



## Borough of Park Ridge

53 Park Avenue  
Park Ridge, NJ 07656  
(201) 391-5673

## Land Use Office Subdivision Application

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

For Office Use Only:

Date Submitted: \_\_\_\_\_  
Application #: \_\_\_\_\_  
Escrow: \_\_\_\_\_  
Filing Fee: \_\_\_\_\_

Please indicate the purpose of this application:

- Minor\* or Major Subdivision Preliminary Approval
- Minor\* or Major Subdivision Final Approval
- Amendment to Approved Minor\* / Major Subdivision

*\*Minor subdivision is defined as a subdivision of land for the creation of three or fewer lots, provided that such subdivision does not involve a planned development, any new street or the extension of any off-tract improvement. Any proposed subdivision that does not fit the definition of Minor Subdivision, is classified as a Major Subdivision (Park Ridge Borough Code Chapter 87)*

### 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:*

Applicant's Attorney: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Applicant's Engineer: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Applicant's Architect: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Other Professional or Expert: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

To whom should correspondence and notices be sent?

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

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

- Contract purchaser
- Contract tenant
- Attorney for record owner
- Or other \_\_\_\_\_

Description of Land proposed to be subdivided:

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

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

Nearest Cross Streets: \_\_\_\_\_

Zone District: \_\_\_\_\_

**Purpose of application:** *(Give detailed description of the existing conditions of the subject property as well as the proposed conditions for the proposed new lots)*

**Have there been any previous proceedings concerning the subject property before the Park Ridge Planning Board or Zoning Board of Adjustment?** *If yes, please give details and outcome of proceedings.*

**Has the application been submitted to the Bergen County Planning Board?**

*If yes, please give date, details and the status of the application:*

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

**Are any modifications or waivers of site plan details requested? List the Sections of the Subdivision Ordinance requiring subdivision details which are purposely omitted from your Plan:**

**Please provide the peculiar conditions applicable to the premises which are the subject of this application or applicable to the proposed construction thereon, which render the omitted details unnecessary to properly evaluate the application:**

**Are any variances from the Zoning Ordinance being requested on the proposed new lots?**

**CERTIFICATION OF APPLICANT**

I, (We,) the undersigned applicant(s) being duly sworn, upon my (our) oath(s) depose and say that the statement contained herein are true to the best of my (our) knowledge, information, and belief.

Signature of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_

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

CERTIFICATION OF PAYMENT OF TAXES

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

I, \_\_\_\_\_ Tax Collector of the Borough of Park Ridge, 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 the \_\_\_\_\_ quarter 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

OWNER'S AFFIDAVIT/AUTHORIZATION – INDIVIDUAL

STATE OF NEW JERSEY) ss:  
COUNTY OF BERGEN)

\_\_\_\_\_ of full age, being duly sworn according to law, upon his/her oath deposes and says:

1. I (we) am (are) the owners of premises in the Borough of Park Ridge known as \_\_\_\_\_ and also known as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the current tax map.
2. Complete below if application is made by other than owner(s):  
My (our) \_\_\_\_\_, is hereby authorized and empowered to make application to the Planning Board or the Zoning Board of Adjustment, on my (our) behalf, and I (we) agree to be bound by the decision of the Board, including all terms and conditions made a part thereof.

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

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

OWNER'S AFFIDAVIT/AUTHORIZATION – CORPORATE

STATE OF NEW JERSEY) ss:  
COUNTY OF BERGEN )

\_\_\_\_\_, of full age, being duly sworn according to law, upon his/her oath deposes and says:

1. I am (office) \_\_\_\_\_ of \_\_\_\_\_ a corporation of the State of \_\_\_\_\_ With its principal office at \_\_\_\_\_
2. I am, by virtue of my office, authorized to bid said corporation to the representations and agreements contained in this affidavit.
3. Said corporation is the owner of premises in the Borough of Park Ridge known as \_\_\_\_\_ and also known as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the current tax map.
4. Said corporation has authorized \_\_\_\_\_ to make the foregoing application to the Planning Board or the Zoning Board of Adjustment, on my (our) behalf, and I (we) agree to be bound by the decision of the Board, including all terms and conditions made a part thereof.
5. Said corporation has not authorized any other person to make such an application on its behalf.

