



BOROUGH OF EATONTOWN

APPLICANT & PROPERTY INFORMATION

Complete all applicable fields

APPLICATION FOR DEVELOPMENT REVIEW

Planning Board / Zoning Board of Adjustment

FOR OFFICE USE ONLY

Case No.

Meeting Date

Application Date

Board

SELECT APPLICATION TYPE

- | | |
|--|---|
| ☐ Appeal of Administrative Officer Decision (N.J.S.A. 40:55D-70(a)) | ☐ Interpretation / other Zoning Board matter |
| ☐ Bulk / Area Variance (N.J.S.A. 40:55D-70(c)) | ☐ Use Variance (N.J.S.A. 40:55D-70(d)) |
| ☐ Conditional Use Approval | ☐ Minor Subdivision |
| ☐ Preliminary Major Subdivision | ☐ Final Major Subdivision |
| ☐ Minor Site Plan | ☐ Preliminary Major Site Plan |
| ☐ Final Major Site Plan | ☐ Other / Specify Below |

Other / brief description:

IMPORTANT APPLICATION INFORMATION

This application packet is intended to collect the information necessary for review of an application under Borough Code Chapter 89. The applicable application-specific checklist identifies the documents and materials required for the particular type of application.

Additional information may be requested during the review of an application when authorized or required by Chapter 89, applicable law, or the circumstances of the application. However, an application should not be deemed incomplete solely because of information that is not required by the applicable provisions of Chapter 89.

Applicants should refer to the applicable provisions of the Borough Code, including:

§§ 89-14, 89-15 and 89-16 – Application filing, completeness review and processing;
§ 89-7 – Notice requirements;
§ 89-104 – Application fees;
§ 89-105 – Escrow requirements; and
Article X (§§ 89-85 through 89-95) – Additional requirements applicable to subdivision and site plan applications.

The applicable Complete Streets Checklist, as required by §§ 89-14 and 89-15 and § 7-101(E), shall be submitted with applicable Land Use Development applications.

*Six hard copies and one electronic copy are retained in this application packet as requested by the Borough.
Application-specific requirements may require additional copies.*

1. APPLICANT INFORMATION

Applicant / Entity Name

Mailing Address

City / State / ZIP

Telephone

Email

Interest of Applicant if Other Than Owner (e.g., contract purchaser, tenant, authorized agent)

2. OWNER OF RECORD

Owner of Record

Owner's Mailing Address

City / State / ZIP

Telephone

Email

☐ Owner is the same as Applicant**3. SUBJECT PROPERTY**

Property / Street Address

Block / Lot

Zone District

Lot Area

Existing Use

Proposed Use

Tax / Property Account No. (if known)

Applicant interest / ownership: If the applicant is not the record owner, provide documentation establishing the applicant's legal or equitable interest and/or written owner authorization to file the application. If the applicant is an entity, provide the ownership disclosure required by N.J.S.A. 40:55D-48.1 and 48.2, as amended.

4. PROJECT DESCRIPTION

Brief description of existing conditions:

Brief description of proposed development / improvements:

Proposed use / operation:

5. DEVELOPMENT DATA

Existing Floor Area (sq. ft.)	Proposed Floor Area (sq. ft.)
Existing Dwelling Units	Proposed Dwelling Units
Existing Parking Spaces	Proposed Parking Spaces
Existing Lot / Impervious Coverage (%)	Proposed Lot / Impervious Coverage (%)

6. RELIEF / APPROVALS REQUESTED

List each variance, waiver, design exception, interpretation, appeal or other relief requested. Cite the Borough Code section when known.

Related prior approvals / applications / resolutions (if any):

7. PROFESSIONALS

Engineer / Site Plan Professional

Professional Planner

Architect

Land Surveyor

Attorney

Other Professional

8. OWNERSHIP DISCLOSURE

If the applicant is a corporation, partnership, LLC or other entity, attach the ownership disclosure required by N.J.S.A. 40:55D-48.1 and 48.2, as amended. Use additional pages if needed.

Names / entities requiring disclosure:**9. OWNER CONSENT / AUTHORIZATION**☐ Owner consent / authorization attached (required when applicant is not record owner)

Owner / authorized representative name:

Signature:

Date:

Property inspection authorization: The undersigned owner authorizes members of the applicable Land Use Board and Borough professionals to enter and inspect the subject property at reasonable times in connection with the review of this application, subject to applicable law.

☐ I authorize reasonable site inspection for application review.

