

MONTVILLE TOWNSHIP

Planning & Zoning - Development Application & Soil Movement

ZONING BOARD OF ADJUSTMENT & PLANNING BOARD

Contact Info: Jane Mowles-Rodriguez jrodriguez@montvillenj.org

TEL: (973) 331-3319 FAX: (973) 334-0180

DIRECTIONS

STEP 1: INITIAL SUBMISSION

1. Fill out the forms and submit with fees and escrow for initial filing. Submit eight (8) copies of plans - two (2) to Planning & Zoning Office - and two (2) to each Board Professional without W-9 form directly - and with application in hard copy & electronic format. **PLANS MUST BE FOLDED.**
2. Provide digital copies of plans on CD, or via e-mail to jrodriguez@montvillenj.org or upload to FTP site <ftp://ftp.montvillenj.org> and type username: mtapps and password: Aaabbb1.
3. Send application, plans and supporting documents to Board Professionals via certified mail and submit proof of mailing.

PLANNING BOARD PROFESSIONALS

Attorney - Michael Carroll, Esq; 54 Mill Road, Morris plains, NJ 07950

Engineer - Stanley Omland, PE; Omland Engineering, 54 Horsehill Road, Cedar Knolls, NJ 07927

Planner - Joseph Burgis, PP; Burgis Associates, 25 Westwood Avenue, Westwood, NJ 07675

BOARD OF ADJUSTMENT PROFESSIONALS

Attorney - Bruce Ackerman, Esq.; Pashman Stein, 21 Main Street Suite 200, Court House Plaza, Hackensack, NJ 07601

Engineer - Stanley Omland, PE; Omland Engineering, 54 Horsehill Road, Cedar Knolls, NJ 07927

Planner - Joseph Burgis, PP; Burgis Associates, 25 Westwood Avenue, Westwood, NJ 07675

STEP 2: COMPLETENESS, SCHEDULING & REVISIONS

1. You will receive a letter within forty five (45) days indicating either that your application is complete or incomplete
 2. If complete, you will be scheduled for a hearing and a letter will be sent to you with a list of required reports.
- **Note that any revisions to plans must be submitted to the Board professionals ten (10) business days prior to the hearing and ten (10) days, including weekends, to the Board secretary prior to a hearing date.
- ** If the applicant is a corporation or LLC, the applicant MUST be represented by an attorney.**

Outside Agency Approval

If you require Morris County Planning Board approval, forward the application to the County only **after** your application is deemed "Complete." Include your Completeness Letter with your application to the County.

STEP 3: NOTICE

1. Once scheduled for a hearing, the Applicant shall give notice, at least ten (10) days prior to the date of the Public Hearing to the newspaper and adjacent properties within 200 feet. The notice to properties owners must be sent certified mail return receipt requested. The white receipts must be submitted to this office in advance of the hearing and also the affidavit of publication from the newspaper. **Please be prepared to submit the green cards for verification.
2. The certified list of property owners must be obtained from the Tax Assessor's office for a \$10.00 (or \$.25 per page whichever is greater) fee and is effective for a period of six (6) months.

STEP 4: AFTER THE HEARING

1. Your resolution will be adopted a month following your public hearing at which a vote was taken.
2. Montville Township will send a notice to the newspaper, the publication of which effectively starts the time for which an appeal may be filed by an objector.
3. If your application was approved, you must submit an "Affidavit of Compliance" before filing for buildings permits.
4. Engineering inspection fees and bonding, and have your escrow paid to date in order to apply for an Engineering permit. A pre-construction meeting is required prior to any fill or tree removal. Contact the Engineering Department directly with any questions.

5. Digital audio CDs of the Board proceedings are immediately available after the hearing for a \$2 fee.

STEP 5: EXPIRATION OF VARIANCES

Your resolution of approval may have a condition that the variances expire one year after the date of the resolution. Applicants may apply for a one-year extension of the variance approval. Please inform the Board Secretary or the Principal Planner if you need to apply for an extension. The extension request must be in the form of a letter with an explanation outlining the reasons for the request.

SPECIAL INSTRUCTIONS

SOIL MOVEMENT APPLICATIONS

Soil movement related to a development application regardless of quantity or of more than 500 cubic yards not related to a development application requested, shall be submitted to the Approving Authority. Upon receipt of the application and map, the Approving Authority Board Engineer shall review the same, inspect the site and within fifteen (15) days make a determination if the application is complete. Applications deemed incomplete shall be returned to the applicant with a written report stating the reason(s) for the determination. For applications deemed complete, the Approving Authority shall establish a hearing date for the application, not less than twenty (20) days notice of which shall be given to the applicant.

FILE REVISIONS TEN (10) BUSINESS DAYS PRIOR TO A HEARING

The by-laws of both the Zoning and Planning Board require that the Board Professionals receive any revisions from applicants ten (10) business days prior to a hearing to allow for adequate time to review the plans and issue a memo to the Board members. Should you fail to comply, the Board may remove your application from the schedule meeting night.

UTILITIES & NOTICE REQUIREMENT

The Tax Assessor and Clerk do not include the utility companies on the “200 foot neighboring property owner list” unless the utilities register with the Township and request to be included on the list, per statute.

Application Number: _____ Date Received: _____

Block(s): _____ Lot(s): _____ Zone: _____ (RA ___ CWR ___)

Property Address: _____ Pine Brook ___ Montville ___ Towaco ___

A. Application Type(s) ** PLEASE SELECT ALL THAT APPLY and See "FEES & ESCROW" for payments due SITE PLAN

- Preliminary Site Plan Final Site Plan
- Amended Preliminary Site Plan Amended Final Site Plan
- Minor Site Plan

OTHER

- Use "D" variance - _ d(1) _ d(2) _ d(3) _ d(4) _d(5) _d(6) Soil Movement
- Waiver(s) from Design Standards w/site plan or subdivision Bulk "c" Variance(s), no site plan
- Request for change in condition of approval resolution Re-zoning request
- Bulk "c" variance(s) w/ site plan or subdivision Concept Plan (Planning Board site plans & subdivisions ONLY)
- Section 36 - Planning variance to build on lot not abutting a street
- Certificate of Pre-existing Non-Conforming Use

SUBDIVISION

- Minor Subdivision Amended Preliminary Subdivision
- Preliminary Subdivision Amended Final Subdivision
- Final Subdivision

B. Checklists

Checklists "A" and/or "B" - Checklists must be submitted for all applications except Soil Movement permits without variances.
**(These are included at the end of the application.)

