

BOROUGH OF LEONIA

PLANNING BOARD APPLICATION CHECKLIST

Dear Applicant:

The following is a checklist of requirements for your application to be deemed complete in order for you to appear before the Leonia Planning Board:

✓	<u>Deadline</u>	<u>Requirements</u>
	At Submission of Application	Escrow Payment of \$1300 (or \$3000 for COMMERCIAL)
	At Submission of Application	Application Fees (See Fee Schedule attached)
	At Submission of Application	Application Contact Sheet
	20 Days Prior to Planning Board Meeting	Application Notice
	20 Days Prior to Planning Board Meeting	Denial Letter from Zoning Officer
	20 Days Prior to Planning Board Meeting	Copy of Legal Notice to be Sent to "The Bergen Record"
	20 Days Prior to Planning Board Meeting	Copy of Notice to Property Owners (to be sent to 200 ft List)
	20 Days Prior to Planning Board Meeting	Tax Certification and Proof of Ownership
	20 Days Prior to Planning Board Meeting	W-9 Form
	20 Days Prior to Planning Board Meeting	Campaign Disclosure Form
	20 Days Prior to Planning Board Meeting	Site Plan with Key Map - SIGNED & SEALED
	10 Days Prior to Planning Board Meeting	Notice to Property Owners - PROPERTY OWNERS ON THE 200 FT LIST MUST RECEIVE NOTICE A MINIMUM OF 10 DAYS PRIOR TO SCHEDULED MEETING DATE
	10 Days Prior to Planning Board Meeting	Affidavit of Service of Notice (<i>For Hand Delivered Notices</i>)
	10 Days Prior to Planning Board Meeting	Green & White USPS Certified Mail Receipt) - MUST BE DATE STAMPED BY THE POST OFFICE
	10 Days Prior to Planning Board Meeting	Affidavit of Public Notice from "The Bergen Record"
	5 Days Prior to Planning Board Meeting	Signed Green Return Receipts and Unclaimed Notices

REVIEW PERIOD:

We have 45 days to review and deem an application complete. Please submit 2 copies of your original completed application, *items listed above*, a minimum of 20 days before the scheduled meeting date to:

Michael Greco
 Planning Board Secretary
 312 Board Avenue
 Leonia, NJ 07605
 201.592.5780 x256
mgreco@leonianj.gov

When your application is deemed complete, you will be notified and you are required to submit 20 copies of the plan to the Planning Board, in addition submit Digital Copies of all Plans. **Please note, we only need 2 full copies of the application package (items listed in the checklist above) and 20 copies of your application, denial letter, copy of notices and site plan with key map (signed & sealed).**

BOROUGH OF LEONIA

PLANNING BOARD CONTACTS SHEET

Applicant

Name: _____

Phone: _____ Email: _____

Address: _____ City: _____ State: ____ Zip: _____

Property Owner same as Applicant

Name: _____

Phone: _____ Email: _____ Block: _____ Lot: _____

Address: _____ City: _____ State: ____ Zip: _____

Attorney

Name: _____ Office: _____

Phone: _____ Email: _____

Address: _____ City: _____ State: ____ Zip: _____

Additional Contacts

Name: _____ Title: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Phone: _____ Email: _____

APPLICATION NUMBER _____

NOTICE TO APPEAL BEFORE THE
PLANNING BOARD
BOROUGH OF LEONIA, BERGEN COUNTY, NEW JERSEY

Applicant _____

Address _____

Town _____ County _____ State _____

Description of Property Involved:

Address _____

Size of Lot _____ Present Use or Occupancy _____

Borough Assessment Map: Block _____ Lot _____ Qual: _____

Is Property within 200 feet of Borough Line? Yes _____ No _____

If YES, give name of adjacent Municipality _____

Owned or Leased? _____ Subject to Sale Agreement? Yes _____ No _____

Use of Relief Desired:

Signature of Applicant _____ Date _____

Files on behalf of Applicant: by _____, Attorney

Address _____

NOTE: Application must be submitted to the Planning Board Secretary

**LEGAL NOTICE
PLANNING BOARD
BOROUGH OF LEONIA**

To All Interested Parties:

A public hearing will be conducted before the Planning Board of the Borough of Leonia, located in the New Municipal Center, 229 Fort Lee Rd, Leonia, NJ 07605 at 7:30 pm on the _____ day of _____, 20_____.

The application submitted by:

Name _____

Address _____

Town _____ County _____ State _____

Which is located in the _____ Zoning District.

The use or relief desired:

The property is known on the Borough's Tax Map as:

Tax Map Sheet _____ Block _____ Lot _____

All documents relating to this application are on file in the Borough of Leonia Clerk's Office and may be inspected during the normal working hours at the Leonia Borough Hall, 312 Broad Avenue, Leonia, NJ 07695. In addition the documents can be found on the Borough Website at the following link; <https://www.leonianj.gov/borough-government/boards-committees-commissions/planning-zoning-board/agendas>

Date

Signature of Applicant

**NOTICE TO PROPERTY OWNERS
REFERENCE NOTICE OF APPEAL
BEFORE THE PLANNING BOARD
BOROUGH OF LEONIA**

In accordance with the requirements of the Borough of Leonia Zoning Ordinance and Section 40:55D-1 et seq. Of the Revised Statutes of the State of New Jersey, you are hereby notified that a Notice of Appeal has been filed by the undersigned with the Secretary of the Planning Board, and is available for examination in the Clerk's Office.

