Mauro D. Raguseo
Mayor

Paula J. Cozzarelli
Borough Administrator

Barbara Maldonado
Borough Clerk

Roberta Henriquez, *Council President*
Ronald Anzalone, *Councilman*
Stephen Lanum, *Councilman*
George Muller, *Councilman*
Thomas Sarlo, *Councilman*
Peggy Steinhilber, *Councilwoman*

Borough of Little Ferry

215-217 LIBERTY STREET • LITTLE FERRY, NJ 07643
201-641-9234 201-641-1957 FAX
www.littleferrynj.org

To: All Applicants / Attorneys / Professionals

From: Planning/Zoning Board of Adjustment

Date: January, 2016
Revised, February, 2016
March, 2016
April, 2016

Re: Applications/Reports/Correspondence

It is the applicant's responsibility to provide sixteen (16) copies for the members of the Combined Planning /Zoning Board.

It is also the **applicant's responsibility** to send the copies to the adversary; if there **ARE ANY**.

All applications, reports, comments, letters must be into the board clerk's office no later than thirty (30) days prior to the meeting. Any late correspondence will not be introduced at the meeting due to its tardiness, and may cause the applicants application to be carried to the following month.

No exceptions will be granted.

To:	All Applicants
From:	Planning/Zoning Board of Adjustment
Subject:	Appearance before either board
Date:	January, 2016
	Revised, February, 2016
	Revised, **March, 2016**

Please take note that if you are unable to appear before either board on a night that your application is scheduled, a **written request** must be presented at least **7 days prior** to the date of our meeting, **either to the Clerk or Board Attorney**.

If you do not request a written extension or adjournment as indicated above, **you will be required to appear before the board at the time and date scheduled for your application.** At that time you may officially **request** an extension or adjournment. Please be advised that it will be the **board's prerogative** to approve or deny your request at that time.

Should you have any questions, please feel free to contact the Planning/Zoning Board of Adjustment Clerk at 201-641- 2942.

Sincerely,

Joseph F. Olivelli, Chairman
Little Ferry Planning and Zoning Board

Mauro D. Raguseo
Mayor

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PLANNING BOARD / ZONING BOARD OF ADJUSTMENT

PROPERTY OWNERS REQUEST FOR 200' RADIUS OF PROPERTY

Please accept this request along with payment in the amount of ten ($10.00) dollars for each block and lot requested, for a list of Property owners within a 200 feet radius of my property, for the purpose of legal notification of a hearing at the PLANNING BOARD / ZONING BOARD OF ADJUSTMENT.

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

BLOCK: _____ LOT: _____

APPLICANTS

ALL APPLICATIONS MUST BE IN **THIRTY (30) DAYS** PRIOR TO THE SCHEDULED MEETING, FOR REVIEW. After the application has been deemed complete, the application will be scheduled for a hearing by the Clerk to the Planning Board. Once scheduled, the Applicant will be notified of the date in order to make the required publication/notifications.

THERE WILL BE NO EXCEPTIONS.

ALL ADDITIONAL PAPERWORK, ADVERTISEMENTS, CERTIFIED MAIL RECEIPTS, MUST BE GIVEN TO THE BOARD CLERK FOURTEEN (14) DAYS PRIOR TO THE SCHEDULED MEETING; **NOT AT THE MEETING**!

ALL MAILING NOTIFICATIONS TO PROPERTY OWNERS MUST BE RETURNED IN THE SAME ORDER AS LIST GIVEN BY THE BOARD CLERK.

COMBINED PLANNING/ZONING BOARD
BOROUGH OF LITTLE FERRY

CHECK LIST OF REQUIREMENTS
FOR APPLICATION

NOTE: **IF THE APPLICANT IS A CORPORATION, THE LAW REQUIRES THAT IT BE REPRESENTED BY AN ATTORNEY AT LAW OF THE STATE OF NEW JERSEY.**

BEFORE THE BOARD WILL PROCEED WITH THE APPLICATION, THE APPLICANT MUST FIRST FILE WITH THE CLERK OF THE BOARD ALL OF THE FOLLOWING. THERE MAY BE OTHER REQUIREMENTS NECESSARY AS REQUESTED BY BOARD PROFESSIONALS AND MUST BE MET.

