

DOUGLAS J. KINZ

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COUNSELLOR AT LAW  
ATTORNEY I.D. #029931981

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HAWTHORNE, NEW JERSEY 07506

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March 23, 2020

Board Secretary  
City of Clifton  
Board of Adjustment  
900 Clifton Avenue, 2<sup>nd</sup> FL  
Clifton, NJ 07013

**RE: Applicant: Mohammed and Wafa Othman  
Property: 825 Allwood Road  
Block 66.01, Lots 22, 24**

Dear Sir/Madam:

Please be advised that my office represents Mohammed and Wafa Othman in connection with a Development Application being filed with the Clifton Zoning Board of Adjustment pertaining to the premises known as 825 Allwood Road. Kindly accept this letter as a descriptive statement of the application.

Mr. and Mrs. Othman, who are long-time Clifton residents, acquired the subject property in or about 2001. The property is comprised of two lots located near the intersection of Allwood Road and Hepburn Road, in the R-A3 zone district. The lot which fronts on Allwood Road (Block 66.01, Lot 22) is an irregular-shaped parcel approximating 57.24 ft. at the front and widening to 81.97 ft. at the rear, with depths ranging from 72.36 ft. on the easterly side to 131.26 ft. on the westerly side. The lot is currently improved with a 1 1/2 story framed office building. The rear portion of the lot contains parking for 8 vehicles, and is accessed by a driveway which traverses the westerly side of the property. The lot fronting on Hepburn Road (Block 66.01, Lot 24), which adjoins Lot 22 to the rear, is unimproved with the exception of a small one-story masonry building which is used for storage. Lot 24 is trapezoidal-shaped, ranging in width from 79.56 ft. to 81.97 ft., and in depth from 60.99 ft. to 85.24 ft. Combined, the two lots form an L-shaped parcel having a total area of 13,190 sq. ft..

The applicants acquired the lots in 2001. At the time, Lot 22 was occupied as a two-family residence. After acquiring the property, Mr. and Mrs. Othman made application to the Clifton Board of Adjustment to convert the residence to a 2,500 square-foot office building. The application was granted, and Mrs. Othman thereafter used the property as her Remax real estate

office for the next 12 years. In 2013, Mrs. Othman sold the business to another Remax agency, which leased the property for approximately five years. However, in August, 2018, the Remax tenant left the building in order to downsize its business. Since then, the Othmans have diligently attempted to rent the property as an office to another tenant. These attempts have included advertising the property on the Multiple Listing Service and advertising in local newspapers. However, these attempts have been unsuccessful, and the building has remained vacant for the past 1 1/2 years.

The Othmans propose to demolish the existing office building on Lot 22 and replace it with a two-story multi-family dwelling containing six residential apartments. As part of the application, the small storage building on Lot 24 would also be demolished, and that Lot would be converted to a parking lot containing 12 spaces for use by the occupants of the dwelling. The two lots would be combined into one L-shaped parcel. Access to the site will be via a curb cut onto Hepburn Road. The existing driveway along the westerly side of Lot 22, which provides access to Allwood Road would be eliminated.

The new dwelling on Lot 22 would have a footprint of 38 feet in width by 72 feet in depth, for a total area of 2,736 sq. ft. As set forth in the accompanying Site Plan, the proposal calls for three apartment units to be constructed on each of the two floors. The apartments, which would range in size from 832 to 846 sq. ft., will have two bedrooms, two baths, an eat in kitchen and living/dining area. Access to the building would be provided via a stairway on the easterly side of the building with a walkway leading to the parking area. As set forth in the Site Plan, new 6 ft. tall hedges will be planted along the westerly boundary of the property in order to screen the building on the adjoining property. New and relocated 7 foot tall coniferous trees are also proposed along the easterly side of the property to screen it from the adjoining high tension power line tower.

The proposed dwelling will conform with all height, coverage and setback requirements of the R-B3 zone district, with the exception of the rear yard setback. Pursuant to the zone ordinance, a rear setback of 45 ft. is required, whereas due to the irregular configuration of Lot 22, only 32.61 ft. exist. However, this will be attenuated by plantings along the westerly and southerly sides of the property. The only other variances needed are for lot width and lot depth for existing Lot 22. However, these are existing deficiencies which result from the irregular shape of the lot, and are beyond the control of the applicants.

