**Township of Tewksbury**

**DEVELOPMENT APPLICATION FORM**

| | | | |
|---|---|---|---|
| Date: | _____ | Application #: | _____ |
| Development Name: | _____ | Informal Plat: | _____ |
| Address: | _____ | Preliminary Plat: | _____ |
| Block # & Lot # | _____ | Final Plat: | _____ |

| | APPLICANT | OWNER | PERSON PREPARING PLAT |
|---|---|---|---|
| Signature | _____ | _____ | _____ |
| Name: | _____ | _____ | _____ |
| Address: | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| Phone: | ( ) | ( ) | ( ) |

**STATEMENT OF LANDOWNER WHERE APPLICANT IS NOT LANDOWNER**

I, _____, the owner of Lot(s) _____ in Block(s) _____, in the Township of Tewksbury, Hunterdon County, New Jersey hereby acknowledge that the application of _____ for development of said property is made with my complete understanding and permission in accordance with an agreement of purchase or option agreement entered into between me and the applicant stated herein:

*Signature:* _____

**IF VARIANCE(S) OR WAIVERS REQUESTED:**

**Variances:** Specify section(s) of Statute: 40:55D -_____
and section(s) of Ordinance: _____

**Waivers:** Specify section(s) of Ordinance and what is requested:

**(1)** § _____: _____

**(2)** § _____: _____

**(3)** § _____: _____

**PROPOSED DEVELOPMENT:**

Zoning District: _____ Total Area of Tract: _____

Number of Building Lots: _____ Net area after Deductions: _____

Are there Environmentally Critical Areas On-Site? _____ yes _____ no

If so, Wetlands _____yes _____no

Floodways _____yes _____no

Flood plains _____yes _____no
Slopes > 20% _____yes _____no

Method of Sewage Treatment: _____

Source of Water Supply: _____

Road Widening Required Under Ordinance? _____yes _____no

Are There Covenants/Restrictions on Property? _____yes _____no
(attached copies)

All Utilities to be Installed Underground as Required? _____yes _____no
Storm Water Management Plan Attached? _____yes _____no
Soil Erosion Control Plan Attached? _____yes _____no
Is There a Low/Moderate Income Housing Component? _____yes _____no
Are Stream Encroachment Permits Required? _____yes _____no
Are Wetland Permits Required? _____yes _____no

**Residential:** Density/Acre: _____ No. of Dwelling Units: _____
Min Lot Size: _____ # Parking Spaces/Unit: _____
Avoided Cul-de-sacs? _____yes _____no
Provided Stub Street(s) to Adj. Lot(s)? _____yes _____no

**Non-Residential:**
Gross Floor Area: _____ sf. Floor Area Ratio: 0._____
Building Coverage: _____ac. Total Lot Coverage: _____ac.
_____% _____%
# Parking Spaces: _____ Parking Ratio: 1 space/_____sf.
# Loading Spaces: _____

**PLEASE BRIEFLY DESCRIBE YOUR APPLICATION:**

_____
_____
_____
_____
_____
_____

**EXTENSION OF TIME GRANTED FOR BOARD ACTION**

| Previous Deadline | New Deadline | Signature Approving an Extension of the Deadline | Date |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

**Township of Tewksbury**

**SKETCH/MINOR SITE PLAN**

**Revision Number**

1 2 3 4 (Circle Correct No.)
(Use a copy of previous checklist and then make changes. Highlight the changes with a red or green marker)

Date: _____ Application #: _____
Development Name: _____ Block #: _____
Address: _____ Lot(s)#: _____
Scale: 1"=_____ft. Date of last revision: _____

**PROPOSED DEVELOPMENT:**

Zoning District: _____ Total Area of Tract: _____
Number of Building Lots: _____ Net area after Deductions: _____
Are there Environmentally Critical Areas On-Site? _____ yes _____ no
If so, Wetlands _____yes _____no
Floodways _____yes _____no
Flood plains _____yes _____no
Slopes > 20% _____yes _____no

**Residential:** Density/Acre: _____ No. of Dwelling Units: _____
Min Lot Size: _____ # Parking Spaces/Unit: _____
Avoided Cul-de-sacs? _____yes _____no
Provided Stub Street(s) to Adj. Lot(s)? _____yes _____no

**Non-Residential:**
Gross Floor Area: _____ sf. Floor Area Ratio: 0._____
Building Coverage: _____ac. Total Lot Coverage: _____ac.
_____% _____%
# Parking Spaces: _____ Parking Ratio: 1 space/_____sf.
# Loading Spaces: _____

---

| | | |
|---|---|---|
| **"x"** | = | **compliance** |
| **"NA"** | = | **not applicable** |
| **"w"** | = | **waiver requested** |
| **No Response** | = | **not provided** |

**ADMINISTRATIVE PROCEDURES:**

_____ submitted 2 weeks before meeting
_____ 18 black on white copies
_____ sheet sizes either
_____ 30 × 42 24 × 36

_____ _____ 15 × 21 8.5 × 13
_____ 18 reduced copies of entire development on either 11 × 17 or 8.5 × 11 paper
_____ 1 copy of Application Form
_____ 1 copy of checklist
_____ 1 copy of Planning Brd. action classifying the development, or, if not classified:
_____ 1 copy of Plan Brd. Application
_____ 3 copies of any additional documents required by the Plan. Brd.
_____ Certificate that taxes are paid
_____ Date Paid ____/____/____
_____ Determination that application is complete as of ____/____/____
_____ Classified as:
_____ minor plan ____/____/____
_____ major plan ____/____/____
_____ If classified a minor plan:
_____ notice/public hearing waived ____/____/____
_____ Distribution of copies to:
_____ Co. Plan. Brd.
_____ Environmental Comm.
_____ _____
_____ _____
_____ _____
_____ Fee paid of $ _____
_____ Escrow Fund Established:
_____ yes, for $_____
_____ no

**Plat Details: The following items are abbreviated forms of the material required for preliminary approval:**

_____ If submitted for classification, the plat shall be based on tax map information or similarly accurate base.

_____ If submission for classification and approval as a minor site plan, the plat shall be based on an accurate survey:
_____ prepared by a licensed surveyor
_____ signed and sealed
_____ scale of 1" = 100 ft. or less

_____ If submitted for final approval as a minor site plan:
_____ location/results of 2 Perc Tests
_____ soil log for 2 disposal areas
_____ existing potable water supplies
_____ existing septic systems on-tract

_____ Building and Use Plan
_____ building location, sizes and heights
_____ proposed uses
_____ sign locations, sizes and heights
_____ low/moderate income housing units
_____ building elevations
_____ identify existing buildings either to remain or be razed

_____ general description of non-residential building uses, employees, traffic, hazardous and toxic materials and nuisances

