

BOROUGH OF BOGOTA

PROCEDURAL FORMS- PLANNING BOARD / ZONING BOARD OF ADJUSTMENT

FILING INSTRUCTIONS (CONCEPTUAL REVIEW- PLANNING BOARD ONLY)

A. The developer, in making application for a proposed development, may submit a conceptual review for preliminary discussion by an Approving Authority, Such discussion, however, shall not be binding upon the Approving Authority, and under no circumstances shall be deemed or construed as authority to proceed with construction.

B. The application for conceptual review shall be a "letter of intent" detailing all data indicating size of proposed building(s), proposed use, number of tenants or employees, anticipated hours of operation, traffic, and all other information deemed by the applicant to be pertinent.

FILING INSTRUCTIONS (SUBDIVISION, SITE PLAN, VARIANCE, CONDITIONAL USE)

A. Submit appropriate application forms. (Forms B-4, B-8, or B-11)

B. The applicant at time of filing an application shall pay all required fees which shall be non-refundable, for all proposals, including those requiring a combination of approvals such as Variances, Subdivisions, and/or Site Plans. Fees paid to the Borough must be paid by check or bank money order including escrow account fees in the amount required by the Planning / Zoning Board of Adjustment under Borough of Bogota Land Development Ordinance, Chapter 21, Sections 21-6.2 and 21-6.3, Schedule of Fees.

C. Submit appropriate number of drawings and documents. (15 copies)

D. Upon acceptance of a completed application; the applicant will be notified of the date of the hearing by the secretary of the appropriate Approving Authority, (Use Form B-3)

E. At least ten (10) days prior to the date of the hearing, the applicant shall give public notice as required in N.J.S.A. 40:55D-12 (Form B-12) except that in the case of a minor subdivision the only required notice shall be to owners abutting the subject property (Form B-12)

1) By publication in a newspaper of a general circulation in the Borough of Bogota, using Public Notice Form B-12.

2) By service to all property owners of real property as shown on the current tax list located within 200 feet in all directions of the property which is the subject of the hearing, which notice shall be given by serving a copy thereof on the property owner or his agent in charge of the property or by mailing a copy thereof by certified mail to the property owner at his address as shown on the current tax list. Notice is deemed complete upon mailing. N.J.S.A. 40:55D-14

Notice to a partnership may be made by service upon any partner; notice to a corporate owner may be made by service upon its president, vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation.

Form #B-2

Page 1 of 2

Case # _____

Upon written request of an applicant and the payment of a fee of \$10.00, the secretary shall make and certify a list from the current tax list, the names and addresses of owners within the Borough of Bogota, to whom the applicant is required to give notice. The applicant shall be entitled to rely on the information contained in such list, and failure to give notice to any not on the list shall not invalidate any hearing or proceeding.

(Note; For the names and addresses of property owners in adjacent municipalities, when required, the applicant shall contact the clerk of the adjacent municipalities.)

- 3) By service (as set forth in #2 above) on the Clerk of any adjoining municipality or municipalities and to the County Planning Board when the property involved is located within 200 feet of said adjoining municipality or municipalities.
 - 4) By service (as set forth in #2 above) on the County Planning Board when the application for development involves property adjacent to an existing county road or proposed road shown on the official county map or County Master Plan, or adjoins other county land.
 - 5) By service (as set forth in #2 above) on the Soil Conservation District.
 - 6) By service (as set forth in #2 above) on the Army Corps of Engineers, on the Department of Environmental Protection (state), and the Environmental Protection Agency (federal), whenever property abuts the Hackensack River.
 - 7) By service (as set forth in #2 above) on the Commissioner of Transportation of the State of New Jersey when the property abuts State Highway Route 80.
- F) The applicant shall file proof of publication and an affidavit of proof of service with the Board at least seven (7) days prior to the meeting.
- G) The applicant shall be provided any checklist in support of each application (Form B-9). It is possible, in many cases, to apply for simultaneous approval for subdivision, site plan review, conditional use, and variance relief.
- H) The applicant acknowledges receipt of Procedural Forms numbered B-2 from the Bogota Planning / Zoning Board of Adjustment, and is thereby apprized of the requirements of the Board toward filing a Complete Application.

