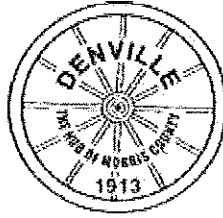


TOWNSHIP OF DENVILLE



PLANNING BOARD

BOARD OF ADJUSTMENT

PLANNING & ZONING DEPARTMENT

(973) 625-8300 Ext 246

(973) 625-9278 Fax

Waiver Requests

Any request for a waiver must be accompanied by a written submission supporting each request on the checklist. Please review all items on the checklists and address every item on the checklist separately.

The Planner will review all of your requests before you receive a public hearing date. This is required because your application must be deemed complete in order to be scheduled for a public hearing.

Please contact the Board Secretary or Town Planner if you need any additional information about the application process.

Chapter 19. Land Use

Article 4. Subdivision and Site Plan Review

19-4.406. Checklist for complete application.

[Ord. No. 15-86, § 8; Ord. No. 20-89, § 2; Ord. No. 16-92, § 1; Ord. No. 7-93, § 1; Ord. No. 14-98, § 1; Ord. No. 17-05, § 1]

The accordance with Section 5 of Chapter 20 of the Laws of 1984 adopted on March 22, 1984 for the purpose of determining a completed application for development, the following are the checklists for the Board of Adjustment and for the Planning Board of the Township of Denville:

a. **Minor subdivision - checklist.**

1. Application fee.
2. Eighteen copies of plans - signed, sealed and folded.
3. Eighteen copies of applications signed by owner.
4. Reverse line sepia.
 - (a) Details per Subsection 19-4.1401 of Denville's Land Use Ordinance. The map scale shall not be less than one inch equal to 40 feet. A New Jersey licensed land surveyor shall prepare the plat.
 - (1) Location of that portion of the tract to be subdivided in relation to the entire tract.
 - (2) Tax Map sheet, block and lot numbers.
 - (3) Name of owner and names of adjoining property owners.
 - (4) Bearings and distances of all lot lines, and square footage each lot (total area and per zoning requirements).
 - (5) All existing structures on tract and adjoining land.
 - (6) Street names, all existing and proposed easements and restrictions. Indicate use of easements and text of restrictions.
 - (7) Zoning district of subdivision and boundaries.
 - (8) Front, side and rear yard setbacks.
 - (9) Name and address of map preparer.
 - (10) Date of original preparation and revision date(s).
 - (11) Show woods, rock outcroppings, streams, etc.
 - (12) Dedication of streets per Master Plan.
 - (13) Signature block per Subsection 19-4.1410.

- (14) Topography-Contours at five-foot intervals for slopes over 15% and two-foot intervals for less than 15%.
- (15) Limits of floodplain per 1978 Zoning Map as amended.
- (b) There may be other applications, permits or requirements applicable to the proposed development as listed below:
 - (1) Steep slopes application: Subsection 19-5.729 of Denville's Land Use Ordinance.
 - (2) Soil movement application: Ordinance No. 10-81.
 - (3) Soil erosion and sedimentation control plan: Ordinance No. 13-78 as amended by Ordinance No. 3-79.
 - (4) Tree removal permit: Ordinance No. 13-73.
 - (5) Buffer area: Ordinance No. 28-81.
 - (6) Variances from the provisions of Article 5, Zone Regulations, of this chapter.
 - (7) Subsection 19-5.724 of Denville's Land Use Ordinance on floodplain requirements. The applicant should also consult a plan entitled "Rockaway River Floodplain Elevations - A Study" dated February 1979, revised to February 17, 1982, prepared by Jeffrey A. Biggs, P.E., to assist in determining the floodplain elevations.
5. A statement as to whether any taxes, assessments for local improvements or other municipal charges are outstanding on the subject property.

b. Major subdivision sketch plat - checklist.