C. Applicant's Information

Applicant's Name _____ Contact Name _____

Address _____

Section of Town: _____ Pine Brook _____ Towaco _____ Montville _____ Boonton

Phone _____ Fax # _____ Email _____

****PLEASE CHECK IF YOU AUTHORIZE TELEPHONE NUMBER TO BE AVAILABLE TO THE PUBLIC _____**

Property Owner _____ Contact Name _____

Address _____

Phone _____ Fax # _____ Email _____

****PLEASE CHECK IF YOU AUTHORIZE THE TELEPHONE NUMBER TO BE AVAILABLE TO THE PUBLIC _____**

Relationship of Applicant to owner (i.e., self, tenant, agent, purchaser under contract, other)

Applicant's Attorney _____

Address _____

Phone _____ Fax # _____ Email _____

Applicant's Engineer and Firm (w/resume) _____

Address _____

Phone _____ Fax# _____ Email _____

Applicant's Architect and Firm (w/resume) _____

Address _____

Phone _____ Fax# _____ Email _____

Other Professional or Expert and Firm (w/resume) _____

Address _____

Phone _____ Fax# _____ Email _____

D. CORPORATE INFORMATION:

If the applicant is a corporation or partnership, 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 (if necessary, use a separate sheet). For an LLC, list Registered Agent with contact information. For a partnership, list partners.

E. CERTIFICATION OF APPLICANT OR PROPERTY OWNER IF APPLICANT - **Notarization of Signature Required

I, (We,) the undersigned applicant(s), being duly sworn, upon my (our) oath(s) depose and say that the statements contained herein are true to the best of my (our) knowledge, information and belief.

Signature of Applicant: _____

Signature of Applicant: _____

Subscribed and sworn to me this _____ day of _____

Notary Public

F. OWNER'S CONSENT IF APPLICANT IS NOT PROPERTY OWNER - **Notarization of Signature Required

The following is required of the owner consenting to the application being made if the applicant is not the owner. A letter may also be submitted with the owner's notarized signature consenting to the application.

I, _____ certify that I am the owner of the property described in the within application and
(Name of Owner)
that _____ is hereby authorized to make this application.
(Name of Applicant)

I further certify that I have reviewed the application and I consent to same.

Signature of Owner _____ Date _____

Subscribed and sworn to me this _____ day of _____

Notary Public

G. SITE INSPECTION AUTHORIZATION

I hereby give permission for Montville Township Municipal Departments, Agencies, Commission and Committees and their agents to come upon and inspect these premises with respect to this application on Block _____ Lot _____

Owner's Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

H. Escrow Agreement Form and Applicant's Certification

As the Applicant, I understand that monies associated with this application have been deposited in an escrow account (Developer's Trust Account). In accordance with the Township of Montville Ordinances, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of the submitted materials, and any communications with the Township or Board Professionals is chargeable time. Sums not expended in the review process will be refunded upon request. If additional sums are necessary, I understand that I will be notified of any additional amount and shall replenish the escrow account within twenty (20) days of notification. I also understand that should I fail to replenish the account as requested, the Board will halt any review process and/or will refuse to execute any closure documents until such time account is fully replenished and made current. Further, I certify that the foregoing statements and materials submitted are true. I further certify that I am the individual applicant herein referenced and am authorized to sign this agreement.

Applicant's Signature: _____ Date: _____

I. Tax Identification & W-9

***W-9 FORM REQUIRED** - Federal Income Tax law requires you to provide the Township of Montville with your correct tax identification number. If you are an individual, your tax identification number is your social security number. A W-9 form must be filled out for all interest bearing accounts, including those for escrows and bonds. This form is appended to the application. Failure to comply with this request may result in a penalty imposed by the Internal Revenue Service (IRS).

J. TYPES OF VARIANCE (NJSA "MLUL" 40:55D-)

- 35 Permit to construct building or structure on lot not abutting street.
- 68 Certificate of Pre-existing Non-Conformity
- 70a Appeal from alleged error made by an administrative officer in the enforcement of the zoning ordinance.
- 70b Request for interpretation of Zoning Map or Zoning Ordinance or for decision on other special questions.
- 70c Request a "C" variance (indicate variance type):
 - (c-1 Hardship in utilizing property as required by Zoning Ordinance due to exceptional narrowness, shallowness or shape, exceptional topographic conditions, or by reason of an extraordinary and exceptional situation.
 - (c-2 The benefits to be derived from the zoning ordinance requirements substantially outweigh any detriment with regard to this property.
- 70d Request a "D" variance (indicate variance type):
 - (d-1 Different use sought than is presently permitted in zone.
 - (d-2 Expansion of a non-conforming use.
 - (d-3 Deviation from a requirement pertaining solely to a conditional use.
 - (d-4 An increase in the permitted floor area ratio.
 - (d-5 An increase in the permitted density.
 - (d-6 Height of principal structure exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure.

K. LIST OF VARIANCES AND WAIVERS REQUESTED

<u>Ordinance Section & Item Regulated</u> (e.g. Schedule D: Front Yard setback)	<u>Ordinance Requirements</u> (e.g. 45 feet)	<u>Existing or Proposed Dimensions</u> (e.g. 40 feet)	<u>Variance for</u> (e.g. Deficient Front Yard Setback of 5 feet)

Please describe reason and justification for variances. *Attach additional sheets as needed*

L. Administrative Checklist **MUST be completed. ITEMS REQUIRED FOR PROCESSING OF APPLICATION.

Please fill out the following checklist:

- Yes () No () Certification of Applicant
- Yes () No () Owner’s Consent
- Yes () No () Site Inspection Authorization
- Yes () No () Escrow Agreement
- Yes () No () Certification of Payment of Taxes obtained from Municipal Tax Collector
- Yes () No () Completed Checklist(s) with waivers indicated
- Yes () No () Justifications for waivers and variances
- Yes () No () Proof of Ownership or Property Interest (e.g. deed, contract of sale, certificate of taxes paid)
- Yes () No () Filing Fees & Escrow deposit with calculation indicating how fees/escrows were calculated
- Yes () No () Tax Identification Form - W-9 form
- Yes () No () Resumes and credentials of all expert witnesses that will testify
- Yes () No () Aerial (e.g. Google, Bing) and four (4) photographs of existing property conditions
- Yes () No () Electronic submission of application, documents & plans on either CD, via e-mail or on FTP site
- Yes () No () N/A () Attach copies of any deed restrictions or easements, as applicable
- Yes () No () Verification application & plans were sent directly to the Board Professionals

If any of the above items are checked **no**, state why: _____

Applicant / Owner Signature

I Certify that the above information submitted on “Administrative Checklist” to be true and correct:

Signature

Date

Circle: Owner / Contract Purchaser / Tenant / Attorney

NOTICE 200 FOOT LIST - INACCURACIES AND UTILITIES

BE ADVISED that you are obligated to send any notice to property owners within 200 feet, if required by statute or ordinance, and that you must rely on the list provided to you by the Township. If you are aware of any inaccuracies, you still must still mail the notice to those on the list exactly as it is indicated on the Township list even if the notice is returned to you. Keep all returned mail in the file.

