

MONTVILLE TOWNSHIP
Planning & Zoning - Development Application & Soil Movement
BOARD OF ADJUSTMENT & PLANNING BOARD

Contact Info: Jane Mowles jmowles@montvillenj.org
TEL: (973) 331-3319 **FAX:** (973) 334-0180

DIRECTIONS

STEP 1: INITIAL SUBMISSION

1. Fill out the forms and submit with fees and escrow for initial filing. Submit two (2) complete sets of documents and plans to the Land Use Office - and see below for Board Professional sets without W-9 form. The Board Professional packages must be sent direct to the addresses indicated below. **PLANS MUST BE FOLDED.**
2. Provide digital copies of applications/plans on USB, or via e-mail to jmowles@montvillenj.org
3. Send application, plans and supporting documents to Board Professionals via certified mail and submit proof of mailing.

PLANNING BOARD PROFESSIONALS

Attorney - Michael Carroll, Esq; 54 Mill Road, Morris plains, NJ 07950 – send 1 complete set
Engineer - Jamie Giurintano, P.E., Bright View Engineering - send 1 complete set via email to: jgiurintano@bvengr.com
Planner - Joseph Burgis, PP; Burgis Associates, send 1 complete set to 25 Westwood Avenue, Westwood, NJ 07675 **and** 1 complete set to Robyn Welch, PP; 2800 E. Madison St., Suite 208, Seattle, WA 98112 - PDFs also to be emailed to: rw@burgis.com

BOARD OF ADJUSTMENT PROFESSIONALS

Attorney – Howard Pashman, Esq.; Pashman Stein – send 1 complete set via email to hpashman@pashmanstein.com
Engineer - Jamie Giurintano, P.E., Bright View Engineering, - send 1 complete set via email to: jgiurintano@bvengr.com
Planner - Joseph Burgis, PP; Burgis Associates, send 1 complete set to 25 Westwood Avenue, Westwood, NJ 07675 and 1 complete set to Robyn Welch, PP; 2800 E. Madison St., Suite 208, Seattle, WA 98112 - PDFs also to be emailed to: rw@burgis.com

STEP 2: COMPLETENESS, SCHEDULING & REVISIONS

1. You will receive a letter within forty five (45) days indicating either that your application is complete or incomplete
 2. If complete, you will be scheduled for a hearing and a letter will be sent to you with a list of required reports (if applicable).
- **Note that any revisions to plans must be submitted to the Board professionals ten (10) business days prior to the hearing and ten (10) calendar days, including weekends, to the Board secretary prior to a hearing date.**
- ** If the applicant is a corporation or LLC, the applicant MUST be represented by an attorney.**

Outside Agency Approval

If you require Morris County Planning Board approval, forward the application to the County only **after** your application is deemed "Complete." Include your Completeness Letter with your application to the County.

STEP 3: NOTICE

1. Once scheduled for a hearing, the Applicant shall give notice, at least ten (10) days prior to the date of the Public Hearing to the newspaper and adjacent properties within 200 feet. The notice to properties owners must be sent certified mail return receipt requested. The white receipts must have complete names and addresses on them and be stamped by the post office with the date mailed and then must be submitted to this office in advance of the hearing along with the affidavit of publication from the newspaper. ****Please be prepared to submit the green cards for verification if requested.**
2. The certified list of property owners must be obtained from the Tax Assessor's office for a \$10.00 fee and is effective for a period of six (6) months. Please contact the Tax Assessor at 973-331-3308 for your list of properties within 200'

STEP 4: AFTER THE HEARING

1. Your resolution will be adopted a month following your public hearing at which a vote was taken.
2. Montville Township will send a notice to the newspaper, the publication of which effectively starts the time for which an appeal may be filed by an objector.
3. If your application was approved, you must submit an "Affidavit of Compliance" and other closing documents before filing for buildings permits.

4. Engineering inspection fees and bonding must be submitted, and your escrow account needs to be paid to date in order to apply for an Engineering permit. A pre-construction meeting is required prior to any fill or tree removal. Contact the Engineering Department directly with any questions.

STEP 5: EXPIRATION OF VARIANCES

Your resolution of approval may have a condition that the variances expire one year after the date of the resolution. Applicants may apply for a one-year extension of the variance approval. Please inform the Board Secretary if you need to apply for an extension. The extension request must be in the form of a letter with an explanation outlining the reasons for the request.

SOIL MOVEMENT APPLICATIONS

Soil movement related to a development application regardless of quantity or of more than 500 cubic yards not related to a development application requested, shall be submitted to the Approving Authority. Upon receipt of the application and map, the Approving Authority Board Engineer shall review the same, inspect the site and within fifteen (15) days make a determination if the application is complete. Applications deemed incomplete shall be returned to the applicant with a written report stating the reason(s) for the determination. For applications deemed complete, the Approving Authority shall establish a hearing date for the application, not less than twenty (20) days notice of which shall be given to the applicant.

EXHIBITS – All exhibits including photos submitted prior to and/or marked in at a meeting must have a date of origin on said documents/photos. If you wish to show your exhibits on the screens, bring your laptop with your exhibits downloaded and come at least 20 minutes early to the meeting so the clickshare program can be downloaded on your computer.

FILE REVISIONS TEN (10) BUSINESS DAYS PRIOR TO A HEARING

The by-laws of both the Zoning and Planning Board require that the Board Professionals receive any revisions from applicants ten (10) business days prior to a hearing to allow for adequate time to review the plans and issue a memo to the Board members. Should you fail to comply, the Board may remove your application from the schedule meeting night.

NOTICE 200' LIST - INACCURACIES AND UTILITIES

BE ADVISED that **you are obligated to send any notice to property owners within 200 feet**, if required by statute or ordinance, and that you must rely on the list provided to you by the Township. If you are aware of any inaccuracies, you still must mail the notice to those on the list exactly as it is indicated even if the notice is returned to you. Keep all returned mail in the file.

The Tax Assessor and Clerk do not include the utility companies on the "200't neighboring property owner list" unless the utilities register with the Township and request to be included on the list, per statute.