PARK GROUP LLC

Applicant

Form #B-2

Page 2 of 2

Case # _____

BOROUGH OF BOGOTA

DO NOT WRITE IN THIS SPACE	
Filed _____	19 _____
45 Days from Filing _____	19 _____

APPLICATION FOR APPROVAL OF FINAL SITE PLAN

Application is hereby made to the Planning Board/Board of Adjustment of the Borough of Bogota for approval of final site plan of the major subdivision shown and described on the accompanying maps and documents:

Lot <u>12</u>	Block <u>66</u>	Tax Map Sheet <u>3</u>
Street Address <u>53-57 W Fort Lee Road</u>		
The above premises are owned by <u>PARK GROUP LLC</u>		
Whose address is <u>53-57 WEST FORT LEE ROAD</u>		

1. Applicant's Name PARK GROUP LLC
Address 53-57 WEST FORT LEE ROAD Phone 201-457-1007
BOGOTA, NEW JERSEY 07603
2. Name and Address of Present Owner (if other than above)
Name EUNICE PARK
Address 243 Riverdale Drive
FORT LEE, NEW JERSEY 07024
3. Amount of Performance Guarantee \$ _____
4. Accompanying this Application is Final Site Plan Prepared by _____
John Evans a licensed engineer and
Surveyor of New Jersey drawn in accordance with Section _____ of the
Bogota Zoning Ordinance
5. Date of Preliminary Approval _____

BOROUGH OF BOGOTA
APPEAL FOR VARIANCE FROM CERTAIN PROVISIONS OF THE ZONING ORDINANCE/
CONDITIONAL USE

LOT 12 BLOCK 66 TAX MAP SHEET 3

STREET ADDRESS 53-57 W Fort Lee Road

THE ABOVE PREMISES IS OWNED BY PARK GROUP LLC

WHOSE ADDRESS IS 53-57 WEST FORT LEE ROAD

1. Name of occupant Golden Adult Day Care INC Telephone # 201-457-1007
2. Address of 53-57 WEST FORT LEE ROAD
3. If corporation, name of president or secretary EUNICE PARK Telephone # 201-457-1007
- 3a. Address of corporation officer if different from #2 243 RIVERDALE DRIVE FORT LEE
4. Dimensions of subject premises 169' X 165'
5. Area of subject premises 27,885 sf Sq. ft.
6. Area of existing structures which are to remain on subject premises 9,170 SF Sq. ft.
7. Area of proposed structures 0 SF Sq. ft.
8. Total area of subject premises to be occupied by structures 9,170 SF Sq. ft.
9. Percentage of subject premises to be occupied by structures 32.9% %
10. The zone in which premises are located B1
11. State whether there have been any previous development applications involving these premises. (variance, subdivision, site plan, other):
Yes X No _____
- a) Nature of application _____
- b) Date of decision _____
- c) Disposition _____

12. State whether there are covenants or easements imposed by the Borough of Bogota or imposed by other governmental agencies, or relating to utilities. Attach a copy of any such covenants, deed restrictions, exceptions or easements. The granting of this application does not modify or rescind any such restrictions.

13. State whether there are taxes or assessments for local improvements due or delinquent on the property which is the subject of this application.
Yes _____ No _____

BOROUGH OF BOGOTA

OWNERS AUTHORIZATION - INDIVIDUAL

STATE OF NEW JERSEY

ss:

COUNTY OF BERGEN

EUNICE PARK, of full age, being duly sworn,
according to law, depose(s) and say(s):

1. I (we) am (are) the owner(s) of property commonly described by street address as 53-57 WEST
FORT LEE ROAD BOGOTA, NEW JERSEY

2. _____ is hereby authorized and
empowered to make application to the Planning/Zoning Board of the Borough of Bogota on my (our) behalf, and I
(we) agree to bind myself (ourselves) to any terms and conditions stipulated to and agreed by between said
applicant and the Planning/zoning board in the course of subdivision review, variance hearing or site plan
approval.

