

INFORMATION FOR APPLICANTS

PLANNING BOARD AND ZONING BOARD OF ADJUSTMENT

CITY OF PATERSON

A. Submission of Application:

Before an application for review by the Planning Board or Zoning Board of Adjustment may be considered, the applicant must present accurate and complete information about the proposal. The following material must be submitted to the Department of Economic Development, Division of Planning & Zoning, 125 Ellison Street, 4th Floor, Paterson, New Jersey 07505.

AN INITIAL ONE-THOUSAND-DOLLAR (\$1,000.00) CERTIFIED CHECK FOR ESCROW PURPOSES SHALL BE INCLUDED WITH ALL OTHER INITIAL SUBMITTALS IN THE BOARD APPLICATION PACKAGE.

1. **Two (2) original (8.5"x14") copies of the attached application form; completed, signed, and notarized.**
2. **Two (2) original copies of the "Letter of Intent and Impact" detailing all relevant information and including:**
 - a) The types of existing uses.
 - b) The types of proposed uses.
 - c) The numbers of families or employees using the sites.
 - d) The applicant's intentions regarding the future disposal of the property.
 - e) The effects, if any, of the proposed development on surrounding areas.
 - f) The need for a variance. If a request for a variance is made, the letter must indicate the need for the variance by stating the special conditions or practical difficulties with the use of the property without the variance.
3. **Two (2) original copies of the "Property Survey" signed and sealed by a licensed surveyor.**
4. ***PDF digital file of the application, architectural plans, site plan, survey and other pertinent materials submitted on a standard compact disk media or flash drive.***
5. **Fourteen (14) appropriately folded copies of the plan(s) drawn to scale by a licensed New Jersey architect, engineer, and/or land surveyor, as applicable, showing the items contained in the attached list of plan details.**
6. **Copies of all deed restrictions and covenants, which affect the property under review or any part thereof.**
7. **Certified statements from the City Revenue Collection Division, City Hall, Market Street and Sewer Billing, City Hall, Market Street, showing the amount of property taxes and sewer taxes, respectively, due on all the property under review and assessments for public improvements due, if any, on all of the property under review.**
8. **Corporations and Partnerships. A list of the names and addresses of all stockholders or individual partners owning at least 10% of the stock of any class or at least 10% of the interest in a partnership or corporation that is applying to the Planning Board, Board of Adjustment or the governing body for permission to subdivide a parcel of land into 6 or more lots or applying for a variance to construct a multiple dwelling of 25 or more units or for the approval of a site to be used for commercial purposes. (N.J.S.A. 40:55d-48.4)**
9. **"Letter of Denial" from the Division of Planning and Zoning, 125 Ellison Street, 4th Floor, Paterson, New Jersey 07505 (*Not required for subdivision applications*).**

NO APPLICATION WILL BE CONSIDERED FILED AND THE TIME PERIODS FOR REVIEW AND ACTION WILL NOT COMMENCE UNTIL ALL OF THE ABOVE APPLICATION MATERIALS ARE COMPLETE AND HAVE BEEN RECEIVED BY THE DIVISION OF PLANNING & ZONING. WHEN ALL REQUIRED INFORMATION HAS BEEN RECEIVED AND DEEMED COMPLETE, A LETTER WILL BE SENT NOTIFYING YOU. THE APPLICATION WILL THEN BE DOCKETED.

B. Notice to Property Owners within 200 feet:

In accordance with 300-5.3, ***Public notice***, notice to all property owners within 200' feet shall be required for all applications *except* those involving conventional site plan, minor subdivision, final approval on an application that has already been given preliminary approval and conforming and conforming to the conditions of such preliminary approval, or a continuance of any hearing for which proper public notice has already been given, unless otherwise ordered by the approving agency. The applicant shall file an affidavit of proof of service with the Division of Planning and Zoning not less than (5) days prior to the date of the hearing. Said affidavit shall show all parties served and the manner of service employed.

If notice to surrounding owners is required you will be given the necessary forms and instructions by the Division of Planning & Zoning. Please follow those instructions for giving notice to surrounding property owners.

C. Review by Board:

The application will be presented to the appropriate Board(s) for review on the scheduled date. You are required to be at the meeting or have a representative there with your authorization. ***An attorney at law of this State must represent a company or corporation applying to either board.***

D. Additional Approvals:

1. If you are altering, changing, construction, or adding onto a multiple family dwelling as defined by State Law, you will have to file plans with the Bureau of Housing Inspections, Trenton, New Jersey for approval prior to issuance of a permit by the Building Inspector.
2. If local ordinances and State Laws require licenses or registration approval, these requirements must be met prior to issuance of Building Permit or Certificate of Occupancy.

