



INCORPORATED 1898

BOROUGH OF RAMSEY

33 NORTH CENTRAL AVENUE
RAMSEY, NEW JERSEY 07446

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PROCEDURES FOR SITE PLAN WAIVER

- (1) Complete the Site Plan Waiver Application form (2 pages). Fill in all the blanks on the form and if "not applicable," enter "N/A." **The Board requires a photograph of the front exterior of the building you will be occupying to accompany this application.**
- (2) Submit your application, along with photo, to the Planning Board Secretary with a **check for \$50.00 payable to the Borough of Ramsey.**
- (3) Once the Zoning Officer approves the proposed use and parking requirements, the application will be placed on the Agenda for the Application Review Committee (ARC) 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 three 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. A Continued Certificate of Occupancy shall be obtained by the Building Department prior to occupancy.
2. **A license must be obtained** from the Board of Health for the sale of any food (including vending machines), 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: _____ <small>Exact name of entity (Indicate if Corp., LLC, LLP, Individual or Sole Proprietorship)</small>	
Contact Name: _____	
Federal Emp. Number or Social Security Number: _____	
Home Address: _____	
Business Telephone: _____	Home/Cell #: _____
Email Address: _____	
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 at location: _____	
Nature of Former Business at location: _____	
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)
<ul style="list-style-type: none">• 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:	FEE: \$50.00
Board of Health/Tax Assessor	
Fire Prevention/Building Department	
Applicant/Landlord	Date Received: _____ By: _____
Planning Board	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).

2. Number of total parking spaces presently existing on site.

3. Number of parking spaces required by code for space being utilized by applicant.

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: _____