. Application for Certified List of Property Owners.
11. Passaic County Development Review Application. (See Paragraph regarding submission to County)

The following documents must be completed and submitted when an application is made:

1. A letter describing what the applicant is proposing.
2. A signed Application form.
3. Twenty-five (25) copies of plat, which shall include construction drawings, facade elevations and lighting plans, where applicable.
4. Five (5) copies of a separate landscaping plan.
5. Storm drainage calculations, where applicable, either on plat or, if provided separately, four (4) copies.
6. A signed Affidavit of Ownership.
7. A signed Affidavit of Disclosure, if applicable.
8. Three (3) copies of percolation test results conducted in the presence of the Borough Engineer or Sanitarian plus certification of such inspection by the Borough Official.
9. Soil Movement Permit Application, if applicable.
10. Any other documents required as outlined in the Minor Plat Checklist.
11. Required application and escrow fees must be paid.

Under State and County regulations, site plans on County roads, minor subdivisions on County roads and all major subdivisions must be submitted to the County Planning Board for review and approval. Site plans with more than an acre of impervious surface that impact

a County storm water drainage facility must also be submitted to the County for approval whether or not they are on a County road. County roads in Ringwood are: Beech Road (from the West Milford line to Greenwood Lake Turnpike), Greenwood Lake Turnpike, Margaret King Avenue, Skyline Drive and Sloatsburg Road.

A letter entitled "Conceptual Review" is enclosed, if you care to meet with the Board prior to making an application. It advises you as to how to proceed, if this is the case.

Application may be made for Preliminary and Final Approval at the same time. Please indicate if this is the case. Where simultaneous Preliminary Site Plan Approval and Final Site Plan Approval is sought, Final Approval may be withheld in the event of unfulfilled conditions.

If any previous application for site plan approval has ever been made for this property, please advise the Board of the date filed and the application number.

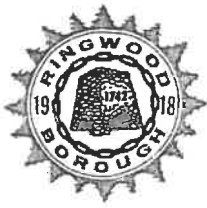
Please advise the Board if any prior appeals for variances on this property have ever been made and if so, indicate the date filed, character of appeal and disposition.

Any revised plans must be submitted to the Board's Secretary and professionals at least fifteen (15) days prior to the meeting date or the matter will not go forward as scheduled.

Your application with accompanying documents will be reviewed by the Board Secretary for completeness as to form. You will be notified of the determination of completeness subsequent to this review. If your application is complete as to form, you will also be advised when the Planning Board will schedule a review of your application for a formal determination of completeness and a work session. Subsequent to the review of your application at a work session, you will be advised of the scheduled date of public hearing.

The applicant is required to advertise the public hearing date in the official newspaper of the municipality and to notify adjacent property owners. **THE ADVERTISEMENT MUST APPEAR AT LEAST TEN (10) DAYS PRIOR TO THE MEETING DATE AND NOTICES MUST BE SENT AT LEAST TEN (10) DAYS PRIOR TO THE MEETING DATE.** Proof of advertisement and notification to adjacent property owners must be provided to the Board Secretary prior to the meeting date.

If you have any questions, please contact the Helen Forsa, Land Use Administrator at 973-475-7131.



# BOROUGH OF RINGWOOD

PLANNING BOARD

973-475-7131

## CONCEPTUAL REVIEWS

Applicants are encouraged to present a conceptual plan to the Planning Board prior to filing a formal application. The Board reviews the conceptual plan with the applicant, and although no binding decisions are made, an exchange of ideas concerning the proposed plan can be worthwhile, to both the Board and the applicant.

Request for a conceptual hearing is made by way of a letter from the applicant. This letter should outline the proposed plan and land use, and a basic sketch of the property should be included. The more information provided, the more meaningful the conceptual review will be. Suggested information would include existing and proposed lot lines and dimensions, major physical features of the land (streams, ponds, rock formations, etc.), buildings and other structures, parking areas, topographical information, if available, location of existing and proposed roads on the site and on adjacent properties, north arrow and scale.

The fee for the conceptual review is \$150.00 which sum shall be credited toward application fees due in the event a formal application is filed. The applicant may present as much detail to the Board as desired for review by the Board prior to the hearing. Although the Board will give no final decisions, if the applicant requests a consensus of opinion, the Planning Board members will try to give some indication as to how the plan has been received at a very preliminary level.