1. Original and sixteen (16) copies of application and payment of applicable fees; the amount of the fee and escrows, if any, collected by the Board's Clerk shall be subject to review by the Board.
2. Original and sixteen (16) copies of authorization by property owner to applicant if applicant is not the owner.
3. Original and sixteen (16) copies of variance application, if necessary. This application must set forth precisely each and every variance sought including a reference to the requirement from which relief is to be granted and the precise nature of that relief.
4. Sixteen **sealed copies** of the survey or site plan drawn in full accordance with §35-504 of the Borough Code. The subdivision plat must contain a zoning schedule setting set forth the present and proposed application of all bulk requirements of the zoning ordinance in the subject zone. The survey or site plan must be dated **within 3 years** of the date of the application.
5. Sixteen sealed sets of architectural plans, if there is proposed construction on any non-conforming lot or if any variances are required in connection with the construction.
6. Proof of publication in an official newspaper of the Borough. Each variance, if any, must be specified in the notice as required in paragraph 3 hereof; generalizations are not acceptable.
7. Certified Tax List **dated within 60 days** of the application.
8. Proof that tax and assessment payments are current.
9. Proof of service on all property owners located within 200 feet of the subject property as well as all utility companies (See attached list). Each variance, if any, must be specified in the notice as required in paragraph 3 hereof; generalizations are not acceptable.
10. Proof of submission to the Bergen County Planning Board or proof of exemption from the requirement to do so, if applicable.
11. Proof of submission to the New Jersey Meadowlands Commission or proof of exemption from the requirement to do so.

12. True copies of any resolutions of either the Board of Adjustment or the Planning board having previously been issued in respect to the subject property and proof that the conditions contained therein have been and continue to be fully satisfied.
13. Proof of submission to the Fire Prevention Bureau and the Fire Department for review and approval.
14. Proof of submission to the Traffic Bureau of the Police Department for review and approval.
15. Proof of submission to the Department of Environmental Protection in cases in which it has jurisdiction of proof of exemption from such jurisdiction.
16. Proof of submission to the Army Corps of Engineers in cases in which it has jurisdiction or proof of exemption from such jurisdiction.
17. Proof of submission to the Bergen County Soil Conservation District in cases in which it has jurisdiction or proof of exemption from such jurisdiction.
18. Proof of submission to Boards Professionals

IT IS THE APPLICANT'S OBLIGATION TO OBTAIN ALL OF THE FOREGOING ON HIS OR HER OWN. THE CLERK OF THE BOARD SHOULD NOT BE CALLED UPON TO ASSIST IN OBTAINING THESE DOCUMENTS: THE CLERK WILL ASSIST IN FILING AND SCHEDULING ONLY. ANY DIRECTION, SUGGESTION OR ADVICE GIVEN BY ANY MUNICIPAL EMPLOYEE OR OFFICIAL SHALL NOT BE BINDING UPON THE BOARD.

DURING THE PROCEEDINGS, THE BOARD MAY DETERMINE THAT THE APPLICANT MUST PROVIDE THE FOLLOWING.

1. Proof of submission to any other governmental agency, which may have jurisdiction.
2. Proof of fulfillment of any reasonable requirement, which this Board may impose according to law or ordinance during its hearings on the application.
3. The deposit with the Borough of Little Ferry of a sum the amount of which shall be determined by ordinance and which shall be held in escrow to satisfy all engineering, advertising, legal and any other expenses incurred in the review of the applicant upon completion of the application.

NO APPLICATION WILL BE <u>DEEMED COMPLETE</u> UNTIL ALL OF THE FOREGOING, IF APPLICABLE AS INDICATED, ARE FILED WITH THE CLERK OF THE PLANNING BOARD AND ARE DETERMINED BY THE BOARD TO BE IN ACCORDANCE WITH THE LAWS AND/OR ORDINANCES IN RESPECT TO EACH. IF, AT ANY TIME DURING THE CONSIDERATION OF THE MATTER, IT IS DETERMINED THAT THERE HAS NOT BEEN COMPLIANCE WITH THE FOREGOING, THE APPLICATION WILL BE DEEMED INCOMPLETE <u>EVEN THOUGH CONSIDERATION MAY HAVE ALREADY BEGUN.</u>

PLEASE NOTE: All mailing notifications to property owners must be returned in same order as list given by Borough, <u>seven (7) days prior to the meeting</u>.

TO BE COMPLETED BY APPLICANT, WHERE APPLICABLE.

