



BOROUGH OF RINGWOOD

Planning Board

60 Margaret King Avenue

973-475-7131 / awinkler@ringwoodnj.net

Public meetings of the Planning Board are held on the first Monday of each month at 7:30PM unless otherwise posted. Be advised that members of the Planning Board will conduct an on-site inspection of the site and/or existing structures contained in your application prior to your hearing.

Your application, with accompanying documents and fees, will be reviewed by the Board Secretary for administrative completeness. If deemed administratively complete, the application will be forwarded to the Board Engineer for a completeness review for compliance. Subsequently, you will be advised of a public hearing.

If an application is subject to referral to any other administrative person or commission, you will be directed to make those additional submissions.

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 are sought, Final Approval may be withheld in the event of unfulfilled conditions. A variance application may need to be completed, if applicable.

Please advise the Board if site plan approval has ever been granted to this property or if any prior appeals for variances on this property have ever been made. If so, indicate the date filed, application number, and disposition.

Notice procedures, no less than 10 days prior to the hearing date, exclusive of the hearing, must be performed by the applicant with an advertisement in the official newspaper of the municipality and notification to all property owners within a 200' radius of the property in question, whether or not they are located in the Borough of Ringwood, must be served with proper notice. Proof of advertising and notification to adjacent property owners must be provided to the Board secretary at least 5 days prior to the meeting date.

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 one acre of impervious surface that impact a county stormwater 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, Greenwood Lake Tpke, Margaret King Avenue, Skyline Drive, and Sloatsburg Road.

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

The following must be provided to the Board Secretary at the time of filing:

- 15 copies of all prints and maps
- 15 copies of all other documents
- 1 copy of the checklist completed by the applicant

In the State of New Jersey, businesses/companies are required by law to be represented by an attorney.



BOROUGH OF RINGWOOD PLANNING BOARD APPLICATION

APPLICANT HEREBY APPLIES

SITE PLAN: Minor ____ Major ____ Preliminary ____ Final ____ Amended ____ Disturbed Area ____

SUBDIVISION: Minor ____ Major ____ Preliminary ____ Final ____ # of Lots ____

CONDITIONAL USE: ____

1. **PROPERTY LOCATION:** _____ Block: ____ Lot: ____ Zone: ____

2. **APPLICANT:** Corporation: _____ Partnership: _____ Individual: _____

Name: _____ Telephone: _____

Address: _____ Email: _____

3. **PROPERTY OWNER**

Name: _____ Telephone: _____

Address: _____ Email: _____

4. **DISCLOSURE STATEMENT**

Pursuant to NJSA 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with NJSA 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding 10% ownership criterion have been disclosed. (Attach additional pages as necessary to comply.)

Name: _____ Address: _____ Interest %: _____

Name: _____ Address: _____ Interest %: _____

5. **PROPERTY INFORMATION**

Present Use of the Premises: _____

Proposed Use/Change: _____

6. HIGHLAND'S EXEMPTION RECEIVED? YES _____ DATE RECEIVED: _____ NO _____

7. APPLICANT'S ATTORNEY

Name: _____ Telephone: _____

Address: _____ Email: _____

8. APPLICANT'S ENGINEER

Name: _____ Telephone: _____

Address: _____ Email: _____

9. APPLICANT'S PLANNING CONSULTANT

Name: _____ Telephone: _____

Address: _____ Email: _____

10. OTHER EXPERT

Name: _____ Telephone: _____

Address: _____ Email: _____

Field of Expertise: _____

11. WAIVERS REQUESTED OF DEVELOPMENT STANDARDS AND/OR SUBMISSION REQUIREMENTS:

12. Are Variances required? _____ How many? _____

13. CERTIFICATION FROM THE TAX COLLECTOR THAT ALL TAXES DUE ON THE SUBJECT PROPERTY HAVE BEEN PAID (attached).

Numbers 14 and 15 to be filled out by SUBDIVISION applications only

14. Number of lots proposed _____ Area of entire tract _____

15. Deed restrictions that apply or are contemplated: _____

16. ATTACH A COPY OF THE NOTICE to appear in the official newspaper of the borough and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the section of the Ordinance from which relief is sought, if applicable.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Planning Board for the hearing.