Application Number: _____ Date Received: _____

Block(s): _____ Lot(s): _____ Zone: _____ (RA _____ CWR _____)

Property Address: _____ Pine Brook _____ Montville _____ Towaco _____

A. Application Type(s) ** PLEASE SELECT ALL THAT APPLY and See "FEES & ESCROW" for payments due SITE PLAN

____ Preliminary Site Plan ____ Final Site Plan ____ Minor Site Plan

____ Amended Preliminary Site Plan ____ Amended Final Site Plan

SUBDIVISION

____ Minor Subdivision ____ Final Subdivision ____ Amended Final Subdivision

____ Preliminary Subdivision ____ Amended Preliminary Subdivision

OTHER

____ Use "D" variance - _ d(1) _ d(2) _ d(3) _ d(4) _ d(5) _ d(6)

____ Waiver(s) from Design Standards w/site plan or subdivision ____ Bulk "c" Variance(s), no site plan

____ Request for change in condition of approval resolution ____ Re-zoning request

____ Bulk "c" variance(s) w/ site plan or subdivision ____ Concept Plan (Planning Board site plans

____ Section 36 - Planning variance to build on lot not abutting a street & subdivisions ONLY)

____ Certificate of Pre-existing Non-Conforming Use

B. Checklists

Checklists "A" and/or "B" - Checklists must be submitted for all applications except Soil Movement permits without variances.

**(These are included at the end of the application.)

C. Applicant's Information

Applicant's Name _____ Contact Name _____

Address _____

Section of Town: _____ Pine Brook _____ Towaco _____ Montville _____ Boonton

Phone _____ Email _____

****PLEASE CHECK IF YOU AUTHORIZE TELEPHONE NUMBER TO BE AVAILABLE TO THE PUBLIC _____**

Property Owner _____ Contact Name _____

Address _____

Phone _____ Email _____

****PLEASE CHECK IF YOU AUTHORIZE THE TELEPHONE NUMBER TO BE AVAILABLE TO THE PUBLIC _____**

Relationship of Applicant to owner (i.e., self, tenant, agent, purchaser under contract, other)

Applicant's Attorney _____

Address _____

Phone _____ Email _____

Applicant's Engineer and Firm (w/resume) _____

Address _____

Phone _____ Email _____

Applicant's Architect and Firm (w/resume) _____

Address _____

Phone _____ Email _____

Other Professional or Expert and Firm (w/resume) _____

Address _____

Phone _____ Email _____

D. CORPORATE INFORMATION:

If the applicant is a corporation or partnership, state the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class, or at least 10% of the interest in the partnership, as the case may be (if necessary, use a separate sheet). For an LLC, list Registered Agent with contact information. For a partnership, list partners.

E. CERTIFICATION OF APPLICANT OR PROPERTY OWNER IF APPLICANT - **Notarization of Signature Required

I, (We,) the undersigned applicant(s), being duly sworn, upon my (our) oath(s) depose and say that the statements contained herein are true to the best of my (our) knowledge, information and belief.

Signature of Applicant: _____

Signature of Applicant: _____

Subscribed and sworn to me this _____ day of _____

Notary Public

F. OWNER'S CONSENT IF APPLICANT IS NOT PROPERTY OWNER - **Notarization of Signature Required

The following is required of the owner consenting to the application being made if the applicant is not the owner.

I, _____ certify that I am the owner of the property described in the within application and
(Name of Owner)

that _____ is hereby authorized to make this application.
(Name of Applicant)

I further certify that I have reviewed the application and I consent to same.

Signature of Owner _____ Date _____

Subscribed and sworn to me this _____ day of _____

Notary Public

G. SITE INSPECTION AUTHORIZATION

I hereby give permission for Montville Township Municipal Departments, Agencies, Commission and Committees and their agents to come upon and inspect these premises with respect to this application on Block _____ Lot _____

Owner's Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

H. Escrow Agreement Form and Applicant's Certification

As the Applicant, I understand that monies associated with this application have been deposited in an escrow account (Developer's Trust Account). In accordance with the Township of Montville Ordinances, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of the submitted materials, and any communications with the Township or Board Professionals is chargeable time. Sums not expended in the review process will be refunded upon request. If additional sums are necessary, I understand that I will be notified of any additional amount and shall replenish the escrow account within twenty (20) days of notification. I also understand that should I fail to replenish the account as requested, the Board will halt any review process and/or will refuse to execute any closure documents until such time account is fully replenished and made current. Further, I certify that the foregoing statements and materials submitted are true. I further certify that I am the individual applicant herein referenced and am authorized to sign this agreement.

Applicant's Signature: _____ Date: _____

I. Tax Identification & W-9

***W-9 FORM REQUIRED** - Federal Income Tax law requires you to provide the Township of Montville with your correct tax identification number. If you are an individual, your tax identification number is your social security number. A W-9 form must be filled out for all interest

bearing accounts, including those for escrows and bonds. This form is appended to the application. Failure to comply with this request may result in a penalty imposed by the Internal Revenue Service (IRS).

J. TYPES OF VARIANCE (NJSA “MLUL” 40:55D-

- ☐
35
Permit to construct building or structure on lot not abutting street.
- ☐
68
Certificate of Pre-existing Non-Conformity
- ☐
70a
Appeal from alleged error made by an administrative officer in the enforcement of the zoning ordinance.
- ☐
70b
Request for interpretation of Zoning Map or Zoning Ordinance or for decision on other special questions.
- ☐
70c
Request a “C” variance (indicate variance type):

☐
(c-1) Hardship in utilizing property as required by Zoning Ordinance due to exceptional narrowness, shallowness or shape, exceptional topographic conditions, or by reason of an extraordinary and exceptional situation.

☐
(c-2) The benefits to be derived from the zoning ordinance requirements substantially outweigh any detriment with regard to this property.
- ☐
70d
Request a “D” variance (indicate variance type):

☐
(d-1) Different use sought than is presently permitted in zone.

☐
(d-2) Expansion of a non-conforming use.