CHECK LIST OF SUBMISSIONS
FOR APPLICANT

APPLICATION NO: _____

APPLICANT: _____

PROPERTY ADDRESS: _____

DATE FILE OPENED: _____

DATE REC'D

1. ( ) A copy of the completed Check List of Submissions (this form)
2. ( ) Original and sixteen (16) copies of authorization by property owner to applicant if applicant is not the owner.
3. ( ) Original and sixteen (16) copies of variance application, if necessary.
4. ( ) Sixteen (16) Original sealed copies of site plan and/or survey dated within 3 years.
5. ( ) Sixteen (16) sealed sets of architectural plans, if there is proposed construction on any non-conforming lot or if variances are required in connection with the construction.
6. ( ) Proposed public notice, complete with any variances being requested.
7. ( ) Certified Tax List dated within 60 days.
8. ( ) Proof that tax and assessment payments are current.
9. ( ) Proof of submission to the Bergen County Planning Board or proof of exemption from the requirement to do so.
10. ( ) Proof of submission to the New Jersey Meadowlands Commission or proof of exemption from the requirement to do so.
11. ( ) Proof of submission to any other governmental agency which may have jurisdiction.
12. ( ) Proof of submission to the Fire Department for review and approval.
13. ( ) Proof of submission to the city Engineer for review and approval.
14. ( ) Proof of submission to the traffic Bureau of the Police Department for review and approval.

15. ( ) Proof of submission to the Department of Environmental Protection in cases in which it has jurisdiction or proof of exemption from such jurisdiction.
16. ( ) Proof of submission to the Army Corps of Engineers in cases in which it has jurisdiction or proof of exemption from such jurisdiction.
17. ( ) Proof of submission to the Bergen County Soil Conservation District in cases in which it has jurisdiction or proof of exemption from such jurisdiction.
18. ( ) Proof of submission to any other governmental agency which may have jurisdiction.
19. ( ) Application fee in the amount of $_____.
20. ( ) Escrow in the amount of $_____.
21. ( ) Additional Escrow may be required after review by Professionals.
22. ( ) Additional requirements set by the Board:
    ( ) (a) _____
    ( ) (b) _____
    ( ) (c) _____
    ( ) (d) _____
    ( ) (e) _____

TO BE COMPLETED BY APPLICANT WHERE APPLICABLE

CHECK LIST OF COMPLIANCE

APPLICATION NO: _____

APPLICANT: _____

PROPERTY ADDRESS: _____

Date rec'd

1. _____ Bergen County Planning Board Approval.
2. _____ Fire Department Approval.
3. _____ Borough Engineer Approval.
4. _____ Traffic Bureau Approval.
5. _____ DEP Approval
6. _____ Army Corps of Engineers Approval.
7. _____ Bergen County Soil Conservation District Approval.
8. _____ New Jersey Meadowlands Development Commission Approval.
9. _____ Developer's Agreement
10. _____ Performance Bond
11. _____ Landscaping Bond
12. _____ Other specially imposed approvals.
    1. _____ 2. _____ 3. _____
13. _____ Satisfaction of Engineering charges from escrow
14. _____ Satisfaction of Advertising charges from escrow
15. _____ Satisfaction of Legal charges from escrow
16. _____ Satisfaction of Planner's charges from escrow.
17. _____ Satisfaction of other Expert's charges from escrow.
    1. _____ 2. _____ 3. _____
18. _____ Current Survey

19. _____ Date Received

LITTLE FERRY
COMBINED PLANNING/ZONING BOARD

NOTICE OF MEETINGS FOR 2016

COUNTY OF BERGEN, STATE OF NEW JERSEY

BE IT RESOLVED, by the Borough of Little Ferry that the Public Meetings for the Combined Planning/Zoning Board shall be held on the second Wednesday of the month , 2016 or otherwise stated, in the Council Chambers at the Municipal Building, 215-217 Liberty Street, Little Ferry, New Jersey at 7:30 P.M. Specific dates of said meetings are as follows:

January	13, 2016 (Re-Organization Meeting)
February	10, 2016
March	09, 2016
March	16, 2016**
April	13, 2016
April	20, 2016**
May	11, 2016
May	18, 2016**
June	08, 2016
July	13, 2016
August	10, 2016
September	14, 2016
October	12, 2016
November	09, 2016
December	14, 2016
January	11, 2017 (Re-Organization Meeting)

(**Additional scheduled meetings if needed- 3rd Wednesday of the Month)

BE IT FURTHER RESOLVED, by the Combined Planning/Zoning Board that it shall hold on-site inspections by an Inspection Committee named by the Board each month during the year 2016 on the Saturday before the Public Meetings, except where specifically noted. Specific dates for said inspections are as follows:

January	09, 2016
February	06, 2016
March	05, 2016
March	12, 2016**
April	09, 2016
April	16, 2016**
May	07, 2016
May	14, 2016**
June	04, 2016
July	09, 2016
August	06, 2016
September	10, 2016
October	08, 2016
November	05, 2016
December	10, 2016
January	07, 2017

(**Additional scheduled on-site inspections if needed)

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Borough of Little Ferry
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Notice

APPLICANTS MUST CONTACT THE TAX OFFICE TO ENSURE THAT TAXES ARE CURRENT.

