

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

**CHECKLIST "B" – MAJOR PRELIMINARY SUBDIVISION**

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

Name of Applicant \_\_\_\_\_ Application No. \_\_\_\_\_  
Date Filed \_\_\_\_\_

**REQUIRED DATA & INFORMATION**

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

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

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

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

C I NA WR

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

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

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

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

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

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

Application declared complete.      Date \_\_\_\_\_

\_\_\_\_\_

Authorized Signature

Application declared incomplete.      Date \_\_\_\_\_

\_\_\_\_\_

Authorized Signature





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











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



000 18 92 CIVILIAN

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

**SUBMISSION REQUIREMENTS:**

Subdivision – All subdivisions must be submitted to the County Planning Board for review.  
Major Subdivisions – will be reviewed for County approval  
Minor Subdivisions – will be reviewed to determine:

- 1. If the project fronts along a County road; and/or
- 2. If the project will affect any County drainage facilities.

For those minor subdivisions which meet either one or both of the above criteria, the project will be reviewed for approval. If a minor subdivision does not meet either criteria, an exemption letter will be sent.

Site Plans – Site Plans will be reviewed to determine:

- 1. If the project fronts along a County road; and/or
- 2. If the project contains an amount of impervious surface equal to or greater than one acre (43,560 sq. ft.)

For those site plans which meet either one or both of the above criteria, the project will be reviewed for approval. If the site plan does not meet either criteria, an exemption letter is sent.

**PROCEDURES:**

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

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

**REVISIONS:**

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

**REPORTS:**

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

**SUBMISSION PACKAGE:**

A complete application consists of the following:

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

Package should be submitted via mail to: Morris County Planning Board  
P.O. Box 900  
Morristown, NJ 07963-0900  
Or via personal delivery or overnight to: 30 Schuyler Place, 4<sup>th</sup> Floor  
Morristown, New Jersey  
Questions, please call: (973) 829-8120