



**CITY OF ENGLEWOOD  
DEPARTMENT OF CODE/HOUSING/ZONING**

**APPLICATION FOR DEVELOPMENT**

**COMPLETE:**

**Applicant Information:**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Alternate Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Alternate Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**OFFICE USE ONLY:**

**Type of Proposal:**

New Residential  
 New Accessory Structure  
 New Non-Residential Structure  
 Change in Use  
 Other

Case #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Block: \_\_\_\_\_  
Lot: \_\_\_\_\_

Date Action Required By: \_\_\_\_\_

Scheduled Completion Review Date(s): \_\_\_\_\_

Date of Publication Notice: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

**Subject Property Information:**

Street Address: \_\_\_\_\_  
Block (s): \_\_\_\_\_ Lot (s): \_\_\_\_\_ Case #: \_\_\_\_\_  
Zoning District(s): \_\_\_\_\_ Master Plan Designation: \_\_\_\_\_  
Dimensions: Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Total Area: \_\_\_\_\_  
Present Use(s):  
\_\_\_\_\_

**Proposed Use(s):**  
\_\_\_\_\_

**Contact Information:**

**APPLICANT** - Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone(s): \_\_\_\_\_  
Facsimile(s): \_\_\_\_\_  
Email address: \_\_\_\_\_

**OWNER** - Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone(s): \_\_\_\_\_  
Facsimile(s): \_\_\_\_\_  
Email address: \_\_\_\_\_

**Please check one:**

Corporation  
 LLC  
 Partnership  
 Individual

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate. The application, with supporting documentation, must be filed with the Office of Land Use Secretary and must be delivered to the professionals for review at least ten [10] business days prior to the meeting at which the application is to be considered.

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**ATTORNEY -** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone(s): \_\_\_\_\_  
Facsimile(s): \_\_\_\_\_  
Email address \_\_\_\_\_

**ENGINEER -** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone(s): \_\_\_\_\_  
Facsimile(s): \_\_\_\_\_  
Email address \_\_\_\_\_

**ARCHITECT** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone(s): \_\_\_\_\_  
Facsimile(s): \_\_\_\_\_  
Email address \_\_\_\_\_

**PLANNER** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone(s): \_\_\_\_\_  
Facsimile(s): \_\_\_\_\_  
Email address \_\_\_\_\_

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**This Application Represents a Request for the Following:**

1.  **INFORMAL REVIEW** [N.J.S.A. 40:55D-10.1] [Planning Board only]:

2.  **SUBDIVISION** [Both Planning Board and Zoning Board]:

Minor Subdivision Approval  
 Subdivision Approval [Preliminary]  
 Subdivision Approval [Final]

Number of lots to be created \_\_\_\_\_ Number of proposed dwelling units \_\_\_\_\_  
(Including remainder lot)

Request for Waiver from Subdivision Review and Approval

Reason for request: \_\_\_\_\_

Request for Waivers of Development Standards and/or Submission Requirements: [attach additional pages as needed]

3. **SITE PLAN** [Both Planning Board and Zoning Board]:

Minor Site Plan Approval  
 Preliminary Site Plan Approval [Phases (if applicable) \_\_\_\_]

Final Site Plan Approval [Phases (if applicable) \_\_\_\_]

Amendment or Revision to an Approved Site Plan.

Area to be disturbed (square feet) \_\_\_\_\_

Total number of proposed dwelling units \_\_\_\_\_

Request for Waiver from Site Plan Review and Approval

Reason for request: \_\_\_\_\_

Request for Waivers of Development Standards and/or Submission

Requirements: [attach additional pages as needed]

4.  APPEAL - Decision of Administrative Officer [N.J.S.A. 40:55D-70a] [Zoning Board only]: Please provide a narrative statement outlining the relief requested, the factual and legal basis for same, along with copies of all documents known to you at the time of filing, upon which you intend to rely at the time of the public hearing. Include a copy of the determination of the Zoning Official.

5.  **INTERPRETATION - Map or Ordinance Interpretation or Special Question [N.J.S.A. 40:55D-70b]**  
[Zoning Board only]: Please provide a narrative statement outlining the relief requested, the factual and legal basis for same, along with copies of all documents known to you at the time of filing, upon which you intend to rely at the time of the public hearing.