ADDRESS_____

BLOCK _____ LOT_____

TAXES ARE CURRENT AS OF_____

TAX CLERK _____
Anna Morolla

SITE PLAN APPLICATION
(Original & 16 Copies)

SECTION 1. GENERAL INFORMATION

A. Applicant Name: _____.
Address: _____.
Telephone Number: ___(___) _____.

B. The Applicant is a: CORPORATION ( ): PARTNERSHIP ( );
INDIVIDUAL ( ); OTHER ( ); please specify _____.

C. The relationship of the Applicant to the property in question is:
OWNER ( )' LESSEE ( ); PURCHASER UNDER CONTRACT ( );
OTHER ( ) please specify _____.

D. OWNER: Name _____.
Address _____.
Telephone Number: ___(___) _____.

E. Engineer/Surveyor: Name _____.
Address: _____.
Telephone Number: ___(___) _____.

F. Attorney: Name _____.
Address: _____.
Telephone Number: ___(___) _____.

SECTION 2. TYPE OF APPLICATION

Preliminary Site Plan ( ); Final Site Plan ( ).

SECTION 3. INFORMATION REGARDING THE PROPERTY

A. The street address of the Property is _____.

B. The location of the Property is approximately ____ feet from the intersection Of

_____ and _____.

C. Block number _____ Lot Number _____.

D. The type of proposal is: New Structure ____; Expansion to Structure ____;
Alteration to Structure ____; Improved Parking Area _____;
Change of Use ____; Sign _____.

E. Use of Property: Existing use _____.
Proposed Use _____.
Describe what is proposed to be done: _____

_____

_____.

F. Zone in which Property is located _____.

G. Acreage or footage of the entire site is _____.

H. Is the subject Property located on a county road? ( ); State road? ( ); Within 200 feet of a municipal boundary? ( ).

I. Name of business or activity (if any) _____.

J. Is there any deed restrictions, easements, variances on this property? Yes ( ); No ( ) (If so, attach copy of information)

K. Improvements: List all proposed o site utility and off-tract improvements: _____

_____

_____

_____

_____

L. Plat (survey) submission: List maps and other exhibits accompanying this application: _____

_____

_____

_____

SECTION 4. INFORMATION REGARDING APPLICATION

1. Describe any proposed "c" variances requested, their location (lot and block), and the sections of the zoning ordinance from which relief is sought. (This information may be obtained from the Zoning Official and attached). _____

_____

_____.

I certify the statements and information contained in this application are true.

_____ _____

Date Signature of Applicant **

** IF applicant is not the OWNER, Owner Authorization Form must be completed by owner and submitted here with.

_____

FOR OFFICIAL USE ONLY

DATE APPLICANT FILED:_____.

HEARING DATE: _____.

FEE: _____.

DISPOSITION: _____ DATE: _____.

CASE NUMBER: _____.

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY

COUNTY OF _____ } SS.

_____, of full age being duly sworn states:

1. I (we) am (are) the owner (s) of property commonly described as _____; Block _____, Lot _____.

2. _____ is hereby authorized and empowered to make application to the Combined Planning/Zoning Board of the Borough of Little Ferry, on my (our) behalf, and I (we) agree to bind myself (ourselves) to any terms and conditions stipulated to and agreed by and between said applicant and the Little Ferry Combined Planning/Zoning Board in the course of subdivision review, site plan approval, or variance hearing.

_____

Signature of Owner

Sworn and subscribed to me

This _____ day of _____, 2____.

_____

A Notary Public of New Jersey

AFFIDAVIT OF PROOF OF SERVICE

STATE OF NEW JERSEY
COUNTY OF _____} SS.

_____, of full age being duly sworn according to law, states that he (She) resides at _____, in the municipality of _____ State of _____, that he (She) is the applicant in a proceeding before the Combined Planning/Zoning Board of Little Ferry, New Jersey, having submitted an application under the Subdivision ( ) / Site Plan ( ) / Zoning Ordinance ( ), which relates to the premises at _____, that on _____, 20___, he (she) gave written notice of the hearing of this application to all persons on the form obtained from the Tax Assessor of the Borough of Little Ferry, owning property affected by the application. Such notice was in each case given in the following manner:

A. By serving a copy thereof on the property owner as shown on the tax list or his agent in charge of the property, or
B. By mailing a copy thereof by certified mail, return receipt requested, to the property owner at his address as shown on the tax list.

