



# Borough Of Montvale

12 Mercedes Drive  
Montvale, NJ 07645  
(201) 391-5700

## Planning Board Minor Subdivision Application

### Application for Minor Subdivision, Classification, and Sketch Plat Review

In Accordance with the provisions of the Montvale Subdivision Ordinance,  
Section 56-5: Definitions: A Minor Subdivision is defined as follows:

Any Subdivision containing not more than 4 lots, each fronting on a street fully improved in accordance with the standards specified in this Ordinance and the Road Improvement Ordinance of the Borough of Montvale, a distance of not less than 100 feet or the full width of each lot, whichever is greater, not involving any new street or road or the extension of the municipal facilities and not adversely affecting the development of the lot to be divided, the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinances, or this Ordinance.

Please note: 17 sets of the completed application form must be submitted to the Board Secretary

Date: \_\_\_\_\_

Please indicate the purpose of this application:

Minor Subdivision Classification

Minor Subdivision Sketch Plat Review

Amendment to Approved Minor Subdivision Sketch Plat

1a. Name of Applicant: \_\_\_\_\_

1b. Street: \_\_\_\_\_

1c. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_

1d. Phone: \_\_\_\_\_

1e. Email: \_\_\_\_\_

2. Is the above listed applicant:

an individual

a partnership

a corporation

or other \_\_\_\_\_

3. If partnership or corporation, state the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class, or at least 10% of the interest in the partnership, as the case may be:

4. If applicant is represented by a NJ Attorney:

4a. Name of Attorney: \_\_\_\_\_  
4b. Firm: \_\_\_\_\_  
4c. Street: \_\_\_\_\_  
4d. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_  
4e. Phone: \_\_\_\_\_  
4f. Email: \_\_\_\_\_

5. To whom should correspondence and notices be sent?

5a. Name: \_\_\_\_\_  
5b. Street: \_\_\_\_\_  
5c. Town /State/Zipcode: \_\_\_\_\_ - \_\_\_\_\_  
5d. Phone: \_\_\_\_\_  
5e. Email: \_\_\_\_\_

6. Montvale Tax Assessment Map description of land proposed to be subdivided:

6a. Block: \_\_\_\_\_ 6b. Lot: \_\_\_\_\_  
6c. P.O. Street Address: \_\_\_\_\_  
6d. Nearest Cross Streets: \_\_\_\_\_  
6e. Zone District: \_\_\_\_\_

7. If applicant is not the record owner of the land described in number 6 above, state applicant's legal interest:

Contract purchaser  
Contract tenant  
Attorney for record owner  
Other: Describe: \_\_\_\_\_

8. Purpose of application: (Give a detailed description of the use of the property, present and proposed, including the number of new building lots to be created):

9. Has there been any previous proceedings before the Montvale Planning Board or the Zoning Board of Adjustment regarding the lands described above?

Yes  
No

If yes, give the dates, details and disposition of the previous proceedings:

10. Has an application been submitted to the Bergen County Planning Board?

Yes

No

If yes, give the dates, details and status of the application:

If no, state the reason why an application has not been submitted to the Bergen County Planning Board:

11. Are the following documents attached and made a part of this application:

- |     |    |   |
|-----|----|---|
| Yes | No | Certification of Applicant  |
| Yes | No | W-9 Form Completed  |
| Yes | No | Affidavit of Consent of Record Owner  |
| Yes | No | Certification of Payment of Taxes<br>(attach copy of certification of tax collector as to status of real property taxes related to subject property)                                      |
| Yes | No | Completed Subdivision Checklist   |
| Yes | No | Proof of Ownership or Property Interest<br>(set forth and attach copy of deed or other instrument by which sufficient interest in property is claimed to justify application and hearing) |

If any of the above items are checked no, state why:

**Application for Modification or Waiver of Site Plan Details**

In connection with your application for modification or waiver of site plan details, please set forth:

A. List the Section(s) of the Subdivision Ordinance requiring Subdivision Details which are purposely omitted from your Site Plan:

B. Set forth the peculiar conditions applicable to the premises which are the subject of this application or applicable to the proposed construction thereon, which render the omitted details unnecessary to properly evaluate the Plan or Plat:

Application prepared by: _____ Name
_____ Address
Signature: _____
Date: _____

**Certification of Applicant**

I, (We,) the undersigned applicant(s), being duly sworn, upon my (our) oath(s) depose and say that the statement contained herein are true to the best of my (our) knowledge, information and belief.

Signature of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**Certification of Payment of Taxes**

Date: \_\_\_\_\_

I, \_\_\_\_\_ Tax Collector of the Borough of Montvale, hereby certify that the property taxes on the property known as Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_, as shown on the Borough Tax Assessment Maps, have been paid through the \_\_\_\_\_ quarter and that the taxes on the aforementioned property are not past due nor are there any penalties, assessments, or interest due or outstanding as of this date.

\_\_\_\_\_  
Signature of Tax Collector

## Checklist for Minor Subdivision Requirements

Date Submitted: \_\_\_\_\_ (30 days before) for

Meeting on: \_\_\_\_\_

Latest acceptance date: \_\_\_\_\_ (within 45 days from submission)

### **Plans prepared by:**

Professional Engineer: \_\_\_\_\_

NJ License #: \_\_\_\_\_

Land Surveyor: \_\_\_\_\_

NJ License #: \_\_\_\_\_

Architect: \_\_\_\_\_

NJ License #: \_\_\_\_\_

### **Fees and Deposits**

Section 56-11 & 12

Filing fee - see [Fee Schedule](#)

Escrow deposit - see [Fee Schedule](#)

### **Map Requirements**

Fully completed application in duplicate

Attach all required certifications, affidavits, notices and proofs in duplicate

Attach 16 "Seal Stamped" copies of sketch plat

17 Copies of 11"x17" copy of sketch plat also needed to be included in packet

### **Scale and Dimensions**

At least 16" x 26", but not more than 24" x 36"

Scale 1"=10', 1"=20', 1"=30", 1"=40', 1"=50'

### **Description Data**

Name of applicant

Name of subdivision, if different than applicant

Name of owner, if other than applicant

Tax map sheet, Block and Lot numbers

North arrow

Date of preparation of map and revision dates

Graphic scale and reference meridian

Zone district in which property is located

A key map showing the entire subdivisions and its relation to the surrounding area  
(at least within 200' of all property lines of the parcel being subdivided)

The location of the lots to be created in relation to the entire tract

All existing structures and wooded areas within the subdivision and within 200' thereof

All streets and streams within 500' of the subdivision

The location of all trees exhibiting a diameter of 6" or more measured 4' above the ground

A delineation of all trees having a diameter of 4" or more proposed to be removed from the new lot being created, measured 12" above the ground

Acreage of the entire parcel to be subdivided  
Metes and bounds of all property lines of the entire tract and the new lot being created  
The area, in square feet, of all lots to be created  
Easements, streets, buildings, watercourses, railroad bridges, culverts, drainage pipes,  
rights-of-way, drainage easements and prior  
The location of all building setback lines to be established on the proposed lots

Application deemed complete by : \_\_\_\_\_  
Municipal Engineer

Date: \_\_\_\_\_