An affidavit of service on all property owners and proof of publication must be filed before the hearing can proceed.

CERTIFICATIONS

18. I certify that the foregoing statements and materials submitted 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 that I am a general partner of the partnership applicant.
(If the applicant is a corporation this must be signed by an authorized corporate office. If the applicant is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this
_____ day of _____ 20_____

NOTARY PUBLIC

SIGNATURE OF APPLICANT

19. 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 and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.
(If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this
_____ day of _____ 20_____

NOTARY PUBLIC

SIGNATURE OF OWNER

20. I understand that a sum of \$_____ has been deposited in an escrow account. In accordance with the Ordinances of the Borough of Ringwood, I further understand that the escrow account is established to cover the cost of professional services including 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.

DATE

SIGNATURE OF APPLICANT

AFFIDAVIT AND PROOF OF SERVICE

STATE OF NEW JERSEY

SS:

COUNTY OF PASSAIC

_____, of full age, being duly sworn according to law,
deposes and says that (s)he resides at _____ in the Borough of
Ringwood, County of Passaic and State of New Jersey, that (s)he is the applicant/owner
in a proceeding before the Planning Board, Borough of Ringwood, which relates to
premises known as _____ Block _____ Lot _____; that (s)he
gave notice of this proceeding to each and all of the property owners affected by said
application within 200 feet on all sides of the property affected in the following manner:

SEE ATTACHED LIST

Applicant

Sworn to before me, this
_____ day of _____, 20____

Notary Public

DEVELOPMENT PLAN CONCEPTUAL REVIEW

The Conceptual Review process is intended to serve as an initial screening of a project concept and not a detailed review of a developmental proposal. The value of the process is in the feedback provided by the Planning Board that allows the applicant to make an informed decision regarding potential revisions to the project based on the comments received. The Planning Board's feedback is non-binding, and no formal or final decisions are made for a Conceptual Review. Formal applications for the necessary development applications must be subsequently submitted if an applicant wishes to proceed with their project.

The applicant must submit a narrative explaining the proposal and land use and must include fifteen (15) copies of the site plan. The fee for the conceptual review is \$150 which shall be credited toward application fees in the event a formal application is filed.

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 consider your conceptual presentation unless a letter is submitted by the owner, or the owner is present at the meeting.

CONCEPT PLAN REVIEW APPLICATION

Date Prepared: _____ Zone: _____

Block/Lot: _____ Site Address: _____

Name of Owner(s): _____

Owner Address: _____

Phone #: _____ Email: _____

Name of Applicant(s): _____

Applicant Address: _____

Phone #: _____ Email: _____

Name of Professional Preparing Plan: _____ License #: _____

Name of Firm: _____

Firm Address: _____

Phone #: _____ Email: _____

Name of Attorney Representing Applicant: _____

Name of Firm: _____

Firm Address: _____

Phone #: _____ Email: _____



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..... EMAIL

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**



BOROUGH OF RINGWOOD

PLANNING OFFICE Phone: 973-475-7131

TO: TAX COLLECTOR BOROUGH OF RINGWOOD

RE: TAX AND ASSESSMENT CERTIFICATION

BLOCK _____ LOT NO. _____

DOCKET NO. _____

DATE:

I certify that:

- All taxes and assessments with the Borough of Ringwood are current and paid
- Taxes and/or assessments are owed to the Borough of Ringwood.

Certified By _____

Tax Collector

ALL TAXES AND ASSESSMENTS MUST BE CURRENT BEFORE YOUR APPLICATION WILL BE HEARD BY THE PLANNING BOARD.

DETERMINATION OF COMPLETENESS

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.