Additionally, recognize that the utilities may or may not be included on the list depending on whether they have requested to be included on the notification lists for development applications.

M. BULK INFORMATION: *If chart is on Engineering or Architectural Plans check here "SEE APPROVED PLANS" _____

	Required	Existing	Proposed	Variance
Lot Area (sq. ft.)	_____	_____	_____	()
Width at street/setback	____/____	____/____	____/____	()
Depth/Corner Lot	____/____	____/____	____/____	()
Maximum percentage of lot to be occupied by:				
Building Coverage	_____	_____	_____	()
Impervious (Lot) Coverage	_____	_____	_____	()
Minimum required setback for:				
Front yard	_____	_____	_____	()
One side yard	_____	_____	_____	()
Total two side yards	_____	_____	_____	()
Rear yard	_____	_____	_____	()
Minimum distance of accessory buildings to:				
Principal / accessory structures	____/____	____/____	____/____	()
Side / Rear property line	____/____	____/____	____/____	()
Height of building (stories/ft)	____/____	____/____	____/____	()
Floor Area Ratio (FAR)	_____	_____	_____	()
Distance between buildings	_____	_____	_____	()
Parking Amount	_____	_____	_____	()
Parking Stall width / length	_____	_____	_____	()
Landscaped buffers	_____	_____	_____	()
Fencing	_____	_____	_____	()
Signage - Type _____	_____	_____	_____	()
Signage - Size _____	_____	_____	_____	()
Other variances or design waivers requested:				
_____	_____	_____	_____	()
_____	_____	_____	_____	()
_____	_____	_____	_____	()
_____	_____	_____	_____	()
_____	_____	_____	_____	()

When was the property acquired by the present owner? _____

Is there any business or commercial activity at this property? If yes, please explain. _____

Present use of property: _____

Describe all existing structures on the property: _____

List any prior appeals, variances and developmental approvals involving this property: _____

APPLICATION FOR SOIL MOVEMENT - *REQUIRED FOR ANY QUANTITY REMOVED OR IMPORTED FOR A PB or BOA APPLICATION*

Soil movement application IS REQUIRED FOR ANY QUANTITY removed or imported for a development application or if soil movement is greater than 500 CY for building permit application. For Soil Movement requirements and compliance, please refer to the Township of Montville Soil Movement Ordinance (Chapter 308) available on-line through General Code (E-Code 360) or at the municipal building.

****FILL OUT THE FOLLOWING INFORMATION & SUBMIT WITH DOCUMENTS****

Name of Engineer or Surveyor who prepared the topographical map, cross-sections and quantity calculations.

Name _____ License No. _____
Address _____ Phone # _____

Location of Soil Movement (TO) : Address _____ Block _____ Lot (s) _____
Location of Soil Movement (FROM) : Address _____ Block _____ Lot (s) _____

Purpose of Soil Movement _____

Approximate amount of Soil to be moved, in cubic yards _____

Amount of soil to be Imported _____ and /or Exported _____

Will soil be bought or sold, and if so, do you have a buyer or seller, or will it be offered for sale commercially? Give details

Is there Topsoil on the property? _____ No. of Inches _____ No. of Cubic Yards _____

How long (in days or weeks) will proposed Soil Movement Operation take? _____
What are the proposed hours of operation for the soil movement? _____

What type and how many units of equipment will be used in the Soil Movement Operation? _____

What travel route will the soil movement trucks/equipment use? **PROVIDE MAP OF ROUTE** _____

FEES:

A permit application for movement of less than 500 cubic yards of soil requires submission of a fee of \$1.00 per cubic yard, with a minimum application fee of \$25.00.

A permit application for movement of 500 cubic yards and over requires submission of a \$500.00 Application Fee plus \$1,000.00 Escrow Deposit due with the Application. Upon approval by the Approving Authority, a fee of ten cents (\$0.10) per cubic yard, with a minimum amount of \$100.00, must be submitted in addition to a Performance Bond per code.

Applicant's Signature _____ Date _____

NOTES: (1) A pre-construction meeting is required with the Engineering Department and (2) receipt of a restoration bond is required prior to commencing soil movement activities

√ **APPLICANT RESPONSIBILITY:** Obtain this from the Tax Assessor's Office
**Per policy of the Planning & Zoning Officer, please note that list is effective six (6) months from date of receipt. A new list is required if the applicant has not applied and noticed within that timeframe.

FORMS FOR NOTICE REQUIREMENT

TAX ASSESSER REQUEST FORM FOR PROPERTY OWNERS WITHIN 200 FEET

DATE REQUESTED: _____ **DATE RECEIVED:** _____

TO: TAX ASSESSOR, TOWNSHIP OF MONTVILLE

FEE: \$10.00 (or \$.25 per page whichever is greater)

FROM: NAME _____

ADDRESS _____

TELEPHONE _____

BLOCK(s) _____ **LOT (s)** _____

PLEASE PROVIDE A LIST OF ALL PROPERTY OWNERS WITHIN 200 FEET OF THE ABOVE SUBJECT PROPERTY.

THANK YOU,

Signature of property owner or applicant

**** YOU ARE NOT OBLIGATED TO NOTIFY UTILITIES IF THEY ARE NOT INCLUDED ON THE LIST PROVIDED TO YOU. UTILITIES ARE NOT INCLUDED ON THE "200 FOOT NEIGHBORING PROPERTY OWNER" LIST PROVIDED BY THE TOWNSHIP UNLESS THEY REGISTER WITH THE TOWNSHIP AND REQUEST TO BE INCLUDED.**

√ APPLICANT RESPONSIBILITY: Submit this form, either Planning Board or Zoning Board, to newspaper and neighbors within 200 feet. Notice must be sent and in newspaper ten (10) days prior to the hearing

PLANNING BOARD NOTICE OF HEARING

PLEASE TAKE NOTICE THAT (NAME) _____ has applied to the Montville Township **Planning Board** for (LIST TYPE OF APPLICATION & VARIANCES)

and any other variances and/or waivers that may be required, on the premises located at (ADDRESS) _____ Block _____ Lot _____ on the tax map of the Township of Montville.

