



BOROUGH OF ROCKLEIGH

26 Rockleigh Road
Rockleigh, NJ 07647-2706
Tel: 201-768-4217
Fax: 201-768-3355

BOROUGH OF ROCKLEIGH

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**Site Plan Application
Rockleigh Planning Board
Overview, Procedures, and Application Requirements**

Overview

The Rockleigh Planning Board, consisting of nine volunteer members appointed by the Mayor, holds public hearings and makes decisions governing land use in the Borough of Rockleigh in accordance with Municipal Land Use Law of the State of New Jersey (NJSA 40:55D-1 et seq.), and the Municipal Land Use Ordinances of the Borough of Rockleigh. Applicants should also be aware that the Borough of Rockleigh, pursuant to the Municipal Land Use Law, does not have a separate Zoning Board of Adjustment. The functions of a Zoning Board of Adjustment and a Planning Board are all performed by the Rockleigh Planning Board. Copies of the Municipal Land Use Ordinances of the Borough of Rockleigh, the Rockleigh Master Plan (and 2009 Master Plan Re-Examination), and the Rockleigh Official Map are all available from the Rockleigh Municipal Clerk's Office at the Rockleigh Municipal Building (26 Rockleigh Road, Rockleigh, NJ) or on the Borough's website: rockleighnj.org.

All construction or other land development in the Borough of Rockleigh, except for the construction or alteration of a single detached one-family house, require preliminary and final site plan approval. If the applicant so chooses, he or she may apply for preliminary and final approval concurrently. However, the applicant should be aware that application for Preliminary and Final Approval concurrently would not automatically entitle the applicant to both Approvals simultaneously. Depending upon the nature and extent of the development, as well as the extent of Preliminary Approval, the applicant may be required to subsequently return to the Planning Board for Final Site Plan Approval.

Applications, correspondence, plans, and all other communications to the Rockleigh Planning Board shall be submitted to the Rockleigh Borough Administrator as follows:

William J. McGuire
Borough Administrator
Borough of Rockleigh
26 Rockleigh Road
Rockleigh, New Jersey 07647
Telephone No.: (201) 768-4217
Fax No.: (201) 768-3355

NOTICE TO APPLICANT: The instructions and suggestions contained herein are an attempt by the Planning Board of the Borough of Rockleigh to assist the applicant and, under no circumstances, are they intended to be a complete list of requirements pursuant to the Municipal Land Use Law of the State of New Jersey, other State Statutes and applicable Municipal Ordinances of the Borough of Rockleigh or are they intended to provide legal advice to a property owner or applicant. The sole responsibility of proper and complete presentation of an application and compliance with the procedural requirements of the Planning Board and State of New Jersey Statutes is upon the applicant.

Planning Board Procedures

Application Process:

An initial application must be submitted a minimum of twenty-one business days (legal holidays excluded) prior to the next regular monthly meeting at which the applicant is seeking to be heard in Work Session. The day of the meeting is not counted as one of the twenty-one required business day. Subsequent submissions after the initial submission must be submitted to the Planning Board no less than ten business days prior to the next regular monthly meeting at which the applicant is seeking to be heard in Work Session. The day of the meeting is not counted as one of the ten required business days. The application will first be reviewed for completeness. Upon a determination that the application is complete, the applicant will be required to serve any necessary notices on surrounding property owners and provide public advertisement of the hearing date. A Public Hearing will be held by the Planning Board at the earliest agenda date available. A decision by the Planning Board on an application will be made at a Public Hearing. Public Hearings are generally held on the fourth Monday of each month. (Subject to change due to holidays or other reasons.)

Upon Approval by the Planning Board of a Site Plan application, the Planning Board will need to memorialize its action in approving the Site Plan application by the adoption of a written Resolution that typically will be reviewed and adopted by the Planning Board at the next regularly scheduled monthly Planning Board meeting. Thereafter, depending upon the nature and the extent of the development, a Developer's Agreement may also be required to be entered into by the applicant and the Borough. Adoption of a Resolution by the Planning Board and, if necessary, entry into a Developer's Agreement are required prior to the issuance of any Building Permits.

