

Site Plan Application: General Instructions

BOROUGH OF DEMAREST PLANNING BOARD



#1 Submit Site Plan Application, see the below application checklist:

✓	Deadline	Requirements
1.	At Submission of Application	Site Plan Application Packet (w/ applicable affidavits)
2.	At Submission of Application	10 Sets of Plans & Recent Survey (within 1 year)
3.	At Submission of Application	Digital Copies of all Plans
4.	At Submission of Application	Application Fees (See Fee Schedule)
5.	At Submission of Application	Escrow Deposit (See Fee Schedule) & W-9
6.	At Submission of Application	Tax Certification (Approved within 3 months)
7.	30 Days Before Meeting	25 sets of Plans & Recent Survey (within 1 year)
8.	30 Days Before Meeting	25 copies of the completed application form(s)
9.	10 Days Before Meeting	Copies of All Notices
10.	10 Days Before Meeting	Green USPS Certified Receipts or Affidavit of Service of Notice (<i>for hand delivered notices</i>)
11.	10 Days Before Meeting	Affidavit of Public Notice from "The Bergen Record"

#2 Submit the applicable, non-refundable fees and escrow deposits **at the same time as the Application** to the Board Secretary. Be sure to bring 2 checks, 1 for fees and 1 for escrow deposit.

FEE SCHEDULE

Variance Type	Application Fee	Escrow Deposit
Preliminary Site Plan	\$100.00 + \$10.00 per 1,000 sq. ft. of gross floor area	\$1,500.00
Final Site Plan	\$5.00 (minimum \$100) per 1,000 sq. ft. of gross floor area	\$1,500.00
Preliminary & Final Site Plan	\$5.00 (minimum \$100) per 1,000 sq. ft. of gross floor area	\$1,500.00
With Variances		\$1,750.00 + \$100.00 For each add'l variance
Amended Site Plan	\$75.00	\$1,500.00

Note: legal & engineering fees are to open escrow accounts – additional fees may be required.

#3 Now that you have submitted all necessary forms with the application, you will receive a letter of completeness from the Board Secretary with the information regarding your hearing date. When a hearing date has been assigned and you have received the list from the Tax Assessor's office send a notice of your application to each resident on the 200-ft. list by **Certified Mail (postage receipts are necessary)** or deliver by hand. Notice MUST be mailed or delivered **at least ten (10) days prior to and NOT including the meeting date**. Post Office receipts and/or the signature list and notarized affidavit of service MUST be returned to the Board Secretary **prior to the meeting date**.

#4 Publish the NOTICE of HEARING with a detailed description of the requested variance in The Record newspaper. Such notice MUST appear in the newspaper **at least ten (10) days prior to and not including the meeting date**. The individual newspaper should be contacted for publication deadlines.

The Record telephone number: 732-643-2534, Option #5
Email Address: berlegal@gannett.com

#5 Twenty-Five (25) copies of all completed application forms, Plans & recent Survey (within 1 year), Tax certification, copies of all notices and representation affidavits must be filed with the Secretary of the Board **at least thirty (30) days prior to the meeting date**, which is usually on the first Wednesday of the month at 7:30 p.m. **Please note, incomplete application forms will not be accepted.**

Photographs illustrating existing conditions such as shrubbery screens of neighboring properties, etc. are also helpful, but not required. These can be presented and entered into evidence as Exhibits during the public hearing. You may also want to consider retaining an attorney to represent you and/or expert witnesses such as a professional engineer, architect, planner, contractor, etc.

#6 Site Plan map to be prepared by a professional engineer licensed in the State of New Jersey and shall be duly signed and sealed. Said site plan shall be certified as to accuracy of everything represented thereon. Please review requirements for Site Plan set forth in Demarest Borough Code Ch. 153. Article 1. Site Plan Review.

#7 Ordinance requires proof of payment of current taxes and assessments.

SITE PLAN APPLICATION

BOROUGH OF DEMAREST

PLANNING BOARD

118 Serpentine Road, Demarest, NJ 07627



Date: _____

Application is hereby made for approval of the site plan of the land herein described and shown on the accompanying survey in accordance with the Ordinances of the Borough of Demarest, New Jersey.

