



BOROUGH OF WATCHUNG

LAND USE OFFICE

Planning/Zoning Board

PLANNING/ZONING BOARD APPLICATION

Application to be filled out for:

- Variance Applications
- Informal Review
- Minor Subdivisions
- Minor Site Plans
- Preliminary Major Subdivision
- Preliminary Major Site Plan
- Final Major Subdivisions
- Final Site Plans

The application is to be submitted with all required documents and fees to:
the Board Clerk,
in the Planning and Zoning Office



BOROUGH OF WATCHUNG

LAND USE OFFICE

Planning/Zoning Board

NOTICE TO ALL APPLICANTS

Prior to submission of an application to one of our Land Use Boards, an initial review must be made by the Zoning Officer to determine which Board will hear the Application and if any variances are required.

Once an application has been submitted to the Board Clerk, the Clerk will review it for completeness of administrative details, such as sufficient numbers of copies, consent of the owner of the application, sufficient fees, etc. If there are any deficiencies, the applicant will be notified that their application is incomplete. At the time of submission, a copy of the application will be forwarded to the Board Engineer. The Board engineer will review the application, maps, and other documentation for a determination of completeness. The Engineer will notify the applicant within 45 days of submission if the application is not complete, and the reasons for incompleteness.

Once the application is deemed complete, the Board Engineer will advise the Clerk of the Board to schedule the case on the agenda for a hearing. It is important to realize that the mere submission of your application does not mean that the case will be heard immediately. By law, the Board is given 45 days in which to make the determination of completeness. The Clerk may not list the case before there is a determination of completeness by the Engineer.



BOROUGH OF WATCHUNG
LAND USE
Planning/Zoning Boards

REQUEST FOR LIST OF PROPERTY OWNERS

To: Edward L. Kerwin, Tax Assessor

Date: _____

I hereby request a list of property owners within 200 feet of the property covered by the:

CASE NO.: _____

BLOCK: _____

LOT: _____

ADDRESS: _____

PHONE: _____

Email: _____

Please prepare and certify a list of the property owners within two hundred feet of the above-named property and forward to the applicant within seven days of the date shown below (per 119-6-E and 138-87-C). The \$10.00 fee is attached.

Check

Dated:

Applicant's Signature: _____

28-901. APPLICATION FEES

A. Every application for development shall be accompanied by a certified check or checks payable to the Borough of Watchung in accordance with the following schedule of "Administrative Charges" and "Escrow Account Deposits." Where one (1) application for development includes several approval requests, the sum of the individually required "Administrative Charges" and "Escrow Account Deposits" shall be paid, with separate checks for the total "Administrative Charges" and for the total "Escrow Account Deposits." Fees for copies of requested items, special meetings, and other items also are included in the fee schedule.

Type of Application or Request	Administrative Charges	Escrow Account Deposits*	
1. Informal Reviews			
(a) One (1) informal fifteen (15) minute appearance.	None required	None required	
(b) Any additional appearance.	\$200	\$1,000	
2. Subdivisions			
(a) Minor Subdivision Plat	\$150	1-3 lots	\$1,000
(b) Sketch Plat	\$150 plus \$10.00 per lot	4-10 lots	\$2,000
		11-25 lots	\$3,000
		26-50 lots	\$5,000
(c) Preliminary Major Subdivision Plat	\$350	51-100 lots	\$7,500
Plus per each lot (1-10 lots)	\$25	Over 100 lots	\$15,000
11-20 lots	\$30		
21-50 lots	\$35		
Over 50 lots	\$40		
(d) Final Major Subdivision Plat	\$200	1-3 lots	\$500
Plus per each lot	\$10	4-10 lots	\$1,000
		11-25 lots	\$1,500
		26-50 lots	\$2,500
		51-100 lots	\$3,750
		Over 100 lots	\$7,500
Type of Application or Request	Administrative Charges	Escrow Account Deposits*	
(e) Amended Minor, Preliminary Major Subdivision and/or Final Major Subdivision Plat	\$300	The balance required to replenish the escrow account to the amount of the original deposit.	
(f) Request for reapproval or extension of time	\$300	\$500	
3. Site Plans			
(a) Minor Site Plan (Residential)	\$150	1-3 units	\$1,000
		4-10 units	\$2,000
		11-25 units	\$3,000
		26-50 units	\$5,000

		51-100 units \$7,500 Over 100 units \$15,000
(b) Preliminary Major Site Plan (Residential)	\$450 plus \$25 per dwelling unit	
(c) Final Major Site Plan (Residential)	\$250	1-3 units \$500 4-10 units \$1,000 11-25 units \$1,500 26-50 units \$2,500 51-100 units \$3,750 Over 100 units \$7,500
(d) Minor Site Plan (Nonresidential)	\$350	\$1,000
(e) Preliminary Major Site Plan (Nonresidential) Building area – 10,000 sq. ft. or less	\$500	\$3,000
Building area – 10,001 sq. ft. to 50,000 sq. ft.	\$1,000	\$10,000
Building area – 50,001 sq. ft. to 100,000 sq. ft.	\$2,000	\$20,000
Building area – More than 100,000 sq. ft.	\$3,000	\$25,000
(f) Final Major Site Plan (Nonresidential) Building area – 10,000 sq. ft. or less	\$250	One-third the original escrow fee paid at the time of preliminary plan application
Type of Application or Request	Administrative Charges	Escrow Account Deposits*
Building area – 10,001 sq. ft. to 50,000 sq. ft.	\$500	
Building area – More than 50,000 sq. ft.	\$1,000	
(g) Amended Minor, Preliminary Major and/or Final Major Site Plan	\$300	The balance required to replenish the escrow account to the amount of the original deposit.
(h) Request for reapproval or extension of time	\$300	\$500
4. Conditional Uses	\$300	\$500/acre or part thereof in addition to any fees required for site plan or subdivision review
5. Variances		
(a) Appeals (40:55D-70a)	\$100	\$400 each
(b) Interpretation (40:55D-70b)	\$100	\$400 each

(c) Bulk (40:55D-70c)	\$200 per application	\$400 first variance plus \$50/ each additional variance
(d) Use and Other "d" Variances (40:55D-70d)	\$200	\$1,000
(e) Permit (40:55D-34 & 35)	\$200	\$500
6. Waivers	\$100	\$125/first waiver plus \$25/each additional waiver
7. Requested Special Meeting of Planning or Zoning Board	\$1,000	\$1,000
8. Certified List of Property Owners or Certified List of Public Utilities	\$0.25/name or \$10.00, whichever is greater, subject to applicable law	None required
9. Copy of Minutes, Resolutions Decisions	As provided for in the Open Public Records Act or applicable law.	None required
10. Transcription of Meeting Proceedings	As provided for in the Open Public Records Act or applicable law.	None required
Type of Application or Request	Administrative Charges	Escrow Account Deposits*
11. Copy of audio reproduction of Public Hearing	As provided for in the Open Public Records Act or applicable law.	None required
12. Subdivision Approval Certificate	\$50/Certificate	None required
13. Certificate of Nonconformity (N.J.S.A. 40:55D-68)	\$50/Certificate	None required
14. Zoning Permit	\$35/Permit	None required

* Escrow fees shall not include lots or units restricted to affordable housing as defined in this chapter."

