

**CHECKLIST FOR
DETERMINING COMPLETENESS OF APPLICATION FOR DEVELOPMENT
LAND USE ORDINANCE
TOWNSHIP OF BOONTON, NEW JERSEY**

CHECKLIST "B" – MAJOR PRELIMINARY SUBDIVISION

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Application No. _____
Date Filed _____

REQUIRED DATA & INFORMATION

	C-Complete I-Incomplete NA-Not Applicable WR-Waiver Requested			
	C	I	NA	WR
1. Completed application form (18 copies).	☐	☐	☐	☐
2. Filing fee (See Article 82-1).	☐	☐	☐	☐
3. Separate application and fee filed for any conditional use or variance involved.	☐	☐	☐	☐
4. Eighteen (18) black or blue on white prints of all maps.	☐	☐	☐	☐
5. Eighteen (18) copies of all other documents.	☐	☐	☐	☐
6. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.	☐	☐	☐	☐
7. Completed County Planning Board application form (in duplicate) and County filing fee if the County Planning Board approval is required.	☐	☐	☐	☐

	C	I	NA	WR
8. All maps signed and sealed by appropriate New Jersey licensed or registered professional person.	☐	☐	☐	☐
9. Name of tract or development.	☐	☐	☐	☐
10. Tax map sheet, block and lot numbers of existing lots.	☐	☐	☐	☐
11. Date prepared and date(s) of revision(s).	☐	☐	☐	☐
12. Plat scale not less than 1" = 50' nor more than 1" = 10'.	☐	☐	☐	☐
13. Graphic scale.	☐	☐	☐	☐
14. Reference meridian.	☐	☐	☐	☐
15. Maximum sheet size: 24" x 36".	☐	☐	☐	☐
16. Name, address and license number of person preparing plat.	☐	☐	☐	☐
17. Name and address of record owner.	☐	☐	☐	☐
18. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.	☐	☐	☐	☐
19. Ownership disclosure in accordance with C.40:55D-48.1.	☐	☐	☐	☐
20. Names and address of applicant/subdivider, if other than owner.	☐	☐	☐	☐
21. Copies of any existing or proposed protective or restrictive covenants and deed restrictions.	☐	☐	☐	☐
22. Signature block for Board Chairman and Secretary and the Township Engineer.	☐	☐	☐	☐
23. Names of owners and block and lot numbers of properties located within 200' of the tract boundary.	☐	☐	☐	☐
24. Key map (scale: not less than 1" = 600') showing entire tract and its relation to surrounding area, including locations and names of principal roads.	☐	☐	☐	☐

	C	I	NA	WR
25. Zone district(s) and identification of zone boundaries located on or adjoining the property.	☐	☐	☐	☐
26. Existing and proposed property lines and other site lines, including tract boundary lines, with bearings and distances.	☐	☐	☐	☐
27. All zoning requirements in accordance with the schedule referred to in Section 102-136 and the relationship of the proposed site plan to those requirements. Calculation of existing and proposed building and impervious coverage of the lot shall be included.	☐	☐	☐	☐
28. Total area of the tract in square feet and acres.	☐	☐	☐	☐
29. Total area of each lot in sq. ft. and the area of each lot located within the maximum depth of measurement.	☐	☐	☐	☐
30. All proposed lot numbered.	☐	☐	☐	☐
31. Front, rear and side building setback lines as required by the zoning regulations.	☐	☐	☐	☐
32. All existing structures on the tract with setback distances.	☐	☐	☐	☐
33. All structures located within 200' of the tract.	☐	☐	☐	☐
34. Right-of-way lines, widths, and names of all existing streets on and adjoining the property.	☐	☐	☐	☐
35. Location and widths of all other existing and proposed rights-of way and easements, the purposes of any easement and the text of any restrictions applicable to same.	☐	☐	☐	☐
36. Location on the property of existing:				
a. watercourses and other drainage courses.	☐	☐	☐	☐
b. bridges.	☐	☐	☐	☐
c. culverts and/or storm drains with sizes.	☐	☐	☐	☐
d. wooded areas.	☐	☐	☐	☐
e. rock outcroppings.	☐	☐	☐	☐

