



428 60th Street, Room 10
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. 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. PICTURES 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 ORDINANCE.)**

Case # _____

Fees for filling 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; 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 _____

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 memorized.