

# SUBDIVISION

## Instructions – Application for SubDivision Approval

In order for an application to be logged in the County’s Application Database and processed without delay, please follow the instructions below in filling the application form. The form can be downloaded, printed, or filled on line at <https://www.co.bergen.nj.us/development-review/applications-forms>.

1. Municipality: Name of municipality where the site is located.
2. Signature: Signature of applicant, or attorney representing the applicant.
3. Project Name: the name of the project.
4. Full Project Description: explain, in full detail, the project.
5. Location: a street address such as 2 River Rd., & a street intersection such as Main St / Hudson St.
6. County Facility Affected: County-owned roads, bridges, buildings, etc that may be affected by the site application with respect to traffic and drainage. In most cases, county roads are the only facilities. Enter a road name such as Kinderkamack Rd.
7. Block(s): If there is more than one block entered, separate the block numbers by slashes “/” for example 2132/2133/2134.
8. Lot(s): If there is more than one lot entered list all lots and separate them with a comma. If lots are from different block, separate the lots by slashes “/”. Please note the number of slashes entered for lots must be the same number of slashes entered for multiple blocks. For example 3, 4, 5.01/15, 15.02/ 13, 14.
9. Plot Area: the site area in acres (e.g. 2.96 acres).
10. Proposed Use: Select one of the categories (Commercial, Industrial, Senior/Nursing/Assisted, Office, Parking Garage, Public, Quasi-Public, Recreational, Residential, Other). For mixed-use application, select a category that best fits.
11. Dwelling Units: Enter the number of residential dwelling units.
12. Impervious Area: Enter existing, new, and total impervious area in square feet. If there is a reduction, enter a negative number in the New Area.
13. # of lots: total number of lots when project is completed.
14. Other filing date: Enter date in the format of mm/dd/yy when applicable.
15. Applicant: Enter name, address, and phone number of the applicant.
16. Attorney: Enter name, address, and phone number of the attorney. Enter N/A if not applicable.
17. Property Owner: Enter name, address, and phone number of the property owner. If the owner is the applicant, enter Same As Applicant.
18. Plan Preparer: Enter name, address, and phone number of the engineer who prepares the application plans.
19. Contract Purchaser: Enter name, address, and phone number of the contract purchaser, if applicable. Otherwise, enter N/A.

**ALL FIELDS MUST BE FILLED OUT –  
INCOMPLETE FORMS WILL BE RETURNED**