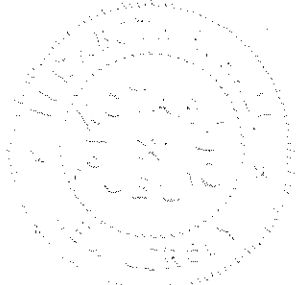
3. I (we) have not authorized any other person to make such application on my (our) behalf.

[Handwritten Signature]

Signature of Owner

Signature of Joint Owner

Sworn and subscribed to
before me this 13 day
of November, 2020 year



MY COMMISSION EXPIRES OCT. 16, 2023
ID # 50092286
STATE OF NEW JERSEY
NOTARY PUBLIC
ELIZABETH R. HALL

Elizabeth R. Hall

ELIZABETH R. HALL
NOTARY PUBLIC
STATE OF NEW JERSEY
ID # 50092286
MY COMMISSION EXPIRES OCT. 16, 2023

FORM B-15
Page 1 of 1
CASE # _____

APPLICATION IS HEREBY MADE TO THE BOARD OF ADJUSTMENT/PLANNING BOARD
FOR VARIANCE RELIEF AS FOLLOWS:

The applicant hereby requests permission to (circle whichever applies) erect, alter, move, convert, use a ROOF AND 3RD FLOOR
contrary to the requirements of Sections _____ of the Bogota Zoning

Ordinance amended and supplemented, upon the premises known as (street address) 53-57 W Fort Lee Road
_____, Block 66 Lot 12

The proposed building or structure or use is contrary to the ordinance in the following particulars: (State specifically)

1. The existing roof is proposed to be a roof terrace/garden for adult daycare.
2. The existing vacant 3rd floor office space is proposed to be a part of the existing adult daycare
3. _____
4. _____
5. _____
6. _____

State whether the Construction Official has examined the application for the proposed uses and refused a Certificate of Occupancy: Yes _____ No x

State whether the Construction Official has examined the plans for the proposed building or structure and refused a building permit: Yes _____ No x

Date of denial by Construction Official: _____

I hereby certify that the foregoing statements are true to the best of my knowledge and belief


(Signature of Applicant)

Dated 11/13/20

*If applicant is not the owner, Owner Authorization Form must be completed by owner and submitted herewith.
CORPORATIONS MUST BE REPRESENTED BY COUNSEL.

Borough of Bogota
Bergen County-New Jersey

OFFICE OF
THE PLANNING BOARD

342-0954


375 LARCH AVENUE, BOGOTA, NJ 07603

PERMISSION TO ENTER PREMISES

Date: 11/13/2020

I, the undersigned, hereby grant permission, without prejudice, for the Members of the Planning/Zoning Board of the Borough of Bogota, NJ, to enter my premises and for the Board's Site Review Committee to take photos that they deem necessary to complete the application before the Board.

Name of Owner EUNICE PARK

Signature of Owner 

Address of Owner 243 RIVERDALE DRIVE

FORT LEE, NEW JERSEY 07024

Address of Property SB-57 WEST FORT LEE ROAD BOGOTA

Phone Number of Owner 201-457-1007

Borough of Bogota
Bergen County-New Jersey
375 LARCH AVENUE, BOGOTA, NJ 07603

OWNERS AUTHORIZATION - CORPORATE

STATE OF NEW JERSEY
COUNTY OF BERGEN

ss:

EUNICE PARK of full age, being duly sworn, according to law,
deposes and says:

1. I am OWNER of _____
Office

PARK GROUP LLC
a corporation of the State of NEW JERSEY
with principal offices at 53-57 WEST FORT LEE ROAD
BOGOTA, NEW JERSEY

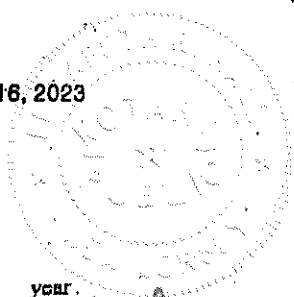
2. I am, by virtue of my office, authorized to bind said Corporation to the representations and agreements contained in this affidavit.