B. The administrative charges are flat fees to cover administrative expenses and are nonrefundable.

C. The escrow account deposits noted in this section are required to pay for the costs of professional services including engineering, planning, legal and other expenses

connected with the review of submitted materials, including any traffic engineering review or other special analysis related to the Borough's review of the submitted materials, or any necessary studies regarding off-tract improvements. The review escrow shall be deposited by the Chief Financial Officer of the Borough, or his/her designee and administered in accordance with Section 28-903 and the requirements of the MLUL.

D. An applicant is responsible to reimburse the Borough for all expenses of professional personnel incurred and paid by the Borough for the review process of an application for development before a municipal agency, such as, but not limited to:

1. Charges for reviews by professional personnel of applications, plans and accompanying documents currently pending before the municipal agency, or the review of an applicant's compliance with the conditions of any approval to an application for development by a municipal agency, or the review of any requests made by the applicant for modifications or amendments to the submitted material, provided that the professional shall not review items which are subject to approval by any State governmental agency and not under municipal jurisdiction, except to the extent consultation with the State agency is necessary due to the effect of State approvals on the proposed subdivision or site plan.

2. Issuance of reports by professional personnel to the municipal agency setting forth recommendations resulting from the review of any documents submitted by the applicant.

3. Charges for any telephone conference or meeting requested or initiated by the applicant, his attorney or any of his experts or representatives.

4. Review of additional documents submitted by the applicant and issuance of reports relating thereto.

5. Review or preparation of easements, developer's agreements, deeds, approval resolutions, or the like.

6. Preparation for and attendance at all meetings by professionals serving the Board, such as the Attorney, Engineer and Planner, or other experts as required.

7. The cost of expert advice or testimony obtained by the municipal agency for the purpose of corroborating testimony of applicant's experts.

8. Actual out-of-pocket expenses incurred in the process of reviewing the applications, plans and accompanying documents.

E. Each applicant shall agree to pay all reasonable costs for professional review of the application. All such costs for review must be paid before any approved plat, plan

or deed is signed and before any zoning permit, construction permit, certificate of occupancy, and/or other permit is issued.

F. Payment by the Borough of any bill rendered by a professional to the municipality with respect to any service for which the municipality is entitled to reimbursement under this chapter shall in no way be contingent upon receipt by the municipality of reimbursement from the applicant, nor shall any payment to a professional be delayed pending the reimbursement from an applicant.

G. If an applicant desires a court reporter, the cost for taking testimony and transcribing it and providing a copy of the transcript to the Borough shall be at the expense of the applicant who also shall arrange for the reporter's attendance.

(Ord. No. OR:09/01 § 28-901)

APPLICATION FOR DEVELOPMENT

____ PLANNING BOARD

APPLICATION NO. _____

BOARD OF ADJUSTMENT

This application, together with supporting documentation (including all copies as may be required), must be filed with the Office of the Borough Clerk at least thirty (30) days prior to the meeting at which the application is to be considered.

BOROUGH USE ONLY

Date Filed: _____

Date referred to Engineer: _____

Submitted to Site Plan/Subdivision Committee for Review: _____ Yes _____ No

Action Taken:

Date Accepted as Complete: _____

Board Action required by: _____

First hearing date: _____

Adjourned hearing dates: _____, _____, _____, _____, _____, _____

Board Action Taken: _____

Approved: _____

Date: _____ Denied: _____

Fees:

Application Fee \$ _____ Date Paid: _____ Ck. No: _____

Escrow Deposit \$ _____ Date Paid: _____ Ck. No. _____

Amount Returned \$ _____ Date Sent: _____

1. SUBJECT PROPERTY:

PROJECT NAME: (Phase) : _____

LOCATION: _____

TAX MAP:

Page _____ Block _____ Lot(s) _____ Zone _____

Page _____ Block _____ Lot(s) _____ Zone _____

DIMENSIONS:

Frontage: _____ Depth: _____ Total Area: _____

Description of Project: _____

2. **APPLICANT**

Name: _____

Address: _____

Email: _____

Telephone Number: _____ Fax _____

Applicant is a: Corporation: _____ Partnership _____ Individual _____

3. **OWNER** *(If other than the Applicant, state the following):*

Name: _____ Email: _____

Address: _____

Telephone Number: _____ Fax _____

4. **DISCLOSURE STATEMENT:**

Pursuant to N. J. S. 40:55D-48.1, the names and address of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. Also, in accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding 10% ownership standard have been disclosed.

Name: _____ Interest: _____

Address: _____

Name: _____ Interest: _____

Address: _____

Name: _____ Interest: _____

Address: _____

Name: _____ Interest: _____

Address: _____

NOTE: Attach additional pages if needed to complete.

5. PROPERTY INFORMATION:

List all deed restrictions, covenants, easements, association by-laws affecting the property, whether existing or proposed. (Including any developers agreements).

Copies Attached: Proposed _____ Existing _____

(Note: Copies must be submitted for review and must be written in easily understandable English to be considered).

Present use of the premises: _____

Proposed use of the premises: _____

Prior site approval (if applicable). If this site has previously received approval of an application for development, state:

Date	Application #	Type of Request	Disposition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. APPLICANT'S PROFESSIONALS:

Applicant's Attorney: _____

Address: _____ Email: _____

Telephone Number: _____ Fax Number: _____

Applicant's Planning Consultant: _____

Address: _____ Email: _____

Telephone Number: _____ Fax Number: _____

Applicant's Traffic Engineer: _____

Address: _____ Email: _____

Telephone Number: _____ Fax Number: _____

Any other Expert who will submit a report or testify:

Name: _____

Field of Expertise: _____

Address: _____ Email: _____

Telephone Number: _____ Fax Number: _____

(Note: Attach additional sheets as necessary to complete).

7. PLANS PREPARED BY:

_____ Engineer _____ Land Surveyor _____ Architect

Name: _____

Address: _____ Email: _____

Telephone Number: _____ Fax Number: _____

N.J. License / Registration Number: _____

8. BOROUGH ORDINANCE REFERENCE:

a. State section (s) of Borough Ordinance from which a variance is requested and reasons:

b. Specify waivers requested of Development Standards and / or Submission Requirements and affected sections of Borough Ordinances:

MISCELLANEOUS

9. Set forth the following with regard to water and sewer at the site:

Proposed water source: Public _____ Well _____

Proposed sewage disposal: Public _____ Septic _____

10. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate Lot and Block numbers? If so, set forth full information.

11. Detail any off-tract improvements required or proposed:

12. What form of security does the applicant propose to provide as performance and maintenance guarantees?

13. Other approvals which may be required and date plans submitted:

	<u>YES</u>	<u>NO</u>	<u>DATE PLANS SUBMITTED</u>
NJ Department of Environmental Protection	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
NJ Council of Affordable Housing	_____	_____	_____
Somerset County Planning Board	_____	_____	_____
Somerset/Union County Soil Conservation	_____	_____	_____
Other	_____	_____	_____
<hr/>			
Sanitary Sewer Connection Permit	_____	_____	_____
Middle-Brook Regional Health Commission	_____	_____	_____
Village Center Historical	_____	_____	_____
Preservation Committee	_____	_____	_____
Road Opening Permit	_____	_____	_____
Land Disturbance Permit	_____	_____	_____
Tree Removal Permit	_____	_____	_____
	<u>YES</u>	<u>NO</u>	<u>DATE PLANS SUBMITTED</u>
Driveway Permit	_____	_____	_____
Soil Removal Permit	_____	_____	_____
Other	_____	_____	_____

**14. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:
SUBDIVISION**

_____ Minor Subdivision Approval
_____ Major Subdivision Approval (Preliminary)
_____ Major Subdivision Approval (Final)
Development Plans: Sell Lots: YES _____ NO _____
Construct houses for sale: YES _____ NO _____

