

INFORMATION TO BE INDICATED ON SITE PLAN

1. Submission of the required number of copies of a plot plan (property survey) prepared by a licensed engineer, showing:
  - a. Dimension of premises.
  - b. Dimensions of present and proposed structures.
  - c. Location of all such structures on the premises in relation to all other such structures and property lines.
  - d. All existing and proposed driveways, parking areas, signs and lighting fixtures on the premises.
  - e. Complete details on roads, curbs, utilities, improvements, site work.
  
2. Submission of the required number of copies of a land use map prepared by a licensed engineer showing:
  - a. Adjoining and nearby properties (Up to 200 feet and beyond as directed by the Zoning Officer), their lot dimensions, locations of building, thereon, together with indication of rear, side and front yard dimensions.
  - b. The uses of such properties.
  - c. Zone lines and districts.
  
3. Submission of the required number of copies of a topographical map prepared by a licensed engineer indicating the existing and proposed grades if a change in grade is proposed. Also submit a topographical map if you base your appeal in whole or in part on topographical factors.
  
4. Submission of the required number of copies of front, side and rear elevations and floor plan of proposed buildings.
  
5. Submission of the required number of copies of floor plan to show compliance with the Zoning Ordinance (e.g. parking requirements).
  
6. Legend to be indicated on site plan is shown on back of this sheet.
  
7. CONSTRUCTION UTILIZATION PLAN

The applicant shall submit a construction utilization plan which will address the problems of the projects potential impact on traffic during the construction phase, such as:

Placement of garbage containers.  
Parking for vehicles used by construction workers.  
Loading and unloading equipment.  
Deliveries of materials, etc.

COMPLETED APPLICATIONS must be filed with the Secretary of the Planning Board at least fourteen (14) days prior to formal acceptance by the Board.

A public hearing will be scheduled once the application has been accepted by the board. An application, put on the agenda for a public hearing must give notice to all property owners within a radius of 200 feet of the property in question at least ten (10) days prior to your hearing date.

Public notice of said meeting must also be published, by the applicant, in the Record, 150 River Road, Hackensack, New Jersey or the Sun Bulletin, Palisade Park, New Jersey at least ten (10) days prior to the public hearing.

- (a) A forty-eight (48) hour advance notice must be given to the Planning Board before a scheduled hearing may be postponed.

The attached sample notice should be followed in preparing both notices.

The applicant must notify property owners by personal service or by certified mail, return receipt requested, sent to the addresses as shown on Cliffside Park's current tax list.

Proof of publication and the attached affidavit of notice of services must be filed with the Secretary of the Planning Board at least five (5) days prior to your public hearing.

The Planning Board may require the plan to be submitted to the following borough agencies and professional consultants:

Borough Engineer	Traffic Consultant
Planning Consultant	Landscaping Consultant
Building Inspector	Board of Health
Chief of Police	Fire Chief

Other municipal, county, state or federal bureaus or agencies as shall be determined by the Planning Board. (Copies of said reports will be forwarded to the applicant for his review).

All decisions of the Planning Board are made at public hearings. Any applicant whose application has been approved or denied at a public hearing will receive a resolution. The decision approving or denying the application will be published by the Secretary of the board within ten (10) days after the meeting.

(INFORMATION TO BE INDICATED ON SITE PLAN IS ON THE NEXT PAGE.)

NOTICE TO THE OWNERS OF PROPERTY  
AFFECTED BY A PROPOSED APPLICATION FOR DEVELOPMENT  
(Municipal Land Use Act, C. 40:55D-12)

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

ADDRESS: \_\_\_\_\_

NOTICE:

The undersigned applicant has submitted an application for develop-  
ment to permit \_\_\_\_\_

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

on property known as (street address) \_\_\_\_\_  
and shown as Lot(s) \_\_\_\_\_, Block \_\_\_\_\_ on the Borough tax m

A public hearing has been ordered for \_\_\_\_\_ 19\_\_ at \_\_\_\_\_ PM  
at the Cliffside Park Borough Hall on Palisade Ave. You or your repre-  
sentative may appear and present any facts or comments relative to this  
application. This notice has been served by order of the Planning Board

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

Address \_\_\_\_\_

You may also state your opinion by mailing the following  
questionnaire to the Planning Board, 525 Palisade Avenue, Cliffside  
Park, NJ, 07010.

Note: The application and plans will be available for public inspectio-  
in the Building Department at the Borough Hall, 10 days before  
the scheduled meeting.

Regarding the application of \_\_\_\_\_  
at (street address) \_\_\_\_\_

I am in favor \_\_\_\_\_  
I am opposed \_\_\_\_\_

for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_