_____ Circulation Plan

- _____ streets and street names
- _____ on-site parking, loading and circulation system
- _____ fire lanes
- _____ pedestrian systems
- _____ accel/decel lanes and traffic channelization
- _____ curbed areas
- _____ sight triangles
- _____ easements on tract
- _____ lighting plans
- _____ signage proposals
- _____ driveways within 100 ft. of tract
- _____ if expansion plans, show:
  - _____ feasible parking
  - _____ feasible loading

_____ Natural Resources

- _____ wetlands/swamps
- _____ USGS contours
- _____ wooded areas
- _____ proposed buffer areas
- _____ retaining walls
- _____ fencing
- _____ signs
- _____ recreation areas
- _____ landscaping plan
- _____ soil types from SCS
- _____ unusual wildlife habitats
- _____ unusual aquatic habitats
- _____ list archaeological or historic sites
- _____ plans for sewage treatment
  - _____ on-site
    - _____ septic
    - _____ other _____
  - _____ more than 2,000 gpd
    - _____ yes _____ no
  - _____ use existing facility
    - _____ public
    - _____ private
  - _____ DEP application made
    - _____ yes _____ no

- _____ plans for water
  - _____ less than 100,000 gpd.
  - _____ exceeding 100,000 gpd.
  - _____ DEP diversion permit requested: _____ yes _____ no

_____ Facilities Plan

Show existing and proposed locations of:

_____ drainage and storm water run-off facilities
_____ open space
_____ fire protection
_____ gas, electric, telephone
_____ sewer service
_____ water facilities
_____ utilities underground
_____ solid waste collection
_____ solid waste disposal
_____ easements on-tract and across adjacent properties with legal descriptions
_____ lighting
_____ Perc Test and soil log data

_____ Flood Hazard Areas
_____ floodway preserved
_____ if development in flood fringe area:
_____ method of protecting persons and property

HUNTERDON COUNTY SOIL
CONSERVATION DISTRICT
687 PITTSTOWN ROAD SUITE #1
FRENCHTOWN, NJ 08825

New Jersey Natural Resources Conservation Program

| For District Use Only |
|---|
| Application Number |
| Disposition |
| |
| |

# APPLICATION FOR SOIL EROSION AND SEDIMENT CONTROL PLAN CERTIFICATION

The enclosed soil erosion and sediment control plan and supporting information are submitted for certification pursuant to the Soil Erosion and Sediment Control Act, Chapter 251, P.L. 1975 as amended (NJSA 4:24-39 et. seq.) An application for certification of a soil erosion and sediment control plan shall include the items listed on the reverse side of this form.

| | | | |
|---|---|---|---|
| Name of Project | | Project Location: Municipality | |
| Project Street Address | | Block | Lot |
| Project Owner(s) Name | | | Phone #<br>Fax # |
| Project Owner(s) Street Address (No P.O. Box Numbers) | | City | State Zip |
| Total Area of Project (Acres) | Total Area or Land to be Disturbed (Acres) | No. Dwelling or other Units | Fee<br>$ |
| Plans Prepared by* | | | Phone #<br>Fax # |
| Street Address | | City | State Zip |

*(Engineering related items of the Soil Erosion and Sediment Control Plan MUST be prepared by or under the direction of and be sealed by a Professional Engineer or Architect licensed in the State of New Jersey, in accordance with NJAC 13:27-6.1 et. seq.)

| | | | | |
|---|---|---|---|---|
| Agent Responsible During Construction | | | | |
| Street Address | | | | |
| City | State | Zip | Phone | Fax # |

The applicant hereby certifies that all soil erosion and sediment control measures are designed in accordance with current **Standards for Soil Erosion and Sediment Control In New Jersey** and will be installed in accordance with those Standards and the plan as approved by the Soil Conservation District and agrees as follows:

1. To notify the District in writing at least 48 hours in advance of any land disturbance activity. Failure to provide such notification may result in additional inspection fees.
2. To notify the District upon completion of the Project (Note: No certificate of occupancy can be granted until a report of compliance is issued by the District.
3. To maintain a copy of the certified plan on the project site during construction.
4. To allow District agents to go upon project lands for inspection.
5. That any conveyance of this project or portion thereof prior to its completion will transfer full responsibility for compliance with the certified plan to any subsequent owners.
6. To comply with all terms and conditions of this application and certified plan including payment of all fees prescribed by the district fee schedule hereby incorporated by reference.

The applicant hereby acknowledges that structural measures contained in the Soil Erosion and Sediment Control Plan are reviewed for adequacy to reduce offsite soil erosion and sedimentation and not for adequacy of structural design. The applicant shall retain full responsibility for any damages which may result from any construction activity notwithstanding district certification of the subject soil erosion and sediment control plan. It is understood that approval of the plan submitted with this application shall be valid only for the duration of the initial project approval granted by the municipality. All municipal renewals of this project will require submission and approval by the district. In no case shall the approval extend beyond three and one half years at which time resubmission and certification will be required. Soil Erosion and Sediment Control Plan certification is limited to the controls specified in the plan. It is not authorization to engage in the proposed land use unless such use has been previously approved by the municipality or other controlling agency.

| | |
|---|---|
| 1. Applicant Certification*<br>Signature Date<br>Applicant Name (Print) | 3. Plan determined complete:<br>Signature of District Official Date |
| 2. Receipt of fee, plan and supporting documents is hereby acknowledged:<br>Signature of District Official Date | 4. Plan certified, denied or other actions noted. Special Remarks:<br>Signature of District Official Date |

*If other than project owner, written authorization of owner must be attached.

SSCC251 AP10 4/99

An application for certification of a soil erosion and sediment control plan shall include the following items.

1. One copy of the complete subdivision, site plan or construction permit application, including key map as submitted to the municipality (Architectural drawings and building plans and specifications not required.) which includes the following:
   a. Location of present and proposed drains and culverts with their discharge capacities and velocities and support computations and identification of conditions below outlets.
   b. Delineation of any area subject to flooding from the 100-year storm in compliance with the Flood Plains Act (NJSA 58:16A) or applicable or applicable municipal zoning.
   c. Delineating of streams, wetlands, pursuant to NJSA 13:9B and other significant natural features within the project area.
   d. Soils and other natural resource information used. (Delineation of the project site on soil map is desirable.)
   e. Land cover and use of area adjacent to the land disturbance.
   f. All hydraulic and hydrologic data, describing existing and proposed watershed conditions and HEC1, HEC2, WSP2 and TR20 and other electronic input files, if used, of existing and proposed conditions and a completed copy of the Hydraulic and Hyrdologic Data Base Summary Form, SSCC 251 HDF1.