The property owner may, by letter to the Board, authorize any person to represent him at the conceptual review. The letter must include the property location, block and lot number and a statement that he is allowing the designated person to present his conceptual plans to the Planning Board. The Board will not be able to consider your conceptual presentation unless you submit a letter signed by the owner or the owner is present at the meeting.

The Board will advise the applicant of the meeting date and the applicant will be given a 15 minute limit for presentation. Interested persons from the public will be given an opportunity to voice their opinions to the Board at the conclusions of the presentation.



# BOROUGH OF RINGWOOD

## SITE PLAN REVIEW APPLICATION

### BOROUGH OF RINGWOOD

DATE: \_\_\_\_\_

APPLICATION FEE: \_\_\_\_\_

OWNER \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

APPLICANT \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

PROJECT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ENGINEER \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

### SITE PLAN CHECKLIST

The following checklist is designed to assist applicants in preparing Site Plan plats for Board review. All items listed below, in addition to those required by Ordinance, must be supplied, or the application may be deemed incomplete.

- ( ) Legend as to what building will be used for and proposed maximum occupancy.
- ( ) Percentage of landscaping in interior parking area.
- ( ) Show existing and proposed sign area indicating square footage. Show height of building. Show area of front facade in square feet. Indicate construction material and colors.
- ( ) Parking areas showing spaces, clearly outlining parking for physically handicapped, where applicable.
- ( ) Driveways showing vehicular circulation, indicating directional arrows to be painted on pavement, sight distances and sight triangles.
- ( ) Limits of grading for proposed improvements, and description and scheduling of soil erosion and sediment control facilities.
- ( ) Minimum building setback lines.
- ( ) Limits of Flood Hazard Area, Floodway and Wetland Limits.
- ( ) Percentage of Disturbed Land Area, as proposed and as permitted by Ordinance.
- ( ) Percentage of Improved Lot Coverage, as proposed and as permitted by Ordinance.
- ( ) Percentage of Lot Coverage, as proposed and as permitted by Ordinance.
- ( ) A statement as to the amount of soil to be moved, stated in square feet of disturbed area and cubic yards, for determination as to whether a Borough of Ringwood Soil Mining Permit is required.

NOTICE OF PUBLIC HEARING

Notice is hereby given that an application for Approval of a Site Plan has been filed by \_\_\_\_\_ on behalf of \_\_\_\_\_, for the Site Plan of property on \_\_\_\_\_, known as Block No. \_\_\_\_\_ Lot No. \_\_\_\_\_, as shown on the Borough of Ringwood Assessment Map.

A variance from the terms of the Zoning Ordinance is required as follows: \_\_\_\_\_  
\_\_\_\_\_.

A copy of said site plan has been filed with the Borough Clerk for public inspection. The Borough of Ringwood Planning Board will hold a public hearing on said application at Borough Hall, 60 Margaret King Avenue, Ringwood, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at 8:00 P.M.

This notice is sent to you by the applicant in accordance with the Ordinances of the Borough of Ringwood.

\_\_\_\_\_  
Applicant

Date \_\_\_\_\_

Addressee \_\_\_\_\_  
\_\_\_\_\_



AFFIDAVIT OF OWNERSHIP

I, \_\_\_\_\_, of full age, being duly sworn according to law on my oath, depose that I am the owner in Fee of all that certain lot, piece or parcel of land situated, lying and being in the Borough of Ringwood aforesaid, and known and designated as Block No. \_\_\_\_\_, Lot No. \_\_\_\_\_, and that I hereby authorize the applicant \_\_\_\_\_ to make this application in my behalf and that the statements contained herein are true.

\_\_\_\_\_  
Owner's Signature

Sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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





OWNER

STATE OF NEW JERSEY)  
 )  
COUNTY OF )

AFFIDAVIT OF DISCLOSURE OF LEGAL  
OR BENEFICIAL INTEREST

Your deponent, \_\_\_\_\_, of full age, being duly sworn on his oath, according to law, deposes and says that:

1. That in reference to the application of \_\_\_\_\_ for \_\_\_\_\_ regarding premises known as Lot No. \_\_\_\_\_, Block No. \_\_\_\_\_, as shown on the Tax Map of the Borough of Ringwood, the following persons or entities are the legal or beneficial owners of an interest of ten percent or more in the applicant:

