

LAND DEVELOPMENT PROCEDURES

194 Attachment 2

Schedule II, Checklists
[Added 9-10-2015 by Ord. No. 2015-10]

ADMINISTRATIVE CHECKLIST
NETCONG BOROUGH

NAME OF APPLICANT: _____
 DATE SUBMITTED: _____
 PROJECT NAME: _____
 BLOCK(S) AND LOT(S) _____

Check appropriate box. Attach a sheet which explains reasons for any waivers requested.

ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED
1	Completed application forms (15 copies)			
2	For preliminary site plan or preliminary subdivision applications: a. 4 full size sets of the plan addressing all requirements of the applicable checklist b. 11 reduced size sets of plans on 11" X 17" c. 15 copies of building plans showing elevations and floor plans of any proposed building (site plans only)			
3	For final site plan or final subdivision applications: a. 4 full size copies of the final plat for final subdivisions b. 11 reduced size copies of final plat on 11" X 17" for final subdivisions c. 4 full size copies of as-built plans showing any improvements which have been constructed at the time of application			
4	Completed and signed administrative and technical checklist(s) which would be applicable to the application			
5	Application fees and escrow deposits paid (provide calculations for application fees and escrow deposits)			
6	Site inspection authorization form (one original and 14 copies)			
7	Corporation or partnership form (one original and 14 copies)			
8	Affidavit of ownership and authorization form (one original and 14 copies)			
9	Certification of payment of taxes, liens and assessment by the tax collector (one original and 14 copies)			
10	A listing of all variance requests, design waiver requests, and checklist waiver requests (one original and 14 copies)			
11	Compliance with legal notice requirements (must be submitted not later than seven days prior to regular meeting)			

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LAND DEVELOPMENT PROCEDURES

**TECHNICAL CHECKLIST
PRELIMINARY SITE PLAN
NETCONG BOROUGH**

NAME OF APPLICANT: _____
 DATE SUBMITTED: _____
 PROJECT NAME: _____
 BLOCK(S) AND LOT(S) _____

Check appropriate box. Attach a sheet which explains reasons for any waivers requested.

ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED
1	Plans drawn, signed and sealed by appropriate New Jersey licensed professional person(s) pursuant to 13:40-7 et seq.			
2	Scale to be not smaller than 1" = 100'			
3	Key map showing the subject property and all lands within 200 feet thereof with existing streets and zone boundaries			
4.	Map sizes permitted: 8-1/2" x 11" 8-1/2" x 14" 11" x 17" 15" x 21" 24" x 36"			
5	Plans should contain the following: a. Name of development b. Name and address of owner c. Name and address of developer d. Date of preparation e. Block(s) and lots developed f. Name, address, signature, seal and license number of person preparing plans			
6	Graphic and written scale Reference meridian			
7	Revision box and date of each revision.			
8	Survey of the subject property, prepared by a New Jersey licensed surveyor, showing the location of the portion to be divided therefrom, giving all distances and showing all roads abutting or traversing the property. Development boundaries shall be clearly delineated with metes and bounds.			
9	A list of all property owners within 200' as disclosed by the most recent tax records			
10	Any municipal limits within 200 feet of the development and the names of the adjoining municipalities shown on key map			
11	Existing property lines with metes and bounds description			
12	Existing streets, both public and private, showing the right-of-way width and width of the traveled way			
13	Existing structures which are to remain and proposed structures with dimensions and setbacks to all property lines			
14	Existing and proposed parking spaces and loading areas			

LAND DEVELOPMENT PROCEDURES

ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED
31	Landscape plan showing proposed landscaping including species and size of plant materials			
32	Circulation plan showing: <ol style="list-style-type: none"> a. Location of off-street parking b. Traffic improvements such as signals, signs, and channelization c. Pedestrian circulation d. Loading and unloading bays e. Proposed vehicular access including curb cuts f. Traffic circulation around the site 			
33	Lighting plan showing: <ol style="list-style-type: none"> a. Location of site lights b. Height of site lights c. Construction details of light fixtures and poles 			
34	Plan showing signs as follows: <ol style="list-style-type: none"> a. Location of traffic control signs b. Developments signs c. Appropriate sign details showing size, height, materials and lighting 			
35	Preliminary elevations and plans of any proposed buildings showing windows and doors, roof treatments, floor plan of each floor of the building			
36	Environmental impact assessment including the following: <ol style="list-style-type: none"> a. Plan and description of the proposed development b. Inventory of existing natural resources c. Assessment of environmental impacts d. Unavoidable adverse environmental impacts e. Steps to minimize adverse environmental impacts f. Details and matter to be evaluated include: <ol style="list-style-type: none"> 1. Sewage facilities 2. Water supply 3. Stormwater 4. Stream encroachments 5. Floodplains 6. Wetlands 7. Solid waste disposal 8. Air pollution 9. Traffic 10. Social/economic 11. Aesthetics 12. Required licenses, permits, etc. 			
37	A copy of all existing protective covenants or deed restrictions of every nature affecting the subject property including a statement as to whether such deeds or covenants are of record			
38	Copy of the current deed of record and a copy of the title insurance policy for the property when purchased if available			
39	All public property and property proposed to be dedicated in the tract, accurately outlined and described with existing or proposed uses designated			
40	All construction details for proposed improvements			