Other: _____

Gross Acreage of Tract: _____

Number of Lots to be created: _____ (including remainder lot)

Number of Proposed Dwelling Units _____ (if applicable)

To be filed by Deed or Plat: YES _____ NO _____

SITE PLAN

_____ Minor Site Plan Approval
_____ Preliminary Site Plan Approval (Phases if applicable) _____
_____ Final Site Plan Approval (Phases (if applicable) _____)
_____ Amendment or Revision to an approved Site Plan
_____ Request for Waiver from Site Plan Review and Approval;

Reason for request: _____

Development Plans: New Structure _____ Expansion _____
Change of Use _____ Alteration _____

NON-RESIDENTIAL

Gross Acreage of Site _____
Gross New Floor Area _____
No. of New Parking Units _____

RESIDENTIAL

Gross Acreage of Site _____
No. of Dwelling Units _____

VARIANCE

- _____ Variance Relief (Hardship) [N.J.S. 40:55D-70c(1)]
- _____ Variance Relief (Substantial Benefit) [N.J.S. 40:55D-70c(2)]
- _____ Variance Relief (Subdivision or Site Plan Approval incident to a Variance Application [N.J.S. 40:55D-76(b)]
- _____ Variance Relief (Use Variance) [N.J.S. 40:55D-70d]
-

PERMITS

- _____ Direct the issuance of a development permit for a structure in the bed of a mapped street, public drainage way, flood control basin or reserved public area [N.J.S. 40:55D-34]
- _____ Direct the issuance of a development permit for a lot lacking street frontage [N.J.S. 40:55D-35]
- _____ Other Relief (specify): _____
- _____
-

OTHER RELIEF REQUESTED

- _____ Informal Review
- _____ Conditional Use Approval [N.J.S.40:55D-67]
- _____ Appeal decision of Administrative Officer [N.J.S. 40:55D-70a]
- _____ Interpretation of Zoning Map or Ordinance or for Decision upon other special questions (N.J.S. 40:55D-70b)

ATTACHMENTS

15. Attach a certification from the Borough Tax Collector that all taxes or assessments for local improvements due on the subject property have been paid.
-
16. Attach a copy of the Notice to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the state and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable. An affidavit of Service on all property owners must be filed with the Board Clerk at least two (2) days before the scheduled hearing or the application will be deemed incomplete and the applicant, unable to proceed to hearing.
-

NOTICES

17. Notice of Hearing must be published at least ten (10) days in advance of the proposed hearing provided the application has been deemed complete.

Service of the notice on all effective property owners pursuant to NJSA 40:55D-12A et seq. must be made by the applicant at least ten (10) days prior to the date scheduled for the hearing.

18. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).

Quantity

Description of Item

_____	_____
_____	_____
_____	_____

FOR BOROUGH USE ONLY

The following reports have been sent to the applicant, the applicant's attorney and/or the Engineer on the date(s) noted:

Date	Professional	Date	Report(s) sent
_____	Applicant	_____	Site Plan/Subdivision
		_____	Borough Engineer
_____	Attorney	_____	Board Attorney
		_____	Borough Planner
_____	Engineer	_____	Police Department
		_____	Fire Department
		_____	Environmental Committee
		_____	Board of Health

CERTIFICATION

If the declarant is a Corporation, the following Certifications must be signed by an **authorized Corporate Officer**. If the declarant is a Partnership, it must be signed by a **General Partner**.

APPLICANT CERTIFICATION

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a General Partner of the Partnership applicant.

I certify that the foregoing statements are true; I am aware that if any statement is willfully false I am subject to punishment.

Dated: _____

Name: _____

Title: _____

OWNER CERTIFICATION

I CERTIFY THAT I AM THE owner of the Property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. I certify that the foregoing statements are true; I am aware that if any statement is willfully false I am subject to punishment.

Dated: _____ Owner: _____

ESCROW ACKNOWLEDGEMENT

I understand that the sum of \$ _____ has been deposited in an escrow account (Builder's Trust Account), in accordance with the Land Use/Development Ordinances of the Borough of Watchung. 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 submitted materials and the publication of the decision of the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days of notification.

Dated: _____ Applicant: _____

CHECKLISTS

Borough of Watchung

A. Variance Application Checklist – Details Required for Variance Application

Note: See the Watchung Borough Land Development Ordinance for further details of submission requirements and procedures. (Section 28-802C)

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
1				Application form(s) and checklist(s) (20 copies)
2				Application and escrow fees
3				Sketch plats or plans (20 copies) or related material outlining the location, nature and extent of any variance(s) requested.
4				Key map at 1" equal not more than 400'
5				Title block.
6				Name, title, address and telephone number of applicant
7				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan, if applicable.
8				Name, title and address of the owner or owners of record.
9				Scale (written and graphic).
10				Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
11				North arrow.
12				Names and addresses of partners or stockholders required by Ordinance.
13				Affidavit of ownership.
14				Acreage figures (both with and without areas within public rights-of-way).
15				Approval signature lines.
16				Existing block and lot number(s) of the lot(s) as they appear on the Borough Tax Map.
17				Tract boundary line (heavy solid line).
18				The location of existing and proposed property lines, streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges,

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
				culverts, drain pipes, any natural features such as treed areas, both within the tract and within fifty (50) feet of its boundary.
19				The location and width of all existing easements and rights-of-way.
20				Zoning district(s) affecting the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
21				Proposed buffer and landscaped areas.
Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
22				Delineation of flood plains including both floodway and flood fringe areas, flood zone, flood elevation and elevation of lowest floor level.
23				Wetlands, marshes, ponds and land subject to flooding.
24				The names of all adjacent property owners and adjacent block and lot numbers as they appear on the most recent tax list prepared by the Borough Tax Assessor.
25				Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
26				A sketch of the proposed addition or new construction for which a variance is sought, demonstrating how same is architecturally consistent with the existing structure or an improvement thereof.
27				A written statement delineating the exact proposed use requested, for use variance applications only.

Signature and title of person preparing the checklist

Date

B. Informal Application Checklist – Details Required for Informal Review Applications

Note: See the Watchung Borough Land Development Ordinance for further details of submission requirements and procedures. (Section 28-802D)

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
1				Application form(s) and checklist(s) (15 copies)

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
2				Application and escrow fees
3				A letter from the applicant to the Borough Planning Board outlining the proposed development plans.
4				Certification that property tax payments are current.
5				Current property boundary survey.
6				Sketch Plat or Plan(s) (15 copies), clearly and legibly drawn at a scale appropriate for informal review on 24"x36" standard sheet sizes with a clear perimeter border at least 1/2" wide.
7				Title block with name of the project/development, Borough of Watchung, Somerset County, NJ, with each sheet specifically titled with appropriately descriptive words, with a notation reading, "Informal Plat (or Plan) for Review."
8				Scale (written and graphic).
9				Tax map sheet and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map.
10				Tract boundary line (heavy solid line).
11				All adjacent block and lot number(s).
12				Intent for water supply and sewage treatment.
13				Key map at scale of 1" equals not more than 400' showing location of the project site with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500'.
14				Total acreage of project site with and without area to be dedicated as public rights-of-way.
15				Name, title, address, telephone number and signature of the owner(s) of record.
16				Name, title, address and telephone number of applicant(s).
17				North arrow with deed or filed map reference.
18				General location of all existing and proposed streets, structures, driveways, parking areas and sidewalks.
19				Existing property site contours based on United States Geological Survey datum where appropriate.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
20				General location of all existing and proposed rights-of-way and easements within and adjoining the tract.
21				Delineation of any existing deed restrictions or covenants.
22				General location of all watercourses, ponds, lakes, rivers, streams, brooks, wetlands, wetland transition areas and buffers, flood hazard areas, steep slopes over 30%, wooded areas and other environmentally sensitive areas on and within 200' of the project site.
Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
23				Location and acreage of all land, rights-of-way and/or easements reserved for or to be dedicated to public use and/or all open space areas.
24				Zoning districts and location of zoning boundaries; table of bulk requirements including lot area, width at street line and setback, front, rear and side yard setbacks, building and lot impervious surface coverage and variances and/or waivers required.

