

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

CHECKLIST "A" – MINOR SUBDIVISION AND RESUBDIVISION

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

Name of Applicant _____ Application No. _____
Date Filed _____

REQUIRED DATA & INFORMATION

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

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

| | C | I | NA | WR |
|---|-----|-----|-----|-----|
| 24. Key map (scale: not less than 1" = 600') showing entire tract and its relation to surrounding area, including locations and names of principal roads. | [] | [] | [] | [] |
| 25. Zone district(s) and identification of zone boundaries located on or adjoining the property. | [] | [] | [] | [] |
| 26. Existing and proposed property lines and other site lines, including tract boundary lines, with bearings and distances. | [] | [] | [] | [] |
| 27. All zoning requirements in accordance with the schedule referred to in Section 102-136 and the relationship of the proposed site plan to those requirements. Calculations of existing and proposed building and impervious coverage of the lot shall be included. | [] | [] | [] | [] |
| 28. Total area of the tract in square feet and acres. | [] | [] | [] | [] |
| 29. Total area of each lot in sq. ft. and the area of each lot located within the maximum depth of measurement. | [] | [] | [] | [] |
| 30. All proposed lot numbers in accordance with block and lot numbers assigned by the Tax Assessor. | [] | [] | [] | [] |
| 31. Front, rear and side building setback lines as required by the zoning regulations. | [] | [] | [] | [] |
| 32. All existing structures on the tract with setback distances. | [] | [] | [] | [] |
| 33. All structures located within 200' of the tract. | [] | [] | [] | [] |
| 34. Right-of-way lines, widths, and names of all existing streets on and adjoining the property. | [] | [] | [] | [] |
| 35. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easement and the text of any restrictions applicable to same. | [] | [] | [] | [] |

| | C | I | NA | WR |
|---|-----|-----|-----|-----|
| 36. Location on the property of existing: | | | | |
| a. watercourses and other drainage courses. | [] | [] | [] | [] |
| b. bridges. | [] | [] | [] | [] |
| c. culverts and/or storm drains with sizes. | [] | [] | [] | [] |
| d. wooded areas. | [] | [] | [] | [] |
| e. rock outcroppings. | [] | [] | [] | [] |
| 37. Location on the property of proposed: | | | | |
| a. watercourses and other drainage courses. | [] | [] | [] | [] |
| b. bridges. | [] | [] | [] | [] |
| c. culverts and/or storm drains with sizes. | [] | [] | [] | [] |
| 38. Location within 200' of the property of existing: | | | | |
| a. watercourses and other drainage courses. | [] | [] | [] | [] |
| b. bridges. | [] | [] | [] | [] |
| c. culverts and/or storm drains with sizes. | [] | [] | [] | [] |
| 39. Location of existing well(s) and yield(s). | [] | [] | [] | [] |
| 40. Location of existing septic systems. | [] | [] | [] | [] |
| 41. Proposed method of water supply and sewage disposal. | [] | [] | [] | [] |
| 42. If public water, certification of availability. | [] | [] | [] | [] |
| 43. If sanitary sewer, certification of available capacity. | [] | [] | [] | [] |
| 44. Environmental Impact Statement pursuant to Article XII which shall include the following: | | | | |
| a. Topography with ranges of slope at 2' contour intervals. | [] | [] | [] | [] |
| b. All flood hazard areas, lakes, ponds, marshes bogs, swamps and streams. | [] | [] | [] | [] |
| c. Soil data per Morris County Soil Survey (USDA, SCS) as follows: | [] | [] | [] | [] |

| | C | I | NA | WR |
|--|-----|-----|-----|-----|
| (1) Map showing soil type and soil symbol. | [] | [] | [] | [] |
| (2) Maps, charts and tables reflecting interpretations of soil types including seasonable water table within 3 ½' of the surface and bedrock within 3 ½' of the surface. | [] | [] | [] | [] |
| d. Freshwater wetlands including transition areas delineation or an affidavit by a qualified person stating that no wetlands on the property exist. | [] | [] | [] | [] |
| e. If wetlands or transition areas are located on the property, the applicant shall submit one of the following: | | | | |
| (1) A Freshwater Wetlands Permit from D.E.P. | [] | [] | [] | [] |
| (2) A Letter of Exemption from D.E.P. | [] | [] | [] | [] |
| (3) A Letter of Interpretation from D.E.P. | [] | [] | [] | [] |
| 45. Location and purpose of any open space to be dedicated to public use. | [] | [] | [] | [] |
| 46. Tree protection and removal plan and soil erosion and sediment control plan as required pursuant to Chapter 102, Part 5. | [] | [] | [] | [] |
| 47. Engineer's geohydrology report in accordance with 177-9B [added 7-24-2000 by Ord. No. 613] | [] | [] | [] | [] |

[] Application declared complete. Date _____

Authorized Signature

[] Application declared incomplete. Date _____

Authorized Signature

**TOWNSHIP OF BOONTON PLANNING BOARD
MINOR SUBDIVISION**

NEW ___ RESUBMITTED _____

APPLICATION # _____

FEE PAID \$ _____

REC'D BY _____

PLAT (18) COPIES _____

DATE _____

1. Applicant _____

NAME ADDRESS TELEPHONE NO.

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

2. Record Owner _____

NAME ADDRESS TELEPHONE NO.

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

3. Interest of applicant if other than owner _____

4. Plat drawn by _____

NAME ADDRESS TELEPHONE NO.

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

PROFESSIONAL LICENSE NO.

5. Property Location _____

SECTION STREET

6. Property Data:

Lot No. _____ Block No. _____ Zone Designation _____

Present Lot Dimensions _____ Area _____

Proposed Lot Dimensions and Area: 1. _____

2. _____

3. _____

7. Purpose of Subdivision: Sell Lots Only _____ Construct Houses for Sale _____

8. Does Subdivision front on approved street _____

YES

NO

NAME OF STREET/RIGHT-OF-WAY WIDTH

9. Water Supply: Public _____ Well _____

- continued -

10. Sanitary Sewer Facilities: Public _____ Septic _____
Other _____ Specify _____
Board of Health Approval _____ Date _____
YES NO

11. Is any portion of the Subdivision situated within the Flood Plain Area:

_____ YES NO

Is a permit from the N.J. Department of Environmental Protection required

_____ Permit No. _____ Dated _____
YES NO

12. Has this lot been previously subdivided _____
YES NO

_____ DATE APPLICATION NO.

13. Are there any deed restrictions or easements on the property? _____
If yes, please explain _____

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

Signed _____
Owner Date

Signed _____
Owner Date

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

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

TOWNSHIP OF BOONTON – PLANNING BOARD

PROPERTY INSPECTION PERMISSION

PREMISES: _____

APPLICATION FOR: _____

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

DATE: _____

Signature of Applicant

Print Name

DATE: _____

Signature of Owner

Print Name

AFFIDAVIT OF SERVICE OF NOTICE

STATE OF NEW JERSEY)

) SS:

COUNTY OF MORRIS)

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

according to law, deposes and says:

1. I am _____

(give complete address)

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

(Give full description of purpose of application)

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

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

(Signature of Applicant)

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

A Notary Public of New Jersey

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

AFFIDAVIT OF APPLICANT

STATE OF NEW JERSEY)

) :SS

COUNTY OF MORRIS)

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

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

(Applicant to sign here) or (Company Name)

NOTICE OF HEARING
before the
BOONTON TOWNSHIP PLANNING BOARD

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

PLEASE TAKE NOTICE:

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

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

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

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

Respectfully,

Date: _____

Applicant