☐
(d-3) Deviation from a requirement pertaining solely to a conditional use.

☐
(d-4) An increase in the permitted floor area ratio.

☐
(d-5) An increase in the permitted density.

☐
(d-6) Height of principal structure exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure.

K. LIST OF VARIANCES AND WAIVERS REQUESTED

<u>Ordinance Section & Item Regulated</u> (e.g. Schedule D: Front Yard setback)	<u>Ordinance Requirements</u> (e.g. 45 feet)	<u>Existing or Proposed Dimensions</u> (e.g. 40 feet)	<u>Variance for</u> (e.g. Deficient Front Yard Setback of 5 feet)

Please describe reason and justification for variances. *Attach additional sheets as needed*

L. Administrative Checklist *MUST be completed. ITEMS REQUIRED FOR PROCESSING OF APPLICATION.***

- Please fill out the following checklist:
- Yes ()

No ()

Certification of Applicant
- Yes ()

No ()

Owner’s Consent
- Yes ()

No ()

Site Inspection Authorization
- Yes ()

No ()

Escrow Agreement
- Yes ()

No ()

Certification of Payment of Taxes obtained from Municipal Tax Collector
- Yes ()

No ()

Completed Checklist(s) with waivers indicated

- Yes () No () Justifications for waivers and variances
- Yes () No () Proof of Ownership or Property Interest (e.g. deed, contract of sale, or certificate of taxes paid)
- Yes () No () Filing Fees & Escrow deposit with calculation indicating how fees/escrows were calculated
- Yes () No () Tax Identification Form - W-9 form
- Yes () No () Resumes and credentials of all expert witnesses that will testify
- Yes () No () Aerial (e.g. Google, Bing) and four (4) photographs of existing property conditions
- Yes () No () Electronic submission of application, documents & plans on either USB or via e-mail
- Yes () No () N/A () Attach copies of any deed restrictions or easements, as applicable
- Yes () No () Verification application & plans were sent directly to the Board Professionals
- () Provide letter describing present use of property and any business or commercial activity
- () Provide letter describing all existing structure on the property and when property was acquired
- () Provide any prior appeals, variances and developmental approvals involving this property

If any of the above items are checked **no**, state why: _____

Applicant / Owner Signature

I Certify that the above information submitted on "Administrative Checklist" to be true and correct:

Signature

Date

Circle: Owner / Contract Purchaser / Tenant / Attorney

M. BULK INFORMATION: *If chart is on Engineering or Architectural Plans check here "SEE APPROVED PLANS" _____

	Required	Existing	Proposed	Variance
Lot Area (sq. ft.)	_____	_____	_____	()
Width at street/setback	____/____	____/____	____/____	()
Depth/Corner Lot	____/____	____/____	____/____	()
Maximum percentage of lot to be occupied by:				
Building Coverage	_____	_____	_____	()
Impervious (Lot) Coverage	_____	_____	_____	()
Minimum required setback for:				
Front yard	_____	_____	_____	()
One side yard	_____	_____	_____	()
Total two side yards	_____	_____	_____	()
Rear yard	_____	_____	_____	()
Minimum distance of accessory buildings to:				
Principal / accessory structures	____/____	____/____	____/____	()
Side/ Rear property line	____/____	____/____	____/____	()
Height of building (stories/ft)	____/____	____/____	____/____	()
Floor Area Ratio (FAR)	_____	_____	_____	()
Distance between buildings	_____	_____	_____	()
Parking Amount/ Parking Stall width / length	_____	_____	_____	()
Fencing	_____	_____	_____	()
Signage – Type/Size_____	_____	_____	_____	()

APPLICATION FOR SOIL MOVEMENT - *REQUIRED FOR ANY QUANTITY REMOVED OR IMPORTED FOR A PB or BOA APPLICATION*

Soil movement application IS REQUIRED FOR ANY QUANTITY removed or imported for a development application or if soil movement is greater than 500 CY for building permit application. For Soil Movement requirements and compliance, please refer to the Township of Montville Soil Movement Ordinance (Chapter 308) available on-line through General Code (E-Code 360) or at the municipal building.

****FILL OUT THE FOLLOWING INFORMATION & SUBMIT WITH DOCUMENTS****

Name of Engineer or Surveyor who prepared the topographical map, cross-sections and quantity calculations.

Name _____ License No. _____
Address _____ Phone # _____

Location of Soil Movement (TO) : Address _____ Block _____ Lot (s) _____
Location of Soil Movement (FROM) : Address _____ Block _____ Lot (s) _____

Purpose of Soil Movement _____

Approximate amount of Soil to be moved, in cubic yards _____

Amount of soil to be Imported _____ and /or Exported _____

Will soil be bought or sold, and if so, do you have a buyer or seller, or will it be offered for sale commercially? Give details

Is there Topsoil on the property? _____ No. of Inches _____ No. of Cubic Yards _____

How long (in days or weeks) will proposed Soil Movement Operation take? _____

What are the proposed hours of operation for the soil movement? _____

What type and how many units of equipment will be used in the Soil Movement Operation? _____

What travel route will the soil movement trucks/equipment use? **PROVIDE MAP OF ROUTE** _____

FEES:

A permit application for movement of less than 500 cubic yards of soil requires submission of a fee of \$1.00 per cubic yard, with a minimum application fee of \$25.00.

A permit application for movement of 500 cubic yards and over requires submission of a \$500.00 Application Fee plus \$1,000.00 Escrow Deposit due with the Application. Upon approval by the Approving Authority, a fee of ten cents (\$0.10) per cubic yard, with a minimum amount of \$100.00, must be submitted in addition to a Performance Bond per code.