10. GENERAL SUBMISSION CHECKLIST

- ☐ Completed and signed application form
- ☐ Six (6) hard copies of the completed application and supporting plans/documents, unless the applicable checklist requires additional copies
- ☐ One (1) electronic copy in PDF format
- ☐ Key map / location map
- ☐ Plans, maps, surveys, plats or other drawings required for the specific application
- ☐ Supplementary written statements, calculations or narratives where required
- ☐ Certification that taxes are current
- ☐ Proof of submission to County Planning Board and/or NJDOT where required
- ☐ Completed IRS Form W-9 included with this application packet
- ☐ Applicable Complete Streets Checklist(s) included
- ☐ Ownership disclosure attached, if applicable
- ☐ Owner authorization attached, if applicable
- ☐ Applicable application fee(s) submitted
- ☐ Required escrow deposit submitted before completeness determination

11. ZONING BOARD OF ADJUSTMENT — APPLICATION-SPECIFIC CHECKLIST

Check each item that applies. The checklist is intended to identify documents needed for completeness based on the type of application and the Borough Code. Do not submit irrelevant items.

- ☐ Copy of Zoning Officer / Administrative Officer decision or determination, when applicable
- ☐ Current survey or plot plan sufficient to show the existing conditions and requested relief
- ☐ Proposed plan/drawing showing the improvements and dimensions relevant to the requested relief
- ☐ Variance table identifying required standard, proposed condition and variance requested
- ☐ Use-variance narrative, if applicable
- ☐ Bulk/area variance narrative, including the specific physical condition or design issue relied upon
- ☐ Prior approvals, resolutions, permits or zoning determinations affecting the property, if applicable
- ☐ Photographs or other exhibits needed to explain existing conditions, if applicable
- ☐ Notice materials / 200-foot list request addressed separately when a hearing notice is required
- ☐ Other documents specifically required by the applicable checklist or Code

12. VARIANCE / APPEAL INFORMATION

Code sections involved:

Detailed grounds / factual basis for requested relief:

Specific relief requested:

13. PLANNING BOARD — APPLICATION-SPECIFIC CHECKLIST

- ☐ Minor Site Plan — submit materials required by the applicable Borough checklist and § 89-89/related provisions
- ☐ Preliminary Major Site Plan — submit materials required by § 89-90 and applicable checklist
- ☐ Final Major Site Plan — submit materials required by § 89-91 and applicable checklist
- ☐ Minor Subdivision — submit materials required by § 89-86 and applicable checklist
- ☐ Preliminary Major Subdivision — submit materials required by § 89-87 and applicable checklist
- ☐ Final Major Subdivision — submit materials required by § 89-88 and applicable checklist
- ☐ Conditional Use — provide information demonstrating compliance with applicable conditional-use standards
- ☐ Current boundary/topographic survey where required
- ☐ Engineering plans, drainage/stormwater materials and supporting calculations where applicable
- ☐ Landscape / lighting / architectural plans where applicable
- ☐ Traffic/parking analysis where required
- ☐ Environmental impact statement or other environmental documentation where required
- ☐ Ownership disclosure and proof of interest where applicable

14. PROFESSIONAL COST / INSPECTION INFORMATION

Where an approval requires improvements subject to inspection fees, provide an estimate of the cost of improvements in a form acceptable to the Borough Engineer. The Borough Engineer determines the applicable inspection fee in accordance with the Borough Code and applicable law.

Estimated cost of improvements (if applicable):

Prepared by:

15. COMPLETE STREETS REVIEW

Eatontown Code § 89-14 requires applications for development filed with the Administrative Secretary to include the Complete Streets Checklists approved under § 7-101(E). Use the Borough-approved checklist(s) applicable to the project and attach the completed checklist(s) to this application.

- ☐ Pedestrian facilities / sidewalks / crossings considered
- ☐ Bicycle facilities considered
- ☐ Transit access / bus stop considerations, if applicable
- ☐ ADA / accessibility considerations
- ☐ Streetscape, lighting and public-realm considerations
- ☐ Traffic and pedestrian safety considerations
- ☐ Parking / access design reviewed for Complete Streets impacts
- ☐ Borough-approved Complete Streets Checklist attached

Complete Streets notes / explanation of any item not applicable:

The Borough-approved Complete Streets Checklist should be used as the controlling checklist for the Complete Streets portion of the application.

16. APPLICATION FEES & ESCROW

Application fees: Fees are established by Borough Code § 89-104, as amended. **Escrow deposits:** Escrow requirements are established by § 89-105, as amended. The application should not contain a static copy of the fee ordinance because fees may be amended by ordinance.

Application fee submitted

Initial escrow deposit submitted

Inspection fee / deposit, if applicable

Tax map / GIS fee, if applicable

Other fee / deposit

Finance / escrow account no.:

☐ Applicant agrees to be bound by the Borough escrow provisions applicable to this application.

Escrow deposits are in addition to application fees. If an escrow account becomes insufficient, replenishment shall be handled in accordance with the Borough Code and applicable law.

17. TAX CERTIFICATION

Tax certification status: ☐ Taxes current ☐ Not current / explain

Tax Collector / authorized official name:

Certification date:

Reference / remarks:

Tax certification / supporting documentation:

18. CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET

When public notice is required, the applicant is responsible for obtaining the certified list and providing notice in accordance with Borough Code § 89-7 and applicable New Jersey law. The certified-list request is an administrative form and should be handled with the Tax Assessor/Administrative Secretary as applicable.