6. VARIANCE RELIEF (hardship) [N.J.S.A. 40:55D-70c (1)] [Both Planning Board and Zoning Board]

**VARIANCE RELIEF (benefits outweigh burdens) [N.J.S.A. 40:55D-70c (2) [Both Planning Board and Zoning Board]**

VARIANCE RELIEF (use) [N.J.S.A 40:55D-70d] [Zoning Board only]

**Section(s) of Englewood Ordinance from which VARIANCE(S) is/are requested:**

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7.        CONDITIONAL USE PERMIT [N.J.S.A. 40:55D-67]

8. \_\_\_\_\_ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S.A 40:55D-34]. Zoning Board unless Planning Board exercising subdivision or site plan jurisdiction.

9. \_\_\_\_\_ Direct issuance of a permit for a lot lacking street frontage [N.J.S.A 40:55D-35]. Zoning Board unless Planning Board exercising subdivision or site plan jurisdiction.

**10. Has this property previously been the subject of an application before the Zoning Board or the Planning Board?**

YES       NO

**If so, please list date of hearing/adoption and attach copy of resolution (if available) \_\_\_\_\_**

Was the application denied or approved?  APPROVED  DENIED

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## **First Step: Obtain Building Lot / Zoning Information and Zoning Determination**

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The Zoning Officer determines whether the proposed use and lot dimensions are in conformance with the Ordinances of the City of Englewood. In making this determination, the Zoning Officer primarily examines three criteria: 1) existing lot dimensions; 2) whether the proposed construction will comply with the use and dimensional requirements of the Zoning Ordinance; and 3) whether the property has been subject to any prior development applications. *Note: Having an existing house, business or other improvements or the prevailing history of a property is not a guarantee that the lot will be recognized as a legal and/or conforming lot or use.*

**Please submit one (1) copy of the following items:**

- ZONING DETERMINATION FORM** (see pages 14, 15) – Present a completed form to the Englewood Zoning Officer, who will review site plans and complete the form. His office is located in the Building Department on the second floor of City Hall.  
Your application, if any is required, will not be considered filed or be technically reviewed for Completeness until the Zoning Determination Form is completed by the Zoning Officer.
- Property Survey.** A site boundary and topographic survey prepared within the last five (5) years by a surveyor licensed in the State of New Jersey shall be submitted.
- Site Plan or Subdivision Plat, if applicable** – Size 22"x36"
- Copy of Current Deed**
- Copy or description of any and all easements and restrictions against the property.**

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## **Second Step: Organize, Complete and Submit an Application Packet**

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If the Zoning Officer directs you to the Planning Board or Zoning Board of Adjustment, as the case may be (hereinafter the “Approving Authority”), and you choose to proceed, **YOU MUST COMPLETE AN APPLICATION PACKET AND SUBMIT ONE (1) COPY TO EACH OF THE FOLLOWING PEOPLE:**

- **LAND USE ADMINISTRATOR**, whose office is located in the Building Department on the second floor of City Hall at 2-10 North Van Brunt St., Englewood, NJ 07631 [oleonovich@cityofenglewood.org](mailto:oleonovich@cityofenglewood.org)
- **CITY ENGINEER**, whose office is located in the Engineering Department on the first floor of City Hall at 2-10 North Van Brunt St., Englewood, NJ 07631 [fvolcy@cityofenglewood.org](mailto:fvolcy@cityofenglewood.org)
- **BOARD ATTORNEY**
- **BOARD ENGINEER**
- **BOARD PLANNER**

Please contact Land Use Administrator for Board Professionals’ information at 201-871-6645, or you may also find this information by following link:

Planning Board: <https://www.cityofenglewood.org/1260/Planning-Board>

**IN ADDITION, A COPY OF THE APPLICATION PACKET MUST BE CONVERTED TO PDF OR SIMILAR ELECTRONIC FORMAT AND TRANSMITTED TO ALL ABOVE INDIVIDUALS**

