



INCORPORATED 1908

# BOROUGH OF RAMSEY

33 NORTH CENTRAL AVENUE  
RAMSEY, NEW JERSEY 07446

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## PROCEDURES FOR SITE PLAN WAIVER

**\*\*\* BEFORE MAKING COPIES FOR SUBMISSION, THE ZONING OFFICER AND BOARD SECRETARY MUST SIGN OFF\*\*\***

- (1) Complete the Site Plan Waiver Application two page form. Type or print in black ink. Fill in all the blanks on the form and if "not applicable" enter "N/A". When completed, please submit your application to the Planning Board Administrative Secretary along with a check for \$50.00 payable to the Borough of Ramsey. After sign-off by the Zoning Officer and Board Administrative Secretary, submit 20 stapled sets including a \*photo page.  
**\*The Board requires a photograph of the front exterior of the building you will be occupying to accompany this application.**
- (2) After all 20 sets are submitted, the application will be placed on the Agenda for the Application Review Committee meeting generally held at 12:00 noon on the Thursday before a Planning Board meeting. The Applicant or his/her representative **must** attend this meeting.

When these two steps have been completed, the Applicant can then be placed on the Agenda of the Planning Board. Meetings are held every first and third Tuesday of the month at 7:30 PM in the Council Chambers at the Municipal Building. The Applicant or his/her representative **must** be present at the meeting to answer any questions.

**Note to Applicant:** All signage and/or exterior renovations must be approved by the Design Review Board which meets the fourth Tuesday of the month at 7:30 P.M. Complete a Sign Specification form and submit it to the Design Review Board Secretary at the Borough Hall for placement on the Agenda.

### POST APPROVAL INSTRUCTIONS:

**Please be advised that receiving a waiver of site plan approval from the Planning Board does not, in itself, entitle you to occupy your building. Upon Planning Board approval of this waiver, the following steps must be taken before occupying the site:**

1. Where there is no new or change of use, a waiver of site plan approval by the Planning Board and a continued certificate of occupancy shall be required for any change of occupancy in a commercial structure in the B-1, B-2, B-3, I.P. and L.O. Zone Districts, and such waiver of site plan approval and the continued certificate of occupancy shall be obtained prior to such occupancy.
2. A license must be obtained from the Board of Health for the sale of any food (including vending machines), Retail Food Establishments, Body Art, Beauty Parlors and Nail Salons.
3. The Ramsey Bureau of Fire Prevention requires you to register in accordance with the N.J. State Fire Safety Code. The fee is determined by size of tenant space and covers registration and inspection. The Fire Prevention Official, Darryl DeMott, can be contacted at Ext. 256.

BOROUGH OF RAMSEY PLANNING BOARD  
33 NORTH CENTRAL AVENUE, RAMSEY, NEW JERSEY 07446

APPLICATION FOR SITE PLAN WAIVER

Applicant Name: \_\_\_\_\_  
Exact name of entity (Indicate if Corp., LLC, LLP, Individual or Sole Proprietorship)

Contact Name: \_\_\_\_\_

Federal Emp. Number or Social Security Number: \_\_\_\_\_

Home/Mailing Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Home/Cell #: \_\_\_\_\_

PROPOSED PROJECT: \_\_\_\_\_ Zone: \_\_\_\_\_

Date of Occupancy: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Street Location: \_\_\_\_\_ Suite Number: \_\_\_\_\_

Square footage of: Building: \_\_\_\_\_ Leased Area (Sq. Ft.): \_\_\_\_\_

Name of Proposed Business: \_\_\_\_\_

Nature of Proposed Business: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Days of Operation: \_\_\_\_\_

Proposed Alterations to Site: \_\_\_\_\_

Site Location Vacant: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Number of Employees: F/T \_\_\_\_\_ P/T \_\_\_\_\_

Name of Former Business: \_\_\_\_\_

Nature of Former Business: \_\_\_\_\_

Real Estate Broker's Name: (Please Print) \_\_\_\_\_

Attorney's Name: (Please Print) \_\_\_\_\_

Landlord's Name: (Please Print) \_\_\_\_\_

I consent to this application:

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Landlord's Signature

PLANNING BOARD APPROVAL/DENIAL SUBJECT TO: \_\_\_\_\_ Change of Ownership Only

- Payment of all legal/engineering fees (if applicable) (Please check)
- Approval of Construction, Fire Official and Board of Health
- IF APPLICABLE, Shade Tree Commission and Design Review Board approvals
- Conditions of Approval:

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

\_\_\_\_\_  
Planning Board Administrative Secretary

DISTRIBUTION:  
Board of Health/Tax Assessor  
Fire Prevention/Building Department  
Applicant/Landlord  
Planning Board

FEE: \$50.00

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Zoning Check By: \_\_\_\_\_

Application Review Committee: Thursday \_\_\_\_\_ at 12:00 Noon

Ramsey Planning Board Meeting: Tuesday \_\_\_\_\_ at 7:30 P.M.

## BOROUGH OF RAMSEY

### WAIVER OF SITE PLAN PARKING INFORMATION

APPLICANT IS REQUESTED TO FILL IN THE FOLLOWING PARKING INFORMATION. WHEN IN DOUBT, PLEASE REFER TO THE RAMSEY ZONING CODE OR THE ZONING OFFICER.

1. Number of parking spaces required for total building area based on current Ramsey Code Standards (See note below).
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2. Number of total parking spaces presently existing on site.
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3. Number of parking spaces required by code for space being utilized by applicant.
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#### NOTE FOR APPLICANT

Office or Retail Space:	1 parking stall per 200 s.f.
Medical Use:	1 parking stall per 150 s.f.
Warehouse:	1 parking stall per 400 s.f.
Any Other Use:	Please refer to Ramsey Zoning Code

Variance for Parking granted on \_\_\_\_\_

to allow \_\_\_\_\_ spaces where \_\_\_\_\_ are required.

Zoning Checked By: \_\_\_\_\_