Name of	Address	Nature of Interest	Amount Interest

2. That no persons or entities other than the persons stated in paragraph 1 above have any interest, either legal, equitable or contingent in the applicant.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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



# BOROUGH OF RINGWOOD

OFFICE OF THE BOROUGH CLERK  
973-962-7102

Date: \_\_\_\_\_ Application/Docket No. \_\_\_\_\_

APPLICATION FOR CERTIFIED LIST OF PROPERTY OWNERS IN CONNECTION  
WITH APPLICATION BEFORE ( ) PLANNING BOARD ( ) BOARD OF ADJUSTMENT

STREET ADDRESS: \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

OWNER \_\_\_\_\_ APPLICANT \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

**MAIL LIST TO:** NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Receipt is hereby acknowledged of the sum of \$10.00 for a Certified List of Property Owners to be provided by the Tax Assessor of the Borough of Ringwood in connection with an application before the subject Board for the property indicated above.

Certified List of Property Owners shall be dated not more than 60 days prior to the date of notice of commencement of the public hearing on the application for development.

BOROUGH CLERK

c: Applicant  
Tax Assessor  
Clerk's File

**NOTE: THE APPLICANT MUST SPECIFY THE LOT AND BLOCK OF ANY  
ADJACENT PARCEL OF PROPERTY IN COMMON OWNERSHIP**

ORDINANCE NO. 2004-#11

AN ORDINANCE TO AMEND AND SUPPLEMENT  
CHAPTER 24, ENTITLED "SITE PLAN REVIEW" OF  
THE REVISED ORDINANCES OF THE BOROUGH OF  
RINGWOOD, TO AMEND ARTICLE 3.6 - SCHEDULE  
OF FEES OF THAT CHAPTER.

BE IT ORDAINED, by the Municipal Council of the Borough of Ringwood, County of Passaic and State of New Jersey as follows:

SECTION 1. Chapter 24, Section 3.6 of the Revised Ordinances entitled "Fees", is hereby repealed and the following substitute enacted:

24-3.6        Fees

The following fees shall accompany the Site Plan Application. All fees and deposits shall be paid to the Land Use Administrator. Such fees and deposits shall be paid in cash, certified or bank check, payable to the Borough of Ringwood as set forth below.

A.     Informal/Conceptual Site Plan - \$150.00. This sum shall be credited toward application fees due in the event a formal application is filed.

B.     Applicable Fees

- 1)     Preliminary or Preliminary/Final Site Plan:  
\$1,250.00 Plus escrow as set forth below in Paragraph E.
- 2)     Application for amendment to Preliminary or Preliminary/Final Site Plan approval previously granted:  
\$500.00 Plus escrow as set forth below in Paragraph E.
- 3)     Extension of Preliminary or Preliminary/Final  
\$500.00 Plus escrow as set forth below in Paragraph E.
- 4)     Family Daycare Home  
\$75.00 Plus escrow as set forth below in Paragraph E.
- 5)     Child Care Center as part of an existing structure

\$300.00 Plus escrow as set forth below in Paragraph E.  
(Ord. 1992-08 ;4/92)

C. Change of Use Site Plan-\$100.00

1. A Change of Use Site Plan Application shall be defined as an application for Site Plan approval involving a Change of Use of an existing approved site which application contains no variance request, no request for approval of any physical modification of the approved site, nor any request for an amendment of the plat previously approved.

D. Variances

1. Bulk Variance - \$300.00 for each variance for each residential lot.
2. Bulk Variance - \$750.00 for each variance for each non-residential lot.
3. Conditional Use - \$500.00 for each lot.

E. Escrow - The applicant shall deposit with the Municipal Clerk an escrow to cover some of the costs incurred by the Planning Board for the professional services of its Engineer, Planner, Attorney, or other specifically retained expert in connection with applications for development.