**The application packet should include all following:**

- **Application for Development**– All fields must be completed, if the field is not applicable, then note N/A. The name, address and signature of the current owner of the record, consenting to the Application must be included. All required signatures are to be notarized.
- **Facade Alteration Signage Checklist** (*see pages 16-18*) – Choose a checklist that is applicable to your request. Check and provide each item required by the checklist, if there are items you cannot provide, mark to have them waived.
- **Site Plan/Signage Plan** The original is to be signed by a licensed professional – Size 22” x 36.
- **Zoning Determination Form and Denial Letter from Zoning Official**
- **1 set of color photographs of the subject property, including portions of structures abutting the subject property.**
- **Completed, signed and notarized certifications** (*see pages 7, 8, and 9*)
- **Fees and Escrow Deposits** (*sent to Land Use Administrator only*) – Pay all fees at the time of application packet submittal via certified check, bank check or money order payable to the “City of Englewood”. At your request, you will be provided with a receipt indicating that fees and escrow deposits are paid to date.
- **Completed and signed W-9 Form** (*sent to Land Use Administrator only*) – Information on the form must match exactly the information on the check provided for the escrow.

**FEES AND ESCROW REQUIREMENTS:** The Land Use Administrator shall advise applicant of the amount of the application fee and the required escrow deposit, as established by City ordinances. All fees and escrow deposits must be presented for deposit prior to a determination that the Application is “Complete” (*fee schedule document could be found on the City of Englewood website, on Building and Code enforcement department tab, under the document named “Land Use Schedule of Fees” <http://www.cityofenglewood.org/content/9264/9272/9274/default.aspx>* )

**If the applicant is a corporation or limited liability company, list the names and addresses of the following officers:**

- President: \_\_\_\_\_
- Vice President(s) \_\_\_\_\_
- Secretary \_\_\_\_\_
- Treasurer \_\_\_\_\_

**If the applicant is a corporation, limited liability company or partnership, list the names and addresses of persons holding ten (10%) percent or more of the outstanding interests in the entity.**

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**Summarize the Ordinance provisions from which relief is being sought:**

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**Are there any existing violations of the Zoning Ordinance? If so, describe:**

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**Are there any existing violations of the Building and/or Health Codes of the City? If so, describe:**

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**If in good order, the Application will be date-stamped to mark the beginning of the Completeness Review Process.**

If the Application is deemed to be deficient in any way, you will be notified in writing.

If an Application is deemed complete, you will then be given a **HEARING DATE** by the Land Use Administrator to appear before the Approving Authority.

**APPLICANT CERTIFICATION**

I CERTIFY THAT THE INFORMATION SUBMITTED IS COMPLETE AND CORRECT. I UNDERSTAND THAT THE INTENT OF DEVELOPMENT APPLICATION PROCESS IS TO ADDRESS THE IMPACTS OF LOCATION AND TYPE OF STRUCTURES AND THAT MODIFICATION MAY BE REQUIRED. SITE WORK WILL NOT BE DONE PRIOR TO PLANNING BOARD OR BOARD OF ADJUSTMENT APPROVAL AND ISSUANCE OF A BUILDING PERMIT.

I FURTHER CERTIFY THAT THE FOREGOING STATEMENTS AND THE DOCUMENTS SUBMITTED ARE TRUE. I FURTHER CERTIFY THAT I AM THE INDIVIDUAL APPLICANT, OR THAT I AM AN OFFICER OF THE CORPORATE APPLICANT, OR THAT I AM A GENERAL PARTNER OF THE PARTNERSHIP APPLICANT AND THAT I AM AUTHORIZED TO SIGN THE APPLICATION FOR THE PARTNERSHIP OR CORPORATION.

[If the applicant is a partnership, a general partner must sign this Certification. If the owner is a corporation, an authorized corporate officer must sign this Certification. If the applicant is a limited liability company, the managing member must sign this Certification.]

Applicant's Signature: \_\_\_\_\_  
Title (if applicable) \_\_\_\_\_

**SWORN TO AND SUBSCRIBED BEFORE ME**  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_

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

**PROPERTY OWNER CERTIFICATION**

I CERTIFY THAT I AM THE RECORD OWNER OF THE PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION, THAT I HAVE AUTHORIZED THE APPLICANT TO MAKE THIS APPLICATION AND THAT I AGREE TO BE BOUND BY THE APPLICATION, THE REPRESENTATIONS MADE, AND THE DECISION IN THE SAME MANNER AS IF I WERE THE APPLICANT.

