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 (For Hand Delivered Notices)
	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:					
	Email:				
Address:	City:		State:	Zip: _	
Property Owner	same as Applicant				
Name:					
	Email:		Block: _		Lot:
Address:	City:		State:	Zip: _	
Attorney					
Name:	Office:				
Phone:	Email:				
Address:	City:		State:	Zip: _	
Additional Contact	ts				
Name:		Title:			
Phone:	Email:				
Name:		Title:			
Phone:	Email:				
Namo		Ti+lo			
Pnone:	Email:				
Name:		Title:			
Phone:	Email:				



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

Applicant				
Address				
Town				
Description of Property Involve	ed:			
Address				
Size of Lot				
Borough Assessment Map: Blo	ock	Lot	Qual	:
Is Property within 200 feet of I	Borough Line?	Yes	No	
If YES, give name of adjacent N	Municipality			
Owned or Leased?	Subject to Sa	ale Agreeme	nt? Yes	No
Use of Relief Desired:				
Signature of Applicant			Date	
Files on behalf of Applicant: b	у			, Attorney
Address				

NOTE: Application must be submitted to the Planning Board Secretary

LEGAL NOTICE PLANNING BOARD BOROUGH OF LEONIA

To All Interested Parties:

The application submitt	ed by:		
Name			
Town	Count	У	State
Which is located in the	Zoning D	istrict.	
The use or relief desired	l:		
The property is known of	on the Borough's Tax	Map as:	
Tax Map Sheet	Block	Lot	
All documents relating t	o this application are	on file in the Bo	rough of Leonia Clerk's Office and
•	-		nia Borough Hall, 312 Broad
			found on the Borough Website
commissions/planning-z			rnment/boards-committees-
commissions/planning-z	:Offing-board/agenda	<u>3</u>	
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 Statues of the Sated 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, N	J 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		Pate
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			
		Lot_	
Property Address			
I am presenting	g an application to the P	lanning Board of Leonia ar	nd request:
	to confirm property taxes, eary for notification of application		
certification and 200 ft list wil	ll be required. This is to maunding neighbors and prope	te and placed on the agenda wit intain up to date information in rties. I will re-submit this reque	the application, as well
{ } I am representing r	myself { } I am represer	nted by an attorney (info below)	ı
Attorney Name			
Attorney Address			
Attorney Phone #			
Applicant's Signature		Date	
200 Ft Lists reques	its MUST be submitted at le	east 7 business days before they	are needed!!
	(Official U	/se Only)	
Date Request Filled	By	Form of Payment	

BOROUGH OF LEONIA PLANNING BOARD TAX CERTIFICATION

NAME			
ADDRESS			
TOWN	STAT	EZIP CODE	
BLOCK	LOT	QUAL	
CERTIFIED THIS	DAY OF	, 20	
DATE TAXES WERE	E PAID		
TAX OFFICIAL			
TAX OTTICIAL			
DI EACE DDING THE	C EODM TO THE T	AV CLEDV FOD CEDTIEM	CATIONI AND DDECENT T
THE BOARD THE N			CATION AND PRESENT T

TAX



Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	1 Nar	me (as shown on your income tax return). Name is required on this line; do not leave this line blank.									
	2 Bus	siness name/disregarded entity name, if different from above									
in page 3.	follo	eck appropriate box for federal tax classification of the person whose name is entered on line 1. Che owing seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership		one of		certa		ies, no	des appl t individu ge 3):		
e.		single-member LLC		00 0011		Exen	npt pay	ee code	e (if any)		
tş ç		Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partner	ship) ▶ _								
Print or type. Specific Instructions on page		Note: Check the appropriate box in the line above for the tax classification of the single-member of LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the canother LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single is disregarded from the owner should check the appropriate box for the tax classification of its own	wner of the	he LL(C is	COde	nption f e (if any		ATCA rep	orting	
čifi	l	Other (see instructions) >	Ci.			(Applie	es to accou	ınts maint	tained outsid	de the U.	S.)
Spe		dress (number, street, and apt. or suite no.) See instructions.	Request	er's na	ame	and ac	ldress (optiona	ıl)		
See			·				•	•	•		
S	6 City	, state, and ZIP code									
	7 List	account number(s) here (optional)									
Pai	t I	Taxpayer Identification Number (TIN)									
Enter	your T	IN in the appropriate box. The TIN provided must match the name given on line 1 to av	oid	Socia	al se	curity	numbe	r			
		holding. For individuals, this is generally your social security number (SSN). However, for	or a								
		 n, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other your employer identification number (EIN). If you do not have a number, see How to ge 	t a			-		-			
TIN, I				or		_					
Note:	If the	account is in more than one name, see the instructions for line 1. Also see What Name	and [Emp	loye	r ident	ificatio	n numl	oer		
Numb	er To	Give the Requester for guidelines on whose number to enter.									
						-					
Par	t II	Certification								•	
Unde	r penal	ties of perjury, I certify that:									
2. I ar Sei	n not s vice (II	ner shown on this form is my correct taxpayer identification number (or I am waiting for ubject to backup withholding because: (a) I am exempt from backup withholding, or (b) RS) that I am subject to backup withholding as a result of a failure to report all interest of subject to backup withholding; and	I have r	ot be	en r	notifie	d by th	e Inte			
3. I ar	n a U.S	S. citizen or other U.S. person (defined below); and									

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

		r, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments equired to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ►	Date ►	

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

BOROUGH OF LEONIA

Application Addendum

Campaign Disclosure Form As required By Leonia Ordinance 02-04

Applicant Name: ______

Contribution	Date of Contribution	Amount

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.