2. Four copies of the soil erosion and sediment control plan at the same scale* as the site plan submitted to the municipality or other land use approval agency to include the following: (This information shall be detailed on the plat)
   a. Proposed sequence of development including duration of each phase in the sequence.
   b. Site grading plan showing delineation of land areas to be disturbed including proposed cut and fill areas together with existing and proposed profiles of these areas.
   c. Contours at a two* foot interval, showing present and proposed ground elevation.
   d. Locations of all streams and existing and proposed drains and culverts.
   e. Stability analysis of areas below all points of stormwater discharge which demonstrates a stable condition will exist or there will be no degradation of the existing condition.
   f. Location and detail of all proposed erosion and sediment control structures including profiles, cross sections, appropriate notes, and supporting computations.
   g. Location and detail of all proposed nonstructural methods of soil stabilization including types and rates of lime, fertilizer, seed, and mulch to be applied.
   h. Control measures for non-growing season stabilization of exposed areas where the establishment of vegetation is planned as the final control measure.
   i. For residential development - control measures to apply to dwelling construction on individual lots and notation that such control measures shall apply to subsequent owners if title is conveyed. This notation shall be shown on the final plat.
   j. Plans with a notation for maintenance of permanent soil erosion and sediment control measures and facilities during and after construction, also indicating who shall have responsibility for such maintenance.

3. Appropriate fees. (As adopted by the individual district.)

4. Additional items as may be required.

*Individual districts may require modifications in the above list.

# GUIDELINES FOR PREPARING SOIL EROSION AND SEDIMENT CONTROL PLANS

Hunterdon County Soil Conservation District
(Updated January 2000)

Within the New Jersey Soil Erosion and Sediment Control Act there are a number of requirements that are common to all Soil Erosion and Sediment Control Plans. To better facilitate the preparation and review of Soil Erosion and Sediment Control Plans submitted to the Hunterdon County Soil Conservation District, the District has compiled the following list of items.

MINIMUM REQUIREMENTS FOR ALL PLANS - All soil erosion control practices must be in accordance with the Standards for Soil Erosion and Sediment Control in New Jersey. The following items must be placed on the blue print copy of the Soil Erosion and Sediment Control Plan:

1. Sequence of Construction - This is probably the most important and basic item in a soil erosion and sediment control plan. It will serve as the framework for all construction and land disturbance. Through proper scheduling and phasing, the amount of erosion can be greatly reduced. The proposed sequence of construction of roads, curbs, utilities, buildings, etc. must be noted on the plan with the approximate duration of each phase and the appropriate soil erosion and sediment control measures.

2. Tracking - The plan must specify a means by which tracking of sediment by construction vehicles onto paved right-of-ways will be controlled during all phases of construction. It must also be stated that the practices designed for such purposes will be maintained to ensure effectiveness, and in the event they should fail, that all sediment would be immediately removed from paved roadways and other impervious areas.

- Stabilized Construction Access - A stabilized construction exit is needed at all points where construction vehicles access paved roadways from unpaved areas of the site. This includes individual lots under construction. Slopes 0-2% requires 100-foot long pads while slopes greater than 2% require 200-foot long pads. On lots where the driveway is less than the prescribed length, a stabilized pad is to run from the roadway to the foundation. A detail to this effect must be provided on the plans.

3. Agronomic Specifications: The plan must specify adequate agronomic specifications---such as those found in the Hunterdon County Agronomic Specifications for Lawn and Construction Sites or others from the New Jersey Standards for Soil Erosion and Sediment Control---that specify seed-bed preparation, liming, fertilizing, seeding, mulching, and mulch anchoring.

- Temporary Stabilization - All exposed areas not to be constructed upon within 30 days must receive temporary stabilization. The temporary seeding mixtures and rates, along with lime and fertilizer recommendations, must be detailed and noted on the plan. Mulch specifications and anchoring method must be included.

- Permanent Stabilization - All exposed areas that are to be permanently vegetated must be seeded or sodded within 10 days of final grading. The permanent seeding mixtures and rates, along with lime and fertilizer recommendations, must be detailed and noted on the plan. Mulch specifications and anchoring methods must be included.

4. Stockpiles - All stockpiled areas must be located on the plan view. The means by which stockpiles will be stabilized and protected must also be specified on the plan.

5. Excess Material - If excess material is to be removed from the site, the project owner/applicant shall be responsible for its proper disposal and will notify the Hunterdon County Soil Conservation District of the amount and location prior to removal of any unconsolidated material from the site. If applicable, a Soil Erosion and Sediment Control Plan must be submitted to, reviewed and certified by the Hunterdon County Soil Conservation District before removal from the site. A note to this effect must be added to the plan.

6. Steep Slopes - The maximum allowable vegetated slope is 2:1; 3:1 or flatter is preferred. Slopes between 2:1 and 3:1 require the use of erosion control matting such as curlex® or an approved equivalent. A note outlining the method of stabilization and construction timing (e.g. immediately following grading) on all slopes greater than 3:1 must be added to the plan. Appropriate installation details must be included.

7. Stump Disposal - If stumps are to be buried onsite, the location must be shown on the plan with the appropriate notes for soil erosion and sediment control. This practice will only be permitted upon the demonstration of all relevant municipal, county and state permits. If stumps are to be removed from the site to an approved disposal area, this statement must be added to the plan.

8. Grading Plan - A site-grading plan must be included and shall clearly delineate the following: proposed areas of disturbance, proposed cuts and fills, and existing and proposed grades. All elevations are to shown at a two-feet contour interval.

9. Sites Involving Agricultural Land - Due to the length of time normally involved once agricultural operations cease and construction begins, some means should be made to protect the cultivated land during the idle period (i.e. temporary seeding after last crop is harvested). If these areas will not be constructed on, permanent stabilization must be completed and the appropriate notes added to the plan. Also, on agricultural lands, there is the possibility of encountering functioning underground tile drains. If this situation should arise, some means should be provided for incorporating these drains into storm drainage systems so as not to interfere with existing drainage conditions and this must be noted on the plan.

10. Pipe Outlets - The pipe discharges (cfs) and velocities (fps) of all outlets must be included for all design storms. Where velocities are expected to be erosive, conduit outlet protection must be provided. This must include the length and width of the apron, stone size (d50), apron thickness, structural lining heights, etc. outlined on the plan and all supporting computations. Downstream stability for increased flows to the point of discharge must also be shown.

11. Riprap - The length, width, thickness, D50, lining height, etc. of stone to be used for erosion protection on waterways, channels, etc. must be detailed on the plan. All supporting computations must be submitted.

- Conduit Outlet Protection schedule(s) and detail(s) are to be added to the plan sheets. The detail is to show the following:
    a. Length of apron
    b. Width of apron (use defined channel width if applicable)
    c. Stone D50 size
    d. Thickness of rip-rap (3xD50 or 2xD50 w/filter fabric)
    e. Structural lining height of rip-rap up the side slope as per N.J. Standard
    f. Show that the apron can be installed level (0.0%)

- Profiles of all pipe outlets must be added to the plan showing the Conduit Outlet Protection to be level for the design length. The profile must show the locations of original ground, streams, etc.

12. Diversions and Grassed Waterways - The locations, cross-section, profile and any supporting computations (design Q, V, etc.) must be detailed on the plan. A statement regarding immediate stabilization after construction must also be included in the plan.

- The design and detail of the swales must be provided. Each reach is to have a velocity (E) and capacity calculation (D). The swales must be stable for the 10-year storm (less than 2 fps) or additional measures must be added. Temporary erosion control blankets/matting, such as excelsior "curlex", or sod must be used in swales with velocities between 2fps and 3fps. Permanent erosion control matting, such as Enkamat or Miramat or equivalent must be used in swales with velocities between 3fps and 5fps. A note must be added to the plan stating that the permanent erosion control mat to be used is a bonded mono-filamentous three-dimensional web. A detail of the installation of this matting must be added to the plan.

13. Detention Basin - The location, cross-section with elevations of principal spillway, emergency spillway and dam must be on the plan. In addition, the following items must be included in the plan: riser detail, outlet protection (if necessary) and a statement regarding stabilization of the dam. All design calculations must be submitted for review.

- Detention basin summary form(s) for each detention/retention basin are to be submitted it along with a copy of USGS topographic map indicating the contributing watershed to the basin(s).

14. Disturbance Limits –To minimize the amount of soil disturbed, and thus exposed to higher rates of erosion, areas of disturbance should be restricted to the minimum required for construction. To the maximum extent practical, all vegetated areas not needed for construction should be left undisturbed. Those areas that will not be disturbed need to be delineated on the plan and clearly marked in the field. A remark noting this requirement is to be included on the plan.

15. Notice of Start of Construction - A written notice of the anticipated start of construction must be sent to the District 48 hours prior to any construction activity. A failure to notify the District will result in the issuance a Stop Construction Order. A statement to this effect is to be included on the plan. It is also to be noted that in Hunterdon County, a Preconstruction Conference with the District and municipal officials (usually set-up by the Municipal Engineer) must take place prior to any construction activities.

16. Individual House Construction - A typical detail for individual house construction showing all proposed Soil Erosion and Sediment Control measures and their sequence must be included on the plan. Typical details are also to be submitted for townhouses/condominiums.

17. Sediment Barriers - Sediment barriers (silt fence or haybales) used to intercept and detain small amounts of sediment (at the edge of disturbance; below fills, stockpiles and stump disposal areas; around streams, etc.) must be shown on the plan. Whenever possible sediment barriers are to be installed on the contour. In order to be effective barriers need to be imbedded. An instillation detail must be provided on all plans.

18. Natural Features - All existing features must be shown on the plan. All natural features (rock formation, exceptional trees, wildlife areas, ponds, etc.) to be saved shall be detailed on the plan. All streams, watercourses, wetlands and their 100-year flood plains must be delineated on the plan.

19. Inlet Protection.– All inlets shall be protected using a hale bales or stone. The use of filter material for inlet protection is not allowed because, in certain situations these fabrics tend to become clogged with sediment, blocking the inlets and causing additional resource problems. Inlet protection cannot block the

inlet or cause flooding problems. Where possible clean 1 1/2"-2 1/2" stone should be piled to its natural angle of repose. Inlet protection should not exceed curb height. An inlet protection detail must be provided.

20. Dewatering - All dewatering activities must follow the dewatering procedure found in the Standards for Soil Erosion and Sediment Control in New Jersey. If working in an area with a high water table, a dewatering detail must be provided on the plans.

21. Roadway Diversions – Where appropriate, temporary roadway diversions are to be installed. The number and frequency shall be based on the slope of the unpaved roadway. A roadway diversion detail must be provided on the plans.

22. Dust Control –Dust must be controlled on roads and construction sites. A note to this effect must be added to the plan. Based on site conditions a method or methods for controlling dust should be selected from the Standards and added to the plans.

23. Stream Crossings – All stream crossings must follow the standards for Temporary Stream Crossings. If a crossing is planned a design is to be included with supporting notes and calculations. If an existing structure is to be utilized (e.g. a pre-existing farm crossing) the structure must be upgraded to the minimum shown in the standards. A note to this effect must be added to the plan.

24. NJDEP Permits - Prior to the start of any DEP regulated soil disturbance activity (e.g. stream crossing, wetlands disturbance) copies of all the relevant permits are to be supplied to the District. A note to this effect must be added to the plan. Areas covered under DEP permits should be noted on the plan.

25. Building Demolition – The demolition of structures is a regulated activity. If demolition is part of a larger project it should be noted on the sequence of construction. Sediment control devices should be installed prior to demolition and the District should be contacted prior to any demolition activity. Structures slated for demolition should be clearly noted on the plan.

Revised 6/2000

# COUNTY OF HUNTERDON

**DEPARTMENT OF HEALTH**
**RT. 12 COUNTY COMPLEX, BLDG. #7**
**PO BOX 2900**
**FLEMINGTON NEW JERSEY 08822-2900**
**www.co.hunterdon.nj.us/health.htm**


2-23-04

# Memorandum

**TO:** Township Planning Boards, Boards of Health, and Professional Engineers

**FROM:** James A. Gallos, Principal Environmental Health Specialist JAG

**SUBJECT:** Review Fee Schedules

**DATE:** February 18, 2004

As a reminder, the Hunterdon County Freeholders approved environmental health inspection and review fees effective February 1, 2002. The last several months we have been receiving minor and major subdivision applications without the appropriate fee accompanying them for the review. I have enclosed Hunterdon County Health Department's "Environmental Health Service Fees" sheet for your use. Our department will no longer review submitted applications unless the appropriate fee has been submitted with the application.

We also ask the planning boards to include this requirement on their subdivision submittal checklist sheet.

Please call if you have any questions.

