

**THE BOROUGH OF TENAFLY, N. J.  
PLANNING BOARD APPLICATION**

Application No. PB# \_\_\_\_\_ Date: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Tax Map Page: \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Phone Numbers: Business: \_\_\_\_\_ Home: \_\_\_\_\_  
 Is Applicant Owner? \_\_\_\_\_ Or Contract Purchaser? \_\_\_\_\_ Other \_\_\_\_\_  
 Name of Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name of Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name of Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

| YES | NO | <b>** APPLICANT SEEKS APPROVAL OF FOLLOWING**</b> |
|-----|----|---|
|     |    | SITE PLAN – NO VARIANCE                           |
|     |    | SITE PLAN – VARIANCE REQUIRED                     |
|     |    | CONDITIONAL USE – NO VARIANCE REQUIRED            |
|     |    | MAJOR SUB-DIVISION                                |
|     |    | MINOR SUB-DIVISION                                |
|     |    | SUB-DIVISION -VARIANCE                            |
|     |    | COMBINE OR MERGE LOTS                             |
|     |    | INFORMAL REVIEW                                   |
|     |    | OTHER   |

**\*\*\*GENERAL INFORMATION\*\*\***

Present Use \_\_\_\_\_ Non-Conforming? \_\_\_\_\_  
 Proposed Use \_\_\_\_\_ Conforming Use? \_\_\_\_\_  
 Existing Structure? \_\_\_\_\_ To Be Razed? \_\_\_\_\_ To Be Improved? \_\_\_\_\_  
 New Structure Proposed? \_\_\_\_\_  
 Is Fronting Street Improved? \_\_\_\_\_ Corner Lot? \_\_\_\_\_ Other? \_\_\_\_\_  
 Prior Applications/Appeals on this Property? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Explain: \_\_\_\_\_  
 \_\_\_\_\_

| APPLIED | APPROVED | <b>***OTHER APPROVALS REQUIRED***</b> |
|---------|----------|---------------------------------------|
|         |          | Bergen County Planning Board          |
|         |          | B.C. Soil Conservation                |
|         |          | N.J. Dept. Environmental Protection   |
|         |          | Tenafly Board of Health               |
|         |          | Tenafly Board of Adjustment           |
|         |          | Tenafly Mayor and Council             |
|         |          | Other                                 |

Date Application Accepted \_\_\_\_\_ Date of Public Hearing \_\_\_\_\_ Original Decision Date \_\_\_\_\_  
 Extension Date If Any \_\_\_\_\_ Date If Withdrawn \_\_\_\_\_ Approved \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Date Action Taken By Board \_\_\_\_\_

Filed with Planning Board   
Filed with Board of Adjustment

**SITE PLAN REVIEW APPLICATION**

APPLICATION NO. PB#1- \_\_\_\_\_ DATE: \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_  
BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ TAX MAP PAGE \_\_\_\_\_

**Describe Proposal** \_\_\_\_\_  
\_\_\_\_\_

**SITE DIMENSIONS:** Street Frontage \_\_\_\_\_ Ft.  
Average Depth \_\_\_\_\_ Ft.  
Width @ Front Setback Line \_\_\_\_\_ Ft.  
Paved Width-Street \_\_\_\_\_ Ft.  
Total Land Area \_\_\_\_\_ Ft.

**SITE IMPROVEMENTS:**  
Total 1<sup>st</sup> Fl. Area of All Existing Buildings & Structures \_\_\_\_\_ SF.  
Proposed – Additions to Existing Buildings/Structures \_\_\_\_\_ SF.  
Proposed –New Buildings and/or Structures \_\_\_\_\_ SF.  
Total 1<sup>st</sup> Floor Area –After Completion of this Proposal \_\_\_\_\_ SF.  
Percent of Land Coverage \_\_\_\_\_ %  
Total Floor Space – All Floors \_\_\_\_\_ SF.  
Total On-Site Parking Spaces: \_\_\_\_\_ Off Site: \_\_\_\_\_

PROPOSED USES WITHIN ALL BUILDINGS: \_\_\_\_\_

ZONING DISTRICT CLASSIFICATION: \_\_\_\_\_  
EXISTING VARIANCES? \_\_\_\_\_ EXPLAIN: \_\_\_\_\_

NEW VARIANCE(S) REQUESTED? \_\_\_\_\_ IF YES, ATTACH VARIANCE APPLICATION.