The Planning Board Attorney is Kenneth C. Dolecki, Esq., 477 Main Street, P.O. Box 6, Hackensack, New Jersey 07602; Telephone No.: (201) 342-0774, Fax No.: (201) 342-3740, Email: kcdolecki@netzero.net. The Planning Board Engineer is Gregory Polyniak of Neglia Engineering Associates, 34 Park Avenue, P.O. Box 426, Lyndhurst, New Jersey 07071; Telephone No.: 1(888) 842-1062, Fax No.: (201) 939-0846, Email: gpolyniak@negliaengineering.com.

Completeness:

Upon receipt of an application, the application will be reviewed for completeness. The application and plans will be submitted to the Planning Board Attorney and Planning Board Engineer for their respective reviews. Typically, the Planning Board Attorney and the Planning Board Engineer will issue written comment reports to the Planning Board and a copy will be supplied to the applicant or, if represented, to the applicant's attorney and the applicant's other professionals, such as architect, engineer or planner.

A determination of completeness, however, is made by the Planning Board during a Work Session of the Planning Board. Typically, each monthly meeting of the Planning Board is divided into two agendas. First a Work Session is held and then the meeting is moved into a Public Hearing Session. A determination of completeness by the Planning Board is typically effected during the Work Session agenda. If an application is determined to be substantially complete, it will be placed on the Work Session agenda of the next Planning Board meeting. If the application appears to be substantially incomplete, the Planning Board may make a determination not to place the application on the next Planning Board Work Session agenda.

If an application is determined by the Planning Board to be incomplete, at the time of that determination, the Planning Board will inform the applicant of the deficiencies in the application with regard to drawings, plans or other information needed to complete the application.

An applicant should note that, pursuant to Municipal Ordinance, the Planning Board shall not consider an application unless it has been determined that no taxes or assessments for local improvements are due or delinquent on the property for which the application is being filed. The applicant is required to obtain a Certificate from the Tax Collector of the Borough of Rockleigh certifying that all current taxes are paid to date. Such a Certificate shall be submitted as a part of this application.

Work Session:

All applications will be submitted to the Planning Board for review at a Work Session. Work Sessions are generally held as the first portion of each monthly meeting held on the fourth Monday of each month. An application will be placed on the first Work Session agenda available. The applicant or the applicant's attorney, if represented, will be contacted by Planning Board staff to advise as to the date that the applicant's application will be placed on the work session agenda.

Fees:

Should the application be deemed to be complete by the Planning Board at the Work Session, a Public Hearing will be scheduled by the Planning Board at the earliest agenda date available.

An initial submission must be received by the Planning Board no less than 21 business days in advance of the Work Session at which the applicant seeks to be heard. The day of the meeting is not counted as one of the twenty-one required business days. Subsequent submissions must be received by the Planning Board no less than ten business days prior the meeting. The day of the meeting is not counted as one of the ten required business days. Any subsequent submissions submitted after that date will not be considered at the Hearing. This is applicable to both the Work Session Hearing, as well as the Public Session Hearing.

No application will be heard by the Planning Board either at Public Hearing or for a Work Session Hearing if the required application fees and deposits for professional fees as hereinafter set forth have not been paid.

In the event the Escrow Account established at the time of filing of the application is exhausted, the applicant, or if represented, the applicant's attorney, will be contacted by the Planning Board staff to replenish the Escrow Account, pursuant to the provisions of the Municipal Land Use Law. In the event the Escrow Account is not replenished within 10 calendar days from the date of notification by the Planning Board, no further work or Hearing will occur on the applicant's application until payment of all outstanding fees and replenishment of the Escrow Account have been satisfied by the applicant. However, and notwithstanding the preceding, in the event an applicant is scheduled to be heard, either on the work session agenda or the public session agenda, of an upcoming Planning Board meeting, replenishment of the Escrow Account must occur no later than 10 business days prior to the meeting at which the application is scheduled to be heard. This provision shall supercede the 10 calendar day requirement as set forth above. In the event the applicant has not satisfied the requirement of replenishment of Escrow 10 business days prior to the hearing, the applicant's matter will not be listed for hearing, whether it was scheduled for the work session agenda or the public session agenda.

