



# BOROUGH OF ROCKLEIGH

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

## BOROUGH OF ROCKLEIGH

### Subdivision Application Rockleigh Planning Board Table of Contents

#### **Subdivision Application**

|   |                |
|---|----------------|
| <b>Overview.....</b>                          | <b>Page 2</b>  |
| <b>Planning Board Procedures.....</b>         | <b>Page 3</b>  |
| <b>Calendar.....</b>                          | <b>Page 7</b>  |
| <b>Submissions Requirements.....</b>          | <b>Page 8</b>  |
| <b>Application .....</b>                      | <b>Page 10</b> |
| <b>Subdivision Application Checklist.....</b> | <b>Page 16</b> |
| <b>Zoning Checklist.....</b>                  | <b>Page 23</b> |
| <b>Sample Public Notice.....</b>              | <b>Page 26</b> |
| <b>Sample Proof of Service.....</b>           | <b>Page 27</b> |

**Subdivision 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 subdivisions, whether categorized as a minor subdivision or a major subdivision, must be approved by the Planning Board of the Borough of Rockleigh.

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 days. 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 Subdivision application, the Planning Board will need to memorialize its action in approving the Subdivision 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](mailto: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](mailto: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 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 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 five 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 Subdivision Application:

- A. The Planning Board may grant Minor Subdivision Approval or Preliminary and Final Major Subdivision 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 Major Subdivision 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 Final 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,<br>26 Rockleigh Road, Rockleigh, NJ;<br>Monday through Friday, 9:00 AM to 5:00 PM,<br>or on the Borough website;   |
| APPLICATION FILING DEADLINE<br>(Initial Submission)     | 21 business days prior to the date of the<br>Planning Board meeting at which the applicant<br>is seeking to be heard;   |
| APPLICATION FILING DEADLINE<br>(Subsequent Submissions) | 10 business days prior to the date of the<br>Planning Board meeting at which the<br>applicant is seeking to be heard;   |
| WORK SESSION  | 8:00 PM, Rockleigh Municipal Building,<br>26 Rockleigh Road, Rockleigh, NJ; Held<br>typically on the fourth Monday of each month;<br>(subject to change and typically the first half of<br>each monthly meeting)  |
| PUBLICATION AND PROPERTY<br>OWNER NOTICE DEADLINE       | No less than 10 calendar days prior to the date of<br>the Public Hearing. Proof of Publication<br>and Service to be filed no less than 5 days prior<br>to the Final Public Hearing;                               |
| FINAL PUBLIC HEARING                                    | 8:00 PM, Rockleigh Municipal Building,<br>26 Rockleigh Road, Rockleigh, NJ; Held<br>typically on the fourth Monday of each month;<br>(subject to change and typically the second half<br>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 "Subdivision Application Checklist" for the required material submissions and drafting specifications.

Applications are distributed to the Planning Board members and to selected Planning Board professionals for review.

18 copies of the application and currently dated Subdivision Plat (folded) 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, environmental studies or such other studies or information as have been requested by the Planning Board.

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 SUBDIVISION 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 Major Subdivision Approval  
( ) Final Major Subdivision Approval  
( ) Minor Subdivision Approval  
( ) Variance(s) in connection with Subdivision Approval  
( ) Other \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_\_

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

3. Present Owner(s) of Land - \_\_\_\_\_

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

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_\_

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

4. Name of Development: \_\_\_\_\_

Tax Assessment Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Street Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

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

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

6. 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: \_\_\_\_\_

\_\_\_\_\_

7. 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: \_\_\_\_\_

\_\_\_\_\_

8. 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

9. 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 ( )

---

---

---

10. 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. \_\_\_\_\_

11. For each Variance listed under item #10 above, provide what is proposed:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

12. For each Variance listed under item #10, state in detail why the proposed relief should be granted by the Planning Board.

A. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. \_\_\_\_\_

\_\_\_\_\_

D. \_\_\_\_\_

\_\_\_\_\_

E. \_\_\_\_\_

\_\_\_\_\_

13. 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. \_\_\_\_\_

14. 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. \_\_\_\_\_

15. With regard to the land to be subdivided, provide the following:

A. Size of original plot(s): \_\_\_\_\_

B. Size of proposed lots: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

C. How many streets do the lots face? \_\_\_\_\_

D. Are the following existing?

- |      |                  |     |     |    |     |
|------|------------------|-----|-----|----|-----|
| i.   | Paved streets:   | Yes | ( ) | No | ( ) |
| ii.  | Sanitary Sewers: | Yes | ( ) | No | ( ) |
| iii. | Storm Sewers:    | Yes | ( ) | No | ( ) |
| iv.  | Water:           | Yes | ( ) | No | ( ) |
| v.   | Gas:             | Yes | ( ) | No | ( ) |
| vi.  | Electric:        | Yes | ( ) | No | ( ) |

E. What is the current Zoning on the property? \_\_\_\_\_

F. Are there any existing structures on the property Yes ( ) No ( )

G. If structures are on the property, what are their uses? \_\_\_\_\_

\_\_\_\_\_

16. What is the purpose of the Subdivision? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. All information required under the Zoning Checklist is required to be included on the Subdivision Plan in the Tabular Presentation and in Graphic Presentation as applicable, 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 #3, 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.

**SUBDIVISION 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 Subdivision Application. Below are listed the submissions that constitute a complete Subdivision Application.

For the design criteria by which the Planning Board judges a Subdivision 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 subdivision review, see "Overview, Procedures, and Submission Requirements".

**THIS INFORMATION IS APPLICABLE FOR BOTH MINOR AND MAJOR SUBDIVISIONS**

|  | <u>Yes</u> | <u>N/A</u> |
|--|------------|------------|
| A: Eighteen (18) typed and signed Subdivision 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:      Subdivision Application  | ( )        |            |
| Engineering, Legal, & Planning Escrow  | ( )        |            |
| D: Eighteen (18) copies of the Subdivision Plat, drafted to specifications listed below, and folded not larger than 10" x 14" with the title block showing | ( )        |            |
| E: Eighteen (18) completed and clean copies of this checklist  | ( )        |            |
| F: Zoning Data Schedule per item #17 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 Site Plan 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              | ( ) | ( ) |

Almost all required information is to be conveyed, in either graphic or tabular form and must meet the specifications for form and content listed below. Please check the "Yes" box after items included in your Subdivision Plat, 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 Subdivision Requirement pursuant to N.J.S. 40:55D-51.

**THIS INFORMATION IS APPLICABLE FOR BOTH MINOR AND MAJOR SUBDIVISIONS.**

|  | <u>Yes</u> | <u>No</u> | <u>N/A</u> | <u>Waiver</u> |
|--|------------|-----------|------------|---------------|
| <b>SUBDIVISION PLAT CERTIFIED BY LICENSED SURVEYOR</b> | ( )        | ( )       |            |               |

Key map, containing:

- |   |     |     |     |     |
|---|-----|-----|-----|-----|
| Use borough tax map   | ( ) | ( ) | ( ) | ( ) |
| Scale, not smaller than 1"=100'                               | ( ) | ( ) | ( ) | ( ) |
| North arrow with same orientation as 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'                                 | ( ) | ( ) | ( ) | ( ) |