**If you need assistance in filling out any form, please contact the
Division of Planning & Zoning at (973) 321-1343.**

PLAN DETAILS

Unless otherwise indicated, the plans must include, on one or more drawings, drawn to scale, signed and sealed by a New Jersey licensed architect, engineer, or land surveyor, the following existing and proposed information:

1. **Boundary:** Indicate all boundaries and dimensions, distances, easements, ownership, metes and bounds and lot and block numbers of subject and adjacent properties.
2. **Building Location:** Locate all buildings (existing, proposed, and planned future expansions) and structures to be removed, shown with dotted lines, with all setbacks, side yards and dimensions shown.
3. **Use:** Indicate current and proposed uses and, where appropriate, the number and size of dwelling units, number of employees and/or other users of the facility.
4. **Building and Site Layout:** Indicate interior and exterior layouts showing all dimensions and, where appropriate, square footage including, but not limited to, floor plans, loading areas, parking areas, walkways, driveways, buffers, screening, and curbs.
5. **Building Materials:** Indicate the type of materials used or to be used for all existing and proposed structures.
6. **Adjacent Properties:** Indicate use and location of all adjacent properties and buildings thereon.
7. **Grading and Drainage:** Indicate both existing and proposed contours, at either one or two foot intervals, storm drainage lines and appurtenances, such as catch basins and storm drains. Supplement contours on large level areas, at retaining wall, and at building foundations with spot grades.
8. **Utilities:** Indicate the size and location of all on site and adjacent above and below-ground existing and proposed utilities. Include gas, water, telephone, electricity, site lighting and sanitary and storm sewers.
9. **Open Space:** Indicate dimensions and give summary total of all active and passive open space.
10. **Landscaping:** Indicate the location, species, size, and the number of all plant materials (ground cover, shrubbery, and trees).
11. **Building Elevations:** Show all front, rear, and side building elevations.
12. **Circulations:** Include major on site and adjacent pedestrian routes, public transportation routes, and vehicular traffic flow directions, including site access and egress.
13. **Floodway Boundaries:** Indicate boundaries of a designated Floodway or Floodway Fringe area where they encroach upon the subject property.
14. **Identifications:** The title of the development, the name of the applicant, the name and address of the preparer of the plan, the New Jersey professional license number and seal of the architect, engineer or land surveyor preparing the plan, the north arrow, the scale and the date of the drawing.
15. **Key Map:** Indicate the location of the applicant's property and its relation to the surrounding area, to a point at least 500 feet from the subject property.
16. **Signs:** Indicate all proposed signs for the building or site (non-residential uses only).

CHECKLIST FOR SUBMISSIONS

To the Paterson Planning Board and Paterson Board of Adjustment for Site Plan, Minor Subdivision, Major Subdivision, Conditional Use, “C” Variance and “D” Variance approvals.

A. Development application review checklists:

(1) General requirements. No application for development shall be deemed complete unless the following items, information and documentation, where applicable, are submitted to the Paterson Planning and Zoning Division.

<u>Yes</u>	<u>No</u>	
()	()	(a) Two application forms properly completed.
()	()	(b) Correct filing fee.
()	()	(c) Reference and provide copies of approvals/application required by local, county, state and federal agency.
()	()	(d) List of approvals sought and required by applicant before the board.
()	()	(e) Certification that property taxes and sewer payments and assessments are current.
()	()	(f) Proof that proper public notices for the application pursuant to N.J.S.A. 40:55D-12 have been satisfied.
()	()	(g) Completed application for a zoning permit issued by the Zoning Officer.
()	()	(h) Copies of deed restrictions and covenants.
()	()	(i) Required number of plans showing required information as specified herein.
()	()	(j) Two copies of “Letter of Intent and Impact”
()	()	(k) All plans shall be drawn to an appropriate scale on sheet sizes on 18” x 24”, 24” x 36” or 36” x 42”. Drawings shall be folded to a size of 8 1/2” x 14” when submitted.
()	()	(l) Ownership disclosure statement as required by law.
()	()	(m) Request to waive any requirement for application submission. List required for waiver and reasons for waiver.

B. No application for site plan review and approval shall be deemed complete unless the following items, information and documentation, where applicable, are submitted to the Planning Board or Board of Adjustment, as applicable.