Signature and title of person preparing the checklist

Date

C. Minor Application Checklist – Details Required for Minor Subdivision Plats and Minor Site Plans (Section 28-803)

Note: See the Watchung Borough Land Development Ordinance for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
1				Land Use Application form(s) and checklist(s) (18 copies).
2				Required Use or Bulk Variance Application form(s) and checklist(s) (18 copies).
3				Application and escrow fees.
4				Certification that the applicant is the owner of the land or his/her properly authorized agent, or that the owner has given his/her consent under an option agreement.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
5				If the applicant is a partnership or a corporation, the names and addresses of all partners, or the names and addresses of all stockholders owning ten percent (10%) or more of any class of stock of the corporation as required by N.J.S.A. 40:55D-48.1 et seq.
6				Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
7				Proof of Public Sanitary Sewer and Public Water utility capacity to the subdivision and/or site plan from the approving Authority. A sanitary sewer capacity allocation and connection or collection system extension approval Resolution to serve the proposed development must be obtained from the Borough of Watchung governing body. A Water Main Extension Agreement or Will Serve Letter must be obtained from the Water Utility Company. (Where the need for off-tract public sanitary sewer and/or water utility service improvements are created by the proposed subdivision or site plan, the Applicant shall, as a condition of Application completeness and at the Applicant's sole expense, obtain all lands and/or easements located outside the development property boundaries. Such lands and/or easements, upon completion and acceptance of the off-tract utility improvements shall be dedicated to the Borough of Watchung and/or Water Utility Company.)
8				Required Use or Bulk Variance Applications
9				Current Property Boundary Survey.
10				Copy of Property Deed and all protective covenants, easements and/or deed restriction (18 copies).
11				Soil Movement Application and fee submitted to Department of Engineering.
12				Tree Removal/Tree Replacement Application and fee submitted to the Department of Engineering.
13				Plats or plans (18 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with the title block revealed.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
14				Scale of 1" equals not more than 30' for minor subdivision plats or 1" equals not more than 20' for minor site plans on 24"x36" standard sheet sizes with a clear perimeter border at least 1/2" wide.
15				Key map at scale of 1" equals not more than 400' showing location of the project site with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500'.
16				Title block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including items 17-19 below.
17				Name of the project/development, Borough of Watchung, Somerset County, NJ, with each sheet specifically titled with appropriately descriptive words.
18				Name, license number, signature, seal, address, telephone number and fax number of the engineer, land surveyor, planner and/or landscape architect, as applicable, who prepared the subdivision or site plan.
19				Date of original preparation and date of each subsequent revision on each sheet.
20				Name, title, address telephone number and signature of the owner(s) of record.
21				Name, title, address and telephone number of applicant(s).
22				Scale (written and graphic).
23				An Index Sheet showing each sheet's location in relation to the overall project and a list of attached drawings.
24				North arrow with deed or filed map reference.
25				Approval Block: signature and date lines for the Chairman and Secretary of the Board and the Borough Engineer.
26				Acreage figures to the nearest tenth of an acre (both with and without areas within public rights-of-way).
27				The names(s) and block and lot number(s) of all property owners within two hundred feet (200') of

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
				the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Assessor.
28				Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map, and proposed block and lot number(s) as provided by the Borough Tax Assessor upon written request.
29				Tract boundary line (heavy solid line), any existing and proposed subdivision or property line(s) within the tract, and the existing and proposed number of lots.
30				Zoning districts(s), including district names and location of zoning boundaries within 200' of the tract; table of bulk requirements including existing and proposed lot area, width at street line and setback, front, rear and side yard setbacks, building and lot impervious surface coverage and variances and/or waivers requested.
Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
31				Location of all watercourses, ponds, lakes, rivers, streams, brooks, wetlands, wetland transition areas and buffers, flood hazard areas, steep slopes over 30%, wooded areas and other environmentally sensitive areas on and within 200' of the project site. A Letter of Interpretation (LOI) from the New Jersey State Department of Environmental Protection shall be submitted for all delineated wetlands. If there are no delineated wetlands, the applicant shall provide a wetlands site evaluation prepared by a qualified individual or firm.
32				Proposed buffer and landscaped areas and the location and identification of existing vegetation with an indication as to whether it is to remain or be removed. The location and species of all existing individual trees or groups of trees having a caliper of four inches (4") or more measured four and one-half feet (4'-6") above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
				development, indicating which trees are to remain and which are to be removed.
33				Where a septic system is proposed, the date of approval by the Borough Board of Health of site evaluation tests, certified by a licensed professional engineer, indicating that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the test hole(s) and borings, soil logs, proposed location of the septic disposal areas, test results, soil types and percolation rates and compliance with the "Individual Sewage Disposal Code of New Jersey" or applicable Borough Board of Health Ordinances, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.
34				When a stream is proposed for alteration, improvement or relocation or where a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the State Department of Environmental Protection, Division of Water Resources, shall accompany the submission.
35				Cross-sections every 50' of water courses and/or drainage swales at an approximate scale showing the extent of the flood plain, top of bank, normal water levels and bottom elevations.
36				The location and extent of drainage and conservation easements and stream encroachment lines.
37				The location, size, direction of flow and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage.
38				Existing and proposed contours at two-foot intervals.
39				Soil Erosion and Sediment Control Plan as required by N.J.S.A. 4:24-39 et seq.; in accordance with the Somerset County Soil Conservation District.
Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
40				Location of all existing/proposed principal and accessory structures and their uses, both within

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
				the tract and within one hundred feet (100') of its boundary, showing existing and proposed front, rear and side yard setback distances and an indication of whether the existing structures and uses will be retained or removed.
41				The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, bridges, culverts, drain pipes, any natural features such as treed areas, both within the tract and within one hundred feet (100') of its boundary.
42				Concerning minor site plans only, lighting details, sign details, circulation and parking details and drainage calculations and proposed drainage improvements and details.
43				All dimensions necessary to confirm conformity to the Land Development Ordinance such as the size of the tract and any proposed lot(s), the number of lots being created, structure setbacks, structure heights, yards and building and lot coverages. All tract and lot sizes shall be expressed in acres and square feet and shall include bearings and distances.
44				No minor subdivision or minor site plan involving any street(s) additional right-of-way width as specified in the Master Plan or Official Map and the street requirements of this Ordinance shall be approved unless such additional right-of-way, either along one (1) or both sides of said street(s), as applicable, shall be granted to the Borough of Watchung or other appropriate governmental agency.
45				Stormwater Management Plan containing the existing system of drainage and the delineation of any larger tract or basin of which it is a part. The location, type, size of all existing and proposed stormwater inlets, stormwater facilities, stormwater lines and any additional information as may be required by Section 28-604. Include drainage area map, calculations and written narrative.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
46				The location and size of existing structures such as water and sewer mains, valves, hydrants, utility structures, gas transmission lines and high tension power lines on the tract and within two hundred feet (200') of its boundaries.
47				No minor subdivision or minor site plan involving any corner lot shall be approved unless a sight triangle easement shall be granted.
48				The names, location and width of all existing and proposed easements and rights-of-way, the use(s) for which they are intended to be limited, the manner in which the easements will be controlled, and to whom they are granted on and within 200' of the tract.
Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
49				Proposed permanent monuments shall be shown in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9. (Minor Subdivision only)
50				Steep Slope Analysis; Steep slope categories on site shall be delineated through the use of diagonal and cross hatched lines with a key provided on the appropriate sheet and a calculation of the permitted total impervious surface coverage.
51				List of municipal, County, State or Federal approvals or permits required.
52				Spot and finish elevations at all property corners and corners of all structures, existing or proposed.