1. Amount of Escrow - The Planning Board Secretary shall forward the application and all application documents submitted by the applicant to the Planning Board Engineer. The Planning Board Engineer shall review the application and the accompanying documents and based upon the nature and complexity of the application shall determine the amount of the escrow for the aforesaid professional services. He shall notify the Planning Board Secretary as to his recommendation for the escrow amount. The Planning Board Secretary shall thereafter notify the applicant of the escrow requirement. The application will not be listed for any hearings beyond the informal/conceptual review, until all fees including the escrow are paid. The maximum initial escrow is \$10,00.00.
2. Use of Escrow - The escrow shall be used to defray the costs of the Planning Board professionals and retained experts in connection with applications for development. These costs and expenses shall include review of the application and supporting documents, preparation of reports, telephone conferences and meetings (whether initiated by the applicant, its attorney or other expert, or by the Planning Board) preparation of easements, developer's agreements, deeds, memorializing resolutions and other writings in connection with the processing of applications for development.
3. Meetings Costs - The escrow shall also be utilized to pay the Planning Board professionals for attendance at meetings as follows:
  - (a) All meetings beyond the initial informal/conceptual review and one public hearing shall be billed by the Planning Board professionals to the applicant, against the escrow account.
4. Charges by Professionals - All professional charges shall be billed by the professionals

to the Planning Board at the rates established by the professionals' contract with the Planning Board. All invoices shall be itemized: Date, the nature of the service, and the time spent together with any other charges imposed pursuant to the professionals' contract with the Planning Board. All invoices shall be supported by a voucher duly signed by the professional seeking payment.

5. Approval of Vouchers/Invoices - All invoices/vouchers submitted by the professionals for payment shall be processed by the Planning Board for payment, the same as all other invoices and vouchers. No invoice/voucher for payment of any professional service shall be approved, until a resolution is adopted at a public meeting.
6. Special Consultants - If in the discretion of the Planning Board a special consultant is necessary for the proper review of an application, the Planning Board shall be authorized to retain said consultant/expert and to pay the consultant from the applicant's escrow account.
7. Review - The applicant shall be entitled to question or challenge the amount of the initial escrow as determined by the Planning Board Engineer if a written request is submitted to the Planning Board's Secretary. The Planning Board will afford the applicant an opportunity to present information to the Planning Board at a public hearing. However, no hearing on the merits of the application beyond the initial informal/conceptual review will be held until the escrow is deposited. The applicant may also question or challenge the invoices/vouchers submitted by the Planning Board professionals by the notifying the Planning Board's Secretary in writing as to the challenge/question. The applicant will be afforded an opportunity to be heard at a public meeting.
8. Fee Schedule - The Planning Board Secretary shall prepare and make available to applicants upon request the fee schedule of the Planning Board professionals.
9. Replenishment of Escrow Account - If the escrow account falls below \$2,500.00, the Planning Board may, if recommended by the Planning Board Engineer, require that the applicant pay additional funds into the escrow account. However, the escrow account request cannot exceed the maximum amounts set forth in Section E, 1., above.
10. Account Excess and Interest - Pursuant to NJSA 40:55D-53.1, if the escrow account is in excess of \$5,000.00, the municipality shall deposit same and shall pay interest to the applicant. When the application review and approval process has been completed, the excess funds in the account, if any, shall be either remitted back to the applicant with interest if applicable or if so directed by the applicant shall remain on deposit as the applicant's initial payment towards the post-approval inspection, restoration or performance bonding requirements.
11. Deficiency of Account - The applicant shall be liable for all of the foregoing professional fees notwithstanding that the escrow account might be insufficient for the payment of said fees and expenses.

F. Approval of Application - No site-plan plat shall be signed, nor shall any

building permits, certificates of occupancy or other permits or approvals be issued with respect to any approved application for development until all fees as set forth herein are paid. (Ord. 1989-29; 12/89)

G. Site Plan applications and Amended Site Plan Applications filed by or on behalf of the following applicants shall be exempt from the payment of application and/or escrow fees as follows: (Ord. 1992-08;2/25/92)

1. RINGWOOD BOARD OF EDUCATION - This applicant shall be exempt from the payment of application fees, and escrow fees.
2. LAKELAND REGIONAL BOARD OF EDUCATION - This applicant shall be exempt from the payment of application fees, and escrow fees.
3. RINGWOOD AMBULANCE CORPS - This applicant shall be exempt only from the obligation of paying application and escrow fees.
4. FIRE COMPANIES located in the Borough of Ringwood - This applicant shall be exempt only from the obligation of paying application and escrow fees.
5. RECOGNIZED HOME OWNERS ASSOCIATIONS - such as Erskine Lakes, Skyline Lakes, Cupsaw Lakes, Harrison Mountain Lake, Lake Riconda, Ringwood Acres, Forsgate, etc. These Associations (Organizations) are exempt only from the payment of application fees.
6. CHURCH AND RELIGIOUS ORGANIZATIONS - These Organizations are exempt only from the payment of application fees.
7. OTHER CHARITABLE, PHILANTHROPIC, FRATERNAL, NON-PROFIT ORGANIZATIONS, as may be recognized by the Ringwood Planning Board. These Organizations are exempt only from the payment of application fees.

