

BOROUGH OF EAST RUTHERFORD PLANNING BOARD INSTRUCTIONS TO APPLICANT

The regular meeting of the Planning Board is held on the second Monday of each month at 7:30 p.m. in the Council Chambers at 1 Everett Place, East Rutherford, New Jersey. The application and documents must be submitted at least 14 days before the meeting in order to be considered for the upcoming meeting. All papers can be hand delivered to the Planning Board Secretary at 1 Everett Place, East Rutherford.

The secretary will review the documents submitted for approval of their form and, once approved, the secretary will notify the applicant and a completeness hearing date will be scheduled. Do not publish or notice adjoining property owners until notified to do so by either the Planner or the Board Secretary. As noted below, the first hearing is for completeness only.

The applicant is also required to secure a certified list of all property owners within a 200 foot radius of the applicant's property, from the Tax Assessor. A letter of request showing the Block and Lot number of the property, along with a check for \$20.00 made payable to the Borough of East Rutherford, must be submitted to the Tax Assessor. ***THIS SHOULD BE DONE IMMEDIATELY AFTER THE APPLICATION IS PICKED UP AT THE BUILDING DEPARTMENT AS IT TAKES TIME FOR THE TAX ASSESSOR TO COMPILE THE REQUIRED LIST.***

In addition to the required \$200.00 application fee, an escrow fee, to be determined by the Borough Planner, must be deposited with the secretary of the Planning Board or the Borough Clerk. The check must be made payable to the Borough of East Rutherford Escrow Fund. Said escrow funds shall be utilized to cover the costs incurred for the technical review of the application by professionals retained by the Borough. If escrow monies are not utilized, they shall be refunded to the applicant upon the applicant's request. Please allow 45 days following the letter request.

The following documents are required from the applicant:

- 18 copies of the Land Development Application and appropriate checklist.
- 18 copies of architect and/or engineer sealed plans, as appropriate.
- 18 copies of a recent survey of the applicant's property.
- Tax Collector's Certification showing that all taxes are current. (18 copies)
- Letter of Denial from the Construction Office, if required.
- Check for application fee payable to Borough of East Rutherford.

Once the required escrow is established by the Borough Planner, it must be deposited, with the Borough, as noted above.

After the delivery of the above documents, the application will be reviewed for completeness by the Borough Planner. The secretary will notify you with a hearing date. The first hearing will be for completeness only. No notice of this hearing is required. However, your presence at this meeting is required. Once the application has been deemed complete, the application will be scheduled for a public hearing.

At least ten (10) days before the date of the public hearing, notice of the hearing must be published in the Borough of East Rutherford's official newspapers. A sample notice for publication is attached to these instructions (Form #1). Simply type the notice, filling in the appropriate information for your application where indicated. Either a copy of the publication or an Affidavit of Service from the newspaper's legal advertising department must be submitted to the Board at the time of the public hearing.

At least ten (10) days before the date of the public hearing, you must give notice of the public hearing to the owners of all property within 200 feet of the property that is the subject of the application. A sample notice form is attached to these Instruction (Form #2). Simply type the notice, filling in the appropriate information. Notice instructions are as follows: