

How to File an Application with the Board

Obtain an application form & checklist from the Planning Board secretary;

Submit a completed and signed application form with plans, application fee, and escrow deposit to the Board Secretary;

Await completeness determination and scheduling of a hearing date;

Serve notices of hearing, if required;

Attend public hearing(s) and present your application. (If you are a corporation, it is required that you be represented by an attorney);

Await Board's decision and the adoption of a resolution approving or denying the application;

Address all conditions, if any;

If approved, apply to Building Department for appropriate permits.

Types of Planning Board Applications

Concept Plan – This is an informal hearing to discuss with the Board a possible site plan or subdivision application. The Board takes no formal action and no decision is rendered. However, it provides the opportunity for a prospective applicant to hear what the potential areas of concern

might be and to determine whether to go forward with a formal application.

Minor Site Plan – is classified primarily as new construction or alteration of *limited scope or size*, generally projects of 250 s.f. or less (or 5% of the existing floor area).

Types of applications include alterations to the facade or roof of an existing non-residential building; construction of accessory buildings or structures (including dumpsters, HVAC equipment), site grading or landscaping (of limited size as above); outdoor cafes located on private property (regardless of size); and new awning installations.

Minor Site Plan by Committee Review –

Only a minor site plan not requiring variance relief may qualify for this expedited process. The basic difference is the waiver of public hearing. Committee members may refer any application for committee review to the full Board, if two of the three members determine that the application would be better served by holding a public hearing.

Major Site Plan – Any site plan not classified as a minor site plan.

Minor Subdivision – The creation or redivision of no more than three new lots; for example, one lot into two or three lots, or two lots into three lots.

Prerequisites:

No new street may be created. (This assumes that lots will have frontage on an already improved street);
No extension of off-tract improvements; and
No planned developments (cluster housing).

Also considered as a minor subdivision are:

The relocation of a common boundary line between two properties; and
The re-establishment of a lot line between two merged lots.

Note: The consolidation of two lots into one in common ownership does not require subdivision approval by the Planning Board; however, an application for zoning review must be submitted to the Zoning officer, since zoning issues may be involved.

Major Subdivision – Any subdivision not classified as a minor subdivision is a major subdivision.

Reminder: Other Approvals

Subsequent to Planning Board Approval, an application must be reviewed by municipal sub-code officials for compliance with construction, plumbing, and electrical codes and by the Village Engineer's office for grading & drainage compliance before construction permits may be obtained.

It is the applicant's responsibility to obtain all other necessary approvals from local, county or state agencies having jurisdiction.

Such approvals may include but are not limited to review by Ridgewood's Historic Preservation Commission; the County Planning Board; the Soil Conservation District; and the NJDEP. Permits for local or county road openings, sidewalks and curbs; moving soil; highway access; sewer connections; health department, and payment of a developer's fee ordinance may be required.

Time Frame for Approvals

Applications reviewed by Committee – Usually, two-four weeks.

Applications requiring a Board hearing – Generally, a four- to six-month approval timeframe is not unrealistic for the following reasons:

- **Completeness Review** – All applications except concept plans (and Committee review applications, which, are reviewed by the zoning official) must be reviewed by the Board’s planning consultant for zoning compliance and planning issues. Attendance at the completeness review by the applicant is optional but often helpful and can be arranged by request. Arrangements can be made through the Board Secretary. Each completeness review can take as long as 45 days. (If an application is incomplete, the 45 days begins again upon resubmittal.) Note: This is good reason to follow the checklists carefully. Doing so increases the likelihood that your application will be deemed complete sooner rather than later.
- **Public Hearings** – Once deemed complete, a public hearing is scheduled. The complexity of the application (and other variables) determines how many hearings are necessary to complete all testimony. It may take several months (or

longer) before public hearings are concluded.

- **Deliberations** – Once testimony is complete and a hearing closed, the Board holds deliberations. This may occur the same night as the hearing or at a subsequent Board meeting. After a decision to approve or deny is reached, the Board may take official action the same evening and memorialize its decision with a resolution of memorialization within 45 days of its official action; or the Board may choose to not take official action until a resolution is prepared, usually a month later.

For further information, please contact
Barbara Carlton, Secretary to the Planning Board &
Historic Preservation Commission at Village Hall,
131 North Maple Avenue, Ridgewood, NJ

Phone: 201-670-5500 X 240
Fax: 201-670-7305
e-mail: bcarlton@ridgewoodnj.net



Do You Need Planning Board Review or Approval?

Yes, if you are:

- Subdividing land
- Renovating the exterior of a non-residential or multi-family building
- A conditional use in the zone
- Building a new non-residential or multi-family structure
- Building a retaining wall that requires a major wall permit
- Moving 2000 c.y. or more of soil
- Installing new awnings on a non-residential building
- Another use or improvement not listed here, but the zoning officer has determined that such use requires Planning Board Approval