(1) Site Plan submission details and requirements:

- (a) All plans shall be drawn to an appropriate scale on sheet sizes on 18" x 24", 24" x 36" or 36" x 42". Drawings shall be folded to a size of 8 ½" x 14" when submitted.
- (b) Plan legibility: satisfactory () unsatisfactory ().

<u>Yes</u>	<u>No</u>	
()	()	(1) Fourteen copies of site and related plans.
()	()	(2) Project name, property address, applicant's name, telephone number of the applicant, name and address of property owner and proof of owner's consent, name of person preparing plans, and accompanying data.
<u>Yes</u>	<u>No</u>	
()	()	(3) Current Tax Map lot and block numbers of all properties involved.
()	()	(4) Date, scale, North arrow and key map at one (1) inch = two hundred (200) feet scale, or other appropriate scale.
()	()	(5) Zone district of premises and the zone districts of all the immediately adjoining properties. A table of zoning data showing existing, proposed and required conditions.
()	()	(6) All existing/proposed setback dimensions, landscaped areas, trees over six inches, fencing height, and type of planting material.
()	()	(7) Existing and proposed signs: sign size, type of construction, sign materials and colors, location on property/building, size of lettering/logo.
()	()	(8) Location of existing and proposed exterior lighting, including size height, area, direction of illumination, lumen power, and isolux drawing, where required.
()	()	(9) Metes and bounds of all properties, easement, and site area (sq. ft.).
()	()	(10) Structures and condition to be removed and areas, setbacks, and location thereof.
()	()	(11) Use of all existing and proposed structures and land areas.
()	()	(12) Exterior building finishing materials.
()	()	(13) Photograph of the premises from the street.
()	()	(14) Existing and proposed principal buildings and accessory structures with dimensions and finished floor grade elevations, floor plans, and area measurements.
()	()	(15) Complete architectural building elevations of proposed structure(s).
()	()	(16) Location, type, and size of all existing and proposed catch basins and all utilities, above and below ground.

- | | | |
|-------------------|------------------|---|
| () | () | (17) The location, type, and size of all existing/proposed curbs, sidewalks, driveways, fences, retaining walls, and parking spaces. All off-street parking and loading areas with dimensions and schedules. |
| () | () | (18) Location, size, type of existing/proposed rights-of-ways, easements, and other encumbrances which may affect premises, description of lands contemplated for dedication to City walkways, loading areas, driveways, and interior site circulation. |
| () | () | (19) Location, size, and use of all contiguous property owned by the owner and applicant. |
| () | () | (20) Location, size, and widths of all existing and proposed streets abutting premises and structures. Property lines of all abutting properties with names and addresses of adjoining owners as per Tax Map. |
| () | () | (21) Existing/proposed topography of the site with contour intervals not less than two (2) feet. |
| () | () | (22) Stormwater management plan. |
| () | () | (23) Parking areas with dimensions. |
| <u>Yes</u> | <u>No</u> | |
| () | () | (24) Developer's agreement, where required by the Board. |
| () | () | (25) Traffic study, where required by the Board. |
| () | () | (26) Environmental impact stuffy, where required by the Board. |
| () | () | (27) Traffic signage and safety plan. |
| () | () | (28) Existing and proposed drainage, sewerage, water, electric, gas, and other utility lines. |
| () | () | (29) Open space/recreation areas including balcony and deck area and all indoor recreation areas. |
| () | () | (30) Flood plan and wetlands boundaries. |
| () | () | (31) On-and off-site improvement guarantees as required by the City. |
| () | () | (32) Escrow agreement, where required. |
| () | () | (33) Description of proposed uses(s) and estimated number of employees, residents, customers, and users. |
| () | () | (34) All other information necessary to meet any requirement of the Zoning and Land Development Ordinance. |

C. No application for subdivision review and approval shall be deemed complete unless the following items, information, and documentation, where applicable, are submitted to the Planning Board and Board of Adjustment, as applicable.

(1) Minor Subdivision Plat Detail and Requirements:

- (a) Plan accuracy and legibility sufficient for review: Yes () No ()
- (b) Plat Size: satisfactory () unsatisfactory ()
- (c) Scale: satisfactory () unsatisfactory ()

<u>Yes</u>	<u>No</u>	
()	()	(1) Fourteen copies of plat.
()	()	(2) Location of tract to be subdivided.
()	()	(3) Uses of buildings and lands.
()	()	(4) Adjoining property owner lot numbers.
()	()	(5) Tax Map and block/lot numbers.
()	()	(6) Name of owner and proof of owner, consent, and adjoining owners per most recent tax records.
()	()	(7) Metes and bounds of all lot lines and square footage of each lot.
()	()	(8) All existing structures on tract with offset dimensions and structures adjoining subject tract.
()	()	(9) All streets, existing/proposed easements and restrictions, streams, and watercourses in or contiguous to property.
()	()	(10) Zoning boundaries within subdivision and surrounding areas.
()	()	(11) Front, rear, and side yard setbacks lines of proposed structures.

