

Owner: _____
 Street Address _____
 Block _____ Lot _____ Project Name _____
 Engineer: _____
 Architect/Surveyor _____
 Date: _____ Phone Number _____

Note: This form must be completed and returned with the variance, site plan or subdivision application when filed. All of the following items must be shown on the submitted plans or attached thereto or filed for the application to be considered for completeness review. The review period is 45 days.

If a waiver is requested from any of the following items, the items should be checked where provided and an explanation of the reasons for the waiver be written on the last page of this page.

TO BE CHECKED BY APPLICANT

DO NOT USE I I
FOR OFFICE USE ONLY

	Waiver	Yes	No
A. Filing Data			
() 1. 15 paper copies ___ sheets each		()	()
() 2. 2 Mylar copies ___ sheets each (final only)		()	()
() 3. 15 copies of completed application		()	()
() 4. 1 copies of this checklist			
() 5. Percolation and soil log information observed by a representative of the Borough Engineer.		()	()
Location of all test holes			
6. Certification by the Tax Collector that all taxes, including current taxes and assessments for local improvements are paid. Also certification from water dept. that water and sewer are paid up to date.		()	()
Applicable filing fees.			
() 8. One copy of Performance Guarantee (Final Only) See Borough Clerk for this		()	()
() 9. Engineering Inspection Fees (Final Only)		()	()
() 10. Staging Plan		()	()
() 11. Letter from each utility stating that they will provide service to the proposed facility.		()	()
() 12. Any resubmission must conform to items 1, 3 & 7		()	()
() 13. A current letter from the Tax Assessor certifying that block and lot numbers have been assigned.		()	()
() 14. Deeds of easement, right of way, drainage, sewer sight, open space, etc. - samples must be provided		()	()
() 15. Letter from Sewer Authority stating service available		()	()
() 16. Prior to final submission, a list of proposed street names must be submitted to the Post Office & this Board.		()	()
() 17. Environmental Impact Report		()	()
() 18. Corporate Resolution authorizing officers to act if		()	()

- applicant is a corporation () ()
- () 19. Disclosure of 10% ownership interest of Corporation or Partnership which is 10% owner of applying Corporation or Partnership.
(NJSA 40:55D-48.2)
A separate sheet (page 8) included for this information. () ()
- () 20. Fees; and application for Monmouth County Planning Board Application attached. () ()
- () 21. All plats must have the correct, and only the correct, signature blocks. Applicant and/or owner shall sign appropriate signature blocks in black ink. () ()
- () 22. For all applications having a public hearing, an affidavit of notice must be filed prior to the public hearing together with a copy of the certified list of property owners, the certified mail receipts obtained when the notices were mailed, the certified mail return receipts, affidavit of publication from an official newspaper of the Boro. Notices must be provided by law. () ()

Variance Applications

- () 1. 15 Copies variance Application () ()
- () 2. 15 Copies drawing unless variance is part of site plan or subdivision plans suffice. () ()
- () 3. For all applications having a public hearing an affidavit of notice must be filed prior to the public hearing together with a copy of the certified list of property owners, the certified mail receipts obtained when the notices were mailed, the certified mail return receipts, and affidavit of publication from an official newspaper of the Borough.
Notices must be provided by law. () ()

Administrative Data

- () 1. Identification of Project. () ()
- () 2. Name, address of owner and name, address and phone number of applicant. () ()
- () 3. Owner's signed certificate of concurrence with plan; "I hereby certify that I am the owner of record of the plan herein depicted and that I concur with the plan". () ()
- () 4. Name and license number of site planner or Professional Engineer with documents sealed with raised seal. () ()
- () 5. Date and revision dates of drawings. () ()
- () 6. Scale or graphic scale not smaller than 1" = 50' and not larger than 1" = 10' except where authorized by () ()
- () 7. North arrow. () ()

- () 8. Key map not smaller than 1" – 2,000' showing location Check with Master Plan. () ()
- () 9. Schedule
 - a. Total area of site in acres and square feet. () ()
 - b. Total building area in square feet and % lot coverage. () ()
 - c. Total landscape area in square feet and % lot coverage () ()
 - d. Total area of driveways, across roads, walkways, in square feet and % lot coverage. () ()
 - e. Total parking area (including drive aisles) in square Feet and % lot coverage. () ()
 - f. Number of parking stalls & stall dimensions. () ()
 - g. Number of employees, total and maximum in one shift. () ()
 - h. Ratio of parking to building size or occupancy or both depending on use. () ()
 - i. Total impervious coverage. () ()
- () 10. Existing and proposed streets with dimensions and typical section. () ()
- () 11. All property line dimensions, directions, calculated areas, setback lines, and lot #'s. () ()
- () 12. Existing zoning and zone boundaries and contiguous land zoning. () ()
- () 13. Names of all adjacent property owners within 200' radius with lot and block numbers. () ()
- () 14. Tax map sheet, block and lot numbers. () ()
- () 15. Prepared by a NJ licensed surveyor, survey not more then one year old, showing existing and proposed monuments. () ()
- () 16. All existing and proposed lot lines. All setback lines with dimensions. Existing and proposed lot and block numbers assigned by township Engineer. () ()

