

# TOWNSHIP OF WASHINGTON

## PROCEDURE FOR FILING APPLICATIONS

All applications shall be made upon the forms supplied by the Board. In order for an application to be brought before the Board, all of the items on the checklist must be submitted.

*(Note: Tax Maps are available in the Land Use Department office for a nominal fee. Call 908-689-7209.)*

If the application involves a request/application for a Subdivision or Site Plan approval, submission of a Warren County Planning Board Application is required. The County Planning Board can be contacted at (908) 475-6532 should you have any questions regarding their Application requirements.

Action on completeness of an application must be taken within 45 days from date of filing. During this period, notice will be given to you as to any incomplete items. An application will not be listed for hearing until it is deemed complete. After an application is deemed complete, a hearing date will be scheduled at a date which is convenient to the Board.

Prior to the hearing, notice requirements must be met. If these requirements are not properly met, the application cannot be heard. Do not notice for a public hearing until you are advised of the date that has been assigned to your case. To comply, the following is required;

## **NOTICE TO INTERESTED PARTIES**

### **1. Notice Must be Sent by Certified Mail**

a) A copy of the notice must be sent by certified mail at least ten (10) days prior to the date of the hearing (not including the hearing date) to the following:

- All property owners within 200 feet. (You can obtain this list from the Tax Assessor.) If the property is within 200 feet of an adjoining municipality, then a list of property owners within that municipality that are within 200 feet of the subject property must be obtained and notice given. In such case, notice must also be given to the municipal clerk of the adjoining municipality and the Warren County Planning Board. (If the adjoining municipality is in another County, then notice to that County's Planning Board must be given)
- If the property is on a County road, then to the Warren County Planning Board.
- If the property is adjacent to a state highway, then to the Commissioner of Transportation.
- If the application for development involves property exceeding 150 acres or 500 dwelling units, then to the Director of the Division of State and Regional Planning in the Department of Community Affairs. In this instance, the notice shall include a copy of all maps or documents required to be on file with the Clerk of the Board of Adjustment.
- Notice must be given to any public utility which has registered with the municipality. The names of such public utilities may be obtained from the Tax Assessor who can be reached at (908) 689-8862.

b) In addition to certified mail, there is another option:

Required Notice may also be given by personal service. Personal service can only be accomplished if the notice is handed to the property owner. Placing the notice in the mailbox is not proper. Signatures of the property owners on the certified list and date received is required if hand delivered.

### **2. Notice must also be published in the official newspaper of the Township.**

The official newspaper is the Star Gazette (and the Express Times as a backup newspaper). The official newspaper should be contacted well in advance to insure timely publication at least ten days before the scheduled date of the public hearing (not counting the date of the hearing).

**3. Notice must be published at least ten days prior to the hearing** (not including hearing date).

The following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Land Use Department a minimum of 48 hours prior to the hearing date:

- a. Affidavit of Service.
- b. Copy of the notice served.
- c. Certified list of property owners within 200 feet and others served with manner of service
- d. Certified Mail receipts stamped by the USPS.
- e. Affidavit of publication from the newspaper in which the notice was published.

If the property lies within the Highlands Preservation area, a Determination of Applicability letter should be secured from the offices of the Highlands Council. The telephone number is (908) 879-6737. This is not a notice requirement, but is a critical component in determining the ability to develop on lands in Washington Township.

**NOTICE REQUIREMENTS:**

If notice is required, the following proof of satisfying the notice requirements must be filed with the Land Use Board Secretary in the Township Municipal offices located at 211 Route 31 North, Washington Township, NJ 07882 a minimum of 48 hours prior to the hearing date:

- a. Affidavit of Service.
- b. Copy of the notice served.
- c. Certified list of property owners within 200 feet and others served with manner of service
- d. Certified Mail receipts stamped by the USPS only.
- e. Affidavit of publication from the newspaper in which the notice was published.

# AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, of full age, being duly sworn according to law, upon oath deposes and says that on \_\_\_\_\_, at least 10 days prior to the hearing date, I did deposit in the United States mail via certified mail, with postage prepaid thereon a copy of the annexed Notice of Hearing. Copies of the certified receipts are also attached hereto. Said notice was sent to all shown on the list annexed hereto which list is a list of owners of property within 200 feet of the affected property which were served as well as any public utilities which have registered with the Township of Washington. The signature of any owner served personally appears alongside their name. Also attached hereto is a certified list of property owners and public utilities prepared by the Tax Assessor of the Township of Washington.

In addition to those shown on the list, notices were served upon (check if applicable):

- 1. Clerk of adjoining municipalities
- 2. Warren County Planning Board
- 3. The N.J. Department of Transportation

Sworn to and subscribed before me on \_\_\_\_\_  
(mm/dd/yyyy)

\_\_\_\_\_  
Notary Public

# REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET

(APPLICANT TO SUBMIT COMPLETED FORM WITH FEE TO THE TAX ASSESSOR)

Tax Assessor Telephone No. (908) 689-8862

DATE \_\_\_\_\_ BLOCK(S) \_\_\_\_\_ LOT(S) \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_

APPLICANT \_\_\_\_\_

PLEASE MAIL TO \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE # \_\_\_\_\_

PAID CHECK # \_\_\_\_\_ CASH \$ \_\_\_\_\_

*Tax Assessor's Note: In accordance with the provisions of the Municipal Land Use Law, the charge for this list is \$10.00 for forty (40) or less properties printed. Each property in excess of forty (40) names has an additional 25-cent charge.*