A public hearing will be held on _____, 20__ at 7:30pm at the Montville Township Municipal Building, 195 Changebridge Road, Montville, NJ, or as soon thereafter as said matter can be reached. The file on said application is available for public inspection in the Land Use Office (973-331-3319) at the Municipal Building, 195 Changebridge Road, Montville, NJ, during normal business hours of 8:30 a.m. to 4:30 p.m. Interested persons may appear at said meeting and heard. Continuation of said hearing, if necessary, will be scheduled at that time. If not continued, a vote may be taken at said meeting.

Signature of Applicant or Attorney

Address

City, State, Zip Code

NOTE: - Public notice shall be made by publication, *The Daily Record* and/or *The Citizen*, and/or *The Star Ledger*, of a legal advertisement, and proof of such publication, in the form of an affidavit and shall be submitted to the board secretary.
- Notice shall be given to the owners of all real property via certified mail return receipt requested, as shown in the current tax records, located in the State and within 200 feet in all direction of the property which is the subject of such hearing and whether located within or without the municipality in which applicant's land is located.

✓ APPLICANT RESPONSIBILITY: Submit this form, either Planning Board or Zoning Board, to newspaper and neighbors within 200 feet. Notice must be sent and in newspaper ten (10) days prior to the hearing

BOARD OF ADJUSTMENT NOTICE OF HEARING

PLEASE TAKE NOTICE THAT (NAME) _____ has applied to the Montville Township **Zoning Board** for (LIST TYPE OF APPLICATION & VARIANCES)

and any other variances and/or waivers that may be required, on the premises located at (ADDRESS) _____ Block _____ Lot _____ on the tax map of the Township of Montville.

A public hearing will be held on _____, 20__ at 8:00pm for at the Montville Township Municipal Building, 195 Changebridge Road, Montville, NJ, or as soon thereafter as said matter can be reached. The file on said application is available for public inspection in the Land Use Office (973-331-3319) at the Municipal Building, 195 Changebridge Road, Montville, NJ, during normal business hours of 8:30am to 4:30 p.m. Interested persons may appear at said meeting and heard. Continuation of said hearing, if necessary, will be scheduled at that time. If not continued, a vote may be taken at said meeting.

Signature of Applicant or Attorney

Address

City, State, Zip Code

NOTE: - Public notice shall be made by publication, *The Daily Record* and/or *The Citizen*, and/or *The Star Ledger*, of a legal advertisement, and proof of such publication, in the form of an affidavit and shall be submitted to the board secretary.
- Notice shall be given to the owners of all real property via certified mail return receipt requested, as shown in the current tax records, located in the State and within 200 feet in all direction of the property which is the subject of such hearing and whether located within or without the municipality in which applicant's land is located.

CERTIFIED MAILING WITH RETURN RECEIPT REQUESTED DIRECTIONS

****If any of this information is not submitted, it WILL delay your hearing. If notice is improper, it will have to be completed again for the future hearing date.**

The Form of Notice located in the application package must be sent Certified Mail Return Receipt Requested at least ten (10) days prior to the scheduled hearing date.

ERR - ELECTRONIC RETURN RECEIPT

1. Article Addressed to:
INTERNAL REVENUE SERVICE
 201 W RIVERCENTER BLVD STOP
 8145
 ATTN: ACS SUPPORT/CDP
 COVINGTON, KY 41018-1428

Delivery Confirmation
 File Number
 Your item has been marked as DELIVERED on
 September 5, 2008 at 10:26AM in
 COVINGTON, KY 41018

3. Service Type
 Certified Mail Express Mail
 Registered Mail Return Receipt
 Insured Mail C. O. D.

2. Article Number **7118 9042 9550 2837 5967**

USPS Form 3811, March 2007 Copyright 2007-05 USPS. All rights reserved.

Complete name and full address as written on the List of Property Owners within 200' from the Tax Assessor must be completed on both the green and the white receipt and the white receipt must be stamped by the post office with date sent.

See Example:

U.S. Postal Service
CERTIFIED MAIL RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)
 For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage \$ **0.41** (1st class postage amount)
 Certified Fee **\$2.85**
 Return Receipt Fee (Requirement Required) **\$2.15** (if desired)
 Registered Delivery Fee (Requirement Required) **\$4.10** (if desired)
 Total Postage & Fees **\$9.31**

Send to
 Recipient's Name
Reggie Redbird
 or PO Box No.
123 State St
 City, State, ZIP+4
Normal IL 61761

PS Form 3800, August 2006 See Reverse for Instructions

The notice must be published in either the Citizen or the Daily Record at least 10 days prior to the scheduled hearing date.

The "Affidavit of Mailing" located in the application form must be completed, signed and notarized and submitted to the Land Use office no less than 7 days prior to the scheduled hearing date.

ADDITIONAL NOTICE REQUIREMENTS

A. If the Applicant's property abuts a condominium and the owner of any unit is within 200 feet of the Applicant's property and said unit has a unit above or below it, by giving notice to the individual unit owner. Names and addresses of such property owners located within Montville may be procured by making written request to the Tax Assessor. If there are other property owners who have land within 200 feet, but not within Montville, their names and addresses must be procured from the administrative officer of the municipality within which their property is located. Such notice shall be given by:

1. Serving a copy thereof on the owner, as shown on the said current tax duplicate, or his agent in charge of the property, or
2. Mailing a copy thereof by certified mail to the property owner at his address as shown on the current tax duplicate. Notice to a partnership owner may be made by service upon any partner. Notice to a corporate owner may be made by service upon its president, a vice-president, secretary or other person authorized, by appointment or by law, to accept service on behalf of the corporation.

B. Where a condominium association, or homeowners' association, own grass, landscaped areas, driveways, parking lots, recreational facilities, etc., which are common elements or areas, that are within 200 feet of the property which is the subject of a hearing, notice may be made in the same manner as to a corporation, without further notice, to unit owners, co-owners, or homeowners on account of such common elements or areas.

C. Notice of all hearings on applications for development involving property located within 200 feet of an adjoining municipality shall be given by personal service or certified mail to the Clerk of such municipality, which notice shall be in addition to the notice required to be given to the owners of lands in such adjoining municipality which are located within 200 feet of the subject premises.

D. Notice shall be given by personal service or certified mail to the County Land Use Planning Board of a hearing on an application for development of property adjacent to an existing county road, or proposed road shown on Official County Map or on the County Master Plan, adjoining other county land, or situate within 200 feet of a municipal boundary.

E. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a state Highway.

F. Notice shall be given by personal service or certified mail to the Director of the Division of State and Regional Planning in the Department of Community Affairs of a hearing on an application for development of property, which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk pursuant to N.J.S.A. 40:55D-10(b).