In order to obtain approval for the project, the Othmans will also require reverse subdivision approval to merge Lots 22 and 24, as well as a use variance. The use variance stems from the fact that multi-family dwellings are not permitted in the R-A3 district, which authorizes only single family dwellings. However, the existing use of Lot 22 as an office is also a prohibited use. The proposal to eliminate this use and replace it with a multi-family dwelling would make the property more compatible with the residential zone. In addition, the applicants will present proof at the hearing that this site is particularly well-suited for multi-family use as opposed to a single-family dwelling. This is due to the fact that there is a garden apartment complex and a condominium complex located in the immediate vicinity of the property along Allwood Road, as

well as a small office building, Jewish chapel and a bank. The applicants' proposal is consistent with these uses. Further, the granting of the application will improve the overall appearance of the site and restore the property to functional utility. For all of these reasons, it is submitted that the Othmans' variance application should be granted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Douglas J. Kinz', written in a cursive style.

Douglas J. Kinz

DJK/bc

Enc.

cc: Mohammed and Wafa Othman

**CITY OF CLIFTON**  
**Planning Board & Zoning Board of Adjustment**  
900 Clifton Avenue, 2<sup>nd</sup> Floor, Clifton, New Jersey 07013  
TEL: (973) 470-5809 FAX: (973) 470-0617

**APPLICATION FOR PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT**  
**TO BE COMPLETED BY THE APPLICANT**

DATE: MARCH 25, 2020

**BOARD OF ADJUSTMENT (Zoning Board) APPEAL #** \_\_\_\_\_  
 **PLANNING BOARD**

Site Location (Address & Nearest Intersection): 825 ALLWOOD ROAD  
Block(s): 66.01 Lot(s): 22, 24

1. Name of Applicant: MOHAMMED & WAFIA OTHMAN  
Address: 27 TAMBOER AVE. CLIFTON, NJ  
Telephone: 973-202-9313  
Email: wafiahman09@yahoo.com  
Relation to Owner (if not same as Owner): \_\_\_\_\_

2. Name of Owner (if different than Applicant): N/A  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Relation to Owner (if not same as Owner): \_\_\_\_\_

3. Entity Status of Applicant:  
 Sole Proprietor  Partnership  Corporation  S Corporation  
 Limited Liability Company Other (please specify): INDIVIDUAL

4. If the applicant is a corporation or partnership, please attach a list of names and addresses

of persons having a 10% interest or more in the corporation or partnership.

CORPORATIONS/PARTNERSHIPS MUST BE REPRESENTED BY AN ATTORNEY-AT-LAW LICENSED IN THE STATE OF NEW JERSEY

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Name of Architect (if applicable): VICENTE VARELA, JR. AIA

Address: 584 MAIN AVE PASSAIC, N.J.

Telephone: 973-960-6124

Email: Vicente@Arquitectura-Varela.com

6. Name of Attorney (if applicable): DOUGLAS J. KINZ, Esq

Address: 356 LAFAYETTE AVE. HAWTHORNE, N.J.

Telephone: 973-636-0600

Email: djkinzlaw@gmail.com

7. Name of Engineer (if applicable): \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

8. Name of Professional Planner (if applicable): MICHAEL ROMANIK, P.P.

Address: 291 CROOKS AVE. PATERSON NJ

Telephone: 973-684-8975

Email: \_\_\_\_\_

9. Has this property been the subject of a previous hearing before the Board of Adjustment (Zoning Board) or Planning Board?

Yes  No  If "yes" provide details IN OR ABOUT 2001,  
THE APPLICANTS OBTAINED SITE PLAN  
APPROVAL AND VARIANCES TO CONVERT  
LOT 22 FROM A DWELLING TO A  
REAL ESTATE OFFICE.

10. Present Use of Property: \_\_\_\_\_

LOT 22 WAS FORMERLY USED AS A  
REAL ESTATE OFFICE BUT HAS BEEN  
UNOCCUPIED FOR 1/2 YEARS. LOT 24  
IS A VACANT LOT EXCEPT FOR A  
SMALL STORAGE SHED.

11. Proposed Use of Property: APPLICANTS PROPOSE TO DEMOLISH

THE OFFICE BUILDING ON LOT 22 AND  
CONSTRUCT A 6 UNIT MULTI-FAMILY IN ITS  
PLACE. ACCESS TO THE SITE WOULD BE  
PROVIDED VIA LOT 24 TO THE REAR, WHICH  
WOULD BE CONVERTED TO A PARKING AREA.