Note: The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area, provided, however, that no application shall be declared incomplete for the lack of such additional information.

Signature and title of person preparing the checklist

Date

D. Preliminary Major Application Checklist – Details Required for Preliminary Major Subdivision Plats and Preliminary Major Site Plans (Section 28-804)

Note: See the Watchung Borough Land Development Ordinance for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
1				Land Use Application form(s) and checklist(s) (18 copies).
2				Required Use or Bulk Variance Application form(s) and checklist(s) (18 copies).
3				Application and escrow fees.
4				Certification that the applicant is the owner of the land or his/her properly authorized agent, or that the owner has given his/her consent under an option agreement.
5				If the applicant is a partnership or a corporation, the names and addresses of all partners, or the names and addresses of all stockholders owning ten percent (10%) or more of any class of stock of the corporation as required by N.J.S.A. 40:55D-48.1 et seq.
6				Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
7				Proof of Public Sanitary Sewer and Public Water utility capacity to the subdivision and/or site plan from the approving Authority. A sanitary sewer capacity allocation and connection or collection system extension approval Resolution to serve the proposed development must be obtained from the Borough of Watchung governing body. A Water Main Extension Agreement or Will Serve Letter must be obtained from the Water Utility Company. (Where the need for off-tract public sanitary sewer and/or water utility service improvements are created by the proposed subdivision or site plan, the Applicant shall, as a condition of Application completeness and at the Applicant's sole expense, obtain all lands and/or easements located outside the development property boundaries. Such lands and/or easements, upon completion and acceptance of the off-tract utility improvements shall be dedicated to the Borough of Watchung and/or Water Utility Company.)
8				Required Use or Bulk Variance Applications.
9				Current Property Boundary Survey.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
10				Copy of Property Deed and all protective covenants, easements and/or deed restrictions (18 copies).
11				Soil Movement Application and fee submitted to Department of Engineering.
12				Tree Removal/Tree Replacement Application and fee submitted to the Department of Engineering.
13				Plats or plans (18 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with the title block revealed.
Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
14				Scale of 1" equals not more than 100' for minor subdivision plats or 1" equals not more than 50' for minor site plans on 24"x36" standard sheet sizes with a clear perimeter border at least 1/2" wide.
15				Key map at scale of 1" equals not more than 400' showing location of the project site with reference to surrounding properties, streets, zoning districts and municipal boundaries within 500'.
16				Title block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including items 17-19 below.
17				Name of the project/development, Borough of Watchung, Somerset County, NJ, with each sheet specifically titled with appropriately descriptive words.
18				Name, license number, signature, seal, address, telephone number and fax number of the engineer, land surveyor, planner and/or landscape architect, as applicable, who prepared the subdivision or site plan.
19				Date of original preparation and date of each subsequent revision on each sheet.
20				Name, title, address, telephone number and signature of the owner(s) of record.
21				Name, title, address and telephone number of applicant(s).
22				Scale (written and graphic).

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
23				An Index Sheet showing each sheet's location in relation to the overall project and a list of attached drawings.
24				North arrow with deed or filed map reference.
25				Approval Block; signature and date lines for the Chairman and Secretary of the Board and the Borough Engineer.
26				Acreage figures to the nearest tenth of an acre (both with and without areas within public rights-of-way) and a computation of the area of the tract to be disturbed.
27				The names(s) and block and lot number(s) of all property owners within two hundred feet (200') of the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Assessor.
28				Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map, and proposed block and lot number(s) as provided by the Borough Tax Assessor upon written request.
29				Tract boundary line (heavy solid line), any existing and proposed subdivision or property line(s) within the tract, and the existing and proposed number of lots.
30				Zoning districts(s), including district names and location of zoning boundaries within 200' of the tract; table of bulk requirements including existing and proposed lot area, width at street line and setback, front, rear and side yard setbacks, building and lot impervious surface coverage and variances and/or waivers requested.
Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
31				Location of all watercourses, ponds, lakes, rivers, streams, brooks, wetlands, wetland transition areas and buffers, flood hazard areas, steep slopes over 30%, wooded areas and other environmentally sensitive areas on and within 200' of the project site. A Letter of Interpretation (LOI) from the New Jersey State Department of Environmental Protection shall be submitted for

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
				all delineated wetlands. If there are no delineated wetlands, the Applicant shall provide a wetlands site evaluation prepared by a qualified individual or firm.
32				The location and species of all existing individual trees or groups of trees having a caliper of four inches (4") or more measured four and one-half feet (4'-6") above the ground level shall be shown within the portions(s) of the tract to be disturbed as a result of the proposed development, indicating which trees are to remain and which are to be removed.
33				Landscape plan at a scale no less than one inch equals one hundred feet (1"=100') for major subdivision and no less than one inch equals thirty feet (1"=30') for major site plans. Important detail landscape areas within major subdivision may be requested at a scale of no less than one inch equals thirty feet (1"=30'). The scale shall be in both written and graphic form. The landscape plan shall show: Location, species and sizes of all proposed shade trees, ornamental trees, evergreen trees, shrubs and areas for lawns or any other ground cover; different graphic symbols shall be used to show the location and spacing of shade trees, ornamental trees, evergreen trees, shrubs and ground cover; a plant schedule indicating botanical name, common name, size at time of planting (caliper, height and spread), quantity, root condition and any special remarks (spacing, substitutions, fall planting hazards, etc.) for all plant material proposed with plants within the plant schedule be keyed to the landscape plan utilizing the first letter of the genus and species of the botanical plant name; planting details and specifications; additional information required by Section 28-609B.
34				Where a septic system is proposed, the date of approval by the Borough Board of Health of site evaluation tests, certified by a licensed professional engineer, indicating that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the test hole(s) and borings, soil logs, proposed location of the