	C	I	NA	WR
37. Location on the property of proposed:				
a. watercourses and other drainage courses.	☐	☐	☐	☐
b. bridges.	☐	☐	☐	☐
c. culverts and/or storm drains with sizes.	☐	☐	☐	☐
38. Location within 200' of the property of existing:				
a. watercourses and other drainage courses.	☐	☐	☐	☐
b. bridges.	☐	☐	☐	☐
c. culverts and/or storm drains with sizes.	☐	☐	☐	☐
39. Location of existing well(s) and yield(s).	☐	☐	☐	☐
40. Location of existing Septic Systems.	☐	☐	☐	☐
41. Proposed method of water supply and sewage disposal.	☐	☐	☐	☐
42. If public water, certification of availability.	☐	☐	☐	☐
43. If sanitary sewer, certification of available capacity.	☐	☐	☐	☐
44. Cross sections, centerline profiles and grades of all proposed streets. Minimum scale: 1" = 50' horizontal and 1" = 5' vertical.	☐	☐	☐	☐
45. Site grading plan showing existing and proposed contours, spot elevations, first floor elevations, garage floor elevations, driveways grades, house corner elevations, etc.	☐	☐	☐	☐
46. Plan for storm water management in accordance with Ordinance No. 408.	☐	☐	☐	☐
47. Plans and profiles of proposed utility systems, i.e., storm drainage, sanitary sewers, water, gas, electric, subsurface holding tanks or cisterns if applicable, etc., showing feasible connections to existing or proposed systems, sizes, grades, types of materials and construction details of all pertinent facilities and improvements.	☐	☐	☐	☐

C I NA WR

48. In residential subdivisions containing 25 or more lots, the location and description of provisions for the recycling of recyclable materials in accordance with the municipal recycling ordinance. The plan shall be accompanied by a description of the following:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| (a) The size, shape, materials of construction of the recycling area. | ☐ | ☐ | ☐ | ☐ |
| (b) Name and address of the Collector of recycled materials. | ☐ | ☐ | ☐ | ☐ |
| (c) If recycled materials will be transferred to the Borough's recycling center or taken to some other location. | ☐ | ☐ | ☐ | ☐ |
| (d) Frequency of collection. | ☐ | ☐ | ☐ | ☐ |

All recycled areas shall be in a location on site as approved by the Planning Board and shall be adequately screened so that no material is visible from the property line containing said area.

49. Environmental Impact Statement pursuant to Article XII which shall include the following:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a. Topography with ranges of slope at 2' contour intervals. | ☐ | ☐ | ☐ | ☐ |
| b. All flood hazard areas, lakes, ponds, marshes bogs, swamps and streams. | ☐ | ☐ | ☐ | ☐ |
| c. Soil data per Morris County Soil Survey (USDA, SCS) as follows: | ☐ | ☐ | ☐ | ☐ |
| (1) Map showing soil type and soil symbol. | ☐ | ☐ | ☐ | ☐ |
| (2) Maps, charts and tables reflecting interpretations of soil types including seasonable water table within 3 ½' of the surface and bedrock within 3 ½' of the surface. | ☐ | ☐ | ☐ | ☐ |

	C	I	NA	WR
d. Freshwater wetlands including transition areas delineation or an affidavit by a qualified person stating that no wetlands on the property exist.	☐	☐	☐	☐
e. If wetlands or transition areas are located on the property, the applicant shall submit one of the following:				
(1) A Freshwater Wetlands Permit from D.E.P.	☐	☐	☐	☐
(2) A Letter of Exemption from D.E.P.	☐	☐	☐	☐
(3) A Letter of Interpretation from D.E.P.	☐	☐	☐	☐
50. Location and purpose of any open space to be dedicated to public use.	☐	☐	☐	☐
51. Tree protection and removal plan and soil erosion and sediment control plan as required pursuant to Chapter 102, Part 5.	☐	☐	☐	☐
52. Engineer's geohydrology report in accordance with Section 177-9B (Added 7-24-2000 by Ord. No. 613)	☐	☐	☐	☐

☐ Application declared complete. Date_____

Authorized Signature

☐ Application declared incomplete. Date_____

Authorized Signature

**TOWNSHIP OF BOONTON PLANNING BOARD
MAJOR SUBDIVISION PRELIMINARY**

NEW _____ RESUBMITTED _____

APPLICATION # _____

FEE PAID \$ _____

REC'D BY _____

PLAT (18) COPIES _____

DATE _____

1. Applicant _____

NAME

ADDRESS

TELEPHONE NO.

Is this a _____ listed telephone number or _____ unlisted telephone number

2. Owner _____

NAME

ADDRESS

TELEPHONE NO.

Is this a _____ listed telephone number or _____ unlisted telephone number

3. Interest of Applicant if other than Owner _____

4. Plat Drawn by _____

NAME

ADDRESS

TELEPHONE NO.

