

**PLANNING BOARD
CITY OF GARFIELD
7/20/06**

APPLICATION CHECKLIST

Name of Applicant: _____

Block _____, **Lot(s)** _____

Street Address: _____

- _____ 1. Original and fifteen (15) copies of application bearing the certification of the City Treasurer that the fees and estimate of escrow have been paid. The application must include a notarized authorization by each and every property owner if applicant is not the owner.

- _____ 2. Original and fifteen (15) copies of variance application, if necessary. This application must set forth precisely each and every variance sought including a reference to the requirement from which relief is to be granted and the precise nature of that relief; **no general statements (such as "any variance as may be required") are acceptable.**

- _____ 3. Original and fifteen (15) copies of the denial issued by the Zoning Enforcement Officer if the application involves any variances.

- _____ 4. Sixteen sealed copies of site plan and/or subdivision plat drawn in full accordance with the laws applicable thereto. The same must contain a zoning schedule setting forth the present and proposed application of all bulk requirements of the zoning ordinance in the subject zone.

- _____ 5. Sixteen sealed sets of architectural plans, if submitted.

- _____ 6. Original and fifteen (15) copies of the affidavit of an official newspaper of the City to which is attached a copy of the Public Notice proving that the said notice was published as required. Each variance, if any, must be specified in the notice as required in paragraph 3 hereof; generalizations are not acceptable.

- _____ 7. Original and fifteen (15) copies of the Certified Tax list.

- _____ 8. Original and fifteen (15) copies of Collector's certification that taxes and assessment payments are current.

- _____ 9. Original and fifteen (15) copies of the Affidavit of Dispatch of Notices using the form provided. Each variance, if any, must be specified in the notice as required in paragraph 3 hereof; generalizations are not acceptable.
- _____ 10. Proof of submission to the Boards' consulting engineer, Boswell Engineering.
- _____ 11. Proof of submission to the Bergen County Planning Board or proof of exemption from the requirement to do so.
- _____ 12. Proof of submission to the Fire Prevention Bureau and the Fire Department for review and approval.
- _____ 13. Proof of submission to the Environmental Commission of the City of Garfield for review and approval.
- _____ 14. Proof of submission to the Department of Environmental Protection in cases in which it has jurisdiction or proof of exemption from such jurisdiction.
- _____ 15. Proof of submission to the Army Corps of Engineers in cases in which it has jurisdiction or proof of exemption from such jurisdiction.
- _____ 16. Proof of submission to the Bergen County Soil Conservation District in cases in which it has jurisdiction or proof of exemption from such jurisdiction.
- _____ 17. Proof of submission to the Construction Official and Zoning Officer of the City of Garfield.
- _____ 18. True copies of any resolutions of either the Board of Adjustment or the Planning Board having previously been issued in respect to the subject property and proof that the conditions contained therein have been and continue to be fully satisfied.
- _____ 19. One copy of the first four pages of this instruction sheet bearing the originally executed acknowledgment on the fourth page.

AFTER FILING AND UPON THE FIRST PUBLIC HEARING:

- _____ 20. Original and fifteen (15) copies of the Affidavit of Service of Notice using the form provided.

AFTER FILING AND COMMENCEMENT OF PROCEEDINGS, THE BOARD MAY DETERMINE THAT THE APPLICANT MUST PROVIDE THE FOLLOWING:

- _____ 1. Proof of submission to any other governmental agency which the Board determines may have jurisdiction.
- _____ 2. Submission of any traffic report, environmental impact report or other such report that the Board may require that the applicant supply is the same is reasonably necessary to the consideration of the application.
- _____ 3. Proof of fulfillment of any reasonable requirement which this Board may impose according to law or ordinance during its hearings on the application to enable it to make its necessary determinations the need for which was not foreseeable when the application was originally submitted.