12. Zoning District(s): R-A3

13. Lot Size (Sq. Ft.): 13,190.32\* Lot Size (Acres): .3028

\* COMBINED LOTS 22 AND 24

All major subdivision applications and preliminary and final major site plan applications, consisting of one (1) acre or greater, shall be accompanied by a written environmental impact statement, or a waiver must be requested from the applicable Board, which may or may not approve the waiver request.

14. Parcel Positioning: Corner \_\_\_\_\_ Interior ✓
15. Lot Dimensions: Front 57.24 Rear 92.88  
Side (1) 131.26 Side (2) 87.48
16. Existing Building Setbacks:  
Front 7.27 Rear 63.01 Side (1) 20.11 Side (2) 12.73
17. <sup>PROPOSED</sup> Building Setbacks:  
Front 25.0 Rear 32.61 Side (1) 12.0 Side (2) 13.10
18. Type of Application (Check all that Apply):
- Interpretation of Zoning Ordinance/Map
  - Appeal of decision by Administrative Officer
  - Minor Site Plan
  - Major Site Plan
  - Minor Subdivision (REVERSE)
  - Major Subdivision
  - Bulk "C" Variance
  - "D" Variance
19. Type of Appeal/Interpretation Requested (Check all that apply)
- A. Appeals 40:55D-70A - Hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, decision or refusal made by an administrative officer based on or made in the enforcement of the zoning ordinance.
  - B. Interpretations 40:55D-70B - Hear and decide requests for interpretation of the zoning map or ordinance or for decisions upon other special questions upon which such board is authorized to pass by any zoning or official map ordinance, in accordance with this act.

- C-1 Hardship 40:55D-70C (1) - Where:(a) by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or (b) by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or (c) by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon, the strict application of any regulation pursuant to article 8 of this act would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property, grant, upon an application or an appeal relating to such property, a variance from such strict application of such regulation so as to relieve such difficulties or hardship;
- C-2 Flexible 40:55D-70C(2) where in an application or appeal relating to a specific piece of property the purposes of this act or the purposes of the "Educational Facilities Construction and Financing Act," P.L.2000, c.72 (C.18A:7G-1 et al.), would be advanced by a deviation from the zoning ordinance requirements and the benefits of the deviation would substantially outweigh any detriment, grant a variance to allow departure from regulations pursuant to article 8 of this act; provided, however, that the fact that a proposed use is an inherently beneficial use shall not be dispositive of a decision on a variance under this subsection and provided that no variance from those departures enumerated in subsection d. of this section shall be granted under this subsection; and provided further that the proposed development does not require approval by the planning board of a subdivision, site plan or conditional use, in conjunction with which the planning board has power to review a request for a variance pursuant to subsection a. of section 47 of this act;.
- D-1 Use Variance 40:55D-70D(1) - In particular cases for special reasons, grant a variance to allow departure from regulations pursuant to article 8 of this act to permit: (1) a use or principal structure in a district restricted against such use or principal structure,
- D-2 Expansion of Non-conforming Use 40:55D-70D(2) - An expansion of a non-conforming use.
- D-3 Conditional Use 40:55D-70D(3) - Deviation from a specification or standard pursuant to section 54 of P.L.1975, c.291 (C.40:55D-67) pertaining solely to a conditional use.
- D-4 Floor Area Ratio 40:55D-70D(4) An increase in the permitted floor area ratio as defined in section 3.1 of P.L. 1975, c291(C.40:55D-4).



- D-5 Density 40:55D-70(5) An increase in the permitted density as defined in section 3.1 of P.L.1975, c291 (C.40:55D-4), except as applied to the required lot area for a lot or lots for detached one or two dwelling unit buildings, which lot or lots are either an isolated undersized lot or lots resulting from a minor subdivision.
  - D-6 Height 40:55D-70(6) A height of a principal structure which exceeds by 10 feet or 10% of the maximum height permitted in the district for a principal structure. A variance under this subsection shall be granted only by affirmative vote of at least five members, in the case of a municipal board, or two-thirds of the full authorized membership, in the case of a regional board, pursuant to article 10 of this act.
20. Please state how such variance or other relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

THE PROPOSED MULTI-FAMILY USE, ALTHOUGH NOT PERMITTED IN THE R-AJ ZONE, IS MORE COMPATIBLE WITH THE ZONE THAN THE EXISTING OFFICE USE. IN ADDITION, THE SITE IS PARTICULARLY WELL-SUITED FOR USE AS A MULTI-FAMILY DWELLING GIVEN THE NATURE OF OTHER PROPERTIES IN THE IMMEDIATE VICINITY ALONG ALLWOOD ROAD, WHICH INCLUDE AN APARTMENT COMPLEX, A CONDOMINIUM COMPLEX, BANK, AND HOUSE OF WORSHIP.