1. Application fee.
2. Eighteen copies of plans: signed, sealed and plans folded.
3. Eighteen copies of application signed by owner.
4. Reverse line sepia.
 - (a) Details per Subsection 19-4.1402 of Denville's Land Use Ordinance.
 - (1) Scale not less than 200 feet equal to one inch.
 - (2) Location of portion to be subdivided in relation to entire tract.
 - (3) Tax Map sheet, block and lot number.
 - (4) Name of owner and owners of adjoining land.
 - (5) Dimensions of all lot lines and square footage of lots.
 - (6) Existing structures on tract and within 200 feet.

- (7) Existing and proposed streets, easements, restrictions, streams or watercourses and drainage ditches in subdivision and within 200 feet of tract. State use of easements and a text of restrictions.
 - (8) Zoning District and location of zone boundary limits on tract.
 - (9) Front, side and rear yard setbacks.
 - (10) Name, address, license number and seal of map preparer.
 - (11) Date of original map preparation and revision date(s).
 - (12) Title of subdivision, also name if previously submitted under different title.
 - (13) Signature block per Subsection 19-4.1410.
 - (14) Topography - Contours at five-foot intervals for slopes over 15% and two-foot intervals for slopes less than 15%.
 - (15) Floodplain limits per 1978 Zoning Map as amended.
- (b) There may be other applications, permits or requirements applicable to the proposed development as listed below:
- (1) Variance application.
 - (2) Steep slopes application: Subsection 19-5.729 of Denville's Land Use Ordinance.
 - (3) Soil erosion and sedimentation control plan: Ordinance No. 13-78 as amended by Ordinance No. 3-79.
 - (4) Soil movement application: Ordinance No. 10-81.
 - (5) Tree removal permit: Ordinance No. 13-73.
 - (6) Buffer area: Ordinance No. 28-81.
 - (7) Variances from the provisions of Article 5, Zone Regulations, of this chapter.
 - (8) Subsection 19-5.724 of Denville's Land Use Ordinance on floodplain requirements. The applicant should also consult a plan entitled "Rockaway River Floodplain. Elevations - A Study" dated February 1979, revised to February 17, 1982, prepared by Jeffrey A. Biggs, P.E., to assist in determining the floodplain elevations.
- (c) A statement as to whether any taxes, assessments for local improvements or other municipal charges are outstanding on the subject property.

c. Major subdivision preliminary plat - checklist.

1. Application fee.
2. Eighteen copies of map: signed, sealed and folded.
3. Eighteen copies of application signed by owner.
4. Reverse line sepia.
 - (a) Details per Subsection 19-4.1403 of Denville's Land Use Ordinance.
 - (1) Scale not less than 50 feet equal to one inch.
 - (2) Key map of subdivision, location and names of roads, minimum scale 1,500 feet per inch.
 - (3) Tract name, Tax Map sheet, block and lot number, date, reference meridian, graphic scale, name and address of owner, name and address of subdivider, name and address of map preparer.
 - (4) Names of adjoining landowners.
 - (5) Area of tract to nearest 1/10 of an acre.
 - (6) Contours at five-foot intervals for slopes over 15% and two-foot intervals for less than 15% slope.
 - (7) Cross sections, centerline profiles and tentative grades of proposed roads.
 - (8) Location of existing and proposed property lines with dimensions.
 - (9) Existing structures on tract and within 200 feet.
 - (10) Location of existing and proposed streets, easements, watercourses, railroads, bridges, culverts, draining pipes, wooded areas and rock formations in and within 200 feet of subdivision.
 - (11) General layout of utilities: sanitary sewers, storm drains, water, gas, electric, telephone and cable television lines. Provide easements when not in right-of-way.
 - (12) Zoning districts and their boundaries.
 - (13) Front, side and rear yard setback lines.
 - (14) Copy of existing or proposed restrictive covenants or deeds.
 - (15) Open space to be dedicated.
 - (16) Development plans for individual lots.