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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





**Borough of Park Ridge**

53 Park Avenue  
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(201) 391-5673

**Land Use Office**

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

Tax Office:

Kindly provide the undersigned within seven (7) days, a certified list of all property owners of record within 200 feet of the following:

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

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

It is understood that said list will be picked up at the Tax Office and a fee of \$10.00 will be paid either in cash or by a check made out to the Borough of Park Ridge.

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

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

Applicant Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

NOTICE OF PUBLIC HEARING – EXAMPLE

NOTICE OF HEARING: Planning Board

HEARING REQUESTED FOR :

+++++

\_\_\_\_\_  
Address of property requiring hearing

ADDRESSED TO: \_\_\_\_\_  
\_\_\_\_\_

This is to notify you that the undersigned owner(s) of record of Lot: \_\_\_\_\_ in  
Block: \_\_\_\_\_ on the Borough Tax Assessment Map shall appear before the Park  
Ridge Planning Board on \_\_\_\_\_ 20\_\_\_\_ at 8:00pm in the  
Council Chambers of the Municipal Building, 55 Park Avenue, Park Ridge, for the  
purpose of seeking \_\_\_\_\_ (subdivision, soil moving,  
variance(s) in order to \_\_\_\_\_.

The purpose of this Notice is to afford you the opportunity to appear, if you so desire, 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 Land Use Office and  
may be seen Monday through Friday during normal business hours.

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

\_\_\_\_\_  
Address of Applicant(s)

\_\_\_\_\_  
Signature of person served Notice

**CERTIFIED MAILING WITH RETURN RECEIPT REQUESTED DIRECTIONS**

If any of this information is not submitted, it **WILL** delay your hearing. If notice is improper, it will have to be completed again for the future hearing date.

The Notice of Public Hearing sample included in the application must be sent Certified Mail Return Receipt Requested at least ten (10) days prior to the scheduled hearing date.

The form is titled "ERR - ELECTRONIC RETURN RECEIPT". It is divided into several sections:  
1. **Address:** 1417 W. 14TH ST., SUITE 100, COVINGTON, KY 40003-1122.  
2. **Delivery Confirmation:** Includes a field for "Postmaster" and a note: "This form has been generated by the USPS. Return to: 2025 W. 14th St., Suite 100, Covington, KY 40003-1122."  
3. **Delivery Date:** Includes checkboxes for "Signature Required" (checked), "Registered Mail" (unchecked), "Insured Mail" (unchecked), and "Signature Protection" (unchecked).  
4. **Tracking Number:** 7118 9342 9880 2837 5997.  
5. **Postmark:** COVINGTON KY 40003-1122.

Complete name and full address as written on the List of Property Owners within 200' from the Tax Assessor must be completed on both the green and white receipt and the white receipt must be stamped by the post office with the date sent.

The form is titled "CERTIFIED MAIL RECEIPT". It includes a vertical "CERTIFIED MAIL" label on the left and a barcode. The main body of the form contains:  
- **Postage:** \$0.45 (First-Class Postage)  
- **Postage and Fees:** \$2.95  
- **Postage and Fees:** \$2.58 (Postage)  
- **Postage and Fees:** \$4.95 (Postage)  
- **Total:** 10.30  
- **Recipient Name:** Reggie Redbird  
- **Address:** 123 State St, Normal IL 61761

The notice must be **published** in either **The Bergen Record** or **The Ridgewood News** at least ten **(10) days prior** to the scheduled hearing date.

The "Certification of Service" located in the application must be completed, signed, and notarized and submitted to the Land Use Office no less than one (1) day prior to the scheduled hearing date.