Please indicate the purpose of this application:

- ___ Preliminary Site Plan Approval
- ___ Final Site Plan Approval
- ___ Amendment to Approved Preliminary/Final Site Plan

Subject Property:

Block: _____ Lot: _____

Street Address: _____

Nearest Cross Streets: _____

Zone: _____

Applicant Information:

Name of Applicant: _____

Address of Applicant: _____

Phone: _____

Email: _____

Is the above listed applicant:

- ___ An Individual
- ___ A Partnership
- ___ A Corporation
- ___ Or Other _____

**If partnership or corporation, state the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class, or at least 10% of the interest in the partnership:*

SITE PLAN INFORMATION

BOROUGH OF DEMAREST

PLANNING BOARD

118 Serpentine Road, Demarest, NJ 07627

1. If the applicant is not the record owner of the land, state the applicant's legal interest:

- Contract Purchaser
- Contract Tenants
- Attorney for Record Owner
- Or Other _____
- N/A

2. Description of Property:

- a. Block: _____ Lot: _____
- b. Street Location: _____
- c. Size of plot: _____
- d. On how many streets does lot face? _____
- e. Are the following utilities existing:
 - Paved Street _____ Storm Sewers _____
 - Curbs _____ Water _____
 - Sidewalks _____ Gas _____
 - Sanitary Sewers _____ Electric _____
- f. In what zone district is the property located? _____
- g. Are there any existing structures on the property? _____

- h. If structures are on the property, what is their use? _____

3. What is the purpose of the site plan? _____

4. If new structures are to be erected on the property, what will be their use? _____

5. Are there any violations of municipal zoning ordinances presently affecting the premises? If yes, please list all violations: _____

6. Are there any deed restrictions affecting the premises? (Refer to title search) _____
If yes, list all restrictions: _____

7. Are there any easements affecting the premises? _____
If yes, list all easements: _____

8. Will the granting of this application create any violation of municipal ordinances? _____
If yes, please list: _____

9. Have any applications for subdivision, site plan or variance involving this property been previously filed? _____

If yes, list approximate dates: _____

10. What is the character of the proposed development? _____

11. Are there any modifications or waivers of site plan details requested?

12. Has the application been submitted to the Bergen County Planning Board?

a. If yes, please give details and the status of the application:

b. If no, provide the reason why an application has not been submitted:

Signed: _____

(applicant)

(owner)

Received Site Plan Application, maps and fees in the amount of \$ _____

On _____

Planning Board Secretary



BOROUGH OF DEMAREST

Telephone (201) 768-3611 * 118 Serpentine Road * Demarest * Bergen County * NJ * 07627

DEPARTMENT OF FINANCE
OFFICE OF THE TAX COLLECTOR

OWNER(S): _____

DATE: _____

ADDRESS: _____

BLOCK: _____ LOT(S): _____

Date: _____
I, _____ Tax Collector of the Borough of Demarest, hereby certify that the property taxes on the property known as, Block (s) _____, Lot (s) _____, as shown on the Borough Tax Assessment Maps, have been paid through _____ and that the taxes on the aforementioned property are not past due nor are there any penalties, assessments, or interest due or outstanding as of this date.
_____ Signature of Tax Collector

Please contact the Borough's Tax Office with any questions. Lee Campbell, Tax Assessor's Secretary, via phone (201) 768-0167 x 130, or by email lcampbell@demarestnj.gov

§ 27-32 Payment of taxes.

Pursuant to the provisions of N.J.S.A. 40:55D-39 and N.J.S.A. 40:55D-65, every application for development submitted to the Planning Board or to the Board of Adjustment shall be accompanied by proof that no taxes or assessments for local improvements are due or delinquent on the property which is the subject of such application; or, if it is shown that taxes or assessments are delinquent on said property, any approvals or other relief granted by either Board shall be conditioned upon either prompt payment of such taxes or assessments or the making of adequate provision for the payment thereof in such manner that the municipality will be adequately protected.