<u>Yes</u>	<u>No</u>	
()	()	(12) Tract name, North arrow, graphic scale.
()	()	(13) Offset dimensions of structures in relation to proposed subdivision line(s).
()	()	(14) Proposed subdivision line(s) with metes and bounds.
()	()	(15) All property address numbers involved including adjoining properties.
()	()	(16) All common party walls of structures situated in alignment of subdivision lines.
()	()	(17) All existing structures, driveways, interior driveways, walkways, parking areas, loading areas and similar physical conditions, existing or proposed.

(2) Preliminary Plat Details and Requirements:

<u>Yes</u>	<u>No</u>	
()	()	(a) Fourteen copies of plat.
()	()	(b) Plat drawn to scale with all information required under Section D(1).
()	()	(c) Key map.
()	()	(d) Tract name, Tax Map sheet, block/lot number, date, reference meridian, graphic scale.
()	()	(1) Name and address of record owner or owners and proof of owner consent.
		(2) Name and address of applicant.

(3) Name and address of person who prepared the map.

(4) Identification as a “major” subdivision.

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | (e) Names of adjoining landowners per tax records. |
| <input type="checkbox"/> | <input type="checkbox"/> | (f) Total acreage of tract to nearest tenth of an acre. |
| <input type="checkbox"/> | <input type="checkbox"/> | (g) Contours at five-foot intervals for slopes averaging ten percent (10%) or more; two-foot intervals for land of lesser slope; and high/low points for new streets. |
| <input type="checkbox"/> | <input type="checkbox"/> | (h) Typical cross sections, centerline profiles, tentative grades of proposed streets and traffic sight distances at intersections. |
| <input type="checkbox"/> | <input type="checkbox"/> | (i) Location of existing/proposed property lines showing mete and bounds. |
| <input type="checkbox"/> | <input type="checkbox"/> | (j) Existing structures on tract to be subdivided and within two hundred (200) feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | (k) Location of existing/proposed streets, easements, watercourses, railroads, bridges, culverts, drain pipes/natural features, wooded areas, rock formations in/within two hundred (200) feet of the entire tract owned by the subdivider and all street names with copies of existing easements of record. |
| <input type="checkbox"/> | <input type="checkbox"/> | (l) Proposed utility layouts. |
| <input type="checkbox"/> | <input type="checkbox"/> | (m) Detailed plans of off-site/off-tract improvements. |
| <input type="checkbox"/> | <input type="checkbox"/> | (n) Requirements as specified by the City Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | (o) Location of zoning boundaries within tract and surrounding area. |
| <input type="checkbox"/> | <input type="checkbox"/> | (p) All setback lines of structures. |
| <input type="checkbox"/> | <input type="checkbox"/> | (q) Copy of any existing proposed protective or restrictive covenant or deed restrictions applying to land being subdivided. |

Yes **No**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | (r) Location of open spaces to be dedicated for public parks, playgrounds, and detention of retention basins. |
| <input type="checkbox"/> | <input type="checkbox"/> | (s) Individual lot areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | (t) Preliminary grading, soil erosion and sedimentation plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | (u) Stormwater management plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | (v) Traffic study, where required by the Board. |
| <input type="checkbox"/> | <input type="checkbox"/> | (w) Environmental Impact Study, where require by the Board. |
| <input type="checkbox"/> | <input type="checkbox"/> | (x) Traffic signage and safety plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | (y) Metes and bounds description of each new lot to be created. |
| <input type="checkbox"/> | <input type="checkbox"/> | (z) Other information deemed necessary by the Board. |

(3) Final Plat Details and Requirements:

(a) Prepared by professional engineer or licensed surveyor. Yes (☐) No (☐)

Yes **No**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | (1) Fourteen copies of plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | (2) Plat drawn accurately to scale. |
| <input type="checkbox"/> | <input type="checkbox"/> | (3) Reduction of plat to a scale corresponding to the appropriate page of the Paterson Tax Map. |