Applicant's Signature _____ Date _____

NOTES: (1) A pre-construction meeting is required with the Engineering Department and (2) receipt of a restoration bond is required prior to commencing soil movement activities

v APPLICANT RESPONSIBILITY: Retype and Submit this form, to the Daily Record or the Citizen and the neighbors within 200'. Notice must be published in the newspaper at least ten (10) days prior to the hearing

PLEASE HAVE THE LAND USE OFFICE REVIEW YOUR NOTICE PRIOR TO SENDING TO NEWSPAPERS AND NEIGHBORS – IMPROPER NOTICE WILL DELAY YOUR APPLICATION

NOTICE OF HEARING

PLEASE TAKE NOTICE THAT (YOUR NAME) _____ has applied to the Montville Township _____ Board for (LIST TYPE OF APPLICATION & VARIANCES)

and any other variances and/or waivers that may be required, on the premises located at (ADDRESS) _____ Block _____ Lot _____ on the tax map of the Township of Montville.

A public hearing will be held on _____, 20__ at 7:30pm (Planning Board) 7:00PM (Zoning Board) at the Montville Township Municipal Building, 195 Changebridge Road, Montville, NJ, or Virtually via Webex or soon thereafter as said matter can be reached. The file on said application is available for public inspection in the Land Use Office (973-331-3319) at the Municipal Building, 195 Changebridge Road, Montville, NJ, during normal business hours of 9 a.m. to 4 p.m. Interested persons may appear at said meeting and heard. Continuation of said hearing, if necessary, will be scheduled at that time. If not continued, a vote may be taken at said meeting. Please check montvillenj.org under the agenda center to verify if the meeting is in person or virtual.

Signature of Applicant or Attorney

Address

City, State, Zip Code

NOTE: - Public notice shall be made by publication, *The Daily Record* and/or *The Citizen*, of a legal advertisement, and proof of such publication, in the form of an affidavit and shall be submitted to the board secretary.

- Notice shall be given to the owners of all real property via certified mail return receipt requested, as shown in the current tax records, located in the State and within 200 feet in all direction of the property which is the subject of such hearing and whether located within or without the municipality in which applicant's land is located.

CERTIFIED MAILING WITH RETURN RECEIPT REQUESTED DIRECTIONS

****If any of this information is not submitted, it WILL delay your hearing. If notice is improper, it will have to be completed again for a future hearing date.**

The Form of Notice located in the application package must be sent Certified Mail Return Receipt Requested at least ten (10) days prior to the scheduled hearing date. **Complete name** and **full address** as written on the List of Property Owners within 200' from the Tax Assessor must be completed on both the green and the white receipt and the white receipt must be stamped by the post office with the date sent.

Example:



The notice must be published in either the Citizen or the Daily Record at least 10 days prior to the scheduled hearing date with an affidavit of publication required. The "Affidavit of Mailing" located in the application form must be completed, signed & notarized & submitted to the Land Use office no less than 7 days prior to the scheduled hearing date.

Names & addresses of property owners located within Montville may be procured from the Tax Assessor. If there are other property owners not in Montville who have land within 200', their names and addresses must be procured from that municipality. Such notice shall be given by:

- . Serving a copy on the owner with proof of receipt, as shown on the said current tax list, or his agent in charge, or
- . Mailing a copy by certified mail to the property owner at his address as shown on the current tax list. Notice to a partnership owner may be made by service upon any partner. Notice to a corporate owner may be made by service upon its authorized person, by appointment or by law, to accept service on behalf of the corporation.

Where a condominium association/homeowners' association own grass/landscaped areas/driveways/parking lots/recreational facilities/etc. which are common areas that are within 200' of the applicant's property, notice may be made in the same manner as to a corporation, without further notice to unit owners/co-owners of such common elements or areas.

Notice of all development application hearings involving property within 200' of an adjoining municipality shall be given by personal service or certified mail to the Clerk of such municipality, notice shall be in addition to the notice required to the owners of lands in such adjoining municipality which are located within 200' of the subject premises.

Notice shall be given by personal service or certified mail to the County Planning Board of a hearing on an application for development adjacent to an existing county road, or proposed road shown on Official County Map or on the County Master Plan, adjoining other county land, or situate within 200' of a municipal boundary.

Notice shall be given by personal service or certified mail to NJDOT of a hearing on an application for development of property adjacent to a state Highway.

Notice shall be given by personal service or certified mail to the Division of State & Regional Planning in the Department of Community Affairs of a hearing on an application for development of property, which exceeds 150 acres or 500 dwelling units. Notice shall include a copy of all maps/documents required to be on file with the Municipal Clerk pursuant to N.J.S.A. 40:55D-10(b).

Notice made by certified mail as herein above required shall be deemed complete upon mailing in accordance with the provisions of N.J.S.A. 40:55D-14. If notice has not been given as stated above, the application CANNOT be heard.

V APPLICANT RESPONSIBILITY:

Sign and submit this form to the Board Secretary one week prior to the hearing date and submit with the Proof of Publication from the newspaper, the certified mail receipts & a copy of the notice sent to your neighbors.

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY

COUNTY OF: _____

I _____, of full age, being duly sworn according to law, on his oath deposes and says that he/she resides at _____ in the County of _____, and State of New Jersey and that he/she did on _____, 20____, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by this appeal located at _____.

Said notice was given by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon: (Check if Applicable)

- () 1. The Clerk of the _____ of _____
- () 2. County Planning Board
- () 3. The Director of the Division of State and Regional Planning
- () 4. The Department of Transportation

A copy of said notice is attached hereto.

Also attached to this affidavit is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality.

In addition, he/she caused the notice of hearing as aforesaid to be published at least ten (10) days prior to the hearing in the _____.

Signature of Applicant/Attorney

Sworn and subscribed to

Before me this _____

Day of _____, 20_____.