## Mail or deliver this request to:

Tax Assessor's Office  
Washington Township Municipal Building  
211 Route 31 North  
Washington, NJ 07882

**SAMPLE FORM OF NOTICE** OF PUBLICATION TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER  
OF THE TOWNSHIP (Star Gazette or with Express Times used as a backup newspaper)  
AT LEAST 10-DAYS PRIOR TO THE HEARING DATE

\_\_\_\_\_

# WASHINGTON TOWNSHIP

## NOTICE OF HEARING

TAKE NOTICE, that on \_\_\_\_\_ at \_\_\_\_\_ P.M., a public  
(date of public hearing) (time)  
hearing will be held before the Washington Township Land Use Board at the Washington Township  
Municipal Police Building located at 211 Route 31 North, Washington, New Jersey 07882 to consider  
the application of \_\_\_\_\_ for the following:  
(applicant's name)

1. (List type of all variances, what is required in the zone and what is proposed for each  
variance requested including the lot-line adjustment or minor subdivision)

Including any other variances the Board may deem necessary.

So as to permit \_\_\_\_\_  
(example: construction of; installation of; creation of one new developable lot)  
on the premises located at \_\_\_\_\_ and designated as Block No. \_\_\_\_\_  
(address)  
Lot No. \_\_\_\_\_ on the Washington Township Tax Map.

The application and supporting documents are on file with the Secretary of the Washington  
Township Land Use Board and may be inspected at the Washington Township Municipal Building, Land  
Use Department, located at 211 Route 31 North, Washington, New Jersey 07882 during regular  
business hours Monday through Friday, 9:00 am to 4:00 p.m.

Any interested party may appear at said hearing and participate therein in accordance with the  
regulations of the Municipal Land Use Law and rules of the Board.

\_\_\_\_\_  
(Name of Applicant)

**SAMPLE FORM OF NOTICE** TO BE SENT TO PROPERTY OWNERS WITHIN 200-FEET OF  
PROPERTY LINE AT LEAST 10-DAYS PRIOR TO THE HEARING DATE (Obtain certified list of  
property owners within 200-feet from the Tax Assessor's office and send notice to the owners exactly as  
shown on the certified list. A Request Form is attached)

**WASHINGTON TOWNSHIP**

**NOTICE OF HEARING**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE TAKE NOTICE, that on \_\_\_\_\_ at \_\_\_\_\_ P.M., a public  
(date of public hearing) (time)

hearing will be held before the Washington Township Land Use Board at the Washington Township Municipal Police Building located at 211 Route 31 North, Washington, New Jersey 07882 to consider the application of \_\_\_\_\_ for the following:  
(applicant's name)

- 2. (List type of variance, what is required in the zone and what is proposed for each variance requested including the lot-line adjustment or minor subdivision) \_\_\_\_\_

Including any other variances the Board may deem necessary.

So as to permit \_\_\_\_\_  
(example: construction of; installation of; creation of one new developable lot)  
on the premises located at \_\_\_\_\_ and designated as Block No. \_\_\_\_\_  
(address)  
Lot No. \_\_\_\_\_ on the Washington Township Tax Map.

The application and supporting documents are on file with the Secretary of the Washington Township Land Use Board and may be inspected at the Washington Township Municipal Building, Land Use Department, located at 211 Route 31 North, Washington, New Jersey 07882 during regular business hours Monday through Friday, 9:00 am to 4:00 pm. Any interested party may appear either in person or by attorney at said hearing and participate therein in accordance with the regulations of the Municipal Land Use Law and rules of the Washington Township Land Use Board.

This notice is sent to you by the applicant, by order of the Washington Township Land Use Board.

Respectfully,

\_\_\_\_\_  
(Name of Applicant)

**WASHINGTON TOWNSHIP  
CONSENT BY OWNER**

**FORM # 1**

I, \_\_\_\_\_, am the owner of the property known as Block (s) \_\_\_\_\_, Lot (s) \_\_\_\_\_ as shown on the Tax Map of Washington Township. I am aware of the application that is to be filed with the Land Use Board in Washington Township and I consent to the filing of said application. I permit the Board, its staff or other designated officials to enter onto the property which is the subject of this application and review existing and proposed site and development elements.

I further understand that there are fees that must be paid in accordance with said application. In the event that the applicant does not pay all of the appropriate fees including application and escrow fees as required for this application, I consent to have any unpaid balance placed as an added assessment against my property to be collected by the Tax Collector's office in due course.

***(This form must be signed and notarized, even if the applicant is the owner)***

\_\_\_\_\_  
Signature of Owner

Date: \_\_\_\_\_

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



## **All applications must include:**

**Form #1** Owner consent form - signed on Township form

**Form #2** Disclosure Statement (if applicable)

**Form #3** Fully executed application and checklist for the following, as applicable;

**A.** Minor Subdivision (with or without variances) **OR**;

**B.** Preliminary major Subdivision **OR**;

**C.** Final major Subdivision **OR**;

**D.** Site Plan **OR**;

**E.** Appeal or variance only (not involving Subdivision or Site Plan)

**DISCLOSURE STATEMENT FOR CORPORATIONS  
AND PARTNERSHIPS APPLYING FOR SITE PLAN  
AND SUBDIVISION APPROVAL**

**CORPORATIONS:**

Please indicate the following with respect to the Corporation:

NAME \_\_\_\_\_

ADDRESS OF PRINCIPAL OFFICE \_\_\_\_\_

REGISTERED AGENT:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

STATE OF INCORPORATION \_\_\_\_\_

If other than New Jersey, is Corporation authorized to do business in New Jersey? \_\_\_\_\_