- | | | |
|-----|-----|--|
| () | () | (4) Date, name and location of the subdivision, name of owner and subdivider, graphic scale and reference meridian or North arrow. Identification as a “major” subdivision. |
| () | () | (5) Incorporation of all requirements and conditions as set forth in the preliminary approval issued by the Board. |
| () | () | (6) Developer’s agreement as required. |
| () | () | (7) Requirements as specified by City Engineer, including but not limited to statement from the City Engineer that he is in receipt of a map showing all utilities in exact location and elevation, identifying those portions already installed and those to be installed, and the subdivider has complied with one of the following: (a) installed all required improvements; or (b) posted a performance guarantee with the City Engineer in sufficient amount, not to exceed 120% of the cost of improvements to assure completion of all required improvements. |
| () | () | (8) On-and-off site improvement guarantees as required by the City. |
| () | () | (9) Tract, boundary, lines, right-of-way line of streets, street names, easements and other public use, all lot lines and other side lines with accurate dimensions, bearings or deflection angels and radii arcs and central angles of all curves. |
| () | () | (10) The purpose of any easement of land reserved or dedicated to public use shall be designated and the proposed use of sites other than residential shall be noted. |

Yes **No**

- | | | |
|-----|-----|---|
| () | () | (11) Each block shall be numbered in conformance with the Tax Map of Paterson, and the lots within each new block, shall be numbered consecutively beginning with number one and as required by the Tax Assessor. |
| () | () | (12) Minimum building setback lines on all lots and other sites as required. |
| () | () | (13) Location and description of all monuments. |
| () | () | (14) Names and addresses of owners of adjoining land as indicated by the most recent records of the City. |
| () | () | (15) Certification of engineer or surveyor as to the accuracy of plat. |
| () | () | (16) Certification that the applicant is agent or owner of the land or that the owner has given consent under an option agreement. |
| () | () | (17) When approval of a plat is required by any officer or body of the City, county or state, approval shall be certified on the plat. |
| () | () | (18) Requirements per Map Filing Law. |

D. No application for variance approval shall be deemed complete unless the following items, information and documentation, where applicable, are submitted to the Planning Board or Zoning Board of Adjustment, as applicable, and in conjunction with other types of approvals sought.

(1) Variance submission details and requirements.

(a) All requirements under Section A(1), B(1), C(1), C(3), above, as applicable to the types of approvals desired.

E. No application for Conditional Use review and approval shall be deemed complete unless the following items are submitted to the Planning Board or Zoning Board of Adjustments, as applicable, and in conjunction with other types of approvals sought.

(1) Conditional Use Submission Details and Requirements:

(a) All requirements under section A(1), B(1), C(1), C(2), C(3), D, above, as applicable to the types of approval desired.

DEVELOPMENT APPLICATION
CITY OF PATERSON, NEW JERSEY

PROJECT # RECEIVED DATE:

() PLANNING BOARD () ZONING BOARD OF ADJUSTMENT

A. Applicant: Phone# Cell#
Address: Zip
Email Address:

Note: Corporations must provide on a separate sheet the names & addresses of all persons having a 10% or more ownership interest in the subject property.

Property Owner: Phone#
Address: Zip

Agent or Attorney: Phone#
Address: Zip
Email Address:

Plans Prepared By: Phone#
Address: Zip
Email Address:

B. Property:

- 1. Address (List all streets and numbers)
- 2. Adjacent Cross Streets:
- 3. Tax Block # Lot # (s) 4. Zoning District
- 5. On County Road? No Yes Which?
- 6. a) Property Taxes Paid to Date? No Yes Amount Due
b) Sewer Taxes Paid to Date? No Yes Amount Due

7. List any previous applications for Site Plans, Subdivisions, Conditional Uses or Variances:

Table with 5 columns: Type of Application, Date Filed, Applicant, Decision, Date of Hearing

8. Give Details of any Restrictions, Covenants, Easements, or Water Courses on the Subject Property:

C. 1. Detail use of the property and occupancy for every structure and every floor:

- A. Present use(s):
- B. Proposed use(s):

2. Number of expected users (Specify for residents, employees, patrons):

3. Number of Off Street Parking Spaces (Do Not Include Driveway Areas):

4. Total Number of Bedrooms in Each Apartment: _____

5. Greatest Use Periods: Times of Day_____Days_____Seasons_____

6. Hours of Operation (Non-Residential Uses Only):_____

7. Approximate Cost of Proposal: \$_____

- D.** Plans shall include all items listed on the attached “plan details” sheet.
- E.** Plans and a Letter of Intent and Impact are to submitted with this form and are incorporated by reference herein. Staff report will be incorporated into the minutes.
- F.** After review of submitted materials, a letter will be sent either confirming the completeness of this application or requesting additional information.