FEES & ESCROW

Submit separate checks for Fees and Escrow

Type of Application	Application Fee	Calculation	Initial Escrow Deposit	Calculation
Subdivision				
Concept Plan	\$250.00		\$1,500.00	
Minor, simple lot line change	\$250.00		\$2,000.00	
Minor, other	\$750.00		\$2,000.00	
Amendment to Approved minor	\$250.00		\$1,500.00	
Preliminary Plat	\$2,000.00 + \$500.00/lot		10 or less lots \$2,000.00; 11-25 \$3,000.00; 26-100 \$5,000.00	
Amendment to approved preliminary plat	\$250.00 + \$50.00/lot		\$1,500.00	
Final Plat	\$1,000.00 + \$250.00/lot		10 or less lots \$800.00; 11-25 \$800.00; 25 lots or more \$1,000.00	
Amendment to a prev. approved final plat	\$125.00 + \$25.00/lot		\$1,500	
Waiver from Design Standards	\$100.00 each			
Site Plans – Conventional				
Concept Plan	\$250.00		\$1,500.00	
Minor	\$500.00		\$2,000.00	
Waiver of Minor Site Plan	\$250.00		\$500.00	
Preliminary	\$500.00 + \$10.00/1,000 s.f. of lot area + \$10.00/100 s.f. of floor area		\$750.00/Acre or part thereof for first (2) acres + \$100.00 for each additional acre or part thereof.	
Amendment to approved preliminary site plan	\$500.00		\$1,500.00	
Final Site Plan	\$250.00 + \$3.00/1,000 s.f. lot area + \$3.00/100 s.f. floor area		\$350.00/Acre or part thereof for first (2) acres + \$50.00 for each additional acre or part thereof.	
Amendment to approved final site plan	\$250.00		\$1,500.00	
Waiver from Design Standards	\$100.00 each			
Site Plan – Multi Family				
Concept Plan	\$250.00		\$1,000.00	
Preliminary	\$600.00 + \$200.00/each unit over 3		10 or less units \$2,000.00; 11-25 \$3,000.00; 26-100 \$4,000.00; 100+\$5,000.00	
Amendment to approved Preliminary Site Plan	\$500.00		\$1,000.00	
Final	25% of the fee for preliminary site plan		25% of original preliminary site plan escrow	
Amendment to approved Final Site Plan	\$250.00		\$1,000.00	
Other				
Combined preliminary & final Application	Preliminary and final fee		Preliminary and final escrow	
Waiver from Design Standards	\$100.00 each			
Request for extension	\$150.00		\$1,500.00	
Conditional Use	Single family \$500.00; major subdivision \$2,000.00; site plan \$1,500.00		Single family \$2,000.00; Major subdivision \$3,000.00; site plan \$3,000.00	
Request for Change in condition of resolution	\$250.00		\$1,000.00	
Certification of preexisting nonconforming use	\$250.00		\$2,000.00	
Soil Movement w/ Development application	\$500.00		\$1,000.00	
Variances and Appeals¹				
a) Appeals	\$300.00		\$1,500.00	
a) Interpretations	\$300.00		\$1,500.00	
b) Variances - bulk	\$250.00 each		\$1,500.00 + \$250.00 for each add'l variance	
b) Variances - use	\$750.00		\$1,500.00	
Rezoning requests	\$750.00		\$1,500.00	
Special Meeting Fee	\$1,500.00			
Cancelled Special Meeting Fee	\$500.00			
TOTAL				

¹ If an application involves more than one (1) type of variance, the applicant shall pay the fees and deposits required for each variance. (Ord. 1230 § 1, 1997; Ord. 1162 (part), 1995; prior code §150-11)

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.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should 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 FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	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. Also see *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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Full form with directions supplied upon request.

**CHAPTER 230
TOWNSHIP OF MONTVILLE MUNICIPAL CODE**

SCHEDULE A

Checklist "A"

	Minor Sub- division	Minor Site Plan	Preliminary Major Subdivision	Prelimin -ary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted	Waiver Requested
PLAT SPECIFICATIONS								
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 50 feet.	X	X	X	X	X	X		
2. Sheet size either 15 x 21, 24 x 36, or 30 x 42.	X	X	X	X	X	X		
3. Plans shall be prepared by an architect or engineer if application involves only the location of proposed buildings and their relationship to the site and the immediate environs.	X	X	X	X	X	X		
4. Plans shall be prepared by an architect, planner or engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress.	X	X	X	X	X	X		
5. Plans shall be prepared by an engineer if application involves only drainage facilities for site plans of 10 acres or more; or involving stormwater detention facilities; or traversed by a water course.	X	X	X	X	X	X		
6. Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency. (Concept discussion only)								
GENERAL INFORMATION								
7. Metes and bounds description the entire tract or property based upon a current (within 5 years) land survey, prepared by a New Jersey licensed surveyor. Development boundaries shall be clearly delineated.	X	X	X	X	X	X		
8. Property line shown, length in feet and hundredths, bearings in degree, minutes and seconds.	X	X	X	X	X	X		
9. Key map showing location of tract to be considered in relation to surrounding area, within 500 feet.	X	X	X	X	X	X		
10. Title block containing name and address of applicant and owner; name of development; name, address, signature and seal of preparer; lot and block numbers; date prepared; date of last amendment and zoning district.	X	X	X	X	X	X		
11. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.	X	X	X	X	X	X		

	Minor Sub- division	Minor Site Plan	Preliminary Major Subdivision	Prelimin- ary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted	Waiver Requested
12. Scale of map, both written and graphic.	X	X	X	X	X	X		
13. North arrow giving reference meridian.	X	X	X	X	X	X		
14. Space for signatures of Chairperson, Secretary and Engineer of the Municipal Agency.	X	X	X	X	X	X		
15. List of all property owners within 200 feet of subject property as disclosed by a current (within 6 months) certified list of the most recent tax records.	X	X	X	X	X	X		
16. Any municipal limits within 200 feet of the development and the names and zoning of the adjoining municipalities.	X	X	X	X	X	X		
17. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	X	X	X	X	X	X		
18. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, density, and other applicable zone requirements, both as to required and proposed. Indicate the above both written and graphically.	X	X	X	X	X	X		
19. Acreage of affected parcel to the nearest hundredth of an acre.	X	X	X	X	X	X		
20. Number of lots following subdivision including areas in acres if 1 acre or over or in square feet if under 1 acre.	X		X		X			
21. Submission of site photographs of existing conditions, including existing structures, site frontage and adjacent properties.	X	X	X	X	X	X		
22. Aerial photograph of site not smaller than 8 1/2" x 11", in color.	X	X	X	X	X	X		
23. Submission of all applications, checklists, plans, reports and other materials in electronic format on CD.	X	X	X	X	X	X		

