



**TOWNSHIP OF ROCHELLE PARK**  
**PLANNING AND ZONING BOARD OF ADJUSTMENT**

Instruction Sheet

Minor Site Plan Approval

An Application for Minor Site Plan Tenant Review for Change of Occupancy is required by Municipal Ordinance § 185-104. Applications can be obtained at the Building Department at 151 West Passaic Street in Rochelle Park or online at <http://www.rochelleparknj.com/Forms and Permits>.

**APPLICATION CHECK LIST:**

- 1 Fifteen (15) copies of Application for Minor Site Plan Tenant Review Including:
  - Form A. (Parking Information)
  - Form B. (Review by Construction Official)
  - Form C. (Certification of Payment of Taxes)
- 2 Fifteen (15) copies of sketch of the available parking spaces and dedication of spaces

3 Fees:

|   |                          |
|---|--------------------------|
| Secretary/administrative fee (all applicants except single-family owner-occupied dwellings) | \$100                    |
| Minor site plan approval  | \$200 plus secretary fee |
| Escrow for resolution preparation   | \$250                    |

- ◆ **PLEASE PROVIDE SEPARATE CHECKS PAYABLE TO THE “Township of Rochelle Park”**
- ◆ Fees and application are submitted to the Secretary of the Planning Board.
- ◆ Planning Board Meetings are held every 4<sup>th</sup> Thursday of every month at 8:00 p.m. in the municipal building.
- ◆ You must be present at the meeting for your Application to be heard.
- ◆ **An attorney must represent all corporations or business entities.**
- ◆ Your application must be received at least twenty (20) days prior to the scheduled Board meeting.
- ◆ Only after your hearing and upon receipt of your resolution from your attorney, Application for a Certificate of Occupancy must be made at the Building Department.
- ◆ Do not take occupancy of any space without the receipt of Certificate of Occupancy and tenant space inspection.

**You must send notice of the Application to all property owners within 200 ft of the premises, and you must publish a notice in the newspaper concerning your Application at least ten (10) days prior to the meeting.** A list of property owners can be obtained from the Township Tax Collector. Proper notification must be sent in order to hear your Application.



**TOWNSHIP OF ROCHELLE PARK  
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT**

Application for Minor Site Plan Tenant Review  
Ordinance § 185-104

Name of Applicant:  
(Party to appear before the Board)

\_\_\_\_\_

Name of Company or Corporation:

\_\_\_\_\_

Address of Applicant:

\_\_\_\_\_

Name of Applicant's Attorney:  
(Needed if Applicant is a corporation)

\_\_\_\_\_

Attorney's Address:

\_\_\_\_\_

\_\_\_\_\_

Attorney's phone number:

\_\_\_\_\_

Address/Site of proposed tenant:

\_\_\_\_\_

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

Name of Proposed Business:

\_\_\_\_\_

Type of Proposed Business:

\_\_\_\_\_

Product or Material storage:  
(State if Material is flammable or toxic)

\_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Days of Operation: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Proposed Alterations to Site:

\_\_\_\_\_

Proposed Interior Alterations:

\_\_\_\_\_

Proposed Signage:

\_\_\_\_\_

Name of Former Business:

\_\_\_\_\_

Nature of Former Business:

\_\_\_\_\_

Site Lot Vacant: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Variations and/or Waivers Requested: Yes: \_\_\_\_\_ No: \_\_\_\_\_

I have received the Owners permission to  
make this application:

I hereby consent to this Application:

Applicant's Signature

Owner/Landlord Signature

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

For Building Department use only:

Date Submitted: \_\_\_\_\_ Hearing Date: \_\_\_\_\_