I hereby certify that all the above information, including information on any accompanying plans or papers, is true, accurate and complete.

Sworn and Subscribed to before
me this _____ day of _____ 20 ____

_____ L.S.
Applicant

Sworn and Subscribed to before
me this _____ day of _____ 20 ____

_____ L.S.
Property Owner
(Authorized applicant and agent or attorney
named herein to act on his/her behalf in
connection with this act)

DEVELOPMENT APPLICATION
CITY OF PATERSON, NEW JERSEY

PROJECT # _____ RECEIVED DATE: _____

() PLANNING BOARD () ZONING BOARD OF ADJUSTMENT

A. Applicant: _____ Phone# _____ Cell# _____
Address: _____ Zip _____
Email Address: _____

Note: Corporations must provide on a separate sheet the names & addresses of all persons having a 10% or more ownership interest in the subject property.

Property Owner: _____ Phone# _____
Address: _____ Zip _____

Agent or Attorney: _____ Phone# _____
Address: _____ Zip _____
Email Address: _____

Plans Prepared By: _____ Phone# _____
Address: _____ Zip _____
Email Address: _____

- B. Property:
1. Address (List all streets and numbers) _____

2. Adjacent Cross Streets: _____
3. Tax Block # _____ Lot # (s) _____ 4. Zoning District _____
5. On County Road? No _____ Yes _____ Which? _____
6. a) Property Taxes Paid to Date? No _____ Yes _____ Amount Due _____
b) Sewer Taxes Paid to Date? No _____ Yes _____ Amount Due _____

7. List any previous applications for Site Plans, Subdivisions, Conditional Uses or Variances:

Type of Application	Date Filed	Applicant	Decision	Date of Hearing

8. Give Details of any Restrictions, Covenants, Easements, or Water Courses on the Subject Property:

- C. 1. Detail use of the property and occupancy for every structure and every floor:
- A. Present use(s): _____

- B. Proposed use(s): _____

2. Number of expected users (Specify for residents, employees, patrons):

3. Number of Off Street Parking Spaces (Do Not Include Driveway Areas):

4. Total Number of Bedrooms in Each Apartment: _____
5. Greatest Use Periods: Times of Day_____Days_____Seasons_____
6. Hours of Operation (Non-Residential Uses Only):_____
7. Approximate Cost of Proposal: \$_____

- D.** Plans shall include all items listed on the attached “plan details” sheet.
- E.** Plans and a Letter of Intent and Impact are to be submitted with this form and are incorporated by reference herein. Staff report will be incorporated into the minutes.
- F.** After review of submitted materials, a letter will be sent either confirming the completeness of this application or requesting additional information.

I hereby certify that all the above information, including information on any accompanying plans or papers, is true, accurate and complete.

Sworn and Subscribed to before
me this _____ day of _____ 20 ____

_____ L.S.
Applicant

Sworn and Subscribed to before
me this _____ day of _____ 20 ____

_____ L.S.
Property Owner
(Authorized applicant and agent or attorney
named herein to act on his/her behalf in
connection with this act)

OFFICE OF BUILDING BUREAU

111 BROADWAY – PATERSON, NEW JERSEY 07505

The undersigned hereby makes application for a permit to **ALTER – REPAIR – MAKE ADDITION** to building according to the following detailed statement and accompanying plans, and does agree that the provisions of the Building Code will be complied with whether the same are specified herein or not.

Applicant’s Signature _____

Applicant’s Address _____

Paterson, N.J., _____ 20_____

- 1. Location (Number and Street) _____
- 2. Type of Building: Frame _____ Non-Fireproof _____ Fireproof _____
- 3. Existing Use _____ If dwelling, state number of families _____
- 4. Proposed Use _____ If dwelling, state number of families _____
- 5. Size of Lot _____ Corner or Interior _____
- 6. Size of existing building _____ No. of stories _____
- 7. Character of Alteration or Repairs _____

- 8. Application for Certificate of Occupancy is hereby made for this building to be used as follows:

- 9. Size of Addition _____ No. of stories _____
- 10. Will addition be Frame _____ Non-Fireproof _____ Fireproof _____
- 11. Roof Covering _____ State Class _____
- 12. Cost of Work \$ _____
- 13. **Remarks:** (Insert here, any information not covered above) _____

NOTE: Complete plans (in duplicate) shall accompany all applications for additions and structural alterations. Including plot plan showing lot lines, all existing buildings and proposed additions.