NATURAL FEATURES ON SITE AND WITHIN 200 FEET THEREOF

24. Cliffs and rock outcroppings.	X	X	X	X				
25. Contours to determine the natural drainage of the land. Intervals shall be 2 feet.	X	X	X	X	X	X		
26. Flood plains.	X	X	X	X	X	X		
27. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.	X	X	X	X	X	X		
28. Aquifer recharge areas, including safe sustained ground water yield.	X	X	X	X	X	X		
29. Wooded areas indicating predominant species and size.	X	X	X	X	X	X		
30. Location of trees 6 inches DBH or more, designating species of each.	X	X	X	X	X	X		

	Minor Sub- division	Minor Site Plan	Preliminary Major Subdivision	Prelimin- ary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted	Waiver Requested
31. For any clearing greater than 3 acres, or where determined to be appropriate by the Tree Specialist and/or designated Township consultant for any clearing of less than 3 acres where the property is heavily wooded, a representative 5% sampling of the wooded areas proposed to be cleared shall be inventoried. The representative 5% shall be determined by agreement between the Tree Specialist and/or designated Township consultant and the applicant, provided that all heritage trees, as defined at §368-11, shall be indicated on the plan.	X	X	X	X	X	X		
32. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	X	X	X	X	X	X		
33. All areas to be disturbed by grading or construction.	X	X	X	X	X	X		

MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF

34. Location and uses of existing and proposed structures and their setbacks from existing and proposed property lines.	X	X	X	X	X	X		
35. Location of existing and proposed sidewalks and driveways.	X		X	X	X	X		
36. Location of existing and proposed parking spaces and loading areas including evidence of compliance with ADA guidelines.		X		X		X		
37. Location of existing and proposed easements or rights-of-way including power lines.	X	X	X	X	X	X		
38. Location of railroads, bridges, culverts, drainpipes, water and sewer mains and other man-made installations affecting the tract.	X	X	X	X	X	X		
39. Location of existing and proposed wells and septic systems.	X	X	X	X	X	X		
40. When applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.	X	X	X	X	X	X		
41. Plans and profiles of existing and proposed utility layouts, such as sewers, stormwater management facilities, water, gas, communications and electric, showing feasible connections to existing or proposed utility systems.			X	X	X	X		
42. Location and description of monuments whether set or to be set.	X	X			X	X		
43. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.	X	X	X	X	X	X		
44. Required road dedication.	X	X	X	X	X	X		

	Minor Sub- division	Minor Site Plan	Preliminary Major Subdivision	Prelimin- ary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted	Waiver Requested
45. Road orientation (as it relates to energy conservation).	X	X	X	X	X	X		
46. Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.			X	X				
MISCELLANEOUS								
47. Proposed sight easements where required.	X	X	X	X	X	X		
48. Proposed drainage easements where required.	X	X	X	X	X	X		
49. Dimensioned preliminary architectural elevations and plans of any proposed buildings showing windows and doors, roof treatments, HVAC units, and preliminary floor plans of each floor of the building.		X		X		X		
50. Circulation plan showing:								
a. Location of off-street parking;		X		X		X		
b. Traffic improvements such as signals, signs and channelization;		X	X	X	X	X		
c. Pedestrian circulation;		X	X	X	X	X		
d. Loading and unloading bays;		X		X		X		
e. Proposed vehicular access including curb cuts;		X	X	X	X	X		
f. Traffic circulation around the site;		X		X		X		
g. Aisle and parking space dimensions;		X		X		X		
h. Handicapped parking in accordance with ADA guidelines.		X		X		X		
51. Landscaping plan including the types, quantity, size and location of all proposed vegetation, including shade trees. The scientific and common names of all vegetation shall be included.			X	X	X	X		
52. Lighting plan showing location and height of existing and proposed site lights, all construction details and catalog cuts, and Isolux diagrams showing the 0.3 and 0.5 footcandle lines.		X	X	X	X	X		
53. Sign plan showing location of existing and proposed traffic control signs, street signs, development signs, and appropriate sign details showing size, height, materials and lighting.			X	X	X	X		
54. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.	X	X	X	X	X	X		
55. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements.			X	X	X	X		
56. Environmental Impact Assessment including all of the following*:	X	X	X	X	X	X		
a. Plan and description of the proposed development.								
b. Inventory of existing natural resources.								

	Minor Sub- division	Minor Site Plan	Preliminary Major Subdivision	Prelimin- ary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted	Waiver Requested
c. Assessment of environmental impacts.								
d. Unavoidable adverse environmental impacts.								
e. Steps to minimize adverse environmental impacts.								
f. Documentation as required by the Township soil testing ordinance (Ch. 311 of Code).								
g. Details and matter to be evaluated:								
1. Sewage facilities.								
2. Water supply.								
3. Stormwater.								
4. Stream encroachments.								
5. Flood plains.								
6. Wetlands.								
7. Solid waste disposal.								
8. Air pollution.								
9. Traffic.								
10. Social/economic.								
11. Aesthetics.								
12. Licenses, permits, etc.								
57. If an environmental impact assessment is not required, a general description of the proposed development and a brief assessment of its effect on the site and neighborhood. This shall include, where applicable, the number of employees, hours of operation, frequency of deliveries and/or shipments, and the nature of materials and chemicals on site.	X	X	X	X	X	X		
58. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	X	X	X	X	X	X		
59. A copy of all existing and proposed protective covenants or deed restrictions of every nature affecting the subject property, including a statement as to whether such deeds or covenants are of record.	X	X	X	X	X	X		
60. If lots are proposed to be subdivided fronting on or requiring access to a state highway, applicant shall submit any permits issued by NJDOT pursuant to N.J.A.C. 16:47-1 et seq.	X		X		X			
61. Any sections of this checklist for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.	X	X	X	X	X	X		