CHECK THE FOLLOWING UTILITIES THAT ARE AVAILABLE TO THE SITE FROM PUBLIC STREET OR PUBLIC RIGHT-OF-WAY:

\_\_\_\_\_ Sanitary Sewer \_\_\_\_\_ Storm Sewers \_\_\_\_\_ Water Service  
\_\_\_\_\_ Gas Service \_\_\_\_\_ Electric Service \_\_\_\_\_ Telephone Service  
\_\_\_\_\_ CATV Hookup \_\_\_\_\_ Other

MAPS SUBMITTED WITH APPLICATION: \_\_\_\_\_

MAPS PREPARED BY: \_\_\_\_\_

NOTE ANY OTHER INFORMATION REGARDING APPLICATION HERE:

**HAS APPLICANT REVIEW THIS PROPOSAL WITH BERGEN COUNTY PLANNING BOARD OR OTHER REQUIRED JURISDICTION? \_\_\_\_\_ IF SO, EXPLAIN STATUS: \_\_\_\_\_**

NOTE: ATTACH THIS FORM TO GENERAL APPLICATION FORM AND ATTACH THE SITE PLAN REQUIREMENTS CHECK LIST AND AFFIDAVIT AS TO OWNERSHIP. IF VARIANCE IS REQUESTED ALSO FILE VARIANCE APPLICATION.

**APPLICANT'S SIGNATURE** \_\_\_\_\_

**APPLICANT'S NAME** \_\_\_\_\_

(Please Print)

**THE BOROUGH OF TENAFLY, N.J.**

**PLANNING BOARD**

**\*\*\*\*VARIANCE APPLICATION\*\*\*\***

Application No. \_\_\_\_\_ Date: \_\_\_\_\_  
Street Address \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_ Tax Map Page \_\_\_\_\_  
Applicant: \_\_\_\_\_ Phone No. \_\_\_\_\_

Zoning District In Which Tract Is Located:

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Is All of Tract in One Zoning District? \_\_\_\_\_  
Present Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Will Present Use Continue? \_\_\_\_\_ Is It A Non-Conforming Use? \_\_\_\_\_  
Explain: \_\_\_\_\_

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VARIANCE(S) REQUESTED:

\_\_\_\_\_ Lot Size & Width; \_\_\_\_\_ Height & Coverage; \_\_\_\_\_ Yards & Setback;  
\_\_\_\_\_ Accessory Buildings & Structures \_\_\_\_\_ Off Street Parking  
\_\_\_\_\_ Other: Explain \_\_\_\_\_

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**NOTE: If a Variance request is related to USE, or the Standards and Conditions of A CONDITIONAL USE, then Application must be made to the BOARD OF ADJUSTMENT.**

Has the Applicant Filed for Site Plan Review? \_\_\_\_\_  
Has the Applicant Filed for a Subdivision? \_\_\_\_\_

Existing Easements or Deed Restrictions? \_\_\_\_\_  
Proposed Easements or Deed Restrictions? \_\_\_\_\_  
Other Information \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_

Borough of Tenafly  
County of Bergen  
State of New Jersey

Application No. \_\_\_\_\_

**AFFIDAVIT AS TO OWNERSHIP OF PROPERTY**

I, \_\_\_\_\_, of full age,  
being duly sworn, upon my oath depose and say:

1. I am the owner of Lot(s) \_\_\_\_\_ in Block(s) \_\_\_\_\_ on the tax assessment map of the Borough of Tenafly, the property affected by my application herein.
2. I authorize \_\_\_\_\_, as my agent or as my attorney, to appear on my behalf in connection with my application filed herein.

\_\_\_\_\_  
(Signature)

Subscribed and sworn  
before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary

\*\*\*\*\*

**CORPORATE OWNERSHIP**

**If the applicant is a corporation or partnership, the names and addresses of all parties owning 10% or more of the property are as follows:**

**NAME:**

**ADDRESS:**

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

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

APPLICATION NO. \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTICE OF HEARING**

In Compliance with Chapter XXXV, Article V, Section 35-506 of the Land Development Regulations of the Borough of Tenafly, NJ, notice is hereby served upon you to the effect that (I) (We) do hereby propose to (give detailed information)

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

at location \_\_\_\_\_ (Street Address) \_\_\_\_\_ (Block) \_\_\_\_\_ (Lot) \_\_\_\_\_  
in the Borough of Tenafly, NJ.