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
				septic disposal areas, test results, soil types and percolation rates and compliance with the "Individual Sewage Disposal Code of New Jersey" or applicable Borough Board of Health Ordinances, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.
Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
35				When a stream is proposed for alteration, improvement or relocation or where a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the State Department of Environmental Protection, Division of Water Resources, shall accompany the submission.
36				Cross-sections every 50' of watercourses and/or drainage swales at an approximate scale showing the extent of the flood plain, top of bank, normal water levels and bottom elevations.
37				The location and extent of drainage and conservation easements and stream encroachment lines.
38				The location, size, direction of flow and type of adequate drainage provisions to reasonably reduce and minimize exposure to flood damage.
39				Existing and proposed contours at two foot intervals.
40				Soil Erosion and Sediment Control Plan as required by N.J.S.A. 4:24-39 et seq.; in accordance with the Somerset County Soil Conservation District.
41				Location of all existing/proposed principal and accessory structures and their uses, both within the tract and within one hundred feet (100') of its boundary, showing existing and proposed front, rear and side yard setback distances and an indication of whether the existing structures and uses will be retained or removed.
42				The location, type and size of all existing/proposed buildings, structures, signs, fences, outdoor storage areas, trash receptacle and recycling areas including details.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
43				Sign details, showing existing and proposed signs, location on site, size, type of construction, lettering detail, proposed illumination, if any, and proposed colors. Provide calculations and design specifications to demonstrate compliance.
44				All dimensions necessary to confirm conformity to the Land Development Ordinance such as the size of the tract and any proposed lot(s), the number of lots being created, structure setbacks, structure heights, yards and building and lot coverages. All tract and lot sizes shall be expressed in acres and square feet and shall include bearings and distances.
45				Lighting Plan showing the existing and proposed location, height, direction of illumination, power and type of proposed outdoor lighting, including wall mounted lighting fixtures. Provide separate building security lighting plan. Cut Sheet details of lighting poles, luminaries and the hours and time of lighting shall be provided on all lighting plans. Show the proposed light intensity at ground level, measured in footcandles. Dimensioned manufacturers lighting details and specifications including footcandle distributions shall be provided.
Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
46				Existing and proposed street and lot layout, with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract, and existing lot lines to be eliminated.
47				The location and design of any off-street parking or loading area, showing size and location of bays, aisles and barriers, curbing and paving specifications, including schedules and parking and loading calculations.
48				All means of vehicular ingress and egress to and from the site onto public streets, showing the size and the location of driveways, sidewalks, fire lanes and curb cuts, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, sight triangle easements, additional width and other proposed

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
				devices necessary to prevent a difficult traffic situation.
49				Proposed on-site vehicular and pedestrian circulation patterns.
50				Stormwater Management Plan containing the existing system of drainage and the delineation of any larger tract or basin of which it is a part. The location, type, size of all existing and proposed stormwater inlets, stormwater facilities, stormwater lines, and any additional information as may be required by Section 28-604. Include drainage area map, calculations and written narrative.
51				The location and size of existing structures such as water and sewer mains, valves, hydrants, utility structures, gas transmission lines and high tension power lines on the tract and within two hundred feet (200') of its boundaries.
52				Plans, typical cross sections and construction details, horizontal and vertical alignments of the centerline of all proposed streets and of all existing streets abutting the tract including street names as required by Ordinance. Road plans and profiles shall be submitted. The horizontal scale for plan and profile shall be 1"=20'. The vertical scale of the profile shall be 1"=5'. The profile shall be shown directly under the plan and if the space on the sheet permits it, two sections of plan and profile may be shown on the same sheet. Drawings are to be on 24" x 36" or 30" x 42" sheets. The plans of the road shall show the center line, right-of-way lines, stations of beginnings and ends of curves, curve data, 50 feet station points, equations of stationing, streams, culverts, roads and driveways on or near the right-of-way, utility poles, trees, buildings and other obstructions within the right-of-way, houses, and buildings within 50 feet of the right-of-way, property division lines and names of adjoining property owners. All construction under streets such as water lines, gas, electric and cable lines, sanitary sewers and storm sewers, shall be shown on both plan and profile.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
53				The names, location and width of all existing and proposed easements and rights-of-way, the use(s) for which they are intended to be limited, the manner in which the easements will be controlled, and to whom they are granted on and within 200' of the tract.
54				The proposed permanent monuments shall be shown in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9.
55				Environmental Impact Statement (when required by Board).
56				Traffic Impact Statement (when required by Board).
58				Steep Slope Analysis; Steep slope categories on site shall be delineated through the use of diagonal and cross hatched lines with a key provided on the appropriate sheet and a calculation of the permitted total impervious surface coverage.
59				List of municipal, County, State or Federal approvals or permits required.
60				Spot and finish elevations at all property corners and corners of all structures, existing or proposed.
61				Location and acreage of all land reserved for or dedicated to public use.
62				Concerning site plans only, the proposed use and operations of the buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift, and the hours of operation open to public use.
63				Concerning major site plans only, provide building floor plans and scaled architectural elevations defining the exterior materials, colors and textures; signed and sealed by a licensed NJ Registered Architect.

Note: The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area, provided, however, that no application shall be declared incomplete for the lack of such additional information.

Signature and title of person preparing the checklist

Date

E. Final Major Application Checklist – Details Required for Final Major Subdivision Plats and Final Major Site Plan Applications (Section 28-805)

Note: See Watchung Borough Land Development Ordinance for further details of submission requirements and procedures.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
1				Application form(s) and checklist(s) (18 copies).
2				Application and escrow fees.
3				Certification that the applicant is the owner of the land or his/her properly authorized agent, or that the owner has given his/her consent under an option agreement.
4				If the applicant is a partnership or a corporation, the names and addresses of all partners, or the names and addresses of all stockholders owning ten percent (10%) or more of any class of stock of the corporation as required by N.J.S.A. 40:55D-48.1 et seq.
5				Certification from the Borough Tax Collector that all taxes and assessments are paid up-to-date.
6				Subdivision Plat and Subdivision Site Improvement Design Drawings or Final Major Site Plan Site Improvement Design Drawings (18 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with the title block revealed. Site Improvement Design Drawings shall include information required for preliminary approval, revised as necessary to incorporate the resolution of the conditions of the Preliminary Resolution of Approval.
7				Scale of 1" equals not more than 100' for major subdivision plats or 1" equals not more than 50' for major site plans on 24"x36" standard sheet sizes each with a clear perimeter border at least 1/2" wide.
8				A section or staging plan, if proposed.
9				Detailed architectural and/or engineering calculation/data as required by Ordinance including:
9a				An architect's design drawing of each building and sign;

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
9b				Cross sections, plans, profiles and established grades of all streets, aisles, lanes and driveways, including centerline geometry and horizontal alignments with bearings, radii and tangents.
9c				Plans and profiles of all storm and sanitary sewers and water mains.
9d				For retaining walls in excess of four feet in height.
9e				All dimensions of the exterior boundaries of any subdivision shall be balanced and closed.
10				Record "As-built" drawings for all constructed site improvements built under Preliminary approval, including as-built Plans and profiles of all storm and sanitary sewers and water mains and as-built cross sections, plans, profiles and established grades of all streets, aisles, lanes and driveways, including centerline geometry and horizontal alignments with bearings, radii and tangents.
Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
11				Certification in writing from the applicant to the Board that the applicant has: (a) Installed all improvements with the requirements of the Ordinance and the preliminary approval; and/or (b) Posted a performance guarantee in accordance with the requirements of this Ordinance based upon provision of site improvement quantity and cost estimate from applicant for all site improvements not installed.
12				Metes and Bounds descriptions for all proposed deed(s) of dedication and deed(s) of easement.
13				A statement from the Borough Engineer that: (a) All installed improvements have been inspected and as built drawings have been submitted; and (b) Those installed improvements that do not meet or exceed Borough standards shall be factored into the required performance guarantee.
13				Evidence that a duplicate copy (copies) of the application for development has/have been filed with any other agency having jurisdiction over any aspect of the proposed development.

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
14				Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing utility service to the tract as required by Ordinance.
15				Stormwater Management Agreement approved by the Governing Body.
16				Borough of Watchung Tax Assessor determination of new Lot and Block and house number designations.
17				Certification that all tract outbound monuments have been set.
18				Concerning major subdivisions only a "Sales Map" in accordance with the Ordinance.