Requestor name:**Date requested:****Property address:****Block / Lot:****Fee paid:**☐ Certified 200-foot list received☐ Pending**19. NOTICE COMPLIANCE CHECKLIST**

- ☐ Publication notice prepared / submitted as required
- ☐ Notice to owners within 200 feet prepared / served as required
- ☐ Notice to required municipal agencies / officials, if applicable
- ☐ Proof / affidavit of service retained
- ☐ Proof of publication retained
- ☐ Notice timing verified before hearing
- ☐ Any required on-site notice/sign posting completed, if applicable

Notice notes / dates / publication information:

20. APPLICANT CERTIFICATION

I certify that the information contained in this application and all accompanying documents is true and accurate to the best of my knowledge. I understand that the application will be reviewed for completeness and compliance with the Borough Code and applicable law. I understand that submission of an application does not constitute approval and that additional information may be requested when authorized by law. I further acknowledge the Borough's application-fee and escrow requirements applicable to this application.

Applicant / authorized representative:

Signature:

Date:

☐ I certify that I am authorized to submit this application on behalf of the applicant.

21. APPLICATION SUBMISSION ACKNOWLEDGMENT

- ☐ Six hard copies included
- ☐ Electronic PDF copy included
- ☐ W-9 included
- ☐ Complete Streets Checklist included
- ☐ Application fee addressed
- ☐ Escrow deposit addressed
- ☐ Tax certification addressed
- ☐ Notice materials addressed, if applicable

Applicant comments / special instructions:

22. OFFICE USE — INITIAL REVIEW

- ☐ Correct Board / jurisdiction confirmed
- ☐ Filed within applicable submission timeframe
- ☐ Application form complete
- ☐ Required copies received
- ☐ Electronic copy received
- ☐ Applicable checklist(s) included
- ☐ Complete Streets Checklist included
- ☐ Tax certification received
- ☐ Application fee received / verified
- ☐ Escrow received / verified
- ☐ W-9 received
- ☐ Ownership disclosure / owner authorization verified, if applicable
- ☐ Notice requirements addressed, if applicable
- ☐ Plans / surveys / plats reviewed for required content
- ☐ County / NJDOT submission addressed, if applicable

Completeness determination: ☐ Complete ☐ Incomplete

Date:

Reviewed by:

Deficiencies / comments / additional documentation requested:

23. KEY BOROUGH CODE REFERENCES

- § 89-14 — All other applications for development; filing and Complete Streets Checklist requirement.
- § 89-15 — Application details; documents required for completeness.
- § 89-16 — Review procedure and completeness determination.
- § 89-7 — Public notice requirements, including notice to owners within 200 feet when applicable.
- § 89-104 — Application fees, as amended.
- § 89-105 — Escrow fees and professional charges, as amended.
- §§ 89-85 through 89-95 — Subdivision and site plan application requirements.
- § 7-101(E) — Complete Streets Checklist / policy provisions.

24. FINAL APPLICANT CHECK

- ☐ I have reviewed the entire application packet.
- ☐ I have checked the application-specific checklist that applies to my proposal.
- ☐ I have attached all documents identified as required or applicable.
- ☐ I have included the W-9 requested by the Borough.
- ☐ I understand that public notice requirements, when applicable, are my responsibility.
- ☐ I understand that fees and escrow requirements are governed by the current Borough Code, as amended.

Questions / notes for Land Use Department:

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person	Date
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Public Notice

Public Notice is hereby given that _____
has made application to the Eatontown Planning / Zoning Board of Adjustment for a
variance(s) to permit _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

on the premises designated as Block: _____ Lot: _____
also known as _____

on the Borough Tax Map, and for site plan approval therefore and this notice is sent to you as an owner of the property in the immediate vicinity. A Board hearing has been set for _____ 7:00 p.m. in Eatontown Borough Hall, 47 Broad Street, Eatontown, NJ 07724 and when the case is called you may appear either in person, or by agent, or attorney, and present any objections which you may have to the granting of the relief sought in the petition. Documents and plans filed by the applicant are available for inspection during regular business hours (Monday through Friday, 8:30 a.m. to 4:30 p.m., except holidays) in the Office of the Planning and Zoning Department, 2nd Floor in Borough Hall, 47 Broad Street, Eatontown, NJ 07724. Please call 732-389-7617 to arrange for an inspection of the file(s) prior to arriving.

Respectfully, _____

(Signature of Applicant)

(Print Applicant Name)

NOTICE TO PROPERTY OWNERS

TO: _____
(Owner of Premises)

(Address)

Please Take Notice:

That the undersigned has filed an application for development with the Zoning Board of Adjustment of the Borough of Eatontown for a variance from the requirements of the Zoning Ordinance so as to permit :

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

on the premises at _____ and designated as Block: _____ Lot: _____ on the Borough Tax Map, and this notice is sent to you as an owner of the property in the immediate vicinity.

