

**Please check that Your Application Package consists of the following before returning to the board secretary:**

*The Board, when reviewing the application, shall have the authority to request additional information not required by this checklist or the ordinance if, in its opinion, such additional information is necessary to make an informed decision on the application or appeal.*

- One (1) copy of **The Original Application Form**.
- Twelve (12) copies of **plans, sketches, renderings, etc to be utilized during the hearing. Plans must be folded before they are turned in to the Board.**  
Photographs or other visual aids such as oversized posters and charts do not need to be duplicated or submitted in advance of the hearing. Notwithstanding the above, the Board Secretary may require a greater or lesser number of copies in particular cases as needed. If any item on any of the forms or enclosures is not applicable, is unknown or is otherwise unable to be completed, please enter "N/A" or other appropriate phrase in the space. For applications involving new buildings, or additions or alterations to existing buildings, provide architects drawings or **scaleable floor plans**, which may be prepared by the owner/applicant. The plans should include the existing and the proposed new construction of each story of the building (including basements), drawn to a scale not smaller than 1/8" = 1'0", and **exterior elevations** of all sides. The proposed **use of each room** must be indicated on the floor plans.
- Initial application and escrow fees are due at the time the application is submitted. Please see page 17 of the application packet to determine the initial fees due. Please submit two separate checks made payable to "Town of Westfield". Please be advised that additional application and escrow fees may be required upon review of your application The Secretary will advise you of any additional assessment.
- Photographs depicting the subject site, the existing structure from all sides, site improvements, roadway access and yard areas.
- A **certificate** from the Westfield Tax Collector stating that all **taxes and assessments** for the subject property are **paid** up to and including the most recent collection period. The Tax collector is Mrs. Susan Noon, telephone (908) 789-4051, located in the Municipal Building, 425 East Broad Street.
- Where the applicant is not the owner, a notarized **affidavit from the owner** authorizing the applicant to file this application. If the applicant is a corporation or partnership, attach a notarized list of the names and addresses of stockholders or partners with a more than a 10% interest.
- One (1) copy of the **tax map** showing the properties adjoining the property, which is the subject of the application. This document can be obtained from the Town Surveyor's office, which is located in the same building as the Board Secretary's office, at 959 North Avenue, West.
- An **ORIGINAL signed, dated and scaleable survey** of the property. On the survey it must indicate the area where the addition and/or alteration will be done. **The survey can be no more than 2 years old.**
- For applications involving new structures which are not buildings, (such as swimming pools, decks, patios, handicapped ramps, tennis courts, balconies, fences, walls, tanks, towers, etc.) the applicant must provide **appropriate descriptive material** sufficient for the Board to understand the nature, appearance, and construction of structure(s).
- You must return the completed "**Request for Property Owners List**" to obtain a certified copy of the list of persons to be noticed. You must complete the noticing on time or you **cannot be heard.**
- Please see Page 15 for additional submission requirements for sign variances.

PLEASE COLLATE ALL APPLICATION MATERIALS INTO SETS.  
UNCOLLATED MATERIALS WILL NOT BE ACCEPTED.

✓ - Provided

✗ - Not Applicable



**IV. Application Description:** Briefly describe the nature and scope of this application, including proposed uses and improvements. All subdivision appeals must state the present and proposed number of lots.

**\*See Attached Statement of Principal Points\***

**V. Reasons:** Briefly summarize the reasons why you believe this appeal should be granted.

**\*See Attached Statement of Principal Points\***

**VI. Property Description:** Please provide the following information about the property, which is the subject of this appeal.

•Enclose a scaleable (full size) copy of a location survey of the property: showing the surveyors name and license number, and date of survey, if this information is not otherwise provided on a site plan or subdivision plat. Survey can be no more than 2 years old.

•Street address 605 East Broad Street

Zone district RS-12 Block No. 2302 Lot No. 11

•Dimensions of lot 88 x 136' Area of lot 33,962 sq. ft.