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**TECHNICAL CHECKLIST
FINAL SITE PLAN
NETCONG BOROUGH**

NAME OF APPLICANT: _____
 DATE SUBMITTED: _____
 PROJECT NAME: _____
 BLOCK(S) AND LOT(S) _____

Check appropriate box. State reasons for any waivers requested.

ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED
1	Plans drawn, signed, and sealed by appropriate New Jersey licensed professional persons(s) pursuant to N.J.S.A. 13:40-7 et seq.			
2	Scale to be not smaller than 1" = 100'			
3	Map sizes permitted: 8-1/2" x 11", 8-1/2" x 14", 11" x 17", 15" x 21", 24" x 36"			
4	The final subdivision plat shall provide all information as required by the New Jersey Map Filing Law (P.L. 1960, c. 141 as amended)			
5	<p>As-built plans of the development prepared by a New Jersey licensed surveyor showing all improvements constructed to date if any. The as-built plans shall include the following:</p> <ul style="list-style-type: none"> • Property lines for the subject property with the metes and bounds description • Graphic and written scale • Reference meridian • As-built profiles of the utilities • Key map showing any municipal limits within 200 feet of the development and the names of the adjoining municipalities shown on key map. • Zone data box showing: <ol style="list-style-type: none"> a. Zone district(s) b. Required and proposed lot area c. Required and proposed minimum lot width d. Required and proposed minimum setbacks e. Other applicable zone requirements • Existing streets abutting the property, both public and private, showing the right-of-way width and width of the traveled way • Existing structures which are to remain with dimensions and setbacks to all property lines • All existing physical features on the property including but not limited to driveways, sidewalks, streams, wetlands, floodplains, railroads, bridges, drainage, trees, utilities, public and private easements and reservations • Location and width of sidewalks within the site and abutting the subject property • Location and width of driveways, delineation of parking spaces, handicapped parking, loading areas, walls, fences and any other miscellaneous items constructed on the site 			

LAND DEVELOPMENT PROCEDURES

ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED								
	<ul style="list-style-type: none"> • Wetlands areas and proposed transition areas delineated by a qualified professional and approved by the NJDEP • Sight triangle easements in accordance with approved preliminary plan • Setback lines for property based on zone requirements • Location of shade trees and associated site landscaping • Location of site lights • Location of traffic control signs • Location of any freestanding developments signs 											
6	<p>The as-built plan shall include the signature block below:</p> <p>Approved by the Netcong Borough Land-Use Board</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; width: 70%;"></td> <td style="border-top: 1px solid black; width: 30%; text-align: center;">Date</td> </tr> <tr> <td style="border-top: 1px solid black;">Chairperson</td> <td></td> </tr> <tr> <td style="border-top: 1px solid black;">Board Secretary</td> <td style="text-align: center;">Date</td> </tr> <tr> <td style="border-top: 1px solid black;">Board Engineer</td> <td style="text-align: center;">Date</td> </tr> </table>		Date	Chairperson		Board Secretary	Date	Board Engineer	Date			
	Date											
Chairperson												
Board Secretary	Date											
Board Engineer	Date											
7	A copy of all existing and proposed protective covenants or deed restrictions of every nature affecting the subject property including a statement as to whether such deeds or covenants are of record											
8	All public property and property proposed to be dedicated within the tract, accurately outlined and described with existing or proposed uses designated											
9	Stormwater management maintenance plan addressing all provisions of Chapter 8 of the New Jersey Stormwater Best Management Practices Manual											
10	Location and use of all property to be reserved by covenant in the deed for the common use of all property owners or otherwise											
11	A written estimate of construction costs for all public improvements proposed to be constructed but that have not been completed at the time of application											
12	List of any deviations from the requirements of the approved preliminary subdivision plan or an affidavit indicating the construction plans are in compliance with the approved preliminary subdivision approval											
13	Affidavit from applicant with reasonable supporting documentation verifying compliance with all terms and conditions of the preliminary approval											
14	Affidavit from applicant, indicating that the final site plan is identical to the preliminary plan. If not, list specific changes with respect to any deviations.											
15	A deed, including a legal description by bearings and distances with corresponding area in square feet and/ or acres of all lands to be dedicated for public use, i.e., easements, roads, etc.											