Owner's Signature: \_\_\_\_\_  
Title (if applicable)

SWORN TO AND SUBSCRIBED BEFORE ME  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

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

**TAX COLLECTOR CERTIFICATION**

**I CERTIFY THAT ALL TAXES DUE ON THE SUBJECT PROPERTY HAVE BEEN PAID PRIOR TO THE FILING OF THIS APPLICATION.**

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

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

**Certified by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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### **Third Step: Notice**

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**The Land Use Administrator shall determine and assign to the Application a date for public hearing before the Approving Agency.** You are required to arrange for **Public Notice** to appear in the official newspaper and to be mailed by certified mail to the owners of all real property within 200 feet of the subject property, as shown on the current Tax List of the City; and the Tax List of any adjoining municipality, if there are properties in that municipality within 200 feet of the subject property, as well as the municipal clerk of any such adjoining municipality. These lists are furnished by the City and adjoining municipalities pursuant to N.J.S.A. 40:55D-12(c). In addition, utilities are to be notified from a list furnished by the City, as well as the County of Bergen, Department of Planning and Economic Development, **IF** the subject property is on a County road or involves County services, as determined by the County. The list of official newspapers and their publication requirements are available in the office of the Land Use Administrator.

Appended hereto are **Sample Forms of Public Notice** (*See pages 19, 20*). They require that you add, in plain language, what applicant intends to develop and why a formal hearing has been required by the City (what relief is required). **The newspaper publication and the notification service on the affected owners must be accomplished at least ten (10) days prior to the hearing date scheduled by Board. An Affidavit of Service on all property owners, post office receipts and proof of publication must be filed with the Land Use Administrator before the scheduled hearing date.** A copy of the Public Notice is to be independently mailed or hand-delivered to the attorney for the Zoning Board or Planning Board, as the case may be. His or her name and address will be furnished by the Land Use Administrator. **Insufficient public notice, as determined by the Board attorney, will deprive the Board of jurisdiction, delay the Application, and require a corrective public notice to be readvertised and mailed again to affected owners.**

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### **Forth Step: Determination of Completeness**

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A **Determination of Completeness** is made by the Approving Authority or the City Engineer, in the discretion of the Approving Authority. Unless and until you receive a **Determination of Completeness**, the Application will not be allowed to go to for public hearing. The public notice you advertise and serve on your neighbors is for both a **Determination of Completeness** and a **Public Hearing** on the merits of the Application. However, you may not have the opportunity to present your Application for public hearing if the Approving Authority or the City Engineer, as the case may be, deems the Application incomplete or the Approving Authority's agenda has too many cases ahead of your own, in which event a continuation date will be announced and you may be excused from mailing and advertising the continuation date. Notwithstanding a Completeness Determination, the Approving Authority is not precluded at the time of the public hearing from requiring additional information to complete its review of the Application.

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## **Fifth Step: Application Submission for Public Hearing**

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When the date for hearing is scheduled, submit the Application for Development **[thirteen (13) copies]**, Checklists **[thirteen (13) copies]**, site plan / subdivision plat **[thirteen (13) copies]**, color photographs of the subject property **[thirteen (13) copies]**, as well as all other applicable documents pertaining to the application **[thirteen (13) copies]** to the Land Use Administrator during normal business hours.

**IN ADDITION, THE APPLICATION FOR DEVELOPMENT AND ALL SUPPORTING DOCUMENTS SHALL BE CONVERTED TO PDF OR SIMILAR ELECTRONIC FORMAT AND TRANSMITTED TO THE LAND USE ADMINISTRATOR AT [oleonovich@cityofenglewood.org](mailto:oleonovich@cityofenglewood.org).**

The foregoing must be filed with the Land Use Administrator **no later than ten (10) business days prior to the meeting** at which the Application is scheduled for public hearing.

