



TOWNSHIP OF LONG HILL

COUNTY OF MORRIS
GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING

APPLICATION FOR DEVELOPMENT CHECKLIST A

Applicant:										Property Address:						
Owner:										Block:	Lot(s):	Zone:				
Project Name:										Application #:		Date:				
SUBMISSION REQUIREMENTS										ITEM DESCRIPTION		STATUS		NOTES / LAND USE ORDINANCE REFERENCE		
ITEM #	SITE PLAN WAIVER	PLANNING BOARD OR ZONING BOARD of ADJ						ZONING BOARD				C = Complies	APPLICANT		TOWNSHIP	
		MINOR		MAJOR				VARIANCES 40:55D-70				W = Waiver				
		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	a & b	c			d				
1	X	X	X	X	X	X	X	X	X	X	Five (5) copies of the completed and signed application forms and proof of payment of all required fees.					
2	X	X	X	X	X	X	X	X	X	X	Where waiver(s) from the requirements of the Township of Long Hill Checklist are required for an application, a brief statement explaining the justification for each waiver.					
3	X	X	X	X	X	X	X	X	X	X	Certification from the Township Tax Collector that all taxes and assessments are paid to date.					
4	X	X	X	X	X	X	X	X	X	X	Verification of denial by the Zoning Officer or Construction Official of the intended use, occupancy and/or construction.					
5	X	X	X	X	X	X	X	X	X	X	Any protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plan.					
6	X	X	X	X	X	X	X	X	X	X	Zoning information, including zone classification, and all area and bulk requirements with a zoning table showing a comparison to the proposed development; and all dimensions and other site data needed to insure conformity with the Township of Long Hill Land Use Ordinance. Front, rear and side yard setback lines shall be depicted graphically on the plan.					
7	X	X	X	X	X	X	X		X	X	A Boundary and Existing Conditions Survey. Data to include, but not limited to Block/Lot number(s), the location of existing and proposed property lines, lot areas, lot dimensions, structures, easements, and other features and details as required by the laws governing the preparation of surveys in the State of NJ.					
8	X	X	X	X	X	X	X		X	X	All existing and proposed wooded and landscaped areas and proposed buffering and screening, identifying all trees over ten (10) inches in diameter, except that where trees are in mass, only the limits thereof need be shown. A landscaping plan including details as to the size, number, location and type of vegetation and method of planting to be used.					

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9		X	X	X	X	X	X	X	X	X	Five (5) copies of requisite plans prepared, signed and sealed by a NJ Licensed professional in compliance with N.J.A.C. 13:40-7.1 et sec. folded with title block exposed to view. Drawings shall be no larger than 24"x36". Title block in accordance with the rules governing the title blocks for professional engineers and land surveyors including: Name of Applicant, Township of Long Hill and Morris County with each sheet specifically titled with appropriately descriptive words. Name, title, address and license number of the professional or professionals who prepared the plan. Written and graphic scale. Date of original drawing and a list of specific revisions and dates.			
10		X	X	X	X	X	X	X	X	X	The names, lot and block numbers of all property owners within two hundred (200) feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Township Tax Assessor shown on the plan.			
11	X	X	X	X	X	X	X		X	X	For applications involving signs: a sign application; the location of existing and proposed signs; scale drawings of all proposed signage; a summary of the dimensions and area of all existing and proposed signs; and other plan notes indicating sign materials, lighting, landscaping and all other information needed to review the application.			
12		X	X	X	X	X	X		X	X	Proof of submission to the Morris County Soil Conservation District as applicable.			
13		X	X	X	X	X	X		X	X	A completed Township soil erosion and sediment control certification form as may be required.			
14		X	X	X	X	X	X		X	X	Any information required by Ordinance Chapter 143 – Flood Damage Prevention Ordinance, including an application for Development Permit if applicable.			
15		X	X	X	X	X	X		X	X	Plan information for a Tree Removal Permit.			
16		X	X	X	X	X	X		X	X	Photograph of photographs showing the property as it currently exists and all structures thereon.			
17		X	X	X	X	X	X		X	X	Proof of approval or proof of submission for approval, to Long Hill Board of Health and/or other agency of jurisdiction approval for any application proposing, or potentially requiring modification to a septic system.			
18		X	X	X	X	X	X		X	X	A listing of approvals required by other governmental agencies, and completed copies of applications made to any other governmental agency with jurisdiction over the application and/or status reports of said applications.			
19		X	X	X	X	X	X		X	X	The following legends on any site plan or subdivision plan: (a) Owner Consent Legend; (b) Site Plan / Subdivision Identification Legend; (c) Plan Preparer Legend; (d) Board Approval Legend; (e) Township Engineer Legend; (f) Township Clerk Legend; and (g) Certificate of Occupancy Legend. Legends found at the end of this Ordinance Section.			
20		X	X	X	X	X	X		X	X	Owner/Applicant information on plan, including name, title, address and telephone number. If Owner/Applicant is a corporation or partnership, the names and addresses of all shareholders owning ten (10) percent or more of any class of stock of the corporation must be shown.			
21		X	X	X	X	X	X		X	X	A key map showing the entire tract and its relation to the surrounding area, including at least one roadway intersection, and including all zone district boundaries within 200' of the property at a scale of one (1) inch equals not more than five hundred (500) feet.			