Routinely, the procedure regarding Escrow Accounts for professional services are handled in the following manner. An informational copy of the Voucher will be submitted to either the applicant directly, or if represented by counsel, to the applicant's attorney at the time the professional submits the Voucher to the Planning Board for approval of payment. If the outstanding balance in the applicant's Escrow Account is equal to the amount of the Voucher(s) to be paid or is insufficient to pay the Voucher(s) in full, notice will be forwarded to the applicant, or the applicant's attorney, providing a status of the applicant's Escrow Account, which notice will provide the existing balance in the applicant's Escrow Account, as well as the amount or amounts of any Voucher(s) approved by the Planning Board for payment.

If the amount remaining in the applicant's Escrow Account is equal to the amount of the Voucher(s) or is insufficient to pay the Voucher(s) in full, the applicant will be requested to provide additional monies to satisfy the following:

- A. A sum of money which, when added to the amount in the Escrow Account, will be sufficient to satisfy all outstanding approved Voucher(s); and
- B. An additional amount to replenish the Escrow Account for anticipated future professional services, pursuant to the provisions of the Municipal Land Use Law;

Public Hearings:

Work Sessions and Final Hearing are both Public Hearings. Final Public Hearings must be noticed in accordance with the Municipal Land Use Law and Municipal Ordinances of the Borough of Rockleigh. At the Final Public Hearing, the public will be heard by the Planning Board in accordance with Planning Board's Rules for Public Hearings. Any member of the public can be represented by an attorney. The Planning Board may determine to continue the Hearing to another date or conclude the Hearing on the scheduled date. Public Hearings are generally the second portion of each monthly meeting, normally held on the fourth Monday of each month.

Applicants requiring Notice to Property Owners and Public Advertising must do so in accordance with the Municipal Land Use Law. The deadline for submitting any advertising copy to *The Bergen Record* for publication in a timely issue is determined by the newspaper. Advertisement and Notices to Property Owners, when required, must be published and served no less than 10 calendar days prior to the Public Hearing.

A Certified List of Property Owners requiring Notice may be obtained from the Borough of Rockleigh for a fee of \$10.00, with a check made payable to the Borough of Rockleigh. Requests for the list of such property owners requiring notification, together with the \$10.00 fee, should be forwarded to Marcella Giampiccolo, Borough Clerk, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, New Jersey 07647. Proof of Publication and Service must be filed with the Planning Board no later than 5 days prior to the Public Hearing.

Final Public Hearings are typically held at the regular monthly meeting, the fourth Monday of each month at 8:00 PM, or as otherwise shown on the Planning Board calendar. All applicants are entitled to be represented by counsel.

At the Final Public Hearing on an applicant's application, the Planning Board may take one of the following actions on the applicant's Site Plan Application:

- A. The Planning Board may grant Preliminary and Final Site Plan Approval concurrently, with or without conditions, if the applicant has so requested in the Application Form and the Planning Board has determined that the nature and extent of the development is appropriate for the issuance of Preliminary and Final Approval concurrently;
- B. The Planning Board may grant Preliminary Approval and state the conditions the applicant must meet for Final Approval;
- C. The Planning Board may deny Approval;
- D. The Planning Board may defer decision to a future Planning Board meeting;

A brief Notice of every final decision shall be published in the official newspaper of the municipality, arranged by the Borough Administrator with a reasonable charge to the applicant. If the applicant desires, the Notice may be published by the applicant at his expense. This publication is in addition to the applicant's obligation to publish the Notice of Public Hearing no less than 10 days prior to the Public Hearing date.

NOTICE TO APPLICANTS: In the event the Applicant produces an Exhibit mounted on a board for presentation and/or entry into evidence at the Public Hearing, the Applicant shall simultaneously produce a duplicate original of that Exhibit that can be marked into evidence and folded so that it can be placed into the Applicant's file for storage in the municipality's filing cabinets. No board-mounted Exhibit will be marked into evidence.