|   | <u>Yes</u> | <u>No</u> | <u>N/A</u> | <u>Waiver</u> |
|---|------------|-----------|------------|---------------|
| <u>Title block, containing:</u>   |            |           |            |               |
| Name of project   | ( )        | ( )       |            |               |
| Name and address of owners  | ( )        | ( )       |            |               |
| Tax assessment map designation, by block & lot  | ( )        | ( )       |            |               |
| Street address  | ( )        | ( )       |            |               |
| Names, address, telephone numbers, seals, and signatures of the preparer  | ( )        | ( )       |            |               |
| Date of plat and revisions  | ( )        | ( )       |            |               |
| Scale, not smaller than 1" = 100'   | ( )        | ( )       |            |               |
| <u>Graphic presentation of:</u>   |            |           |            |               |
| North arrow indication  | ( )        | ( )       |            |               |
| Lot lines   | ( )        | ( )       |            |               |
| Sufficient contours/elevations to determine the general slope and natural drainage of the land and the high and low points  | ( )        | ( )       | ( )        | ( )           |
| Within the portion to be subdivided and within two hundred (200) feet, the location of existing streets, buildings, water courses, bridges, culverts and drain pipes and any natural features, such as wooded areas and rock formations | ( )        | ( )       | ( )        | ( )           |
| <u>Existing:</u>  |            |           |            |               |
| Setback lines   | ( )        | ( )       | ( )        | ( )           |
| Easements   | ( )        | ( )       | ( )        | ( )           |
| Location of existing buildings and structures, including walls, fences, culverts, and bridges   | ( )        | ( )       | ( )        | ( )           |
| Location of street center line, edge of pavement and curb openings  | ( )        | ( )       | ( )        | ( )           |
| Location of existing utilities  | ( )        | ( )       | ( )        | ( )           |
| <u>Proposed:</u>  |            |           |            |               |
| Water Supply  |            |           |            |               |
| Public Source   | ( )        | ( )       |            |               |
| Individual Water Supply   | ( )        | ( )       |            |               |
| Sewage Disposal System  |            |           |            |               |

|                                   | <u>Yes</u> | <u>No</u> | <u>N/A</u> | <u>Waiver</u> |
|-----------------------------------|------------|-----------|------------|---------------|
| Public Sewage Disposal System     | ( )        | ( )       |            |               |
| Individual Sewage Disposal System | ( )        | ( )       |            |               |
| Percolation/Soil Log Performed    | ( )        | ( )       | ( )        | ( )           |
| Test Results attached hereto      | ( )        | ( )       | ( )        | ( )           |

Tabular presentation:

|   |     |     |     |     |
|---|-----|-----|-----|-----|
| Names and address of all property owners and principal uses of all properties within 200', keyed to key map | ( ) | ( ) | ( ) | ( ) |
|---|-----|-----|-----|-----|

Signature Places:

|  |     |     |     |     |
|--|-----|-----|-----|-----|
| Signature Places of the Chairperson and Secretary of the Planning Board and the Borough Engineer | ( ) | ( ) | ( ) | ( ) |
|--|-----|-----|-----|-----|

General:

|  |     |     |     |     |
|--|-----|-----|-----|-----|
| Length and bearings of the lot lines of the proposed project | ( ) | ( ) | ( ) | ( ) |
|--|-----|-----|-----|-----|

|            |     |     |     |     |
|------------|-----|-----|-----|-----|
| North sign | ( ) | ( ) | ( ) | ( ) |
|------------|-----|-----|-----|-----|

|  |     |     |     |     |
|--|-----|-----|-----|-----|
| Zone District in which the lot or lots are located | ( ) | ( ) | ( ) | ( ) |
|--|-----|-----|-----|-----|

|  |     |     |     |     |
|--|-----|-----|-----|-----|
| 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 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 | ( ) | ( ) | ( ) | ( ) |
|--|-----|-----|-----|-----|

Any additional Information requested by the Planning Board:

|       |     |     |  |  |
|-------|-----|-----|--|--|
| _____ | ( ) | ( ) |  |  |
| _____ | ( ) | ( ) |  |  |
| _____ | ( ) | ( ) |  |  |
| _____ | ( ) | ( ) |  |  |