- (17) Total area of individual lots and area measured per Zoning Chapter.
 - (18) Proposed grading and drainage plan.
 - (19) Stream crossing structures.
 - (20) Floodplain limits per 1978 Zoning Map as amended.
 - (21) Construction details in accordance with Township standards.
 - (22) Signature block per Subsection 19-4.1410.
- (b) There may be other applications, permits or requirements applicable to the proposed development as listed below:
- (1) Variance application. (List)
 - (2) Steep slopes application: Subsection 19-5.729 of Denville's Land Use Ordinance.
 - (3) Soil movement application: Ordinance No. 10-81.
 - (4) Soil erosion and sedimentation control plan: Ordinance No. 13-78 as amended by Ordinance No. 3-79.
 - (5) Tree removal permit: Ordinance No. 13-73.
 - (6) Buffer area: Ordinance No. 28-81.
 - (7) Variances from the provisions of Article 5, Zone Regulations, of this chapter.
 - (8) General provisions: Subsection 19-4.1502 of Denville's Land Use Ordinance.
 - (9) Subdivision improvements: Subsection 19-4.1501 of Denville's Land Use Ordinance.
 - (10) Subsection 19-5.724 of Denville's Land Use Ordinance on floodplain requirements. The applicant should also consult a plan entitled "Rockaway River Floodplain Elevations - A Study" dated February 1979, revised to February 17, 1982, prepared by Jeffrey A. Biggs, P.E., to assist in determining the floodplain elevations.
- (c) A statement as to whether any taxes, assessments for local improvements or other municipal charges are outstanding on the subject property.

d. Major subdivision final plat - checklist.

1. Application fee.
2. Eighteen copies of map: signed, sealed and folded.
3. Eighteen copies of application signed by owner.
4. Reverse line sepia.
 - (a) Details per Subsection 19-4.1404 of Denville's Land Use Ordinance.
 - (1) Scale not less than 100 feet equal to one inch.
 - (2) Date, name and location of subdivision, name of owner, name of subdivider, graphic scale and reference meridian.
 - (3) Tract boundary lines, right-of-way, floodplain limits, street lines and names, easements, dedicated or reserved land for public use and lot lines with dimensions, bearings, deflections, and radii, arcs and central angles of curves.
 - (4) Purpose of land reserved or dedicated for public use. Proposed use of sites other than residential.
 - (5) Block and lot numbers as assigned by Tax Assessor.
 - (6) Building setback on all lots.
 - (7) Location and description of monuments.
 - (8) Names of owners of adjoining property.
 - (9) Signatures by corporations or companies.
 - (10) Signatures by individuals.
 - (11) County, state or other approvals.
 - (12) As-built cross sections and profiles of streets.
 - (13) As-built grading plan.
 - (14) As-built plans and profile of storm sewers, sanitary sewers and water mains on mylar. Show sanitary laterals, water service lines, pipe sizes and type, manholes, inlets, valves, hydrants, pumping or booster stations, forcemains, inverters and top elevations of manholes and inlets, length of pipe.
 - (b) There may be other applications, permits or requirements applicable to the proposed development as listed below:
 - (1) Variance application. (List)
 - (2) Steep slopes application: Subsection 19-5.729 of Denville's Land Use Ordinance.

- (3) Soil movement application: Ordinance No. 10-81,
 - (4) Soil erosion and sedimentation control plan: Ordinance No. 13-78 as amended by Ordinance No. 3-79.
 - (5) Tree removal permit: Ordinance No. 13-73.
 - (6) Buffer area: Ordinance No. 28-81.
 - (7) Variances from the provisions of Article 5, Zone Regulations, of this chapter.
 - (8) General provisions: Subsection 19-4.1502 of Denville's Land Use Ordinance.
 - (9) Subdivisions improvements - Subsection 19-4.1501 of Denville's Land Use Ordinance.
 - (10) Township Engineer's certification that improvements required by Subsection 19-4.901 of Denville's Land Use Ordinance have been properly installed.
- (c) A statement as to whether any taxes, assessments for local improvements or other municipal charges are outstanding on the subject property.