CALENDAR

OBTAINMENT OF APPLICATION	Available at the Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, NJ; Monday through Friday, 9:00 AM to 5:00 PM, or on the Borough website;
APPLICATION FILING DEADLINE (Initial Submission)	21 business days prior to the date of the Planning Board meeting at which the applicant is seeking to be heard;
APPLICATION FILING DEADLINE (Subsequent Submissions)	10 business days prior to the date of the Planning Board meeting at which the applicant is seeking to be heard;
WORK SESSION	8:00 PM, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, NJ; Held typically on the fourth Monday of each month; (subject to change and typically the first half of each monthly meeting)
PUBLICATION AND PROPERTY OWNER NOTICE DEADLINE	No less than 10 calendar days prior to the date of Public Hearing. Proof of Publication and Service to be filed no less than 5 days prior to the Public Hearing;
FINAL PUBLIC HEARING	8:00 PM, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, NJ; Held typically on the fourth Monday of each month; (subject to change and typically the second half of each monthly meeting)

Submission Requirements

All materials must be submitted to William J. McGiure, Borough Administrator, Borough of Rockleigh, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, New Jersey 07647, together with all required fees. Fees are to be submitted by Check Only, Payable to the Borough of Rockleigh. All plans are to be folded (not rolled) and collated. Rolled plans shall be returned to the applicant and shall not be accepted or deemed filed.

See the "Site Plan Review Application Checklist" for the required material submissions and drafting specifications.

18 copies of the application and Site Plan package (folded), which shall include 18 copies of a Survey (folded) of the property (not more than 2 years old, depicting present/as-built conditions), shall be submitted.

In addition, at the time of submission of an initial application and plans, checks representing payment(s) for all application fee(s) and deposit(s) for review service fees(s) must also be submitted, payable to the Borough of Rockleigh. The schedule of fees and deposits is available from the Borough Administrator and can be found in the Municipal Code, Chapter XXX, Section 30-1.10 or on the Municipal website: <http://www.rockleighnj.org/planning>.

The applicant is also responsible to submit any additional information as requested at previous Reviews or Meetings, such as, but not necessarily limited to, traffic and parking studies, environmental studies or such other studies or information as have been requested by the Planning Board.

A Parking Analysis shall be submitted with the application in which the applicant shall list and show calculations for existing, required/recommended parking and proposed parking and shall identify any Variances that are needed.

A Zoning Analysis of the subject property and any improvements shall be submitted with the application. The applicant will find the Ordinance Requirements as they relate to the Zoning of the particular property in the Municipal Land Use Ordinances of the Borough of Rockleigh.

All Plans shall be folded and sorted to create complete applications.

The Municipal Land Use Ordinances of the Borough of Rockleigh may be purchased at the Office of the Borough Clerk, Rockleigh Municipal Building, 26 Rockleigh Road, Rockleigh, NJ 07647, Monday through Friday, 9:00 AM to 5:00 PM. Applications and instructions are available at the Office of the Borough Administrator or on the Municipal website: <http://www.rockleighnj.org/forms/>.

Office of the Planning Board: William J. McGuire, Borough Administrator
Rockleigh Municipal Building
26 Rockleigh Road
Rockleigh, New Jersey 07647
Telephone No.: (201) 768-4217
Fax No.: (201) 768-3355

All fees and escrow checks to be made payable to the Borough of Rockleigh.

PLANNING BOARD
BOROUGH OF ROCKLEIGH
ROCKLEIGH, NEW JERSEY

APPLICATION FOR SITE PLAN APPROVAL

Planning Board Application No. _____
Date Received: _____
(Above to be filled out by the Borough of Rockleigh)

