

PLEASE NOTE the Waldwick Planning Board/Zoning Board will never ask for electronic fund transfers for any application. All payment must be submitted by check made payable to the Borough of Waldwick.

**BOROUGH OF WALDWICK  
APPLICATION CHECKLIST**

**MINOR AND MAJOR SUBDIVISION**

APPLICANT'S NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Site Address \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

Applicant's Attorney's Name \_\_\_\_\_

Applicant's Attorney's Address \_\_\_\_\_

The following documents, stapled and folded, should be submitted to the Borough Clerk with Fees:  
Original and twenty copies of the Following:

- \_\_\_\_\_ Application Forms A-K
- \_\_\_\_\_ Plans
- \_\_\_\_\_ Property Owners Listing (obtained from Borough Tax Office)
- \_\_\_\_\_ Soil Removal Application if deemed necessary by Zoning Official

**FEES:**

- \_\_\_\_\_ Application Fee: **SUBDIVISION FEES- Section 86-10:**
  - \_\_\_\_\_ \$200.00 per lot - Minor Subdivision
  - \_\_\_\_\_ \$ 25.00 per lot (\$100.00 minimum) - Major Subdivision
  - \_\_\_\_\_ \$300.00 plus \$50.00 per lot - Preliminary Subdivision
  - \_\_\_\_\_ \$300.00 - Final Major Subdivision

- \_\_\_\_\_ **ENGINEERING ESCROW**
  - \_\_\_\_\_ \$1,000.00 - Minor Subdivision
  - \_\_\_\_\_ \$4,000.00 - Major Subdivision

- \_\_\_\_\_ **LEGAL ESCROW:**
  - \_\_\_\_\_ \$ 500.00 - Minor Subdivision
  - \_\_\_\_\_ \$1,250.00 - Major Subdivision

- \_\_\_\_\_ **PLANNER ESCROW:**
  - \_\_\_\_\_ \$ 500.00 - Minor Subdivision Review
  - \_\_\_\_\_ \$2,000.00 - Major Subdivision Review

*Please note that additional escrow fees may be required during the application process as determined by the professional.*

Upon receipt by the Planning Board of the above documents and fees submitted to the Municipal Clerk, a hearing date will be scheduled. After a hearing date is scheduled and notices are sent out, the following documents must also be submitted prior to or at the time of the hearing:

- \_\_\_\_\_ One copy of Notice of Public Hearing
- \_\_\_\_\_ One copy of Affidavit of Service with List of Property Owners attached
- \_\_\_\_\_ Registered receipts
- \_\_\_\_\_ One copy of Affidavit of Publication (received from newspaper)

(This form is to be filled out and brought to the Tax Assessor's Office by the Applicant to obtain a property owner's listing of residents within 200 feet. Please Note that there is a 7-10 day waiting period after receipt of written request.)

**REQUEST FOR LIST OF PROPERTY OWNERS  
WITHIN 200 FEET**

**(There is a 7-10 day waiting period after receipt of written request.)**

Date: \_\_\_\_\_

To: Tax Assessor  
Borough of Waldwick  
63 Franklin Turnpike  
Waldwick, NJ 07463

Re: Request for List of Property Owners within 200 feet in connection with the preparation  
Of Application to the Zoning or Planning Board in the Borough of Waldwick

Requested by: \_\_\_\_\_

For Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

Indicate One: \_\_\_\_\_ Please mail completed list to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I will pick up list. Please call:

\_\_\_\_\_  
(Phone)

**(A Fee of \$10.00 must be paid at the time of request. Check to be made payable to Borough of Waldwick and given to Tax Assessor with this form.)**

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

(Applicant, please note: A list of property owners within 200 feet of the property in question must be attached to the Affidavit of Proof of Service. If surrounding Boroughs are affected attach that list as well.)

**BOROUGH OF WALDWICK  
APPLICATION FORM**

**MAJOR/MINOR SUBDIVISION**

**Completed by Planning Board:**

Application No. \_\_\_\_\_  
Date Received by Planning Board \_\_\_\_\_  
Hearing Date: \_\_\_\_\_

**COMPLETED BY APPLICANT:**

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant's Attorney's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Premises \_\_\_\_\_

Name of Owner of Premises: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

1. **APPLICANT** applies to the Waldwick Planning/Zoning Board for:

(Describe proposal) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Variances required:**

<b>Code Requires:</b>	<b>Proposed:</b>

3. The reasons which justify the granting of the variances:

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4. Have the premises which are the subject of this application been the subject of Waldwick Zoning or Planning Board action? \_\_\_\_\_ yes \_\_\_\_\_ no.  
(If yes, please attach a copy of the Planning or Zoning Board resolution to this application.)