If so, when was authorization obtained? \_\_\_\_\_

List all stockholders controlling 10% or greater of stock:

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

**PARTNERSHIPS:**

Please indicate the following with respect to the partnership:

TRADE NAME

\_\_\_\_\_

ADDRESS OF PRINCIPAL OFFICE

\_\_\_\_\_

NAMES AND ADDRESSES OF

PARTNERS \_\_\_\_\_

WASHINGTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY

**FORM # 3E**

**APPEAL OR VARIANCE APPLICATION ONLY**  
**(NO SITE PLANS OR SUBDIVISIONS)**

Board File Name: \_\_\_\_\_

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_

=====

(Do not write above this line)

Check type of application:

\_\_\_\_\_ Appeal Zoning Officer's Decision      \_\_\_\_\_ Interpretation      \_\_\_\_\_ Other  
\_\_\_\_\_ c- Variance (Bulk Variance)      \_\_\_\_\_ d-variance

1. Applicant's Name

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

2. Name and Address of Present Owner if other than above

Name \_\_\_\_\_

Address \_\_\_\_\_

3. Attorney's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

4. Plan Preparer/Engineer's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax: \_\_\_\_\_

5. The Property

a) BLOCK \_\_\_\_\_ LOT(s) \_\_\_\_\_ ZONE \_\_\_\_\_

b) Street Address \_\_\_\_\_

c) Is public water within 1000 feet of the property? \_\_\_\_\_

d) Is public water proposed \_\_\_\_\_

e) Is public sanitary sewer within 1000 feet of the property \_\_\_\_\_

f) Is public sanitary sewer proposed \_\_\_\_\_

g) Does owner or applicant own or have control of contiguous property? \_\_\_\_\_

If so identify Block(s) \_\_\_\_\_; Lot(s) \_\_\_\_\_

6. Set forth all sections of the Land Use Ordinance from which relief is requested:

SECTION \_\_\_\_\_

7. Has there been any previous appeal, request, or application to this or any other Township Agencies regarding this property?

YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, attached copy of determination which would state the nature and date of said matter.

8. If the application involves the use of the property or variance, set forth the reasons why the variance requested should be granted. (Use separate sheet). Set forth the facts relied upon to demonstrate that the relief requested can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and Land Use Ordinance

(Use separate sheet)

9. Present use of existing buildings and premises:

\_\_\_\_\_

10. Proposed use: \_\_\_\_\_

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

# FORM 3E - VARIANCE AND DESIGN WAIVER REPORT

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_

LOT(s) \_\_\_\_\_

BLOCK(s) \_\_\_\_\_ ZONE: \_\_\_\_\_

TOTAL SQUARE FEET OF ALL STRUCTURES \_\_\_\_\_ s.f.

	Requirement	Existing	Proposed
IMPROVED LOT COVERAGE (Structure, Accessory Uses, etc)	_____ %	_____ %	_____ %
Lot Area	_____	_____	_____
Lot Width	_____	_____	_____
Side Yard (one)	_____	_____	_____
Side Yard (total of both)	_____	_____	_____
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Floor Area Ratio	_____	_____	_____
Building Height and # of Stories	_____	_____	_____
Parking	_____	_____	_____
ACCESSORY STRUCTURES			
Side Yard	_____	_____	_____
Rear Yard	_____	_____	_____

LIST OTHER VARIANCES (type)

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

LIST ALL DESIGN WAIVERS

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

## RECOMMENDATION:

Attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

Provide evidence that Variance will not be detrimental to the neighborhood and adjacent residences such as documentation that variance conforms to existing conditions in the area



- 21. Certification that all taxes are paid per Ordinance 2004-12 unless tax appeal has been filed.
- 22. Consent by Owner Form: signed and notarized by owner even if the applicant is the owner.
- 23. Listing of 10% or greater of corporate or partnership stock.
- 24. Stormwater Management Plan.
- 25. Phase I Checklist for Limestone Analysis.

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The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board retains the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

**NOTICE REQUIREMENTS:**

The following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Land Use Department a minimum of 48-hours prior to the hearing date:

1. Affidavit of Service
2. Copy of the notice served
3. Certified list of property owners within 200 feet and others served with manner of service
4. Certified Mail receipts stamped by the USPS
5. Affidavit of publication from the newspaper in which the notice was published

TOWNSHIP OF WASHINGTON  
WARREN COUNTY, NEW JERSEY

FORM #3C

Board File Name: \_\_\_\_\_

Application #: \_\_\_\_\_

Date \_\_\_\_\_

Filed: \_\_\_\_\_

(Do not write above this line)

**APPLICATION: FINAL MAJOR SUBDIVISION**

Please check this box if this is an amendment to an approved final Subdivision. If so, please submit 15 copies of the amended subdivision plans and two full sets of the originally-approved plans. Also submit 15 copies of the approving resolution.

1. Zone \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

2. Applicant's Name:

\_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Owner's Name: \_\_\_\_\_

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

4. Attorney's Name: \_\_\_\_\_

5. Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

6. Plan Preparer/Engineer's

Name: \_\_\_\_\_

7. Approval Date of Preliminary Major

Subdivision \_\_\_\_\_.

