



428 60th Street, Room 28
West New York, New Jersey

Town of West New York
Department of Public Affairs
Planning Board

Office: (201) 295-5262
WestNewYorkNJ.org

APPLICATION FOR SITE PLAN APPROVAL

Application No. _____

Date Filled _____

Fee Deposited _____

The application, with supporting documentation, must be filed with the Planning Board Secretary and must be delivered at least fifteen (15) business days prior to the meeting at which the application is to be considered. A CD containing all submissions (inclusive of the plans, application, reports and all supporting materials) shall be submitted along with the application. *** 3 Hard copies.**

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

This section is to be completed by Town staff only

1. Applicant's Name: _____

Address: _____ Phone: _____

2. Name of present owner: _____

(if other than applicant)

Address: _____ Email: _____ Phone: _____

3. Interest of applicant, if other than owner: _____

4. Property location: _____ Block _____, Lot _____

5. Property located in _____ District, according to Planning Ordinance.

6. Detailed information:

Lot size: _____ Building size: _____

Percent of building coverage: _____

Building height (feet): _____ (stories): _____

Setback from property lines (feet)

Front: _____ Rear: _____ Sides: _____

7. Proposed use: _____

8. Name of person preparing site plan: _____

Address: _____ Phone: _____

Applicant Signature: _____

STATEMENT OF TAX COLLECTOR

Status of Municipal Taxes: _____

Status of Assessments for Local Improvements: _____

Date: _____ Authorized Signature: _____

WEST NEW YORK PLANNING BOARD CHECKLIST

3 COPIES OF THE FOLLOWING:

- 1. COMPLETED APPLICATION**
- 2. COPIES OF DENIAL LETTER FROM CODE ENFORCEMENT**
- 3. COPIES OF PROPERTY SURVEY**
- 4. COPIES OF PLANS**

2 COPIES OF THE FOLLOWING

- 1. LIST OF PROPERTY OWNERS (SUPPLIED BY TAX OFFICE)**
- 2. COPIES OF ANY OF THE LETTERS THAT WILL BE SENT TO
THE PROPERTY OWNERS.**
- 3. PICTURERS IF APPLICABLE.**

**INCLUDE TWO (2) CHECKS MADE PAYABLE TO THE TOWN OF
WEST NEW YORK. (ESCROW FEE OF \$2500.00 AND FEE TOTAL
ACCORDING TO ORDINACE.)**

Town of West New York, NJ
Friday, March 2, 2018

Chapter 231. Land Use Procedures

Article V. Administrative Provisions

§ 231-52. Conditional approval.

- A. In the event that a developer submits an application for development proposing a development that is barred or prevented, directly or indirectly, by a legal action instituted by any state agency, political subdivision or other party to protect the public health and welfare or by a directive or order issued by any state agency, political subdivision or court of competent jurisdiction to protect the public health and welfare, the municipal agency shall process such application for development in accordance with this act and municipal development regulations, and, if such application for development complies with municipal development regulations, the municipal agency shall approve such application conditioned on removal of such legal barrier to development.
- B. In the event that development proposed by an application for development requires an approval by a governmental agency other than the municipal agency, the municipal agency shall, in appropriate instances, condition its approval upon the subsequent approval of such governmental agency, provided that the municipality shall make a decision on any application for development within the time period provided in this act or within an extension of such period as has been agreed to by the applicant, unless the municipal agency is prevented or relieved from so acting by the operating of law.

Article VI. Fees and Escrows

§ 231-53. Fees for filing applications with Planning Board.