**SECTION 2. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Chapter, is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereof. (Ord. 1974-12 SI)

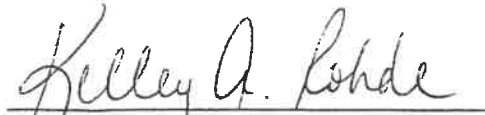


Introduced: August 17, 2004  
Adopted: September 7, 2004



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WENKE TAULE, MAYOR



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KELLEY A. ROHDE, RMC  
BOROUGH CLERK

BOROUGH OF RINGWOOD  
60 MARGARET KING AVENUE  
RINGWOOD, NEW JERSEY 07456

APPLICATION FOR SOIL MOVEMENT PERMIT

Application # \_\_\_\_\_

Filed: \_\_\_\_\_

No. of Cubic Yards \_\_\_\_\_

Minor - Less than 500 Cubic Yards

Minimum Fee (Minor) \$50.00

Major - 500 Cubic Yards or More  
See Attached Ordinance

Fee: \$ \_\_\_\_\_

Paid: \$ \_\_\_\_\_

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TO: BOROUGH OF RINGWOOD

A. Application is hereby made for a Soil Movement Permit pursuant to the provisions of an ordinance entitled THE SOIL MOVEMENT ORDINANCE OF THE BOROUGH OF RINGWOOD.

1. Name and address of applicant:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

2. Location where work is to be performed:

Street \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

3. Name and address of property owner on date of this application:

\_\_\_\_\_

4. What is the relationship of the applicant and owner:

\_\_\_\_\_

5. What interest does the applicant have in the land in question?

\_\_\_\_\_

6. What is the purpose for moving the soil?

\_\_\_\_\_ To grade land by moving soil within property lines.

\_\_\_\_\_ To grade land by removing soil outside property line.

\_\_\_\_\_ To grade land by filling in.

\_\_\_\_\_ Other (Specify) \_\_\_\_\_

7. Kind of soil to be moved:

_____	Topsoil	_____	Cubic Yards
_____	Subsoil	_____	Cubic Yards
_____	Sand	_____	Cubic Yards
_____	Gravel	_____	Cubic Yards
_____	Other	_____	Cubic Yards

8. Total quantity of soil to be moved:

\_\_\_\_\_ Cubic Yards

9. In case of removal, the address to where the soil is going.

\_\_\_\_\_

10. On what date will proposed work be completed in accordance with topographical map and requirements of ordinance entitled soil mining: \_\_\_\_\_

11. What will be the hours and days of operation: \_\_\_\_\_

\_\_\_\_\_

12. Name and address of the excavator, contractor or the person having express charge, supervision and control of the proposed excavation work: \_\_\_\_\_

\_\_\_\_\_

13. Name and address of the person to have control of the operation of hauling away the excavated material: \_\_\_\_\_

\_\_\_\_\_

14. Names and addresses of all persons having an interest in any proceeds which may be derived from the sale or disposal of excavated material: \_\_\_\_\_  
\_\_\_\_\_
15. Number, capacity, type and description of each piece of equipment to be used in the operation and the number of truck loads to be removed: \_\_\_\_\_  
\_\_\_\_\_
16. The routes over which the material will be transported and the method of traffic control: \_\_\_\_\_  
\_\_\_\_\_
17. Method of abating noise and dust in the operation: \_\_\_\_\_  
\_\_\_\_\_
18. Number of trees to be removed: \_\_\_\_\_
19. The means of assuring lateral support and preventing erosion, floods, the washing of silt into the streams: \_\_\_\_\_  
\_\_\_\_\_
20. The means of protection downstream properties from the effects of the operation: \_\_\_\_\_  
\_\_\_\_\_

B. Accompanying the application for Major Soil Movement Permit shall be eight (8) copies of a topographical map at a scale of not less than 1" = 50', and showing contour intervals at five (5) feet for grades of ten (10) percent or greater, and contour intervals at two (2) feet for grades of less than ten (10) percent. The map shall be prepared and certified by a New Jersey licensed engineer and shall show:

1. The present grades on a 100 foot grid layout.
2. The proposed grades at said points when the work has been completed.
3. The quantity, in cubic yards, of soil involved in the work.
4. The grades of all abutting streets and lots.
5. Proposed slopes and lateral supports.
6. Present and proposed surface water drainage.
7. All areas within 100 feet of that portion of the property which will be involved in the soil movement activities, including trees and wooded areas therein.
8. Such other pertinent data as the Council may hereafter by resolution require.

