

## ***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.

### ***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                                      C/O # \_\_\_\_\_ Date \_\_\_\_\_  
 DENIED

**APPLICATION FOR ZONING PERMIT  
TOWN OF KEARNY**

Construction Code Enforcement Dept.  
410 Kearny Ave. Kearny, NJ 07032

Date \_\_\_\_\_

IS THIS AN UPDATE TO A PREVIOUSLY SUBMITTED APPLICATION?     YES     NO

If Yes, Zoning Permit No: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

Work Site Location: \_\_\_\_\_

Property Owner \_\_\_\_\_

Address of Owner \_\_\_\_\_ Phone No \_\_\_\_\_

Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

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 application laws of this jurisdiction.

Signature	Address	Telephone	Fax
Name of the Applicant: _____			

- Submitted:     Two surveys, signed & sealed by a N.J. licensed Land Surveyor  
                   Two subdivision plats, prepared in accordance with the Land Use Regulations of the Town of Kearny  
                   Two site plans, prepared in accordance with the Land Use Regulations of the Town of Kearny  
                   Construction Permit

VARIANCE :            Approval Date \_\_\_\_\_            File # \_\_\_\_\_

Check One :             Corner Lot             Inside Lot

Setbacks

Front \_\_\_\_\_ Rear \_\_\_\_\_ Side Yard 1 \_\_\_\_\_ Side Yard 2 \_\_\_\_\_ Second Front \_\_\_\_\_

Ground Floor Area: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Total \_\_\_\_\_ Sq. ft.

Sq. Ft. of Lot \_\_\_\_\_ Percentage of Lot covered by bldg. \_\_\_\_\_ Height \_\_\_\_\_

Swimming pool distance from : Foundation Wall \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Fencing : Type \_\_\_\_\_ Height \_\_\_\_\_ Location \_\_\_\_\_

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This applications is  Approved  Denied

Application Fee: \_\_\_\_\_ Zoning Permit Application #: \_\_\_\_\_

Received: Cash/Check Amount \_\_\_\_\_ Check # \_\_\_\_\_ Construction Control # \_\_\_\_\_

\_\_\_\_\_  
Michael J. Martello, Zoning Officer