

## **Site Plan Review Committee Application Meeting Process**

### **Borough of Montvale Land Use/ Planning Department**

12 DePiero Drive, Montvale, NJ 07645

Phone: 201-391-5700 ext. 242

Fax: 201-391-9317

#### **PURPOSE**

Prior to appearing before the Planning Board, a meeting with Site Plan Review Committee (SPRC) - a subcommittee of the Montvale Planning Board - is required. During this meeting the applicant must describe and present the proposed project. Thereafter the SPRC will advise the applicant of the requirements for a formal site plan or subdivision review process. The SPRC will assess the proposed project and attempt to identify any issues early in the process.

#### **SCHEDULE A MEETING**

Step 1: Fill out Site Plan Review Committee Pre-Application form. Provide a project narrative briefly describing the proposed improvements. Submit 9 copies of all documentation to the Land Use Administrator.

Step 2: Provide a detailed concept plan drawn to scale. Plans are to be a minimum of 11" x 17". You may take a copy of your survey and draw on that to present to the committee. The drawing must include the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Property Dimensions                        | <input type="checkbox"/> List of Variances                                  |
| <input type="checkbox"/> Existing and Proposed Parking areas        | <input type="checkbox"/> Storm water detention                              |
| <input type="checkbox"/> Site Acreage                               | <input type="checkbox"/> Proposed Structure with Square Footage calculation |
| <input type="checkbox"/> Landscaping                                | <input type="checkbox"/> North Arrow  |
| <input type="checkbox"/> Existing and Proposed Structures/Additions | <input type="checkbox"/> Type of Construction                               |
| <input type="checkbox"/> Proposed Setbacks                          | <input type="checkbox"/> Scale  |

Step 3: To schedule a meeting with the SPRC please call 201-391-5700 ext. 242. Once you have a scheduled date and time, please submit to the Land Use Administrator the drawings 5 days prior to your scheduled meeting.

Step 4: Fees to be submitted along with drawings:

\$100.00 application fee

\$500.00 escrow fee.

Escrow requires a W9 form which is attached. Escrow is to cover the initial cost of the Boards professionals' fees for their review. Additional escrow maybe required if the review is more extensive.

The fee of \$100.00 will be credited if an appearance before the full planning board is required.

#### **WHAT TO EXPECT FROM THE SITE PLAN REVIEW COMMITTEE MEETING**

The applicant will describe the project to the committee during the SPRC meeting. The committee members will review and provide comments during the meeting. Questions to the committee for clarification are highly encouraged during this time.

## Site Plan Review Committee Application Form

### Borough of Montvale

12 DePiero Drive, Montvale, NJ 07645

Phone: 201-391-5700 ext. 242

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A Site Plan Review Committee submittal must contain a completed Site Plan Review Committee Application Form and a concept plan drawn to scale. To schedule a meeting please contact the Land Use Administrator at 201-391-5700 ext. 242, or email:

[Lhutter@montvaleboro.org](mailto:Lhutter@montvaleboro.org).

Today's Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

\_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning District(s): \_\_\_\_\_

### Project Representative Information

Project Representative and Title: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

\_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Property Owner Signature: \_\_\_\_\_

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