21. Are there any deed restrictions that are existing or proposed? Yes  No



OWNER & APPLICANT AFFIDAVIT(S)

Being duly sworn, says that they are the applicant or one of the applicants in the above action, and that he application has been filed within the time required by law, and that all of the matters and facts set forth in the foregoing application are true.


  
MOHAMMED OTHMAN (Applicant)

STATE OF NEW JERSEY)

SS:

COUNTY OF PASSAIC )

Sworn to and subscribed before me this 24<sup>th</sup> day of March, 2020.

  
**BARBARA CONTE**  
NOTARY PUBLIC OF NEW JERSEY  
MY COMMISSION EXPIRES FEB. 10, 2025

If the applicant is not the owner of the property, have the owner sign below or file with the application a notarized letter signed by the owner/or a letter from the owner's attorney consenting to the application.

The foregoing application is hereby consented to one the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Owner

STATE OF NEW JERSEY)

SS:

COUNTY OF PASSAIC )

Sworn to and subscribed before me this 24<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
SIGNATURE OF OFFICER ADMINISTERING OATH (Notary)

TITLE OF SUCH OFFICER \_\_\_\_\_

**CITY OF CLIFTON**

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

**INFORMATION REQUIRED FOR COMPLETENESS OF APPLICATION**

SITE LOCATION 825 ALLWOOD ROAD BLOCK 66.01 LOT 22, 24  
CLIFTON, NJ

NAME OF APPLICANT MOHAMMED & WAFA OTHMAN

ADDRESS 27 TAMBOER AVE. TELEPHONE 972-202-9313  
CLIFTON, NJ 07013

NAME OF OWNER SAME

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**Note:**

See submission instructions for initial submittal. This will include 6 sets of Site plans and Architectural plans for initial review to be deemed administratively complete as per MLUL Section C. 40:55D-47(b).

**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. Upon final submission, twenty (20) copies of the completed Application for Site Plan Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Upon final submission, Twenty (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"/>

SUBMITTED	NOT APPLICABLE	WAIVER REQUESTED
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- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                     |                                     |                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| (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 checked="" type="checkbox"/> |
| (d) Landscaping, Lighting, Signing and Striping Plan                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (e) Soil Erosion and Sediment Control Plan                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (f) Construction details; including typical cross-sections and profiles                                                                                                                                                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| (g) Preliminary building floor plans and elevations for all new structures showing precise use of 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                                                                                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 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                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4. If the applicant is not the owner of the property, a completed consent to file must be submitted, signed by the property owner                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 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) | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 6. Copies of all applications or permits submitted to or issued by other applicable agencies                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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, Ph.973-470-5793 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|

2. Two (2) sets of site plans and one (1) copy of a completed Passaic County Development Review Application form to:  
 Passaic County Planning Board  
 317 Pennsylvania Avenue  
 Paterson, NJ 07503  
 973-881-4490

SUBMITTED      NOT APPLICABLE      WAIVER REQUESTED

\_\_\_\_\_ ✓ \_\_\_\_\_

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, 3 sets sent to Board consultants if required by Administrative officer.