8. Number of Lots Proposed for Final Approval \_\_\_\_\_

9. No. of Lots Approved in Preliminary Approval \_\_\_\_\_

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



# FORM 3C - FINAL MAJOR SUBDIVISION CHECKLIST

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

**App. Wash Required Plan Information and other Documentation:**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. <b>Fifteen (15) sets</b> of the Application form with supporting documentation, including this checklist. All Plats <i><b>MUST be collated.</b></i> Final Subdivisions shall consist of <b>15 sets</b> of signed Preliminary Plans and <b>15 copies</b> of the approving resolution. <i><b>Only 3 sets are needed for Completeness Review.</b></i>                        |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. All fees must be paid. Application fee: \$_____ Escrow Fee: \$_____<br>(Fee Schedule with calculations must be submitted, including a signed W-9.)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Identification – Name of subdivision, indicating, “Final Subdivision” on plans.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Tract boundary lines, rights-of-way lines of street names, easements and other rights-of way, land to be reserved or dedicated to public use, all lot lines with accurate dimensions, bearings of deflection angles and radii, arcs and chord bearings, distances, arc lengths, radii of all curves and areas of each lot in square feet and area of all dedicated lands. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Location of easements and all public dedications.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Block(s) and lot(s) as approved by the Tax Assessor in writing (attach letter).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Monuments existing or to be set.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Consent of owner certification, signed and notarized even if the applicant is the owner.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Certification by letter from Engineer or Land Surveyor that the final plat is consistent with the approved preliminary plat.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Proof that current taxes have been paid (attach letter from the Tax collector).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Additional exhibits required by the Board as a condition of Preliminary approval.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Submit deeds of property and deeds of easement.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Certification that all taxes are paid, unless tax appeal is filed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Completed Compliance Report indicating full and unconditional compliance with requirements and conditions of Preliminary approval and all outside agency approvals.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Engineer’s Estimate of the cost of proposed improvements (sanitary sewer, drainage, pavement, landscaping) and an inspection fee of those costs.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Signature block for signature of Board Chairman, Engineer and Secretary.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Notation on the plans indicating that the “Property does not lie within the Highlands Planning or preservation area” or “Property lies within the Highlands Planning area” or that the “Property lies within the Highlands Preservation area”.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Letter from the designing engineer stating that the plans precisely conform to the preliminary plans which were approved by the Board.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Signed Developer’s Agreement with governing body confirming that the site plan addresses obligations of affordable housing as promulgated by COAH.   |

X \_\_\_\_\_  
Signature of Person Completing Checklist

\_\_\_\_\_  
Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request.

WASHINGTON TOWNSHIP  
WARREN COUNTY, NEW JERSEY

**FORM # 3A**

Board File

Name \_\_\_\_\_

Application #: \_\_\_\_\_

Date: \_\_\_\_\_

=====

(Do not write above this line)

**APPLICATION: MINOR SUBDIVISION**

(With and Without Variances)

Check type of application:

\_\_\_\_\_ Minor Subdivision    \_\_\_\_\_ Lot Line Adjustment (no new lots created)

1. Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax: \_\_\_\_\_
2. Name and Address of Present Owner if other than above  
\_\_\_\_\_  
\_\_\_\_\_
3. Attorney's Name \_\_\_\_\_  
Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax: \_\_\_\_\_
4. Plan Preparer/Engineer's name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax: \_\_\_\_\_
5. Location of Subdivision \_\_\_\_\_ (Street)  
(Tax map sheet #) \_\_\_\_\_ (Block #) \_\_\_\_\_ (Lot #) \_\_\_\_\_ (Zone District) \_\_\_\_\_
6. Number of Proposed Lots \_\_\_\_\_
7. Area of Entire Tract \_\_\_\_\_ s.f.

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

Date \_\_\_\_\_

# FORM 3A - VARIANCE AND DESIGN WAIVER REPORT

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_

LOT(s) \_\_\_\_\_

BLOCK(s) \_\_\_\_\_ ZONE: \_\_\_\_\_

TOTAL SQUARE FEET OF ALL STRUCTURES \_\_\_\_\_ s.f.

Variance	Ordinance Requirement	Existing	Proposed
IMPROVED LOT COVERAGE (Structure, accessory uses, etc)	_____ %	_____ %	_____ %
Lot Area	_____	_____	_____
Lot Width	_____	_____	_____
Side Yard (one)	_____	_____	_____
Side Yard (total of both)	_____	_____	_____
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Floor Area Ratio	_____	_____	_____
Building height and number of stories	_____	_____	_____
Parking	_____	_____	_____
ACCESSORY STRUCTURES			
Side yard	_____	_____	_____
Rear yard	_____	_____	_____
LIST OTHER VARIANCES (type)			