5. Authorization by Owner:

\_\_\_\_\_ is hereby authorized to file this application with the Waldwick Planning Board.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

6. Certification by Applicant:

The undersigned applicant does hereby certify that all of the statements contained in this application are true, and that all taxes on the property which is the subject of this application have been paid.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

7. The final plat, after final approval by the Planning Board shall be filed by the subdivider with the Clerk of the County of Bergen within ninety days from the date of such approval. If any final plat is not filed within this period, the approval shall expire.

(This certificate is to be brought to the Tax Office by the Applicant for Certification.)

**BOROUGH OF WALDWICK  
PLANNING BOARD  
CERTIFICATION OF PAYMENT OF TAXES**

**(To be filled out by Applicant:)**

Date: \_\_\_\_\_

Lot: \_\_\_\_\_

Block: \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

This is to certify that all property taxes due or delinquent have been paid on the above property.

**(To be dated and signed by Tax Office:)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tax Collector

This completed form is to be included with your Application Submittal.

Borough of Waldwick  
Bergen County, New Jersey

AFFIDAVIT OF OWNER'S CONSENT

STATE OF NEW JERSEY  
COUNTY OF BERGEN

\_\_\_\_\_ being duly sworn, deposes  
and says that (he, she, they) is (are) the owner(s) of the premises designated as Lot \_\_\_\_\_ in  
Block \_\_\_\_\_, also known as

\_\_\_\_\_  
(address)

and does hereby consent to the application of \_\_\_\_\_  
(name of Applicant)

to the Planning Board for an application for \_\_\_\_\_  
\_\_\_\_\_

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

Sworn and subscribed to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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

(This Form is to be filled out and used by the Applicant for notifying surrounding property owners (including surrounding municipalities, if affected, and for publication by the Applicant in newspaper.)

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**BOROUGH OF WALDWICK  
PLANNING BOARD**

**NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that an Application has been made to the Planning Board of the Borough of Waldwick for \_\_\_\_\_ with respect to premises shown as Lot \_\_\_\_\_ in Block \_\_\_\_\_ on the current tax map of the Borough of Waldwick, which premises are commonly known as (address) \_\_\_\_\_ Waldwick, New Jersey.

Applicant proposes to:

Which proposal would be in violation of the provisions of the Waldwick Zoning Ordinance in the following respects:

A public hearing will be held on said application by the Planning Board of the Borough of Waldwick on Wednesday, (date) \_\_\_\_\_, 20\_\_\_\_ at 8:00 p.m., prevailing time, or as soon thereafter as the matter may be reached, at the Administration Building, 63 Franklin Turnpike, Waldwick, New Jersey.

A copy of Applicant's Application and accompanying drawing is on file at the Administrative Offices of the Borough of Waldwick, 63 Franklin Turnpike, for public inspection during regular business hours.

Applicant's Name and Address:

\_\_\_\_\_  
\_\_\_\_\_

(This form is to be filled out providing proof that the Notice of Public Hearing has been served on surrounding property owners.)

**BOROUGH OF WALDWICK  
AFFIDAVIT OF SERVICE**

IN THE MATTER OF:

STATE OF NEW JERSEY  
COUNTY OF BERGEN

(name) \_\_\_\_\_ BEING DULY SWORN DEPOSES AND  
SAYS:

I reside at \_\_\_\_\_

On or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served Upon each of  
the persons named in the attached list a written notice indicating variances requested, stating  
Application would be heard at the Administration Building, 63 Franklin Turnpike, Waldwick, N.J.

on \_\_\_\_\_, 20\_\_\_\_, relating to premises

located at \_\_\_\_\_

The notice was served on the attached list of persons by certified return receipt requested mail,  
directed to them at the addresses set forth opposite their respective names, the said addresses being  
their last known addresses appearing on the most recent tax lists of the Borough. Copies of the  
registered receipts are attached.

No person other than those served, as set forth in the preceding paragraphs of this affidavit, is  
the owner of property within 200 feet of the premises affected by this application.