Certification of Service

I, \_\_\_\_\_ certify that on, \_\_\_\_\_, I mailed in the Post Office via Certified Mail, Return Receipt Requested, an envelope containing a copy of the Notice attached addressed to each of the persons on the attached list at the address as show.

I, \_\_\_\_\_ certify that on \_\_\_\_\_, I personally served a copy of the Notice attached addressed to each of the persons on the attached list as shown.

\_\_\_\_\_  
(signature)



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## Land Use Office PUBLIC HEARING PROCESS

### INTRODUCTION

New Jersey law dictates the public hearing process for both the Planning Board and the Zoning Board of Adjustment.

### APPLICATIONS

- Upon submission, each application is assigned a number.
- The Land Use Office has 45 days in which to deem an application complete; at which time an applicant will be given a hearing date.
- When the Chair calls an application, the applicant and/or attorney comes forward, and states their name(s) for the record. Please note, corporate entities must be represented by counsel.
- The applicant/attorney provides a brief overview of the proposal and calls their witnesses.
- Each expert witness states his/her name and occupation, is sworn in, and presents professional credentials to the Board.
- Once the witness' credentials are accepted by the Board, they may testify.
- The applicant's attorney will ask questions of each the expert witness to elicit their testimony.
- The Board and its professional staff will also ask questions of the witnesses.

### AGENDA

A printed Agenda shows the order in which items will be heard or discussed. The Chair may change the order. Should any items on the Agenda not get heard or require additional time, a continuation date is announced for any uncompleted applications. Generally, this announcement satisfies the Public Notice requirement. Agendas can be found on the Planning Board and Zoning Board of Adjustment website.

### THE CHAIRMAN

The Chair will open the meeting and make any announcements at this time. He may note changes in the agenda and announce new hearing dates for matters that are adjourned. The meeting will then be open to the public. At this time any person may address the Board about a matter **not** being addressed on the agenda. Matters listed on the agenda will be opened for discussion at the appropriate time during the meeting. If a member of the public has a general question or special issue that they want to bring to the attention of the Board, as long as it is not related to any item on the agenda, they may come forward at this time.

### PROCEDURE

The Planning Board and the Zoning Board of Adjustment are quasi-judicial bodies. The Boards operate similarly to, but not as strictly as a court of law. The Chair runs the proceedings as a judge might and the Board acts like a jury that votes on a final decision to approve or deny the relief being requested. The applicant provides testimony and will also have expert witnesses testify and introduce evidence in support of the case. During each presentation there will be an opportunity to **question the witness about his testimony**. At this time, the Board and the public are limited to **questions only**. After each witness has provided testimony and answered questions, the Chair will open the meeting to the public for **general comments and statements**. **This is the appropriate time for a member of the public to express an opinion about the application, or offer information or materials for the Board's consideration.**

### CROSS-EXAMINATION

The Board, its staff, and members of the public, have the right to cross-examine each witness after they have completed their testimony. The applicant, their professionals and others having legal rights can also be cross-examined. Thus, statements should be **supportable** and **factual**. The Board is legally required to act on an application based upon the findings of fact and the proofs according to law that are presented to them. **Although the Board may take public input into account, it cannot and does not act solely based on public support or opposition.** The Board cannot make decisions based upon financial considerations such as "ratables" or "tax" revenues.

Anyone wishing to speak or testify at a hearing must appear in person to allow all parties the opportunity to cross-examine. **Petitions are NOT admissible into evidence** and cannot be read at a hearing. Letters are only admissible if the author of the letter is present and willing to read it into the record themselves. The author of the letter is then subject to cross-examination.

## **PUBLIC QUESTIONS AND COMMENTS**

### **QUESTIONS**

- The Chair will open the meeting to the public after each witness has testified so that the members of the public have an opportunity to ask questions of each expert. Please remember that this time is limited to questions of that particular witness and it is not the time for 'general' comments.
- A member of the public may come to the microphone when acknowledged by the Chair. He/She will be asked to state his/her name and address for the record, and is then permitted to direct questions to the appropriate party.
- Expert witnesses only testify in their field of expertise.
- After public questions are completed, the Chair temporarily closes the hearing on this aspect of testimony.
- This process is repeated with each different expert witness.
- When all witnesses have been presented and the testimony is complete, the Board and its staff have the opportunity to ask any final questions.