STATE OF NEW JERSEY  
COUNTY OF PASSAIC

\_\_\_\_\_ of full age, being duly sworn according to law on his oath, deposes and says the above information is given pursuant to the SOIL MOVEMENT ORDINANCE; that he is authorized to execute the application for a SOIL MOVEMENT PERMIT to the BOROUGH CLERK and that the statements contained in said application are true.

\_\_\_\_\_  
Applicant's Signature

Sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

**§ 25-5.2. Referral of Application to Planning Board, Board of Adjustment or Borough Engineer. [1985 Code § 25-1.6; Ord. No. 1999-03]**

- a. All applications for the issuance of major soil permits are hereby referred to the Planning Board of the Borough, which Board shall consider such applications and make its report recommending the issuance or denial of such permit.
- b. Jurisdiction is conferred upon the Board of Adjustment to hear soil movement applications in the same manner as the Planning Board whenever a soil movement application is ancillary to a land use application within the jurisdiction of the Board of Adjustment.
- c. All applicants for minor soil permits are hereby referred to the Borough Engineer, who shall approve, conditionally approve, or deny the permit within 14 days of receipt of same. In the event that the minor soil permit is approved or denied by the Borough Engineer, the applicant shall have the right to appeal the decision of the Borough Engineer to the Planning Board of the Borough within 21 days of such conditional approval or denial. Such appeal shall be made in writing, sent by certified mail, addressed in care of the Borough Clerk, and shall include a copy of such conditional approval or denial and all information made available to the Borough Engineer, upon which his decision was made. Planning Board shall, within 30 days of receipt of the appeal, either affirm, modify or reverse the decision of the Borough Engineer and shall notify the applicant within seven days of such decision. In all other respects, the hearing of appeal, pursuant to this chapter, shall be held in accordance with subsection 25-5.5.

**§ 25-5.3. Contents of Application; Topographical Map; Imported Soil. [1985 Code § 25-1.7; Ord. No. 1999-03]**

- a. Application Contents. Applications for major and minor soil mining permits shall be made on forms prescribed and supplied by the Planning Board.<sup>1</sup> The applicant shall set forth under oath, in duplicate, the following:
  1. The name and address of the applicant.
  2. The names and addresses of the owners of the premises.
  3. The relationship between the applicant and the owners.
  4. The interest that the applicant has in the lands in question.
  5. The purpose or reason for moving the soil.
  6. The kind and quantity, in cubic yards, of soil to be removed.
  7. In case of removal, the place to which the soil is to be removed.
  8. The proposed date of completion of the work including hours and days of operation.

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1. Editor's Note: In reference to Board of Adjustment jurisdiction, see subsection 25-5.2b.

9. The name and address of the excavator, contractor or the person having express charge, supervision and control of the proposed excavation work.
  10. The name and address of the person to have charge or control of the operation of the hauling away of the excavated material.
  11. The names and addresses of all persons having an interest in any of the proceeds which may be derived from the sale or disposal of excavated material.
  12. The number, capacity, type and description of each piece of equipment to be used in the operation and the number of truck loads to be removed.
  13. The routes over which the material will be transported and the method of traffic control.
  14. The method of abating noise and dust in the operation.
  15. The number of trees to be removed.
  16. The means of assuring lateral support and preventing erosion, floods, and washing of silt into streams.
  17. The means of protection of downstream properties from the effects of the operation.
- b. Topographical Map. Accompanying the application for a major soil permit shall be eight copies of a topographical map at a scale of not less than one inch equals 50 feet, and showing contour intervals at five feet for grades of 10% or greater, and contour intervals at two feet for grades of less than 10%. The map shall be prepared and certified by a New Jersey licensed engineer and shall show:
1. The present grades on a 100-foot grid layout.
  2. The proposed grades at the points when the work has been completed.
  3. The quantity, in cubic yards, of soil involved in the work.
  4. The grades of all abutting streets and lots.
  5. Proposed slopes and lateral supports.
  6. Present and proposed surface-water drainage.
  7. All areas within 100 feet of that portion of the property which will be involved in the soil mining activities, including trees and wooded areas.
  8. Such other pertinent data as the Council may hereafter by resolution require.
- c. Imported Soil.
1. With respect to any importation of soil to a site, the application shall also provide the address and location from which the soil is to be obtained, the owner of the premises from which the soil is being obtained, the kind and quality of soil to be imported. If, in the opinion of the Borough Engineer, this information or a physical examination of the soil shall indicate any reasonable basis therefor, the