The Administrative Officer of the Borough of Tenafly, N.J., has refused this request by reason of its being in violation of Schedule A of the Land Development Regulations, from conditional use \_\_\_\_\_, bulk variance \_\_\_\_\_, use variance \_\_\_\_\_ and/or other \_\_\_\_\_ approval.

\_\_\_\_\_  
(Signature)

**Any person or persons affected by this application may have an opportunity to be heard at the meeting to be held \_\_\_\_\_, 200\_ at \_\_\_\_\_ or as soon thereafter as the matter may be heard in the Council Chambers of the Municipal Building, 100 Riveredge Road, Tenafly, New Jersey.**

**All documents relating to this application may be inspected by the public between the hours of 9:00A.M. and 4:30 P.M. in the office of the Secretary of the Board in the Municipal Building, 100 Riveredge Road, Tenafly, New Jersey.**

\_\_\_\_\_  
(Signature)

**Note: This notice must be personally served or sent by certified or registered mail at least ten (10) days before the day of the hearing, and proof of service given to the secretary of the Board at least ten (10) days prior to the day of the hearing.**

I, \_\_\_\_\_, of full age, being duly sworn upon my oath, depose and say that:

1. I am the owner of said property or I am the agent of the owner of property known as Lot(s) \_\_\_\_\_ in Block \_\_\_\_\_ on the tax assessment map of the Borough of Tenafly.
2. A copy of the notice of an application for an exception from the provisions of the Zoning Ordinance was:

**Handed** to the following property owners at the address set forth opposite their respective names on the dates hereinafter set forth:

| <b><u>Block</u></b> | <b><u>Lot</u></b> | <b><u>Owner</u></b> | <b><u>Address</u></b> | <b><u>Date</u></b> |
|---------------------|-------------------|---------------------|-----------------------|--------------------|
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |

**Mailed** by certified mail to the following property owners:

| <b><u>Block</u></b> | <b><u>Lot</u></b> | <b><u>Owner</u></b> | <b><u>Address</u></b> | <b><u>Date</u></b> |
|---------------------|-------------------|---------------------|-----------------------|--------------------|
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |

Published in the \_\_\_\_\_ Date \_\_\_\_\_, Deponent further says that all property owners within two hundred feet (200') of the property to be affected by said appeal were served with notices of said hearing in the manner above set forth at least ten (10) days prior to the time appointed for said hearing in accordance with the provisions of the Borough of Tenafly's Land Development Regulations, Chapter XXXV, Article V, Section 35-506 and Section 35-507.

Deponent makes this affidavit knowing that the members of the Board of Adjustment/Planning Board of the Borough of Tenafly reply upon the truth of same.

Subscribed and sworn to before me  
 this \_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
 (Signature)

Notary \_\_\_\_\_

**THE BOROUGH OF TENAFLY, N.J.  
PLANNING BOARD FEE SCHEDULE**

| <u>FEE DEPOSIT</u>  | <u>MINIMUM ESCROW</u> |
|---|-----------------------|
| \$200.00 – Site Plan – No Variance                          | \$2,000.00            |
| \$300.00 – Site Plan – Variance Required                    | \$3,000.00            |
| <br>  |                       |
| \$100.00 – Site Plan Waiver                                 | \$1,000.00            |
| <br>  |                       |
| \$250.00 – Conditional Use – No Variance Required           | \$2,500.00            |
| \$450.00 - Conditional Use – “C” Variance                   | \$3,000.00            |
| (CONDITIONAL USE WITH “D” VARIANCE – BOARD OF ADJUSTMENT)   |                       |
| <br>  |                       |
| \$400.00 – Major Subdivision – No Variance                  | \$7,500.00            |
| \$500.00 - Major Subdivision – Variance                     | \$8,000.00            |
| \$150.00 - Additional Per Lot                               | N/A                   |
| \$200.00 - Major Subdivision Final Plat/Map<br>Each Section | \$1000.00             |
| <br>  |                       |
| \$200.00 – Minor Subdivision – No Variance                  | \$2,000.00            |
| \$400.00 - Minor Subdivision – Variance                     | \$2,500.00            |
| \$ 50.00 - Combine or Merge Lots                            | \$ 50.00              |
| <br>  |                       |
| N/C – Informal Review                                       | \$ 300.00             |

