

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

CHECKLIST "D" – PRELIMINARY AND FINAL SITE PLAN

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. Complete 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 a licensed New Jersey Professional Engineer or Registered Architect.	[]	[]	[]	[]
9. Name of tract or development.	[]	[]	[]	[]
10. Tax map sheet, block and lot numbers.	[]	[]	[]	[]
11. Date prepared and date(s) of revision(s).	[]	[]	[]	[]
12. Plat scale not less than 1" = 100' 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 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 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.	[]	[]	[]	[]
23. Names of owners and block and lot number 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.	[]	[]	[]	[]
25. Zone district(s) and identification of zone boundaries located on or adjoining the property.	[]	[]	[]	[]

	C	I	NA	WR
26. Existing property and other lines, including tract boundary lines, with bearings and distances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Total area of the tract in square feet and acres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. The location, size and nature of the entire property in question, and any contiguous property owned by the applicant or in which the applicant has a direct or indirect interest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Topographic map showing existing and proposed contours, augmented with spot elevations if necessary. Contour interval to be 1' for tracts of less than 3 acres and 2' for tracts of 3 acres and larger.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Front, rear and side building setback lines as required by the zoning regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. All existing structures on the tract with setback distances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. All structures located within 200' of the tract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Right-of-way lines, widths, and names of all existing streets on and adjoining the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easement and the text of any restrictions applicable to same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	C	I	NA	WR
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.	[]	[]	[]	[]
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. Parking and loading spaces, with dimensions. (Section 102-168)	[]	[]	[]	[]
45. Widths of traffic aisles. [Section 102-51C(10)]	[]	[]	[]	[]
46. Direction of traffic flow.	[]	[]	[]	[]
47. The location, names and widths of all existing and proposed streets abutting the premises in question, the property lines of all abutting properties together with the names and addresses of the owners.	[]	[]	[]	[]
48. Proposed contours when new buildings or parking areas are proposed. Contours shall extend at least 50' beyond the property. (See #29 above.)	[]	[]	[]	[]

	C	I	NA	WR
49. Specifications and construction detail sheet of existing and proposed paving and curbing.	[]	[]	[]	[]
50. Existing and proposed utility systems including but not limited to:				
a. Stormwater management, showing size, materials and gradients and in accordance with Ordinance No. 408.	[]	[]	[]	[]
b. Water mains, showing size, material and class.	[]	[]	[]	[]
c. Sanitary sewers and lateral connections, showing sizes and materials.	[]	[]	[]	[]
d. Water well(s) showing location and yield class and gradient.	[]	[]	[]	[]
e. Septic or other waste disposal system.	[]	[]	[]	[]
f. Location of sanitary sewers and water wells within 100' of the tract boundary.	[]	[]	[]	[]
g. Subsurface holding tanks or cisterns, if applicable.	[]	[]	[]	[]
51. Location and description of all existing and proposed fuel and liquid storage and transmission facilities.	[]	[]	[]	[]
52. Location and description of all solid waste storage facilities.	[]	[]	[]	[]
53. In multi-family residential developments containing 25 or more units and in non-residential developments utilizing 1,000 s.f. or more of land area 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	I	NA	WR
c. If recycled materials will be transferred to the Borough's recycling center or taken to some other location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Frequency of collection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. All recycling 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. A listing of all products sold, manufactured and used in connection with any industrial operation including any and all chemicals and fluids used along with a description of the methods of storing and disposing of said chemicals and fluids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. An affidavit by the applicant for any use in the BP Zone acknowledging his understanding of the performance standards in Section 102-170 and his agreement to conform to same at all time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57. Location of existing and proposed fences, walls and sidewalks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. Generalized plan of landscaping showing basic treatment of all unpaved areas and buffers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59. Present status and contemplated use of all existing and proposed buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Elevations at corners of all proposed buildings and paved areas and at property corners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Tentative building floor plans. Scale: not less than 1/8" = 1'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62. Front, rear and side building elevation drawings showing building materials. Scale: not less than 1/8" = 1'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Size, location and details of existing and proposed signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	C	I	NA	WR
64. Location, nature of construction, height and area and direction of illumination measured in footcandles of existing and proposed lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65. Environmental Impact Statement pursuant to Article XII which shall include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Topography with ranges of slope at 2' contour intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. All flood hazard areas, lakes, ponds, marshes bogs, swamps and streams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Soil data per Morris County Soil Survey (USDA, SCS) as follows:				
(1) Map showing soil type and soil symbol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) Maps, charts and tables reflecting interpretations of soil types including seasonable water table within 3 1/2' of the surface and bedrock within 3 1/2' of the surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Freshwater wetlands including transition areas delineation or an affidavit by a qualified person stating that no wetlands on the property exist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) A Letter of Exemption from D.E.P.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) A Letter of Interpretation from D.E.P.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66. A Tree Protection Plan and Soil Erosion and Sediment Control Plan pursuant to Chapter 102, Part 5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C I NA WR

67. 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
SITE PLAN REVIEW**

NEW ___ RESUBMITTED ___

APPLICATION # _____

FEE PAID \$ _____

PLAT (18) COPIES _____

REC'D BY _____

DATE _____

1. Owner _____
NAME ADDRESS TELEPHONE NO.

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

2. Applicant _____
NAME ADDRESS TELEPHONE NO.

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

Interest of Applicant if other than owner _____

3. Site Plan Drawn By _____

NAME ADDRESS TELEPHONE NO.
Is this a _____ listed telephone number or _____ unlisted telephone number

PROFESSIONAL LICENSE NO. DATE OF PLAN LAST REVISION DATE

4. Property Location _____

SECTION STREET

5. Property Data:
Lot No. _____ Block No. _____ Zone Designation _____

6. Building Data:
Building Dimensions _____ Gross Floor Area _____
Building Height _____ No. Stories _____
Type of use _____ No. Employees _____
No. Parking Spaces Provided _____ Off-Street Loading Area Proposed _____

7. Utilities:
Public Water Supply Available: _____ Private Well _____
Water Requirements _____ gpd. _____ gpd. _____ gpd. _____
Domestic Manufacturing Air-Conditioning
Sprinkler System to be installed _____
Yes No.
Public Sanitary Sewer _____ Septic System _____ Other _____
Division of Health Approval _____

8. Is any portion of the property located in the Flood Plain Area? _____
If yes, give details _____

9. Is N.J. Department of Environmental Protection approval required _____
Yes No

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. Are there any deed restrictions or easements on the property? _____
If yes, give details _____

13. Are any variances from the terms of the Township Zoning Ordinance being sought? _____
If yes, give details _____

14. I have read the Zoning Ordinance and Building Code as they apply to the application and the guides provided by the Planning Board and certify that the submitted plan is complete and accurate as to the existing conditions and/or proposed changes.

Signed _____
Owner Date

Signed _____
Applicant 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 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)
) :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 <input type="checkbox"/>	Mail to address <input type="checkbox"/>

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 <input type="checkbox"/>	Check <input type="checkbox"/>	Check number: _____
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THE CITIZEN OF MORRIS COUNTY
C/O RECORDER PUBLISHING COMPANY
17 – 19 MORRISTOWN ROAD
P.O. BOX 687
BERNARDSVILLE, NJ 07924

Gentlemen:

RE: MUNICIPAL LEGAL NOTICE

Please publish the following municipal legal notice in the next issue of THE CITIZEN OF MORRIS COUNTY:

**BOONTON TOWNSHIP
PLANNING BOARD**

PLEASE TAKE NOTICE that the Planning Board of the Township of Boonton will hold a public hearing at the Municipal Building, Powerville Road, at a regular meeting, convening at 7:30 p.m. on _____, to consider the following application:

NOTE: Ad must be received at The Citizen office no later than 9:30 a.m. on the Friday prior to the week you wish to have the notice published. Be sure to include your name, address, and lot and block in the ad for publication. **THE AD SHOULD APPEAR IN THE CITIZEN TWO (2) WEEKS PRIOR TO THE MEETING.**

Telephone, fax and e-mail for Citizen Newspaper
908-766-3900 ext. 251
908-766-6365
legals@recordernewspapers.com

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

**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
 (973) 829-8120

Questions, please call:

(Revised 5/11)