A public hearing has been set down for _____, 20____, 7:00 p.m. in Eatontown Borough Hall, 47 Broad Street, Eatontown, New Jersey, and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

This notice is sent to you by the applicant, by order of the Board of Adjustment. Documents and plans filed by the applicant are available for inspection during regular business hours (Monday through Friday 8:30 A.M. to 4:30 P.M., except holidays) in the Office of the Planning and Zoning Department, 2nd Floor in Borough Hall, 47 Broad Street, Eatontown, NJ 07724. Please call 732-389-7617 to arrange for an inspection of the file(s) prior to arriving.

Respectfully,

(Signature of Applicant)

(Print Applicant Name)



BOROUGH OF EATONTOWN LAND DEVELOPMENT APPLICATION CHECKLIST

Name of Application _____ Application No. _____

Block(s) _____ Lot(s) _____ Date filed _____

An application shall not be considered complete until all the materials and information specified below have been submitted, unless upon receipt a written waiver request from the applicant, a specified requirement is waived by the municipal agency. The waiver request shall be granted or denied within 45 days of receipt of said request. If an item is considered by the applicant to be "NOT APPLICABLE", a waiver request should be made.

ITEM NUMBER	MINOR		MAJOR				VARIANCE			ITEM DESCRIPTION	APPLICANT MARK	STATUS	BOROUGH MARK	COMMENTS
	SUBDIVISION	SITE PLAN	PRELIM		FINAL		40:55D-70							
			SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)					
1	•	•	•	•	•	•	•	•	•	Calculation of the application fee and the review escrow	COMPLIES			
											WAIVER			
2	•	•	•	•	•	•	•	•	•	Individual checks made out to Borough of Eatontown in the amount calculated for the application fee, and the review escrow	COMPLIES			
											WAIVER			
3	•	•	•	•	•	•	•	•	•	A completed checklist with written explanations for all requested completeness waivers	COMPLIES			
											WAIVER			
4	•	•	•	•	•	•	•	•	•	Completed Borough of Eatontown application forms	COMPLIES			
											WAIVER			
6	•	•	•	•	•	•	•	•	•	Ownership Disclosure Affidavit	COMPLIES			
											WAIVER			
7	•	•	•	•	•	•	•	•	•	Contribution statement pursuant to Borough Ordinance #02-2009	COMPLIES			
											WAIVER			
8	•	•	•	•	•	•	•	•	•	Tax Collector Certification from the Eatontown Borough Tax Collector that all taxes and assessments on the property are paid in full.	COMPLIES			
											WAIVER			
9	•	•	•	•	•	•	•	•	•	Certified list of property owners within 200' of the property as prepared by the Eatontown Borough Tax Assesor	COMPLIES			
											WAIVER			
10	•	•	•	•	•	•	•	•	•	Completed Monmouth County Planning Board application copy of a check made payable to "Monmouth County"	COMPLIES			
											WAIVER			
11	•	•	•	•	•	•	•	•	•	Completed Freehold Soil Conservation District (FSCD) application. Copy of a check made payable to "FSCD"	COMPLIES			
											WAIVER			

ITEM NUMBER	MINOR		MAJOR				VARIANCE			ITEM DESCRIPTION	APPLICANT MARK	STATUS	BOROUGH MARK	COMMENTS
	SUBDIVISION	SITE PLAN	PRELIM		FINAL		40:55D-70							
			SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)					
12	•	•	•	•	•	•	•	•	•	Completed Monmouth County Health Department application. Copy of a check made payable to "Monmouth County"		COMPLIES		
												WAIVER		
13	•	•	•	•	•	•	•	•	•	Copies of all easements, covenants, and deed restrictions including metes and bounds descriptions on or affecting the property in question		COMPLIES		
												WAIVER		
14	•	•	•	•	•	•			•	Six (6) black or blue line prints prepared by a New Jersey licensed engineer or a licensed Land Surveyor. Each sheet must be signed and sealed by the appropriate professional.		COMPLIES		
												WAIVER		
15	•	•	•	•	•	•			•	A digital copy of the plan in a format approved by the Borough Engineer. Plan to show lot lines, easements, buffers, existing and proposed structures.		COMPLIES		
												WAIVER		
16	•	•	•	•	•	•				Public Utility "will serve" letters		COMPLIES		
												WAIVER		
17			•	•	•	•				Environmental Impact Assessment		COMPLIES		
												WAIVER		
18	•	•	•	•						Six (6) copies of the Surface Water Management plans in accordance with NJAC 7:8, including pre- and post-development calculation and drainage area maps. Eight (8) more copies to be submitted upon dertermination of completeness		COMPLIES		
												WAIVER		
19	•	•	•		•					Certification from the Eatontown Borough Tax Assessor approving the block and lot designations		COMPLIES		
												WAIVER		
20			•		•					Certification from the Borough of Eatontown approving the road names and subdivision names		COMPLIES		
												WAIVER		
21		•		•					•	An affirmative statement in writing indicating how all applicable conditional use standards are met		COMPLIES		
												WAIVER		
22			•							A conceptual development plan of the property in accordance with the "conventional lot" requirements of the Borough Land Use Ordinance (yield plan)		COMPLIES		
												WAIVER		