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Reproduction Cost

- \$30.00 – Per copy of Tenafly Master Plan plus postage
- \$ 2.00 – Per copy of Zoning Map – At Building Office
- \$ 2.00 - Per copy of Street Map – At Building Office
- \$25.00 – Per copy of Land Development Ordinance

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A charge of \$5.00 per copy of audio CD discs of Planning Board Meetings/Hearings  
No Court Transcripts of Planning Board Meetings/Hearings will be prepared at Borough  
Office by Borough Staff persons.

Duplicate copies of Planning Board records is in accordance with NJSA 47:1A-2.

(Fee Deposit – Ordinance #07-29 adopted 12/11/07)  
(Escrow Deposit – Ordinance #07-29 adopted 12/11/07)  
(as amended through April 14, 2009)

NOTE TO APPLICANT: When turning in your application, two separate checks are required: (1) a check for the Fee made out to the Borough of Tenafly and (2) a check for the Escrow required made out to the Borough of Tenafly.

a. *Special Meetings.* If a special meeting is necessary for consideration of an application for development, the applicant shall pay a fee of up to one thousand (\$1,000.00) dollars to defray the additional costs of holding such a special meeting as approved by the Board.

b. *Administration of Technical Review Deposit Fees.* The administration of technical review escrow deposits shall be in accordance with the provisions of N.J.S.A. 40:55D-53.1 and Section 13 of P.L. 1991, c.256 and as provided below.

1. Each technical review escrow deposit shall be held by the Borough in a trust account separate from the general funds of the Borough.

2. The Borough agency shall not process and/or take action on the application unless all fees and deposits required in the manner described herein have been paid by the applicant. Property taxes shall have been paid to date.

3. In the event that the funds in the escrow account shall become depleted prior to the completion of the application procedure and additional funds are necessary to cover the cost of processing the application, the applicant shall deposit additional funds as requested by the Administrative Officer. In order to expedite the processing of applications by the Borough agency, the Administrative Officer shall notify the applicant when additional funds are necessary. Such additional funds shall be deposited no later than one (1) week prior to the next regularly scheduled meeting of the Board (if payment is made less than one (1) week prior to the next board meeting then payment must be made by official bank check, certified or bank cashier's check), and the applicant's failure to comply shall constitute grounds for postponement or dismissal of the application. In the event that such failure to deposit shall continue for more than thirty (30) days after the date of the Administrative Officer's written notification to the applicant, then the board chairperson shall make a motion to dismiss the application at the next regularly scheduled meeting of the Board.

4. All bills submitted to a Borough agency by the Planning Consultant, Engineer, Attorney or other professionals containing charges to be applied to an escrow account authorized and established pursuant to this section shall specify the services performed in relation to individually identified applications for which the charges have been made.

5. Unit charges (i.e., per diem or hourly fees, inspection or expert testimony charges) levied by an Engineer, Planning Consultant, Attorney or other professionals for services applied to an escrow account authorized and approved pursuant to this section may not exceed those unit charges contracted for an/or approved by the Borough agency for services by these professionals which may not, under this section, be subject to compensation by an escrow account.

6. Whenever an amount of money in excess of five thousand (\$5,000.00) dollars shall be deposited by an applicant with the Borough for technical review deposits Pursuant to this Article, said money shall be deposited in an interest bearing account and, until the interest earned thereon, shall continue to be the property of the applicant and shall be held in trust by the Borough in escrow. All interest earned and paid to the applicant shall be in conformity with Chapter 315 of the laws of 1985.

7. Any of the funds remaining in the escrow account upon completion of the application procedure, as well as any interest he may be entitled to pursuant to Chapter 315 of the Laws of 1985, shall be returned to the applicant, via a resolution adopted by the Governing Body releasing remaining escrows, and the account shall be terminated.