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**TECHNICAL CHECKLIST
MINOR SUBDIVISION
NETCONG BOROUGH**

NAME OF APPLICANT: _____

DATE SUBMITTED: _____

PROJECT NAME: _____

BLOCK(S) AND LOT(S): _____

Check appropriate box. Attach a sheet which explains reasons for any waivers requested.

ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED
1	Plans drawn, signed and sealed by appropriate New Jersey licensed professional person(s) pursuant to N.J.S.A. 13:40-7 et seq.			
2	Scale to be not smaller than 1"=100'			
3	Key map showing the subject property and all lands within 200 feet thereof with existing streets and zone boundaries			
4	Map sizes permitted: 8-1/2" x 11" 8-1/2" x 14" 11" x 17" 15" x 21" 24" x 36"			
5	Plans should contain the following: a. Name of development b. Name and address of owner c. Name and address of developer d. Date of preparation e. Block(s) and lots developed f. Name, address, signature, seal and license number of person preparing plans			
6	Graphic and written scale Reference meridian			
7	Survey of the subject property, prepared by a New Jersey licensed surveyor, showing the location of the portion to be divided therefrom, giving all distances and showing all roads abutting or traversing the property. Development boundaries shall be clearly delineated with metes and bounds			
8	A list of all property owners within 200' as disclosed by the most recent tax records			
9	Any municipal limits within 200 feet of the development and the names of the adjoining municipalities shown on key map			
10	Existing and proposed property lines with metes and bounds description			
11	Existing streets, both public and private, showing the right-of-way width and width of the traveled way			
12	Existing structures with dimensions and setbacks to all property lines			
13	All existing physical features on the property including but not limited to driveways, sidewalks, streams, wetlands, floodplains, railroads, bridges, drainage, trees, utilities, public and private easements and reservations			

LAND DEVELOPMENT PROCEDURES

ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED
14	Zone data box showing: a. Zone district(s) b. Required and proposed Area Lot width Setbacks Other applicable zone requirements			
15	Area of existing and proposed lots			
16	Location of all structures and driveways within 100 feet of the property			
17	Stormwater management plan/report in accordance with the Residential Site Improvement Standards and/or municipal ordinances if the area of disturbance equals or exceeds one acre			
18	For plats involving a corner lot or lots, the required sight triangle easements			
19	Setback lines for each of the proposed lots based on zone requirements			
20	Soil erosion and sediment control plan when land disturbance if land disturbance is proposed			
21	Sketch of proposed layout or disposition of any remaining lands			
22	Location of existing utilities on site and within 50 feet of the site including: a. Utility lines b. Sanitary sewer lines c. Storm sewers c. Waterlines			
23	A copy of all existing protective covenants or deed restrictions of every nature affecting the property including a statement as to whether such deeds or covenants are of record			
24	Copy of the current deed of record and a copy of the title insurance policy for the property when purchased if available			
25	The plan shall include the signature block below: Approved by the Netcong Borough Land-Use Board _____ Chairperson Date _____ Board Secretary Date _____ Board Engineer Date			
26	All public property and property proposed to be dedicated in the tract, accurately outlined and described with existing or proposed uses designated			
27	Sketch of proposed layout or disposition of any remaining lands			

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**TECHNICAL CHECKLIST
PRELIMINARY MAJOR SUBDIVISION
NETCONG BOROUGH**

NAME OF APPLICANT: _____
 DATE SUBMITTED: _____
 PROJECT NAME: _____
 BLOCK(S) AND LOT(S) _____

Check appropriate box. Attach a sheet which explains reasons for any waivers requested.

ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED
1	Plans drawn, signed and sealed by appropriate New Jersey licensed professional person(s) pursuant to N.J.S.A. 13:40-7 et seq.			
2	Scale to be not smaller than 1"=100'			
3	Key map showing the subject property and all lands within 200 feet thereof with existing streets and zone boundaries			
4	Map sizes permitted: 8-1/2" x 11" 8-1/2" x 14" 11" x 17" 15" x 21" 24" x 36"			
5	Plans should contain the following: a. Name of development b. Name and address of owner c. Name and address of developer d. Date of preparation e. Block(s) and lots developed f. Name, address, signature, seal and license number of person preparing plans			
6	Graphic and written scale Reference meridian			
7	Revision box and date of each revision			
8	Survey of the entire subject property, prepared by a New Jersey licensed surveyor, showing the location of the portion to be divided therefrom, giving all distances and showing all roads abutting or traversing the property. Development boundaries shall be clearly delineated with metes and bounds.			
9	A list of all property owners within 200' as disclosed by the most recent tax records			
10	Any municipal limits within 200 feet of the development and the names of the adjoining municipalities shown on key map			
11	Existing and proposed property lines with metes and bounds description			
12	Existing streets, both public and private, showing the right-of-way width and width of the traveled way			
13	Existing structures which are to remain with dimensions and setbacks to all property lines			
14	All existing physical features on the property including but not limited to driveways, sidewalks, streams, wetlands, floodplains, railroads, bridges, drainage, trees, utilities, public and private			

LAND DEVELOPMENT PROCEDURES

ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED						
	easements and reservations									
15	Zone data box showing: a. Zone district(s) b. Required and proposed: Area Lot width									
16	Area of existing and proposed lots									
17	Sufficient elevations or contours on site and up to 50 feet beyond the limits of disturbance 2' contour interval for slopes up to 20%. Contour interval of 10' for slopes in excess of 20% 10' contour interval for slopes in excess of 10%									
18	Location of all structures, sidewalks and driveways within 100 feet of the property									
19	Stormwater management plan/report in accordance with the Residential Site Improvement Standards and/or municipal ordinances including plans and computations for any storm sewer systems									
20	For plats involving a corner lot or lots, the required sight triangle easements									
21	Setback lines for each of the proposed lots based on zone requirements									
22	Location of existing utilities on site and within 50 feet of the site including: a. Utility lines and poles, gas, etc. b. Sanitary sewer lines c. Storm sewers d. Waterlines									
23	A copy of all existing protective covenants or deed restrictions of every nature affecting the subject property including a statement as to whether such deeds or covenants are of record									
24	The plan shall include the signature block below: Approved by the Netcong Borough Land-Use Board <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black; padding-bottom: 2px;">Chairperson</td> <td style="width: 30%; border-bottom: 1px solid black; padding-bottom: 2px;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 2px;">Board Secretary</td> <td style="border-bottom: 1px solid black; padding-bottom: 2px;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding-bottom: 2px;">Board Engineer</td> <td style="border-bottom: 1px solid black; padding-bottom: 2px;">Date</td> </tr> </table>	Chairperson	Date	Board Secretary	Date	Board Engineer	Date			
Chairperson	Date									
Board Secretary	Date									
Board Engineer	Date									
25	Wetlands areas and proposed transition areas delineated by a qualified professional or a statement indicating no wetlands exist on the property									
26	Public improvements construction plans for all new streets and improvements to existing streets including: a. Center line, geometry b. Road profiles c. Road cross sections 50' on center d. Grading plan showing existing and proposed contours									
27.	Plans and profiles for existing and proposed: a. Storm sewers b. Sanitary sewers c. Water mains									
28.	Erosion and sediment control plan									

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ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED
29.	Landscaping plan showing proposed shade trees and landscaping including species and size of plant materials			
30.	Lighting plan showing: a. Location of streetlights b. Height of streetlights c. Construction details of streetlights			
31.	Sign plan showing: a. Location of traffic control signs b. Street signs c. Developments signs d. Appropriate sign details showing size, height, materials and lighting			
32.	Environmental impact assessment including the following: a. Plan and description of the proposed development b. Inventory of existing natural resources c. Assessment of environmental impacts d. Unavoidable adverse environmental impacts e. Steps to minimize adverse environmental impacts f. Details and matter to be evaluated: 1. Sewage facilities 2. Water supply 3. Stormwater 4. Stream encroachments 5. Floodplains 6. Wetlands 7. Solid waste disposal 8. Air pollution 9. Traffic 10. Social/economic 11. Aesthetics 12. Required licenses, permits, etc.			
33.	A copy of all existing protective covenants or deed restrictions of every nature affecting the subject property including a statement as to whether such deeds or covenants are of record			
34.	Copy of the current deed of record and a copy of the title insurance policy for the property when purchased if available			
35.	All public property and property proposed to be dedicated in the tract, accurately outlined and described with existing or proposed uses designated			
36.	All construction details for proposed improvements.			
37.	Sketch of proposed layout or disposition of remaining lands if any			