Topography

- () 1. Presented and proposed grades based on NJ Geodetic Control Survey Datum at 2' contour intervals except that when slope is 10% or greater, 5-foot intervals. () ()
- () 2. Bench mark indicated on plan. () ()
- () 3. Significant existing features: pond views, wood areas, floodplains, ect. () ()
- () 4. First floor elevators of all proposed buildings. () ()
- () 5. Limits of cut and fill areas. () ()
- () 6. City topo. () ()

Buildings And Structures

- () 1. Location of all existing and proposed structures and buildings and any other physical elements on and within a 200' radius of sites to remain or be removed. () ()
- () 2. Provision for refuse and garbage, with details. () ()
- () 3. Proposed use of all buildings and sections thereof, together with number of units. () ()
- () 4. Location and description of all existing and proposed signs. () ()
- () 5. Loading areas, dimensioned. () ()
- () 6. Elevations of the buildings and structures to ensure an architectural harmonious relationship to the community and community standards, and to ensure appropriateness of exterior materials including proposed exterior material and trim. () ()
- () 7. Soil boring information and recommendations. () ()
- () 8. Construction details. () ()
- () 9. Historic structures. () ()
- () 10. Dimensions and square footage of rooms/buildings. () ()

Parking Areas, Traffic Control, Lighting

- () 1. Parking areas showing spaces and size. () ()
- () 2. Driveways showing size, circulation, and traffic flow and control signs. Fire lanes. () ()
- () 3. Existing and proposed street abutting the site showing rights of way and paved widths. () ()
- () 4. Location and size of fire zones, loading zones. () ()
- () 5. Sidewalks and other pedestrian ways. Handicapped ramps. () ()
- () 6. Surface of parking areas, slopes, and barriers. () ()
- () 7. Curbing at ingress and egress and parking lot, showing radii and sight triangle. () ()
- () 8. Lighting standards and utility poles indicating size, height, type, construction, light fixtures, and locations. () ()
- () 9. Lighting plan indicating spacing, height, foot candles, and provisions for elimination of sky glow and glare and angle or light spread. () ()
- () 10. Analysis of parking, including trip generation of proposed development, volumes, number of employees and shifts. Expected truck traffic. () ()
- () 11. Handicapped parking. () ()
- () 12. Street light locations approved by Traffic Safety Officer. () ()

Roads, Driveways, Walks, Curbs, Walkways, Fencing

- () 1. location and dimension of all items, this category on the sight and within 100 feet. () ()
- () 2. Cross Section and profiles of all existing and proposed streets abutting the lots and within 250 feet. () ()

- () 3. Details of driveway and road intersections. () ()
- () 4. Location, size, and nature of all existing proposed rights of way, casements, and other encumbrances. () ()
- () 5. Acceleration and deceleration lanes. () ()
- () 6. Construction access and phasing. () ()

Drainage And Storm Systems, Sanitary Sewers And Utilities

- () 1. Drainage area map accurately showing:
 - a. Tributary areas on and off site before development, and () ()
 - b. Areas contributing to each storm drain facility. () ()
- () 2. Location, type and size of all existing and proposed catch basins, storm drainage structures, facilities, water courses, and ditches. () ()
- () 3. Location, type, and size of waste disposal system and sanitary sewer lines. () ()
- () 4. Location and type of utilities, electric, cable, TV, gas, telephone water. Underground lines, present and proposed connection or extensions. () ()
- () 5. Show by means of contours and/or spot grades that lot drains adequately into existing waterways and storm drains. () ()
- () 6. Location of all easements related to drainage, conservation, and flood hazard areas. () ()
- () 7. Storm drainage calculations 100 year storm certified by a professional engineer. () ()
- () 8. Signed contract for water and letters of service from other utilities. () ()
- () 9. Location profiles and cross-sections of all water courses and drainage facilities within 300 feet of limits of development. Flood hazard boundaries. () ()
- () 10. Provision for storm water detention basins where required including details of detention basins, recharged areas, including supportive detention basins calculations in proper form or review. () ()
- () 11. Stream Cross-sections. () ()

Signs

- () 1. Location, size, color, wording, letter size, illumination, materials of construction. () ()

Landscaping

- () 1. Total square feet of landscaping. () ()
- () 2. Landscaping within the parking areas. () ()

- () 3. Buffer areas including location of landscape screen and fencing. () ()
- () 4. All areas landscaped: Planting plan with size, species, and spacing of proposed plant material. () ()
- () 5. Existing trees over 6" in diameter. () ()
- () 6. Proposed location, proposed species, quantity and spacing of trees to be planted. () ()

Fire Prevention

- () 1. Fire protection systems. () ()
 - () 2. Hydrants, existing and proposed. () ()
 - () 3. Fire suppression () ()
- Copy of any covenants of deed restrictions.

Soil Erosion and Sediment Control Plan and Soil Conservation District approval (if project involves the disturbance of more then 5,000 square feet of land surface area).
Construction access.

Date applied for: _____ () ()

Applicant for a project located within a Flood Hazard Area to apply for approval in conformance with the "90-day Construction Permit Act"

Date applied for: _____ () ()

County Planning Board Review and Approval.

Date applied for: _____ () ()

State Ingress and Egress Approval.

Date applied for: _____ () ()

Waiver required form:

Reason:

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Reason:

If application is incomplete in any of the above requirements, the document will be returned to the developer and will not be accepted as a completed application.