JAG:scg

cc: Health Department Staff

Enclosure (1)

feeschedules.doc


**John W. Beckley, M. P. H.**
**Director / Health Officer**

OFFICES AT:

**Administration**
**Environmental Health Division**
Route 12 County Complex
PO Box 2900
Flemington NJ 08822-2900
Phone: (908) 788-1351
Fax: (908) 782-7510
E-Mail:
health@co.hunterdon.nj.us

**Public Health Preparedness and Epidemiology Division**
Route 12 County Complex
PO Box 2900
Flemington NJ 08822-2900
Phone: (908) 806-5190
Fax: (908) 806-5194
E-Mail: bt@co.hunterdon.nj.us

**Public Health Nursing and Education Division**
Route 31
Community Services Annex
PO Box 2900
Flemington NJ 08822-2900
Phone: (908) 806-4570
Fax: (908) 806-5503
E-Mail:
phn@co.hunterdon.nj.us

**Mosquito/Vector Control**
Route 12 County Complex
PO Box 2900
Flemington NJ 08822-2900
Phone: (908) 788-1351
Fax: (908) 788-1597
E-Mail:
trainey@co.hunterdon.nj.us

**HIV Counseling and Testing Site**
Route 31
Community Services Annex
PO Box 2900
Flemington NJ 08822-2900
Phone: (908) 806-4893
Fax: (908) 806-4739
E-mail:
hiv@co.hunterdon.nj.us

**Senior Health Services**
PO Box 2900
Flemington NJ 08822-2900
General Information
Phone: (908) 782-7224
Fax: (908) 782-7542
Fitness
Phone: (908) 996-2003
Fax: (908) 996-3104

# COUNTY OF HUNTERDON

**DEPARTMENT OF HEALTH**
RT. 12 COUNTY COMPLEX, BLDG. #7
PO BOX 2900
FLEMINGTON NEW JERSEY 08822-2900

## ENVIRONMENTAL HEALTH SERVICE FEES EFFECTIVE FEBRUARY 1, 2002

(Per County Ordinance 2002-1)

**John W. Beckley, M. P. H.**
**Director / Health Officer**

OFFICES AT:

**Administrative Services / Environmental Health Services**
Route 12 County Complex
PO Box 2900
Flemington NJ 08822-2900
Phone: (908) 788-1351
Fax: (908) 782-7510
E-Mail:
health@co.hunterdon.nj.us

**Public Health Nursing and Education**
Route 31
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PO Box 2900
Flemington NJ 08822-2900
Phone: (908) 806-4570
Fax: (908) 806-5503
E-Mail:
phn@co.hunterdon.nj.us

**HIV Counseling and Testing Site**
Route 31
Community Services Annex
PO Box 2900
Flemington NJ 08822-2900
Phone: (908) 806-4893
Fax: (908) 806-4739
E-mail:
hiv@co.hunterdon.nj.us

**Senior Health Services**
PO Box 2900
Flemington NJ 08822-2900
General Information
Phone: (908) 782-7224
Fax: (908) 782-7542
Fitness
Phone: (908) 996-2003
Fax: (908) 996-3104
seniorhealth@co.hunterdon.nj.us

### ■ POTABLE WATER WELL PROGRAMS

| | |
|---|---|
| New Well Application | $ 100.00 |
| Well Abandonment Inspection | 50.00 |
| Well Alteration Inspection (Packer etc.) | 50.00 |
| Resample Collection/Analysis (After initial retest) | 35.00 |
| Well Re-Inspection | 40.00 |

### ■ INDIVIDUAL SUBSURFACE SEWAGE DISPOSAL SYSTEM PROGRAM FEES

| | |
|---|---|
| New System Application | $ 250.00 |
| Alteration Application | 225.00 |
| Repair Application | 80.00 |
| Redesign | 90.00 |
| Re-Review (after initial plan rejection) | 15.00 |

### ■ GEOTHERMAL WELL PROGRAM FEES

| | |
|---|---|
| Geothermal Well Applications | $ 125.00 |
| Subsequent Inspection | 45.00 |

### ■ SUBDIVISION AND SITE PLAN REVIEW FEES

| | | |
|---|---|---|
| Site Plan | | $ 25.00 |
| Minor | (1-3 lots) | 75.00 |
| Major | (4-10 lots) | 110.00 |
| | (11-20 lots) | 160.00 |
| | (21 or more lots) | 245.00 |

### ■ CONSTRUCTION PERMIT REVIEW FEES

| | |
|---|---|
| Permit Referral Review | $ 15.00 |

### ■ GENERAL PROCESSING FEES

| | |
|---|---|
| Refund Processing | $ 25.00 |

fees02.wpd (revised 9/14/02)

*HEALTHY PEOPLE LIVING IN HEALTHY COMMUNITIES*

Form **W-9**
(Rev. December 2000)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

**Give form to the requester. Do not send to the IRS.**

Please print or type

Name (See **Specific Instructions** on page 2.)

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

**Note:** *If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.*

**Social security number**

or

**Employer identification number**

List account number(s) here (optional)

## Part II For U.S. Payees Exempt From Backup Withholding (See the instructions on page 2.)

▶

## Part III Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item **2** does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

**Sign Here** **Signature of U.S. person ▶** **Date ▶**

## Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**Use Form W-9 only if you are a U.S. person** (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

**1.** Certify the TIN you are giving is correct (or you are waiting for a number to be issued),

**2.** Certify you are not subject to backup withholding, or

**3.** Claim exemption from backup withholding if you are a U.S. exempt payee.

**If you are a foreign person, use the appropriate Form W-8.** See **Pub. 515,** Withholding of Tax on Nonresident Aliens and Foreign Corporations.

**Note:** *If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

**What is backup withholding?** Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

**1.** You do not furnish your TIN to the requester, or

**2.** You do not certify your TIN when required (see the Part III instructions on page 2 for details), or

**3.** The IRS tells the requester that you furnished an incorrect TIN, or

**4.** The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

**5.** You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

# Specific Instructions

**Name.** If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

***Sole proprietor.*** Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

***Limited liability company (LLC).*** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

**Caution:** *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

***Other entities.*** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Part I—Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.**

If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an **LLC** that is **disregarded as an entity** separate from its owner (see ***Limited liability company (LLC)*** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

**Note:** *See the chart on this page for further clarification of name and TIN combinations.*

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5,** Application for a Social Security Card, from your local Social Security Administration office. Get **Form W-7,** Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN or **Form SS-4,** Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site at **www.irs.gov**.

If you do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** *Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.*

**Part II—For U.S. Payees Exempt From Backup Withholding**

Individuals (including sole proprietors) are **not** exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**Part III—Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified state tuition program payments, IRA or MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

# What Name and Number To Give the Requester

| For this type of account: | Give name and SSN of: |
|---|---|
| 1. Individual | The individual |
| 2. Two or more individuals (joint account) | The actual owner of the account or, if combined funds, the first individual on the account [1] |
| 3. Custodian account of a minor (Uniform Gift to Minors Act) | The minor [2] |
| 4. a. The usual revocable savings trust (grantor is also trustee) | The grantor-trustee [1] |
| b. So-called trust account that is not a legal or valid trust under state law | The actual owner [1] |
| 5. Sole proprietorship | The owner [3] |
| **For this type of account:** | **Give name and EIN of:** |
| 6. Sole proprietorship | The owner [3] |
| 7. A valid trust, estate, or pension trust | Legal entity [4] |
| 8. Corporate | The corporation |
| 9. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization |
| 10. Partnership | The partnership |
| 11. A broker or registered nominee | The broker or nominee |
| 12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity |

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

[4] List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

MUNICIPALITY:_____
BLOCK:_____
LOT:_____

# DEVELOPMENT REVIEW CHECKLIST

HUNTERDON COUNTY PLANNING BOARD
PO BOX 2900
Flemington, New Jersey 08822-1200
Telephone: (908) 788-1490 FAX: (908) 788-1662
email: planning@co.hunterdon.nj.us

***NOTE: A COPY OF THIS CHECKLIST MUST ACCOMPANY ALL SUBMISSIONS***

*All subdivision applications submitted to a municipality must also be submitted to the County Planning Board for review. In addition, all site plan applications with frontage on a County road and/or having an impervious surface of one (1) acre or more must be submitted to the County Planning Board.*

The County will not accept an application for review until the items listed below are completed:

☐ Development Review Application Form* (If the applicant/property owner is a corporation or partnership, page 3 must be completed)

☐ Application Fee** *(cash, check, or money order payable to the 'County of Hunterdon')*

- Minor Subdivision: $85
- Sketch Plan: No Fee
- Preliminary Subdivision: $100 plus $5 per new lot
- Final Subdivision: $50 Plus $10.00/ lot
- Residential Site Plan: $100 plus $15 per proposed dwelling unit
- Nonresidential Site Plan: $75 plus $5 per 1,000 sq. feet of proposed gross floor area

☐ Two sets of plans *(with signature and seal of licensed professional)*

- Final Subdivisions and Site Plans must be accompanied by the .dxf drawing with three property corners identified in NAD83 coordinates per section 304 of the Hunterdon County Land Development Standards.

☐ Drainage Calculations *(per Section 404 of Hunterdon County Land Development Standards)*

- All subdivision applications with four (4) or more new lots
- All site plan applications with one (1) acre or more of impervious surface

☐ Traffic Study *(per Section 502 of Hunterdon County land Development Standards)*

- All subdivision applications with twelve (12) or more new lots
- All site plan applications with County road frontage that generate twelve (12) vehicle trips or more per peak hour

**A Development Review Application Form must be submitted with revised plans*

*** An additional Application Fee is not required for revised plans.*

LOT: _____

DATE SUBMISSION RECEIVED:
(HCPB Date Stamp)

# DEVELOPMENT REVIEW APPLICATION

HUNTERDON COUNTY PLANNING BOARD
PO BOX 2900
Flemington, New Jersey 08822-1200
Telephone: (908) 788-1490 FAX: (908) 788-1662
email: planning@co.hunterdon.nj.us

*For Office Use Only*
DATE SUBMISSION ACCEPTED: _____
HCPB APPLICATION NUMBER: _____
HCE FILE NUMBER: _____

## TYPE OF APPLICATION

SITE PLAN
Residential: _____
Non-Residential: _____

SUBDIVISION
Minor: _____ Preliminary: _____
Sketch: _____ Final: _____

PROJECT NAME: _____
Brief Description: _____

APPLICANT:* _____
Address: _____

Contact Person: _____
Telephone Number: ( ) _____

PROPERTY OWNER:* _____
Address: _____

Telephone Number: ( ) _____

ATTORNEY: _____
Address: _____

Telephone Number: ( ) _____

ENGINEER: _____
Address: _____

Telephone Number: ( ) _____

## SUBDIVISION INFORMATION ONLY

NO. OF NEW LOTS PROPOSED: _____
ACREAGE OF LANDS REMAINING: _____
ACREAGE OF ENTIRE TRACT: _____

COUNTY ROUTE NUMBER: _____
(ONLY if applicable)
APPLICATION FEE: _____

## SITE PLAN INFORMATION ONLY

### NON-RESIDENTIAL

PROPOSED GROSS FLOOR AREA: (SF) _____
BUILDING FOOTPRINT: (SF) _____
IMPERVIOUS SURFACE: (SF) _____
NO. OF NEW EMPLOYEES: _____
NO. OF NEW PARKING SPACES: _____
ACREAGE OF TRACT: _____
COUNTY ROUTE NUMBER: _____
(ONLY if applicable) _____
APPLICATION FEE: _____

### RESIDENTIAL

NO. OF PROPOSED DWELLING UNITS: _____
IMPERVIOUS SURFACE: (SF) _____
ACREAGE OF TRACT: _____
COUNTY ROUTE NUMBER: _____
(ONLY if applicable) _____
APPLICATION FEE: _____

A corporation or partnership applying to the Hunterdon County Planning Board shall list the names and addresses of all stockholders or individual partners owning at least 10% of its stock or any partnership owning 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or greater interest in the partnership, as the case may be. This requirement shall be followed by every corporate stockholder or partner in a partnership until the names and addresses of the noncorporate stockholders and individual partners, exceeding the 10% ownership criterion, have been listed.

If the owners of land upon which an application has been submitted are either a corporation or partnership, the same disclosure requirements shall apply. (additional sheets may be attached)

Application: _____

Listed below are the names and addresses of individuals meeting the reporting requirements described above:
(please print or type)

Name: Address:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

and Owner: _____

sted below are the names and addresses of individuals meeting the reporting requirements described above:
lease print or type)

ame: Address:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

## § 900 APPLICATION AND ESCROW FEES

A. Fee Schedule. Every application for development shall be accompanied by a check payable to the municipality in accordance with the following schedule:

### Subdivisions

| Application Type | Application Fee | Minimum Initial Deposit Escrow Fee |
|---|---|---|
| Minor Subdivision | $250.00/Lot | Two times the application fee |
| Preliminary Major Subdivision | $600 + $200/Lot | Two times the application fee |
| Final Major Subdivision | $200 + $75/Lot | Two times the application fee |
| Boundary Line Adjustment | $200.00 | Two times the application fee |

### Site Plans

| Application Type | Application Fee | Escrow Fee |
|---|---|---|
| Minor Site Plan | $400.00 | Two times the application fee (or $800.00) |
| Preliminary Site Plan: | | A minimum of $750.00 shall be deposited. |
| Residential | $500 + $30/Dwelling Unit | $30.00 per dwelling |
| Non-Residential | $500 + $45/1,000 sf of building coverage | $45.00/1,000 per square feet of building coverage |
| Final Plan: | | A minimum of $750.00 shall be deposited. |
| Residential | 1/2 the preliminary application fee | $15.00 per dwelling |
| Non-Residential | 1/2 the preliminary application fee | $25.00/1,000 per square feet of building coverage |