_____
Applicant's Signature

Sworn to and Subscribed before me
This _____ day of _____, 2_____.

_____
A Notary Public of New Jersey

THE FOLLOWING ARE TWO NEWSPAPERS THAT MAY BE USED TO PLACE YOUR LEGAL NOTICE.

The Record
1 Garret Mountain Plaza
P.O. Box 471
Woodland Park, NJ 07424-0471
Phone No. 1-888-460-5322 (option 4) Fax: 973-569-7407 or 973-905-4022
Email: publicnotices@northjersey.com

Star Ledger
1 Star Ledger Plaza
Newark, NJ 07102
Phone No. 973-392-4108 Fax: 973-824-6623
Email: legalsads@starledger.com

LITTLE FERRY COMBINED PLANNING/ZONING BOARD

NOTE: Your newspaper ad may be placed in

TO WHOM IT MAY CONCERN:

In compliance with the Subdivision / Site Plan / Zoning Ordinance of the Borough of Little Ferry, notice is hereby given to you that _____

_____

Proposes to _____

_____

_____

At _____

Block number _____ Lot number _____

The following variances will be required: _____

_____

Anyone affected by this application may have an opportunity to be heard at a meeting to be held _____, 2 _____, at __7:30_ p.m. in the Council Chambers at the Municipal Building, 215-217 Liberty Street, Little Ferry, New Jersey. At said hearing or on adjourned date of the same, you may appear either in person or by agent of Attorney and present any objections which you may have to the granting of this application.

The documents filed by the Applicant in connection with such applications are available for inspection during normal business hours at the office of the Little Ferry Planning/Zoning Clerk's office located in the Municipal Building, located at 215 Liberty Street, Little Ferry, NJ.

_____

Applicant Signature

NOTE: This notice must be published in the newspaper at **least 10 days** before the Public Meeting.

LITTLE FERRY COMBINED PLANNING/ZONING BOARD
NOTICE OF HEARING TO PROPERTY OWNERS

TO WHOM IT MAY CONCERN:

In compliance with the Subdivision / Site Plan / Zoning Ordinance of the Borough of Little Ferry, notice is hereby given to you that _____

_____

Proposes to _____

_____

_____

At _____

Block number _____ Lot number _____

The following variances will be required: _____

_____

Anyone affected by this application may have an opportunity to be heard at a meeting to be held _____, 2 _____, at __7:30__ p.m. in the Council Chambers at the Municipal Building, 215-217 Liberty Street, Little Ferry, New Jersey. At said hearing or on adjourned date of the same, you may appear either in person or by agent of Attorney and present any objections which you may have to the granting of this application.

The documents filed by the Applicant in connection with such applications are available for inspection during normal business hours at the office of the Little Ferry Planning/Zoning Clerk's office located in the Municipal Building.

_____

Applicant Signature

NOTE: This notice must be personally served or sent by certified mail, return receipt requested, at least **ten (10)** days before the date of the Public Hearing, and Proof of Service given to Clerk of the Joined Planning/Zoning Board before the Public Hearing date.

LITTLE FERRY COMBINED PLANNING/ZONING BOARD

APPEAL FOR VARIANCE FROM CERTAIN PROVISIONS OF THE ZONING ORDINANCE/CONDITIONAL USE

SECTION 1. GENERAL INFORMATION

A. Applicant Name: _____.
Address: _____.
Telephone Number: ___(___)_____.
Fax No. ___(___)_____.

B. The Applicant is a: CORPORATION ( ): PARTNERSHIP ( ); INDIVIDUAL ( ); OTHER ( ); please specify _____.

C. The relationship of the Applicant to the property in question is: OWNER ( )' LESSEE ( ); PURCHASER UNDER CONTRACT ( ); OTHER ( ) please specify _____.

D. OWNER: Name _____.
Address _____.
Telephone Number: ___(___)_____.
Fax No. ___(___)_____.

SECTION 2. INFORMATION REGARDING THE PROPERTY

A. The street address of the Property is _____.

B. Block number _____ Lot Number _____.

C. The type of improvement is: New Structure ____; Expansion to Structure ____; Alteration to Structure ____; Improved Parking Area _____;

D. Use of Property: Existing use _____.
Proposed Use
_____.

E. Zone in which Property is located
_____.

F. Acreage or footage of the entire site is _____.

- Area of existing structures which are to remain on subject premises _____ sq ft.
- Area of proposed structures _____ sq. ft.
- Total area of subject premises to be occupied by structures _____ sq. ft.
- Percentage of subject premises to be occupied by structures: _____ sq. ft.

