



Development Application Checklist

The following items are required for submission of a complete application to the Planning Board. Please note that some items may not apply to all applications. The applicant may request from the Board that specific checklist items be waived by filing a Request for a Waiver, which shall be submitted along with the application. This checklist contains a summary of the requirements specified in the Code of the Town of Boonton Chapter 300, Part 3.

Name of Applicant: _____ Application Number: _____

A. ALL APPLICATIONS MUST INCLUDE:

- 1. Eighteen (18) paper copies of the Application for Development.
- 2. Eighteen (18) paper copies and one (1) digital copy in PDF format of plans, maps, and construction details, and five (5) paper copies of reports (Environmental Impact, Drainage, Storm Water Management, etc.) as required by the appropriate checklist. The requirement for a digital copy is optional but strongly encouraged.
- 3. Eighteen (18) copies of a survey signed and sealed by a New Jersey licensed surveyor. An ALTA/ACSM survey is required for all major site plan and subdivision applications.
- 4. Photographs of the property and building.
- 5. A completed New Jersey DEP Environmental Assessment Form is required for all subdivision and major site plan applications.
- 6. Certification from the Tax Collector of the Town of Boonton stating that all taxes have been paid through the most recent installment date.
- 7. Application Fee and Escrow Fee as per the Code of the Town of Boonton §300.12-13.
- 8. A completed IRS W-9 form for establishment of escrow accounts for deposit of required funds.
- 9. Proof of application submission to the Morris County Planning Board, when applicable.
- 10. One (1) copy of this completed checklist.

B. ALL PLANS MUST INCLUDE:

- 1. Name and address of the applicant and the property owner.
- 2. Name, address, and title of the person preparing the plan, maps and accompanying data including a signature and certification, as appropriate, by a New Jersey registered engineer, land surveyor, and/or architect, with property survey data based on current conditions as they exist.
- 3. Name and date of preparation of the plans and the date(s) of each revision(s), where applicable.
- 4. Block number(s) and lot number(s) from the Town Tax maps, and lot number(s) of parcel(s) to be created as assigned by the Tax Assessor.
- 5. Area of lot(s) (in acres & sq. ft.) and the length and bearings of the lot lines of the proposed project.
- 6. Minimum building setback line on all lots and dimensions from all structures to the lot lines so that front yards, side yards, and rear yards are shown.
- 7. Map scale of not less than 1"=50', North arrow, and map key relating the site to the surrounding area.
- 8. Zone District in which the lot(s) are located and the Zone District(s) of all of the immediately adjoining lots.
- 9. A zoning table showing the zoning requirements applicable to the site and a list of any variance(s) required.
- 10. All existing structures and wooded areas within the site and within 100 feet thereof, and a list of names of owners of properties within 200 feet thereof.

C. MINOR SUBDIVISION. In addition to the items required in Section A & B, all minor subdivision applications shall also include:

- 1. Soil erosion and sediment control plan for sites where over 1,000 square feet of ground area is being disturbed.
- 2. Existing contours at two-foot intervals to determine the general slope and natural drainage of the land.

D. CONCEPT PLANS. In addition to the items required in Sections A & B, all concept plans shall also include:

- 1. The original and proposed lot layout, lot dimensions, and total area of each lot where applicable.
- 2. A site illustration indicating, with sufficient accuracy, all boundaries of the site with natural features of the land showing all developed, undeveloped, and to-be-developed portions.

E. VARIANCE APPLICATIONS. In addition to the items required in Section A & B, all variance applications shall also include:

- 1. Existing and proposed principal building or structure and all accessory buildings and structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said building or structure, first-floor elevations, and the complete floor plans and elevation plans thereof.
- 2. Other information deemed necessary to show the nature and extent of the variance requested.

F. PRELIMINARY SUBDIVISION AND MINOR SITE PLAN APPLICATIONS. In addition to the items required in Section A & B, all preliminary subdivision and minor site plan applications shall also include:

- 1. An appropriate place for the signatures of the Board Chair, Board Clerk, and Board Engineer.
- 2. Location, size, and nature of all existing and proposed rights-of-way, easements, and other encumbrances which may affect the lot(s) in question.
- 3. Location, size, and nature of the entire lot(s) in question, and any contiguous lot(s) owned by the applicant or in which the applicant has a direct or indirect interest.
- 4. Location, names, and pavement and right-of-way widths of all existing and proposed streets abutting the lot(s) in question.
- 5. Present and proposed topography, based on New Jersey Geodetic Control Survey datum, at five-foot intervals for slopes averaging 20% and at two-foot contour intervals for land of lesser slope, including 100 feet outside the site to show the relationship to adjoining properties.
- 6. Existing and proposed setback dimensions, landscaped areas, and trees over six inches caliper.
- 7. Existing and proposed principal building or structure and all accessory buildings and structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said building or structure, first-floor elevations, and the complete floor plans and elevation plans thereof.
- 8. Property lines of all abutting properties, together with the names and addresses of the owners as disclosed on the Town Tax Maps and tax rolls as of the date of the site plan application, and the location of the existing structures within 200 feet of the property line for the properties abutting the site in question.
- 9. Location, type, and size of existing and proposed curbs, sidewalks, driveways, street pavement widening's, fences, retaining walls, parking space areas, and the layouts thereof and all off-street loading areas, together with the dimensions of all the foregoing, for the site and the nearest portions of properties abutting the site in accordance with the Town codes.
- 10. A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure along with drainage tabulation sheets showing calculations for each drainage area.
- 11. Location, type, and size of existing and proposed drainage swales, seepage pits, catch basins, and other storm drainage facilities, both frame and invert elevations and all utilities, both above and below ground.
- 12. A storm water management plan, if required.
- 13. All existing and proposed signs and their size, nature of construction and location, and all existing and proposed exterior lighting, including size, nature of construction, location, height, the area and direction of illumination, and the lumen power.
- 14. Cost estimates, proposed construction and maintenance bonds in accordance with the Town code §300-41, and construction time schedules related to building construction for any required improvements not proposed to be completed before the issuance of a Certificate of Occupancy.
- 15. Plans for any on or off-tract improvements, including cost estimates and calculations of the share to be borne by the developer, time schedules related to building construction, and proposed bonds in accordance with the Town code §300-41.
- 16. Any and all other information necessary to meet any of the requirements of this chapter not listed above.
- 17. Landscape plans showing name, quantity, location, size as to the caliper and height of existing and proposed trees, trees to be removed, shrubs and all other plant materials, prepared by an architect, engineer, professional planner, or a licensed landscape architect.
- 18. Satisfaction of §300-94.1 Steep Slopes, where applicable.
- 19. Streetscape elevations of proposed buildings, and buildings immediately adjacent to proposed buildings.

G. PRELIMINARY SITE PLAN APPLICATIONS. In addition to the items required in Sections A, B, & F, all preliminary site plans applications shall also include:

- 1. Exterior garbage and recycling storage areas for multifamily and commercial developments including a removal plan.
- 2. Architectural floor plans at a scale of not less than 1/8"=1', and colored renderings of the proposed building(s) viewed from two separate perspectives from the adjacent streets.
- 3. A landscape plan as required in the Town code §300-47H.
- 4. A lighting plan as required in the Town code §300-47D.
- 5. A recycling and solid waste storage plan as required in the Town code §300-47I.
- 6. Building design details as required in the Town code §300-59 and 60.
- 7. A master signage plan as required in the Town code §233.
- 8. The location and type of affordable housing units provided as required in the Town code §70-17.
- 9. The location and details of all mechanical equipment, including any required screening.
- 10. Parking, loading, and circulation details including a pedestrian mobility plan as required in the Town code §300-60.
- 11. A snow removal plan.
- 12. A description of how the project addresses universal design and adaptability principles.

H. FINAL SUBDIVISION APPLICATIONS. In addition to the items required in Section A, B, and F, all final subdivision applications shall also include:

- 1. Plans, profiles, and cross sections of all purpose streets within the subdivision, location and description of all monuments, profiles of existing and future continuing streets a minimum distance of 200 feet beyond the subdivision boundaries including radii, arcs, and central angles of all curves.
- 2. Final contours in accordance with the Town code §243-7.
- 3. Plans of all utility layouts showing feasible connections to an existing or any proposed utility system.
- 4. Plans and profiles of all sanitary sewers, storm drains, drainage ditches, and streams within the subdivision, together with the locations, sizes, elevations, grades, and capabilities of any existing sanitary sewer, storm drain, drainage ditch, or stream to which the proposed facility is to be connected.
- 5. Location and results of percolation tests where a public sewage disposal system is not available.
- 6. Plans for an individual sewage disposal system where the same is proposed.
- 7. A certificate of General Liability Insurance.

I. FINAL SITE PLAN APPLICATIONS. In addition to the items required in Section A, B, F, & G, all final site plan applications shall also include:

- 1. Any documents or information required to be provided as per the terms of the preliminary site plan approval.
- 2. Any revised drawings of modifications, as approved by the Board Engineer, which were made subsequent to the preliminary site plan approval.
- 3. When final approval of only a section of a site plan is being sought, a final site plan of the section showing all applicable information.
- 4. If the final site plan involves any public improvements the following shall be included:
 - i. Two (2) paper copies and one (1) digital copy of the improvement plans.
 - ii. One deed conveying to the Town any drainage, sanitary, or utility easement which is detailed as per Section F.
 - iii. A certificate of General Liability Insurance.
- 5. If the site plan is to be developed in sections, a map showing the various sections, and a list of improvements to be installed in each section shall accompany the application. The Planning Board may withhold final approval if any prior section has not been completed to its satisfaction.

Signature of Applicant or Authorized Agent

Date

- FOR OFFICE USE ONLY -

Received Date: _____

Received By: _____