### **CONTACT WITH QUESTIONS:**

**Land Use Administrator, Oksana Leonovich**

**Telephone:** (201) 871-6645

**Fax:** (201) 816-8018

**Location:** Second Floor of City Hall, City of Englewood, Department of Policy, Planning and Development, 2-10 North Van Brunt Street, Englewood, NJ 07631

**Office Hours:** Monday through Friday 9:00 am – 5:00 pm

**Sample Signature Blocks**

APPROVED BY THE **PLANNING BOARD** OF THE CITY OF ENGLEWOOD AT A  
MEETING HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

**PLANNING BOARD CHAIRPERSON**

**BOARD SECRETARY**

CITY CLERK

CITY ENGINEER

RESOLUTION NUMBER      DATE

APPROVED BY THE **BOARD OF ADJUSTMENT** OF THE CITY OF ENGLEWOOD AT A  
MEETING HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

**BOARD OF ADJUSTMENT CHAIRPERSON**

**BOARD SECRETARY**

CITY CLERK

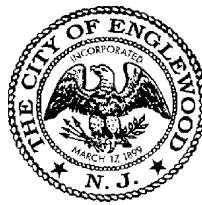
CITY ENGINEER

RESOLUTION NUMBER      DATE

**OFFICE USE ONLY:**

**HAVE COMMENTS BEEN RECEIVED FROM THE FOLLOWING LOCAL AGENCIES:**

<input type="checkbox"/> City Manager	<input type="checkbox"/> Other _____
<input type="checkbox"/> City Engineer	<input type="checkbox"/> Other _____
<input type="checkbox"/> Department of Public Works	<input type="checkbox"/> Other _____
<input type="checkbox"/> Construction Official	<input type="checkbox"/> Other _____
<input type="checkbox"/> Fire Department	<input type="checkbox"/> Other _____
<input type="checkbox"/> Police Department – Traffic Bureau	<input type="checkbox"/> Other _____
<input type="checkbox"/> Tax Assessor	<input type="checkbox"/> Other _____
<input type="checkbox"/> Tax Collector	<input type="checkbox"/> Other _____
<input type="checkbox"/> Department of Health	<input type="checkbox"/> Other _____
<input type="checkbox"/> Environmental Commission	<input type="checkbox"/> Other _____
<input type="checkbox"/> Sign and Façade Committee	<input type="checkbox"/> Other _____



## CITY OF ENGLEWOOD

### Zoning Determination Form

#### TO BE COMPLETED BY APPLICANT

Date: \_\_\_\_\_ Case No.: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Property Owner (if different from applicant): \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Dimensions: \_\_\_\_\_ Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_

Restrictions, Covenants, Easements, Association by-laws, existing or proposed on the property:

Yes (attach copies): \_\_\_\_\_ No: \_\_\_\_\_ Proposed: \_\_\_\_\_

**Note: All deed restriction, covenants, easements, Association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.**

Proposed Use: \_\_\_\_\_

If business use, list days and hours of operation: \_\_\_\_\_

If restaurant, will waiter service be offered?  YES  NO

Present

Use:

Plans Submitted (identify by title, name of engineer or architect, latest revision date)

\_\_\_\_\_

(All plans submitted must bear seal of preparer)

FORMS AND PLANS MUST BE SUBMITTED TO BUILDING DEPARTMENT ALONG  
WITH A PAYMENT OF: *One and two-family dwellings \$100, all other uses \$200*

**TO BE COMPLETED BY ZONING OFFICER**

Upon review of the above development documents, the following has been determined:

The property is zoned: \_\_\_\_\_

The proposed use is:

- Permitted in the zone**
- Conditionally permitted in the zone**
- Not permitted in the zone**
  
- The proposed development meets zoning requirements.**
  
- The proposed development does NOT meet zoning requirements for the following reason(s):**

- Use is not permitted, "D" variance is required.**
- Use is conditionally permitted, but requires site plan approval.**
- Subdivision required.**
- With site plan review.**
- Without site plan review.**

- Proposed development does not meet the following dimensional criteria of the zoning ordinance:**