Signature and title of person preparing the checklist

Date

SOMERSET COUNTY PLANNING BOARD

Telephone (908) 231-7021; Fax (908) 707-1749; TDD (908) 231-7168

P.O. Box 3000, Somerville, N.J. 08876-1262

LAND DEVELOPMENT APPLICATION FORM CHECKLIST & REVIEW FEE SCHEDULE

The *Somerset County Land Development Review Resolution* requires that certain proposed land development proposals be submitted to the Somerset County Planning Board for review and, where required, approval. Land development activities subject to County Planning Board approval include:

- All subdivisions and resubdivisions of land within Somerset County.
- All site plans for land development
- Change of Use applications

This application form shall be completed by the applicant, or the applicant's designated agent and submitted with all required documents to the Somerset County Planning Board. This application consists of three (3) parts, each of which shall be completed as indicated.

- Part I – Project Information
- Part II – Review Fee Schedule
- Part III – Submission Contents Checklist

One set of plans and supporting documents shall be submitted.

Somerset County is an equal opportunity employer.

PART I – PROJECT INFORMATION

*For new land development applications, complete Sections A-E and sign the application in Section F .
For resubmissions and revisions, fill out Section A, update Sections B-E for any change in information,
and sign the application in Section F.*

SECTION A – PROJECT IDENTIFICATION

PROJECT NAME _____

MUNICIPALITY _____

BLOCK(S) _____ LOT(S) _____

STREET ADDRESS _____

TAX MAP PAGE _____ DATE OF PLANS BEING SUBMITTED _____

LOCAL BOARD REVIEWING APPLICATION:

PLANNING BOARD _____ BOARD OF ADJUSTMENT _____

COUNTY PLANNING BOARD FILE # _____ (for resubmissions/revisions)

SECTION B – APPLICANT AND CONTACT INFORMATION

APPLICANT'S NAME _____

ADDRESS _____

TELEPHONE _____ FAX _____

E-MAIL _____

PLAN PREPARER'S NAME _____

PLAN PREPARER'S ADDRESS _____

TELEPHONE _____ FAX _____

E-MAIL _____

ATTORNEY'S NAME _____

ATTORNEY'S ADDRESS _____

TELEPHONE _____ FAX _____

E-MAIL _____

SECTION C – SITE DATA

AREA OF TRACT _____ acres

DEDICATED OPEN SPACE _____ acres

PUBLIC SEWER YES _____ NO _____
 PUBLIC WATER YES _____ NO _____
 REDEVELOPMENT YES _____ NO _____

SECTION D – SUBDIVISION INFORMATION

SUBDIVISION TYPE RESIDENTIAL (✓) _____ NONRESIDENTIAL (✓) _____
 NUMBER OF NEW BUILDING LOTS _____
 NEW BUILDING LOTS PROPOSED UNDER FAIR HOUSING ACT _____
 TOTAL AREA OF NEW BUILDING LOTS _____ acres
 AVERAGE AREA OF NEW BUILDING LOTS _____ acres
 NUMBER OF MULTI-FAMILY LOTS _____
 LENGTH OF NEW STREET _____ linear feet

SECTION E – SITE PLAN INFORMATION

<u>TYPE (✓)</u>	<u>NUMBER OF UNITS</u>	<u>AMOUNT OF NEW SQ. FOOTAGE</u>	<u>NUMBER OF NEW PARKING SPACES</u>
_____ RESIDENTIAL	_____	_____	_____
Living Units	_____	_____	
Attached Units	_____		
Fair Housing Act Units	_____		
_____ COMMERCIAL/RETAIL		_____	_____
_____ OFFICE		_____	_____
_____ INDUSTRIAL/WAREHOUSE		_____	_____
_____ PUBLIC/INSTITUTIONAL		_____	_____
_____ OTHER		_____	_____

SECTION F - SIGNATURE

SIGNED _____ DATE _____
 (SIGNATURE OF APPLICANT OR AGENT)

PART II – REVIEW FEE SCHEDULE

A review fee shall apply to each subdivision and land development submitted to the Somerset County Planning Board for review in accordance with the New Jersey County Enabling Act, Section 40 27-6.2 and 40 27-6.6. Fees shall be submitted with the submission package to the County Planning Board located in the County Administration Building, 20 Grove Street, Somerville, New Jersey. Only certified checks or money orders, payable to Treasurer, County of Somerset, will be accepted. Review will not commence until the proper fees and accompanying plans and supporting documents are received by the County Planning Board. The review fee is non-refundable.

One pre-application meeting and/or submission of a concept plan will be considered by the Planning Board when requested by the applicant. Subsequent meetings and reviews of documents will only be considered upon receipt of a completed Somerset County Land Development Application Form and Checklist with the appropriate fee.

Complete all sections of the fee schedule below that apply.

SECTION A – REVIEW FEE EXEMPTION (Check reason for exemption)

1. _____ Lot line adjustments where no building lots are being created.
2. _____ Minor building additions not on a county road involving less than 1,000 sq. ft. and no additional parking.
3. _____ Plans submitted by a duly recognized nonprofit institution or municipality.
4. _____ Housing units proposed as per the Fair Housing Act. *Only the specific housing units or lots proposed under the Fair Housing Act are exempt from the review fee.*

SECTION B – SUBDIVISION REVIEW FEE (Check appropriate category)

If uncertain whether the proposed development impacts a County facility, the applicant should submit the lesser fee. If the County determines that the project impacts a County facility, the County will notify the applicant as to the correct fee in the first County Planning Board report.

1. _____ A minor subdivision which contains two (2) or fewer new lots, which does not impact a County road or drainage facility as determined by the County.
\$150.00 flat fee \$ _____
2. _____ A minor subdivision which contains two (2) or fewer new lots, which impacts a County road or drainage facility as determined by the County.
\$200.00 flat fee \$ _____
3. _____ A major subdivision which contains three (3) or more new lots, which does not impact a County road or drainage facility as determined by the County.
\$300.00 flat fee \$ _____
4. _____ A major subdivision which contains three (3) or more new lots, which impacts a County road or drainage facility as determined by the County.
\$400.00 flat fee plus \$ _____
\$20.00 per new lot + \$ _____
5. _____ A Final Plat
\$300.00 flat fee \$ _____

SECTION C – SITE PLAN REVIEW FEE (Check appropriate category)

If uncertain whether the proposed development impacts a County facility, the applicant should submit the lesser fee. If the County determines that the project impacts a County facility, the County will notify the applicant upon issuance of the first County Planning Board report.

1. _____ A site plan which does not impact a County road or drainage facility as determined by the County.
\$150.00 flat fee \$ _____
2. _____ A site plan which impacts a County road or drainage facility as determined by the County.
\$400.00 flat fee plus \$ _____
\$10.00 per parking stall **Commercial/Office** + \$ _____
\$2.00 per 100 sq. ft. **Industrial** + \$ _____
\$20.00 per dwelling unit **Residential** + \$ _____

For projects requiring a more detailed engineering/planning review, an escrow account may be required to cover the actual cost of completing the review of the project. The County Planning Board will advise the applicant of this amount when applicable.

SECTION D – TOTAL APPLICATION FEE

\$ _____

SECTION E – REVISION FEE (Check appropriate category)

A revision fee must be submitted for revised plans, stormwater management reports, traffic reports and other supporting documentation.