✓ \_\_\_\_\_

4. Fifteen (15) sets of Traffic Study of the area in question.

\_\_\_\_\_ \_\_\_\_\_ ✓

5. Environmental Impact study as per Ordinance

\_\_\_\_\_ \_\_\_\_\_ ✓

**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:

SUBMITTED      NOT APPLICABLE      WAIVER REQUESTED

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

✓ \_\_\_\_\_

SUBMITTED      NOT APPLICABLE      WAIVER REQUESTED

- |                                                                                                                      |       |       |       |
|----------------------------------------------------------------------------------------------------------------------|-------|-------|-------|
| 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. Existing Conditions**

- |                                                                                                                                                          |       |       |       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-------|
| a) Buildings with dimensions (dashed lines if to be removed)                                                                                             | ✓     | _____ | _____ |
| b) Parking and loading spaces and bays                                                                                                                   | _____ | ✓     | _____ |
| 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                                                                                                                                 | ✓     | _____ | _____ |

	<u>SUBMITTED</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>
m) Sanitary Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n) Buildings or structures distance from property lines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. Proposed Improvements</b>			
a) Buildings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Dimensions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Height in stories	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) Distances between buildings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) Lowest floor elevation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(5) Roof drains	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(6) Finished grade elevations at each corner of building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(7) Distances to property lines, as per Zoning requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Vehicular Circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) Location of egress and ingress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Widths of private access roads, driveways, curb cuts and walkways	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(3) Automobile and truck turning radius lines on driveways and loading areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(4) Driveway and parking area curbing and curb radii	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(5) Parking and loading areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(a) Location and size of parking spaces and aisles, with parking spaces numbered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Location, number and size of loading bays with maneuvering areas indicated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) Distances of parking and loading areas From lot lines, as per zoning requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Directional, regulatory and advisory signs – location, size, type and height, with details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(e) Pavement markings including traffic flow arrows, Fire Lanes as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Landscaping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) Planting plan with plantings shown as symbols appropriately scaled to represent sizes at the time of planting (beds shall be shown in outline)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**SUBMITTED      NOT APPLICABLE      WAIVER REQUESTED**

(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) Landscape Treatment and Open Space**

1) 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 as per 461-42(f)

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

(3) Height of standards or mounted height

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

(4) Photometric diagrams showing illumination patterns *TO BE PROVIDED*

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

(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

\_\_\_\_\_ \_\_\_\_\_

**SUBMITTED      NOT APPLICABLE      WAIVER REQUESTED**

**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**

\_\_\_\_\_                      \_\_\_\_\_  
 \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

**(e) 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**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

**(f) Existing and Proposed Signs**  
**(1) Location of all signs, including setbacks from property lines**  
**(2) Dimensions**  
**(3) Height**  
**(4) Legend**  
**(5) Type of illumination**  
**(6) Hours of illumination**

\_\_\_\_\_                      \_\_\_\_\_  
 \_\_\_\_\_                      \_\_\_\_\_  
 \_\_\_\_\_                      \_\_\_\_\_  
 \_\_\_\_\_                      \_\_\_\_\_  
 \_\_\_\_\_                      \_\_\_\_\_  
 \_\_\_\_\_                      \_\_\_\_\_

**(g) 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.

<b>FOR OFFICIAL USE ONLY</b>	
Check list prepared by: _____	Date _____
Check list reviewed by City _____	Date _____
Application found complete on _____	
Applicant notified on _____	
The following waivers were requested: _____	
The following waivers were granted: _____	
The following waivers were denied: _____	

# City of Clifton

## Application for Subdivision Check List

**Submission Requirements Applicable for all Subdivision Applications:**

	<u>SUBMITTED</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>
1. Completed development application form	/	_____	_____
2. Completed application checklist (see below)	/	_____	_____
3. Proof of payment of property tax (current)	/	_____	_____
4. Certified survey of subject property	/	_____	_____
5. 20 copies of plans showing all proposed improvements folded and collated and any supporting documents	/	_____	_____
6. Application fee @ \$ <u>paid</u>	<u>600.<sup>00</sup></u>	_____	_____
7. Escrow fee @ \$ <u>(see escrow fee schedule)</u>	<u>2000.<sup>00</sup></u>	_____	_____

**Minimum Subdivision Plan Requirements:**

1. Completed Title Block containing the following information: a. City of Clifton, Passaic County, New Jersey b. Tax map block, Lot and Sheet No. c. Street Address	/	_____	_____
2. Name and address of applicant	/	_____	_____
3. Name and address of owners(s) of record of the subject property	/	_____	_____
4. Names and addresses of the professional(s) preparing plans or subdivision with signature and seal, as required	/	_____	_____
5. Scale, written and graphic	/	_____	_____
6. North Arrow with reference	/	_____	_____
7. Names, addresses and block/lot numbers of all property owners within 200 feet of the subject property	/	_____	/
8. Show all properties on plans that are adjacent to the subject property	/	_____	/
9. Provide a key map showing the subject property and all properties, roads, zoning boundaries and natural features within 200 feet	/	_____	/
10. Date of original submission and any revisions	/	_____	_____
11. Zone analysis chart containing bulk information for development application proposal	/	_____	_____
12. Existing conditions, including and buildings	/	_____	_____