G. The Applicant shall file an affidavit of proof of service with the Board, as hereinafter set forth.

H. Any notice made by certified mail as herein above required shall be deemed complete upon mailing in accordance with the provisions of N.J.S.A. 40:55D-14. If notice has not been given as stated above, the application CANNOT be heard.

I. The Applicant shall file a list of property owners served, and indicate the lot and block number of such owner served and designate the method of service on the form provided. The form shall be filled in completely, and the Affidavit of Service shall be signed, notarized, and filed with the Land use planning board Secretary at least 4 days prior to the date of the scheduled hearing. To the Affidavit of Service shall be appended a completed form of notice, filled in as it was sent to the persons entitled to notice of the hearing. A copy of the certified list of persons to whom notice should be sent, as compiled by the appropriate administrative officer of the municipality in which the property is located, should also be attached to the Affidavit of Service. Where service has been made by certified or registered mail, the post office receipts must be post marked at the time they are mailed, and must be attached to the Affidavit of Service.

If the Applicant does not own the property described in the application, the Affidavit of Ownership must be completed on the form provided and filed either with the application or with the Proof of Service.

v APPLICANT RESPONSIBILITY:

Sign this form to Board Secretary one (1) week prior to the hearing date and submit with 1) the Proof of Publication from the newspaper, 2) the certified mail receipts and 3) a copy of the notice sent to your neighbors

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY

COUNTY OF: _____

I _____, of full age, being duly sworn according to law, on his oath deposes and says that he/she resides at _____ in the County of _____, and State of New Jersey and that he/she did on _____, 20____, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by this appeal located at _____.

Said notice was given by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon: (Check if Applicable)

- () 1. The Clerk of the _____ of _____
- () 2. County Planning Board
- () 3. The Director of the Division of State and Regional Planning
- () 4. The Department of Transportation

A copy of said notice is attached hereto.

Also attached to this affidavit is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality.

In addition, he/she caused the notice of hearing as aforesaid to be published at least ten (10) days prior to the hearing in the _____.

Signature of Applicant/Attorney

Sworn and subscribed to
Before me this _____
Day of _____, 20_____.

FEES & ESCROW

Submit separate checks for Fees and Escrow

v	Type of Application	Application Fee	Calculation	Initial Escrow Deposit	Calculation
	Subdivision				
	Concept Plan	\$250.00		\$1,500.00	
	Minor, simple lot line change	\$250.00		\$2,000.00	
	Minor, other	\$750.00		\$2,000.00	
	Amendment to Approved minor	\$250.00		\$1,500.00	
	Preliminary Plat	\$2,000.00 + \$500.00/lot		10 or less lots \$2,000.00; 11-25 \$3,000.00; 26-100 \$5,000.00	
	Amendment to approved preliminary plat	\$250.00 + \$50.00/lot		\$1,500.00	
	Final Plat	\$1,000.00 + \$250.00/lot		10 or less lots \$800.00; 11-25 \$800.00; 25 lots or more \$1,000.00	
	Amendment to a previously approved final plat	\$125.00 + \$25.00/lot		\$1,500	
	Waiver from Design Standards	\$100.00 each			
	Site Plans – Conventional				
	Concept Plan	\$250.00		\$1,500.00	
	Minor	\$500.00		\$2,000.00	
	Waiver of Minor Site Plan	\$250.00		\$500.00	
	Preliminary	\$500.00 + \$10.00/1,000 s.f. of lot area + \$10.00/100 s.f. of floor area		\$750.00/Acre or part thereof for first two (2) acres + \$100.00 for each additional acre or part thereof.	
	Amendment to previously approved preliminary site plan	\$500.00		\$1,500.00	
	Final Site Plan	\$250.00 + \$3.00/1,000 s.f. lot area + \$3.00/100 s.f. floor area		\$350.00/Acre or part thereof for first two (2) acres + \$50.00 for each additional acre or part thereof.	
	Amendment to previously approved final site plan	\$250.00		\$1,500.00	
	Waiver from Design Standards	\$100.00 each			
	Site Plan – Multi Family				
	Concept Plan	\$250.00		\$1,000.00	
	Preliminary	\$600.00 + \$200.00/each unit over 3		10 or less units \$2,000.00; 11-25 \$3,000.00; 26-100 \$4,000.00; 100+\$5,000.00	
	Amendment to previously approved Preliminary Site Plan	\$500.00		\$1,000.00	
	Final	25% of the fee for preliminary site plan		25% of original preliminary site plan escrow	
	Amendment to previously Approved Final Site Plan	\$250.00		\$1,000.00	

√	Type of Application	Application Fee	Calculation	Initial Escrow Deposit	Calculation
	Other				
	Combined preliminary and final Application	Preliminary and final fee		Preliminary and final escrow	
	Waiver from Design Standards	\$100.00 each			
	Request for extension	\$150.00		\$1,500.00	
	Conditional Use	Single family \$500.00; major subdivision \$2,000.00; site plan \$1,500.00		Single family \$2,000.00; Major subdivision \$3,000.00; site plan \$3,000.00	
	Request for Change in condition of resolution	\$250.00		\$1,000.00	
	Certification of preexisting nonconforming use	\$250.00		\$2,000.00	
	Variances and Appeals¹				
	a) Appeals	\$300.00		\$1,500.00	
	b) Interpretations	\$300.00		\$1,500.00	
	c) Variances - bulk	\$250.00 each		\$1,500.00 base + \$250.00 for each additional variance	
	d) Variances - use	\$750.00		\$1,500.00	
	Rezoning requests	\$750.00		\$1,500.00	
	Zoning Permits				
	New Residential	\$150.00		--	
	Residential Additions	\$125.00		--	
	Fences/sheds/finished basements	\$50.00		--	
	Decks	\$50.00		--	
	Commercial Vehicle Permit	\$100.00		--	
	Sign Permit	\$150.00		--	
	Pool Permit - above ground or in-ground	\$100.00		--	
	Zoning permit for Certificate of existing non-conformity	\$150.00		--	
	Nonresidential / commercial	\$175		--	
	Developers Agreement	--		\$1,000.00	
	Lot Grading Plan	\$275.00		--	
	Meeting Fee	\$1,500.00 for special meeting			
	Cancelled Meeting Fee	\$500.00 if special meeting cancelled			
	Zoning Verification letter	\$50			
	TOTAL				

DOCUMENTS & LAND USE MATERIALS ALSO AVAILABLE

	Land Use Development Ordinance	\$50
	Zoning Map	\$5 for 11"x17" and \$20 for 24"x36"
	Master Plan Land Use Element and Master Reexaminations	\$50
	Master Plan Element (Housing, Historic, Circulation, etc.)	\$10 per element
	Recording of meeting	\$2
	TOTAL	

¹ If an application involves more than one (1) type of variance, the applicant shall pay the fees and deposits required for each variance. (Ord. 1230 § 1, 1997; Ord. 1162 (part), 1995; prior code §150-11)

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign
Here**

Signature of
U.S. person:

Date:

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is conducting a trade or business in the United States in the following cases:

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership substantially similar to this Form W-9.