ITEM NUMBER	MINOR		MAJOR				VARIANCE			ITEM DESCRIPTION	APPLICANT MARK	STATUS	BOROUGH MARK	COMMENTS
	SUBDIVISION	SITE PLAN	PRELIM		FINAL		40:55D-70							
			SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)					

Plans shall show or include the following:

29	•	•	•	•	•	•	•	•	•	•	Map scale not less than 1 inch = 100 feet showing the entire tract on one sheet not exceeding 24"x36".	COMPLIES		
												WAIVER		
30	•	•	•	•	•	•	•	•	•	•	A key map showing the entire site, the surrounding area (at least 1,000 feet from the property) and any and all zone district boundary lines in the surrounding area.	COMPLIES		
												WAIVER		
31	•	•	•	•	•	•	•	•	•	•	Site or subdivision name.	COMPLIES		
												WAIVER		
32	•	•	•	•	•	•	•	•	•	•	Scale and references meridian. The reference source (i.e. deed, filed map, etc) of the meridian shall be identified.	COMPLIES		
												WAIVER		
33	•	•	•	•	•	•	•	•	•	•	Name, address, and phone number of the professional responsible for preparing the plans.	COMPLIES		
												WAIVER		
34	•	•	•	•	•	•	•	•	•	•	Name, address, and phone number of the Owner of the property.	COMPLIES		
												WAIVER		
35	•	•	•	•	•	•				•	Name, address, and phone number of the Owner of the property.	COMPLIES		
												WAIVER		
36	•	•	•	•	•	•				•	Date of the plans and revision block identifying any and all revisions.	COMPLIES		
												WAIVER		
37	•	•	•	•	•	•				•	Approval signature block for Board Chairman, Secretary and Borough Engineer	COMPLIES		
												WAIVER		
38	•	•	•	•	•	•				•	The name and address of the owner and the block and lot designation of any and all property located within 200 feet of tract.	COMPLIES		
												WAIVER		
39	•	•	•	•	•	•				•	The tax map sheet. The block and lot numbers of the subject property and any and all properties within 200 feet of the tract.	COMPLIES		
												WAIVER		
40	•	•	•	•	•	•				•	All existing streets, roads, watercourses and water bodies on the property and within 500 feet of the property.	COMPLIES		
												WAIVER		
41	•	•	•	•	•	•				•	Lot line dimensions. Original boundary survey used to prepare the plan should be provided with the application.	COMPLIES		
												WAIVER		
42	•	•	•	•	•	•				•	Location and use of all existing structures on the property and within 100 feet of the tract. Property lines of adjacent properties shall be shown.	COMPLIES		
												WAIVER		

ITEM NUMBER	MINOR		MAJOR				VARIANCE			ITEM DESCRIPTION	APPLICANT MARK	STATUS	BOROUGH MARK	COMMENTS
	SUBDIVISION	SITE PLAN	PRELIM		FINAL		40:55D-70							
			SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)					
43	•	•	•	•	•	•		•	•	Location of all proposed streets, property shown lines, lot line and areas. All lot areas to be shown in acres and square feet. The area within the maximum depth of measurement should be identified if different from the entire area.		COMPLIES		
												WAIVER		
44	•	•	•	•	•	•		•	•	Dimensional ties from existing structures to property lines. Ties from proposed structures to property lines for site plans. A minimum of two ties per structure.		COMPLIES		
												WAIVER		
45	•	•	•	•	•	•		•	•	Building envelope of each proposed lot as defined by the minimum yard setbacks required by the zoning ordinance.		COMPLIES		
												WAIVER		
46	•	•	•	•	•	•		•	•	Schedule of applicable zoning regulations.		COMPLIES		
												WAIVER		
47	•	•	•	•	•	•		•	•	Existing wells and septic system on the property and within 100 feet of the property.		COMPLIES		
												WAIVER		
48	•	•	•	•	•	•		•	•	Location of any critical environmental areas, wooded areas, stone rows, tree rows, rights of way, structures, isolated tress >4" diameter and stream corridors on the property and within 500 feet of the property.		COMPLIES		
												WAIVER		
49	•	•	•	•	•	•	•	•	•	Show all easements dedications, metes and bound, and purpose of the plan.		COMPLIES		
												WAIVER		
50	•	•	•	•	•	•		•	•	Existing contours at 2 feet intervals within the tract and within 200 feet of the tract.		COMPLIES		
												WAIVER		
51	•	•	•	•	•	•		•	•	Proposed contours at 2 feet intervals within the tract.		COMPLIES		
												WAIVER		
52	•		•	•	•	•		•	•	Plans, profiles, and cross sections of all streets, common driveways or private roads, provide a request for inspection by the Borough Engineer.		COMPLIES		
												WAIVER		