- Side Yard Setbacks** [Required: \_\_\_\_\_, Proposed: \_\_\_\_\_]
- Front Yard Setbacks** [Required: \_\_\_\_\_, Proposed: \_\_\_\_\_]
- Rear Yard Setbacks** [Required: \_\_\_\_\_, Proposed: \_\_\_\_\_]
- Lot Width** [Required: \_\_\_\_\_, Proposed: \_\_\_\_\_]
- Lot Depth** [Required: \_\_\_\_\_, Proposed: \_\_\_\_\_]
- Lot Coverage** [Required: \_\_\_\_\_, Proposed: \_\_\_\_\_]
- Off-Street Parking** [Required: \_\_\_\_\_, Proposed: \_\_\_\_\_]
- Height (in feet)** [Required: \_\_\_\_\_, Proposed: \_\_\_\_\_]
- Height (in stories)** [Required: \_\_\_\_\_, Proposed: \_\_\_\_\_]
- Density** [Required: \_\_\_\_\_, Proposed: \_\_\_\_\_]
- Off-Street Loading** [Required: \_\_\_\_\_, Proposed: \_\_\_\_\_]
- Other:** \_\_\_\_\_

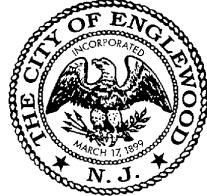
The proposed development application is hereby referred to the following Board and/or Committee:

**Notes:**

- Technical Review Committee** \_\_\_\_\_
- Minor Site Plan/Subdivision Committee** \_\_\_\_\_
- Zoning Board of Adjustment** \_\_\_\_\_
- Planning Board** \_\_\_\_\_

The following approvals are required:

- Site Plan Approval**
  - Major** \_\_\_\_\_
  - Minor** \_\_\_\_\_
  
- Subdivision Approval**
  - Major** \_\_\_\_\_
  - Minor** \_\_\_\_\_
  
- Variance(s)**
  - Use, under N.J.S.A. 40:55D-70d**
  - Dimensional or bulk, under N.J.S.A. 40:55D-70c(1) or (2)**
  
- Conditional Use Permit, under N.J.S.A. 40:55D-67**



**CITY OF ENGLEWOOD**

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**Façade Alteration/Signage Checklist**  
[Added 3-20-2012 by Ord. No. 12-07]

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***To be Completed by the City:***

Acceptance/  
Completeness: \_\_\_\_\_

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

Application Number: \_\_\_\_\_

Date/Time Received: \_\_\_\_\_

Signature/Board  
Secretary: \_\_\_\_\_ (name)

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

***To be Completed by the Applicant:***

Name of Development: \_\_\_\_\_

Tax Block(s) & Lot(s): \_\_\_\_\_

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

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

Checklist Prepared By: \_\_\_\_\_ (name)

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

\_\_\_\_\_ (date)

**Applicants completing this form must also complete the *Application for Development* form.**

**FOR ALL CHECKLIST ITEMS THE APPLICANT SHALL INDICATE  
(1) WHETHER ALL INFORMATION IS PROVIDED *OR* (2) IF A  
WAIVER IS BEING REQUESTED. *WRITTEN EXPLANATIONS MUST  
BE PROVIDED FOR ALL WAIVER REQUESTS ATTACHED TO THIS  
CHECKLIST.***

Items Required	Provided	Waiver Requested
1. <b>Waiver Request Explanations.</b> Explanations must be provided for <i>all</i> items for which waivers are being requested, providing the specific reason for the request. The explanations should be attached to this checklist.	<input type="checkbox"/>	
<i>Check here [ ] if not applicable (i.e., if no waivers are being requested).</i>		
2. <b>Inspection Permission.</b> If applicant is not the property owner, a statement shall be provided from the property owner granting permission for the reviewing body and any of its experts to enter the subject property for purposes of inspection in relation to this development application. <i>(attach to this form)</i> .	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Protective Covenants or Deed Restrictions.</b> A copy of any covenants or restrictions affecting the property shall be provided. If none exist, an affidavit from the property owner(s) certifying that no such covenants or restrictions exist shall be provided. <i>(attach to this form)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>City Sign/Façade Review Committee Review.</b> If the Sign/Façade Committee has completed a review of the proposal, a statement regarding the findings of this review shall be provided. If the review has <i>not</i> been completed, a statement regarding the status of the review must be provided. <i>(attach to this form)</i> .	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Proposed Façade Elevation Plan.</b> Confirm that the following information is provided on the plan:	<input type="checkbox"/>	<input type="checkbox"/>
a) A scaled building façade elevation plan, drawn in sufficient detail to: (a) allow <i>comparison</i> of all proposed façade alterations with [Citation], <i>and/or</i> (b) to show the proposed location of signage on all building elevations (including awnings) for which signage is proposed as per the City's sign regulations. The Façade Elevation Plan shall be drawn to a scale not exceeding eight (8) feet equals one (1) inch. The scale shall be provided in both written and graphic form.	<input type="checkbox"/>	<input type="checkbox"/>
b) A <i>title block</i> , containing the names of the applicant(s), owner(s), and preparer(s), block and lot number(s), street address, date prepared, and date of last amendment.	<input type="checkbox"/>	<input type="checkbox"/>
c) Space for City officials' signatures.	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Zoning Schedule.</b> A table shall be included in the Façade Elevation Plan that compares the proposed façade improvements and/or signage to the requirements of [Citation]. The zoning table shall clearly indicate all variances and waivers required.	<input type="checkbox"/>	<input type="checkbox"/>