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

- The U.S. owner of a disregarded entity and not the entity,

Form **W-9** (Rev. 10-2007) Form W-9 (Rev. 10-2007)

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9. Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

Limited liability company (LLC). Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

**CHAPTER 230
TOWNSHIP OF MONTVILLE MUNICIPAL CODE**

SCHEDULE A

Checklist "A"

	Minor Sub- division	Minor Site Plan	Preliminary Major Subdivision	Prelimin -ary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted Waiver Requested
PLAT SPECIFICATIONS							
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 50 feet.	X	X	X	X	X	X	
2. Sheet size either 15 x 21, 24 x 36, or 30 x 42.	X	X	X	X	X	X	
3. Plans shall be prepared by an architect or engineer if application involves only the location of proposed buildings and their relationship to the site and the immediate environs.	X	X	X	X	X	X	
4. Plans shall be prepared by an architect, planner or engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress.	X	X	X	X	X	X	
5. Plans shall be prepared by an engineer if application involves only drainage facilities for site plans of 10 acres or more; or involving stormwater detention facilities; or traversed by a water course.	X	X	X	X	X	X	
6. Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency. (Concept discussion only)							
GENERAL INFORMATION							
7. Metes and bounds description the entire tract or property based upon a current (within 5 years) land survey, prepared by a New Jersey licensed surveyor. Development boundaries shall be clearly delineated.	X	X	X	X	X	X	
8. Property line shown, length in feet and hundredths, bearings in degree, minutes and seconds.	X	X	X	X	X	X	
9. Key map showing location of tract to be considered in relation to surrounding area, within 500 feet.	X	X	X	X	X	X	
10. Title block containing name and address of applicant and owner; name of development; name, address, signature and seal of preparer; lot and block numbers; date prepared; date of last amendment and zoning district.	X	X	X	X	X	X	

	Minor Sub-division	Minor Site Plan	Preliminary Major Subdivision	Preliminary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted Waiver Requested
11. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.	X	X	X	X	X	X	
12. Scale of map, both written and graphic.	X	X	X	X	X	X	
13. North arrow giving reference meridian.	X	X	X	X	X	X	
14. Space for signatures of Chairperson, Secretary and Engineer of the Municipal Agency.	X	X	X	X	X	X	
15. List of all property owners within 200 feet of subject property as disclosed by a current (within 6 months) certified list of the most recent tax records.	X	X	X	X	X	X	
16. Any municipal limits within 200 feet of the development and the names and zoning of the adjoining municipalities.	X	X	X	X	X	X	
17. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	X	X	X	X	X	X	
18. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, density, and other applicable zone requirements, both as to required and proposed. Indicate the above both written and graphically.	X	X	X	X	X	X	
19. Acreage of affected parcel to the nearest hundredth of an acre.	X	X	X	X	X	X	
20. Number of lots following subdivision including areas in acres if 1 acre or over or in square feet if under 1 acre.	X		X		X		
21. Submission of site photographs of existing conditions, including existing structures, site frontage and adjacent properties.	X	X	X	X	X	X	
22. Aerial photograph of site not smaller than 8 ½" x 11", in color.	X	X	X	X	X	X	
23. Submission of all applications, checklists, plans, reports and other materials in electronic format on CD.	X	X	X	X	X	X	
NATURAL FEATURES ON SITE AND WITHIN 200 FEET THEREOF							
24. Cliffs and rock outcroppings.	X	X	X	X			
25. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade – 2 feet; over 10% grade – 5 feet.	X	X	X	X	X	X	
26. Flood plains.	X	X	X	X	X	X	
27. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.	X	X	X	X	X	X	

	Minor Sub-division	Minor Site Plan	Preliminary Major Subdivision	Preliminary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted Waiver Requested
28. Aquifer recharge areas, including safe sustained ground water yield.	X	X	X	X	X	X	
29. Wooded areas indicating predominant species and size.	X	X	X	X	X	X	
30. Location of trees 4 inches or more in diameter, as measured 4 feet above ground level, outside of wooded area, designating species of each.			X	X	X	X	
31. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	X	X	X	X	X	X	
32. All areas to be disturbed by grading or construction.	X	X	X	X	X	X	

MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF

33. Location and uses of existing and proposed structures and their setbacks from existing and proposed property lines.	X	X	X	X	X	X	
34. Location of existing and proposed sidewalks and driveways.	X		X	X	X	X	
35. Location of existing and proposed parking spaces and loading areas including evidence of compliance with ADA guidelines.		X		X		X	
36. Location of existing and proposed easements or rights of way including power lines.	X	X	X	X	X	X	
37. Location of railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.	X	X	X	X	X	X	
38. Location of existing and proposed wells and septic systems.	X	X	X	X	X	X	
39. When applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.	X	X	X	X	X	X	
40. Plans and profiles of existing and proposed utility layouts, such as sewers, stormwater management facilities, water, gas, communications and electric, showing feasible connections to existing or proposed utility systems.			X	X	X	X	
41. Location and description of monuments whether set or to be set.	X	X			X	X	
42. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.	X	X	X	X	X	X	
43. Required road dedication.	X	X	X	X	X	X	
44. Road orientation (as it relates to energy conservation).	X	X	X	X	X	X	
45. Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.			X	X			

	Minor Sub-division	Minor Site Plan	Preliminary Major Subdivision	Preliminary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted Waiver Requested
MISCELLANEOUS							
46. Proposed sight easements where required.	X	X	X	X	X	X	
47. Proposed drainage easements where required.	X	X	X	X	X	X	
48. Dimensioned preliminary architectural elevations and plans of any proposed buildings showing windows and doors, roof treatments, HVAC units, and preliminary floor plans of each floor of the building.		X		X		X	
49. Circulation plan showing:							
a. Location of off-street parking;		X		X		X	
b. Traffic improvements such as signals, signs and channelization;		X	X	X	X	X	
c. Pedestrian circulation;		X	X	X	X	X	
d. Loading and unloading bays;		X		X		X	
e. Proposed vehicular access including curb cuts;		X	X	X	X	X	
f. Traffic circulation around the site;		X		X		X	
g. Aisle and parking space dimensions;		X		X		X	
h. Handicapped parking in accordance with ADA guidelines.		X		X		X	
50. Landscaping plan including the types, quantity, size and location of all proposed vegetation, including shade trees. The scientific and common names of all vegetation shall be included.			X	X	X	X	

