

# Chapter 149. Subdivision of Land and Site Plan Review Article

## III. Application Approval

### § 149-8.1. Detailed checklists required.

The following development checklists must be completed and submitted with the appropriate applications for development. These checklists are required for certification of complete application pursuant to N.J.S.A 40:55D-10.3. The checklist items are provided to the applicant as a simplified list of the information which must be filed in support of an application for development. Where the applicant feels that a required item is not necessary for an informed evaluation of his or her plans, a waiver may be requested from the appropriate board by filing a waiver application. If items required in the checklist are not provided with the application, unless a waiver application is filed and a waiver granted by the appropriate board, the application shall be deemed incomplete.

### LAND USE APPLICATION INSTRUCTIONS

- I. The following checklist is designated to assist applicants in preparing applications for Board review. All items listed below, in addition to those required by ordinance, must be supplied or the application may be deemed incomplete.
  - ( ) Legend as to what building will be used for and proposed maximum occupancy. ( ) Percentage of landscaping in interior of parking area.
  - ( ) Show existing and proposed sign area indicating square footage. Show the height of building. Show area of front facade in square feet. Indicate construction material and colors.
  - ( ) Parking area showing spaces, clearly outlining parking for all physically handicapped, where applicable.
  - ( ) Driveways showing vehicular circulation, indicating directional arrows to be painted on pavement, sight distances and sight triangles.
  - ( ) Limits of grading for proposed improvements and descriptions of scheduling of soil erosion and sediment control facilities.
  - ( ) Minimum setback lines.
  - ( ) Limits of flood hazard, floodway and wetlands limits.
  - ( ) Percentage of disturbed land area as proposed and as permitted by ordinance.
  - ( ) Percentage of improved lot coverage as proposed and as permitted by ordinance. ( ) Percentage of lot coverage as proposed and as permitted by ordinance.
  - ( ) A statement as to the amount of soil to be moved, stated in square feet of disturbed area and cubic yards, for determination as to whether a Borough of Riverdale soil mining permit is required. Applicant should specify reasons for the variance request.
- II. The Planning Department reviews the application and notifies the applicant that the application is complete or incomplete within 45 days. The applicant will be advised of any revisions or additions necessary to insure completeness within 45 days.
- III. If a variance is involved in the site plan application, the applicant should specify reasons for the variance request.

IV. The municipal agency decides upon the completeness of the application and sets a date for public hearing. The application fees and escrows must be submitted prior to completeness.

V. Upon approval (including County Planning Board approval -See Section VII).

A. Chairman and secretary of the Planning Board sign site plan maps with date of approval. One copy is returned to the developer within two weeks after the next regular meeting.

B. The Clerk also distributes one dated and signed copy of the plat to each of the following;

1. Planning Board secretary.
2. Borough Clerk.
3. Approving authority's attorney.
4. Approving authority's planning consultant
5. Approving authority's engineering consultant.
6. Health Officer.
7. Morris County Planning Board (two copies).
8. Police Department.
9. Borough Engineer.
10. Borough Water Engineer.
11. Fire Prevention Bureau.
12. Tax Assessor.
13. Construction Official.
14. Other municipal, county and state officials and agencies as directed by the approving authority.
15. Additional documents may be routed by the authority as deemed necessary.
16. Borough Sewer Engineer.

VI. If not approved, the secretary of the Planning Board shall notify the applicant stating reasons, within one week following the next regular meeting of the Board.

VII. County requirements:

A. Morris County Planning Board instruction package will be supplied by the municipal authority's clerk.

B. The applicant is responsible for notification as required in the Riverdale Subdivision of Land and Site Plan Ordinance, Chapter 149, §149-10 (copy attached)

**BOROUGH OF RIVERDALE**  
**PRELIMINARY MAJOR SITE PLAN**  
**PRELIMINARY MAJOR SUBDIVISION/MINOR SUBDIVISION**  
**CHECKLIST**  
**(Submit Six Copies)**

	<b>Paper Documentation</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
1	15 Copies of Application Form				
2	15 Copies of letter describing proposed development				
3	15 Copies of preliminary plat, including landscaping plan and lighting plan where applicable				
4	Signed Tax Collector Office status forms				
5	Signed Tax Assessor Office status forms				
6	Signed Affidavit of Ownership				
7	Signed Affidavit of Disclosure				
8	Four copies of percolation test results and soil logs conducted in presence of Health Officer or Sanitarian and certificates of such inspection				
9	Storm drainage calculations in quadruplicate, where required				
10	A list of all requested variances and waivers				
11	A list of all governmental approvals and permits required				
12	Copy of deed to property and copies of all covenants, restrictions, easements or exceptions affecting the property				
13	15 Copies of lot development plans if required				
14	Three Copies of shaded slope map, where applicable				
15	Written evidence of availability of central sewer or water facilities from agency providing the same				
16	Certified list of property owners within 200 feet				
17	Proof of publication				
18	<b>Plat Requirements</b> Scale: 1" - 50' minimum				
19	For areas in excess of 40 acres - 1" = 100' minimum				
20	Certification by licensed surveyor, licensed professional engineer or licensed architect, as required Legend information				
21	Details as required by §149-36				
22	Details, items, and information as required by §149-37				