•Use of premises present Single-Family Dwelling  
proposed Single-Family Dwelling

The proposed use is:  permitted by ordinance  a conditional use which has been granted by the Planning Board or Zoning Board of Adjustment  
 a use permitted by variance  a nonconforming (i.e. "grandfathered") use  not a permitted use

Name of Owner Michael Keating & Carroll Keating Telephone No. (908) 400-4318  
Street address of Owner 605 East Broad Street, Westfield, NJ 07090 Fax. No. \_\_\_\_\_

•Does the above owner also own any property that abuts the subject property?  
 No  Yes If yes, address: \_\_\_\_\_

If yes, is the abutting property subject to the Loechner-Campoli rule of merger?  No  Yes (If you don't know, check with the Tax Assessor in the Municipal Building.)

•Are there any present deed restriction(s) which affect this property?  No  Yes If yes, attach copy of deed, including language of restriction(s).

•Are there any pending proceedings, concerning the property which is the subject of this application, before any federal, state, or local board of authority?  No  Yes If yes, list here and attach a brief description of each.

**VII. Attorney Identification:** Private individuals, or sole proprietors may represent themselves (i.e. present the application) before the Board. All other categories of applicants must be represented by an attorney. (reference: 1998 Cox - pages 477 & 478)

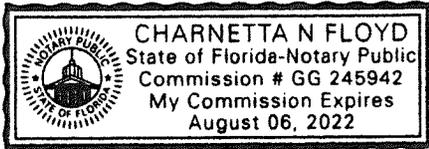
If applicant (or owner) is to be represented by an attorney, please furnish the following information:

Attorney's name Stephen F. Hehl, Esq. Telephone No. (908) 687-7000  
Attorney Firm: Javerbaum, Wurgaft, Hicks, Kahn, Wikstrom & Sinins, PC Fax. No. (908) 687-7028  
Street address 370 Chestnut Street, Union, New Jersey 07083

**VIII. Notarization:**

I/We, the undersigned applicant(s) do hereby grant permission for the members of the Planning Board, and the Zoning Board of Adjustment, their Attorney and the Zoning Officer of the Town of Westfield, NJ to enter upon the property which is the subject of this application, during all daylight hours during the pendency of this application. Permission to enter structures will be given for a mutually agreeable time.

I hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true and correct.



[Signature]  
Signature of Applicant (in the presence of a Notary)

Print Name : Carroll Keating

Address: 605 East Broad Street  
Westfield, NJ 07090

Home phone \_\_\_\_\_

Business phone (908) 400-4318

Sworn and Subscribed to  
before me this 9th  
day of November, 2019

[Signature]  
Notary Public

**IX. Do not write in the following spaces:**

**TO BE COMPLETED BY THE ZONING OFFICER:**

- To the best of my knowledge and belief, this application is complete and correct.
- This application is currently the subject of a:
  - \_\_\_\_\_ Zoning violation notice, No. \_\_\_\_\_, copy enclosed.
  - \_\_\_\_\_ Municipal Court complaint, docket No. \_\_\_\_\_, copy enclosed.
  - \_\_\_\_\_ Other pending action, (describe) \_\_\_\_\_
  - \_\_\_\_\_ None of the above

\_\_\_\_\_  
Signature

**TO BE COMPLETED BY THE BOARD SECRETARY:**

Has there been any previous appeals(s) involving these premises?  
 No       Yes      If yes, attach copies of resolution(s)

**TO BE COMPLETED BY THE COMPLETENESS DESIGNEE:**

Application accepted as complete on \_\_\_\_\_  
\_\_\_\_\_  
Signature

**TOWN OF WESTFIELD**

**LIST OF EXISTING NON-CONFORMING ZONING CONDITIONS**

Section 7.01B Review of existing non-conforming conditions in connection with applications for variances or for the direction of the issuance of certain permits.

In reviewing applications for variances or for the direction of the issuance of certain permits, the Board shall determine whether any existing non-conforming conditions involving the subject property will exacerbate, intensify, alter, affect or in some way result in a significant impact on the proposed use, structure or land. If the Board finds that no substantial impact or detriment will result, the Board shall so state in its findings of fact in the resolution for the application, without the need for such existing non-conforming conditions to meet the criteria established by N.J.S.A. 40:55D-34, 36, 51a, 51b, 70c and 70d and this ordinance for variances or exceptions. If the Board finds that substantial impacts or detriments will result, however, the application shall not be approved unless and until the applicant agrees to mitigate or eliminate such impacts or detriments to the maximum extent feasible.