	Minor Sub-division	Minor Site Plan	Preliminary Major Subdivision	Preliminary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted Waiver Requested
51. Lighting plan showing location and height of existing and proposed site lights, all construction details and catalog cuts, and isolux diagrams showing the 0.3 and 0.5 fc lines.		X	X	X	X	X	
52. Sign plan showing location of existing and proposed traffic control signs, street signs, development signs, and appropriate sign details showing size, height, materials and lighting.			X	X	X	X	
53. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.	X	X	X	X	X	X	
54. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.			X	X	X	X	
55. Environmental Impact Assessment including all of the following*: a. Plan and description of the proposed development. b. Inventory of existing natural resources. c. Assessment of environmental impacts. d. Unavoidable adverse environmental impacts. e. Steps to minimize adverse environmental impacts. f. Documentation as required by the Township soil testing ordinance (Ch. 311 of Code). g. Details and matter to be evaluated: 1. Sewage facilities. 2. Water supply. 3. Stormwater. 4. Stream encroachments. 5. Flood plains. 6. Wetlands. 7. Solid waste disposal. 8. Air pollution. 9. Traffic. 10. Social/economic. 11. Aesthetics. 12. Licenses, permits, etc.	X	X	X	X	X	X	

	Minor Sub-division	Minor Site Plan	Preliminary Major Subdivision	Preliminary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted Waiver Requested
56. If an Environmental Impact Assessment is not required, a general description of the proposed development and a brief assessment of its effect on the site and neighborhood. This shall include, where applicable, the number of employees, hours of operation, frequency of deliveries and/or shipments, and the nature of materials and chemicals on site.	X	X	X	X	X	X	
57. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	X	X	X	X	X	X	
58. A copy of all existing and proposed protective covenants or deed restrictions of every nature affecting the subject property including a statement as to whether such deeds or covenants are of record.	X	X	X	X	X	X	
59. If lots are proposed to be subdivided fronting on or requiring access to a State Highway, applicant shall submit any permits issued by NJDOT pursuant to NJAC 16:47-1 et seq.	X		X		X		
60. Any sections of this checklist for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.	X	X	X	X	X	X	
61. List of design waivers and variances requested or obtained (with the applicable Ordinance sections). List of waivers or <i>de minimis</i> exceptions from RSIS (with applicable reference sections). Justifications shall be provided for each.	X	X	X	X	X	X	
62. Applicant must provide documentation supporting compliance with Chapter 311 as it relates to any lands that may have been agricultural/orchard use.	X		X		X		
63. For those projects that lie within the Rockaway River Watershed, copy of correspondence to the Rockaway River Watershed Cabinet advising them of the application.	X	X	X	X	X	X	

	Minor Sub-division	Minor Site Plan	Preliminary Major Subdivision	Preliminary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted	Waiver Requested
ADDITIONAL DOCUMENTS								
64. Affidavit from applicant with reasonable supporting documentation verifying compliance with all terms and conditions of the preliminary approval.					X	X		
65. Affidavit from applicant indicating that the final plan is identical to the preliminary plan. If not, list specific changes with respect to any deviations.					X	X		
66. Separate written estimates of proposed construction costs for both on- and off-site improvements.					X	X		
67. A performance guarantee estimate by applicant's engineer for all public improvements submitted.					X			
68. If development is in sections, Final Plat should so indicate. Also, adequate proof that each section stands on its own for access, stormwater, utilities, etc.					X			
69. Organization documents including:								
a. Article of Incorporation for any association or other organization to maintain the common open space or community facilities.					X	X		
b. By-laws and membership rules and regulations of any such organization defining its rights.					X	X		
c. A copy of the Master deed detailing the rights and privileges of individual owners of common property.					X	X		
d. A copy of all materials submitted to the Department of Community Affairs as required by the NJ Planned Real Estate Development Full Disclosure Act. Regulations and evidence of acceptance of and/or approval by the Department of Community Affairs.					X	X		
e. Covenants or easements restricting the use of the common open space or elements.					X	X		
f. Covenants or agreements requiring homeowners or residents to pay the organization for the maintenance of the common open space and/or community facilities. This shall include a proposed schedule of membership fees for at least the first 3 years of operation.					X	X		

	Minor Sub- division	Minor Site Plan	Preliminary Major Subdivision	Prelimin -ary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted Waiver Requested
70. Maintenance agreements. If there is to be no homeowners association or similar arrangement for the maintenance of common facilities, the developer shall furnish an agreement under which private roads and other facilities will be maintained, refuse collected and other supplementary services provided.					X	X	
71. A deed, including a legal description by bearings and distances with corresponding area in square feet and/or acres, of all lands to be dedicated for public use; i.e., easements, roads, etc.					X	X	
72. An electronic copy of the approved plans in a form acceptable to the Township Engineering Department.					X	X	

* Per § 160-2, an environmental impact statement is required as part of an application for approval of a preliminary plat involving 10 or more acres of land or 10 or more lots, a preliminary site plan involving five acres or more of land, a soil removal permit involving removal of 500 cubic yards or more of soil and for a tree-harvesting and logging operation. Notwithstanding this provision, an environmental impact statement shall be required for any preliminary plat, preliminary site plan or soil removal, regardless of size or number of lots, when located in the CWR District. The Planning Board may also require that an environmental impact statement be submitted as part of any application for development, regardless of size or number of lots, if it determines that the property contains any environmentally sensitive conditions upon which the development may have an adverse impact.