**BOROUGH OF RIVERDALE**  
**FINAL MAJOR SITE PLAN**  
**CHECKLIST**  
**(Submit Six Copies)**

	<b>Paper Documentation</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
1	15 Copies of Application Form				
2	15 Copies of letter describing proposed development				
3	15 Copies of preliminary plat, including landscaping plan and lighting plan where applicable				
4	Signed Tax Collector Office status forms				
5	Signed Tax Assessor Office status forms				
6	Signed Affidavit of Ownership				
7	Signed Affidavit of Disclosure				
8	<b>Legend Information</b> Details as required by §149-25A				
9	Map information as required by §149-25B				
10	Certification of Borough Engineer that the installation of improvements has been in accordance with this chapter, the resolution of the approving authority and the rules and regulations of any other agencies where required				
11	Mylar and 22 prints for execution				
12	Letter from applicant certifying compliance with all conditions of preliminary approval.				
13	Proof that requirements of soil conservation service, County Planning Board and any other agency have jurisdiction have been met				
14	Affidavit of no change of final plat from preliminary plat (or affidavit with changes listed in detail).				
15	Copies of deeds of easements and dedicated lands				

# ZONING BOARD OF ADJUSTMENT

## CHECKLIST

*(For Board use Only)*

Block \_\_\_\_\_ Lot \_\_\_\_\_ Street Address of Property \_\_\_\_\_

Owner \_\_\_\_\_ Applicant \_\_\_\_\_

*Application For:*

- Minor Subdivision
- Major Subdivision (Preliminary)
- Major Subdivision (Final)
- Site Plan (Preliminary)
- Variance
- Bulk
- Use
- Construction on unimproved road.

Date Application Filed:

Determination of Completeness:

Date Action Required by:

Hearing Scheduled for:

Date of Notice of Publication:

Affidavit of Service Filed:

Official List Used

*Service Made on:*

- County Planning Board
- Clerk(s) of Adjoining Municipalities
- Department of Transportation
- Department of Community Affairs

Reviewed by:

Review Committee:

Engineer:

Board of Health:

Morris County Planning Board:

NJ Department of Environmental Protection:

Other:

B. Title Block indicating the following information:

1. Name, title, address and license number of the professional or professionals who prepared the plat or plan.
2. Scale (both graphic and written).
3. Date of original preparation and of each subsequent revision thereof and a list of the specific revisions entered on each sheet.
4. Existing block and lot numbers appear on the borough Tax Map.

- C.
  - 1. North arrow.
  - 2. Name, title and address of the owner or owners of record.
  - 3. Name, title, address and telephone number of applicant.
  - 4. Graphic scale.
- D. Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement.
- E. Approval signature lines:
  - 1. Chairman
  - 2. Secretary
- F. Acreage to the nearest hundredth of an acre and a computation of the area of the tract to be disturbed.
- G. Identification of wetlands per NJ Freshwater Wetlands Act (Affidavit of compliance required) or permit from Army Corps of Engineers.
- H. Identification of the flood hazard area per FEMA maps, dated October 15, 1985 as revised or submission of a perfected LOMA.
- I. The location of all existing watercourses, wooded areas, and major trees (trees with a six-inch or greater caliper as measured three feet above ground shall be individually identified if they are to be disturbed during construction), easements, right-of-way and streets.
- J. All existing lot lines per Borough Tax Map; setbacks and yard dimensions as proposed, together with a table listing the required bulk areas for the zone, the proposed bulk dimensions and clearly identifying all variances required.
- K. Preliminary architectural plans for the proposed building or structure, indicating typical floor plans, elevations, height and general design or architectural styling.
- L. The location of the septic system if the structure is not served by a sanitary sewer.
- M. The location of all existing and proposed principal buildings or structures and the location of all existing and proposed accessory structures or buildings and the distance to the nearest property line for each.
- N. The location, quantity and type of off-street parking where provided.

**In the case of bifurcated applications, the applicant shall submit the appropriate site plan or subdivision plans to the Board for review following the approval of a use variance: The site plan or subdivision application shall be deemed complete once they are in conformance with the appropriate checklist.**

**Where the applicant is requesting simultaneous review of the use variance and the site plan or subdivision, neither application will be deemed complete until all items on the appropriate checklists are satisfied.**