

Borough of Paramus  
Planning  
Board/Board of  
Adjustment  
One Jockish Square  
Paramus, New Jersey 07652

**APPLICATION TO THE PLANNING BOARD OR BOARD OF ADJUSTMENT**

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The application, with supporting documentation, must be filed with the Building Department and must be delivered to this department fifteen (15) business days prior to the meeting at which the application is to be considered.

If additional pages are required to answer an item, identify the page and item number.

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This section to be completed by Borough staff only			
Date Filed: _____	Date received in appropriate Board: _____		
Application Fees: _____	Escrow Deposit: _____		
Scheduled for: Review of Completeness: _____	Hearing Date: _____		

**I. SUBJECT PROPERTY**

Location: \_\_\_\_\_

(Street Address, cross streets or other identification)

Tax Map:	Page _____	Block _____	Lot(s) _____
	Page _____	Block _____	Lot(s) _____
	Page _____	Block _____	Lot(s) _____

Dimensions:      Frontage: \_\_\_\_\_      Depth: \_\_\_\_\_      Total Area: \_\_\_\_\_

**2. APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Applicant is a    Corporation: \_\_\_\_\_    Partnership: \_\_\_\_\_    Individual: \_\_\_\_\_

**3. DISCLOSURE STATEMENT**

Pursuant to N.J.S. 40:55D-4S.1. the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and address of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to fully comply). Include full address.  
(Item 3 is continued on the next page)

(Item 3 continued)

Name _____	Address _____	Interest % _____
Name _____	Address _____	Interest % _____
Name _____	Address _____	Interest % _____
Name _____	Address _____	Interest % _____
Name _____	Address _____	Interest % _____

**4. IF APPLICANT IS NOT THE OWNER, THEN PROVIDE THE FOLLOWING INFORMATION ON THE OWNER(S):**

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**5. PROPERTY INFORMATION**

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (attach copies) \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_

NOTE: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the Premises: \_\_\_\_\_

\_\_\_\_\_

Proposed Use/Change: \_\_\_\_\_

\_\_\_\_\_

**6. APPLICANT'S ATTORNEY** \_\_\_\_\_

Complete Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**7. APPLICANT'S ENGINEER** \_\_\_\_\_

Complete Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**8. APPLICANT'S PLANNING CONSULTANT** \_\_\_\_\_

Complete Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**9. APPLICANT'S TRAFFIC ENGINEER** \_\_\_\_\_

Complete Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**10. LIST ANY OTHER EXPERT WHO WILL SUBMIT A REPORT OR WHO WILL TESTIFY FOR THE APPLICANT.** (Attach additional sheets as may be necessary)

Name: \_\_\_\_\_

Field of Expertise: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING: SUBDIVISION:**

- \_\_\_\_\_ Minor Subdivision Approval
- \_\_\_\_\_ Subdivision Approval (Preliminary)
- \_\_\_\_\_ Subdivision Approval (Final)
- \_\_\_\_\_ Conditional Use

Number of lots to be created \_\_\_\_\_  
(including remainder lot)

Number of proposed dwelling units \_\_\_\_\_  
(if applicable)

**SITE PLAN:**

- \_\_\_\_\_ Minor Site Plan Approval
- \_\_\_\_\_ Final Site Plan Approval (Phases (if applicable) \_\_\_\_\_)
- \_\_\_\_\_ Amendment or Revision to an Approved Site Plan
- \_\_\_\_\_ Conditional Use

Area to be disturbed (square feet) \_\_\_\_\_

Total number of proposed dwelling units \_\_\_\_\_

**12. SECTION(S) OF ORDINANCE FROM WHICH A VARIANCE IS REQUESTED:** \_\_\_\_\_

**13. WAIVERS REQUESTED OF DEVELOPMENT STANDARDS AND/OR SUBMISSION REQUIREMENTS: (attach additional pages as needed)**

**14. ZONING DATA**

State current zone in which lot(s) is located: \_\_\_\_\_

	<u>Required/ Permitted</u>	Provided
A. Maximum Height	_____	_____
B. Lot Width	_____	_____
C. Side Yard	_____	_____
D. Total of Side Yards	_____	_____
E. Rear Yard	_____	_____