Checklist "B"

	"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	"Condi- tional" Use	Planning Variance	Check One: Submitted Waiver Requested
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PLAT SPECIFICATIONS

1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 50 feet.			X	X	X	X	
2. Sheet size either 15 x 21, 24 x 36, or 30 x 42.			X	X	X	X	
3. Plans shall be prepared by an architect, planner, engineer, land surveyor, or the applicant, where appropriate.			X	X	X	X	
4. Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the Municipal Agency.			X	X	X	X	

GENERAL INFORMATION

5. Metes and bounds description of the entire tract or property based upon a current (within 5 years) land survey, prepared by a New Jersey licensed surveyor. Development boundaries shall be clearly delineated.			X	X	X	X	
6. Property line shown in degree, minutes and seconds.			X	X	X	X	
7. Key map showing location of tract to be considered in relation to surrounding area.			X	X	X	X	
8. Title block containing name and address of applicant and owner; name of development; name, address, signature and seal of preparer; lot and block numbers; date prepared; date of last amendment and zoning district.			X	X	X	X	
9. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.			X	X	X	X	
10. Scale of map, both written and graphic.			X	X	X	X	
11. North arrow giving reference meridian.			X	X	X	X	
12. Space for signatures of Chairperson, Secretary and Engineer of the Municipal Agency.					X	X	

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	“Condi- tional” Use	Planning Variance	Check One: Submitted Waiver Requested
13. List of all property owners within 200 feet of subject property as disclosed by a current (within 6 months) certified list of the most recent tax records.	X	X	X	X	X	X	
14. Any municipal limits within 200 feet of the development and the names and zoning of the adjoining municipalities.			X	X	X	X	
15. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.			X	X	X	X	
16. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, density, and other applicable zone requirements, both as to required and proposed. Indicate the above both written and graphically.			X	X	X	X	
17. Zone requirements per Ordinance and per application.			X	X	X	X	
18. Acreage of affected parcel to the nearest hundredth of an acre.			X	X	X	X	
19. Submission of site photographs of existing conditions, including existing structures, site frontage and adjacent properties.			X	X	X	X	
20. Aerial photograph of site not smaller than 8 ½” x 11”, in color.			X	X	X	X	
21. Submission of all applications, checklists, plans, reports and other materials in electronic format on CD.			X	X	X	X	
NATURAL FEATURES ON SITE AND WITHIN 200 FEET THEREOF							
22. Cliffs and rock outcroppings.					X	X	
23. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade – 2 feet; over 10% grade – 5 feet.					X	X	
24. Flood plains.					X	X	
25. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.					X	X	
26. Aquifer recharge areas, including safe sustained ground water yield.					X	X	
27. Wooded areas indicating predominant species and size.					X	X	

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	“Condi- tional” Use	Planning Variance	Check One: Submitted Waiver Requested
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28. Location of trees 4 inches or more in diameter, as measured 4 feet above ground level, outside of wooded area, designating species of each.

X X

29. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.

X X

30. All areas to be disturbed by grading or construction.

X X

MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF

31. Location and uses of existing and proposed structures and their setbacks from existing and proposed property lines.

X X X

32. Location of existing and proposed sidewalks and driveways.

X X X

33. Location of existing and proposed parking spaces and loading areas including evidence of compliance with ADA guidelines.

X X X

34. Location and type of existing and proposed easements or rights of way including power lines.

X X X

35. Location of railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.

X X X

36. Location of existing and proposed wells and septic systems.

X X X

37. When applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.

X X X X

38. Plans and profiles of existing and proposed utility layouts, such as sewers, stormwater management facilities, water, gas and electric, showing feasible connections to existing or proposed utility systems.

X X X

39. Location and description of monuments whether set or to be set.

X X X

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	“Condi- tional” Use	Planning Variance	Check One: Submitted Waiver Requested
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STREETS

- | | | | | | | | |
|---|--|--|---|--|---|---|--|
| 40. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract. | | | | | X | X | |
| 41. Required road dedication. | | | X | | X | X | |
| 42. Road orientation (as it relates to energy conservation). | | | | | X | X | |
| 43. Plans, profiles and cross-sections of all proposed new streets and/or access to proposed streets. | | | X | | X | X | |

MISCELLANEOUS

- | | | | | | | | |
|---|--|--|--|--|---|---|--|
| 44. Proposed sight easements where required. | | | | | X | X | |
| 45. Proposed drainage easements where required. | | | | | X | X | |
| 46. Dimensioned preliminary architectural elevations and plans of any proposed buildings showing windows and doors, roof treatments, HVAC units, and preliminary floor plans of each floor of the building. | | | | | X | | |
| 47. Circulation plan showing: | | | | | X | | |
| a. Location of off-street parking; | | | | | X | | |
| b. Traffic improvements such as signals, signs and channelization; | | | | | X | | |
| c. Pedestrian circulation; | | | | | X | | |
| d. Loading and unloading bays; | | | | | X | | |
| e. Proposed vehicular access including curb cuts; | | | | | X | | |
| f. Traffic circulation around the site; | | | | | X | | |
| g. Aisle and parking space dimensions; | | | | | X | | |
| h. Handicapped parking in accordance with ADA guidelines. | | | | | X | | |
| 48. Landscaping plan including the types, quantity, size and location of all proposed vegetation, including shade trees. The scientific and common names of all vegetation shall be included. | | | | | X | | |
| 49. Lighting plan showing location and height of existing and proposed site lights, all construction details and catalog cuts, and isolux diagrams showing the 0.3 and 0.5 fc lines. | | | | | X | | |

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50. Sign plan showing location of existing and proposed traffic control signs, street signs, development signs, and appropriate sign details showing size, height, materials and lighting.

X

51. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.

X

52. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.

X

X

X

X

53. Environmental Impact Assessment including all of the following*:

X

X

X

X

- a. Plan and description of the proposed development.
- b. Inventory of existing natural resources.
- c. Assessment of environmental impacts.
- d. Unavoidable adverse environmental impacts.
- e. Steps to minimize adverse environmental impacts.
- f. Documentation as required by the Township soil testing ordinance (Ch. 311 of Code).
- g. Details and matter to be evaluated:
 - 1. Sewage facilities.
 - 2. Water supply.
 - 3. Stormwater.
 - 4. Stream encroachments.
 - 5. Flood plains.
 - 6. Wetlands.
 - 7. Solid waste disposal.
 - 8. Air pollution.
 - 9. Traffic.
 - 10. Social/economic.
 - 11. Aesthetics.
 - 12. Licenses, permits, etc.

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54. If an Environmental Impact Assessment is not required, a general description of the proposed development and a brief assessment of its effect on the site and neighborhood. This shall include, where applicable, the number of employees, hours of operation, frequency of deliveries and/or shipments, and the nature of materials and chemicals on site.			X	X	X	X	
55. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	X	X	X	X	X	X	
56. A copy of all existing and proposed protective covenants or deed restrictions of every nature affecting the subject property including a statement as to whether such deeds or covenants are of record.	X	X	X	X	X	X	
57. Any sections of this checklist for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.	X	X	X	X	X	X	
58. List of design waivers and variances requested or obtained (with the applicable Ordinance sections). List of waivers or <i>de minimis</i> exceptions from RSIS (with applicable reference sections). Justifications shall be provided for each.			X	X	X	X	
59. For those projects that lie within the Rockaway River Watershed, copy of correspondence to the Rockaway River Watershed Cabinet advising them of the application.			X	X	X	X	

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