3. Said Corporation is the owner of _____

4. Said Corporation hereby authorized _____
to make application to the Planning / Zoning Board of the Borough of Bogota on its behalf, and it agrees to bind itself to any terms and conditions stipulated to and agreed by and between said applicant and the Bogota Planning / Zoning Board in the course of subdivision review, variance hearing or site plan approval.

5. Said Corporation has not authorized any other person to make such application on its behalf.

ELIZABETH R. HALL
NOTARY PUBLIC
STATE OF NEW JERSEY
ID # 50092286
MY COMMISSION EXPIRES OCT. 16, 2023



PARK GROUP LLC
Name of Corporation
by [Signature]
EUNICE PARK

Sworn and subscribed to:
before me this 13 day
of November, 2020 year.

Elizabeth Hall

Borough of Bogota
Bergen County-New Jersey

OFFICE OF
THE PLANNING BOARD

342-0954

375 LARCH AVENUE, BOGOTA, NJ 07603

FORM FOR PROOF OF SERVICE

STATE OF NEW JERSEY

SS:

COUNTY OF BERGEN

_____ being of full age
and duly sworn, upon his oath deposes and says that:

1. He resides at _____
2. That deponent has given personal notice of the hearing to all owners of property situated within or without the Municipality as shown by the most recent tax lists of the Municipality, whose property as shown by said lists is located within 200 feet in all directions of the property which is the subject of such hearing.
3. Such notice was in each case given in the following manner:
 - a) By serving a copy thereof on the property owner as shown on said current tax duplicate, or his agent in charge of the property, or
 - b) By mailing a copy thereof by certified mail to the owner at his address as shown on the said current tax duplicate. White copies only, green return receipts are not necessary.

Sworn and subscribed to before
me this _____
day of _____

(L.S.)

A Notary Public of New Jersey

Do Not Write in This Space

Filed _____ 20

45 Days from Filing _____ 20
(10 acres or less)

95 Days from Filing _____ 20
(more than 10 acres)

SITE PLAN APPLICATION/ DISPOSITION REPORT BY SITE PLAN REVIEW COMMITTEE

(Submit with required fee and 15 copies of site plan containing information listed on site plan checklist)

Block 66 Lot 12 Tax Map Sheet 3

Street Address 53-57 W Fort Lee Road

The above premises are owned by PARK GROUP LLC

Whose address is 53-57 WEST FORT LEE ROAD BOBOTA

Name of applicant EUNICE PARK Phone # 201-457-1007

Address of applicant 243 RIVERDALE DRIVE FORT LEE, NEW JERSEY 07024

If subject premises is owned by a corporation, furnish name of president and secretary
EUNICE PARK

Existing _____ New _____ Expansion _____ Alteration

Zone B1 I-4 ADULT DAYCARE USE -BASEMENT, 1ST, MEZZANINE 2ND FLOOR LEVELS

What is building or site used for now? B USE -PARTIAL, 2ND & 3RD FLOOR (CURRENTLY VACANT)

What is proposed use? B USE (3RD FLOOR) TO 'I-4' ADULT DAYCARE USE
EXISTING ROOF TO 'A' USE (ROOF GARDEN/TERRACE)

Describe what is proposed to be done
THE CURRENT VACANT 3RD FLOOR (OFFICE SPACES) TO BE CONVERTED TO BE A PART OF THE EXISTING ADULT DAYCARE FACILITY. ADD ROOF GARDEN/TERRACE

Are there any deed restrictions, covenants, exceptions, variances or easements on this property?
Yes No _____

"Yes", a copy of such covenants, deed restrictions, exceptions, variances, or easements shall be submitted with the application. The granting of a subdivision does not modify or rescind any such provision.