**THE FOLLOWING INFORMATION SHALL BE INCLUDED FOR ALL PRELIMINARY MAJOR SUBDIVISION PLATS**

|  | <u>Yes</u> | <u>No</u> | <u>N/A</u> | <u>Waiver</u> |
|--|------------|-----------|------------|---------------|
| <b>DESIGNED BY EITHER A LICENSED NEW JERSEY LAND SURVEYOR, ENGINEER, ARCHITECT OR PROFESSIONAL PLANNER</b> | ( )        | ( )       |            |               |
| Accuracy of property lines and other boundaries certified by licensed New Jersey Land Surveyor             | ( )        | ( )       |            |               |

Existing:

Key map, containing:

|  |     |     |     |     |
|--|-----|-----|-----|-----|
| All drainage within 200',  | ( ) | ( ) | ( ) | ( ) |
| All driveway intersections with the public streets within 200'                 | ( ) | ( ) | ( ) | ( ) |
| Acreage of the tract to be subdivided to the nearest tenth of an acre          | ( ) | ( ) |     |     |
| Tentative cross sections and center line profiles for all proposed new streets | ( ) | ( ) | ( ) | ( ) |

Proposed utility layouts showing feasible connections to existing or any proposed utility systems:

|  |     |     |     |     |
|--|-----|-----|-----|-----|
| Sanitary Sewage Disposal System  | ( ) | ( ) | ( ) | ( ) |
| Storm Drainage System  | ( ) | ( ) | ( ) | ( ) |
| Drainage calculations to show the adequacy of proposed storm drainage facilities and security against flooding | ( ) | ( ) | ( ) | ( ) |
| Water Supply   | ( ) | ( ) | ( ) | ( ) |
| Gas Supply   | ( ) | ( ) | ( ) | ( ) |
| Electricity Supply   | ( ) | ( ) | ( ) | ( ) |

The Plat is to be designed in compliance with the provisions of Article VIII of Chapter 76 of the Municipal Code of the Borough of Rockleigh, Subdivision of Land. Article VIII entitled "Design Standards" contains Sections 76-14 through 76-19. Said provisions are incorporated herein by reference. The applicant is directed to obtain a copy of such sections of the Rockleigh Municipal Code, Article VIII, "Design Standards," and comply with all requirements set forth therein. The Subdivision Plat shall be in conformance with the said Design Standards.

Does the Subdivision Plat contain the following:

|                             | <u>Yes</u> | <u>No</u> | <u>N/A</u> | <u>Waiver</u> |
|-----------------------------|------------|-----------|------------|---------------|
| Section 76-16 Street Design | ( )        | ( )       | ( )        | ( )           |
| Section 76-17 Blocks        | ( )        | ( )       | ( )        | ( )           |

|  | <u>Yes</u> | <u>No</u> | <u>N/A</u> | <u>Waiver</u> |
|--|------------|-----------|------------|---------------|
| Section 76-18 Lots                     | ( )        | ( )       | ( )        | ( )           |
| Section 76-19 Public Use/Service Areas | ( )        | ( )       | ( )        | ( )           |

Soil Erosion:

|   |     |     |     |     |
|---|-----|-----|-----|-----|
| Soil Erosion and sediment control plan as described in Article XII of Chapter 76 of the Rockleight Municipal Code | ( ) | ( ) | ( ) | ( ) |
|---|-----|-----|-----|-----|

Bonding and Construction Schedule:

|   |     |     |     |     |
|---|-----|-----|-----|-----|
| Cost estimates and proposed performance construction and Maintenance Bonds in accordance with the provisions of Section 76-13 et seq., of the Rockleight Municipal Code | ( ) | ( ) | ( ) | ( ) |
|---|-----|-----|-----|-----|

Off-Tract Improvements:

|  |     |     |     |     |
|--|-----|-----|-----|-----|
| Details of any off-tract improvements  | ( ) | ( ) | ( ) | ( ) |
| Cost estimates and calculations of off-tract improvements of the share to borne by the developer | ( ) | ( ) | ( ) | ( ) |