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22		X	X	X	X	X	X		X	X	Acreage figures, including lot tract size, individual lot areas, and area of land to be dedicated for public rights of way.			
23		X	X	X	X	X	X		X	X	Existing block and lot numbers of the lot(s) to be subdivided or developed as they appear on the Township Tax Map; proposed block and lot numbers as provided by the Township Tax Assessor upon written request; proposed street numbers as provided by the Township Clerk upon written request.			
24		X	X	X	X	X	X		X	X	North arrow and tract boundary line in heavy line.			
25		X	X	X	X	X	X		X	X	The location and use of all existing structures, both within the tract and within one hundred (100) feet of its boundary.			
26		X	X	X	X	X	X		X	X	A site grading plan where changes in grading are proposed.			
27		X	X	X	X	X	X		X	X	The location of all streets, sidewalks, parking areas and driveways with related dimensions.			
28		X	X	X	X	X	X		X	X	The location of all structures, including their existing and proposed uses, dimensions to verify building setbacks and separations, and notes indicating whether existing structures will be retained or removed.			
29		X	X	X	X	X	X		X	X	The location of all watercourses, railroads, bridges, culverts, drain pipes and natural features, such as treed areas, both on site and within one hundred (100) feet of its boundaries.			
30		X	X	X	X	X	X		X	X	Information required to assess conformance with the critical area requirements of Section 142 including the following for the site and each proposed lot: (a) the total critical and noncritical land in area and square feet; (b) the impervious lot coverage of non-critical lands; (c) setback dimensions from all principle buildings to any critical area.			
31		X	X	X	X	X	X		X	X	Map noting the location of all critical areas, as defined in the Ordinance, with the source of critical area delineation noted. For sites with no critical areas a plan note, signed by the preparer of the plan, indicating the site contains no critical areas.			
32		X	X	X	X	X	X		X	X	For applications that disturb less than 1.00 acre of surface, or that create less than 0.25 acre of new impervious surface, maps and hydrologic/hydraulic calculations shall be provided to verify that 3" of runoff from the equivalent area of new impervious surface is infiltrated into the ground where the subsurface conditions are shown to be suitable for infiltration. In the case where the subsurface condition is shown to be not suitable for infiltration, stormwater control features shall be provided and shown to reduce the post-development runoff rates to the pre-development values (i.e. Zero-Net Increase).			
33		X	X	X	X	X	X		X	X	For application that disturbs 1.00 or more acre of surface, or that create more than 0.25 acre of new impervious surface, maps and hydrologic/hydraulic calculations to verify compliance with stormwater management designed in accordance with the Residential Site Improvement Standards (RSIS, NJAC 5:21) and the NJDEP Stormwater Regulations (NJAC 7:8). The calculations shall address runoff rates, total suspended solids, and groundwater recharge. A draft maintenance manual shall also be provided.			

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34	X		X	X	X	X	X		X	X	Dimensioned architectural plans for existing and proposed buildings and structures including floor plans for all levels and complete elevation views. Dimensioning shall be sufficient to verify floor area ratio, building height, parking requirements, etc. Plans shall be prepared by an Architect licensed by the State of NJ. Preparation by architect shall be optional for Site Plan Waivers to be determined by the reviewing authority at the time of application.				
35	X		X		X			X	X	X	Rapid access key boxes (aka Knox Box) on non-residential properties if applicable.				
36		X	X	X	X	X	X				Certification of submittal to the Morris County Planning Board as applicable.				
37		X	X	X	X	X	X				Proposed elevations of each floor level, the top of foundation and roof line of all principal buildings.				
38		X	X	X	X	X	X				The location and size of all existing and proposed utilities for both undeveloped and developed lots that are part of the application; detailed description of any and all easements and the manner in which they will be controlled.				
39		X	X	X	X	X	X				Topographic map of the subject tract detailing existing and proposed contours with intervals of two (2) feet where slopes are less than fifteen (15) percent and with intervals of five (5) feet where slopes exceed fifteen (15) percent. A reference benchmark shall be as related to the United States Geological Survey and United States Coast and Geodetic Survey. Existing contours shall be shown by a dashed line; proposed contours shall be shown as a solid line.				
40		X	X	X	X	X	X				All means of vehicular access and egress to and from the site onto public streets, showing the site and the location of curb cuts, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, site triangles, required right-of-way dedication areas and other proposed devices necessary to promote a safe traffic circulation pattern.				
41		X	X	X	X	X	X				Calculations verifying suitable capacity of proposed pipes, swales, and other drainage features.				
42			X	X	X	X	X		X	X	Depiction of the colors, textures, and other related features of all proposed buildings and structures.				
43			X	X	X	X	X		X	X	The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details of lighting poles, light fixtures and foot candle limits.				
44				X	X	X	X				A section or staging plan, if proposed, indicating the portion of the tract to be considered for approval as part of the current application and the relationship of the portion of the tract to the remaining land area, including all applicable comparisons such as parking spaces, building coverage, lot coverage, open space areas and number of lots				
45				X	X	X	X				Details and locations of all accessory structures including fences, trash enclosures, recycling areas, etc.				
46				X	X	X	X				The location and design of any off-street parking and loading areas, showing size and location of parking stalls, loading area, aisles and barriers, curbing, sidewalks and paving specifications.				

