

BOROUGH OF DUNELLEN LAND DEVELOPMENT CHECK LIST FOR PLANNING VARIANCE

Application #: _____

Applicant: _____

Block: _____, Lot: _____

Applicant should check off each item as included in their application with an "X" to indicate that the item has been provided. If the applicant requests a waiver for any item, the item should be marked with a "W" to indicate that a waiver is being requested. **No** items should be marked as "Not Applicable". Any sections for which a waiver is specifically being requested shall include a narrative paragraph explaining why the Applicant is entitled to such waiver.

SECTION A

GENERAL REQUIREMENTS

1. Fifteen copies of the appropriate application form(s), completely filled in. If any item is not applicable to the Applicant, it should so be indicated on the application form(s). _____
2. Certificate from Collector as to taxes due. _____
3. Receipt indicating that fees are paid. _____
4. Fifteen copies of any required plot plan, site plan, or subdivision plan. _____
5. Affidavit of ownership. If Applicant is not the owner, Applicant's interest in land; e.g., tenant, contract/purchaser, lien holder, etc. _____
6. One of the following:
 - (a) A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying delineation of the boundaries of freshwater wetlands, or, _____
 - (b) a letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protections Act, and regulations promulgated there under, or, _____
 - (c) a copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands. The Planning Board may waive the above requirements where it can be established by applicant and verified by the board and its professionals that no wetlands exist on site or on contiguous property owned by the applicant. _____
7. If lots are proposed to be subdivided fronting on or requiring access directly to a State Highway, Applicant shall submit copies of any permits issued by N.J.DOT pursuant to N.J.A.C. 16:47-1 et. seq. _____
8. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S. 40:55D-48.1 et seq. _____
9. Number of witnesses and their expertise, if any. _____
10. Statement as to any requirements for which waiver is sought, together with a statement of reasons why waivers should be granted. _____

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SECTION B

PLAT SPECIFICATIONS

1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet. _____
2. Sheet size either 15 x 21, 24 x 36, or 30 x 42. _____
3. Plans shall be prepared by an architect, planner, engineer, land surveyor, or the Applicant, where appropriate. _____
4. Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the Municipal Agency. _____

GENERAL INFORMATION

5. Metes and bounds description of parcel in question based upon current land survey information. _____
6. Property line shown in degree, minutes and seconds. _____
7. Key map showing location of tract to be considered in relation to surrounding area. _____
8. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district. _____
9. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor. _____
10. Scale of map, both written and graphic. _____
11. North arrow giving reference meridian. _____
12. Space for signatures of Chairman and Secretary of the Municipal Agency. _____
13. Names of all property owners within 200 feet of subject property. _____
14. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places. _____
15. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically. _____
16. Zone requirements per Ordinance and per application. _____
17. Acreage of affected parcel to the nearest hundredth of an acre. _____
18. Provide a polaroid or other similar photograph of the premises in question taken from the opposite side of the street. _____

NATURAL FEATURES (TOPOGRAPHY) TOPOGRAPHY OF THE SITE AND WITHIN 200 FEET THEREOF

19. Contours to determine the natural drainage of the land. Intervals shall be up to 10% grade-2 feet; over 10% grade-5 feet. _____
20. Cliffs and rock outcroppings. _____
21. Flood plains. _____
22. Natural and artificial water-courses, streams, shorelines and water boundaries and encroachment lines. _____

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- 23. Aquifer recharge areas, including safe sustained ground water yield. _____
- 24. Wooded areas indicating predominant species and size. _____
- 25. Location of trees 6 inches or more in diameter, as measured one foot above ground level, outside of wooded area, designating species of each. _____
- 26. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes. _____
- 27. All areas to be disturbed by grading or construction. _____

MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF

- 28. Location of existing structures and their setbacks from existing and proposed property lines. _____
- 29. Location and type of existing easements or rights of way including power lines. _____
- 30. Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract. _____
- 31. Location of existing wells and septic systems. _____
- 32. When Applicant intends to use a conventional septic disposal system location of test holes, test results and approximate location of the intended disposal field. _____
- 33. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems. _____
- 34. Location and description of monuments whether set or to be set. _____

STREETS

- 35. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract. _____
- 36. Required road dedication. _____
- 37. Road orientation (as it relates to energy conservation). _____
- 38. Plans, profiles and cross sections of all proposed new streets and/or access to proposed streets. _____

MISCELLANEOUS

- 39. Proposed sight easements where required. _____
- 40. Proposed drainage easements where required. _____
- 41. Natural resource inventory information including:
 - a. Soil types as shown by the current Soil Conservation Survey Maps. _____
 - b. Soil depth to restrictive layers of soil. _____
 - c. Soil depth to bedrock. _____
 - d. Permeability of the soil by layers. _____
 - e. Height of soil water table and type of water table. _____
 - f. Flood plain soil (status). _____
 - g. Limitation for foundation. _____
 - h. Limitation for septic tank absorption field (only where septic tank is proposed to be used). _____

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- i. Limitation for local road and streets
 - j. Agricultural capacity classifications
 - k. Erosion hazard.
42. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.
43. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.
44. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.
45. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.
46. Location of all signs, including type, size, height, construction materials, type of illumination, in accordance with the Ordinance.
47. Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such waiver.