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

LIST ALL DESIGN WAIVERS

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

**RECOMMENDATION:**

If applicable, attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

## FORM 3A - MINOR SUBDIVISION CHECK LIST

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

- | App.                     | Was.                     |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. <b>Fifteen (15) sets</b> of the application form, checklist, fee schedule with calculations, survey and collated Plats <u>plus</u> six photographs of the property. <b>Only 3 sets are required for Completeness Review.</b>                              |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Six colored photographs of property, taken from all property lines into the site.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. All fees must be paid.<br>Application fee: \$ _____ Escrow Fee: \$ _____<br>(Fee Schedule with calculations must be submitted, including a signed W-9.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Size of Map 24" x 36" or 36" x 48".   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Survey of property, signed and sealed by a Licensed Surveyor.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Submit deeds for property, including easement deeds.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Signed Consent Form even if the applicant is the owner.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Key Map at a scale not to exceed 1"=800' showing the proposed subdivision and 200' area surrounding the property.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Scale not to exceed 1" = 50'.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. The entire tract to be subdivided giving the accurate location and dimensions of existing and proposed streets and property lines.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Approval block for signatures of the Board Engineer, Board Chairman and Board Secretary.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Location of existing buildings and other structures including paved parking areas with accurate dimensions from all existing and proposed lot lines.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Wooded areas and isolated trees on the property and within 50 feet of the property line.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Topography at two foot contours on the tract and within 100 feet. Every 10-foot contour interval line should be shown darker.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Names and addresses of all property owners within 200 feet of the property.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Note the last name of the owner or applicant, the block(s) and lot(s), municipality and County in the title block.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Identify the tax map sheet, date of revision, block and lot numbers and zone district of above owners.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Location of existing or proposed streets, easements, culverts, bridges, drainage, ditches, water courses and rights-of-way in and within 200 feet of the subdivision.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Lots: original and proposed lot layout, lot dimensions, chart of all required setback lines, lot area of each lot in square feet and acreage, building height, lot coverage, floor area ratio and parking including that which is required and proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Lot designations as assigned by the Tax Assessor in writing.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Location of all percolation tests, consecutive results including those that failed and soil lots.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Soils types located on the plans.  |

- 23. Notation on the plans indicating that the "Property does not lie within the Highlands Planning or Preservation area" or "Property lies within the Highlands Planning area" or that the "Property lies within the Highlands Preservation area."
- 24. Phase I Checklist for Limestone Analysis.
- 25. Floodway and flood fringe delineation using information from Flood studies, NJDEP flood reports, and Soil Conservation Service Maps.
- 26. Utility and drainage information, showing existing and proposed laterals.
- 27. Certification that all taxes have been paid unless tax appeal is filed.
- 28. Evidence of subdivision plat referral to the Warren County Land Use Board.
- 29. Stormwater Calculations and Stormwater Design.
- 30. Flood plain exhibits, if applicable.
- 31. Soil erosion and sediment control plan.
- 32. Notation on the plans indicating that the "Property does not lie within the Highlands Planning or Preservation area" or "Property lies within the Highlands Planning area" or that the "Property lies within the Highlands Preservation area."

X \_\_\_\_\_

Signature of person preparing application

\_\_\_\_\_

Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application. Minor Subdivisions may not involve property which as been granted a minor subdivision within the past 24 month period.

TOWNSHIP OF WASHINGTON  
WARREN COUNTY, NEW JERSEY

**FORM # 3B**

Board File Name: \_\_\_\_\_

Application #: \_\_\_\_\_

Date: \_\_\_\_\_

(Do not write above this line)

**APPLICATION: PRELIMINARY MAJOR SUBDIVISION**

(With or Without Variances)

Please check this box if this is an amendment to an approved preliminary subdivision. If so, please submit 15 sets of approved layout and one full set of approved plans. Also submit 15 copies of the resolution of memorialization.

1. Applicant's Name: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Name and Address of Present Owner if other than #1 above

Name: \_\_\_\_\_

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

3. Attorney's Name: \_\_\_\_\_

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

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

4. Preparer/Engineer's Name: \_\_\_\_\_ License # \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_ Fax: \_\_\_\_\_

5. Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_ Tax Sheet # \_\_\_\_\_

6. Number of Proposed Lots: \_\_\_\_\_ Area of Entire Tract: \_\_\_\_\_ acres

7. Area in Wetlands: \_\_\_\_\_sf Transition Buffer Area: \_\_\_\_\_sf

8. Area in Flood Hazard Zone: \_\_\_\_\_sf

9. List of maps, documents and other material accompanying application, number of each and date of document (Use Separate Sheet)

10. List any adjoining lands owned or controlled by owner or applicant

Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_, Area \_\_\_\_\_sf

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

# FORM 3B - VARIANCE AND DESIGN WAIVER REPORT

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_

LOT(S) \_\_\_\_\_ BLOCK(S) \_\_\_\_\_ ZONE: \_\_\_\_\_

TOTAL SQUARE FEET OF ALL STRUCTURES \_\_\_\_\_ s.f.

	Requirement	Existing	Proposed
<b>IMPROVED LOT COVERAGE</b>			
Lot Area	_____ %	_____ %	_____ %
Lot Width	_____	_____	_____
Side Yard (one)	_____	_____	_____
Side Yard (total of both)	_____	_____	_____
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Floor Area Ratio	_____	_____	_____
Building height and # of stories	_____	_____	_____
Parking	_____	_____	_____
<b>ACCESSORY STRUCTURES</b>			
Side Yard	_____	_____	_____
Rear Yard	_____	_____	_____
LIST OTHER VARIANCES (type)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
LIST ALL DESIGN WAIVERS	_____	_____	_____

**RECOMMENDATION:**

If applicable, attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

**NOTE: ALL EXHIBITS PRESENTED AND MARKED AT THE HEARING MUST BE CLIPPED (NOT MOUNTED WITH ADHESIVE) TO THE FOAM BOARD.**

All exhibits will be kept in the application file and the foam boards will be returned at the meeting.