### Other Application and Escrow Fees

| Application Type | Application Fee | Escrow Fee |
|---|---|---|
| Variances:* | | |
| Hardship (40:55D-70c) | $250.00 | $1,000.00 with $250.00 for each additional variance. |
| Use (40:55D-70d) | $350.00 | $1,000.00 with $350.00 for each additional variance. |

| Application Type | Application Fee | Escrow Fee |
|---|---|---|
| Conditional Uses: | | |
| Telecommunication Towers and Facilities — No new tower proposed | $2,500.00 | $5,000.00 |
| Telecommunication Towers and Facilities — New tower proposed | $5,000.00 | $10,000.00 |
| All Other Conditional Uses | $250.00 | $500.00 |
| Interpretation of the Zoning Map | $300.00 | |
| Building Permit/Conflict with Official Map | $250.00 | $500.00 |
| Building Permit/Lot not related to a street | $250.00 | $500.00 |
| Tax Map Revision | $75.00 per lot or condominium unit in a development, but not exceeding $3,500.00 per application | |
| Application to the Board of Adjustment/Extension of Meeting | $100.00/additional meeting | |
| Other Actions by Board of Adjustment | | |
| Appeals (40:55D-70a) | $200.00 | $1,000.00 |
| Interpretation (40:55D-70b) | $200.00 | $200.00 |
| Extension of approval or deed filing time | $100.00 | $500.00 |
| Certified List of Property Owners | $10.00 | Not Applicable |
| Copy of Transcripts (See § 708E.1 [N.J.S.A. 2A:11-15]) | $1.50 per page for first copy plus $.50 per copy for each additional copy, as amended | Not Applicable |
| Copy of Minutes or Decisions | $.75 per page for the first 10 pages, $.50 per page for the next 10 pages and $.25 per page for pages over the first 20 pages | Not Applicable |
| Zoning Permit | $50.00 | |
| Copy of Meeting Tapes | $1.00 | |

* There is no additional charge for multiple variance applications.

## § 516 SUBMISSION CHECKLIST

(X = Required)
* Application Review Committee (ARC of the Land Use Board shall receive 8 copies prior to deeming application complete.

| Submission Item No. and Description | Informal Review/ Concept Plan | Minor Application | | Major Application | | | | Variance Application | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Sub-division | Site Plan | Subdivision | | Site Plan | | Variance (40:55D-70) | | |
| | | | | Pre-liminary | Final | Pre-liminary | Final | A, B & F | C | D |
| 1. Submission of completed application forms. Quantity as specified. Land Use Board | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| 2. Folded plot/plan submission. Quantity as specified. Land Use Board | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| 3. Protective covenants/deed restrictions. Quantity as specified. Land Use Board | | | | 25 | | 25 | | 25 | 25 | 25 |
| 4. Name, signature, license number, seal, address and telephone number of plans, preparer, as applicable, involved in preparation of plat. | X | X | X | X | X | X | X | X(F) | X | X |
| 5. Name, address and telephone number of owner and/or applicant and any required stockholders as required by N.J.S.A. 40:55D-48.1. | | | X | X | X | X | X | X (F) | X | X |
| 6. Title block denoting type of application, tax map sheet number, county, name of municipality, block and lot, and street location. | X | X | X | X | X | X | X | X (F) | X | X |
| 7. A key map not smaller than 1"=2,000 feet showing location of tract with reference to surrounding properties, streets, municipal boundaries, zoning, etc. within 500'. | X | X | X | X | X | X | X | X (F) | X | X |

| Submission Item No. and Description | Informal Review/ Concept Plan | Minor Application | | Major Application | | | | Variance Application | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Sub-division | Site Plan | Subdivision | | Site Plan | | Variance (40:55D-70) | | |
| | | | | Pre-liminary | Final | Pre-liminary | Final | A, B & F | C | D |
| 8. A schedule of required and provided zone district(s) requirements including bulk requirements such as lot area, width, depth, yard setbacks, building coverage, open space, parking, etc. | X | X | X | X | X | X | X | X | X | X |
| 9. Tract boundary—a heavy solid line. | X | X | X | X | X | X | X | | | |
| 10. North arrow, graphic scale and written scale. | X | X | X | X | X | X | X | X (F) | X | X |
| 11. Proof that taxes are current. | X | X | X | X | X | X | X | X | X | X |
| 12. Signature blocks for Chairman, Secretary, Clerk and Municipal Engineer. | | X | X | X | X | X | X | | | |
| 13. Appropriate certification blocks as required by Map Filing Law. | | | | | X | | | | | |
| 14. Monuments as specified by Map Filing Law or Township Ordinance. | | X | | | X | | | | | |
| 15. Date of current property survey. | X | X | X | X | X | X | X | X | X | X |
| 16. One (1) of three (3) standardized sheets: 30" x 42" — 24" x 36" 15" x 21" | X | X | X | X | X | X | X | | | |
| 17. Subdivisions: | X | X | | X | X | | | | | |
| A. Less than .75 acre lots; Scale no smaller than 1"=50', by 1"-10' increments | X | X | | X | X | | | | | |
| B. .75 or greater 1"=100' NOTE: If more than one sheet is needed for development design, an overall subdivision tract map will be provided on one sheet. | X | X | | X | X | | | | | |

| Submission Item No. and Description | Informal Review/ Concept Plan | Minor Application | | Major Application | | | | Variance Application | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Sub-division | Site Plan | Subdivision | | Site Plan | | Variance (40:55D-70) | | |
| | | | | Pre-liminary | Final | Pre-liminary | Final | A, B & F | C | D |
| 18. Variance Applications:<br>A. All applications not requiring subdivision/ site plan approval shall submit plans legibly drawn at a scale no less than 1 inch = 50 ft. | | | | | | | | X (F) | X | X |
| 19. Site Plans:<br>A. Less than 1 acre; scale No smaller than 1"=30', by 1"=10' increments | X | | X | | | X | X | | | |
| B. 1 acre and large, scale 1"=50'<br>NOTE: If more than one sheet is needed for development design, an overall site plan map will be provided on one sheet. | X | | X | | | X | X | | | |
| 20. Metes and bounds description showing dimensions, bearings, curve data, radii, arcs, chords and central angles for all centerlines and rights-of-way lines. | | X | X | X | X | X | X | X (F) | X | X |
| 21. Affidavit of ownership and owner's certification noted on plans. | X | X | X | X | X | X | X | X | X | X |
| 22. Acreage of tract to the nearest tenth of an acre (for informal review/ concept plan to nearest acre). | X | X | X | X | | X | | X | X | X |
| Final Plans to the nearest hundredth of an acre. | | | | | X | | X | | | |
| 23. Computation of area to be disturbed. | | | X | X | | X | X | X (F) | X | X |
| 24. Date of original and all revisions. | X | X | X | X | X | X | X | X | X | X |