G. The proposed building or structure or use is contrary to the ordinance in the following particulars: (State specifically) _____

_____

(If all variances required are "c" variances, the application shall be considered by the Planning Board. If any "d" variance is needed the applicant shall be considered by the Zoning Board of Adjustment).

State whether the Construction Official has examined the application for the proposed uses and refused a Certificate of Occupancy. Yes ( ); No ( ).

State whether the Construction Official has examined the plans for the proposed buildings or structures and refused building permit. Yes ( ); No ( ).

If the applicant does not speak English an interpreter is required and must be supplied by Applicant.

I hereby certify that the foregoing statements are true to the best of my knowledge and belief.

_____ _____

Date Signature of Applicant **

** IF applicant is not the OWNER, an Owner Authorization Form must be completed by owner and submitted with the application.

FOR OFFICIAL USE ONLY

DATE APPLICANT FILED: _____.

HEARING DATE: _____.

FEE: _____.

DISPOSITION: _____ DATE: _____.

CASE NUMBER: _____.

Mauro D. Raguseo
Mayor

Paula J. Cozzarelli
Borough Administrator

Barbara Maldonado
Borough Clerk

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REQUEST FOR EXTENSION OF TIME to Act pursuant to N.J.S.A.40:55D-10et seq.

The undersigned applicant in the matter pending before the Combined Planning/Zoning Board bearing case # _____ hereby consents to the extension of the Board's time to make a decision in this matter until _____ If at said time and place, a quorum of the Board is not present to hear said matter; the time for the Board to act shall be extended to the next succeeding regularly scheduled meeting of the Board.

Applicant: _____

Attorney: _____

Dated: _____

Mauro D. Raguseo
Mayor

Paula J. Cozzarelli
Borough Administrator

Barbara Maldonado
Borough Clerk

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Borough of Little Ferry
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SEND SITE PLAN & SUBDIVISION PLANS TO:

Attorney for Planning/Zoning Board

Mr. Brian T. Giblin, Esq.
2 Forest Avenue Suite 200
Oradell, NJ 07649
Phone No. 201-262-9500 Fax: 201-262-8107
E-mail: btgiblin@msn.com

Board Engineer

Mr. Kenneth G.B. Job
Job & Job Engineering
108 Hudson Street
Hackensack NJ, 07601
Phone No. 201-487-8754 Fax: 201-487-7679
E-mail: JobandJobce@aol.com

Borough Attorney; Developers Agreement

Mr. Joseph Monaghan, Esq.
11 State Street
Hackensack, NJ 07601
Phone No. 201-488-7544 Fax: 201-488-1183
E-mail: jgm.esq@verizon.net

Little Ferry Police Department/Traffic Bureau

Chief Ralph Verdi
215-217 Liberty Street
Little Ferry, NJ 07643
Phone No. 201-641-2761 Fax: 201-440-0615

SEND PRELIMINARY & SUBDIVISION PLANS TO:
Page 2

Little Ferry Fire Department/Fire Prevention Bureau

Attn: Fire Chief
215-217 Liberty Street
Little Ferry, NJ 07643
Phone No. 201-641-9234 x666

To seek Bonds for Road openings, you must see the Building Department

Borough of Little Ferry Board of Health

Board Clerk, Donna Doran
215-217 Liberty Street
Little Ferry, NJ 07643
Phone No. 201-641-3900

Send Preliminary Site Plan and Subdivision Application along with application fee to Total of sixteen (16) copies for the Board Members and original application file **must be submitted thirty (30) days** prior to the scheduled meeting to the board clerk.

Borough of Little Ferry Planning/Zoning Board Clerk

Bertha Sneyer
215-217 Liberty Street
Little Ferry, NJ 07643
Phone No. 201-641-9234 Fax: 201-641-1957
E-mail: b-sneyer@littleferrynj.org

SEND PRELIMINARY & SUBDIVISION PLANS (If required by Board) TO:
Page 3

Board Architect

Nicolas Salerno Architect
26 Barnida Drive
East Hanover, NJ 07936
Office: 973-715-0146 Fax: 973-679-2842
E-mail: nsalerno.ra@gmail.com

Alt: Board Architect

RSC Architects
3 University Plaza Dr Ste 600,
Hackensack, NJ 07601
Office (201) 941-3040 Fax: 201-941-5426
E-mail: info@rscarchitects.com

Board Landscape Architect

Scott A. Levy D/B/A Scott Alan Design
16 Main Street
Hamburg NJ, 07419
Cell: 201-230-6389
Office and Fax: 973-823-9710
E-mail: salinc@embarqmail.com