- (4) Waterfront Development Permit \_\_\_\_\_
- (5) Wetland Permit \_\_\_\_\_
- (6) Tidal Wetland Permit \_\_\_\_\_
- (7) Potable Water Construction Permit \_\_\_\_\_
- (8) Soil Permit \_\_\_\_\_
- (9) Other \_\_\_\_\_
- d. NJ Department of Transportation \_\_\_\_\_
- e. Freshwater Wetlands Permit \_\_\_\_\_
- f. Borough Drainage Permit \_\_\_\_\_
- g. Borough Major Soil Permit \_\_\_\_\_
- h. Borough Ministerial Soil Permit \_\_\_\_\_

24. **STATE THE DISTANCE OF THE NEAREST PART OF THE LOT(S) TO THE NEAREST RESIDENTIAL ZONE:** \_\_\_\_\_

25. **IS THE PROPOSED USE OF THE PROPERTY A CONDITIONAL USE UNDER THE BOROUGH ZONING ORDINANCE?** Yes \_\_\_\_\_ No \_\_\_\_\_

26. **IS ANY PORTION OF ANY LOT WITHIN THE SITE CONTIGUOUS TO OR ACROSS THE STREET, BUT WITHIN 100 FEET FROM, ANY AREA ZONED FOR RESIDENTIAL USE?**

Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, state number of square feet of buffer area provided \_\_\_\_\_  
 If yes, state minimum width of the buffer area provided \_\_\_\_\_

27. **ARE THERE ANY BUILDINGS OR SIGNS NOW ON THE SITE?** Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes which, if any, is the applicant proposing to remove\_ (attach additional sheet)  
 If yes, is the applicant proposing any structural or architectural changes to the building? Yes \_\_\_\_\_ No \_\_\_\_\_  
 (Attach additional sheet if answer is "yes")

28. **CERTIFICATION FROM THE TAX COLLECTOR THAT ALL TAXES DUE ON THE SUBJECT PROPERTY HAVE BEEN PAID.** (attach)

29. **ENVIRONMENTAL IMPACT PRELIMINARY STATEMENT** (Single and Two-family homes not located in a proposed minor or major subdivision are excluded from the requirement of this section.)

PREAMBLE:

Any subsequent finding by the Approving Agency contrary to the statements made herein by the applicant shall constitute grounds for rejection of the application. The applicant has a legal responsibility to answer truthfully and completely all questions to the best of the applicant's knowledge and information and will be held accountable for the responses provided.

NOTE: If any of the following questions (E1 to E23) are answered yes or other, attach an additional piece of paper to explain.

E1. Is the site to be developed located in an environmentally critical area as delineated in the Borough's 1975 Natural Resource Inventory and any amendments thereto? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E2. Is the site to be developed located in a wetlands area as delineated on the Wetlands Inventory Maps? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E3. Is the site to be developed located in the 100 Year Flood Plain as delineated on either FEMA maps or NJDEP Flood Maps? Yes \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E4. Does the site development require the removal of any trees of six (6) inches or greater in true diameter? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E5. Does the site development require the alteration, channelization or relocation of any watercourse? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E6. Will the site development introduce any change in the quality and/or quantity of present storm-water runoff? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E7. Will the site development require the import or removal of soil from the area? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E8. Will the site development require directing surface drainage into a watercourse? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E9. Will the site development have any impact on Borough services presently provided such as police, fire, public works, public schools, sewers and drainage facilities? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E10. Will any excavation required for the development penetrate the high water table in existence at the site? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E11. Will the site development require special foundation provisions such as piles and/or spread footing to support any structures? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E12. Will the operation of the site increase local vehicular traffic? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E13. Will the operation of the site increase the air pollution in the area? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E14. Will the operation of the site exceed the existing ambient noise levels? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E15. Will the site to be developed impact on any area designated in the Borough of Paramus' Master Plan for future conservation? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E16. Is the site to be developed served by existing public utilities? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E17. Has the site to be developed ever been used for storage or disposal of, or presently contain hazardous or toxic wastes? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E18. Is the site to be developed proposed for the use, storage or manufacture of hazardous material, toxic substances or dangerous chemicals? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E19. Will the site development increase the present intensity levels of light in the area?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E20. Will the site development require the drilling of new or capping of existing water wells?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E21. Will the site development require the installation of new or removal of existing septic systems or other liquid waste facilities? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E22. Will the site development affect the water table in the area? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

E23. Will the site development produce odors? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

**30. LIST OF MAPS, REPORTS AND OTHER SUPPORTING MATERIALS ACCOMPANYING THE APPLICATION** (attach additional pages as required for complete listing).