Date 11/13/20 Signature of Applicant [Signature]

**BOROUGH OF BOGOTA
SITE PLAN CHECKLIST**

LOT 12 BLOCK 66 TAX MAP SHEET 3

STREET ADDRESS 53-57 W Fort Lee Road

PREMISES OWNED BY PARK GROUP LLC

WHOSE ADDRESS IS 53-57 WEST FORT LEE ROAD

At least 15 copies of the Application Form (form B-8), the site plan (in as many copies as may be required), a check or receipt of fees paid, and a copy of this checklist shall be submitted to the secretary of the Approving Authority at least 30 days prior to the meeting when it will be considered. The site plan shall show the following information with dimensions. Applicants are also urged to read the Zoning Ordinance, section 2:1-11 regarding site design review. A site plan will not be deemed to be complete unless the site plan is accepted as complete by the Approving Authority notwithstanding completion of the following items:

Site Plan Review

Sub-Committee Applicant

Item

Sub-Committee Applicant	Item
	1. Title Block - name and address of owner, lot and block number of site, title of development, name, address, license number, seal of preparer of plan.
	2. Date Block - date of preparation and all subsequent revisions.
	3. Key map - location of the tract with reference to surrounding area and existing street intersections within 1,000 feet of the boundaries.
	4. Scale (not less than 50 feet to the inch), and north arrow. Site Plan Review Sub-Committee may require smaller scale.
	5. Block and lot of all properties within 200 feet.

Site Plan Review
 Sub-Committee Applicant

Item

		6. Survey data – property boundaries, required building and setback lines, existing and proposed streets, lots, reservations, easements, and areas dedicated to public use. All distances are measured along the right of way lines of existing streets abutting the property, to the nearest intersection with any other street.
		7. Existing building which will remain and all other existing structures, (walls, fences, culverts, bridges, etc.), with spot elevations of such structures. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines.
		8. Location plans and elevations of proposed buildings and other structures, including building and setback lines, height in feet and stories and lot coverage calculations (existing and proposed buildings.)
		9. Storm drainage structures, soil erosion and sedimentation control devices and utility lines whether publicly or privately owned, with pipe sizes, grades and direction of flow, and if any utility lines are underground, the proposed location of same.
		10. Existing proposed contours, referred to U.S. Coast and Geodetic datum, with a contour interval of one foot for slopes of three per cent or less; an interval of two feet for slopes of more than three per cent but less than fifteen per cent; an interval of five feet for slopes of fifteen per cent or more. Existing contours are to be indicated by dashed lines and proposed contours are to be indicated by solid lines.
		11. Location of existing rock outcrops, high points, water courses, depressions, ponds, marshes, wooded areas and other significant existing features including previous flood elevations of watercourses where available, ponds and marsh areas as may be determined by survey.

Site Plan Review
Sub-Committee Applicant

Item

		<p>12. Proposed streets with profiles indicating grading and cross-section showing width of roadway, location and width of sidewalk where required and location and size of utility lines according to community standards and specifications.</p>
		<p>13. Proposed use or uses of land and buildings, floor space of all buildings and estimated number of employees, housing units, or other capacity measurements. If the precise use of the building is unknown at the time of application, an amended plan showing the proposed use shall be required prior to the issuance of a certificate of occupancy.</p>
		<p>14. All means of vehicular ingress and egress to and from the site onto public or private streets showing the size and location of driveways and curb cuts including the possible organization of traffic channels, fire lanes, acceleration and deceleration lanes, additional width and other traffic controls which may be required. Improvements such as roads, curbs, sidewalks and other design detail shall be indicated, including dimensions of parking stalls, access aisles, curb radii, direction of traffic flow, and other conditions as may be required in the zoning ordinance of this code.</p>
		<p>15. The location and design of any off-street parking areas or loading areas showing size and location of bays, aisles, barriers, and fire lanes.</p>
		<p>16. The location of all proposed water lines, valves and hydrants and all sewer lines or alternative means of water supply or sewage disposal and treatment in conformance with the appropriate utility companies, where applicable.</p>
		<p>17. The proposed location, direction of illumination, power and time of proposed outdoor lighting in conformance with applicable standards of the community including type of standards to be employed, radius of light and intensity in foot-candles.</p>