e. **Preliminary site plan - checklist.**

1. Application fee.
2. Eighteen copies of map: signed, sealed and folded.
3. Eighteen copies of application signed by owner.
4. Reverse line sepia.
 - (a) Details per Subsection 19-4.1405 of Denville's Land Use Ordinance. The map scale shall be at least one inch equal to 30 feet. Site plan must be prepared by a New Jersey licensed professional engineer.
 - (1) Name and title of applicant, owner and map preparer.
 - (2) Signature block for Planning Board Chairman and Secretary.
 - (3) Signature block for Township Engineer.
 - (4) Lot and block number.
 - (5) Date, scale and North arrow.
 - (6) Zone district.
 - (7) Show entire property, however, a key map is permitted if it is impossible to show on one sheet.
 - (8) Abutting streets, street names and property lines.

- (9) Front, side and rear yard setback.
 - (10) Lot line dimensions and area.
 - (11) Rights-of-way, easements and lands to be dedicated to the Township.
 - (12) Existing and proposed principal buildings and accessory structures with dimensions, height, number of stories and first floor elevation.
 - (13) Type of paving, curbs, sidewalks, parking space layout and loading areas. Show typical details.
 - (14) Location and construction details of catch basins and storm drainage facilities.
 - (15) Location, size and type of proposed landscaping including shade trees. Furnish details of fences, walls and similar facilities. Landscaping plan must accompany application but may be on separate sheet.
 - (16) Location and type of existing and proposed lighting.
 - (17) Location, size and general description of proposed business and parking signs.
 - (18) Topography at five-foot intervals for slopes over 15% and two-foot intervals for lesser slopes.
 - (19) Approved public or private sanitary sewerage facilities. Provide location, dimensions and details of facilities.
 - (20) Show limits of floodplain per 1978 Zoning Map as amended.
 - (21) Signature block per Subsection 19-4.1410.
 - (22) Location, type and size of existing and proposed recycling and solid waste containers. Show and describe any enclosure material.
- (b) There may be other applications, permits or requirements applicable to the proposed development as listed below:
- (1) Variance application. (List)
 - (2) Steep slope application: Subsection 19-5.729 of Denville's Land Use Ordinance.
 - (3) Soil movement application: Ordinance No. 10-81.
 - (4) Soil erosion and sedimentation control plan: Ordinance No. 13-79 as amended by Ordinance No. 3-79.
 - (5) Tree removal permit: Ordinance No. 13-73.
 - (6) Buffer area: Ordinance No. 28-81.

- (7) Should the Planning Board not require final site plan, then the map shall include details listed in Subsection 19-4.1407 of Denville's Land Use Ordinance.
 - (8) Subsection 19-5.724 of Denville's Land Use Ordinance on floodplain requirements. The applicant should also consult a plan entitled "Rockaway River Flood Plan Elevations - A Study" dated February 1979, revised to February 17, 1982, prepared by Jeffrey A. Biggs, P.E., to assist in determining the floodplain elevation.
 - (9) Subsection 19-5.714 of Denville's Land Use Ordinance on outdoor storage.
 - (10) Subsection 19-5.8 of Denville's Land Use Ordinance on parking.
- (c) A statement as to whether any taxes, assessments for local improvements or other municipal charges are outstanding on the subject property.

