

**CITY OF CLIFTON**

**SITE PLAN APPROVAL**  
**BY PLANNING BOARD OR BOARD OF ADJUSTMENT**

**INFORMATION REQUIRED FOR COMPLETENESS OF APPLICATION**

**SITE LOCATION** 802 Van Houten Avenue, Clifton, New Jersey, 07013 **BLOCK** 36.10 **LOT** 16

**NAME OF APPLICANT** Quicks Realty LLC

**ADDRESS** 7409 Durham Avenue, North Bergen NJ 07047 **TELEPHONE** 201-707-3242

**NAME OF OWNER** Quicks Realty LLC

**ADDRESS** 7409 Durham Avenue, North Bergen NJ 07047 **TELEPHONE** 201-707-3242

**A. Submission Requirements**

The Application for Site Plan Approval shall be filed with the Zoning Official not less than three (3) weeks in advance of the hearing at which time the site plan is to be considered. The applicant shall submit the following documents with the Application for Site Plan Approval:

<u>Item</u>	<u>SUBMITTED</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>
1. The original and twenty (20) copies of the completed Application for Site Plan Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Nine (20) sets of Site Plans which include the following drawings:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Cover sheet with name of project, names and address of applicant and/or property owner, key map and plan index	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Certified survey map of the property prepared by a licensed land surveyor and including all contiguous lands in the same ownership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Grading and Utilities Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Landscaping, Lighting, Signing and Striping Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Soil Erosion and Sediment Control Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Construction details, including typical cross-sections and profiles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Preliminary building floor plans and elevations for all new structures showing precise use of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMITTED      NOT APPLICABLE      WAIVER REQUESTED

all floor space, building dimensions, building height, windows, doors, exterior finishes, roof appurtenances and screening, the approximate finished floor elevations of each floor, location dimensions and legend(s) of all proposed signs which are attached to the building

**Note:** Information on drawings (a) through (g) may be combined on fewer drawings provided it is presented in legible form

- |   |       |            |            |
|---|-------|------------|------------|
| 3. Certification by Tax Collector that the subject property has no delinquent taxes or assessments for local improvements   | _____ | _____      | ✓<br>_____ |
| 4. If the applicant is not the owner of the property, a completed consent to file must be submitted, signed by the property owner   | _____ | ✓<br>_____ | _____      |
| 5. In cases where the applicant is a partnership or a corporation and the application involves a subdivision of six (6) or more lots, a variance to construct a multiple dwelling of 25 or more family units, or a site to be used for commercial purposes, a statement of disclosure must be submitted, listing names and addresses of stock holders owning at least 10 percent of its stock or having at least 10 percent interest in the partnership (C40:55D-48.1 and 48.2, MLUL) | _____ | ✓<br>_____ | _____      |
| 6. Copies of all applications or permits submitted to or issued by other applicable agencies  | _____ | ✓<br>_____ | _____      |

The applicant shall submit additional documents as follows:

- |  |            |       |       |
|--|------------|-------|-------|
| 1. One (1) copy each of items 1 through 6 above to:<br>James J. Yellen, City Engineer<br>Clifton City Hall<br>900 Clifton Avenue<br>Clifton, NJ 07013<br>973-470-5793  | ✓<br>_____ | _____ | _____ |
| 2. Two (2) sets of site plans and one (1) copy of a completed Passaic County Development Review Application form to:<br>Passaic County Planning Board<br>317 Pennsylvania Avenue<br>Paterson, NJ 07503<br>973-881-4490 | ✓<br>_____ | _____ | _____ |

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3. Six (6) sets of Site Plans reduced to a maximum size of eleven (11) inches by seventeen (17) inches, to be submitted to the Zoning Official	✓		

**B. Site Plan Details (Minimum)**

The site plan shall be prepared by a licensed Engineer or licensed Architect and shall be drawn to a scale of not less than one inch equals thirty feet (1" = 30'). It shall include the following data:

	<u>SUBMITTED</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>
1. Maximum sheet size – twenty four inches by thirty six inches (24" x 36")	✓		
2. Title block with tax map lot and block designation of property, address of property including municipality and county, name of development, date of preparation	✓		
3. Name and address of persons who prepared the site plan with Signature and Seal of Licensed Professional in accordance with NJAC 13:40-7.1 et seq.	✓		
4. Revision box with date of each revision	✓		
5. Names and addresses of applicant and owner	✓		
6. Graphic scale and north arrow	✓		
7. Names of all streets abutting the subject site with right-of-way and pavement width of such streets	✓		
8. Dimensions of property (distances and bearings), as shown on certified survey map and size of site in square feet	✓		
9. Adjacent lots with tax map lot and block numbers and names of property owners	✓		
10. Existing driveways within 200 feet of the site on the street(s) upon which the site has frontage	✓		
11. Zoning district boundaries within 200 feet of the site	✓		
12. Signature blocks for Clifton Planning Board or Clifton Board of Adjustment And for Passaic County Planning Board	✓		
13. <u>Existing Conditions</u>	✓		
a) Buildings (dashed lines if to be removed)	✓		
b) Parking and loading spaces and bays	✓		