A public hearing will be conducted before the Planning Board in connection with this appeal in the Leonia New Municipal Center, 229 Fort Lee Rd, Leonia, NJ 07605, at 7:30 PM on the _____ day of _____, 20_____.

Notice of Appeal No. _____ Filed on _____

PROPERTY INVOLVED:

Address _____ District _____

Size of Lot _____ Present Use of Occupancy _____

Borough Assessment Map: Block _____ Lot _____ Qual: _____

Nature of Relief or Variance Desired:

Signature of Applicant _____ Date _____

Address _____

All documents relating to this application are on file in the Borough of Leonia Clerk's Office and may be inspected during the normal working hours at the Leonia Borough Hall, 312 Broad Avenue, Leonia, NJ 07695. In addition the documents can be found on the Borough Website at the following link; <https://www.leonianj.gov/borough-government/boards-committees-commissions/planning-zoning-board/agendas>

Borough of Leonia

200 Ft List Request

For Planning/Zoning Board

\$10 Fee Required

Property Owner Name _____

Property Owner Email _____

Contact Number _____ Block _____ Lot _____

Property Address _____

I am presenting an application to the Planning Board of Leonia and request:

- 1) Tax Certification (to confirm property taxes, etc are paid up to date)
- 2) 200 Ft List necessary for notification of application

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*)

I am representing myself I am represented by an attorney (*info below*)

Attorney Name _____

Attorney Address _____

Attorney Phone # _____

Applicant's Signature _____ Date _____

200 Ft Lists requests MUST be submitted at least 7 business days before they are needed!!

(Official Use Only)

Date Request Filled _____ By _____ Form of Payment _____

**BOROUGH OF LEONIA
PLANNING BOARD
TAX CERTIFICATION**

NAME _____

ADDRESS _____

TOWN _____ STATE _____ ZIP CODE _____

BLOCK _____ LOT _____ QUAL _____

CERTIFIED THIS _____ DAY OF _____, 20 _____

DATE TAXES WERE PAID _____

TAX OFFICIAL

PLEASE BRING THIS FORM TO THE TAX CLERK FOR CERTIFICATION AND PRESENT TO THE BOARD THE NIGHT OF THE MEETING.

TAX

BOROUGH OF LEONIA

Application Addendum

Campaign Disclosure Form

As required By Leonia Ordinance 02-04

Applicant Name: _____

Applicant Address : _____

List all reportable campaign contributions made pursuant to NJSA 19:44-1 et seq. in the last twelve (12) months on behalf of or to any candidate for public office, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee in or pertaining to the Borough of Leonia.

Contribution	Date of Contribution	Amount

I certify that the foregoing statements are true: _____

Signature

Date

BOROUGH OF LEONIA PLANNING BOARD FEE SCHEDULE

DEVELOPMENT APPLICATIONS:

Appeals filed pursuant to N.J.S.A. 40:55D-70a of the MLUL, each: \$100.
(Appeal of Zoning Officers decision)

Interpretations filed pursuant to N.J.S.A. 40:55D-70b of the MLUL, each: \$100.
(Interpretations of Zoning Code or Zoning Map)

Variance appeals filed pursuant to N.J.S.A. 40:55D-70c(1) or (2):
(C Variance)

Initial variance: \$250.

Each additional: \$100.

Variance appeals filed pursuant to N.J.S.A. 40:55D-70d(1), each: \$500.
(Use Variance)

Variance appeals filed pursuant to N.J.S.A. 40:55D-70d(2) or (3), each: \$350.
(2- Non-Conforming or Conditional use) (3- Deviation from a specification for a conditional use)

Variance appeals filed pursuant to N.J.S.A. 40:55D-70d(4), (5), or (6), each: \$350.
(4-Floor Area Ratio) (5- Density) (6- Height)

OTHER:

Planning Board:

Certified list of property owners: \$10.

Publication of decisions: \$50.

MINOR SUBDIVISION:

Minor subdivision: \$500.

PRELIMINARY MAJOR SUBDIVISION:

Up to one acre: \$750.

Each additional acre or fraction thereof: \$200.

Final major subdivision: \$500.

PRELIMINARY SITE PLAN:

Residential uses: \$250.

Plus per each dwelling unit: \$50.

All other uses: \$350.

Plus per 1,000 square feet of gross floor area: \$50.

FINAL SITE PLAN:

Residential uses: \$250.

Plus per each dwelling unit: \$50.

All other:

All other uses: \$350.

Plus per 1,000 square feet of gross floor area: \$50.

Amended site plan application: \$150.