## FORM 3B - PRELIMINARY MAJOR SUBDIVISION CHECKLIST

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

**App. Wash.**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. <b>Fifteen (15) sets</b> of the application form, checklist, fee schedule with calculations and supporting documentation and Preliminary Plans. All documents submitted must be collated into (15) sets. <b>Only 3 sets are needed for Completeness Review.</b>                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Six colored photographs of the property taken from the lot lines of the site.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. All fees must be paid.<br>Application fee: _____ Escrow Fee: _____<br>Fee Schedule with calculations must be submitted, including a signed W-9.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Consent by Owner form, signed and notarized by owner even if the applicant is the owner.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Letter of intent stating a) type of structure to be erected b) approximate date of start of construction c) a tentative phasing plan for the entire subdivision indicating all facilities including the estimated number of lots on which final approval will be requested for the first section. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Zoning Chart listing required, existing and proposed setbacks, height, floor area ratio, improved lot coverage, and all other information included in the schedule of area and yard requirements.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Key map. Scale not to exceed 1" = 800'. Show zoning within 200 feet of site.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Lots: existing and proposed layouts, dimension and metes and bounds.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Show individual lots in square feet and acreage.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Record owner, name and address of property to be subdivided; if other than an individual, the corporate officers or partner or other statutory agent.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Note owner or applicant's last name and block(s) and lot(s) in the title block.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Applicant's name, address and telephone number.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Person who prepared map, official seal and license number.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Copy of deeds of property and all deed restrictions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Scale of plans not to exceed 1" = 100' on sheets with dimensions of 24" x 36" or 30" x 48".  |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. North arrow and graphic scale.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Property owners within 200 feet of entire tract with their designated block and lot numbers.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Acreage of total tract to be subdivided to the nearest hundredth of an acre.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Elevations, contours on site and structures for a 200 foot distance around entire tract to be subdivided. Five foot intervals for slopes averaging 10% or greater. Two foot contour intervals for slopes of lesser percentage.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Signature block for Board Engineer, Board Chairman and Board Secretary.  |



- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Streets (existing and proposed) including right-of-way widths.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Utilities: water, gas, electric in existing and proposed streets.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Storm drainage plan including calculations.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Percolation test, locations, log profile and testing data and design.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Off site improvements.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Setbacks; show all existing and proposed setback lines noting distances of structures to property lines as appropriate.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. All deed restrictions shall be shown on the plans.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Open space and detention basin– area, designate ownership on map.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Soils delineation to be shown on the plans.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. Certification that taxes are paid unless tax appeal is filed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. An Environmental Impact Statement.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. Flood hazard exhibit or a letter from the designing engineer stating that the tract is not in the flood hazard area.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. Statement from the designing engineer stating that the plans are in compliance with Residential Site Improvements Standards (RSIS).  |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. Soil Erosion and Sediment Control Plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 35. Evidence of referral to other appropriate governmental agencies (including Warren County).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 36. Notation on the plans indicating that the “Property does not lie within the Highlands Planning or Preservation area” or “Property lies within the Highlands Planning area” or that the “Property lies within the Highlands Preservation area.” |
| <input type="checkbox"/> | <input type="checkbox"/> | 37. Description of request for a hardship variance, conditional use or special permit.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 38. Required legend on Preliminary Major Subdivision for endorsement by Land Use Board Chairman, Board Secretary and Board Engineer.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 39. Show all existing trees as follows: Deciduous 12” dbh or greater.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 40. Proposed landscaping and street trees shall be in accordance with the Landscaping ordinance.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 41. Survey of property, signed and sealed by a licensed surveyor.  |

  X    
 \_\_\_\_\_  
 Signature of person preparing checklist

\_\_\_\_\_  
 Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

Application #: \_\_\_\_\_

Board File Name: \_\_\_\_\_ Date Filed: \_\_\_\_\_

---

(Do not write above this line)

**APPLICATION: SITE PLAN**

(With or Without Variances)

Please check type of application:

- \_\_\_\_\_ Conceptual Site Plan
- \_\_\_\_\_ Conditional Use Approval
- \_\_\_\_\_ Minor Site Plan
- \_\_\_\_\_ Preliminary Major Site Plan
- \_\_\_\_\_ Final Major Site Plan
- \_\_\_\_\_ Amend prior approval for Preliminary Site Plan. Date of prior approval, with resolution
- \_\_\_\_\_ Amend prior approval for Final Site Plan. Date of prior approval, with resolution

Does this application constitute a new application? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, Once Complete, attach 15 copies of signed, approved Site Plan with resolution.

1. Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
2. Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_
3. Fax \_\_\_\_\_  
Address \_\_\_\_\_
4. Attorney's Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_  
Email: \_\_\_\_\_
5. Engineer's Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Address \_\_\_\_\_
6. Name of Development \_\_\_\_\_  
Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Tax Sheet \_\_\_\_\_ Zone \_\_\_\_\_
7. Present Use \_\_\_\_\_

8. Proposed Use

\_\_\_\_\_

9. Area in acres of any additional adjoining land owned by owner or applicant \_\_\_\_\_

10. Area in square feet of lot area with slopes 30 percent or greater \_\_\_\_\_

Slopes 20-29 percent \_\_\_\_\_

Slopes 11-19 percent \_\_\_\_\_

Slopes 0-10 percent \_\_\_\_\_

11. Amount of lot area in floodway \_\_\_\_\_ sf;

flood fringe \_\_\_\_\_ sf; wetlands \_\_\_\_\_ sf. wetland transition area \_\_\_\_\_

12. Waivers requested from the following sections of the Township Land Use Code, with Chapter numbers.

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

13. List all plans, exhibits, documents, reports, significant letters, and written decisions from other governmental agencies which constitute this application. Please indicate the title of plan or document scale, number of sheets, date of preparation and name and license number of preparer if appropriate.

