



Borough Of Montvale

12 DePiero 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 (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 (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

**BOROUGH OF MONTVALE
SUBDIVISION PLAN SUBMISSION CHECKLIST**

Applicant Name:	Type of Application
Applicant Address:	Subdivision
Owner Name:	<div style="display: inline-block; width: 20px; height: 20px; border: 1px solid black; margin: 2px;"></div> <div style="display: inline-block; width: 20px; height: 20px; border: 1px solid black; margin: 2px;"></div> <div style="display: inline-block; width: 20px; height: 20px; border: 1px solid black; margin: 2px;"></div> <div style="display: inline-block; width: 20px; height: 20px; border: 1px solid black; margin: 2px;"></div>
Owner Address:	
Project Name:	
Block: Lot(s):	
Street Address:	
Checklist Prepared By:	

Subdivision Plan			Number	ALL APPLICATIONS AND SUPPORTING MATERIALS MUST BE SUBMITTED TO THE BOARD SECRETARY AT LEAST 21 DAYS PRIOR TO THE REGULARLY SCHEDULED BOARD MEETING.	TO BE COMPLETED BY THE APPLICANT			TO BE COMPLETED BY THE BOROUGH		
Minor	Major Preliminary	Major Final			Provided	N/A	Waiver Requested	Provided Y/N	Waiver Requested	Waiver Granted
✓	✓	✓	1.	✓ REQUIRED DOCUMENTS TO BE SUBMITTED WITH APPLICATION Name and address of the applicant.						
	✓		2.	If the owner of the premises is other than an individual, the name and address of the partners or officers of the entity making the submission.						
✓	✓	✓	3.	Name of subdivision, or title of development.						
✓	✓	✓	4.	Name of record owner, if other than applicant.						
	✓		5.	Certification of owner, if other than the applicant, authorizing submission.						
✓	✓	✓	6.	Lot and block designation of the property.						
✓	✓	✓	7.	Address of property.						
✓	✓		8.	Name, address, license number, and seal of the person, firm, or organization preparing the plat or subdivision.						
✓	✓		9.	North arrow.						
✓	✓	✓	10.	Written and graphic scales.						
✓	✓		11.	Date prepared with all subsequent revisions noted on the plat.						
✓	✓		12.	Appropriate signature blocks for the required approving authority's signature.						
✓	✓		13.	Key map as required by ordinance.						
✓	✓		14.	Aerial photograph with tract boundaries.						
	✓		15.	All distances shall be in feet and decimals of a foot and all bearings shall be given to the nearest 10 seconds						
	✓		16.	The names, as shown on current tax records, of all owners within 200 feet of the subdivision, together with lot and block numbers of said property.						
✓	✓		17.	Tract boundaries identified by heavy solid line. Subdivision line(s) clearly identified and labeled.						

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✓	✓		18.		Lot area of existing lot(s) of entire tract calculated in acres. Lot area of proposed lots calculated in square feet and acres. Include total number of lots proposed.						
✓	✓		19.		Zoned district in which property is located.						
✓	✓		20.		Tabulation of all applicable zone district bulk requirements as per ordinance.						
✓	✓		21.		List of all variances and waivers/exceptions being sought.						
✓	✓	✓	22.		Location and lot and block numbers of all proposed lots verified by the Borough Tax Assessor.						
	✓		23.		Survey data showing boundaries of the property, building, or setback lines and lines of existing and proposed streets, lots, reservations, easements, and areas dedicated to the public use, including grants, restrictions, and rights-of-way. The area of all						
	✓		24.		Reference to any existing or proposed covenants, deed restrictions, or exceptions covering all or part of any parcel. A copy of such covenants, deed restrictions, or exceptions shall be submitted with the application.						
	✓		25.		Distances, measured along the right-of-way lines of existing streets abutting the property, to the nearest intersections with other public streets.						
	✓		26.		Location of all existing and proposed buildings and all other structures, as detailed in the ordinance.						
	✓		27.		Location of all existing and proposed storm drainage structures and utility lines, as detailed in the ordinance.						
	✓		28.		Grading plan illustrating existing and proposed contours with a contour interval of no less than two feet. Existing contours are to be indicated by dash lines; and proposed contours are to be indicated by solid bold lines, as detailed in the ordinance.						
	✓		29.		Location of existing rock outcrops, high points, watercourses, depressions, lakes and ponds, marshes, wooded areas, and other significant existing environmentally sensitive or natural features within the entire tract and within 100 feet thereof.						
✓			30.		Location of all existing structures, wooded areas, existing watercourses, rock outcrops, depressions, lakes and ponds, etc., as per the ordinance.						
✓	✓		31.		Location of existing wells, septic systems on site, and within 100 feet of the tract.						
✓	✓		32.		Location of all trees exhibiting a diameter of four or more inches, measured at 12 inches above the ground, as detailed in the ordinance.						
✓	✓		33.		A delineation of all trees having a diameter of four or more inches proposed to be removed from the new lot being created, measured at 12 inches above the ground, as detailed in the ordinance.						
	✓		34.		All proposed streets and street names, with profiles, indicating the grading; and cross sections showing width of roadway, location and width of sidewalks and location and size of utility lines conforming to the Borough standards and specifications, as detailed in the ordinance.						
✓			35.		Metes and bounds of all property lines of the entire tract and the new lot(s) being created.						
✓			36.		Location of all existing railroad bridges, culverts, drainage pipes, underground storage tanks, rights-of-way, fences and buildings.						