**THE FOLLOWING INFORMATION SHALL BE INCLUDED FOR ALL FINAL MAJOR SUBDIVISION PLATS**

|   |     |     |     |     |
|---|-----|-----|-----|-----|
| Tract boundary line   | ( ) | ( ) |     |     |
| Rights-of-way lines of streets  | ( ) | ( ) |     |     |
| Street names  | ( ) | ( ) |     |     |
| Easements and other rights-of-way   | ( ) | ( ) | ( ) | ( ) |
| Land to be reserved or dedicated to public use                            | ( ) | ( ) | ( ) | ( ) |
| All lot lines and other site lines, with accurate dimensions and bearings | ( ) | ( ) |     |     |
| The purpose of any easement or land reserved or dedicated to public use   | ( ) | ( ) | ( ) | ( ) |
| Proposed use of sites other than residential                              | ( ) | ( ) | ( ) | ( ) |
| Each block numbered   | ( ) | ( ) |     |     |
| Lots within each block numbered consecutively beginning with #1           | ( ) | ( ) |     |     |
| Minimum building setback line on all lots and other sites                 | ( ) | ( ) |     |     |
| Location and description of all monuments                                 | ( ) | ( ) | ( ) |     |
| Names and owners of adjoining unsubdivided land                           | ( ) | ( ) |     |     |

|  | <u>Yes</u> | <u>No</u> | <u>N/A</u> | <u>Waiver</u> |
|--|------------|-----------|------------|---------------|
| Certification by Engineer or Surveyor as to accuracy of details of plat  | ( )        | ( )       |            |               |
| Certification that the applicant is agent or owner of the land or that the owner has given consent under an Option Agreement | ( )        | ( )       |            |               |
| Cross sections and profiles of streets   | ( )        | ( )       | ( )        | ( )           |
| Contours of 5 foot intervals for slopes averaging 10% or greater and at 2 foot intervals for land of lesser slope            | ( )        | ( )       | ( )        | ( )           |
| Plans and profiles of storm drainage   | ( )        | ( )       | ( )        | ( )           |
| Plans and profiles of sanitary sewer disposal system   | ( )        | ( )       | ( )        | ( )           |
| Plans and profiles of water mains  | ( )        | ( )       | ( )        | ( )           |
| Certificate from Tax Collector that all taxes are paid to date   | ( )        | ( )       | ( )        | ( )           |

Signature of Applicant: \_\_\_\_\_

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.

**ZONING CHECKLIST**

This checklist is provided as a general guide to the Borough of Rockleigh Zoning Ordinances to be used by applicants to determine whether the proposed development complies with the Zoning Regulations. However, the applicant should note that this is a guide only, which may not contain all Zoning Ordinance Regulations applicable to a particular development. The applicant should be thoroughly familiar with the entire Zoning Ordinance for the Zone within which the proposed development is located. Copies of the Zoning Ordinance may be purchased at the Municipal Building from the Borough Clerk/Administrator, 26 Rockleigh Road, Rockleigh, New Jersey 07647, Monday through Friday from 9:00 AM to 5:00 PM.

In the event this Zoning Checklist does not include all Zoning Regulations applicable to the particular Zone or the particular development, the applicant is responsible for attaching a Rider to this Zoning Checklist to include all additional Zoning Ordinance Regulations, as well as existing conditions and proposed conditions that are not contained on this Zoning Checklist.

NAME OF DEVELOPMENT: \_\_\_\_\_

TAX BLOCK: \_\_\_\_\_ TAX LOT: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

USE:

Existing use(s) \_\_\_\_\_

Proposed use(s)

Principal Use(s) \_\_\_\_\_

Accessory Use(s) \_\_\_\_\_

Is proposed principal use permitted?      (    ) Yes      (    ) No

Conditional:      (    ) Yes      (    ) No      Prohibited:      (    ) Yes      (    ) No

Is proposed accessory use(s) permitted?      (    ) Yes      (    ) No

Conditional:      (    ) Yes      (    ) No      Prohibited:      (    ) Yes      (    ) No