OFFICE OF BUILDING BUREAU

111 BROADWAY – PATERSON, NEW JERSEY 07505

The undersigned hereby makes application for a permit to **ALTER – REPAIR – MAKE ADDITION** to building according to the following detailed statement and accompanying plans, and does agree that the provisions of the Building Code will be complied with whether the same are specified herein or not.

Applicant’s Signature _____

Applicant’s Address _____

Paterson, N.J., _____ 20_____

- 1. Location (Number and Street) _____
- 2. Type of Building: Frame _____ Non-Fireproof _____ Fireproof _____
- 3. Existing Use _____ If dwelling, state number of families _____
- 4. Proposed Use _____ If dwelling, state number of families _____
- 5. Size of Lot _____ Corner or Interior _____
- 6. Size of existing building _____ No. of stories _____
- 7. Character of Alteration or Repairs _____

- 8. Application for Certificate of Occupancy is hereby made for this building to be used as follows:

- 9. Size of Addition _____ No. of stories _____
- 10. Will addition be Frame _____ Non-Fireproof _____ Fireproof _____
- 11. Roof Covering _____ State Class _____
- 12. Cost of Work \$ _____
- 13. **Remarks:** (Insert here, any information not covered above) _____

NOTE: Complete plans (in duplicate) shall accompany all applications for additions and structural alterations. Including plot plan showing lot lines, all existing buildings and proposed additions.

CITY OF PATERSON

DEPARTMENT OF
ECONOMIC DEVELOPMENT

Tiffany L. Harris-Delaney
Director



DIVISION OF
PLANNING AND ZONING

Michael Deutsch, P.P., A.I.C.P.
Division Director

André Sayegh

Mayor

MEMORANDUM

TO: *APPLICANTS*

FROM: Michael Deutsch, P.P., A.I.C.P.
Director of Planning & Zoning Division

DATE: January 5, 2026

RE: *Application Material*

The attached concerns the engineering aspects of your application.

If your proposal is approved, you must coordinate the approval with the City Engineer.

MD/mta

Enclosures

**CITY OF PATERSON
DEPARTMENT OF PUBLIC WORKS**

**William Rodriguez
Director**

Division of Engineering

**James McGrath, P.E.
City Engineer**



**Traffic Operations Center
76-80 North Barclay Street
Paterson, NJ 07503
Phone: (973) 321-1320
Fax: (973) 321-1321**

SITE PLAN SUBMISSION REVIEW REQUIREMENTS

ENGINEERING DIVISION

The following are the minimum requirements for applications submitted to the Engineering Division for review:

1. Service connections for water and sewer are to be shown on the plan. If said connection(s) are made through existing or modified internal plumbing, a note so stating shall be placed on the drawings.
2. If an applicant is submitting a project where there are NO CHANGES to the building drainage or any exterior changes (i.e., parking lots, walkways, landscaping, etc.), a note stating such shall be placed on the drawing and the applicant will not be required to prepare the drainage report described below.
3. A drainage report including a brief narrative, supporting calculations, and sketches/drawings is to be provided. Calculations are to present pre and post development conditions and are to be based on 2 year and 25 year, 1 hour storms. Drainage systems are to be designed to comply with the City's policy of no net change in the rate of runoff.
4. Compliance with the City requirements for curbs, sidewalks, and driveways are to be shown.
5. A copy of the Engineering Review Checklist is attached to assist applicants in complying with City requirements.

SITE PLAN ENGINEERING REVIEW CHECKLIST

Project Name: _____

Package Received: _____ Review Completed: _____

Address/Lot & Block: _____

Zone: _____

- ☐ Project on County Road
- ☐ Project Impacts PVSC Facilities
- ☐ Project Impacts PVWC Facilities
- ☐ Submission Includes Drainage Report
- Narrative Present

Topographic Info. Present

Calculations/Sketches Present

Design based on 25 yr., 1hr Storm
- ☐ Water & Sewer Service Connections Shown
- ☐ TWA Approval from NJDEP Required
- ☐ Driveway Dimensions Shown
- ☐ Separation Distances Between Driveways Shown
- ☐ Separation Distances Between Driveways & Intersections Shown
- ☐ Curbs & Sidewalks Shown to Comply with City Requirements
- ☐ Parking Satisfactorily Addressed
- ☐ Project within a 100-Year Flood Plain
- ☐ Environmental Issues of Concern