ITEM NUMBER	MINOR		MAJOR				VARIANCE			ITEM DESCRIPTION	APPLICANT MARK	STATUS	BOROUGH MARK	COMMENTS
	SUBDIVISION	SITE PLAN	PRELIM		FINAL		40:55D-70							
			SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)					
53	•	•	•	•		•				Plans, profiles, of utility layouts (i.e. sanitary sewers, storm sewers, water mains, gas and electric).		COMPLIES		
												WAIVER		
54	•		•	•	•	•				A soil erosion and Sedement Contract Plan in accordance with the Standards for Soil Erosion in New Jersey.		COMPLIES		
												WAIVER		
55		•	•	•	•	•			•	Location, specifications and lighting for all outdoor storage.		COMPLIES		
												WAIVER		
56	•		•	•						A minimum of two (2) soil logs, together with the permeability test results for each proposed lot or use if on-site sewerage disposal system proposed.		COMPLIES		
												WAIVER		
57			•	•	•	•				Residential cluster details including amount (SF and acres) and location of common open space to be provided, location and description of the organization to be established for the ownership and maintenance of any common space.		COMPLIES		
												WAIVER		
58			•	•						Details for the construcion of any on-site improvements (i.e. curb, pavement, fences, sidewalk, lighting, etc.).		COMPLIES		
												WAIVER		
59			•	•		•				A Landscaping Plan		COMPLIES		
												WAIVER		
60			•	•		•				A Lighting Plan		COMPLIES		
												WAIVER		
61			•	•		•				Specific Location and design of traffic control devices, signs and traffic signals.		COMPLIES		
												WAIVER		
62		•	•	•		•		•	•	Location and dimensions of all off street loading areas.		COMPLIES		
												WAIVER		
63			•	•		•				Location and treatment of propoed entrances and gates to public rights of way, including use of signals, channelization and all other traffic alterations.		COMPLIES		
												WAIVER		
64		•	•	•		•			•	Use of existing and proposed buildings by bloor area. Floor area and gound area of exisiting and proposed buildings in square feet.		COMPLIES		
												WAIVER		
65		•	•	•		•			•	Parking requirement calculations and the location of the parking area. The actual spaces should be designated for existing parking areas. Show dimensions from parking spaces to the property lines, street and structures.		COMPLIES		
												WAIVER		
										Elevations at the corners of all proposed		COMPLIES		

66		•		•		•			buildings, paved areas and property corners, if new buildings or paved areas are proposed.		WAIVER		
67		•		•		•			Location of any solid waste, and recyclable storage facilities.		COMPLIES		
											WAIVER		

ITEM NUMBER	MINOR		MAJOR				VARIANCE			ITEM DESCRIPTION	APPLICANT MARK	STATUS	BOROUGH MARK	COMMENTS
	SUBDIVISION	SITE PLAN	PRELIM		FINAL		40:55D-70							
			SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)					
68		•		•					•	Preliminary architectural plans for proposed building or structures, including floor plans and elevators.		COMPLIES		
												WAIVER		
69		•			•					All certifications and signature lines in accordance with the Map Filing Act.		COMPLIES		
												WAIVER		
70		•			•					Location and description of all monuments, whether found or to be set in accordance with the Map Filing Act.		COMPLIES		
												WAIVER		
71		•			•					The tract boundary lines, right of way lines and easement areas shall be defined with accurate dimensions including bearing and distances, curve data including central angel, radius, arc, and accurate dimensions to the actual street intersections.		COMPLIES		
												WAIVER		
72					•					A certification from the applicant's engineer stating that the final plat conforms to the preliminary plat as submitted and approved.		COMPLIES		
												WAIVER		
73					•					The entire tract on one sheet at the same scale as the Tax Map sheet it appears on.		COMPLIES		
												WAIVER		

Application Incomplete pending the Board's determination regarding the following written waiver requests:

By: _____ Date: _____

By: _____ Date: _____

NJDOT Complete Streets Checklist

Background

The New Jersey Department of Transportation's Complete Streets Policy promotes a "comprehensive, integrated, connected multi-modal network by providing connections to bicycling and walking trip generators such as employment, education, residential, recreational and public facilities, as well as retail and transit centers." The policy calls for the establishment of a checklist to address pedestrian, bicyclist and transit accommodations "with the presumption that they shall be included in each project unless supporting documentation against inclusion is provided and found to be justifiable."