**NOTE: ALL EXHIBITS PRESENTED AND MARKED AT THE HEARING MUST BE CLIPPED (NOT MOUNTED WITH ADHESIVE) TO THE FOAM BOARD.**

All exhibits will be kept in the application file and the foam boards will be returned at the meeting.

\_\_\_\_\_

X \_\_\_\_\_  
Signature of person preparing application

\_\_\_\_\_  
Date

# FORM 3D - VARIANCE AND DESIGN WAIVER REPORT

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_

LOT(S) \_\_\_\_\_ BLOCK(S) \_\_\_\_\_ ZONE: \_\_\_\_\_

TOTAL SQUARE FEET OF ALL STRUCTURES \_\_\_\_\_ s.f.

	Ordinance Requirement	Existing	Proposed
IMPROVED LOT COVERAGE (Structure, accessory uses, etc)	_____ %	_____ %	_____ %
Lot Area	_____	_____	_____
Lot Width	_____	_____	_____
Side Yard (one)	_____	_____	_____
Side Yard (total of both)	_____	_____	_____
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Floor Area Ratio	_____	_____	_____
Building height and no. of stories	_____	_____	_____
Parking	_____	_____	_____
ACCESSORY STRUCTURES			
Side Yard	_____	_____	_____
Rear Yard	_____	_____	_____
LIST OTHER VARIANCES (type)	_____	_____	_____
LIST ALL DESIGN WAIVERS	_____	_____	_____

## RECOMMENDATION:

If applicable, attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

## FORM 3D - SITE PLAN CHECKLIST

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

**App. Wash.**

- I. Fifteen (15) sets of the application, checklist, fee schedule computations and all supporting documentation and Site Plan. All documents submitted must be collated into (15) sets. **Only 3 sets are needed for Completeness Review.**
- II. Six colored photographs of the property taken from all the lot lines of the site.
- III. All fees must be paid.  
Application fee: \$\_\_\_\_\_ Escrow Fee: \$\_\_\_\_\_  
(Fee Schedule with calculations, including a signed W-9.)
- IV. Tax Collector Certification indicating that taxes are paid unless tax appeal is filed.
- V. Consent by Owner form: signed and notarized by owner even if the applicant is the owner.

**SITE PLAN SHOULD CONTAIN THE FOLLOWING DATA:**

- 1. Size of map (24" x 36" or 30" x 48").
- 2. Scale of development plan not to exceed 1"=100'.
- 3. A Key map of the site with reference to surrounding areas, zoning district(s) and existing street locations within 200' of property. Scale not less than 1"=800'.
- 4. The North arrow, scale, block, lot, name and address of the owners of all contiguous land and of property directly across the street, and downstream 200 feet of the property, as shown by the most recent tax records of all municipalities in which such properties shall lie.
- 5. Lot line dimensions, bearings and distances.
- 6. Location of all buildings and structures, streets, easements, driveways, entrances and exits on the site and within 200 ft thereof. Structures to be removed should be indicated by dashed lines.
- 7. Right-of-way width of existing road from the centerline. Pavement width measurements. Location and dimensions of proposed buildings, structures, roads, driveways, parking areas with dimensions of each.
- 8. All existing physical features on the site and within 200 feet thereof, including streams, water courses, woodlands, swamps, rock and water flows. All existing trees greater than 12" dbh.
- 9. Zoning Chart listing required, existing and proposed setbacks, height, lot area, improved lot coverage, and all information included in the schedule of land and area requirements. Graphic depiction is required.
- 10. Proposed building height setbacks, front, side and rear yard distances and required setbacks. Buildings must identify square footage on each building for each floor.
- 11. Topography showing existing and proposed contours at two foot intervals extending 200 feet off site.

- 12. Parking and loading areas shall be indicated with dimensions for bays, aisles, stalls, curb radii, traffic islands and channelization. Indicate direction of traffic flow and sight easements, number of employees, total and maximum in one shift, proposed and required parking spaces. No driveway is permitted within ten (10) feet of property lines.
- 13. Architectural building elevations including facade signs and entrances, materials, dimensions and height.
- 14. Improvements such as roads, curbs, bumpers and sidewalks shall be indicated with cross sections, design details and dimensions.
- 15. Location and design of existing and proposed storm water systems, sanitary waste disposal systems, portable water supply, hydrants and methods of solid waste storage and disposal within screened area.
- 16. Landscaping and buffering plan exhibit identifying existing and proposed trees, shrubs, bushes, ground cover and natural features such as boulders and root outcroppings. Indicate botanical and common names of plants and trees, dimensions at time of planting and maintenance plans. The landscaping plan shall be in accordance with the Landscape Ordinance.
- 17. Street trees planted at 50' intervals along public rights of way and in accordance with the Landscape Ordinance.
- 18. Specify on landscape plan the quantity of landscaping by type proposed to be planted on site.
- 19. Notation on the plans indicating that the "Property does not lie within the Highlands Planning or Preservation area" or "Property lies within the Highlands Planning area" or that the "Property lies within the Highlands Preservation area."
- 20. Conservation Plan Exhibit is to be submitted showing the proposed methods of protecting trees and growth before and after construction. Techniques include fences, berms, tree wells, etc.
- 21. Proposed exterior lighting plan exhibit showing location of all lights, type of light, manufacturer specification sheet, intensity in foot candles on a point-to-point plan, methods proposed to reduce off-site glare on adjacent property and roads, type and height of light standard and pole.
- 22. Survey of property signed and sealed by a Licensed Surveyor.
- 23. Proposed sign plan exhibit for all freestanding and façade signs showing the specific design, letter style, color, construction and materials, location, size, height above grade or below roof line, type of standard, illumination.
- 24. Required legend on site pan for endorsement by Board Engineer, Board Chairman and Board Secretary.
- 25. Fifteen (15) copies of the Environmental Impact Statement report .Waiver cannot be granted if slopes on the site exceed 15% or if property is within a flood plain.
- 26. Storm water runoff control plan exhibit.
- a) Impervious coverage.