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the Building Department for review. The documentation must be received by the Building Department fifteen (15) business days prior to the meeting at which the application is scheduled to be considered, otherwise the application will be deemed incomplete.

<u>Quantity</u>	<u>Description of item</u>
_____	_____
_____	_____
_____	_____
_____	_____

**CERTIFICATIONS**

31. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an officer of the Corporate applicant and that I am authorized to sign the application for the corporation or that I am a general partner of the partnership applicant. (If the applicant is a corporation this must be signed by an authorized corporate office. If the applicant is a partnership this must be signed by a general partner.)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF APPLICANT

32. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. (If the applicant is a corporation this must be signed by an authorized corporate office. If the applicant is a partnership this must be signed by a general partner.)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF OWNER

33. I understand that the sum of \$\_\_\_\_\_ has been deposited in an escrow account (Builder's Trust Account) in accordance with the Ordinances of the Borough of Paramus. I further understand that the escrow is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days of notification.

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE OF APPLICANT





## BUSINESS REGISTRATION CERTIFICATE

A Business Registration Certificate serves two purposes:

- **For public contracting, as proof of valid business registration with the New Jersey Division of Revenue.** All contractors and subcontractors must provide this documentation when seeking to do business with the State of New Jersey, and other public agencies in this state. Proof of registration is also required for licensure with the Casino Control Commission.
- **To comply with Chapter 85, P.L. 2006, defined under N.J.S.A. 54A:7-1.2.** You must use the Business Registration Certificate if you are an unincorporated construction contractor performing work in NJ or you are a registered unincorporated contractor requesting proof of certification.

If you are a registered vendor but have not received the Business Registration Certificate in the mail, you may [obtain a certificate online](#). Please note that this certificate is not required by all businesses in New Jersey, but only those doing business with the public sector and with the casino service industry.

You may check the [online registration inquiry](#) to determine if the business is already registered. If you have not registered but are required to have this certificate, you will need to complete Form NJ-REG. Representatives of the Division's Client Registration activity are available to assist in the registration process by calling 609.292.9292.

### Filing Form NJ-REG

In most cases, you may [submit Form NJ-REG online](#). Exceptions and additional requirements include:

- Any business including an out-of-state business with a presence or nexus in New Jersey, operating as a **corporation, limited partnership, limited liability company or limited liability partnership** must first obtain legal authority to operate in this State prior to submitting Form NJ-REG. Generally, this is accomplished by filing a [Certificate of Incorporation](#) or Formation with the Division. You may wish to review information concerning [getting registered](#) to assist with this process.
- **Out-of-state businesses** that believe they do not have state tax nexus will file a [paperform NJ-REG](#) in order to obtain a Business Registration Certificate. Business entities that file form NJ-REG only will be subject to a nexus review, initiated and conducted by the Division of Taxation.
- **Individuals or Unincorporated Construction Contractors** with no business tax or employer obligations may register using [Form Reg-A](#) instead of Form NJ-REG in order to obtain the Business Registration Certificate. Individuals who have created and are operating as a business entity (e.g. LLC) may not use Form REG-A.
- **Non-profit organizations** although required to register for tax purposes are not subject to the proof of registration requirement when contracting with public agencies in this state.

### Public Contracts

When seeking a public contract, an affirmative action report (Form AA-302) will also be required. The Certificate of Registration may not be used as evidence of compliance with the affirmative action requirements and submitted in lieu of Form AA-302. Both forms will be required. The Division of Contract Compliance and Equal Employment Opportunity in Public Contracts provides guidelines for awarded public contracts. In addition, answers to [frequently asked questions](#) are provided by the Division of Local Government. While designed for local government contracting, the FAQ page contains guidance that it is applicable to most New Jersey government procurement activities.

**Last Updated:** Monday, 11/30/15