### **COMMENTS**

- Just before the Board takes final action on the application, the Chair will once again open the meeting to the public. This is the appropriate time to offer general comment or opinion on the proposal, request special consideration and/or ask any final questions. This is probably the last opportunity for the public to speak on the application. Remarks may be directed to a specific person or to the Board.

When you follow the above procedures, your contributions will have maximum impact on the Board's deliberations as they consider a land use application. Please note however, that the Chair has the right to close the public portion of a hearing if the audience becomes unruly. The Chair may also limit repetitive comments or irrelevant testimony. The Chair may also limit the time or number of questions or comments from one citizen in order to allow adequate time for other members of the public to comment. The goal of the Board is for the applicant as well as all residents and members of the public affected by an application to be heard.

These procedures are generally adhered to strictly during hearings on large or complex applications requiring many witnesses and a great deal of testimony. For smaller or less complicated applications, the Chair may, when appropriate, open the hearing for both questions and comments at the same time.

Anyone unsatisfied with the outcome of an application, has the right to appeal a decision, in Superior Court, within 45 days of adoption of the Board's resolution.

We hope that this evening and your participation in it, will prove to be a rewarding experience. We thank you for coming out to participate in this vital democratic process. If you have any other questions about the Board process, feel free to call the Land Use office at (201) 391-5673.

\*\*\*This information is for the purpose of assisting interested parties in understanding and participating in the municipal land use process. Each application is unique and deviations from the basic process necessarily occur. Such deviations should not be considered a basis for an argument in any appeal of a Board decision.

Questions regarding land use procedures should be directed to the Zoning Officer or Land Use Secretary at 201-391-5673



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## Land Use Office INSTRUCTIONS TO APPLICANTS

### INSTRUCTIONS

The following must be submitted with the application fee prior to placement on a specific agenda date:

1. **One (1)** original set and **fourteen (14)** copies of application.\*
2. **One (1)** original signed and sealed copy of any plans (survey, diagrams, architectural renderings, site plans) and **fourteen (14)** copies.\*
3. A **certified list of property owners** within 200 feet of a subject site in the Borough of Park Ridge and must be obtained by the applicant from the Director of Finance.
4. **Notice of Public Hearing** must be served upon all property owners within 200 feet of the property, including those in neighboring municipalities **AND** must appear in **The Bergen Record** or **The Ridgewood News** at least 10 days prior to the hearing. If **Notice of Public Hearing** is served in person, applicant must obtain a signature and a date from each property owner. All public service utilities listed on the service list must also be notified.
5. An **Affidavit of Publication** obtained from the newspaper and proof of certified mailing to property owners within 200 feet of the subject property must be submitted to the Land Use Office **at least two days prior** to hearing.
6. An applicant may represent themselves however corporate/commercial applicants must be represented by Counsel.
7. All property taxes and other fees past due to the Borough must be up to date prior to hearing date.
8. Please fill out all forms and submit with application fees and any escrow for initial filing.
9. You will receive a letter within 45 days of receipt of application indicating if your application is complete or incomplete.
10. If complete, you will be scheduled for the next available meeting date. The Park Ridge Planning Board meets the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month and the Zoning Board of Adjustment meets on the 3<sup>rd</sup> Tuesday of every month.
11. It is the Land Use Office's policy that all application documents be submitted no less than twenty one (21) days prior to a scheduled hearing.
12. Any revised documents submitted on behalf of a pending application shall be submitted at least ten (10) days prior to the scheduled hearing. This allows the Board's professionals to adequately review documents and plans submitted.

**\* Additional copies of applications and plans may be required.**