Is this a _____ listed telephone number or _____ unlisted telephone number

PROFESSIONAL LICENSE NO. _____

DATE OF PLAT _____

LAST REVISION DATE _____

5. Property Location _____

SECTION

STREET

6. Property Data:

Lot No. _____ Block No. _____ Zone Designation _____

Number of Lots Proposed _____ Total Lot Acreage _____

Area to be dedicated for street right-of-way _____

Open Space Zoning _____ Acreage Dedicated to Twp. _____

yes no

Lineal feet of new streets _____

7. Purpose of Subdivision: Sell Lots Only _____ Construct Homes for
Sale _____ Other _____ Specify _____

8. Will subdivision require extension of municipal facilities:
Streets _____ Water _____ Sewer _____ Other _____

9. Is any portion of the subdivision situated within the Flood Hazard Area:

yes no

If yes, give details _____

Is N.J. Department of Environmental Protection approval required?

Yes _____ No _____ Permit No. _____ Date _____

- continued -

10. Is a soil removal permit required _____ Permit No. _____
11. Has a Soil Erosion and Sediment Control Plan/Tree Protection and Removal Plan been submitted _____
12. Will the proposed subdivision conform to the Zoning Ordinance of the Twp.? _____
If no, is a variance being sought for any of the proposed lots? _____
Please describe _____
13. Are there any deed restrictions or easements on the property? _____
If yes, please explain _____
14. Has the lot been previously subdivided _____
yes no Date Application No.
15. Has a Sketch Plan been approved _____
yes no Date Application No.
16. Please attach any other comments, explanation or documentation that may be helpful to the Planning Board in reviewing this application.
17. I have read the Land Subdivision Ordinance, Zoning Ordinance and Building Code as they apply to this subdivision and the guides provided by the Planning Board and certify that the submitted plat is complete and accurate as to existing conditions.

Signed _____
Owner Date

Signed _____
Owner Date

APPLICATIONS WITH SUPPORTING DOCUMENTS MUST BE SUBMITTED TWO (2) WEEKS PRIOR TO A REGULAR MEETING. MEETINGS ARE HELD AT THE MUNICIPAL BUILDING THE 1ST MONDAY OF THE MONTH.

THE FEE CHARGED FOR THIS APPLICATION COVERS ONLY NORMAL REVIEW OF THE APPLICATION. IF ANY ADDITIONAL REVIEWS ARE REQUIRED BECAUSE OF DEFICIENCIES IN THE APPLICATION, ANY ADDITIONAL CONSULTANT FEES INCURRED WILL BE CHARGED TO THE APPLICANT AND MUST BE PAID PRIOR TO FINAL APPROVAL.

TOWNSHIP OF BOONTON – PLANNING BOARD

PROPERTY INSPECTION PERMISSION

PREMISES: _____

APPLICATION FOR: _____

This applicant and owner hereby grant permission to members of the various Township government boards and agencies involved with this application to enter upon the subject premises for inspection and study pertaining to this application until the application is either granted or denied.

DATE: _____

Signature of Applicant

Print Name

DATE: _____

Signature of Owner

Print Name

AFFIDAVIT OF SERVICE OF NOTICE

STATE OF NEW JERSEY)

) SS:

COUNTY OF MORRIS)

_____ of full age, being duly sworn
(Name of person serving Notice)

according to law, deposes and says:

1. I am _____

(give complete address)

2. On the _____ day of _____, 20____, I served NOTICE
OF HEARING in the matter of the application so as to permit _____

(Give full description of purpose of application)

upon all persons comprising the owners of property located within 200 feet in every
direction of the premises designated as Block _____, Lot _____, on the Tax
Map of the Township of Boonton, a copy of said notice being attached hereto. The said
notice was given by certified or registered mail or by personal service to all property
owners listed on the annexed list.

3. The service of said notice was not less than ten days prior to the date of
hearing, to be held by the Planning Board on the _____ day of _____
20____.

(Signature of Applicant)

Sworn and subscribed to before me this

_____ day of _____
20____.

A Notary Public of New Jersey

NOTE:

**AT LEAST THREE DAYS PRIOR TO THE HEARING, THIS NOTARIZED AFFIDAVIT OF
SERVICE OF NOTICE, COPY OF NOTICE OF HEARING AND LIST OF PROPERTY
OWNERS MUST BE FILED WITH THE SECRETARY OF THE PLANNING BOARD.**

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY) :SS
COUNTY OF MORRIS)

_____ of full age
being duly sworn according to law on oath deposes and says, that deponent resides at
_____ in the _____
of _____ in the County of _____ and
State of _____ that _____
is the owner in fee of all that certain lot piece or parcel of land situated, lying and being
in the Township of Boonton and known and designated as
Lot(s) _____ in Block _____ as shown on the
Tax Map of said Township.

