

Subdivision Application: General Instructions

BOROUGH OF DEMAREST PLANNING BOARD



#1 Submit Subdivision Application, see the below application checklist:

✓	Deadline	Requirements
1.	At Submission of Application	18 copies of Subdivision Application
2.	At Submission of Application	18 copies of the Subdivision Map
3.	At Submission of Application	Application Contact Sheet
4.	After Application Classified	Application Fees (See Fee Schedule)
5.	After Application Classified	Escrow Deposit (See Fee Schedule)
6.	After Application Classified	W-9 Form (for Escrow Deposit)
7.	21 Days Before Meeting	28 sets of the Subdivision Map / Sketch Plat
8.	21 Days Before Meeting	28 copies of the completed application form(s)
9.	21 Days Before Meeting	Tax Certification (Approved within 3 months)
10.	21 Days Before Meeting	Copies of All Notices
11.	10 Days Before Meeting	Green USPS Certified Receipts or Affidavit of Service of Notice (<i>for hand delivered notices</i>)
12.	10 Days Before Meeting	Affidavit of Public Notice from "The Bergen Record"

#2 Once the application is classified 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 application fees and 1 for escrow deposit.

FEE SCHEDULE

Variance Type	Application Fee	Escrow Deposit
Minor Subdivision	\$500.00 + \$50.00 per building lot	\$1,500.00 + \$100.00 For each plot after 3rd lot
Minor Subdivision (with variances)	\$500.00 + \$50.00 per building lot	\$1,750.00 + \$100.00 For each add'l variance
Major Subdivision	\$500.00 + \$35.00 per building lot	\$1,500.00 + \$100.00 For each plot after 3rd lot
Major Subdivision (with variances)	\$500.00 + \$35.00 per building lot	\$1,750.00 + \$100.00 For each plot after 3rd lot +\$100 for each add'l variance
Engineer Escrow		\$1500.00

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-Eight (28) copies of all completed application forms, Subdivision Map / Sketch Plat, tax certification, copies of all notices and representation affidavits must be filed with the Secretary of the Board **at least twenty-one (21) 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.

Additional Requirements:

#6 Subdivision map to be prepared by a licensed land surveyor in the State of New Jersey and drawn in accordance with N.J. Statutes for filing with the County Clerk. Where drainage facilities and/or other engineering features are involved, these portions are to be prepared by a professional engineer licensed in the State of New Jersey.

#7 Maps shall be drawn in accordance with the Code of the Borough of Demarest, Chapter 153, Section 16, Plat Standards. Additionally, be sure to review Chapter 153, Section 17, Improvements, and Chapter 153, Section 18, Design Standards.

#8 If application requires changing the course of any brook or stream, approval from the State Water Policy must be filed.

#9 All subdivision applications must include elevations and contours on the subdivision map.

#10 All subdivisions, particularly with regard to structure and their setback, side yard or rear yard requirements, should conform to the district in which said structures are located.

#11 In cases where topographic or drainage problems arise due to steep slopes or flat land, the Planning Board may require a detailed topographic map.

#12 Applicant must file soil erosion and sediment control plan with Northeast Jersey Soil Conservation District in accordance with Chapter 251, P.L. 1975.

#13 Applicant must file with DEP, Bureau of Freshwater Wetlands for Letter of Interpretation.

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

SUBDIVISION APPLICATION
BOROUGH OF DEMAREST
PLANNING BOARD

118 Serpentine Road, Demarest, NJ 07627



Date: _____

Application is hereby made for approval of the subdivision 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:

- ___ Minor Subdivision
- ___ Major Subdivision
- ___ Variances Requested _____

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:*

SUBDIVISION INFORMATION

BOROUGH OF DEMAREST

PLANNING BOARD

118 Serpentine Road, Demarest, NJ 07627

1. Description of land to be subdivided:
 - a. Block: _____ Lot: _____
 - b. Street Location: _____
 - c. Size of existing plot: _____
 - d. Size of lots after subdivision: _____
 - e. On how many streets do lots face? _____
 - f. Are the following utilities existing:
Paved Street _____ Storm Sewers _____
Curbs _____ Water _____
Sidewalks _____ Gas _____
Sanitary Sewers _____ Electric _____
 - g. In what zone district is the property located? _____
 - h. Are there any existing structures on the property? _____

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

2. What is the purpose of the subdivision? _____

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

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

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

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

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

8. Have any applications for subdivision, site plan or variance involving this property been previously filed? _____
If yes, list approximate dates: _____
9. What is the character of the proposed development? _____

 - a. Total Number of lots to be created including remaining parcel? _____
 - b. How many houses or structures are anticipated? _____

- c. Are any new streets to be constructed? _____
d. Does the subdivision anticipate the extension of municipal or utility service? _____

Signed: _____
(applicant)

(owner)

Received Subdivision 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*****

NOTICE OF HEARING
BOROUGH OF DEMAREST
PLANNING BOARD

APPLICATION TYPE: *(Minor/Major Subdivision)*

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

Address of Property requiring: *(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 *****