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

If yes, comment:

- ☐ Special Issues of Concern
- Yes

No

If yes, comment:



**DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENGINEERING
Traffic Operations Center
76-80 North Barclay Street
Paterson, New Jersey 07503
Phone: (973) 321-1320
Fax: (973) 321-1321**

***MAJOR DEVELOPMENT*
ARCHITECT/ENGINEER'S CERTIFICATION**

Project Name: _____
Street Address: _____
Property Owner: _____

I, _____ am the architect/engineer of record for the above referenced project. I hereby certify that all stormwater management facilities have been designed in accordance with the applicable provisions of N.J.A.C. 7:14A, 7:8, the Residential Site Improvement Standards and City Ordinances.

By: _____
License No.: _____

Signature & Seal

*(Major Development is defined as a project with one or more acres of disturbance or 1/4 acre of increased impervious area.)



**DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENGINEERING
Traffic Operations Center
76-80 North Barclay Street
Paterson, New Jersey 07503
Phone: (973) 321-1320
Fax: (973) 321-1321**

Project Name: _____

Street Address: _____

Property Owner: _____

Architect/Engineer: _____

**MAJOR DEVELOPMENT*
STORMWATER MANAGEMENT CHECKLIST**

*A Major Development as defined by NJDEP as any project with one or more acres of disturbance or an increase in impervious area of 1/4 acre. All projects falling within the above criteria must comply with and submit all criteria listed below:

Applicant
To Initial

- _____ • Topographic information for the site (contours, spot elevations, etc.) for the existing and proposed conditions.
- _____ • Calculation of area of disturbance and increase in impervious area.
- _____ • Narrative for drainage report.
- _____ • Pre and post development runoff calculations for runoff for 2, 10 and 100-year storms.
- _____ • Design stormwater management facilities per RSIS*.
- _____ • Design stormwater facilities for reduction of post development flows to 50%, 75% and 80% of the 2, 10 and 100-year predevelopment flows per N.J.A.C. 7:8.
- _____ • Comply with water quality and recharge requirements from N.J.A.C. 7:8.
- _____ • All documentation noted in RSIS and N.J.A.C. 7:8.
- _____ • Include Architect/Engineer's certification.

NO WAIVERS OR EXEMPTIONS ARE PERMITTED

*RSIS – Residential Site Improvement Standards N.J.A.C. 5:21

Checklist Date 10/2021

Revised 12/2025



DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENGINEERING
Traffic Operations Center
76-80 North Barclay Street
Paterson, New Jersey 07503
Phone: (973) 321-1320
Fax: (973) 321-1321

NON-MAJOR DEVELOPMENT
ARCHITECT/ENGINEER'S CERTIFICATION

Project Name: _____
Street Address: _____
Property Owner: _____

I, _____ am the architect/engineer of record for the above referenced project. I hereby certify that all stormwater management facilities have been designed in accordance with the applicable provisions of City Ordinances and standards.

By: _____
License No.: _____

Signature & Seal

*(Non-Major Development is defined as a project with less than one acre of disturbance or less than 1/4 acre of increased impervious area.)



DEPARTMENT OF PUBLIC WORKS
DIVISION OF ENGINEERING
Traffic Operations Center
76-80 North Barclay Street
Paterson, New Jersey 07503
Phone: (973) 321-1320
Fax: (973) 321-1321

Project Name: _____

Street Address: _____

Property Owner: _____

Architect/Engineer: _____

NON-MAJOR DEVELOPMENT*
STORMWATER MANAGEMENT CHECKLIST

*A Non-Major Development as defined as any project with less than one acre of disturbance or less than 1/4 acre increase in impervious area. All projects falling within the above criteria must comply with and submit all criteria listed below:

Applicant
To Initial

- _____ • Topographic information for the site (contours, spot elevations, etc.) for the existing and proposed conditions.
- _____ • Calculation of area of disturbance and increase in impervious area.
- _____ • Narrative for drainage report.
- _____ • Pre and post development runoff calculations for runoff for 2 and 25 year storms.
- _____ • Design stormwater management facilities for a zero net increase in runoff rate for the 2 and 25 year, one hour storms.
- _____ • Design stormwater management facilities (detention ponds, control structures, seepage pits, etc.) per RSIS*.
- _____ • Include Architect/Engineer's certification.

NO WAIVERS OR EXEMPTIONS ARE PERMITTED

*RSIS -Residential Site Improvement Standards N.J.A.C. 5:21