	Minor Sub- division	Minor Site Plan	Preliminary Major Subdivision	Prelimin- ary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted Waiver Requested	
62. List of design waivers and variances requested or obtained (with the applicable ordinance sections). List of waivers or de minimis exceptions from RSIS (with applicable reference sections). Justifications shall be provided for each.	X	X	X	X	X	X		
63. Applicant must provide documentation supporting compliance with Chapter 311 as it relates to any lands that may have been agricultural/orchard use.	X		X		X			
64. For those projects that lie within the Rockaway River Watershed, copy of correspondence to the Rockaway River Watershed Cabinet advising them of the application.	X	X	X	X	X	X		

ADDITIONAL DOCUMENTS

65. Affidavit from applicant with reasonable supporting documentation verifying compliance with all terms and conditions of the preliminary approval.					X	X		
66. Affidavit from applicant indicating that the final plan is identical to the preliminary plan. If not, list specific changes with respect to any deviations.					X	X		
67. Separate written estimates of proposed construction costs for both on- and off-site improvements.					X	X		
68. A performance guarantee estimate by applicant's engineer for all public improvements submitted.					X			
69. If development is in sections, final plat should so indicate. Also, adequate proof that each section stands on its own for access, stormwater, utilities, etc.					X			
70. Organization documents including:								
a. Article of incorporation for any association or other organization to maintain the common open space or community facilities.					X	X		
b. Bylaws and membership rules and regulations of any such organization defining its rights.					X	X		
c. A copy of the Master deed detailing the rights and privileges of individual owners of common property.					X	X		
d. A copy of all materials submitted to the Department of Community Affairs as required by the NJ Planned Real Estate Development Full Disclosure Act. Regulations and evidence of acceptance of and/or approval by the Department of Community Affairs.					X	X		

	Minor Sub- division	Minor Site Plan	Preliminary Major Subdivision	Prelimin -ary Site Plan	Final Major Subdivision	Final Site Plan	Check One: Submitted Waiver Requested	
e. Covenants or easements restricting the use of the common open space or elements.					X	X		
f. Covenants or agreements requiring homeowners or residents to pay the organization for the maintenance of the common open space and/or community facilities. This shall include a proposed schedule of membership fees for at least the first three years of operation.					X	X		
71. Maintenance agreements. If there is to be no homeowners association or similar arrangement for the maintenance of common facilities, the developer shall furnish an agreement under which private roads and other facilities will be maintained, refuse collected and other supplementary services provided.					X	X		
72. A deed, including a legal description by bearings and distances with corresponding area in square feet and/or acres, of all lands to be dedicated for public use; i.e., easements, roads, etc.					X	X		
73. An electronic copy of the approved plans in a form acceptable to the Township Engineering Department.					X	X		
74. Identification of the presence of historic sites and/or districts, as defined in §230-54, within 200 feet of the development	X	X	X	X	X	X		

* Per § 160-2, an environmental impact statement is required as part of an application for approval of a preliminary plat involving 10 or more acres of land or 10 or more lots, a preliminary site plan involving five acres or more of land, a soil removal permit involving removal of 500 cubic yards or more of soil and for a tree-harvesting and logging operation. Notwithstanding this provision, an environmental impact statement shall be required for any preliminary plat, preliminary site plan or soil removal, regardless of size or number of lots, when located in the CWR District. The Planning Board may also require that an environmental impact statement be submitted as part of any application for development, regardless of size or number of lots, if it determines that the property contains any environmentally sensitive conditions upon which the development may have an adverse impact.

Checklist "B"

"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	"Condi- tional" Use	Planning Variance	Check One: Submitted	Waiver Requested
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PLAT SPECIFICATIONS

1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 50 feet.			X	X	X	X		
2. Sheet size either 15 x 21, 24 x 36, or 30 x 42.			X	X	X	X		
3. Plans shall be prepared by an architect, planner, engineer, land surveyor, or the applicant, where appropriate.			X	X	X	X		
4. Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the Municipal Agency.			X	X	X	X		

GENERAL INFORMATION

5. Metes and bounds description of the entire tract or property based upon a current (within five years) land survey, prepared by a New Jersey licensed surveyor. Development boundaries shall be clearly delineated.			X	X	X	X		
6. Property line shown in degree, minutes and seconds.			X	X	X	X		
7. Key map showing location of tract to be considered in relation to surrounding area.			X	X	X	X		
8. Title block containing name and address of applicant and owner; name of development; name, address, signature and seal of preparer; lot and block numbers; date prepared; date of last amendment and zoning district.			X	X	X	X		
9. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.			X	X	X	X		
10. Scale of map, both written and graphic.			X	X	X	X		
11. North arrow giving reference meridian.			X	X	X	X		
12. Space for signatures of Chairperson, Secretary and Engineer of the Municipal Agency.					X	X		
13. List of all property owners within 200 feet of subject property as disclosed by a current (within 6 months) certified list of the most recent tax records.	X	X	X	X	X	X		
14. Any municipal limits within 200 feet of the development and the names and zoning of the adjoining municipalities.			X	X	X	X		

	"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	"Condi- tional" Use	Planning Variance	Check One: Submitted	Waiver Requested
15. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.			X	X	X	X		
16. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, density, and other applicable zone requirements, both as to required and proposed. Indicate the above both written and graphically.			X	X	X	X		
17. Zone requirements per Ordinance and per application.			X	X	X	X		
18. Acreage of affected parcel to the nearest hundredth of an acre.			X	X	X	X		
19. Submission of site photographs of existing conditions, including existing structures, site frontage and adjacent properties.			X	X	X	X		
20. Aerial photograph of site not smaller than 8 ½" x 11", in color.			X	X	X	X		
21. Submission of all applications, checklists, plans, reports and other materials in electronic format on CD.			X	X	X	X		