f. **Final site plan - checklist.**

1. Application fee.
2. Eighteen copies of map: signed, sealed and folded.
3. Eighteen copies of application signed by owner.
4. Reverse line sepia.
 - (a) Details per Subsection 19-4.1407 of Denville's Land Use Ordinance:
 - (1) Final contours of property where new buildings or parking areas are proposed. Show contour to 100 feet beyond property.
 - (2) Final building floor plans and front, side and rear building elevations and indicate building materials.
 - (3) Location, type and size of existing catch basins, storm drainage facilities and utilities above and below ground.
 - (4) Location, type and size of existing curbing, sidewalks, driveways, fences, retaining walls, parking space areas and layouts, and loading areas with dimensions of all of the foregoing.
 - (5) Location, size and nature of existing rights-of-way, easements and other encumbrances and location, size and description of lands to be dedicated to the Township.
 - (6) Location, size and nature of entire property, and contiguous property owned by applicant or in which he

has a direct or indirect interest. A key map may be used if impossible to show on one sheet.

- (7) Location, names and widths of existing streets abutting property; property lines of adjoining lands with names and addresses of the owners.
 - (8) A landscape plan shall be submitted showing setback dimensions for buildings, the location, type and size of plantings including lawns. All areas not used for buildings or parking shall be landscaped.
 - (9) Signature block per Subsection 19-4.1410.
 - (10) Location, type and size of existing and proposed recycling and solid waste containers. Show and describe any enclosure material.
- (b) There may be other applications, permits or requirements applicable to the proposed development as listed below:
- (1) Variance application, if not constructed per ordinance.
 - (2) Confirmation by Township Engineer that improvements were installed in accordance with approved preliminary site plan.
 - (3) Subsection 19-5.724 of Denville's Land Use Ordinance on floodplain requirements. The applicant should also consult a plan entitled "Rockaway River Floodplains Elevations - A Study" dated February 1979, revised to February 17, 1982, prepared by Jeffrey A. Biggs, P.E., to assist in determining the floodplains elevation.
 - (4) Subsection 19-5.714 of Denville's Land Use Ordinance on outdoor storage.
 - (5) Section 19-5.8 of Denville's Land Use Ordinance on parking.
 - (6) Steep slopes application: Subsection 19-5.729 of Denville's Land Use Ordinance if not constructed per ordinance.
- (c) A statement as to whether any taxes, assessments for local improvements or other municipal charges are outstanding on the subject property.

g. Applications Pursuant to Sections 19-3.5(c), (d), (e) and (f) of Denville's Land Use Ordinance - Checklist.

1. Application fee.
2. Eighteen copies of application.
3. Eighteen copies of survey, plan or map showing:
 - (a) All existing buildings and other structures on the subject property;
 - (b) All proposed buildings and other structures on the subject property;
 - (c) Location of well, septic system, easement(s), license(s), if applicable;
 - (d) All setback measurements from lot lines to existing and/or proposed buildings and other structures on the subject property;
 - (e) Tax block, lot numbers and street names;
 - (f) Signed and sealed.
4. Eighteen copies of complete list of variances sought, if any.
5. Eighteen copies of elevation drawings, if applicable.
6. A statement as to whether any taxes, assessments for local improvements or other municipal charges are outstanding on the subject property.
7. Steep slopes application - Subsection 19-5.729 of Denville's Land Use Ordinance if applicable.

h. Major subdivision cluster option - checklist.

1. Application fee.
2. Eighteen copies of plans: signed, sealed and folded.
3. Eighteen copies of application signed by owner.
4. Submission of conventional subdivision plan fully conforming to all Township Ordinances and Master Plan.
5. Submission of cluster option plan fully conforming to all Township Ordinances and Master Plan, showing:
 - (a) Reduced lot sizes pursuant to Section 19-5.11;
 - (b) Open space plan, per criteria in Subsection 19-5.1110g;
 - (c) Statement showing why the public interest is better served by the proposed development, to be supported by an economic, social and physical impact study upon the area in which it is proposed;