Subscribed and sworn to

before me this \_\_\_\_\_ day

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

\_\_\_\_\_  
(Notary)

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

**BOROUGH OF WALDWICK**  
Bergen County, New Jersey

**Fire Department's Report**

(This portion to be completed by Applicant):

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

Site Location Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

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Comments by Fire Department:

Dated:

\_\_\_\_\_  
Fire Department

**BOROUGH OF WALDWICK**  
**Bergen County, New Jersey**

**Zoning Officer's Report**

(This portion to be completed by Applicant):

**Applicant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Site Location Address:** \_\_\_\_\_

**Block:** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Zone** \_\_\_\_\_

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**Comments by Zoning Officer:**

**Dated:**

\_\_\_\_\_  
**Zoning Officer**

**Borough of Waldwick  
Bergen County, New Jersey**

**Traffic Report**

(This portion to be completed by Applicant):

**Applicant's Name:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Site Location:**

**Address:** \_\_\_\_\_

**Block** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Zone** \_\_\_\_\_

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**Comments by Police Department:**

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Traffic Division  
Waldwick Police Department**

**Borough of Waldwick  
Bergen County, New Jersey  
PUBLIC WORKS AND WATER REPORT**

(This portion to be filled out by Applicant):

**Applicant's Name:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Site Location: Address:** \_\_\_\_\_

**Block** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Zone:** \_\_\_\_\_

Water Requirements in gallons per day for proposal: \_\_\_\_\_

How was this number derived \_\_\_\_\_

Types of waste water generated: \_\_\_\_\_

Will fire sprinkler system be installed in any structure covered by this Application?  
\_\_\_\_\_

Please note that a separate service must be put in for each unit. The Water Department will approve the service connections for each unit. All business properties must have service connection for sewer and water for each unit applied for. *Please note that additional fees as required by the Water Department will be imposed for service connections.* The Northwest Sewer Authority is to be noticed by the Applicant of your Application.

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**Comments by Public Works Department:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
**Department of Public Works**

**Comments by Water Department:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
**Water Department**

**Borough of Waldwick  
Bergen County, New Jersey**

**Recycling Coordinator's Report  
Environmental Survey/Stream Encroachment/Wetlands**

(To Be filled out by Applicant)

**Applicant's Name:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Site Location: Address** \_\_\_\_\_

**Block** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Zone** \_\_\_\_\_

**Proposal:**

\_\_\_\_\_

1. Will there be any hazardous or chemical substances used or stored on this site \_\_\_\_\_ If yes, please specify:

\_\_\_\_\_

2. Indicate amounts, use, and storage method for each:

Substance	Amount	Use	Storage Method	Location

3. Proposed spill containment narrative:

\_\_\_\_\_

4. **Solid Waste Remover's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

NJID# \_\_\_\_\_

**Recycling Remover's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

NJID# \_\_\_\_\_

(Prior to final certificate of Occupancy, this must be on file with the Borough Recycling Coordinator)

5. List all other materials used, with locations (gases, solids and liquids)

6. List proposed environmental pollution containment equipment:

Air: (exhaust, stacks): \_\_\_\_\_

Water: (Sewer, land dump): \_\_\_\_\_

Noise: \_\_\_\_\_

7. Is any area of the site within a designated wetlands area? \_\_\_\_\_

8. Is there a designated wetlands area within 150 ft. of the site? \_\_\_\_\_

9. Has the N.J.D.E.P. approved the wetlands designation? \_\_\_\_\_ If so, attach a copy of the approval.

10. Materials to be recycled and how they will be recycled:

Materials to be Recycled:	Description of how materials will be recycled:

11. Has an application been made for a stream encroachment permit? \_\_\_\_\_ If so, attach a copy of the application or, if the permit has been approved, attach a copy of the permit.

12. List any and all applications made for environmental permits: \_\_\_\_\_

**Comments by Recycling Coordinator:**

Dated: \_\_\_\_\_

\_\_\_\_\_  
(signature) Recycling Coordinator

**BOROUGH OF WALDWICK**  
**Bergen County, New Jersey**

**Health Department's Report**

(This portion to be completed by Applicant):

**Applicant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Site Location Address:** \_\_\_\_\_

**Block:** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Zone** \_\_\_\_\_

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**Comments by Health Department:**

**Dated:**

\_\_\_\_\_  
Health Department