Complete Streets Checklist

The following checklist is an accompaniment to NJDOT's Complete Streets Policy and has been developed to assist Project Managers and designers develop proposed alternatives in adherence to the policy. Being in compliance with the policy means that Project Managers and designers plan for, design, and construct all transportation projects to provide appropriate accommodation for bicyclists, pedestrians, and transit users on New Jersey's roadways, in addition to those provided for motorists. It includes people of all ages and abilities. The checklist applies to all NJDOT projects that undergo the Capital Project Delivery (CPD) Process and is intended for use on projects during the earliest stages of the Concept Development or Preliminary Engineering Phase so that any pedestrian or bicycle considerations are included in the project budget. The Project Manager is responsible for completing the checklist and must work with the Designer to ensure that the checklist has been completed prior to advancement of a project to Final Design.

Using the Complete Streets Checklist

The Complete Streets Checklist is a tool to be used by Project Managers and designers throughout Concept Development and Preliminary Engineering to ensure that all developed alternatives reflect compliance with the Policy. When completing the checklist, a brief description is required for each "**Item to be Addressed**" as a means to document that the item has been considered and can include supporting documentation.

NJDOT Complete Streets Checklist

CONCEPT DEVELOPMENT CHECKLIST

Instructions:

For each box checked, please provide a brief description for how the item is addressed, not addressed or not applicable and include documentation to support your answer.

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Existing Bicycle, Pedestrian and Transit Accommodations</i>	Are there accommodations for bicyclists, pedestrians (including ADA compliance) and transit users included on or crossing the current facility? Examples include (but are not limited to): Sidewalks, public seating, bike racks, and transit shelters	☐	☐	☐	
<i>Existing Bicycle and Pedestrian Operations</i>	Has the existing bicycle and pedestrian suitability or level of service on the current transportation facility been identified?	☐	☐	☐	
	Have the bicycle and pedestrian conditions within the study area, including pedestrian and/or bicyclist treatments, volumes, important connections and lighting been identified?	☐	☐	☐	
	Do bicyclists/ pedestrians regularly use the transportation facility for commuting or recreation?	☐	☐	☐	
	Are there physical or perceived impediments to bicyclist or pedestrian use of the transportation facility?	☐	☐	☐	
	Is there a higher than normal incidence of bicyclist/ pedestrian crashes within the study area?	☐	☐	☐	
	Have the existing volumes of pedestrian and/or bicyclist crossing activity at intersections including midblock and nighttime crossing been collected/ provided?	☐	☐	☐	

NJDOT Complete Streets Checklist

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Existing Transit Operations</i>	Are there existing transit facilities within the study area, including bus and train stops/stations?	☐	☐	☐	
	Is the transportation facility on a transit route?	☐	☐	☐	
	Is the transportation facility within two miles of "park and ride" or "kiss and go" lots?	☐	☐	☐	
	Are there existing or proposed bicycle racks, shelters, or parking available at these lots or transit stations? Are there bike racks on buses that travel along the facility?	☐	☐	☐	
<i>Existing Motor Vehicle Operations</i>	Are there existing concerns within the study area, regarding motor vehicle safety, traffic volumes/congestion or access?	☐	☐	☐	
<i>Existing Truck/Freight Operations</i>	Are there existing concerns within the study area, regarding truck/freight safety, volumes, or access?	☐	☐	☐	
<i>Existing Access and Mobility</i>	Are there any existing access or mobility considerations, including ADA compliance?	☐	☐	☐	
	Are there any schools, hospitals, senior care facilities, educational buildings, community centers, residences or businesses of persons with disabilities within or proximate to the study area?	☐	☐	☐	
<i>Land Usage</i>	Have you identified the predominant land uses and densities within the study area, including any historic districts or special zoning districts?	☐	☐	☐	
	Is the transportation facility in a high-density land use area that has pedestrian/bicycle/motor vehicle and transit traffic?	☐	☐	☐	

NJDOT Complete Streets Checklist

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Major Sites</i>	Have you identified the major sites, destinations, and trip generators within or proximate to the study area, including prominent landmarks, employment centers, recreation, commercial, cultural and civic institutions, and public spaces?	☐	☐	☐	
<i>Existing Streetscape</i>	Are there existing street trees, planters, buffer strips, or other environmental enhancements such as drainage swales within the study area?	☐	☐	☐	
<i>Existing Plans</i>	Are there any comprehensive planning documents that address bicyclist, pedestrian or transit user conditions within or proximate to the study area? Examples include (but are not limited to): • SRTS Travel Plans • Municipal or County Master or Redevelopment Plan • Local, County and Statewide Bicycle and Pedestrian Plans • Sidewalk Inventories • MPO Transportation Plan • NJDOT Designated Transit Village	☐	☐	☐	

PROJECT MANAGER SIGN-OFF

Statement of Compliance	YES	NO	If NO, Please Describe Why (refer to Exemptions Clause)
The Preliminary Preferred Alternative (PPA) accommodates bicyclists and pedestrians as set forth in the New Jersey Department of Transportation's Complete Streets Policy.	☐	☐	

NJDOT Complete Streets Checklist

PRELIMINARY ENGINEERING CHECKLIST

Instructions:

For each box checked, please provide a brief description for how the item is addressed, not addressed or not applicable and include documentation to support your answer.