	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>COMMENTS</u>
1. Legend as to what building will be used for and proposed maximum occupancy.	___	___	___	_____
2. Percentage of landscaping in interior parking area	___	___	___	_____
3. Show existing and proposed sign area indicating square footage. Show height of building, area of front façade in square feet, and indicate construction material and colors.	___	___	___	_____
4. Parking areas showing spaces, clearly outlining parking for physically handicapped, where applicable.	___	___	___	_____
5. Driveways showing vehicular circulation, indicating directional arrows to be painted on pavement, sight distances, and sight triangles.	___	___	___	_____
6. Limits of grading for proposed improvements, and description and scheduling of soil erosion and sediment control facilities.	___	___	___	_____
7. Minimum building setback lines.	___	___	___	_____
8. Limits of Flood Hazard Area, Floodway, and Wetland Limits.	___	___	___	_____
9. Percentage of Disturbed Land Area, as proposed and as permitted by Ordinance.	___	___	___	_____
10. Percentage of Improved Lot Coverage, as proposed and as permitted by Ordinance.	___	___	___	_____
11. Percentage of Lot Coverage, as proposed and as permitted by Ordinance.	___	___	___	_____
12. 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.	___	___	___	_____

DETERMINATION OF COMPLETENESS

MINOR SUBDIVISION CHECKLIST

The following checklist is designed to assist applicants in preparing Minor Subdivision 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.

	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>COMMENTS</u>
1. Use of proposed lots.	___	___	___	_____
2. Minimum building setback lines on all proposed lots.	___	___	___	_____
3. Location, size, and nature of all easements.	___	___	___	_____
4. For subdivisions including existing dwelling(s), show existing well and septic system, and distance from same to proposed property lines.	___	___	___	_____
5. All lots shall be numbered in accordance with the recommendation of the Tax Assessor, and his approval shall be submitted in writing. The plat shall contain a certification as to the total number of lots proposed.	___	___	___	_____
6. Location and description of all survey points.	___	___	___	_____
7. Affidavit that the subdivider is the agent for, or is the owner of the land in question.	___	___	___	_____
8. Limits of grading for proposed improvements, and description and scheduling of soil erosion and sediment control facilities.	___	___	___	_____
9. Storm drainage calculations for proposed storm water drainage improvements.	___	___	___	_____
10. Proposed and permitted maximum percentage of Lot Coverage, Improved Lot Coverage, and Maximum Disturbed Area for each proposed lot, shown in tabular form.	___	___	___	_____
11. Limits of Flood Hazard Area, Floodway, and Wetland Limits.	___	___	___	_____
12. For lots within the R-40V zone, indicate the percentage of each proposed lot which equals or exceeds 15% in slope.	___	___	___	_____
13. 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.	___	___	___	_____

DETERMINATION OF COMPLETENESS

MAJOR SUBDIVISION CHECKLIST

The following checklist is designed to assist applicants in preparing Preliminary Major Subdivision 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.

	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>COMMENTS</u>
1. Use of proposed lots.	___	___	___	_____
2. Location, size, and nature of all easements.	___	___	___	_____
3. For subdivisions including existing dwelling(s), show existing well and septic system, and distance from same to proposed property lines.	___	___	___	_____
4. Sight distances and sight triangles for all proposed roads.	___	___	___	_____
5. All lots shall be numbered in accordance with the recommendation of the Tax Assessor, and his approval shall be submitted in writing. The plat shall contain a certification as to the total number of lots proposed.	___	___	___	_____
6. Location and description of all survey points.	___	___	___	_____
7. Affidavit that the subdivider is the agent for, or is the owner of the land in question.	___	___	___	_____
8. Limits of grading for proposed improvements, and description and scheduling of soil erosion and sediment control facilities.	___	___	___	_____
9. Storm drainage calculations for proposed storm water drainage improvements.	___	___	___	_____
10. Proposed and permitted maximum percentage of Lot Coverage, Improved Lot Coverage, and Maximum Disturbed Area for each proposed lot, shown in tabular form.	___	___	___	_____
11. Limits of Flood Hazard Area, Floodway, and Wetland Limits.	___	___	___	_____
12. For lots within the R-40V zone, indicate the percentage of each proposed lot which equals or exceeds 15% in slope.	___	___	___	_____
13. 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.	___	___	___	_____

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

Fee: _____

See Attached Ordinance

Paid: _____

TO: BOROUGH OF RINGWOOD

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

1. Name and address of applicant:

Name _____

Phone _____

Address _____

Email _____

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 lines

_____ To grade land by filling in

_____ Other (Specify) _____

7. Type 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 the 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 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, and 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 by 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 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