

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

CHECKLIST "C" – MAJOR FINAL 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. Eighteen (18) black or blue on white prints of all maps.	☐	☐	☐	☐
4. Eighteen (18) copies of all other documents.	☐	☐	☐	☐
5. 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.	☐	☐	☐	☐
6. Completed County Planning Board application form (in duplicate) and County filing fee if the County Planning Board approval is required.	☐	☐	☐	☐
7. All maps signed and sealed by a New Jersey licensed Land Surveyor.	☐	☐	☐	☐
8. Name of tract or development.	☐	☐	☐	☐

	C	I	NA	WR
9. Tax map sheet, block and lot numbers as assigned by Tax Assessor.	☐	☐	☐	☐
10. Date prepared and date(s) of revision(s).	☐	☐	☐	☐
11. Plat scale not less than 1" = 100' nor more than 1" = 10'.	☐	☐	☐	☐
12. Graphic scale.	☐	☐	☐	☐
13. Reference meridian.	☐	☐	☐	☐
14. Maximum sheet size: 24" x 36".	☐	☐	☐	☐
15. Name, address and license number of person preparing plat.	☐	☐	☐	☐
16. Name and address or record owner.	☐	☐	☐	☐
17. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.	☐	☐	☐	☐
18. Ownership disclosure in accordance C.40:55D-48.1.	☐	☐	☐	☐
19. Names and address of applicant/subdivider, if other than owner.	☐	☐	☐	☐
20. Copies of any existing or proposed protective or restrictive covenants and deed restrictions.	☐	☐	☐	☐
21. Name of owners of adjoining properties.	☐	☐	☐	☐
22. Existing and proposed property lines and other site lines, including tract boundary lines with bearings and distances.	☐	☐	☐	☐
23. All existing structures on the tract with setback distances.	☐	☐	☐	☐
24. Total area of the tract.	☐	☐	☐	☐

	C	I	NA	WR
25. Total area of each lot in sq. ft. and in area within maximum depth of measurement.	☐	☐	☐	☐
26. Right-of-way lines, widths, and names of all existing and proposed streets on and adjoining the property.	☐	☐	☐	☐
27. Location and widths of all other existing and proposed rights-of-way and easements including sight triangles easement defined by metes and bounds, the purpose of any easement and the text of any restrictions applicable to same.	☐	☐	☐	☐
28. Location and area described in bearings and distances and purpose of any open space to be dedicated to public use.	☐	☐	☐	☐
29. For all property lines, accurate distances, bearings, radii, arc lengths and central angles of all curves.	☐	☐	☐	☐
30. Location and description of all monuments.	☐	☐	☐	☐
31. Engineer's or surveyors certification.	☐	☐	☐	☐
32. Owner's certification.	☐	☐	☐	☐
33. Certification as required by Map Filing Law.	☐	☐	☐	☐
34. As-built plans and profiles of all streets, utility systems per Section 102-43, which were constructed prior to application for final approval. [Amended 4-12-1999 by Ord. No. 591]	☐	☐	☐	☐
35. As-built grading plan per Section 102-43 if improvements were constructed prior to application for final approval. [Amended 4-12-1999 by Ord. No. 591]	☐	☐	☐	☐

C I NA WR

36. **FINAL SUBMISSIONS IN CAD FORM** (to be submitted following approval of the final plat by the Planning Board) **[added 4/25/05 by Ordinance No. 695]**

☐ ☐ ☐ ☐

a. The original, one (1) cloth print and one (1) mylar of the final plat for the signatures of appropriate Borough Officials.

☐ ☐ ☐ ☐

b. One (1) cloth print, one (1) mylar and fifteen (15) prints of the final plat after it has been filed with the Morris County Clerk's Office.

☐ ☐ ☐ ☐

37. Street profiles. For all improvements not constructed pursuant to preliminary approval, plans and profiles shall be drawn at a minimum scale of 1" – 50' horizontal and 1" – 5' vertical for all streets, storm sewers, sanitary sewers and cross sections of all streets at fifty-foot stations. A construction detail sheet, showing but not limited to a typical pavement section, road section, curb section, inlet or catch basin, manhole, guardrail detail channel section, sidewalk section and the like shall also accompany the final subdivision application.

[Added 4-12-1999 by Ord. No. 591]

☐ ☐ ☐ ☐

☐ Application declared complete. Date _____

Authorized Signature

☐ Application declared incomplete. Date _____

Authorized Signature

**TOWNSHIP OF BOONTON PLANNING BOARD
MAJOR SUBDIVISION – FINAL**

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. Map 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 _____

4. Title of Subdivision _____

Previous title, if any _____

5. Property Location _____

SECTION

STREET

6. Property Data:

Lot No. _____ Block No. _____ Zone Designation _____

Number of Lots proposed _____ Total lot Acreage _____

Lineal feet of new street _____ Area to be dedicated for streets _____

Open Space Zoning _____ Acreage to be dedicated to Twp. _____

yes

no

Total Area _____

7. Preliminary Subdivision Approval _____

Date

Application No.

(a) Did the preliminary subdivision approval require application to the N.J.

Department of Environmental Protection _____

yes

no

Permit No. _____ Date _____

(b) Have the Soil Erosion and Sediment Control Plan/Tree Protection and Tree

Removal Plans been fully complied with _____

8. Final Plat follows exactly the preliminary plan _____

yes

no

If not, explain _____

- Signed _____
Owner Date
- Signed _____
Owner Date

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.

CERTIFICATION OF PROFESSIONAL RESPONSIBILITY

This is to certify that _____
Land Surveyor & Professional Engineer

_____ has been engaged to render professional
(address)

engineering and land surveying services on behalf of _____
(applicant)

in connection with the final section of the development known as _____
(name)

_____, in Boonton Township, Morris County, New
(block & lot)

Jersey.

The services to be rendered are as follows:

1. The preparation of engineering plans for the public improvements to the subject project including necessary calculations and field survey work; said plans to be in compliance with the ordinances of the Township of Boonton and the requirements of the Township Engineer.
2. To perform all construction survey work necessary for the stakeout of the roadways, storm sewer and detention basin structures including the preparation of grade sheets. This work shall be performed following the approval of final construction plans.
3. During construction the Design Engineer will make periodic onsite inspections to determine compliance with approved plans and to determine any deviations there from. The purpose of these inspections will be to detect any noticeable deviations in construction from the approved plans and to advise the owner, contractor and Township Engineer of these deviations. Any deviations from the approved final construction plans due to field conditions will be brought to the attention of the Township Engineer and these deviations will be subject to his approval.

4. Upon approval of the construction of all public improvements, as-built drawings will be prepared based on field survey of the project. The as-built plans will be submitted to the Township Engineer for approval. After receipt of such approval, the as-built plans will be certified to the owner, his successors and assigns and to the Township of Boonton to be in accordance with approval except for any deviations from the final plans approved by the Township Engineer, and will be annotated to show any caveats or limitations of use of the improvement. Such as-built plans will not necessarily reflect conditions beneath the surface of other conditions, which cannot be observed at the time the as-built survey was performed.
5. The preparation of a final map of the project for approval by the Township of Boonton and filing in the Morris County Clerk's Office.

As required by State Law, all construction and as-built plans will be signed and sealed by a Professional Engineer licensed to practice in the State of New Jersey. The final map will be signed and sealed by a Land Surveyor licensed to practice in the State of New Jersey.

Name of Consulting Engineer
and Land Surveyors

(Date)

Accepted by: _____
(Name of Applicant)

Date: _____

Approved by: _____
Boonton Township Attorney

Date: _____

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 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: _____

- continued on next page -

AFFIDAVIT OF APPLICANT

STATE OF NEW JERSEY)

) :SS

COUNTY OF MORRIS)

_____ 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)



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

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)