Sworn to and subscribed before me
this _____ day of _____,
20____.

(Owners to sign here) or (Company Name)

_____ by: _____

AUTHORIZATION

(If anyone other than the above owner is making this application, the following authorization must be executed.)

To the Board of Adjustment:

To the Planning Board:

_____ is hereby authorized to make this application.

(Owner to sign here) or (Company Name)

by: _____

AFFIDAVIT OF APPLICANT

STATE OF NEW JERSEY)
COUNTY OF MORRIS) :SS

_____ of full age
being duly sworn according to law, on oath deposes and says that all of the above
statements and the statements contained in the papers submitted herewith are true.

Sworn to and subscribed before me
this _____ day of _____,
20____.

(Applicant to sign here) or (Company Name)

legals@recordernewspapers.com



List of Property Owners

Township of Boonton

155 Powerville RD Boonton Township, NJ 07005

Date of Request		
Requestor Name		
Requestor Mailing Address		
Requestor Phone		
When the list is ready (please select only one)	Call for pickup ☐	Mail to address ☐

I am making a request of the Tax Assessor of Boonton Township to provide a certified list of property owners within 200 feet of:

Property Address					
Block		Lot		Qualifier	

2013 New Jersey Revised Statutes
Title 40 - MUNICIPALITIES AND COUNTIES
Section 40:55D-12 - Notices of application, requirements.

40:55D-12 Notices of application requirements.

7.1.c Upon the written request of an applicant, the administrative officer of a municipality shall, within seven days, make and certify a list from said current tax duplicates of names and addresses of owners to whom the applicant is required to give notice pursuant to subsection b. of this section. In addition, the administrative officer shall include on the list the names, addresses and positions of those persons who, not less than seven days prior to the date on which the applicant requested the list, have registered to receive notice pursuant to subsection h. of this section. The applicant shall be entitled to rely upon the information contained in such list, and failure to give notice to any owner, to any public utility, cable television company, or local utility or to any military facility commander not on the list shall not invalidate any hearing or proceeding. A sum not to exceed \$0.25 per name, or \$10.00, whichever is greater, may be charged for such list.

(For Office Use Only)

I hereby certify the foregoing to be a complete list of property owners located within 200' of the block and lot referenced above in accordance with the Boonton Township Tax Maps.

Date: _____

Mark Burek, Tax Assessor

Carlos Carrero, Deputy Tax Assessor

Received by:	Cash ☐	Check ☐ Check number: _____
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NOTICE OF HEARING
before the
BOONTON TOWNSHIP PLANNING BOARD

TO: _____ (obtain names of owners
_____ property within 200' of
_____ subdivision within or
_____ without of Boonton Township
_____ from Tax Assessor's office)

PLEASE TAKE NOTICE:

That an application has been made by _____
(applicant's name)
for the subdivision of a certain parcel of land known as _____
_____ located _____

creating _____ building lots in the Township of Boonton, and is described
as Tax Lot _____, Block _____, on the Tax Maps of Boonton Township.

This notice is sent to you as an owner of property within 200' of the subdivision. A
public hearing has been ordered for _____, 20____, at _____p.m.,
prevailing time, at the Municipal Building, Powerville Road, and when the application is
called, you may appear either in person, or by authorized agent or attorney, and present
any statements which you may have relating to this application. A copy of the map of
the proposed subdivision has been filed with the Township Clerk for public inspection.

This notice is sent to you by the applicant pursuant to Section 2:306 of the Township of
Boonton Municipal Land Use Code of 1977.

Respectfully,

Date: _____

Applicant

LAND DEVELOPMENT REVIEW APPLICATION

Mail To:
MORRIS COUNTY PLANNING BOARD
P.O. Box 900
Morristown, NJ 07963-0900



Office Location:
30 Schuyler Place
4th Floor
Morristown, New Jersey

ALL FILINGS TO THE PLANNING BOARD SHOULD BE IN DUPLICATE WITH APPROPRIATE FILING FEE

Section I. Submission Requirements (TWO COPIES OF ALL DOCUMENTS SHOULD BE SUBMITTED)

Submission: ☐ New ☐ Planning Board ☐ Review fee enclosed
☐ Revised ☐ Board of Adjustment ☐ No review fee

Section II. Project Information

Project Name: _____ Block(s) _____ Lot(s) _____
Municipality: _____ Road Frontage Name: _____
Applicant's Name: _____ Telephone: _____ Fax: _____
Mailing Address: _____

Section III. Site Data

What is being proposed? _____
Zone District(s) in which property is located: _____
Present Use(s) _____ Proposed Use(s) _____
Proposed Water Source: _____ Sewage Disposal _____

☐ Subdivision:
Gross Area of Subdivision Tract _____ acres ▪ Net Lot Area _____ acres ▪ Number of Lots _____

☐ Site Plan: Lot Area _____ Acres
If Residential: # of Dwelling Units _____ *If Non-Residential:*
New Floor Area _____ Total Floor Area _____
New Parking Spaces _____ Total Parking Spaces _____
New Impervious Surface _____ Total Impervious Surface _____

Section IV: Review Fees (not required for revised submissions)

Applicant hereby applies for: (check one)

Municipal Classification	Rate	Fees
☐ Subdivision: Sketch	no charge	
☐ Subdivision: Minor	\$100.00	\$ _____
☐ Subdivision: Preliminary	\$500.00 + \$25.00 per lot	\$ _____
☐ Subdivision: Final	\$100.00	\$ _____
☐ Site Plan: Multi-Family	\$500.00 + \$25.00 per dwelling unit	\$ _____
☐ Site Plan: Non-Residential	\$500.00 + \$5.00 per new parking space	\$ _____
Total enclosed (payable to "Treasurer of Morris County").		\$ _____

Application completed by: _____ ☐ applicant / ☐ owner / ☐ attorney / ☐ engineer
(please print)

Signature: _____ Dated: _____

**MORRIS COUNTY PLANNING BOARD
LAND DEVELOPMENT REVIEW
APPLICATION PROCEDURES**

SUBMISSION REQUIREMENTS:

- Subdivision – All subdivisions must be submitted to the County Planning Board for review.
Major Subdivisions – will be reviewed for County approval
Minor Subdivisions – will be reviewed to determine:
1. If the project fronts along a County road; and/or
 2. If the project will affect any County drainage facilities.
- For those minor subdivisions which meet either one or both of the above criteria, the project will be reviewed for approval. If a minor subdivision does not meet either criteria, an exemption letter will be sent.
- Site Plans – Site Plans will be reviewed to determine:
1. If the project fronts along a County road; and/or
 2. If the project contains an amount of impervious surface equal to or greater than one acre (43,560 sq. ft.)
- For those site plans which meet either one or both of the above criteria, the project will be reviewed for approval. If the site plan does not meet either criteria, an exemption letter is sent.

PROCEDURES:

New applications must be submitted to the County Planning Board by the municipal approving authority or by the applicant and accompanied by the transmittal letter stating that the application has also been made to the municipal approving authority. Development applications revised in response to County Planning Board requirements may be submitted directly to the County Planning Board by the applicant.

Digital copy of final plat and fully signed paper copy of final plat are required prior to filing of final plat at the Morris County Clerk's Office.

REVISIONS:

Subdivision plats and site plans which are revised to comply with the County Planning Board requirements, or would alter a previous County Planning Board approval, must be resubmitted to the County Planning Board for review and approval.

REPORTS:

The County Planning Board has a statutory review period of thirty (30) days from the date of a complete submission. Upon completion of the County Planning Board review, a report will be mailed to the municipal approving authority with copies mailed to the applicant and his/her engineer. For those site plans and minor subdivisions found to be exempt, a notice of exemption will be mailed to the municipal approving authority.

SUBMISSION PACKAGE:

A complete application consists of the following:

- ☐ 1. Two (2) completed copies of the County application form (on the reverse side).
- ☐ 2. Two (2) copies of the subdivision or site plan drawings.
- ☐ 3. Two (2) copies of the drainage study (if required by the County Land Development Standards or municipal ordinance).
- ☐ 4. Two (2) copies of the traffic impact study (if required by the County Land Development Standards or municipal ordinance).
- ☐ 5. Payment of the review fee in accordance with the fee schedule on the reverse side of this application. If no fee is included, the applicant will be billed and the project may not be reviewed until payment is received. No fee is required for resubmissions.

Package should be submitted via mail to: Morris County Planning Board
P.O. Box 900
Morristown, NJ 07963-0900

Or via personal delivery or overnight to: Morris County Planning Board
30 Schuyler Place, 4th Floor
Morristown, New Jersey 07960

Questions, please call: (973) 829-8120

(Revised 5/11)