PLEASE SUBMIT EIGHTEEN (18) TYPEWRITTEN, SIGNED COPIES OF THE APPLICATION

CHECK WHERE APPROPRIATE

1. Application is hereby made for (check where appropriate):
 Preliminary Site Plan Approval
 Final Site Plan Approval
 Conditional Use Approval
 Variance(s) in connection with Site Plan Review
 Other _____
2. This submission is:
 Initial Site Plan Request for this Use
 Modification of Prior Site Plan Approval for this Use
3. Name of Applicant: _____
Address of Applicant: _____
Telephone No. (_____) _____ Fax No. (_____) _____
Email Address: _____
4. Present Owner(s) of Land - _____
Address: _____
Telephone No. (_____) _____ Fax No. (_____) _____
Email Address: _____
5. Name of Development: _____
Tax Assessment _____ Block: _____ Lot: _____
Street Address: _____ Zoning District: _____

6. If applicant is a corporation, list names and address of the following officers:

President _____

Vice-President _____

Secretary _____

Treasurer _____

7. If applicant is a corporation, partnership or limited liability company, list names and addresses of stockholders owning at least 10% interest in the corporation, at least 10% interest in the partnership, or at least 10% interest in the limited liability company.

Name:

Address:

8. The following professionals have been involved in the preparation of this application, the plans submitted or represent the applicant. Please supply name, address, telephone number, fax number and e-mail address.

A. Attorney: _____

B. Surveyor: _____

A. Engineer: _____

B. Architect: _____

E. Planner: _____

F. Other: _____

9. Do any protective covenants, easements, rights of way, deed restrictions or other similar encumbrances exist on the subject property?

Check one: Yes () No ()

If yes, provide the Bergen County Clerk's Office Deed Book and Page and a true copy of each such instrument.

A. Deed Book _____, Page _____. Copy attached: _____ yes

B. Deed Book _____, Page _____. Copy attached: _____ yes

C. Deed Book _____, Page _____. Copy attached: _____ yes

10. Describe in detail the proposed use of the subject property, including primary use as well as any accessory uses.

Check one: Permitted Use () Conditional Use ()

11. If applying for a Variance, provide the following information:

N.J.S. 40:55D-70(c)(1) () N.J.S. 40:55D-70(c)(2) ()
N.J.S. 40:55D-70(d) ()

Cite Zoning Ordinance Section

Provide Zoning Ordinance Requirement

A. _____
B. _____
C. _____
D. _____
E. _____

12. For each Variance listed under item #11 above, provide what is proposed:

A. _____
B. _____
C. _____
D. _____
E. _____

13. For each Variance listed under item #11, state in detail why the proposed relief should be granted by the Planning Board.

A. _____

B. _____

C. _____

D. _____

E. _____

14. Have there been any previous requests for relief from the Planning Board or the former Board of Adjustment involving these premises?

Check one: Yes () No ()

If yes, for each such request, provide the following information: (i) Date of Hearing;; (ii) Description of Relief Requested; (iii) Relief Granted:

A. _____

B. _____

C. _____

15. Are there any existing non-conformities with the Zoning Ordinance?

Check one: Yes () No ()

If the answer to this question is "yes", provide the following information:

Cite Zoning Ordinance Section

Provide Zoning Ordinance Requirement

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

16. All information required under the Zoning Checklist is required to be included on the Site Plan in the Tabular Presentation and in Graphic Presentation, including present Ordinance regulations for Zone District, existing conditions and proposed conditions.

Has all information been so included?

Check one: Yes () No ()

I certify that all statements and information contained in this and all documents submitted as part of this application are true and accurate.

Signature of Applicant: _____

Date: _____

IF THE APPLICANT IS OTHER THAN THE OWNER, SET FORTH IN QUESTION #4, THE FOLLOWING MUST BE COMPLETED:

The undersigned owner of the subject property herewith grants permission to the applicant set forth above to execute and process this application before the Planning Board of the Borough of Rockleigh.

Signature of Owner: _____

Date: _____

NOTICE TO APPLICANTS: In the event the Applicant produces an Exhibit mounted on a board for presentation and/or entry into evidence at the Public Hearing, the Applicant shall simultaneously produce a duplicate original of that Exhibit that can be marked into evidence and folded so that it can be placed into the Applicant's file for storage in the municipality's filing cabinets. No board-mounted Exhibit will be marked into evidence.