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✓			37.	Drawings of all existing and proposed drainage and utility layouts.						
✓	✓		38.	Location of the required building envelopes with front, rear, and side yard setback dimensions on each proposed lot.						
✓	✓		39.	Location of any wetland areas and associated wetland transition areas as detailed in the ordinance.						
✓	✓		40.	Location of any flood hazard areas with delineation and elevation of the 100-year flood boundary.						
✓			41.	Existing topography shown at five-foot intervals interpolated for US Coast and Geodetic Survey map for the entire tract. All lands with a topographic slope of 15% or greater in its natural state shall be separately designated on the topographic map of the tract as well as any other area of the tract identified as steep slopes in the Ordinance.						
			42.	Plans illustrating all proposed streets with the following information:						
✓			43.	Street centerline plan and profiles.						
✓			44.	Street centerline curve data including central angle, tangent distance, radius, arc length, chord distance, and chord bearing.						
✓			45.	Right-of-way dedication and improvement, if applicable.						
✓			46.	Sight triangle easements, if applicable.						
✓			47.	Location and width of all existing and proposed easements, including utilities, drainage, and access. The area of all proposed easements shall be proved in square feet.						
✓	✓		48.	Landscape plan as detailed in the ordinance.						
✓	✓		49.	Soil erosion and sediment control plan.						
✓			50.	Stormwater management plan.						
✓	✓		51.	Environmental Impact Statement.						
✓			52.	Plans meeting the requirements of the Map Filing law, if a map rather than deeds are to be filed with the Bergen County Clerk's office.						
	✓		53.	The location of all existing and proposed water lines, valves and hydrants, and all sewer lines. The location of all existing and proposed inverts for the sewer lines.						
	✓		54.	Existing and proposed stormwater drainage systems as detailed in the ordinance.						
	✓		55.	Any lands subject to the Farmlands Assessment Act of 1964 shall be duly noted as to the valuation, assessment, and taxation.						
	✓		56.	A chart showing the designation of all lines, symbols, and characters as demonstrated on the plan.						
	✓	✓	57.	Appropriate details to Borough, County, and State standards including, but not limited to, sidewalks, curbs, paving, street signs, drainage, etc.						
	✓		58.	Locations, size, and details of all existing and proposed signs.						
	✓		59.	Lighting plans, including location, type, wattage, height, and isolux lines.						
	✓		60.	Details of traffic control devices with direction of traffic flow.						

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	✓		61.	Location of fire lanes and other parking restrictions.						
	✓		62.	Location of solid waste storage and screening means.						
	✓		63.	Location of any area(s) proposed to be used for snow removal equipment staging and/or the temporary storage of snow.						
	✓	✓	64.	Such other information or data as may be required by the approving authority or the County Planning Board for determination that the details of the subdivision are in accordance with the standards of all applicable laws, ordinances or resolutions.						
	✓		65.	Name, phone number, email address, license number of the Architect, Landscape Architect, Planner, and Traffic Engineer, if applicable.						
	✓		66.	A statement accompanying the preliminary major subdivision plan detailing the type of structures to be constructed, approximate start and completion date of construction, and if the development is proposed in phases, a phasing plan shall be submitted.						
		✓	67.	The final plat shall be drawn at a scale of not less than one inch equals 50 feet and in compliance with all the provisions of the Map Filing Law.						
		✓	68.	Information sufficient to demonstrate that all conditions of preliminary approval and additional details at the time of preliminary approval, if previously granted, have been satisfied.						
		✓	69.	The tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines and other site lines; the accurate dimensions, bearings and deflection angles and radii arcs and central angles of all curves; the area of each lot.						
		✓	70.	The names, exact locations and widths of all existing and recorded streets intersecting or parallel to the plot boundaries within a distance of 200 feet.						
		✓	71.	The purpose of any easement or land reserved or dedicated to public use shall be designated, and the proposed use of sites, other than residential, shall be noted.						
		✓	72.	The proposed lot, block and street numbers on the tract, including lot and block numbers of abutting properties.						
		✓	73.	The location and description of all monuments.						
		✓	74.	The names of owners of adjoining unsubdivided lands.						
		✓	75.	When approval of a plat is required by any other officer or body of any municipality, county, or state, such approval shall be certified on the plat or evidence shall be submitted that application has been made for such approval.						
		✓	76.	Certification by a licensed engineer or land surveyor as to the accuracy of the details of the plat.						
		✓	77.	Certification and will serve letters from water, sewer, electric, and gas utilities.						
		✓	78.	Four copies and one PDF of all deeds with metes and bounds description for proposed easement dedications including dedication of additional road right-of-way.						
		✓	79.	A certification that the Applicant is the agent or owner of the land or that the owner has given consent.						
		✓	80.	A certificate from the Tax Collector that all taxes and municipal assessments are paid as of the date of application.						