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c) Driveways and curb cuts with width dimensions	✓		
d) Private access roads, walls, fences and culverts with heights given	✓		
e) Easements (utility, access, other)		✓	
f) Existing vegetation and whether or not it will remain	✓		
(1) Individual trees in excess of six inches (6") caliper identified by species and showing approximate crown limits	✓		
(2) Contiguous stands of trees with inter-grown crowns which will be preserved		✓	
(3) Perimeter hedges		✓	
g) Contours at interval of one (1) foot for slopes of three percent (3%) or less; an interval of two (2) feet for slopes of more than three percent (3%)	✓		
h) Elevations at each corner of building and along site perimeter	✓		
i) All elevations referenced to US Coast and Geodetic datum	✓		
j) Drainage facilities	✓		
k) Utility poles on site and within street right-of-way	✓		
l) Underground utilities	✓		
<b>14. <u>Proposed Improvements</u></b>			
a) Buildings	✓		
(1) Dimensions	✓		
(2) Height in stories	✓		
(3) Distances between buildings	✓		
(4) Lowest floor elevation	✓		
(5) Roof drains	✓		
(6) Finished grade elevations at each corner of building	✓		
(7) Distances to property lines, as per Zoning requirements	✓		
b) Vehicular Circulation	✓		
(1) Location of egress and ingress	✓		
(2) Widths of private access roads, driveways, curb cuts and walkways	✓		
(3) Automobile and truck turning radius lines on driveways and loading areas	✓		
(4) Driveway and parking area curbing and curb radii	✓		

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(5) Parking and loading areas	✓		
(a) Location and size of parking spaces and aisles, with parking spaces numbered	✓		
(b) Location, number and size of loading bays with maneuvering areas indicated	✓		
(c) Distances of parking and loading areas From lot lines, as per zoning requirements	✓		
(d) Directional, regulatory and advisory signs – location, size, type and height, with details	✓		
(e) Pavement markings including traffic flow arrows	✓		
c) Landscaping			✓
(1) Planting plan with plantings shown as symbols appropriately scaled to represent sizes at the time of planting (beds shall be shown in outline)			✓
(2) A schedule giving scientific and common plant names, sizes at time of planting, quantities of each kind of plant, growth characteristics (slow, medium, rapid) and mature height and spread			✓
d) Location, purpose and treatment of any open space including fencing, paths, steps, hand rails or other safety devices, lighting, signs, site furniture and play equipment	✓		
e) Utilities	✓		
(1) Sanitary sewer system and service lines (size, grade and direction of flow)	✓		
(2) Storm sewer system (with calculations, size, grade, direction of flow and typical sections of any basins, ditches or swales)	✓		
(3) Water facilities and service (size of pipes, locations of hydrants)	✓		
(4) Locations of manholes, catch basins and valves with rim and invert elevations	✓		
(5) Connections to existing systems on-site and off-site	✓		
f) Site Lighting	✓		
(1) Location	✓		
(2) Intensity of illumination	✓		
(3) Height of standards or mounted height	✓		
(4) Photometric diagrams showing illumination	✓		

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patterns	✓		
(5) Hours of operation	✓		
g) Grading Plan	✓		
(1) Contours at interval of one (1) foot for slopes of three percent (3%) or less; an interval of two (2) feet for slopes of more than three percent (3%)	✓		
(2) Spot elevations at corners of buildings, corners of parking areas and at corners of property	✓		
(3) Limit of construction lines	✓		
(4) Estimated cut/fill calculations	✓		
15. Delineation of any flood plains, stream encroachment lines and wetlands, with source of information given		✓	
16. General	✓		
a) Location and details of any refuse storage area including dimensions, size, height and type of construction	✓		
b) Barrier-free features complying with the NJ Uniform Construction Code, Subchapter 7, Barrier-Free Subcode (including but not limited to curb ramps, entrance ramps, doors, elevators, parking stalls)	✓		
(c) Where applicable, the following information shall be provided for existing and/or proposed			✓ *
(1) Number of employees			✓ *
(2) Narrative describing nature of operation or activities to occur on the site			✓ *
(3) Narrative describing trucking on the site; number and size of trucks used; number, size and frequency of trucks making deliveries; time of loading and unloading operations			✓ *
Note: Items 1 through 3 may be submitted as an attachment to the Site Plan			
(d) Existing and Proposed Signs	✓		
(1) Location of all signs, including setbacks from property lines	✓		
(2) Dimensions	✓		
(3) Height	✓		
(4) Legend	✓		

\*TEMPORARY WAIVER REQUESTED. APPLICANT TO PROVIDE OPERATIONAL TESTIMONY DURING HEARING

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- (5) Type of illumination
- (6) Hours of illumination
- (e) Such other information as is reasonably necessary for the Reviewing Agency to make an informed decision

✓	_____	_____
✓	_____	_____
✓	_____	_____

**Notes:**

1. See § 461.24.1 of the Clifton Zoning Ordinance for additional submission Requirements applicable to the Steep Slope District.
2. Waivers from site plan submission requirements and site plan details may be requested from the Reviewing Agency in writing and must include reasons for requesting each waiver.

**FOR OFFICIAL USE ONLY**

Check list prepared by: \_\_\_\_\_ Date \_\_\_\_\_

Check list reviewed by City \_\_\_\_\_ Date \_\_\_\_\_

Application found complete on \_\_\_\_\_

Application found incomplete on \_\_\_\_\_

Applicant notified on \_\_\_\_\_

The following waivers were requested: \_\_\_\_\_

The following waivers were granted: \_\_\_\_\_

The following waivers were denied: \_\_\_\_\_