Borough Engineer may require a testing of the soil to be imported by a soil consultant or environmental consultant prior to any action on the application.

2. The source of imported fill shall be disclosed.
3. The Borough Engineer, or designee, is granted authority to require groundwater and soil testing of the site from where soil is being removed or the site to which soil has been imported.

**§ 25-5.4. Submission of Application; Fees. [1985 Code § 25-1.8; Ord. No. 1999-03]**

- a. Minor Soil Permit. The application shall be submitted to the Borough Engineer with a \$50 filing fee. Resubmissions of minor soil permit applications shall be accompanied by a \$25 fee, per resubmission.
- b. Major Soil Permit. The application shall be submitted to the Borough Engineer with a topographical map and a review fee in accordance with the following schedule:

Total Amount of Soil to be Removed (cubic yards)	Total Fee
500 to 10,000	\$500
10,001 to 50,000	\$750
50,001 to 100,000	\$1,000
100,001 to 200,000	\$1,500
200,001 to 300,000	\$2,000
300,001 to 500,000	\$2,500
500,001 to 1,000,000	\$3,000
1,000,001 to 2,000,000	\$3,500

\$3,500 plus \$100 for every 100,000 cubic yards in excess of 2,000,000 cubic yards.

The number of cubic yards of soil to be used in the computation of the fee shall be stated in the application and on the accompanying topographical map. Resubmission of major soil permit applications shall be accompanied by a \$100 fee, per resubmission.

Prior to commencement of soil removal operations, a fee shall be payable to the Borough, calculated as follows:

\$300 plus a sum computed at the rate of \$0.06 per cubic yard multiplied by the number of cubic yards to be moved.

- c. Escrow Fees. Professional escrow fees can be required.
- d. Resubmissions of Application; When Required. Where substantial changes in the soil mining permit application have been required as a condition of approval, the applicant may be required to resubmit an application with approved amendments to the Borough





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Section III:

Applicant and Contact Information

Applicant(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Owner(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Authorized Agent \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Engineer/Architect \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail \_\_\_\_\_ Daytime Phone \_\_\_\_\_

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Section IV:

Status of Applications and Approvals

Please list date of submission to other agencies and status:

	Submission Date	Hearing Date	Status
Municipal Planning Board			
Zoning Board of Adjustment			
Construction Official			
NJ DEP Permits			
Highlands Commission			
Army Corp of Engineers			
Soil Conservation District			
Other			

Other info: Please provide brief description of the project

## Section V:

## Fee Schedule

Application	Rate	Fee
Sketch Plat (Minor Subdivision)	\$325.00 + \$32.00 for each new buildable lot	\$
Preliminary Plat (Major Subdivision)	\$375.00 for projects with no frontage on a county road and \$ 32.00 for each new buildable lot	\$
Final Plat	\$125.00 for each final plat	\$
Site Plan	<b>Residential:</b> \$750.00 plus \$25.00 per new dwelling unit up to a maximum fee of \$9,550.00 <b>Non-residential:</b> \$750.00 plus \$13.00 per new parking space up to a maximum fee of \$9,550.00	\$
Corridor Enhancement Program (* Corridor Enhancement Plan element of the Passaic County Master Plan)	\$20 per linear foot of frontage on County Roadway	\$

There is no fee for government agencies. For not-for-profit organization, there is a processing fee of \$125.00 for each application.

These fees cover all **NEW** submissions which are defined as the development of or construction on a site which has not previously been reviewed by the County. There is no charge for revisions.

**Separate application forms and fees must be submitted for subdivisions and site plans on the same property reviewed simultaneously.**

Fees charged represent the cost to the County of doing the review and are not a guarantee of approval. No refund of fees will be made if an application is subsequently denied, withdrawn or changed.