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		✓	81.	Written proof that the lands set aside or shown for easement, public use or streets are free and clear of all liens and encumbrances.						
		✓	82.	Copies of completed and submitted applications to the Bergen County Planning Board and Bergen County Soil Conservation District, if applicable.						

R:\Projects\MPP\MPP-117\Reports\2020 Checklists\200206dag_draft subdivisionsubmission checklist

ESCROW AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20____, between _____ hereinafter referred to as “Applicant”, and the Planning Board of the Borough of Montvale, hereinafter referred to as “Board”, and the Council of the Borough of Montvale, hereinafter referred to as “Borough”.

WHEREAS, the Applicant is proceeding under the Zoning Ordinance/Land Development Ordinance for approval of a _____; and

WHEREAS, the Ordinance requires the Applicant to establish an escrow whereby work required to be performed by professionals employed by the Board will be paid for by the Applicant as required under the provisions of the Ordinance cited above; and

WHEREAS, both parties feel that it is appropriate to reduce this understanding to written form.

WITNESSETH: IT IS mutually agreed between the parties that:

Section 1. Purposes

The Board authorizes its professional staff to review, inspect, report and study all plans, documents, statements, improvements, and provisions made by the Applicant in conforming to the requirements of the Ordinance cited and referred to above. The Board directs its professional staff to make all oral and/or written reports to the Board of its conclusions and findings derived from the review, study, and investigation and like or similar duties performed as elsewhere authorized. The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of the duties outlined above.

Section 2. Escrow Established

Applicant, Borough, in accordance with the provisions of this agreement, hereby create an escrow to be established with the Treasurer of the Borough of Montvale and to be maintained in a banking institution or savings and loan association in this State insured by an agency of the federal government, or in any other fund or depository approved for such deposits by the State, in an account bearing interest at the minimum rate currently paid by the institution or depository on time or savings deposits.

Section 3. Escrow Funded

Applicant by execution of this agreement shall pay to the Borough, to be deposited in the depository referred to in Section 2, such sums as are required by the Zoning Ordinance/Land Development Ordinance. The applicant shall be notified by the Borough in writing of the name and address of the institution or depository in which the deposit is made and the amount of the deposit. Execution of this agreement by the Borough acknowledges receipt of the sums referred to under this paragraph.

Section 4. *Increase in Escrow Fund*

If during the existence of this agreement the funds held by the Borough shall be insufficient to cover any voucher or bills submitted by the professional staff and reviewed and approved by the Board, Applicant shall within fourteen (14) days from the date of receipt of written notice deposit additional sums with the Borough to cover the amount of the deficit referred to above. During this period the professional staff shall cease all review activities. The written notice shall be sent by the Treasurer setting forth the amount of the deficit and the member or members of the professional staff to whom the additional sums are due. Unless otherwise shown, receipt shall be presumed to have occurred within three (3) days after mailing.

Section 5. *Submission of Vouchers by Professional Staff*

The professionals referred to in this agreement, upon the completion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the Borough for vouchers of the type and kind referred to under this paragraph. Said vouchers shall include the total of all fees and costs incurred as a result of the services set forth under Section 1 of this agreement and shall contain a brief description of the services including the Block and Lot, and name of application, which have been rendered by the professional concerning the applicant's application.

Section 6. *Board Review*

The Treasurer shall review all vouchers to determine whether they have been submitted in the appropriate form. If the Treasurer determines that the vouchers are in the appropriate form then the vouchers shall be submitted to the Land Use Administrator for review to determine whether the services have been performed in the manner and to a degree required by this agreement. The Treasurer shall process said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Borough. Following the determination by the board that services have been performed properly, the Treasurer shall mail a copy of each approved voucher to the Applicant. At the conclusion of this processing the amounts specified in said vouchers shall be deducted by the Borough from the escrow established pursuant to the agreement.