8. All escrow charges which are due and owing shall become a lien upon the property which is the subject of the applications for development and shall remain so until paid. Overdue escrow charges shall accrue the same interest as established for real property taxes in the Borough. The Borough shall have the same remedies for collection of escrow charges with interest, cost and penalties as it has by law for the collection of taxes upon real property.

SECTION 706B (4)

CHECKLIST FOR  
 DETERMINING COMPLETENESS OF APPLICATION FOR DEVELOPMENT  
 LAND DEVELOPMENT REGULATIONS  
 BOROUGH OF TENAFLY, NEW JERSEY

CHECKLIST No. 4 – PRELIMINARY AND FINAL SITE PLAN

**An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.**

Name of Applicant \_\_\_\_\_ Application No. \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Date Filed \_\_\_\_\_

REQUIRED DATA AND INFORMATION

C-Complete  
 I-Incomplete  
 NA-Not Applicable  
 WR-Waiver requested

|  | C                        | I                        | NA                       | WR                       | Comments |
|--|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 1. Completed application form twenty-four (24) copies.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 2. Filing fee (See Article VI).  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 3. Twenty four (24) black or blue on white prints of all maps.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 4. Twenty four (24) copies of all other documents  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 5. One (1) copy of the Checklist completed by the applicant.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 6. Completed County Planning Board application form (in triplicate) and County filing fee if the County Planning Board approval is required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 7. Certified list of owners and block and lot number of properties located within 200' of the tract boundary                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 8. All maps signed and sealed by a licensed New Jersey Professional Engineer or Registered Architect.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 9. Name of tract or development.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

|   | C                        | I                        | NA                       | WR                       | Comments |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 10. Tax map sheet, (w/ date of revision), block and lot numbers.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 11. Date prepared and date(s) of revision(s).   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 12. Plat scale not less than 1" = 40'   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 13. Graphic scale.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 14. Reference meridian.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 15. Maximum Sheet Size: 24" x 36".  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 16. Name, address, and license number of person preparing plat.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 17. Name and address of record owner.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 18. Names and address of applicant, if other than owner.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 19. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 20. Key map (scale: not less than 1" = 400') showing entire tract and its relation to surrounding area, including locations and names of principal roads.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 21. Names of owners of properties located within 200' of the tract.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 22. Signature block for signatures of Chairman and Secretary of the Planning Board and the Borough Engineer   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 23. Existing property lines and other site lines, with bearings and distances.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 24. Zone district(s) and identification of zone boundaries located on or adjoining the property.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 25. Area of the lot in square feet and acres.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 26. Front, rear, and side building setback lines as required by the zoning regulations  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 27. All structures located within 200' of the tract.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 28. All existing and proposed structures on the tract with setback distances.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 29. Right-of-way lines, widths, and names of all existing streets adjoining the property.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 30. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easements and the text of any restrictions applicable to same. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

|  | C                        | I                        | NA                       | WR                       | Comments |
|--|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 31. Location on the property of existing and proposed:   |                          |                          |                          |                          |          |
| a. watercourses and other drainage courses.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| b. water supply and sewage disposal systems.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| c. culverts and/or storm drains with sizes.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| d. wooded areas.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| e. rock outcroppings.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 32. Location within 200' of the property of existing   |                          |                          |                          |                          |          |
| a. watercourses and other drainage courses.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| b. bridges.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| c. culverts and/or storm drains with sizes.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 33. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 34. Environmental Impact Statement for sites over 5 acres in size pursuant to Section 724.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 35. Existing and proposed contours at minimum 2' intervals when new buildings or parking areas are proposed. Contours shall extend at least 50' beyond the property.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 36. Elevations at corners of all proposed buildings and paved areas and at property corners.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 37. All flood hazard areas, lakes, ponds, marshes, bogs, swamps and streams.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 38. Freshwater wetlands including transition areas delineation or an affidavit by a qualified person stating that no wetlands on the property exist.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 39. If wetlands or transition areas are located on the property, the applicant shall submit one of the following:  |                          |                          |                          |                          |          |
| (1) A Freshwater Wetlands Permit from D.E.P.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| (2) A Letter of Exemption from D.E.P.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| (3) A Letter of Interpretation from D.E.P.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 40. A Soil Erosion and Sediment Control Plan if over 5,000 sq. ft. of ground area is being disturbed.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 41. All zoning requirements in accordance with the schedule referred to in Section 143-111 and the relationship of the proposed site plan to those requirements. Calculation of existing and proposed building and impervious coverage of the lot shall be included. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