Board Planner & Traffic Engineer
Thomas R. Lemanowicz, P.E., P.P., C.M.E., C.F.M
Remington Vernick & Arango Engineers, Inc.
300 Penhorn Avenue, 3rd Floor
Secaucus, NJ 07094
office: (201) 624-2137; ext 1807
cell: (201) 912-5428
Email: tom.lemanowicz@rve.com

Alt: Board Planner
Clarke, Caton, Hintz
100 Barrack St.
Trenton, NJ 08608
Office: (609) 883-8383
Email: mainbox@cchnj.com

Requirements to be submitted:

200- Foot properties report ($10.00) fee.
Submit plans to the Bergen County Planning Board
Submit plans to the County Soil Conservation-Mr. Angelo Caruso
DEP Stream Encroachment

Supplemental Service List:

State of New Jersey
Department of Environmental Protection
P.O. Box 402
Trenton, NJ 08625-0402

Army Corps of Engineers
20 Massachusetts Avenue, N.W.
Washington, DC 20314-1000

Bergen County Soil Conversation District
700 Kinderkamack Road, Suite 106
River Edge, NJ 07661
Phone 201-261-4407 Fax 201-261-7573

New Jersey Sports & Exposition Authority
(NJ Meadowland Commission)
Attn: Chief Engineer
One DeKorte Park Plaza
Lyndhurst, NJ 07071
Phone: 201-460-1700

Please be advised that copies of public notices for all land use related applications being considered by the Planning/Zoning Board should be forward to:

Dominic L. DiSalvo, P.E., BCEE
Director of Engineering
Bergen County Utilities Authority
Foot of Mehrhof Road
P.O. Box 9
Little Ferry, NJ 07643

FOR NEW CONSTRUCTION AND NOTIFYING HOMEOWNERS WITHIN 200 FEET AND UTILITY COMPANIES, PLEASE SEND TO THE FOLLOWING:

VERIZON (FOR LITTLE FERRY ONLY)
ATTN: ENGINEERING DEPT. ANDY PULLER
1500 TEANECK ROAD – 2ND FLOOR
TEANECK, NJ 07666
201-862-9671 --- YOU MAY USE THIS NUMBER ALSO WHEN YOU NEED YOUR DEMOLITION REQUIREMENTS.

SUEZ Water North Jersey – formerly United Water
ATTN: ENGINEERING DEPT.
60 DeVOE PLACE
HACKENSACK, NJ 07601
1-800-422-5987 ----- YOU MAY USE THIS NUMBER ALSO WHEN YOU NEED YOUR DEMOLITION REQUIREMENTS

TIME WARNER (CABLE COMPANY)
ATTN: BOB CLAUS
200 ROOSEVELT PLACE
PALISADES PARK, NJ 07650
201-346-2213 ----- YOU MAY USE THIS NUMBER ALSO WHEN YOU NEED YOUR DEMOLITION REQUIREMENTS.

PSE&G
Manager-Corporate Properties
80 Park Plaza, T6B
Newark, NJ 07102
973-430-7135-Arthur S. Guida, Director, Director – External Affairs & Economic Development or
973-430-5666- Thomas Silver, Manager-Corporate Properties.
FOR DEMOLITION CALL: 1-800-436-7734

NJ Department of Transportation
1035 Parkway Avenue
Trenton NJ, 0862

LITTLE FERRY COMBINED PLANNING/ZONING BOARD

NOTE: Your newspaper ad may be placed in

TO WHOM IT MAY CONCERN:

In compliance with the Subdivision / Site Plan / Zoning Ordinance of the Borough of Little Ferry, notice is hereby given to you that _____

_____

Proposes to _____

_____

_____

At _____

Block number _____ Lot number _____

The following variances will be required: _____

_____

Anyone affected by this application may have an opportunity to be heard at a meeting to be held _____, 2 _____, at __7:30__ p.m. in the Council Chambers at the Municipal Building, 215-217 Liberty Street, Little Ferry, New Jersey. At said hearing or on adjourned date of the same, you may appear either in person or by agent of Attorney and present any objections which you may have to the granting of this application.

The documents filed by the Applicant in connection with such applications are available for inspection during normal business hours at the office of the Little Ferry Planning/Zoning Clerk's office located in the Municipal Building, located at 215 Liberty Street, Little Ferry, NJ.

_____

Applicant Signature

NOTE: This notice must be published in the newspaper at **least 10 days** before the Public Meeting.