Section 7. *Applicant's Objection*

It is expressly agreed by the Applicant that the right to object to the payment of any voucher is hereby expressly waived unless written notice is received by the Land Use Administrator by certified mail no later than three (3) days prior to the next regularly scheduled Board meeting following the meeting in which the contested voucher of vouchers had been approved. The writing notice shall have accompanying it a copy of each voucher being objected to. The standard of review to be utilized by the Land Use Administrator and Planning Board Chairman in determining whether the payment of any voucher is proper is whether the fees incurred are reasonable and whether the work has been performed properly. It is furthermore understood that the Applicant shall have the right to make periodic inspections of the records maintained by the Borough during normal office hours to determine the status of the escrow account.

Section 8. *Interest Allocations*

Except as otherwise set forth hereinafter all interest earned on money deposited pursuant to this agreement which shall be held in escrow shall become the property of the Borough as compensation for administrative services rendered in connection with this agreement. An Applicant shall be entitled to payment of interest whenever the Applicant shall have deposited an amount of money in excess of \$5,000.00 and the amount of interest paid on that money shall exceed \$100.00 for the year. If the amount of interest exceeds \$100.00, that entire amount shall belong to the Applicant and shall be refunded by the Borough annually or at the time the deposit is repaid or applied to the purposes for which it was deposited, as the case may be, i.e., for professional services rendered to review applications for development, for municipal inspection fees pursuant to N.J.S.A. 40:55D-53 or to satisfy the guarantee requirements of 40:55D-53.a., however at that time the Borough shall deduct 33 1/3% of the interest for administrative and custodial expenses incurred by the Borough in fulfilling its obligations pursuant to this agreement.

Section 9. *Refund*

In the event that the escrow sums posted are more than those required, or in the event that the Applicant shall abandon the application, excess funds shall be returned to the Applicant within ONE HUNDRED AND TWENTY(120) days of the issuance of the final certificate of occupancy for the project which is the subject of the application or receipt of written notice of the abandonment of the application. Prior to the issuance of the final certificate of occupancy for any project for which Board approval has been received or upon receipt of written notice of abandonment of an application, the Treasurer shall determine from the professional staff whether there are any additional sums required to be paid from the escrow fund. In the event that there are, monies will be held by the Treasurer until notice is received by the professionals, Environmental Commission, Land Use Administrator and Construction Code Official that work has been completed.

Section 10. *Failure to Maintain Escrow Fund*

In the event that notice has been sent to the Applicant and the Applicant has failed to pay the increased amount into the escrow fund within the time period set forth in Section 4 then the Board shall cease further consideration of the application or of any other then pending application of the Applicant until the additional sum is given to the Treasurer for deposit into the escrow fund. The Applicant hereby expressly consents to a continuance of the statutorily mandated period for completion of Board review pursuant to the Municipal Land Use Law for a period of forty-five (45) days from the date of the notice from the Land Use Administrator and hereby expressly consents to an automatic rejection of Applicant's application without prejudice and without any further action by the Board if within said period the additional sum has not been given to the Treasurer.

Furthermore, in the event that notice has been sent to the Applicant and the Applicant has failed to pay the increased amount into the escrow fund within the time period set forth in Section 4 and Board review of the application has been completed, the Applicant is hereby placed on notice that the Borough

will not cause certificates of occupancy to be issued and may take such further action including, but not limited to, refusing to perform any and all further inspection, issuance of stop work orders and other relief as may be necessary, including a lien on the subject property.

Section 11. Performance Escrow – Inspections

The provisions of this agreement shall apply to the performance escrow for inspection to be paid to the Borough. The performance escrow shall be posted prior to construction of an onsite, offsite, on-tract or off-tract improvement. The amount of the escrow shall be 10% of the cost of improvements as calculated by the Board’s Engineer.

The Applicant hereby agrees that the Board Engineer will be notified in writing forty-eight (48) hours prior to the start of any construction. Failure of the Applicant to provide such notice may result in additional inspection costs.

Section 12. Addresses to which Notices are to be Sent

All notices required by this agreement in writing shall be sent to the following addresses:

Borough of Montvale
Treasurer and Land Use
Administrator
12 Mercedes Drive
Montvale, NJ 07645
201-391-5700

Address of Applicant:

<hr/>		
NAME		
<hr/>		
ADDRESS		
<hr/>		
MUNICIPALITY	STATE	ZIP CODE
<hr/>		
TELEPHONE NUMBER		

above.