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Bicyclist, Pedestrian, and Transit Accommodations</i>	Does the proposed project design include accommodations for bicyclists? Examples include (but are not limited to): Bicycle facilities: bicycle path; bicycle lane; bicycle route; bicycle boulevard; wide outside lanes or improved shoulders; bicycle actuation at signals (loop detectors and stencil or other means); signs, signals and pavement markings specifically related to bicycle operation on roadways or shared-use facilities; bicycle safe inlet grates Bicycle amenities: Call boxes (for trail or bridge projects); drinking fountains (also for trail projects); secure long term bicycle parking (e.g., for commuters and residents); and secure short term bicycle parking.	☐	☐	☐	
	Does the proposed project design address accommodations for pedestrians? Examples include (but are not limited to): Pedestrian facilities: Sidewalks (preferably on both sides of the street); mid-block crosswalks; striped crosswalks; geometric modifications to reduce crossing distances such as curb extensions (bulb-outs); pedestrian-actuated traffic signals such as High Intensity Activated Crosswalk Beacons, Rapid Rectangular Flashing Beacons; dedicated pedestrian phase; pedestrian	☐	☐	☐	

NJDOT Complete Streets Checklist

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
	signal heads and pushbuttons; pedestrian signs for crossing and wayfinding, lead pedestrian intervals; high visibility crosswalks (e.g., ladder or zebra); pedestrian-level lighting; in-road warning lights; pedestrian safety fencing; pedestrian detection system; pedestrian overpass/underpass; and median safety islands for roadways with (two or more traffic lanes in each direction). Pedestrian amenities: Shade trees; public seating; drinking fountains				
	Have you coordinated with the corresponding transit authority to accommodate transit users in the project design? Transit facilities: Transit shelters, bus turnouts Transit amenities: public seating, signage, maps, schedules, trash and recycling receptacles	☐	☐	☐	
<i>Bicyclist and Pedestrian Operations</i>	Does the proposed design consider the desired future bicyclist and walking conditions within the project area including safety, volumes, comfort and convenience of movement, important walking and/or bicycling connections, and the quality of the walking environment and/or availability of bicycle parking?	☐	☐	☐	
<i>Transit Operations</i>	Does the proposed design address the desired/anticipated future transit conditions within the project area, including bus routes and operations and transit station access support transit usage and users?	☐	☐	☐	

NJDOT Complete Streets Checklist

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Motor Vehicle Operations</i>	Does the proposed design address the desired future motor vehicle conditions within the project area, including volumes, access, important motor vehicle connections, appropriateness of motor vehicle traffic to the particular street (e.g., local versus through traffic) and the reduction of the negative impacts of motor vehicle traffic?	☐	☐	☐	
<i>Truck/Freight Operations</i>	Does the proposed design address the desired future truck conditions within the project area, including truck routes, volumes, access, mobility and the reduction of the negative impacts of truck traffic?	☐	☐	☐	
<i>Access and Mobility</i>	Does the proposed design address accommodations for those with access or mobility challenges such as the disabled, elderly, and children, including ADA compliance? Examples include (but are not limited to): Curb ramps, including detectable warning surface; accessible signal actuation; adequate sidewalk or paved path (length & width or linear feet); acceptable slope and cross-slope (particularly for driveway ramps over sidewalks, over crossings and trails); and adequate green signal crossing time	☐	☐	☐	
<i>Land Usage</i>	Is the proposed design compatible with the predominant land uses and densities within the project area, including any historic districts or special zoning districts?	☐	☐	☐	
<i>Major Sites</i>	Can the proposed design support the major sites, destinations, and trip generators within or proximate to the project area, including prominent landmarks, <i>commercial</i> , cultural and civic institutions, and public spaces?	☐	☐	☐	

NJDOT Complete Streets Checklist

Item to be Addressed	Checklist Consideration	YES	NO	N/A	Required Description
<i>Streetscape</i>	Does the proposed design include landscaping, street trees, planters, buffer strips, or other environmental enhancements such as drainage swales?	☐	☐	☐	
<i>Design Standards or Guidelines</i>	Does the proposed design follow all applicable design standards or guidelines appropriate for bicycle and/or pedestrian facilities? Examples include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - <i>A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG); National Association of City Transportation Officials (NACTO) - Urban Bikeway Design Guide; New Jersey Department of Transportation (NJDOT) - Bicycle Compatible Roadways & Bikeways Planning and Design Guidelines, Pedestrian Planning and Design Guidelines.</i>	☐	☐	☐	

PROJECT MANAGER SIGN-OFF

Statement of Compliance	YES	NO	If NO, Please Describe Why (refer to Exemptions Clause)
The Approved Project Plan (APP) accommodates bicyclists and pedestrians as set forth in the New Jersey Department of Transportation's Complete Streets Policy.	☐	☐	