

Filing for Subdivision and/or Site Plan
Kearny Planning Board/Kearny Zoning Board of Adjustment

Step 1

Subdivision plat and/or Site Plan to be prepared in accordance with the Town of Kearny Land Use Regulations, Subdivision of Land and Site Plan Review Ordinance. This ordinance may be purchased through the office of the Town Clerk for \$50.00 or viewed on the Town's web site at www.kearnynj.org.

Step 2

Two sets of plans designed in accordance with said ordinance is to be submitted to the Board Secretary for distribution to the Town Engineer and the Construction/Zoning Officer along with a Certificate of Occupancy Application (no fee at this time) and a Zoning Permit Application (\$25.00 fee required, payable to the Town of Kearny) (applications attached hereto).

The Town Engineer reviews the size of the project and determines the amount of escrow (as determined by ordinance) that is to be deposited with the Town prior to a detailed review of the plan by his office.

The Construction Official reviews the plan and prepares letters of referral, outlining the site plan deficiencies and denial, outlining the variances that would be sought.

Step 3

Applicant posts the escrow account, which is forwarded to the Town Treasurer.

The Town Engineer is notified of same so that he may start a detailed review of the plan.

Step 4

a) Upon receipt of a letter from the Town Engineer, a copy of same is forwarded to the applicant in which he may revise the plans and resubmit same to the Board office (which are forwarded back to the engineer's office and the construction/zoning officer) and/or submit a detailed narrative outlining the waivers of the subdivision and/or site plan ordinance, which he seeks and the reason for requesting these waivers.

b) If the letter from the Town Engineer's office states that the applicant can now proceed with the filing of the application before the Board, the applicant can then follow the procedural requirements for applying for subdivision, site plan and/or variances.

Step 5

Upon receipt of a completed application (as outlined in the procedural requirements) the applicant is then scheduled before the next available meeting of the Board.

1. APPLICANT INFORMATION:

- (a) Name of Applicant _____
- (b) Present Mailing Address _____
- (c) Telephone Number (Business) _____ (Residence) _____

2. PROPERTY FOR WHICH APPLICATION IS MADE:

- (a) Location of Property: Street _____
Block _____ Lot _____ Zone _____
- (b) Property Owner's Name _____
- (c) Present Mailing Address _____
- (d) Telephone Number (Business) _____ (Residence) _____
- (e) (Previous) (Existing) Tenant and Use _____

3. PROPOSED TENANT/USE

- (a) Name of Tenant/Occupant _____
- (b) Present Mailing Address _____
- (c) Detailed Description of Proposed Use _____

- (d) Description of Manufacturing Equipment/Processes _____

- (e) What air/water discharge anticipated _____

- (f) Description and Cost of Proposed Construction _____

- (g) Hours of operation _____
- (h) Number of (employees) (residents) New _____ Total _____
- (i) Number of offstreet parking spaces provided _____
- (j) Number, location and size of loading area anticipated _____
- (k) Number and type of trucks/trailers owned _____

- (l) Number of offstreet truck spaces provided _____
- (m) What outdoor storage activities planned _____

- (n) Is retail outlet store planned? _____
- (o) Number of offstreet customer spaces provided _____

4. SIGNATURE OF APPLICANT (must be the same as in 1 above).

(Signature) _____
(PRINT NAME) _____ Date _____

5. OWNER'S AUTHORIZATION: I hereby authorize _____ as the applicant listed above, to act as my agent in matters pertaining to this application.

(Owner's Signature) (Printed Name) (Date)

CCED OFFICE USE ONLY

DATE RECEIVED _____ FEES RECEIVED _____
 APPROVED DENIED
 C/O # _____ Date _____



TOWN OF KEARNY
 Construction Code Enforcement Department
 410 Kearny Avenue, Kearny, N.J. 07032
 (201) 955-7880 - FAX (201) 998-5171
 www.kearnynj.org

ZONING PERMIT APPLICATION

Date: _____

Is this an update to a previously submitted application? Yes: _____, No: _____, If Yes Previous Permit No: _____

Block #: _____ Lot #: _____ Zone: _____

Address of Work Site Location: _____

Existing Use (i.e., One Fam., Two Fam., # of Commercial Units): _____

Proposed Use: _____

Property Owner's Name: _____

Owner's Address: _____

Description of Work: _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent and we agree to conform to all applicable laws of this jurisdiction.

Owner/Agent's Name: _____
 (Print Name)

 (Signature of Owner/Agent) (Address) Telephone #

- Documents Submitted: _____ Two copies of a signed & sealed survey by a NJ licensed Land Surveyor
 _____ Two Subdivision Plats, prepared in accordance with the Town of Kearny
 Land Use Regulations (LUR)
 _____ Two Site Plans, prepared in accordance with the Town of Kearny LUR.
 _____ Construction Permit
 _____ Passaic Valley Sewerage Commission Application given to applicant.

Office Use Only:

Variance: _____ Approval Date: _____, File #: _____

Check Applicable: Corner Lot: _____, Inside Lot: _____

Setbacks: Front: _____, Rear: _____, Side yard One: _____, Side Yard Two: _____, Second Front: _____

Ground Floor Area: Existing: _____, Proposed: _____, Total square feet: _____

Square Foot of Lot: _____, Percentage of Lot covered by bldg: _____, Height: _____

Swimming Pool distance from: Foundation Wall: _____, Side: _____, Rear: _____

Fencing: Type: _____, Height: _____, Location: _____

Application Fee: \$25.00 – Please make checks payable to the **Town of Kearny**

This application is: Approved: _____, Denied: _____, Zoning Permit Appl. #: _____

Received: Cash – Receipt #: _____, Check #: _____, Construction Control #: _____

 Tony Chisari, A/Construction Official/Zoning Officer