- (d) Analysis of the plan's impact on the environment.
 - (e) Steep slopes site plan details pursuant to Subsection 19-5.729 of Denville's Land Use Ordinance.
6. Reproducible Drawing for Conventional Subdivision Plan and Cluster Option Plan.
- (a) Details per Subsection 19-5.1110:
 - (1) Scale not less than 50 feet equal to one inch.
 - (2) Key map of development, minimum scale 1,500 feet per inch.
 - (3) Tract name, Tax Map sheet, block and lot number, date, reference meridian, graphic scale, name and address of owner, name and address of developer, name and address of map preparer.
 - (4) Names of adjoining landowners.
 - (5) Area of tract to the nearest 1/10 of an acre.
 - (6) Contours at ten-foot intervals for slopes over 15% and two-foot intervals for slopes less than 15%.
 - (7) Location of existing and proposed property lines with dimensions.
 - (8) The use, approximate height and location of buildings and other structures.
 - (9) Location, name and width of existing and proposed streets and rights-of-way.
 - (10) Zoning districts and their boundaries.
 - (11) Front, side and rear yard setback lines.
 - (12) The substance of any existing or proposed covenants or grants of easement to be imposed upon the land or buildings, including municipal or public utility easements to the extent known.
 - (13) The location, size, type and standards of all open space parcels.
 - (14) The form or organization proposed to own and maintain open space.
 - (15) Delineation of natural features to be preserved, including ponds, wetlands, trees, etc.
 - (16) Delineation of any bicycle, pedestrian or nature paths.
 - (17) Total area of individual lots and area measured per Zoning Chapter.
 - (18) Proposed grading, drainage, stormwater management plan.

- (19) Potable water and sanitary sewer plan.
 - (20) Traffic and circulation plan.
 - (21) The projected schedule of development and sequential development potential.
 - (22) Floodplain limits per 1978 Zoning Map as amended.
 - (23) Signature block per Subsection 19-4.1410.
- (b) There may be other applications, permits or other requirements applicable to the proposed development as listed below:
- (1) General provisions - Subsection 19-4.1502 of Denville's Land Use Ordinance.
 - (2) Subsection 19-5.724 of Denville's Land Use Ordinance on floodplain requirements. The applicant should also consult a plan entitled "Rockaway River Floodplain Elevations - A Study" dated February 1979, revised to February 17, 1982, prepared by Jeffrey A. Biggs, P.E., to assist in determining the floodplain elevations.
- (c) A statement as to whether any taxes, assessments for local improvements or other municipal charges are outstanding on the subject property.

i. **Major Subdivision Cluster Option Open Space Plan - Checklist.**

- 1. Application fee.
- 2. Eighteen copies of plans: signed, sealed and folded.
- 3. Eighteen copies of application signed by owner.
- 4. Submission of cluster option plan in accordance with Subsection 19-5.1110.
- 5.
 - (a) Details per Subsection 19-5.1110g.
 - (1) Percentage of total tract reserved for open space in accordance with Subsection 19-5.1110g,1.
 - (2) Purpose for each open space parcel per Subsection 19-5.1110g,2.
 - (3) Size of open space parcel(s).
 - (4) Location of any Township land which adjoins the parcel(s).
 - (5) Location of lot lines, with dimensions.

- (6) Location of access point(s) to parcel(s) from the public street showing maximum width of access point(s).
 - (7) Description of parcel(s) to be dedicated to the Township.
 - (8) Description of parcel(s) to be maintained by the residents of the development, the name of the organization maintaining the open space and conditions of ownership and maintenance.
 - (9) Statement showing how the open space plan serves the public interest and conserves natural resources.
- (b) There may be other applications, permits or other requirements applicable to the proposed development as listed below:
- (1) Subsection 19-5.724 of Denville's Land Use Ordinance on floodplain requirements. The applicant should also consult a plan entitled "Rockaway River Floodplain Elevations - A Study" dated February 1979, revised to February 17, 1982, prepared by Jeffrey A. Biggs, P.E., to assist in determining the floodplain elevations.
- (c) A statement as to whether any taxes, assessments for local improvements or other municipal charges are outstanding on the subject property.