

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

**CHECKLIST "C" – MAJOR FINAL SUBDIVISION**

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

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

**REQUIRED DATA & INFORMATION**

	C-Complete	I-Incomplete	NA-Not Applicable	WR-Waiver Requested
	C	I	NA	WR
1. Completed application form (18 copies).	[ ]	[ ]	[ ]	[ ]
2. Filing fee (See Article 82-1).	[ ]	[ ]	[ ]	[ ]
3. Eighteen (18) black or blue on white prints of all maps.	[ ]	[ ]	[ ]	[ ]
4. Eighteen (18) copies of all other documents.	[ ]	[ ]	[ ]	[ ]
5. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.	[ ]	[ ]	[ ]	[ ]
6. Completed County Planning Board application form (in duplicate) and County filing fee if the County Planning Board approval is required.	[ ]	[ ]	[ ]	[ ]
7. All maps signed and sealed by a New Jersey licensed Land Surveyor.	[ ]	[ ]	[ ]	[ ]
8. Name of tract or development.	[ ]	[ ]	[ ]	[ ]

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

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

	C	I	NA	WR
36. <b>FINAL SUBMISSIONS IN CAD FORM</b> (to be submitted following approval of the final plat by the Planning Board) <b>[added 4/25/05 by Ordinance No. 695]</b>	[ ]	[ ]	[ ]	[ ]
a. The original, one (1) cloth print and one (1) mylar of the final plat for the signatures of appropriate Borough Officials.	[ ]	[ ]	[ ]	[ ]
b. One (1) cloth print, one (1) mylar and fifteen (15) prints of the final plat after it has been filed with the Morris County Clerk's Office.	[ ]	[ ]	[ ]	[ ]
37. Street profiles. For all improvements not constructed pursuant to preliminary approval, plans and profiles shall be drawn at a minimum scale of 1" – 50' horizontal and 1" – 5' vertical for all streets, storm sewers, sanitary sewers and cross sections of all streets at fifty-foot stations. A construction detail sheet, showing but not limited to a typical pavement section, road section, curb section, inlet or catch basin, manhole, guardrail detail channel section, sidewalk section and the like shall also accompany the final subdivision application. <b>[Added 4-12-1999 by Ord. No. 591]</b>	[ ]	[ ]	[ ]	[ ]

[ ] Application declared complete. Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

[ ] Application declared incomplete. Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature



9. Has Township Engineer certified satisfactory completion of improvements \_\_\_\_\_  
yes no

10. Has Township Engineer and Township Attorney approved necessary Performance  
and Maintenance Guarantees \_\_\_\_\_  
yes no

11. Has Township Engineer and Township Attorney approved all required land  
dedication \_\_\_\_\_  
yes no

12. I have read the Land Subdivision Ordinance, Zoning Ordinance and the 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.

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 1<sup>ST</sup> 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.**

## CERTIFICATION OF PROFESSIONAL RESPONSIBILITY

This is to certify that \_\_\_\_\_  
Land Surveyor & Professional Engineer

\_\_\_\_\_ has been engaged to render professional  
(address)

engineering and land surveying services on behalf of \_\_\_\_\_  
(applicant)

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

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

Jersey.

The services to be rendered are as follows:

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

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

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

\_\_\_\_\_  
Name of Consulting Engineer  
and Land Surveyors

\_\_\_\_\_  
(Date)

Accepted by: \_\_\_\_\_  
(Name of Applicant)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Boonton Township Attorney

Date: \_\_\_\_\_

TOWNSHIP OF BOONTON – PLANNING BOARD

PROPERTY INSPECTION PERMISSION

PREMISES: \_\_\_\_\_

APPLICATION FOR: \_\_\_\_\_

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

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name



AFFIDAVIT OF 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)





**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