SITE PLAN REVIEW APPLICATION CHECKLIST

PLEASE SUBMIT EIGHTEEN (18) TYPEWRITTEN AND SIGNED COPIES

NAME OF PROJECT: _____

NAME OF OWNER: _____

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

TAX ASSESSMENT MAP DESIGNATION: BLOCK _____ LOT _____

STREET ADDRESS: _____

Use this checklist as a guide for the procedural requirements that must be met by the applicant before the Planning Board will review a Site Plan Application. Below are listed the submissions that constitute a complete Site Plan Application.

For the design criteria by which the Planning Board judges a site plan application, please refer to the Municipal Land Use Ordinances of the Borough of Rockleigh. The Ordinances may be purchased from the Rockleigh Borough Clerk. For a general description of and timetable for site plan review, see "Overview, Procedures, and Submission Requirements".

	<u>Yes</u>	<u>N/A</u>
A: Eighteen (18) typed and signed Site Plan Application form	()	
B: Copies of any protective covenants, easements, rights of way, deed restrictions or other similar encumbrance which may exist on the subject property	()	()
C: Fees: Site Plan Application	()	
Engineering, Legal, & Planning Escrow	()	
D: Eighteen (18) copies of Certified Survey, drafted to the specifications listed below, and folded separately to a size no larger than 10" x 14" with the title blocks showing	()	
E: Eighteen (18) copies of the Site Plan package, drafted to specifications listed below, and folded into separate packets not larger than 10" x 14" with the title blocks showing	()	
F: Eighteen (18) completed and clean copy of this checklist	()	
G. Zoning Data Schedule per item #16 of Application and Zoning Checklist	()	

Does the development require any of the following:

- | | <u>Yes</u> | <u>No</u> |
|-------------------------------------|------------|-----------|
| A. Bergen County Site Plan approval | () | () |
| B. NJDEP Approvals | () | () |

If the answer to this question is "yes", please list the specific NJDEP approvals required:

- | | | |
|--|-----|-----|
| C. Borough of Rockleigh Subdivision Approval | () | () |
| D. Bergen County Subdivision Approval | () | () |
| E. Rockleigh Variance Approval | () | () |
| F. Rockleigh Soil Movement/Soil Disturbance Permit | () | () |
| G. Rockleigh Historic Review and Approval | () | () |
| H. Rockleigh Sewer Authority Approval | () | () |

The two principal means of describing a project to the Planning Board are through the survey and the site plan. Almost all required information is to be conveyed, in either graphic or tabular form, on these two documents. Both must meet the specifications for form and content listed below. Please check the "Yes" box after items included in your survey or site plan, the "No" box if the item is missing, the "Not Applicable" box if the item does not apply to your application or the "Waiver" box, if you are seeking a Waiver of this Site Plan Ordinance Requirement pursuant to N.J.S. 40:55D-51.

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
SURVEY, CERTIFIED BY LICENSED SURVEYOR	()	()	()	()

Title block, containing:

- | | | |
|---|-----|-----|
| Name of project | () | () |
| Name and address of owners or corporate officers | () | () |
| Tax assessment map designation, by block & lot | () | () |
| Street address | () | () |
| Names, address, telephone numbers, seals, and signatures of the surveyors | () | () |
| Date of survey and revisions | () | () |
| Scale, not smaller than 1" = 50' and not larger than 1" = 10' | () | () |

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
<u>Graphic presentation of:</u>				
North arrow indication	()	()		
Lot lines	()	()		
Existing contours at intervals of 2 feet, or 1 foot for grades of less than 5%, referenced to a benchmark, and extending not less than 10 feet beyond the lot lines	()	()		
Geographic features, watercourses, marshes, rock outcrops, cliffs, ponds, wooded areas	()	()	()	()
Location and identification of existing planting over 6" in diameter	()	()	()	()

Existing:

Setback lines	()	()	()	()
Easements	()	()	()	()
Areas dedicated to public use	()	()	()	()
Location of existing buildings and structures, including walls, fences, culverts, and bridges	()	()	()	()
Location of street center line, edge of pavement, curb openings and curb and gutter openings	()	()	()	()
Location of existing utilities	()	()	()	()
Location and size of existing sanitary lines, including pipe size	()	()	()	()
grades	()	()	()	()
direction of flow	()	()	()	()
Location and size of existing storm drainage, including pipe size	()	()	()	()
grades	()	()	()	()
direction of flow	()	()	()	()
Location of other existing drainage	()	()	()	()
Location of existing water lines, fire alarm boxes and hydrants	()	()	()	()

SITE PLAN, COMPLETED BY A LICENSED ARCHITECT, PLANNER OR ENGINEER

A. Title block, containing:

Name of project	()	()
Name and address of applicant	()	()

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
Name and address of owner	()	()		
Name(s) and address(es) of Corporate Owner(s), if applicable	()	()		
Tax assessment map designation by block and lot	()	()		
Street address	()	()		
Names, addresses, telephone numbers, seals, and signatures of licensed preparers of Plan, Maps and accompanying data	()	()		
Dates of all plans and revisions	()	()		
Scale of graphic presentation not smaller than 1" = 50' and not larger than 1" = 10', to match Survey	()	()		
<u>B. Key map, containing:</u>				
Use borough tax map	()	()	()	()
Scale, 1"-100'	()	()	()	()
North arrow with same orientation as site plan and survey	()	()	()	()
Property in question	()	()	()	()
All properties within 200' identified by lot and block number	()	()	()	()
The zoning districts applicable to those properties	()	()	()	()
Location of all principal structures on those properties	()	()	()	()
All water courses within 200'	()	()	()	()
All drainage within 200', or within 500' for lots larger than 50,000 sq. ft.	()	()	()	()
All driveway intersections with the public streets within 200'	()	()	()	()
<u>C. Tabular presentation:</u>				
of names and address of all property owners and principal uses of all properties within 200', keyed to key map	()	()	()	()
<u>D. Graphic presentation:</u>				
completely dimensioned containing:				
North arrow with same orientation as survey	()	()	()	()
<u>E. Signature Places:</u>				
Signature Places of the Chairperson and Secretary of the Planning Board and the Borough Engineer	()	()	()	()

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
<u>F. General:</u>				
Length and bearings of the lot lines of the proposed project	()	()	()	()
North sign	()	()	()	()
Zone District in which the lot or lots are located	()	()	()	()
Zone District or Districts of all immediately adjoining lots	()	()	()	()
Location, size and nature of all existing rights-of-way, easements and other encumbrances which may effect the lot or lots in question	()	()	()	()
Location, size and nature of all proposed right-of-way, easements and other encumbrances which may effect the lot or lots in question	()	()	()	()
Location, size and nature of the entire lot or lots in question and any contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest	()	()	()	()
Location, names and widths of all existing and proposed streets abutting the lot or lots in question	()	()	()	()
The property lines of all abutting properties, together with the names and addresses of the owners as disclosed on the Borough Tax Map and Tax Roll on file with the Borough as of the date of the Site Plan Application	()	()	()	()
Location of existing buildings within 200 feet of the site in question	()	()	()	()
<u>H. Topographic Data:</u>				
Existing contours based on New Jersey Geodetic Control Survey Datum at 2' contour intervals	()	()	()	()
Proposed topography based on New Jersey Geodetic Control Survey Datum at 2' control intervals	()	()	()	()
Proposed contour lines should be solid	()	()	()	()
Proposed spot elevations should be boxed	()	()	()	()
Existing contour lines should be broken	()	()	()	()
Existing spot elevations should be unboxed	()	()	()	()

Yes No N/A Waiver

I. Building Structures:

Existing principal building or structure and all accessory buildings or structures including:

Location	()	()	()	()
Dimensions	()	()	()	()
Finished grade elevations at all corners	()	()	()	()
Finished grade elevations at all entrances	()	()	()	()
First floor elevations	()	()	()	()
Complete floor plans	()	()	()	()
Elevation plans with heights indicated, surfacing materials and colors noted	()	()	()	()

Proposed principal building or structure and all accessory buildings or structures including:

