

BOROUGH OF FORT LEE - APPLICATION CHECKLIST

Façade Alteration/Signage

To be Completed by the Borough:

Acceptance/
Completeness: _____
Hearing Date: _____
Application Number: _____
Date/Time Received: _____
Signature/Board _____ (name)
Secretary: _____
_____ (signature)

To be Completed by the Applicant:

Name of Development: _____
Tax Block(s) & Lot(s): _____
Property Address: _____

Name of Applicant: _____
Checklist Prepared By: _____ (name)
_____ (signature)
_____ (date)

Applicants completing this form must also complete the *Application for Development* form.

FOR ALL CHECKLIST ITEMS THE APPLICANT SHALL INDICATE (1) WHETHER ALL INFORMATION IS PROVIDED OR (2) IF A WAIVER IS BEING REQUESTED. WRITTEN EXPLANATIONS MUST BE PROVIDED FOR ALL WAIVER REQUESTS ATTACHED TO THIS CHECKLIST.

Items Required	Provided	Waiver Requested
<p>1. Waiver Request Explanations. Explanations must be provided for <i>all</i> items for which waivers are being requested, providing the specific reason for the request. The explanations should be attached to this checklist. <i>Check here [] if not applicable (i.e., if no waivers are being requested).</i></p>	[]	
<p>2. Inspection Permission. If applicant is not the property owner, a statement shall be provided from the property owner granting permission for the reviewing body and any of its experts to enter the subject property for purposes of inspection in relation to this development application. <i>(attach to this form).</i></p>	[]	[]
<p>3. Protective Covenants or Deed Restrictions. A copy of any covenants or restrictions affecting the property shall be provided. If none exist, an affidavit from the property owner(s) certifying that no such covenants or restrictions exist shall be provided. <i>(attach to this form)</i></p>	[]	[]
<p>4. Borough Sign/Façade Review Committee Review. If the Sign/Façade Committee has completed a review of the proposal, a statement regarding the findings of this review shall be provided. If the review has <i>not</i> been completed, a statement regarding the status of the review must be provided. <i>(attach to this form).</i></p>	[]	[]
<p>5. Proposed Façade Elevation Plan. Confirm that the following information is provided on the plan:</p>	[]	[]
<p>a) A scaled building façade elevation plan, drawn in sufficient detail to: (a) allow <i>comparison</i> of all proposed façade alterations with Article XIIA Downtown Overlay District and Commercial Nodes and Corridors Overlay District, <i>and/or</i> (b) to show the proposed location of signage on all building elevations (including awnings) for which signage is proposed as per Article XII Signage and Facades. The Façade Elevation Plan shall be drawn to a scale not exceeding eight (8) feet equals one (1) inch. The scale shall be provided in both written and graphic form.</p>	[]	[]
<p>b) A <i>title block</i>, containing the names of the applicant(s), owner(s), and preparer(s), block and lot number(s), street address, date prepared, and date of last amendment.</p>	[]	[]
<p>c) Space for Borough officials' signatures.</p>	[]	[]
<p>6. Zoning Schedule. A table shall be included in the Façade Elevation Plan that compares the proposed façade improvements and/or signage to the requirements of Article XII Signage and Facades and Article XIIA Downtown Overlay District and Commercial Nodes and Corridors Overlay District. The zoning table shall clearly indicate all variances and waivers required.</p>	[]	[]

Items Required	Provided	Waiver Requested
<p>7. Sign Design Details. Sign details shall be provided for all proposed signs (including awning signs) and may be incorporated into the Façade Elevation Plan if the size is sufficient to clearly show the items. Sign details shall be drawn to a scale not exceeding eight (8) feet equals one (1) inch. The scale shall be provided in both written and graphic form. Confirm that the following sign details are provided:</p>	[]	[]
a) Sign dimensions, including length, width, depth, sign height, and total sign area	[]	[]
b) Letter height for <i>both</i> uppercase and lowercase lettering	[]	[]
c) Dimensions of any logos/graphics	[]	[]
d) Detail and description of any proposed illumination	[]	[]
e) Detail and description of type of construction and materials for proposed signs	[]	[]