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47						X	X		X	X	All additional details required at the time of preliminary approval, including a copy of the resolution of approval by the approving authority.			
48								X	X	X	Statement of facts in support of an application pursuant to NJAC 40:55D-70.			
49				X	X						Plans, profiles, cross-sections and construction details, horizontal and vertical alignments of the centerline of all proposed streets and of all existing streets abutting the tract, as well as similar details on curbing, sidewalks, storm drains, drainage structures and cross-sections every fifty (50) feet of all proposed streets and of all existing streets abutting the tract. Sight triangles, the radius of curb lines and street sign locations shall be clearly indicated at the intersections.			
50				X		X					A Final Plat prepared in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9. All dimensions, angles and bearings must be tied to at least two (2) permanent monuments not less than three hundred (300) feet apart and all information shall be indicated on the plat. At least one corner of any subdivision shall be tied horizontally to the NJ State Plane Coordinate system and vertically to the US Geodetic Survey System, with the data on the plat as to how the bearings were determined.			
51						X	X				All additional details required at the time of preliminary approval including a copy of the resolution of approval by the approving authority.			
52						X	X				Detailed engineering data including: (a) final cross sections, plans, profiles and established grades of all streets, aisles, lanes and driveways and construction documents) plans and specifications or reference to) for all public improvements and (b) final plans and profiles of all storm and sanitary sewers and water mains.			
53						X	X				Copies of any organization documents applicable to homeowners or condominium association or open space organization established to maintain common elements, such as articles of incorporation, the Master Deed, any membership rules, regulations and/or by-laws, if same is to be used to guarantee the maintenance of common elements.			
54						X	X				Upon the completion of the installation of all utilities, the Applicant shall provide the Township with four (4) copies of "as built" plans showing the installed location of all structures and utilities to be distributed to the Planning & Zoning coordinator, Township Engineer, Construction Official and Zoning Officer.			
55	X										Any proposed changes to the building façade, parking lot/areas, site lighting, landscaping, dumpster size/location, or other site improvements shall be shown.			

NOTES:

1. The approving authority may request additional information of any Applicant seeking variance approval if said information is deemed necessary by the Board to make an informed opinion on the application, except that the request for such information shall not be considered grounds to deem any application incomplete.
2. The approving authority may waive submission of any information required of variance or waiver applications in appropriate cases for specific applications, after first considering the opinion of the Technical Review Committee (TRC) on the waiver request made by the Applicant.

Signature and Title of Preparer of Checklist

Date

Applicant:	Property Address:		
Owner:	Block:	Lot(s):	Zone:
Project Name:	Application #:		Date:

- (a). To be signed before submission:

I CONSENT TO THE FILING OF THIS SITE PLAN / SUBDIVISION APPLICATION WITH THE PLANNING BOARD / ZONING BOARD OF ADJUSTMENT OF THE TOWNSHIP OF LONG HILL:

Applicant Signature Date

Address

Owner Signature Date

Address

- (b). To be completed before submission:

SITE PLAN / SUBDIVISION OF:

Block: _____ Lot(s): _____

Tax Map Number: _____

Date of Plan: _____

Scale: _____

- (c). To be signed before submission:

I HEREBY CERTIFY THAT I HAVE PREPARED THIS SITE PLAN / SUBDIVISION AND THAT ALL DIMENSIONS AND INFORMATION ARE CORRECT.

Signature and Title Date

- (d). To be signed before issuance of a building permit:

APPROVED BY THE PLANNING BOARD / ZONING BOARD OF ADJUSTMENT OF THE TOWNSHIP OF LONG HILL:

Board Secretary: _____ Date: _____

Board Chair: _____ Date: _____

- (e). To be signed before the issuance of a building permit (where applicable):

ON THE RECOMMENDATION OF THE TOWNSHIP ENGINEER, I HEREBY CERTIFY THAT ALL REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED OR THAT A PERFORMANCE GUARANTY HAS BEEN POSTED IN ACCORDANCE WITH THE APPLICABLE CODES AND ORDINANCES:

Township Clerk: _____ Date: _____

- (f). **CERTIFICATE OF OCCUPANCY ISSUED:**

Construction Official: _____ Date: _____