Location	()	()	()	()
Dimensions	()	()	()	()
Finished grade elevations at all corners	()	()	()	()
Finished grade elevations at all entrances	()	()	()	()
First floor elevations	()	()	()	()
Complete floor plans	()	()	()	()
Elevation plans with heights indicated, surfacing materials and colors noted	()	()	()	()
Pedestrian and vehicle entrances to buildings	()	()	()	()

J. Tabular presentation of:

Aggregate floor area	()	()	()	()
Proposed use(s)	()	()	()	()
Total number of employees	()	()	()	()
Maximum number of employees on each shift	()	()	()	()

K. Access:

Means of vehicular and pedestrian access to site	()	()	()	()
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	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Waiver</u>
Existing and proposed curbs, sidewalks, driveways, fences, and retaining walls showing:				
Location	()	()	()	()
Dimensions	()	()	()	()
Type	()	()	()	()
Grading	()	()	()	()
All of the above within 100' of the subject site	()	()	()	()
Proposed traffic channels	()	()	()	()
Other means of controlling vehicles and pedestrians	()	()	()	()
<u>L. Parking:</u>				
Location and dimension layout of:				
Loading areas	()	()	()	()
Parking areas	()	()	()	()
Loading areas and parking areas within 100' of the subject site	()	()	()	()
Tabular presentation of:				
Number of spaces required/recommended	()	()	()	()
Size of spaces	()	()	()	()
Number of non-accessible spaces proposed	()	()	()	()
Number of accessible spaces proposed	()	()	()	()
<u>M. Coverage:</u>				
Total area of lot	()	()	()	()
Area and % of property covered by buildings	()	()	()	()
Area and % of property covered by parking areas, walks, driveways and all other impervious areas	()	()	()	()
Area and % of property dedicated to green or recreational space	()	()	()	()

Yes No N/A Waiver

N. Outdoor Illumination:

Retained and proposed illumination including street lights showing:

Location	()	()	()	()
Direction of illumination	()	()	()	()
Type of fixture and mounting height	()	()	()	()
Color of lights	()	()	()	()
Lumen Power	()	()	()	()
Hours of operation	()	()	()	()

O. Signs:

Proposed signage showing:

Location	()	()	()	()
Size	()	()	()	()
Nature of construction	()	()	()	()
Color	()	()	()	()
Illumination	()	()	()	()
Sketch to scale with graphics and lettering	()	()	()	()
Elevation, and dimensions	()	()	()	()
Method of attachment	()	()	()	()

P. Trees and Shrubbery/Landscaping:

Location and identification of retained and proposed plantings	()	()	()	()
Trees over 6" in caliper existing on the site	()	()	()	()
Landscape/Planting plan prepared by a licensed landscape architect or other licensed landscape designer and signed by said person	()	()	()	()

Which shall include a tabular presentation of

Planting schedule providing	()	()	()	()
Symbols keyed to plan	()	()	()	()

	Yes	No	N/A	Waiver
Quantity	()	()	()	()
Common names	()	()	()	()
Scientific names	()	()	()	()
Planting size	()	()	()	()
Mature growth size	()	()	()	()

Q. Other Screening:

Retained and proposed non-vegetative screening showing:

Location	()	()	()	()
Dimensions	()	()	()	()
Materials and type of construction	()	()	()	()
Architectural elevations	()	()	()	()
Cross sections	()	()	()	()

R. Storm Drainage:

Location, type and size of existing and proposed catch basins	()	()	()	()
Location, type and size of existing and proposed storm drainage facilities	()	()	()	()
Drainage calculations to show the adequacy of proposed storm drainage facilities and security against flooding	()	()	()	()

S. Sewerage:

Location and size of retained and proposed sanitary sewer lines including:

Pipe size	()	()	()	()
Grades	()	()	()	()
Direction of flow	()	()	()	()

T. Sanitation:

Location and nature of retained and proposed facilities for garbage and refuse storage and removal	()	()	()	()
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U. Fire Protection:

Location of retained and proposed water lines, valves, fire alarm boxes, hydrants and fire lanes	()	()	()	()
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