LAND DEVELOPMENT PROCEDURES

**TECHNICAL CHECKLIST
FINAL MAJOR SUBDIVISION
NETCONG BOROUGH**

NAME OF APPLICANT: _____
 DATE SUBMITTED: _____
 PROJECT NAME: _____
 BLOCK(S) AND LOT(S) _____

Check appropriate box. Attach a sheet which explains reasons for any waivers requested.

ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED
1.	Plans drawn, signed, and sealed by appropriate New Jersey licensed professional persons(s) pursuant to N.J.S.A. 13:40-7 et seq.			
2.	Scale to be not smaller than 1"=100'			
3.	Map sizes as permitted by the New Jersey Map Filing Law (P.L. 1960, c. 141, as amended)			
4.	The final subdivision plat shall provide all information as required by the New Jersey Map Filing Law (P.L. 1960, c. 141, as amended)			
5	As-built plans of the development prepared by a New Jersey licensed surveyor showing all improvements constructed to date if any. The as-built plans shall include the following: <ul style="list-style-type: none"> • Property lines for each of the subject properties with metes and bounds description • Graphic and written scale • Reference meridian • As-built profiles of the utilities • Permanent monuments which have been installed or proposed to be installed as per New Jersey Map Filing Law (P.L. 1960, c. 141, as amended) • Key map showing any municipal limits within 200 feet of the development and the names of the adjoining municipalities shown on key map • Zone data box showing: <ul style="list-style-type: none"> a. Zone district(s) b. Required and proposed area c. Required and proposed minimum lot width d. Required and proposed minimum setbacks e. Other applicable zone requirements • Existing and proposed streets, both public and private, showing the right-of-way width and width of the traveled way • Existing structures which are to remain with dimensions and setbacks to all property lines • All existing physical features on the property including but not limited to driveways, sidewalks, streams, wetlands, floodplains, railroads, bridges, drainage, trees, utilities, public and private easements and reservations • Wetlands areas and proposed transition areas delineated by a qualified professional and approved by the NJDEP 			

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ITEM NO.	PLAN REQUIREMENT	PROVIDED	NOT APPLICABLE	WAIVER REQUESTED
	<ul style="list-style-type: none"> • Area of new lots • Sight triangle easements in accordance with approved preliminary plan • Setback lines for each of the new lots based on zone requirements • Location of shade trees and landscaping • Location of streetlights • Location of traffic control signs • Location of street signs • Location of developments signs 			
6	<p>The as-built plan shall include the signature block below:</p> <p>Approved by the Netcong Borough Land-Use Board</p> <hr/> <p>Chairperson _____ Date _____</p> <hr/> <p>Board Secretary _____ Date _____</p> <hr/> <p>Board Engineer _____ Date _____</p>			
7	A copy of all existing and proposed protective covenants or deed restrictions of every nature affecting the subject property including a statement as to whether such deeds or covenants are of record			
8	All public property and property proposed to be dedicated in the tract, accurately outlined and described with existing or proposed uses designated			
9	Location and use of all property to be reserved by covenant in the deed for the common use of all property owners or otherwise			
10	A written estimate of construction costs for all site improvements that have not been completed at the time of application			
11	Stormwater management maintenance plan addressing all provisions of Chapter 8 of the New Jersey Stormwater Best Management Practices Manual if the stormwater ordinance deems the project to be a major development			
12	List of any deviations from the requirements of the approved preliminary subdivision plan or an affidavit indicating the construction plans are in compliance with the approved preliminary subdivision approval			
13	Affidavit from applicant with reasonable supporting documentation verifying compliance with all terms and conditions of the preliminary approval			
14	Affidavit from applicant, indicating that the final subdivision is identical to the preliminary plan. If not, list specific changes with respect to any deviations			
15	A deed, including a legal description by bearings and distances with corresponding area in square feet and/or acres of all lands to be dedicated for public use, i.e., easements, roads, etc.			