SUBMITTED                      NOT APPLICABLE                      WAIVER REQUESTED

- or structures, natural features, topography, trees, utilities and any other infrastructure and/or improvements
- 13. Compliance with requirements of the tree mitigation ordinance \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ ✓
  - 14. Project narrative describing development proposal and any variance and/or waiver requests \_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_
  - 15. Certification of approvals for any required outside agencies or regulatory bodies \_\_\_\_\_ \_\_\_\_\_ ✓ \_\_\_\_\_
  - 16. Signature block for Clifton planning board or board of adjustment, as appropriate \_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_
- (SEPARATE SUBMISSION)

**Submission Requirements For Minor Subdivisions:**

- 1. Certified plat at a scale of not less than 1 inch equals 50 feet \_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_
- 2. Location of that portion which is to be subdivided in relation to the entire tract \_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_
- 3. All existing structures on subject property to be subdivided and within 100 feet \_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_
- 4. Property owner(s) names and adjacent property owner(s) names \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ ✓
- 5. Tax map, sheet, block and lot numbers \_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_
- 6. All streets and streams within 100 feet of proposed subdivision \_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_
- 7. Such other information or data as may be required by the approving authority in order to determine that the minor subdivision details are in accordance with the standards of chapter 57, Clifton City Code and are also in accordance with all other applicable municipal, county, state and federal laws, ordinances and regulations. \_\_\_\_\_ \_\_\_\_\_ ✓ \_\_\_\_\_

**Submission Requirements for Preliminary Major Subdivisions:**

N/A

- 1. Certified plat at a scale of not less than one inch equals 50 feet \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
- 2. Key map showing all properties and roads within 400 feet from the subject property to be subdivided \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
- 3. Acreage of tract to be subdivided to nearest tenth of an acre \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
- 4. Contours at 5 foot intervals for slopes averaging 10 percent or greater and 2 foot intervals for land of lesser slope \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

	<u>SUBMITTED</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>
5. Location of existing and proposed: property lines, railroads, bridges, culverts, drain pipes and any natural features such as wooded areas, rock formations, easements and rights-of-ways	_____	_____	_____
6. Plans of proposed utility layouts (sewers, storm drains, water, gas and electricity) showing feasible connections to existing or any proposed utility systems	_____	_____	_____
7. Copy of any protective covenants or deed restrictions applying to the land being subdivided	_____	_____	_____
8. Such other information or data as may be required by the approving authority in order to determine that the preliminary subdivision details are in accordance with the standards of Chapter 19, Clifton Land Subdivision Ordinance and are also in Accordance with all other applicable municipal, County, state and federal laws, ordinances and Regulations	_____	_____	_____

**Submission Requirements for Final Major Subdivisions:**

N/A

1. Certified plat at a scale of not less than one inch equals 50 feet	_____	_____	_____
2. Plat details, including: tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, all lot lines and all other site lines shall have accurate dimensions, bearings or deflection angles, and radii, arcs and central angles of all curves	_____	_____	_____
3. The purpose of any easement to be dedicated shall be designated	_____	_____	_____
4. Each block and lot shall be numbered as designated by the Tax Assessor	_____	_____	_____
5. Provide minimum building setback lines for all proposed lots	_____	_____	_____
6. Names of owners of adjoining lands	_____	_____	_____
7. Location and description of all monuments	_____	_____	_____
8. Cross sections and profiles of proposed streets or portions thereof	_____	_____	_____
9. Contours at 5 foot intervals for slopes averaging 10 percent or greater or 2 foot intervals for land of lesser slope	_____	_____	_____
10. Plans and profiles of storm and sanitary sewers and water mains	_____	_____	_____

SUBMITTED                      NOT                      WAIVER  
APPLICABLE                      APPLICABLE                      REQUESTED

11. Such other information or data as may be required by the approving authority in order to determine that the final subdivision details are in accordance with the standards of Chapter 19, Clifton Land Subdivision Ordinance and are also in accordance with all other applicable municipal, county, state and federal laws, ordinances and regulations

\_\_\_\_\_