| Submission Item No. and Description | Informal Review/ Concept Plan | Minor Application | | Major Application | | | | Variance Application | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Sub-division | Site Plan | Subdivision | | Site Plan | | Variance (40:55D-70) | | |
| | | | | Pre-liminary | Final | Pre-liminary | Final | A, B & F | C | D |
| 25. Size and location of any existing or proposed structures with all setbacks dimensioned (informal review/concept plan). | X | X | X | X | X | X | X | X | X | X |
| 26. Location and dimensions of any existing or proposed streets (general location for informal review/concept plan). | X | X | X | X | X | X | X | | | |
| 27. All proposed lot lines and area of lots in square feet (informal review/ concept plan). | X | X | X | X | X | X | X | X (F) | X | X |
| 28. Copy of and delineation of any existing or proposed deed restrictions or covenants. | X (existing) | X | X | X | X | X | X | X | X | X |
| 29. Any existing or proposed easement or land reserved for or dedicated to public or private use. | X | X | X | X | X | X | X | X (F) | X | X |
| 30. Development stages or staging plans. | X | | | X | X | X | X | | | |
| 31. List of required regulatory approval or permits. | | X | X | X | X | X | X | X | X | X |
| 32. List of variances required or requested. | | X | X | X | X | X | X | X | X | X |
| 33. Requested or obtained design waivers or exceptions. | | X | X | X | X | X | X | X | X | X |
| 34. Payment of application/escrow fees. (see Section 900) | X | X | X | X | X | X | X | X | X | X |
| 35. Property owners and property lines of all parcels within 200' including buildings/ structures identified on the most recent tax map sheet. | | X | X | X | X | X | X | X | X | X |

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| 36. Indicate existing land uses within 200 feet. | | X | X | X | X | X | X | | | |
| 37. All existing streets, water courses, floodways or flood hazard areas, depth to seasonal high water table 0-1', soils, wooded areas with trees measuring 8" or greater caliper (4' above ground), wetlands or other environmentally sensitive areas on and within 200' of site. | X (general) | X | X | X | X | X | X | X | X | X |
| 38. Copy of Letter of Exemption from the Bureau of Flood Plain Management, NJDEP, and documents sent with application for Letter from NJDEP, if issued. | | X | X | X | X | X | X | | | |
| 39. Stream Encroachment Permit from the Bureau of Flood Plain Management, NJDEP, if issued. | | X | X | X | X | X | X | X | X | X |
| 40. Map showing the Stream Encroachment area at a scale being used by the applicant for his submission. | | X | X | X | X | X | X | X | X | X |
| 41. Copy of Letter of Interpretation for Wetlands from the Land Use Regulations, NJDEP, and documents sent with application for Letter from NJDEP, if issued. | | X | X | X | X | X | X | | | |
| 42. Map showing wetlands delineation at the same scale as the development plan, if applicable. | | X | X | X | X | X | X | X | X | X |

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| 43. Existing rights-of-way and/or easements on and within 200' of tract. | X | X | X | X | X | X | X | X | X | X |
| 44. Topographical features of subject property from U.S.G.S. map. | X | X | X | | | | | X | X | X |
| 45. Existing and proposed contour intervals based on U.S.G.S. datum. Contours to extend at least 200' beyond subject property as follows: up to 15% grade = 2', over 15%=5'. Proposed grading shall overlay existing vegetation. | | | | X | | X | X | X | X | X |
| 46. Boundary, limits, nature and extent of wooded areas, specimen trees, and other significant physical features (detail may vary). | X (general) | X | X | X | X | X | | X (F) | X | X |
| 47. Existing system of drainage of subject site and of any larger tract or basin of which it is a part. | | | | X | | X | | | | |
| 48. Drainage area map. | | | | X | | X | | | | |
| 49. Drainage calculations (for minor subdivision it is the Board's option). | | X | X | X | | X | | | | |
| 50. Percolation tests (if applicable). | | X | X | X | | X | X | X (F) | X | X |
| 51. Proposed utility infrastructure plans and profiles and supplier of resources, including sanitary sewer, water, storm water management, telephone, electric and cable TV. | | X | X | X | | X | X | | | |

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| 52. Soil Erosion and Sediment Control Plan (if applicable). (to be submitted as a separate package) | | X | X | X | | X | X | | | |
| 53. Environmental Impact Statement | | | | X | | X | X | | | |
| 54. Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations and general location of buildings. | X | | X | X | | X | X | X (F) | X | X |
| 55. Construction details as required by ordinance. | | | | X | | X | X | X (F) | X | X |
| 56. Road and paving cross-sections and profiles. | | | | X | | X | X | | | |
| 57. Proposed street names. | | | | X | X | X | X | | | |
| 58. New block and lot numbers as assigned by the local assessor. | | X | | X | X | | | | | |
| 59. Lighting plan and detail. | | | X | X | | X | | X (F) | X | X |
| 60. Landscape plan overlaid on grading plan, with a corresponding plant list, planting details and tree protection details. Plant list should include: botanical name, common name, quantity, size at time of planting, root condition and spacing. | | | X | X | | X | X | | | |
| 61. Solid waste management plan. | | | X | | | X | X | | | |
| 62. Site identification signs, traffic control signs, and directional signs. Submit elevations and details including method of illumination. | | | X | X | | X | X | | | |

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| 63. Sight triangles. | | X | X | X | X | X | X | | | |
| 64. Vehicular and pedestrian circulation patterns including handicap access (less detail necessary for informal review/concept plan). | X (general) | | X | X (general) | | X | X | | | |
| 65. Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions. | | X | X | X | | X | X | | | |
| 66. Mounted renderings of site plan/subdivision layout. | X | | X | X | X | X | X | | | |
| 67. Preliminary architectural plans, front, rear, and side building elevations. | | | X | | | X | X | X | X | X |
| 68. Building isometrics. | | | X | | | X | X | | | |
| 69. Community Impact Statement (see Section 516). Except for the THV, and RIA districts. | | | | X | | X | | | | |
| 70. Location, area, and minimum width of Required Improvable Area. | X | X | | X | | | | | | |
| 71. Computer disk of proposed subdivision (site plan) compatible with GIS Arc/View. | | X | X | X | X | X | X | | | |
| 72. All existing potable water supplies and existing septic systems now on the tract and within 200'. | | X | | X | | X | X | X (F) | X | X |

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| 73. All proposed street names shall be forwarded to the Historic Preservation Commission for recommendation to the Township Committee. Street names may be selected from list of street names within. | | X | | X | | X | | | | |
| 74. Underground storage tank for fire fighting purposes (30,000 gallon). | | X | X | X | X | X | X | | | |
| 75. Photographs depicting proposed area of disturbance or area of proposed project. | | | | | | | | X (F) | X | X |

(Ord. 12-2007 § 3, 2007: Ord. 03-2003 § 2, 2003; Ord. 11-2000 (part), 2000)