200 FOOT LIST REQUEST

BOROUGH OF DEMAREST

118 Serpentine Road, Demarest, NJ 07627



Name: _____

Address: _____

Block: _____ Lot(s): _____

Fee: _____ Check #: _____

Please Email the List to _____

Please Call when the List is ready _____

Please Fax the list to _____

**** Please allow the Tax Assessor one (1) week to prepare the list ****

Applicant's Signature _____

Date _____

I understand that if the application is not deemed complete and placed on the agenda within 3 months, a new tax certification and 200 ft. list will be required. This is to maintain up to date information in the application, as well as an accurate notice to surrounding neighbors and properties. I will re-submit this request form, should that become necessary. _____ **(Initial)**

§ 27-29 List of property owners furnished.

Upon the written request of an applicant, the Tax Assessor shall, within seven days, make and certify a list from the current tax duplicates of names and addresses of owners to whom the applicant is required to give notice pursuant to § 27-28 of this chapter. The applicant shall be entitled to rely upon the information contained in such list, and failure to give notice to any owner not on the list shall not invalidate any hearing or proceeding. A sum not to exceed \$0.25 per name or \$10, whichever is greater, may be charged for such list.

(Official Use Only)

Date Request Filled _____

By _____
Signature

AFFIDAVIT of SELF REPRESENTATION

BOROUGH OF DEMAREST

118 Serpentine Road, Demarest, NJ 07627



STATE OF NEW JERSEY) ss:
COUNTY OF BERGEN)

Name of Applicant

_____ being duly sworn deposes and says: That he/she resides at the Address _____ in the City of Demarest in the County of Bergen in the State of State of New Jersey and says that he/she is the appellent making appeal for a variation of the provisions of the Zoning Ordinance of the Borough of Demarest in connection with the property which is the subject matter of this appeal and known as _____, designated as Block _____ and Lot _____ on the Assessment Map of the Borough of Demarest: That all statements made in this application and statements made in the plans submitted herewith are true: The applicant further states that he/she is ready and able to proceed with the construction of if and when the application is granted.

Signature of Applicant

State of _____ County of _____

This Affidavit was sworn to before me
On this day _____ of _____, 20____.

Notary Public

*****This form is for when the Applicant is representing themselves*****

AFFIDAVIT AUTHORIZING REPRESENTATIVE

BOROUGH OF DEMAREST

118 Serpentine Road, Demarest, NJ 07627



STATE OF NEW JERSEY) ss:
COUNTY OF BERGEN)

Name of Applicant

_____ of full age, being duly sworn according to law on his/her oath deposes and says that he/she resides at _____ in the city of _____ in the County of _____ and in the State of _____ that he/she is the owner in fee of all that certain lot, piece of land situated lying and being in the Borough of Demarest aforesaid and known and designated as _____ and that he/she hereby authorizes _____ to make the within application in his/her behalf and that the statements contained in said application are true.

Signature of Applicant

State of _____ County of _____

This Affidavit was sworn to before me
On this day _____ of _____, 20____.

Notary Public

*****This Affidavit must be signed by the Owner when the Applicant is an Agent*****

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

NOTICE OF HEARING
BOROUGH OF DEMAREST
PLANNING BOARD

REQUESTED: *(Preliminary or/and Final Site Plan)*

VARIANCE(S) REQUESTED: *(relief requested)*

Address of Property: *(ADDRESS)*

This is to notify that the undersigned owners of Block _____, Lot _____, known as _____, on the Borough Tax Assessment Map shall appear before the Demarest Planning Board on _____ at 7:30 pm, in the Council Chambers of the Borough Hall, 118 Serpentine Road, Demarest, NJ 07627, for the purpose of seeking *(relief sought)* and any other variances that should become apparent in the course of testimony. The purpose of this Notice is to afford the public, if they so desire, to appear before the said Planning Board at the time and place designated above for the purpose of being heard with respect to this application.

All documents and maps relevant to this application are on file in the Borough Clerk's Office Monday through Friday (excluding legal holidays) from 8:00 am to 4:30 pm.

(Owners)

(Address)

Demarest, NJ 07627

***** This notice is just a sample, and should not be used verbatim to notice either newspaper or property owners *****