NATURAL FEATURES ON SITE AND WITHIN 100 FEET THEREOF

22. Cliffs and rock outcroppings.			X		X	X		
23. Contours to determine the natural drainage of the land. Intervals shall be 2 feet			X		X	X		
24. Flood plains.			X		X	X		
25. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.			X		X	X		
26. Aquifer recharge areas, including safe sustained ground water yield.			X		X	X		
27. Wooded areas indicating predominant species and size.			X		X	X		
28. Location of trees 6 inches DBH or more, designating species of each.			X		X	X		
29. For any clearing greater than 3 acres, or where determined to be appropriate by the Tree Specialist and/or designated Township consultant for any clearing of less than 3 acres where the property is heavily wooded, a representative 5% sampling of the wooded areas proposed to be cleared shall be inventoried. The representative 5% shall be determined by agreement between the Tree Specialist and/or designated Township consultant and the applicant, provided that all heritage trees, as defined at §368-11, shall be indicated on the plan.			X		X	X		

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	“Condi- tional” Use	Planning Variance	Check One: Submitted	Waiver Requested
30. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.			X		X	X		
31. All areas to be disturbed by grading or construction.			X		X	X		

MAN-MADE FEATURES ON SITE AND WITHIN 100 FEET THEREOF

32. Location and uses of existing and proposed structures and their setbacks from existing and proposed property lines.			X		X	X		
33. Location of existing and proposed sidewalks and driveways.			X		X	X		
34. Location of existing and proposed parking spaces and loading areas including evidence of compliance with ADA guidelines.			X		X	X		
35. Location and type of existing and proposed easements or rights of way including power lines.			X		X	X		
36. Location of railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.			X		X	X		
37. Location of existing and proposed wells and septic systems.			X		X	X		
38. When applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.			X	X	X	X		
39. Plans and profiles of existing and proposed utility layouts, such as sewers, stormwater management facilities, water, gas and electric, showing feasible connections to existing or proposed utility systems.			X		X	X		
40. Location and description of monuments whether set or to be set.			X		X	X		

STREETS

41. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.					X	X		
42. Required road dedication.			X		X	X		
43. Road orientation (as it relates to energy conservation).					X	X		
44. Plans, profiles and cross-sections of all proposed new streets and/or access to proposed streets.			X		X	X		

MISCELLANEOUS

45. Proposed sight easements where required.					X	X		
46. Proposed drainage easements where required.					X	X		

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	“Condi- tional” Use	Planning Variance	Check One: Submitted	Waiver Requested
47. Dimensioned preliminary architectural elevations and plans of any proposed buildings showing windows and doors, roof treatments, HVAC units, and preliminary floor plans of each floor of the building.					X			
48. Circulation plan showing:					X			
a. Location of off-street parking;					X			
b. Traffic improvements such as signals, signs and channelization;					X			
c. Pedestrian circulation;					X			
d. Loading and unloading bays;					X			
e. Proposed vehicular access including curb cuts;					X			
f. Traffic circulation around the site;					X			
g. Aisle and parking space dimensions;					X			
h. Handicapped parking in accordance with ADA guidelines.					X			
49. Landscaping plan including the types, quantity, size and location of all proposed vegetation, including shade trees. The scientific and common names of all vegetation shall be included.					X			
50. Lighting plan showing location and height of existing and proposed site lights, all construction details and catalog cuts, and isolux diagrams showing the 0.3 and 0.5 footcandle lines.					X			
51. Sign plan showing location of existing and proposed traffic control signs, street signs, development signs, and appropriate sign details showing size, height, materials and lighting.					X			
52. Soil erosion and sediment control plan consistent with the requirements of the local soil conservation district.					X			
53. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.			X	X	X	X		
54. Environmental Impact Assessment including all of the following*:			X	X	X	X		
a. Plan and description of the proposed development.								
b. Inventory of existing natural resources.								

	"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	"Condi- tional" Use	Planning Variance	Check One: Submitted	Waiver Requested
c. Assessment of environmental impacts								
d. Unavoidable adverse environmental impacts.								
e. Steps to minimize adverse environmental impacts.								
f. Documentation as required by the Township soil testing ordinance (Ch. 311 of Code).								
g. Details and matter to be evaluated:								
1. Sewage facilities.								
2. Water supply.								
3. Stormwater.								
4. Stream encroachments.								
5. Flood plains.								
6. Wetlands.								
7. Solid waste disposal.								
8. Air pollution.								
9. Traffic.								
10. Social/economic.								
11. Aesthetics.								
12. Licenses, permits, etc.								
55. If an Environmental Impact Assessment is not required, a general description of the proposed development and a brief assessment of its effect on the site and neighborhood. This shall include, where applicable, the number of employees, hours of operation, frequency of deliveries and/or shipments, and the nature of materials and chemicals on site.			X	X	X	X		
56. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	X	X	X	X	X	X		
57. A copy of all existing and proposed protective covenants or deed restrictions of every nature affecting the subject property including a statement as to whether such deeds or covenants are of record.	X	X	X	X	X	X		
58. Any sections of this checklist for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.	X	X	X	X	X	X		

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	“Condi- tional” Use	Planning Variance	Check One: Submitted Waiver Requested	
59. List of design waivers and variances requested or obtained (with the applicable Ordinance sections). List of waivers or <i>de minimis</i> exceptions from RSIS (with applicable reference sections). Justifications shall be provided for each.			X	X	X	X		
60. For those projects that lie within the Rockaway River Watershed, copy of correspondence to the Rockaway River Watershed Cabinet advising them of the application.			X	X	X	X		
61. Identification of the presence of historic sites and/or districts, as defined in 230-54, within 200’ of the development			X	X	X	X		

* Per § 160-2, an environmental impact statement is required as part of an application for approval of a preliminary plat involving 10 or more acres of land or 10 or more lots, a preliminary site plan involving five acres or more of land, a soil removal permit involving removal of 500 cubic yards or more of soil and for a tree-harvesting and logging operation. Notwithstanding this provision, an environmental impact statement shall be required for any preliminary plat, preliminary site plan or soil removal, regardless of size or number of lots, when located in the CWR District. The Planning Board may also require that an environmental impact statement be submitted as part of any application for development, regardless of size or number of lots, if it determines that the property contains any environmentally sensitive conditions upon which the development may have an adverse impact.