- b) Elevations adjacent to existing and proposed building(s).
- c) Elevations for entire site.
- d) Elevations on adjacent property where drainage may impact.
- e) Location and elevation of sidewalks, adjacent road centers, dividing islands, curbs, gutters, driveways.
- f) Run-off computations for existing and proposed conditions.
- g) Size, slope, direction of flow, top, invert elevations of all existing and proposed storm drains, drainage ditches, water courses (cross sections, for swales, channels).
- h) Roof leader size and discharge locations.
- i) Location, capacity, outlet details, typical section through basin calculations for storage capacity, inflow hydrograph for stormwater detention/retention facilities.
- j) Drainage area map, calculations showing drainage from contributing area prior to and after development.
- 27. Soil erosion and sediment control plan exhibit Identify location of all soils on property.
- 28. Written description of a request for variance, conditional use or special permit.
- 29. Written document or request to waive submission of any required Site Plan elements or exhibits. (The applicant must document why a waiver of required exhibits is in the public interest, consistent with the Master Plan, the overall intent of the Land Use Ordinance, and good Development and Environmental practice).
- 30. Proof in the form of a letter of transmittal that a copy of the Application was sent to the County Land Use Board.
- 31. Phase I Checklist for Limestone Analysis.
- 32. Certification taxes are paid, unless a tax appeal is filed.
- FOR FINAL SITE PLAN In addition to the above, include;**
- 33 Engineer's estimate of the cost of proposed improvements (sanitary sewer, drainage, pavement, landscaping) and an inspection fee of 6% of those costs.
- 34. Completed Compliance Report indicating fulfillment of all requirements of Preliminary approval and outside agency approvals.
- 35. Signed Developer's Agreement with governing body confirming that the site plan addresses obligations of affordable housing as promulgated by the NJ Council on Affordable Housing.
- 36. Certification taxes are paid, unless a tax appeal is filed.

  X    
Signature of person preparing checklist

\_\_\_\_\_  
Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

## COMPLIANCE REPORT

Before signing a preliminary plat, deeds or scheduling of a preconstruction meeting, THREE (3) copies of a COMPLIANCE REPORT in a three-ring leaf binder shall be submitted to the Land Use Board which will demonstrate that all requirements of municipal approvals, county approvals and State Regulations are satisfied.

**The Compliance Report shall contain the following sections and information.**

**Section 1** Copy of Resolution adopted by the Board

---

**Section 2** Using the numbering format of the Resolution, respond to each condition:  
Provide documents, certificates, letters and identification of plan sheet numbers for each plan revision required in the Resolution. (Documents must be numbered to correspond to the number of the condition found in the Resolution) A full set of plans must accompany each Report, with the approval block located in the lower right-hand corner of the first sheet.

---

**Section 3** Provide a copy of the following documents in the Compliance Report binders. If an item does not apply to your application, state that it is *Not Applicable* in order to ensure you address each item requested:

- a) Engineer's Cost Estimate (signed and sealed)
- b) NJDOT Permits
- c) Road Opening Permit and Driveway Access Permit
- d) Approval from the Soil Conservation District
- e) NJDEP permit for wetlands Permit
- f) NJDEP Stream Encroachment Permit
- g) NJDEP General Permits
- h) Other NJDEP permits, as required
- i) Approval from the Sewage Authority/TWA Permit
- j) Warren County Planning Board Approval (Unconditional Approval)
- k) Board of Health Approval (Confirming full compliance of plans with the Resolution)
- l) Fire Official and Fire Chief Approval (Confirming full compliance of plans with the Resolution)
- m) Deed(s) & deed descriptions, easements descriptions - conforming to the Map Filing Law
- n) Township Attorney & Board Attorney approval as to form of deed(s), include copy of deed(s)
- o) Will-serve letters from the water company and gas company
- p) Letter from the Finance Department confirming escrow balance is current
- q) Certification that taxes are paid per Ordinance 2004-12 unless tax appeal is filed

Prepared by: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_



**Processing Procedure**

The Compliance Reports are to be submitted to the Land Use Department which will direct the Reports to the Engineer and Planner. When the professionals are satisfied that all conditions have been met, they will so advise the Land Use Department. The Land Use Department will advise the Engineer, Chairman, Secretary and applicant that the plans are ready for signature. When the plans are signed, the Land Use Department will distribute the signed plans and other documents as follows:

- 3 sets to the Engineer with 1 copy of the COMPLIANCE REPORT
- 1 set to the Construction Department with 1 copy to approving Resolution
- 2 sets to be held by the Land Use Department with 1 copy of the COMPLIANCE REPORT
- 3 sets to the Applicant and 1 copy of the COMPLIANCE REPORT

**NOTE:** If the Engineer or Planner finds that the Compliance Report is deficient, the Compliance Report will be returned for updating. UPON RECEIPT OF THE SIGNED SETS OF PLANS, EXECUTED PERFORMANCE BOND AND EXECUTED DEVELOPER'S AGREEMENT, THE APPLICANT MAY ARRANGE A PRECONSTRUCTION MEETING WITH THE ENGINEER.