|  | C                        | I                        | NA                       | WR                       | Comments |
|--|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 42. Parking and loading spaces, with dimensions.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 43. Widths of traffic aisles.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 44. Direction of traffic flow.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 45. Specifications and construction detail sheet of existing and proposed paving and curbing.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 46. Tentative building floor plans. Scale: not less than 1/8"=1'.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 47. Front, rear, and side building elevation drawings showing building materials. Scale: not less than 1/8"=1'.                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 48. Utility systems showing connections to existing and proposed systems including, but not limited to:  |                          |                          |                          |                          |          |
| a. Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, elevations and the like. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| b. Drainage area map and drainage calculations.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| c. Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| d. Existing and proposed water mains, showing sizes and materials.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| e. Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| f. Existing electric and natural gas lines and proposed connections thereto  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| g. Location of existing and proposed water wells.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| h. Letter of intent to serve the property from utilities (gas, electric, telephone, etc.).   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 49. Location and description of all existing and proposed fuel and liquid storage facilities.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 50. Location and description of all solid waste storage facilities.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

(Checklist No. 4 – Preliminary and Final Site Plan)

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51. In multi-family residential subdivisions containing 25 or more units and in non-residential developments utilizing 1,000 sq. ft. or more of land area, the location and description of provisions for the recycling of recyclable materials in accordance with the municipal recycling ordinance. The plan shall be accompanied by a description of the following:

|  | <b>C</b> | <b>I</b> | <b>NA</b> | <b>WR</b> | <b>Comments</b> |
|--|----------|----------|-----------|-----------|-----------------|
| (a) The size, shape, materials or construction of the recycling area.  | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| (b) Name and address of the collector of recycled materials.   | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| (c) If recycled materials will be transferred to the Borough's recycling center or taken to some other location.   | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| (d) Frequency of collection  | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| 52. A listing of all products sold, manufactured and used in connection with any industrial operation including any and all chemicals and fluids used along with a description of the methods of storing and disposing of said chemicals and fluids. | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| 53. Number of employees, total and in maximum shift.   | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| 54. Location of existing and proposed fences, walls, and sidewalks.  | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| 55. A plan of landscaping, drawn, signed, and sealed by a CLA, showing basic treatment of all unpaved areas and buffers including number, size, and species of plantings.  | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| 56. Location and identification of existing trees over 6 inch caliper.   | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| 57. Present status and contemplated use of all existing and proposed buildings.  | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| 58. Size, location, and details of existing and proposed signs.  | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| 59. Location, nature of construction, height and area and direction of illumination measured in foot candles of existing and proposed lighting.  | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| 60. Dedications for public parks, playgrounds or other public uses.  | [ ]      | [ ]      | [ ]       | [ ]       |                 |
| 61. Location and use of all property reserved by covenant in the deed for the common use of all property owners.   | [ ]      | [ ]      | [ ]       | [ ]       |                 |

(Checklist No. 4 – Preliminary and Final Site Plan)

|   | C   | I   | NA  | WR  | Comments |
|---|-----|-----|-----|-----|----------|
| 62. Copies of any protective covenant and deed restriction.   | [ ] | [ ] | [ ] | [ ] |          |
| 63. Identification of any historic site or historic district shown on the Master Plan or in the Zoning Regulations involving the property   | [ ] | [ ] | [ ] | [ ] |          |
| 64. Ownership disclosure in accordance with C. 40: 55D-48.1.  | [ ] | [ ] | [ ] | [ ] |          |
| 65. Cost estimates and proposed construction and maintenance bonds and construction time schedules related to building construction for any required improvements not proposed to be completed prior to the issuance of a Certificate of Occupancy. | [ ] | [ ] | [ ] | [ ] |          |
| 66. Separate application and fee filed for any conditional use or variance involved.  | [ ] | [ ] | [ ] | [ ] |          |

Application declared complete.

Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Application declared incomplete.

Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature