



BOROUGH OF WATCHUNG

PLANNING BOARD

APPLICATION PACKET

BOROUGH OF WATCHUNG **PLANNING BOARD**

NOTICE TO ALL APPLICANTS

Prior to submission of an application to the Planning Board, an initial review must be made by Construction Official, Ed Bennett, to determine which Board will hear the Application and if any variances are required.

Once an application has been submitted to the Planning 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, you will be notified that your application is incomplete. At the time of submission, a copy of the application will be forwarded to the Board Engineer, Thomas Herits. Mr. Herits will review the application, maps, and other documentation for a determination of completeness. The Engineer will notify you 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 Application on the agenda for a hearing. **It is important that you realize that the mere submission of your application does not mean that your 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.**

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: _____

Telephone Number: _____ Fax _____

Applicant is a: Corporation: _____ Partnership _____ Individual _____

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

Name: _____

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: _____

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: _____

Telephone Number: _____ Fax Number: _____

Applicant's Planning Consultant: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Applicant's Traffic Engineer: _____

Address: _____ Fax Number: _____

Telephone Number: _____ Fax Number: _____

Any other Expert who will submit a report or testify:

Name: _____

Field of Expertise: _____

Address: _____

Telephone Number: _____ Fax Number: _____

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

7. PLANS PREPARED BY:

_____ Engineer _____ Land Surveyor _____ Architect

Name: _____

Address: _____

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

RESIDENTIAL

Gross Acreage of Site _____	Gross Acreage of Site _____
Gross New Floor Area _____	No. of Dwelling Units _____
No. of New Parking 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. The Board Clerk will publish Notice of Hearing 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

_____	Attorney	_____	Borough Engineer
_____		_____	Board Attorney
_____	Engineer	_____	Borough Planner
		_____	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: _____

BOROUGH OF WATCHUNG

15 Mountain Blvd.
Watchung, New Jersey 07069

NOTICE OF DISCLOSURE OF OWNERSHIP

NOTICE OF DISCLOSURE OF OWNERSHIP BY CORPORATION OR PARTNERSHIP

N.J.S.A. 40:55D-48.1, 48.2 require that a Corporation or Partnership applying to a Planning Board to subdivide a parcel of land into six (6) or more lots, or for a Variance to construct a multiple dwelling of twenty-five (25) or more family units, or for approval of a site to be used for commercial purposes shall list the names and addresses of all stockholders or individual partners owning at least ten (10%) percent of it's stock of any class or at least (10%) of the interest in the partnership, as the case may be. If a corporation or partnership owns ten (10%) percent or more of the stock of the corporation or ten (10%) percent or greater interest in a partnership which is subject to disclosure pursuant to the statute, the corporation or partnership must then list the names and addresses of it's stockholders holding ten (10%) percent or more of it's stock or ten (10%) percent or greater interest in the partnership as the case may be, and this requirement must be followed by every corporate stockholder or partner in a partnership until the names and addresses of the non-corporate stockholders and individual partners exceeding the ten (10%) percent ownership criterion established in the act have been listed. The Planning Board **CANNOT** approve an application of any corporation or partnership which does not comply with this act. Disclosure of the foregoing information shall be by Affidavit or Certification appended to this application. The Application shall not be considered complete until the proofs required have been properly filed.

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
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

The *Somerset County Land Development 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

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 _____

PLAN PREPARER'S NAME _____

PLAN PREPARER'S ADDRESS _____

TELEPHONE _____ FAX _____

ATTORNEY'S NAME _____

ATTORNEY'S ADDRESS _____

TELEPHONE _____ FAX _____

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 and deemed complete. The review fee will be non-refundable if a project is disapproved by the County Planning Board or local municipality.

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 involving less than 1,000 sq. ft. and no additional parking.
3. Plans submitted by a duly recognized nonprofit institution or municipality.
4. Site plans not on a County road where impervious coverage is less than one (1) acre.
5. Site plans involving proposed residential development of fewer than five (5) dwelling units.
6. Conceptual plans.
7. 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 assess the applicant upon issuance of 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 + \$ _____

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 assess 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** + \$ _____

Projects requiring a more detailed engineering/planning review may be required to post funds into an escrow account 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 – FINAL PLAT/SITE PLAN GEOGRAPHIC INFORMATION SYSTEM FEE (Check appropriate category)

- \$25.00 per plat plus** \$ _____
\$10.00 per new lot \$ _____
- \$25.00 per site plan** \$ _____

PART III - SUBMISSION CONTENTS CHECKLIST

The following items shall be submitted to the Somerset County Planning Board for each development application before the submission can be deemed complete:

- Completed Land Development Application form**
- Completed Development Submission Checklist**
- Review or revision fee**
- Plans (one complete set)**
- Stormwater Management Report (if impacting County facility)**
- Traffic Impact Study (if required by Chapter 7 of the *Resolution*)**
- Historic Impact Statement (if required by Chapter 8 of the *Resolution*)**
- Agricultural Impact Statement (if required by Chapter 8 of the *Resolution*)**
- Recycling Plan Element (if required by Chapter 8 of the *Resolution*)**

PART IV - DEVELOPMENT COMPLETENESS CHECKLIST

The following checklist identifies plan and report requirements for submissions. It is to be completed for inclusion with the standard application form:

<u>Incomplete</u>	<u>Not Applicable</u>	<u>Complete</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Completed application form with all required attachments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Plan showing all proposed improvements with a legible Key Map with north arrow at a scale suitable to easily find the site for a field inspection. Existing features shown consistent with features shown on the Plan of
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Signed and sealed plan showing County facilities and surrounding topography for a minimum distance of 200' beyond the tract boundaries. For County roads this includes pavement, curb, drainage systems,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Zone district of site and adjoining areas, scale of plan (written and graphic), north arrow, name of applicant and owner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. 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="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Names of all property owners within 200' of subject property with lot and block numbers shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Contours and spot elevations to determine existing and proposed drainage patterns.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Proposed access location and configuration in accordance with Chapter 4 of the Land Development Review Resolution
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Right-of-way dedication(s) to the County consistent with the County Master Plan, signed and sealed by a professional land surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Construction plans signed and sealed by a professional engineer for improvements to County facilities prepared in accordance with the County's Traffic, Road, and Bridge Handbook.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Adequate drainage improvements to ensure proper drainage at access point(s) and along the County Road.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Design calculations showing proposed drainage facilities to be in accordance with the appropriate requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Stormwater management report prepared in accordance with N.J.D.E.P. stormwater rules and BMP manual, signed and sealed by a professional
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Proposed utility connections within the County right-of-way (sanitary, water, gas, electric, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Provisions for the collection of recyclables in multi-family residential and commercial developments.

BOROUGH OF WATCHUNG

PLANNING BOARD



NOTICE TO ALL APPLICANTS

You are reminded that the notice requirements under the Municipal Land Use Law (N.J.S.A. 40:55D-12) have been amended to require notification to utility companies and cable companies who own property or have an easement within 200 feet of the Applicant's property, or have an easement through, over or under the applicant's property.

To comply with P.L. 1991, Chapter 245, the following is a presumed list of ALL utilities servicing this municipality. **EACH MUST BE NOTIFIED**

New Jersey American Water Company
167 J.F. Kennedy Parkway
Short Hills, NJ 07078-2795

Cablevision c/o Matthew Deckman
275 Centennial Avenue
Piscataway, New Jersey 08855

Texas Eastern Transmission Corporation
501 Cooledge
South Plainfield, New Jersey 07080

Jersey Central Power & Light
300 Madison Avenue
Morristown, New Jersey 07962-1911

Borough Clerk
15 Mountain Blvd.
Watchung, New Jersey 07069

*There may be other public utilities entitled to notice under this statute

NOTE:

If on County Road- Notify:

Somerset County Planning Board
P.O. Box 3000
Somerville, New Jersey 08876

If on State Road- Notify:

State of New Jersey
Dept. of Transportation
CN-600
Trenton, New Jersey 08625

**ARTICLE 28-900
APPLICATION FEES, GUARANTEES, INSPECTIONS
AND OFF-TRACT IMPROVEMENTS**

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
(b) Preliminary Major Site Plan (Residential)	\$450 plus \$25 per dwelling unit	Over 100 units \$15,000
(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

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

The *Somerset County Land Development 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

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 _____

PLAN PREPARER'S NAME _____

PLAN PREPARER'S ADDRESS _____

TELEPHONE _____ FAX _____

ATTORNEY'S NAME _____

ATTORNEY'S ADDRESS _____

TELEPHONE _____ FAX _____

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>
<u> </u> RESIDENTIAL	_____	_____	_____
Living Units	_____	_____	_____
Attached Units	_____	_____	_____
Fair Housing Act Units	_____	_____	_____
<u> </u> COMMERCIAL/RETAIL	_____	_____	_____
<u> </u> OFFICE	_____	_____	_____
<u> </u> INDUSTRIAL/WAREHOUSE	_____	_____	_____
<u> </u> PUBLIC/INSTITUTIONAL	_____	_____	_____
<u> </u> 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 and deemed complete. The review fee will be non-refundable if a project is disapproved by the County Planning Board or local municipality.

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 involving less than 1,000 sq. ft. and no additional parking.
3. Plans submitted by a duly recognized nonprofit institution or municipality.
4. Site plans not on a County road where impervious coverage is less than one (1) acre.
5. Site plans involving proposed residential development of fewer than five (5) dwelling units.
6. Conceptual plans.
7. 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 assess the applicant upon issuance of 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 + \$ _____

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 assess 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** + \$ _____

Projects requiring a more detailed engineering/planning review may be required to post funds into an escrow account 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 – FINAL PLAT/SITE PLAN GEOGRAPHIC INFORMATION SYSTEM FEE (Check appropriate category)

- \$25.00 per plat plus** \$ _____
\$10.00 per new lot \$ _____
- \$25.00 per site plan** \$ _____

PART III – SUBMISSION CONTENTS CHECKLIST

The following items shall be submitted to the Somerset County Planning Board for each development application before the submission can be deemed complete:

- _____ **Completed Land Development Application form**
- _____ **Completed Development Submission Checklist**
- _____ **Review or revision fee**
- _____ **Plans (one complete set)**
- _____ **Stormwater Management Report (if impacting County facility)**
- _____ **Traffic Impact Study (if required by Chapter 7 of the *Resolution*)**
- _____ **Historic Impact Statement (if required by Chapter 8 of the *Resolution*)**
- _____ **Agricultural Impact Statement (if required by Chapter 8 of the *Resolution*)**
- _____ **Recycling Plan Element (if required by Chapter 8 of the *Resolution*)**

PART IV - DEVELOPMENT COMPLETENESS CHECKLIST

The following checklist identifies plan and report requirements for submissions. It is to be completed for inclusion with the standard application form:

Incomplete Not Applicable Complete

- | <u>Incomplete</u> | <u>Not Applicable</u> | <u>Complete</u> | |
|--------------------------|------------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Completed application form with all required attachments. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Plan showing all proposed improvements with a legible Key Map with north arrow at a scale suitable to easily find the site for a field inspection. Existing features shown consistent with features shown on the Plan of |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Signed and sealed plan showing County facilities and surrounding topography for a minimum distance of 200' beyond the tract boundaries. For County roads this includes pavement, curb, drainage systems, |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Zone district of site and adjoining areas, scale of plan (written and graphic), north arrow, name of applicant and owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. 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="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Names of all property owners within 200' of subject property with lot and block numbers shown. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Contours and spot elevations to determine existing and proposed drainage patterns. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Proposed access location and configuration in accordance with Chapter 4 of the Land Development Review Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Right-of-way dedication(s) to the County consistent with the County Master Plan, signed and sealed by a professional land surveyor. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Construction plans signed and sealed by a professional engineer for improvements to County facilities prepared in accordance with the County's Traffic, Road, and Bridge Handbook. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Adequate drainage improvements to ensure proper drainage at access point(s) and along the County Road. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Design calculations showing proposed drainage facilities to be in accordance with the appropriate requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Stormwater management report prepared in accordance with N.J.D.E.P. stormwater rules and BMP manual, signed and sealed by a professional |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Proposed utility connections within the County right-of-way (sanitary, water, gas, electric, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Provisions for the collection of recyclables in multi-family residential and commercial developments. |

BOROUGH OF WATCHUNG

15 Mountain Blvd.
Watchung New Jersey 07069



REQUEST FOR LIST OF PROPERTY OWNERS

To: Tax Assessor

Date: _____

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

Application Number: _____

Block: _____

Lot: _____

Address: _____

Applicant's Signature _____

BOROUGH OF WATCHUNG
PLANNING BOARD

15 Mountain Blvd.
Watchung, New Jersey 07069

AFFIDAVIT OF PROOF OF SERVICE

Application Number _____ Date Filed _____ Rec'd. by _____
DO NOT WRITE ABOVE LINE

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST BE FILED AND VERIFIED WITH BOARD CLERK AT LEAST 2 DAYS PRIOR TO MEETING OR CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY
COUNTY OF SOMERSET

....., of full age, being duly sworn according to law.

deposes and says, that he resides at

in the Municipality ofCounty of.....

and State of; that he is the Applicant in a proceeding before

the.....of the Borough of Watchung, New Jersey, being an

(appeal) (application) under the Zoning Ordinance, and which has the Application No.....

and relates to premises.....; that

on.....,2015 he gave written notice of the hearing on this application to each

and all of the persons upon whom service must be had, in the required form and according to the

attached lists, and in the manner indicated thereon.

Applicant's Signature

Sworn and Subscribed before me
thisday of

.....
NOTARY PUBLIC

(Note to Applicant: Attach List of ALL persons served and method used.)

APPENDICES

Chapter XXVIII Land Development Borough of Watchung

APPENDIX A FIGURES

- Figure 1, Lot Depth and Lot Width
- Figure 2, Parking Space Measurements
- Figure 3, Required Setbacks, Yards,
Principal Building Envelope
- Figure 4, Residential Driveways and Parking Areas

APPENDIX B DEVELOPER'S AGREEMENT

APPENDIX C PERFORMANCE AGREEMENT

APPENDIX D APPLICATION FOR DEVELOPMENT/CHECKLISTS

D-1, Application for Development Checklists

D-2, Checklists:

- A. Variance Application Checklist
- B. Informal Application Checklist
- C. Minor Application Checklist for Minor Subdivision
Plats and Minor Site Plans
- D. Preliminary Major Application Checklist for
Preliminary Major Subdivision Plats and
Preliminary Major Site Plans
- E. Final Major Application Checklist—Final Major
Subdivision Plats and Final Major Subdivision
Applications

APPENDIX E ZONING MAP

APPENDIX A

FIGURE 1 Lot Depth and Lot Width (Section 28-203)

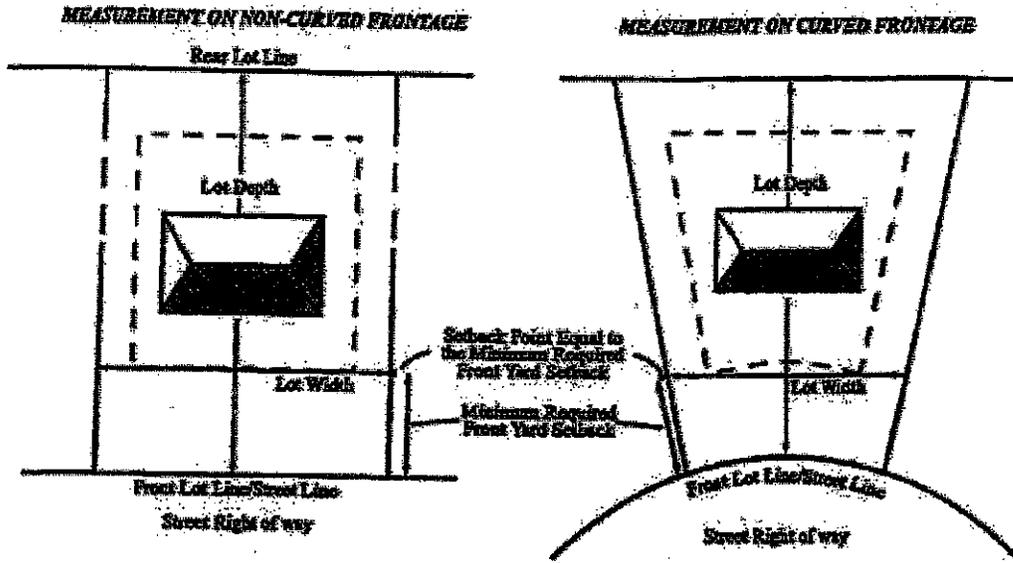


FIGURE 2 Parking Space Measurement (Section 28-607B)

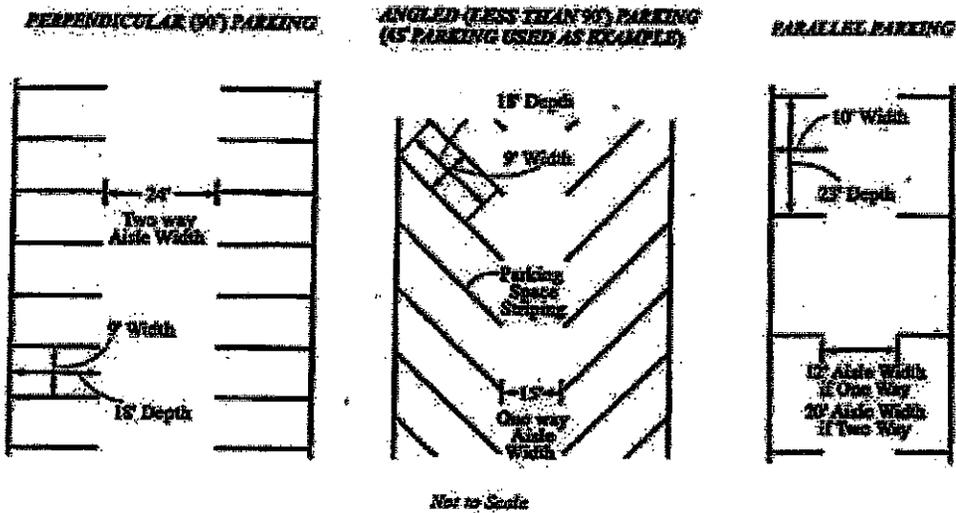
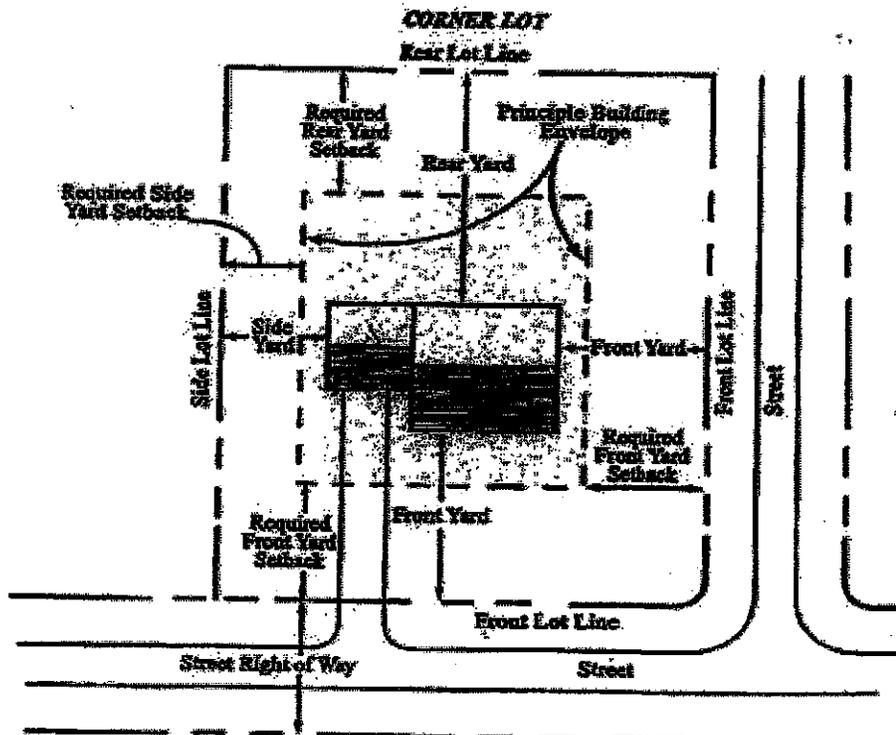
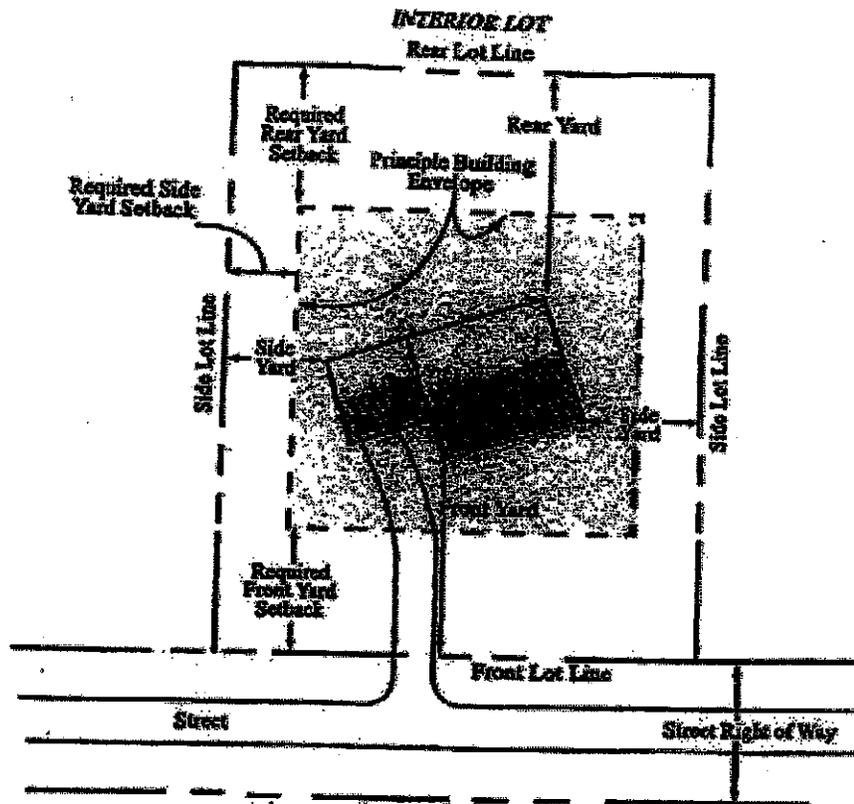


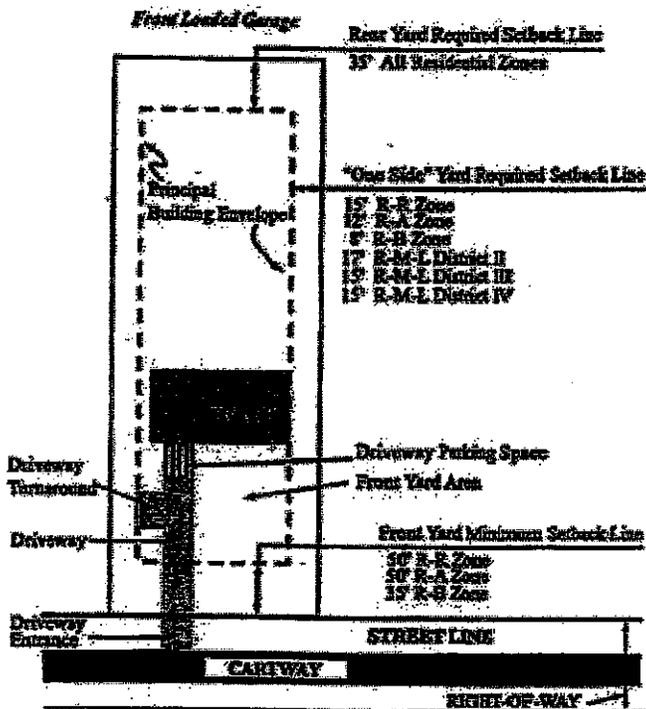
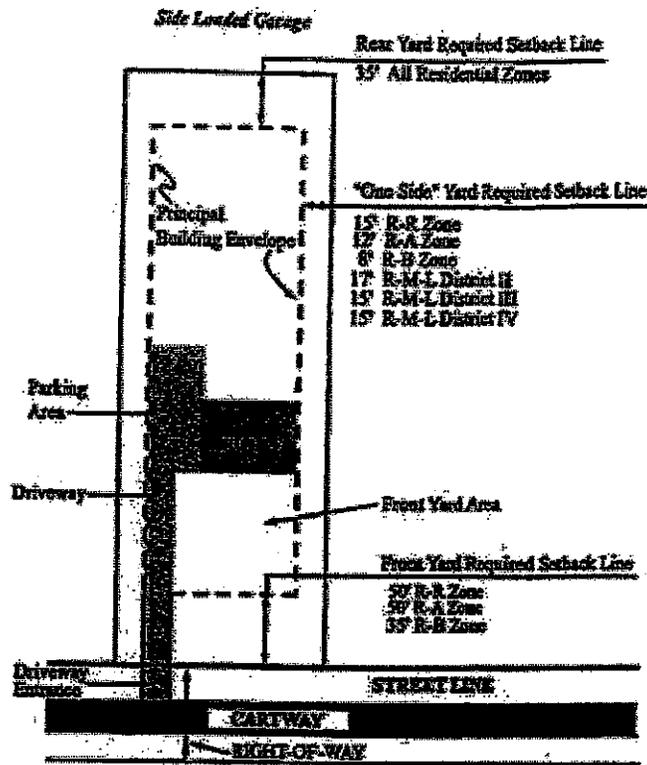
FIGURE 3 Required Setbacks, Yards, Principal Building Envelope (Section 28-203)



* Side and rear yards on corner lots shall be designated at the time of application for a development permit.

FIGURE 4 Residential Driveways and Parking Areas

FIGURE 4
Residential Driveways and Parking Areas



APPENDIX B DEVELOPER'S AGREEMENT

Prepared by: _____

DEVELOPER'S AGREEMENT

THIS AGREEMENT, made on _____, _____

between

THE BOROUGH OF WATCHUNG, a Municipal Corporation of the County of Somerset, State of New Jersey, having its principal offices at 15 Mountain Boulevard, Watchung, New Jersey 07060, hereinafter called the "Borough",

and

_____, residing or having its offices at _____,
New Jersey _____, hereinafter called the "Developer".

WHEREAS, the Developer received Preliminary Major Subdivision Approval from the Watchung Borough Planning Board on _____, Application # _____ for Block _____, Lot _____, known as _____, located on _____; and

WHEREAS, the approved plans are designated as _____ sheets, prepared by _____ dated _____ with a latest revision date of _____; and

WHEREAS, the approval was granted subject to, among other things, the execution of this Agreement between the Borough and the Developer and the posting of certain guarantees as hereinafter set forth and other conditions as more fully set forth in the resolution of said Planning Board;

NOW, THEREFORE, in consideration of the foregoing and the sum of One (\$1.00) Dollar lawful money of the United States of America, each to the other in hand paid, at or before the signing of this Agreement, the receipt whereof is hereby acknowledged by each party, and in consideration of the mutual covenants, agreements, conditions, understandings and undertakings hereinafter contained and set forth, the parties hereto hereby agree as follows:

1. That the Developer shall at the time of final approval and prior to the signing of the final map or plans, provide the following for all on-tract improvements:

(a) Performance Bond secured by appropriate surety in the sum of \$ _____ as a guaranty for the installation of the public improvements in said project. In the event the Developer has installed any of the required improvements prior to the application for final approval, this amount shall be reduced in accordance with the Borough Engineer's cost estimate for work completed; and

(b) Cash escrow in the amount of ten (10%) percent of the performance bond amount as additional performance guarantee.

The Developer shall, prior to the commencement of any off-tract improvements or improvements within any existing public right-of-way, provide the following:

(a) Performance bond secured by appropriate surety in the sum of _____ as a guaranty for the completion of the installation of the off-tract improvements or improvements in the public right-of-way; and

(b) Cash escrow in the amount of ten (10%) percent of the performance bond amount as additional performance guarantee.

The Developer shall further post with the Borough inspection fees in the sum of \$ _____ (Initial Deposit of \$ _____). These fees may be paid in installments in accordance with N.J.S.A. 40:55D-53.

Any improvements undertaken by the Developer on the tract prior to the receipt of final approval are undertaken at the Developer's risk.

2. That the Developer shall cause to be installed at its own expense in any street or streets, sewer lines and house connections to the curb at each of its individual units, if required, and any trunk sewer line, if any, leading through and within said development and shall maintain the same until the said lines are accepted by the Borough.

3. That the improvements to be made in any streets shall consist of grading each street for its entire width, laying water mains, storm and drainage sewers, sanitary sewers and connections, if required, constructing Belgium block curbing and paving the roadway with a bituminous concrete pavement from curb to curb as may be specified in any Preliminary and Final Site Plan documents or Preliminary and Final Subdivision documents, all of which work shall be performed in accordance with any conditions contained in the resolution of the Planning Board and all ordinances, resolutions, rules and regulations of the Borough, the Board of Health, the Sewer Authority, and any State or County Department or Agency respecting the opening and improvement of streets and construction of utilities and further subject to issuance of a road opening permit by the Superintendent of Public Works. All of the said work shall be performed subject to the inspection and approval of the Borough Engineer. All catch basins shall be initially set at subgrade and shall be raised to finished height at time of installation of top course.

4. That after the completion of the public improvements, the Developer shall post with the Borough a maintenance bond appropriately secured in form and amount satisfactory to the Borough, conditioned on the Developer maintaining all of such streets, sewers and mains and other improvements within such completed section for a period of two (2) years therefrom. Upon posting and acceptance of said maintenance bond, the performance bond shall be released.

5. That the Developer further agrees to convey to the Borough for street and highway purposes all of the lands lying in the beds of all of the streets set forth on said map or plans. The Developer shall convey in writing by deed or easement as may be specified by the approval all drainage, storm and sanitary sewers, sidewalk easements, conservation or trail easements, sight easements and other public areas to the Borough or to the County of Somerset, when requested by the Borough, all as shown on said maps or plans.

6. That the Developer further covenants and agrees that all buildings erected by it on the said tract, to which this Agreement applies by reference, shall be constructed and equipped strictly in accordance with all conditions of approval by the Planning Board and the provisions of all ordinances, resolutions, rules and regulations of the Borough, the Planning Board, the Board of Health, and any State, Borough or County Department or agency, relating to the construction and equipment of buildings.

7. That the Developer agrees to keep any streets, whether Borough streets or streets under construction, used by trucks or equipment of the Developer or his agents, broom clean and also agrees to use every effort to lay approved material to prevent dust from blowing on other houses in the Borough during excavation and

construction of the development. Should the Developer fail or neglect to do either as stated in this Paragraph, upon twenty-four (24) hours written notice from the Borough Engineer, informing it of failure to do so, and then further neglects, the Borough may perform such work and Developer agrees to reimburse the Borough for same. This Paragraph is not intended to relieve the Developer of duties or obligations under any existing municipal ordinance but is rather intended to provide an additional remedy to the Borough and to permit the Borough to recover the costs of such corrective work. This Paragraph shall also apply to the removal of snow and ice from any street or roadway constructed by the Developer which is open to the public but which has not been accepted by the Borough. Any Developer permitting dirt, dust, debris, mud, rock or similar material to accumulate or remain upon any Borough street shall remain subject to a citation returnable in municipal court for violation of appropriate municipal ordinances.

8. That the Planning Board and Borough Council agree to approve, when requested to do so, any necessary maps or deeds for the purpose of filing in the Somerset County Clerk's Office, provided that the Developer is then in compliance with all the requirements and provisions of this Agreement and applicable ordinances and statutes and the conditions of any approvals by the Planning Board then applicable.

9. That the Developer shall provide, for the use of all persons employed in the construction of all of the aforesaid improvements, easily accessible water closets and portable toilets. Such toilet facilities shall be installed within twenty-four (24) hours of the time work has been commenced, and their use shall be terminated upon approval of the Board of Health within twenty-four (24) hours of the time work has been completed.

10. That the Borough agrees to authorize and direct the Construction Official of the Borough of Watchung to issue building permits for the erection of dwelling units or other structures on lots or the site shown on the applicable portion of said maps or plans upon the compliance by the Developer with all the terms and conditions herein contained and contained in the terms of preliminary and final subdivision approval or preliminary and final site plan approval, including applicable ordinances, rules and regulations. The Developer shall provide and file with the Borough Engineer two (2) complete sets of as-built improvement plans and profiles, one (1) set of translucent prints and one (1) set of black-on-white paper prints, showing actual construction, as approved, prior to release of performance guarantees.

11. That it is further agreed between the parties hereto that the final approval by the Borough of storm and sanitary sewers and connections and drainage easements, roadways and other public improvements shall constitute a dedication thereof to public use unless otherwise provided in the resolution of the Planning Board and that the ownership and title thereto is thereafter vested in the Borough, and shall be confirmed by deed or other recorded instrument to the Borough or to the County as appropriate.

12. That before commencing construction, the Developer shall deposit with the Borough Clerk the sum of \$_____ (Initial deposit of \$_____) for services to be rendered by the Borough Engineer or his authorized representatives or other approving authority in connection with inspection of the improvement of the Developer's tract, and a charge of 1.6 times the employee's hourly rate for the Borough Engineer or as established by ordinance for other individuals will be charged against said deposit. Upon completion of all improvements and release of any maintenance bonds or escrows, the Borough shall return to the Developer the unused portion of any previously deposited inspection costs and fees. In the event the inspection costs and fees exceed the amount deposited by the Developer, the Developer shall be required to submit payment to the Borough for said additional inspection costs and fees prior to the release of any maintenance bonds and escrows. Inspection services of the Borough whether by the Borough Engineer, and/or Board of Health shall comprise, but in no way be limited to:

a. Inspections of road and drainage construction and other inspections as may be required by the Borough in the enforcement of its standards.

b. As to sanitary sewer construction in said development:

(1) Review and approval of plans and specifications;

(2) Inspection services during said construction;

(3) Costs of laboratory, pipe, leakage, and infiltration tests, following construction to enforce compliance with the Borough sanitary sewer standards.

13. That the Developer is hereby given the right and privilege to transfer title to said tract to the name of any individual or corporation, and said new owner shall have the rights and obligation afforded by this Agreement, and the right to transfer title to all or part of the lands, subject to the rights and obligations imposed on the Developer by this Agreement and the terms of its preliminary and final subdivision or site plan approval. It is understood and agreed that, as part of the transfer of title, the grantee must agree to be bound by all of the terms and conditions of this Agreement. Upon request the Borough shall be provided with an assumption of obligation as signed by such grantee. In the event that the Developer hereunder transfers, sells, or assigns title to less than the entire project, the grantee(s) of any portion thereof shall each be liable in full to complete the obligations of the Developer herein whether such obligations relate to the portion transferred, sold, or assigned or to any other portion of the project unless such grantee secures a release from the Borough for the obligations relating to the portion not transferred, sold or assigned to grantee prior to the transfer, sale, or assignment.

14. That it is further understood and agreed between the parties hereto as follows:

a. The Developer will comply with the Revised General Ordinances, Borough of Watchung and all other applicable ordinances;

b. Developer agrees to place all utilities underground.

c. Road excavation and grading operations shall be under the direct supervision of a licensed professional engineer so that rainfall run-off will not create serious problems of erosion, flooding or the deposition of mud and debris on abutting properties. Said engineer shall advise the Borough Engineer of the measures to be taken which will afford this protection.

d. Connections to existing sanitary sewers shall be plugged at the start of construction and shall not be opened until the line has passed a leakage test and has been inspected and approved by the Sewerage Authority Engineer or his authorized agent.

e. Where required by the Construction Official and Borough Engineer, a site development plan shall be submitted before issuance of a building permit in order to insure adequate means of ingress and egress to property with extreme topography.

f. The Developer shall, for a period of one (1) year after acceptance of the public improvements as hereinafter set forth, insure that all dead trees on any public right-of-way within said development shall be removed.

g. No building permits will be issued or impervious surface (excluding curbs) shall be constructed until all detention facilities and drainage improvements are fully constructed and operational.

h. No construction vehicle or equipment shall park on or utilize, except in coming to or going from the site, any existing Borough street unless required to do so by the approved plans or unless otherwise provided in the Resolution of Approval.

15. That the Borough Engineer shall direct the Developer when to install the final wearing surface of the final pavement and will determine the approximate date when the same shall be laid. Said work to be completed by the Developer within thirty (30) days of the date Borough Engineer directs the Developer to install said surface, weather permitting. Such direction shall not constitute acceptance of the improvements by the Borough.

16. That drainage and grading shall be as follows:

a. All springs or water emanating therefrom shall be piped to the nearest available storm sewer or as otherwise set forth in the approved plans in a manner approved in writing by the Borough Engineer.

b. Water from driveway sumps and basement sump pumps shall be piped to the nearest existing storm drains, and where such drains do not exist, new drains shall be constructed at such points and in such manner as may be directed by the Borough Engineer.

c. The Developer will insure that all lots and other areas in said development will be properly graded and properly drained and will in this regard obey all reasonable instructions of the Borough Engineer relating thereto.

d. The Developer shall also see to it that no stumps, dead trees or debris are deposited upon or be permitted to remain upon any portions of said development nor upon the undeveloped portion, nor shall any stumps, dead trees or debris be deposited below the surface of the earth.

e. In the event that any drainage problem shall be created on adjoining properties by development of this subdivision or site, corrective measures shall be provided within the area limits of the subdivision or site, at such places and in such manner as the Borough Engineer may approve.

f. The Developer will remove silt deposited in the Borough's storm sewers, brooks and catch basins or other drainage areas, resulting from the wash down of soil or debris in the course of the construction. Any reasonable instructions given by the Borough Engineer to prevent such wash down shall be promptly carried out.

17. That within two (2) years from the date of commencement of site work the Developer shall complete to the satisfaction of the Borough Engineer and the Borough Council all improvements as required by the Planning Board, the Borough Engineer and as imposed by this Agreement unless such time limit is extended by the Borough Council.

18. That the Developer shall appoint a job superintendent, whose name, home address and phone number shall be furnished to the Borough Engineer; and no work, other than sales, shall be performed in the subdivision or on the site by the Developer, his agents, employees, servants or sub-contractors between the hours of 6:00 p.m. and 7:00 a.m. Monday through Saturday and all day Sunday.

19. That this Agreement contains the entire agreement between the parties hereto and no statement, promise or endorsement made by any party hereto, or agent of any party hereto, which is not contained in this written contract or the instruments incorporated herein by reference, shall be valid or binding; and this Agreement may not be enlarged, modified or altered except in writing, signed by the parties and endorsed thereon. Nothing herein shall be deemed a waiver of other existing municipal construction requirements or any conditions contained in the Resolution of Approval.

20. That this Agreement shall inure to the benefit of and be binding upon the successors and assigns of the respective parties hereto.

21. It is understood and agreed that the obligations imposed upon the Developer under the within agreement shall not constitute an estoppel against the Borough of Watchung Planning Board or the Borough Council nor relieve the Developer from Complying with all other federal, state, county, and local requirements.

22. Prior to the commencement of site work, the Developer shall meet with the Borough Engineer for a pre-construction conference to discuss the anticipated construction schedule, procedures of construction, and any particular requirements of the Engineer.

23. The Borough, its consultants, employees and agents shall be given free access to observe construction of roads, sanitary sewers, water mains, storm sewers, landscaping for buffer areas and appurtenances associated with the approved plat. The purpose of such observations shall be limited to providing the Borough with an opportunity to determine that such improvements will be constructed in accordance with the Developer's approved submittals. The Borough or its representatives, consultants, employees or agents shall not supervise, direct or have control over the Developer's work during such observations or as a result thereof, nor shall they have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by the Developer, for safety precautions and programs incident to the work of the Developer or for any failure of the Developer to comply with applicable laws, rules, regulations, ordinances, codes or orders.

The Developer shall hold harmless, indemnify and defend the Borough, its representatives, consultants, employees and agents from any and all liabilities, claims, losses or damage arising or alleged to arise from the construction of the improvements included in the relevant approval but not including such liabilities, claims, losses or damage arising from the sole negligence of the Borough, its representatives, consultants, employees and agents.

The Developer shall purchase and maintain during construction of said improvements a Comprehensive General Liability Insurance Policy with minimum limits of One Million (\$1,000,000.00) Dollars per occurrence and One Million (\$1,000,000.00) Dollars aggregate. The coverage shall include endorsements for Broad Form Property Damage; explosion, collapse, and underground hazards; completed operations; and contractual liability. The contractual liability coverage shall specifically apply to the above indemnification clause. All liability coverages shall be on an occurrence basis.

Certificates of Insurance evidencing the above-referenced coverage shall be provided to the Borough before work on the improvements begins.

24. This Agreement is intended to govern approved development within the Borough whether such approval was in the form of preliminary and/or final major subdivision and/or preliminary and/or final site plan, and such terms are to be freely substituted for each other where the context and the nature of the approvals require.

IN WITNESS WHEREOF, the Borough and Developer have caused these presents to be signed and attested by their respective corporate officers and their respective corporate seals to be affixed hereto the day and year first above written.

ATTEST:

BOROUGH OF WATCHUNG

Borough Clerk

BY: _____
Mayor

ATTEST:

document;

- (e) this person signed this proof to attest to the truth of these facts; and
- (f) the full and actual consideration paid or to be paid for the transfer of title to reality evidenced by the within deed, as such consideration is defined in P.L. 1968, c. 49, sec. a(c), is One Dollar (\$1.00).

Signed and sworn to before me on
this ____ day of _____, ____.

APPENDIX C PERFORMANCE AGREEMENT

(Section 28-807G)

KNOW ALL MEN BY THESE PRESENTS that _____ located at _____ is held and firmly bound unto the BOROUGH OF WATCHUNG IN THE COUNTY OF SOMERSET, A MUNICIPAL CORPORATION of the State of New Jersey, as Obligee, in the sum of \$ _____ lawful money of the United States of America, to be paid to the said Obligee, its certain attorney, successors or assigns, for which payment, well and truly made, the said Obligor binds itself, its successors and assigns, firmly by these presents.

This Agreement is secured by: the Performance Bond of _____, Bond No. _____, dated _____, 20__ in the amount of \$ _____ and the cash deposit of \$ _____.

WHEREAS, the Obligor has received land development approval for Lot _____, Block _____ and pursuant thereto the Planning Board of the Borough of Watchung has required the installation of certain improvements, as more fully set forth in its land development resolution, the Borough of Watchung land development ordinances and certain Certification, dated _____, 20__, by Richard W. Moody, P.E. including soil erosion and sediment control, stormwater management, site work, lighting, sanitary sewer, landscaping and certain other requirements, a copy of said memorandum being attached hereto and made a part hereof.

WHEREAS, a condition of the said final approval and the issuance of a Certificate of Occupancy is that this Agreement be given to guarantee the completion of the above improvements in accordance with all applicable ordinances, rules, regulations, standards and specifications of the Borough of Watchung and to the satisfaction of the Borough Engineer on or before the date specified herein.

NOW, THEREFORE, the condition of this obligation is such that if the above-named Obligor shall well and truly commence, make and complete the aforesaid improvements on or before _____, _____ to the satisfaction of the Borough Engineer and in strict accordance with all applicable ordinances, rules, regulations, standards and specifications of the Borough of Watchung, then this Agreement shall be null and void, otherwise to remain in full force and

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: _____

Telephone Number: _____ Fax _____

Applicant is a: Corporation: _____ Partnership _____ Individual _____

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

Name: _____

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: _____

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: _____

Telephone Number: _____ Fax Number: _____

Applicant's Planning Consultant: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Applicant's Traffic Engineer: _____

Address: _____ Fax Number: _____

Telephone Number: _____ Fax Number: _____

Any other Expert who will submit a report or testify:

Name: _____

Field of Expertise: _____

Address: _____

Telephone Number: _____ Fax Number: _____

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

7. PLANS PREPARED BY:

_____ Engineer _____ Land Surveyor _____ Architect

Name: _____

Address: _____

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:

	YES	NO	DATE PLANS SUBMITTED
NJ Department of Environmental Protection	_____	_____	_____
NJ Department of Transportation	_____	_____	_____
NJ Council of Affordable Housing	_____	_____	_____
Somerset County Planning Board	_____	_____	_____

Somerset/Union County Soil Conservation	_____	_____	_____
Other	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Middle-Brook Regional Health Commission	_____	_____	_____
Village Center Historical Preservation Committee	_____	_____	_____
Road Opening Permit	_____	_____	_____
Land Disturbance Permit	_____	_____	_____
Tree Removal Permit	_____	_____	_____
			DATE
	YES	NO	PLANS SUBMITTED
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

RESIDENTIAL

Gross Acreage of Site _____ Gross Acreage of Site _____
Gross New Floor Area _____ No. of Dwelling Units _____
No. of New Parking 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. The Board Clerk will publish Notice of Hearing 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
_____	Attorney	_____	Borough Engineer
_____	Engineer	_____	Board Attorney
		_____	Borough Planner
		_____	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: _____

APPENDIX D-2 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, 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)
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.
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.
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
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 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 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 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.
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'

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.
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).
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

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
31				<p>and lot impervious surface coverage and variances and/or waivers requested.</p> <p>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.</p>
32				<p>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.</p>
33				<p>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.</p>

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 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.
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 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
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;
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

Item #	Provided	Not Relevant	Waiver Request	Item of Information Required
				alignments with bearings, radii and tangents.
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.
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

APPENDIX E

Click [here](#) to view zoning map.

APPENDICES

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