1. _____ 1st revision - no revision fee
 2. _____ 2nd and each subsequent revision
- \$150.00 Minor Subdivision (2 or fewer new lots)** \$ _____
\$300.00 Major Subdivision (3 or more new lots) \$ _____
\$300.00 All Site Plans \$ _____

SECTION F – GEOGRAPHIC INFORMATION SYSTEM FEE (Check appropriate category)

A separate check shall be submitted for the Geographic Information System fee as listed below.

\$25.00 per plat plus \$ _____
\$10.00 per new lot \$ _____

\$25.00 per site plan if proposed structure is greater the 400 sq. ft. \$ _____

PART III – COMPLETENESS CHECKLIST

SOMERSET COUNTY LAND DEVELOPMENT COMPLETENESS CHECKLIST

The Somerset County Land Development Application Completeness Checklist is part of the adopted *Somerset County Land Development Review Resolution*. For further clarification concerning items on the checklist refer to the *Land Development Review Resolution*. The *Land Development Review Resolution* may be viewed on the Somerset County website at (www.co.somerset.nj.us/planweb/index.htm; select Planning Division, then Land Development Review). Somerset County Planning and Engineering staffs are authorized to make all determinations on completeness. Please refer to the *Land Development Review Resolution* for appropriate thresholds for traffic and stormwater management reports.

Any applicant seeking a waiver from any item on this completeness checklist shall provide a detailed written explanation for each waiver request being sought. If deemed necessary, this written request and accompanying explanation will be brought before the Somerset County Land Development Committee for review and consideration. The applicant will be advised in writing of the Land Development Committee's decision concerning the waiver request(s).

Somerset County Land Development Completeness Checklist

The following checklist is to be completed and included with the standard application form:

I= Incomplete

NA=Not Applicable

C=Complete

General Requirements

- | I | NA | C | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 1. Completed current County Land Development Application form with all required attachments. (http://www.co.somerset.nj.us/planweb/pdf/appformlist.pdf) |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 2. Review or revision fees paid in full by certified check. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3. Written description of application. Description must include existing and proposed use. Any items marked not applicable on this checklist must be fully explained within the written description. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 4. Copy of complete application as submitted to municipality. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 5. Copy of all applications to other review agency (NJDEP, Soil Conservation, Canal Commission, etc.). |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 6. Historical Impact Statement (if required by Chapter 8 of Resolution). If not applicable, state reason in written description of project. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 7. Agricultural Impact Statement (if required by Chapter 8 of Resolution). If not applicable, state reason in written description of project. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 8. Recycling Plan Element (if required by Chapter 8 of Resolution). If not applicable, state reason in written description of project. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 9. Copy of Highlands Preservation Area Approval (if applicable). Please refer to http://www.highlands.state.nj.us/njhighlands/ for more information on requirements. If not applicable, state reason in written description of project. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 10. Number of COAH units must be listed in the written description of application and shown on plan. |

Plan Requirements

- | | | | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 11. Title page with a legible key map, containing a north arrow, at a scale suitable to easily find the site for a field inspection. The title page must also include the project name and the 3"x 4" County acceptance stamp block. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 12. Construction plans showing all proposed improvements to County facilities at a scale of 1"=30' signed and sealed by a professional engineer prepared in accordance with County standards. All sheets are to contain the scale of plan (written and graphic) and a correctly oriented north arrow. Existing features must be shown consistent with the Plan of Survey. |

- | I | NA | C | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. County construction details, drawn to scale, and applicable specifications. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14. Title block (Per N.J.S.A.13:40-1.3) containing type/name of application, plan preparer, existing block and lot numbers, and date of plan with revision dates. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15. County facilities and surrounding topography and features must be shown for a minimum distance of 200' beyond the tract boundaries. For projects affecting County facilities this includes pavement, curb, drainage systems, utilities, vegetation, striping, signage (sign type and description), signals and similar features. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 16. Zone district of site and adjoining areas, name of applicant, owner and applicant's attorney. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 17. Existing and proposed square footage (per floor) and use of building(s) listed. Number and type of new units is to be specified. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 18. Current signed and sealed Plan of Survey of the property in question prepared in accordance with N.J.S.A.13:40-5.1. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 19. Names of all property owners within 200' with lot and block numbers shown and adjacent lot numbers shown on all sheets. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 20. Right-of-way dedication(s) to the County consistent with County standards and the County Master Plan shown on the plan with signed and sealed metes and bounds descriptions by a professional land surveyor. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 21. Proposed access location and configuration in accordance with Chapter 4 of the Land Development Review Resolution and applicable County standards. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 22. For improvements within the County right-of-way, the centerline of the County road is to be defined with bearings, distances and curve data with stationing every 50 feet increasing to the north or east. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 23. Lines of sight per County standards shown in plan and profile views with proposed treatment to provide clear lines of sight. Sight easements are to be shown per County standards. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 24. Intersection Grading Plan drawn at 1"=20' showing pavement and curb elevations as needed to ensure proper construction and positive drainage control. Superfluous information is to be omitted from the Intersection Grading Plan. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 25. Cross sections of the County road drawn per County standards at 1"=5' (horizontal and vertical) with existing and proposed elevations. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 26. Typical roadway section(s) of the County road in accordance with County standards. |

- | I | NA | C | |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 27. Proposed utility connections within the County right-of-way (sanitary, water, gas, electric, etc.) with pavement restoration details and specifications per County standards. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 28. Profile of driveway or sidestreet intersecting the County road showing smooth profile with grades matching cross sections and intersection-grading plan. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 29. Provisions for the collection of recyclables in multi-family residential and commercial developments. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 30. Signage and striping plan per County standards. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 31. Traffic control plan for construction of improvements to County facilities. |

Stormwater Management Requirements

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 32. Stormwater management report prepared in accordance with County standards, signed and sealed by a professional engineer. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 33. Full-scale drainage area maps for existing and proposed conditions showing correct delineation of sub-areas, times of concentration with flow paths and slopes, soil and cover types and downstream point of analysis. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 34. Proposed treatment consistent with County standards for intercepting, detaining and treating all stormwater runoff directed to County facilities. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 35. Adequate drainage improvements to ensure proper drainage at access point(s) and along the County road. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 36. Drainage calculations showing proposed drainage facilities in accordance with the appropriate requirements. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 37. Contours and spot elevations to determine existing and proposed drainage patterns. |

Traffic Requirements

- | | | | |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 38. Traffic Impact Study including: Existing, No Build, and Build Traffic Volumes, New Trip Distribution Figures, Pass-by Trip Distribution Figures, Site Generated New Trip Figures, Site Generated Pass-by Trip Figures, Site Generated Total Trip Figures, Existing, No Build, Build, and Build with Mitigation Levels of Service Figures, Proposed Mitigation Measures, Sketch of Proposed Mitigation Measures and Cost Estimate for Proposed Mitigation Measures. |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 39. Traffic Impact Study Technical Appendix, including: Traffic Count Data (Manual Count Sheets / ATR's), Trip Generation Calculations, including pass-by calculations, Gravity Model (if applicable) and Capacity Analysis Worksheets. |



BOROUGH OF WATCHUNG
LAND USE OFFICE
Planning/Zoning Board

SITE INSPECTION CONSENT FORM

Applicant: _____ Application No.: _____

Block: _____ Lot: _____

Street Address: _____

I, _____, owner of the above property, hereby acknowledge that, upon determination of completeness of the application, a site inspection may occur and do hereby authorize members of the Planning Board/Board of Adjustment and their representatives and consultants to enter onto the property for the purpose of evaluating the application.

Owner: _____
Print Name

Date: _____

Signature