The following fees are established for the filing of applications with the Planning Board of the Town of West New York:

Type of Application	Fee
Minor residential subdivision	\$100, plus \$50 per lot
Minor commercial or industrial plus subdivision	\$150, plus \$50 per lot
Major subdivision, preliminary	\$200, plus \$50 per lot
Major subdivision, final	\$200, plus \$10 per lot
Preliminary site plan	
Multifamily, including townhouses and garden apartments	\$200, plus \$10 per dwelling unit
All other site plan approvals, exclusive of variance or subdivision fees	\$100, plus \$10 per 1,000 square feet of gross floor area
Final site plan	
Multifamily, including townhouse and garden apartments	\$5 per unit; minimum fee \$100
All other site plan approvals, exclusive of variance or subdivision fees	\$5 per 1,000 square feet of gross floor area; minimum fee \$100
Simultaneous filing of preliminary and final site plan	
Multifamily, including townhouses and garden apartments	\$250, plus \$10 per unit \$10.00 per unit
All other site plan approvals, exclusive of variance or subdivision fees	\$15 per 1,000 square feet of gross floor area; minimum fee \$150
Amended site plan application	\$100

§ 231-54. Fees for filing applications and appeals with Board of Adjustment.

There are hereby created and established fees for the filing of applications and appeals with the Board of Adjustment of the Town of West New York as follows:

Type	Fee
Fees for Filing Applications	
One-family dwelling	\$125
Two-family dwelling	\$150
Multifamily dwelling	
3 units	\$175
Over 3 units, per unit	\$50
Commercial	\$200
Business	\$200
Conditional use	
Residential	\$150
Commercial	\$200
Business	\$200
Fences and parking	
Residential	\$150
Commercial	\$150
Other	
Preparation of resolution	\$100
Cost of publication	\$50

§ 231-55. Fees for additional services.

In addition to fees for filing of applications, an applicant shall pay for the following services rendered by the Board of Adjustment and/or the administrative officials of the city at the time of the filing of an appeal or request that the service be provided:

Service	Fee
Administrative officer, list of property owners	\$10
Transcript of meeting deposit (transcript at cost)	\$100
Copy of material (minutes, resolutions, etc., not transcript), per page	\$1
Publication of decision	\$25
Public notice of appeal, file before hearing	\$25

Case# _____

Fees for filing Applications with Planning Board

Minor Residential Sub-division	\$100, plus \$50 per lot _____
Minor commercial or industrial Plus division	\$150, plus \$50 per lot _____
Major Sub-division, Preliminary	\$200, plus \$50 per lot _____
Major Sub-division, Final	\$200, plus \$10 per lot _____
Preliminary site plan Multifamily, including townhouses And garden apartments	\$200, plus \$10 per dwelling unit _____
All other site plan approvals, Executive of variance or Subdivision fees	\$100, plus \$10 per 1,000 square feet of gross floor area _____
Final Site plan Multifamily, including Townhouse and garden Apartments	\$5 per 1,000 square feet _____ of gross floor area; minimum fee \$100
All other site plan approvals, Exclusive of variance or subdivision Fees	\$5 per 1,000 square feet _____ of gross floor; minimum fee \$100
Simultaneous filing of preliminary And final site plan Multifamily, including townhouses And garden apartments	\$250; plus \$10 per unit _____ \$10.00 per unit
All other site plan approvals Exclusive of variances or Subdivision fees	\$15 per 1,000 square feet _____ of gross floor area; minimum fee \$150
Amended site plan application	\$100.00 _____

OTHER FEES

Preparation of Resolution \$100.00	_____
Cost of Publication \$50.00	_____
Transcript of Meeting **\$100.00	_____
Publication of Decision \$25.00	_____

TOTAL _____

**** This fee is non-refundable. All costs over \$100.00 will be billed by the secretary.**

Also note that any remaining portion of the unused escrow Deposit will be returned to the applicant six (6) months after the application has been heard and memorialized.

NOTICE

EFFECTIVE APRIL 1ST 2008 ALL PLANS SUBMITTED TO THE WEST NEW YORK ZONING BOARD OF ADJUSTMENT AND PLANNING BOARD ARE REQUIRED TO CONTAIN ALL APPROPRIATE SIGNATURE BLOCKS FOR ALL MUNICIPAL OFFICIALS AS REQUIRED UNDER THE MUNICIPAL LAND USE LAW.