**CERTIFICATION:** I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the owner or the contract purchaser pursuant to the owner's authorization. I also certify that the identical plans submitted herewith have simultaneously been submitted to the appropriate municipal subdivision and/or site plan approval authority.

\_\_\_\_\_  
Signature of Applicant or Designated Representative

\_\_\_\_\_  
Type or Print Name

Please either mail or hand deliver to:

Passaic County Planning Board  
Totowa Business Center  
930 Riverview Drive, Suite 250  
Totowa, New Jersey 07512

For questions please:

Call 973-569-4040 or E-mail: [pcpb@passaiccountynj.org](mailto:pcpb@passaiccountynj.org) or visit us at [www.passaiccountynj.org](http://www.passaiccountynj.org)

**Passaic County**  
**Department of Planning and Economic Development**  
**Planning Board**  
**Totowa Business Center**  
**930 Riverview Drive, Suite 250**  
**Totowa, New Jersey 07512**  
**973-569-4040**

**GUIDELINES FOR SITE PLAN AND SUBDIVISION APPLICATIONS**  
Incorporated amendments to the County's Site Plan and Subdivision Resolution,  
Amended August 19, 2014

**PLEASE READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THE PASSAIC  
COUNTY DEVELOPMENT REVIEW APPLICATION.**

Incorrectly completed application forms, applications submitted with the incorrect fee, or applications with missing submission requirements are automatically rejected by Staff and no review will commence.

**Complete Development Review Applications consist of:**

Two (2) Development Review Forms, correct fee, authorization of property owner, CD with plans in PDF and AutoCad format (DWG), Two (2) sets of folded plans no larger than 9" by 14" when folded, and Two (2) copies of any reports associated with the application must be submitted.

All application forms must be signed by the Applicant or a Designated Representative. Please retain a copy of the application form for your records. Application fees for all Site Plan and Subdivision submissions shall not exceed \$9,550.00. All checks shall be made payable to "County of Passaic".

**SKETCH PLATS**  
(Minor Subdivisions)

All subdivision of land within Passaic County shall be submitted to the County Planning Board for review. See Passaic County Subdivision Resolution Section II Part A & B for further detail.

**PRELIMINARY PLATS**  
(Major Subdivisions)

A complete preliminary plat application shall be submitted to the County Planning Board for all preliminary plats. See Section II Part C of the Passaic County Subdivision Resolution for further detail.

**FINAL PLATS**

(Major Subdivisions or optional for Minor Subdivisions)

PRIOR to submitting an application for Final Plat Review, ALL conditions of the Preliminary Subdivision Review or Sketch Plat Review must be satisfied. See Passaic County Subdivision Resolution Section II for further detail.

**SITE PLAN**

Site plans for any proposed land development along County roads or which will cause storm water to drain either directly or indirectly to a County road or through any drainage-way, structure, pipe, culvert or facility for which the County is responsible for the construction, maintenance or proper functioning shall be submitted to the County Planning Board for review and approval. This must occur before the issuance of any building permit by a municipal building official or any other agency or individual with authority to approve a site plan or issue a building permit.

Site plans for housing structures containing less than five (5) dwelling units are exempted from county site plan review. Site plans for land development not along a county road that include less than one (1) acre of impervious surfaces are exempted from county site plan review. In cases where site plan review by the County Planning Board is not required, the County Planning Board may review and comment on that site plan but the comments shall not be binding. See Passaic County Site Plan Resolution Section II for further detail.



## **BOROUGH OF RINGWOOD**

### **“New Businesses in Ringwood**

### **Garbage and Recycling Information**

The Borough currently provides garbage collection services for commercial and industrial addresses of one covered, watertight, maximum two cubic yard container per week. The container is to be provided by the occupant. (No construction or building materials accepted in the garbage). If businesses are unable to limit commercial/industrial weekly garbage to two cubic yards, then private contractual arrangements must be made for additional pickups.

Additionally, recycling of the following materials is mandated; commingled containers, junk mail, corrugated cardboard and newspapers. The Borough also currently provides recycling pick up service to commercials and industrials.

Any questions on these services can be directed to Scott Conley, Recycling Coordinator at 973-475-7179. A copy of the Garbage and Recycling Newsletter can be found on the Borough website – [www.ringwoodnj.net](http://www.ringwoodnj.net). Thank you.