## LAND USE

<b>Items Required</b>	<b>Provided</b>	<b>Waiver Requested</b>
7. <b>Sign Design Details.</b> Sign details shall be provided for all proposed signs (including awning signs) and may be incorporated into the Façade Elevation Plan if the size is sufficient to clearly show the items. Sign details shall be drawn to a scale not exceeding eight (8) feet equals one (1) inch. The scale shall be provided in both written and graphic form. Confirm that the following sign details are provided:	<input type="checkbox"/>	<input type="checkbox"/>
a) Sign dimensions, including length, width, depth, sign height, and total sign area	<input type="checkbox"/>	<input type="checkbox"/>
b) Letter height for <i>both</i> uppercase and lowercase lettering	<input type="checkbox"/>	<input type="checkbox"/>
c) Dimensions of any logos/graphics	<input type="checkbox"/>	<input type="checkbox"/>
d) Detail and description of any proposed illumination	<input type="checkbox"/>	<input type="checkbox"/>
e) Detail and description of type of construction and materials for proposed signs	<input type="checkbox"/>	<input type="checkbox"/>

**NOTICE TO BE SERVED<sup>1</sup> ON PROPERTY OWNERS WITHIN 200 FEET, PUBLIC UTILITIES AND PROPERTY OWNERS AND MUNICIPAL CLERKS OF ADJOINING MUNICIPALITIES, IF REQUIRED<sup>1</sup>.**

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**CITY OF ENGLEWOOD  
PLANNING BOARD  
NOTICE OF HEARING ON APPEAL OR APPLICATION**

TO: OWNERS OF PREMISES IDENTIFIED ON ATTACHED LIST

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Planning Board of the City of Englewood for the variances and/or waivers hereinafter described, so as to permit the following:

(Description of the use and/or construction contemplated)

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The subject property is commonly described as (address):

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and designated as Lot \_\_\_\_\_ Block \_\_\_\_\_ on the City Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

(Description of the variances and/or waivers needed, as related by the City Zoning Officer)

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To the extent the application gives rise to other variances or design waivers that are presently unknown, applicant shall be seeking approval for them as well.

A PUBLIC HEARING has been scheduled for \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ P.M., via Zoom Conference. All persons or property owners interested in this application will be heard at the aforesaid time and place. You may appear in person or by attorney.

You may participate online by following the link below to join the remote meeting: \_\_\_\_\_

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All documents relating to this application may be inspected between the hours of 9:00 A.M. to 4:00 P.M. in the office of the Land Use Administrator, at City Hall, 2-10 N. Van Brunt Street, Englewood, New Jersey, New Jersey.

This notice is sent to you by the applicant, by order of the Planning Board of the City of Englewood.

Respectfully,

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(Applicant)

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<sup>1</sup> Within a specified time frame and in a mode required by N.J.S.A. 40:55D-12.

**NOTICE TO BE PUBLISHED ONCE IN AN OFFICIAL NEWSPAPER OF THE CITY OF  
ENGLEWOOD NO LESS THAN TEN (10) DAYS BEFORE THE HEARING DATE.**

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NOTICE OF HEARING ON APPEAL OR APPLICATION**

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[Describe the variances and/or waivers needed, as related to you by the City Zoning Officer]

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(Applicant)