LITTLE FERRY COMBINED PLANNING/ZONING BOARD
NOTICE OF HEARING TO PROPERTY OWNERS

TO WHOM IT MAY CONCERN:

In compliance with the Subdivision / Site Plan / Zoning Ordinance of the Borough of Little Ferry, notice is hereby given to you that _____

_____

Proposes to _____

_____

_____

At _____

Block number _____ Lot number _____

The following variances will be required: _____

_____

Anyone affected by this application may have an opportunity to be heard at a meeting to be held _____, 2 _____, at __7:30__ p.m. in the Council Chambers at the Municipal Building, 215-217 Liberty Street, Little Ferry, New Jersey. At said hearing or on adjourned date of the same, you may appear either in person or by agent of Attorney and present any objections which you may have to the granting of this application.

The documents filed by the Applicant in connection with such applications are available for inspection during normal business hours at the office of the Little Ferry Planning/Zoning Clerk's office located in the Municipal Building.

_____

Applicant Signature

NOTE: This notice must be personally served or sent by certified mail, return receipt requested, at least **ten (10)** days before the date of the Public Hearing, and Proof of Service given to Clerk of the Joined Planning/Zoning Board before the Public Hearing date.

LITTLE FERRY COMBINED PLANNING/ZONING BOARD

APPEAL FOR VARIANCE FROM CERTAIN PROVISIONS OF THE ZONING ORDINANCE/CONDITIONAL USE

SECTION 1. GENERAL INFORMATION

A. Applicant Name: _____.
Address: _____.
Telephone Number: ___(___)_____.
Fax No. ___(___)_____.

B. The Applicant is a: CORPORATION ( ): PARTNERSHIP ( ); INDIVIDUAL ( ); OTHER ( ); please specify _____.

C. The relationship of the Applicant to the property in question is: OWNER ( )' LESSEE ( ); PURCHASER UNDER CONTRACT ( ); OTHER ( ) please specify _____.

D. OWNER: Name _____.
Address _____.
Telephone Number: ___(___)_____.
Fax No. ___(___)_____.

SECTION 2. INFORMATION REGARDING THE PROPERTY

A. The street address of the Property is _____.

B. Block number _____ Lot Number _____.

C. The type of improvement is: New Structure ____; Expansion to Structure ____; Alteration to Structure ____; Improved Parking Area _____;

D. Use of Property: Existing use _____.
Proposed Use
_____.

E. Zone in which Property is located
_____.

F. Acreage or footage of the entire site is _____.

- Area of existing structures which are to remain on subject premises _____ sq ft.
- Area of proposed structures _____ sq. ft.
- Total area of subject premises to be occupied by structures _____ sq. ft.
- Percentage of subject premises to be occupied by structures: _____ sq. ft.

G. The proposed building or structure or use is contrary to the ordinance in the following particulars: (State specifically) _____

_____

(If all variances required are "c" variances, the application shall be considered by the Planning Board. If any "d" variance is needed the applicant shall be considered by the Zoning Board of Adjustment).

State whether the Construction Official has examined the application for the proposed uses and refused a Certificate of Occupancy. Yes ( ); No ( ).

State whether the Construction Official has examined the plans for the proposed buildings or structures and refused building permit. Yes ( ); No ( ).

If the applicant does not speak English an interpreter is required and must be supplied by Applicant.

I hereby certify that the foregoing statements are true to the best of my knowledge and belief.

_____ _____

Date Signature of Applicant **

** IF applicant is not the OWNER, an Owner Authorization Form must be completed by owner and submitted with the application.

FOR OFFICIAL USE ONLY

DATE APPLICANT FILED: _____.

HEARING DATE: _____.

FEE: _____.

DISPOSITION: _____ DATE: _____.

CASE NUMBER: _____.

Mauro D. Raguseo
Mayor

Paula J. Cozzarelli
Borough Administrator

Barbara Maldonado
Borough Clerk

Roberta Henriquez, *Council President*
Ronald Anzalone, *Councilman*
Stephen Lanum, *Councilman*
George Muller, *Councilman*
Thomas Sarlo, *Councilman*
Peggy Steinhilber, *Councilwoman*

Borough of Little Ferry

215-217 LIBERTY STREET • LITTLE FERRY, NJ 07643
201-641-9234 201-641-1957 FAX
www.littleferrynj.org

REQUEST FOR EXTENSION OF TIME to Act pursuant to N.J.S.A.40:55D-10et seq.

The undersigned applicant in the matter pending before the Combined Planning/Zoning Board bearing case # _____ hereby consents to the extension of the Board's time to make a decision in this matter until _____ If at said time and place, a quorum of the Board is not present to hear said matter; the time for the Board to act shall be extended to the next succeeding regularly scheduled meeting of the Board.

Applicant: _____

Attorney: _____

Dated: _____