The above shall not be construed to alter the review procedures not the criteria for granting variances or exceptions for violations proposed by the development or existing illegally on the subject property.

Note: This list must be consistent with the Variance Table, if otherwise required.

1.	Section: N/A	Nature of Deficiency: N/A	
	Permitted: N/A	Present: N/A	Proposed: N/A
2.	Section:	Nature of Deficiency:	
	Permitted:	Present:	Proposed:
3.	Section:	Nature of Deficiency:	
	Permitted:	Present:	Proposed:
4.	Section:	Nature of Deficiency:	
	Permitted:	Present:	Proposed:
5.	Section:	Nature of Deficiency:	
	Permitted:	Present:	Proposed:
6.	Section:	Nature of Deficiency:	
	Permitted:	Present:	Proposed:

**TOWN OF WESTFIELD**

**LIST OF NEW C.40:55D-70 c AND d VARIANCES REQUESTED**

**SECTION 9.02: GENERAL REQUIREMENTS; SUPPORTING DOCUMENTATION**

In addition to the submission requirements for the individual categories of applications in the following sections, all categories of applications, except for conceptual site plans and conceptual subdivisions, shall be required to submit a statement indicating all of the provisions of the Land Use Ordinance from which a waiver or variance is sought.

Note: This list must be consistent with the Variance Table, if otherwise required.

1.	Section: N/A	Nature of Deficiency: N/A	
	Permitted: N/A	Present: N/A	Proposed: N/A
2.	Section:	Nature of Deficiency:	
	Permitted:	Present:	Proposed:
3.	Section:	Nature of Deficiency:	
	Permitted:	Present:	Proposed:
4.	Section:	Nature of Deficiency:	
	Permitted:	Present:	Proposed:
5.	Section:	Nature of Deficiency:	
	Permitted:	Present:	Proposed:
6.	Section:	Nature of Deficiency:	
	Permitted:	Present:	Proposed:
7.	Section:	Nature of Deficiency:	
	Permitted:	Present:	Proposed:
8.	Section:	Nature of Deficiency:	
	Permitted:	Present:	Proposed:

**TOWN OF**

**WESTFIELD**

**REQUIREMENTS AND VARIANCES SUMMARY TABLE PER SECTION 911 B.7.**

**THIS TABLE MUST BE INCLUDED WITH ALL APPLICATIONS FOR "C" AND "D" VARIANCES, AND MUST BE SHOWN ON ALL REQUIRED SITE PLANS, SUBDIVISION PLANS, AND PLOT PLANS**

The below regulations are for all RS, RM and P zones applications. All RA, O, CBD and GB zone applications use the "Bulk and Lot Regulations" for the zone.

ZONE: RS-12    APPLICANT: MICHAEL & CARROLL KEATING    STREET ADDRESS: 605 E. BROAD ST    PROPOSED

REG. NO.	REGULATION	UNITS sq. ft.	REQUIRED	USE SEPARATE COLUMN FOR EACH LOT			
				LOT No. 11.01	VARIANCE?*	LOT No. 11.02	VARIANCE?*
11.06.E.1	Minimum gross area	sq. ft.	12,000	21,940		12,022	
11.06.E.2	Minimum area within first 160 ft. of depth	ft.	12,000			12,022	
11.06.E.2	Minimum area within first 150 ft. of depth (Corner)	ft.	12,000	20,400			
11.06.E.2	Minimum width	ft.	75 (80 Corner)	136		88.50	
11.06.E.3	Minimum frontage	ft.	75 (80 Corner)	136		88.50	
11.06.E.4	Minimum depth	ft.	120	161.5		136	
11.06.E.5	Minimum front yard	ft.	40/prevailing 40.2	75		40.2	
11.06.E.6	Minimum side yard	ft.	12.5	39.7		>12.5	
11.06.E.6	"	ft.	12.5	N/A		>12.5	
11.06.E.5	Minimum street side yard	ft.	20	42.1		N/A	
11.06.E.7	Minimum rear yard	ft.	35	35.3		>35	
12.04.F.1	Maximum building coverage (without deck)	%	15/20	10.4		<20	
12.04.F.1	Maximum building coverage (with deck)	%	3/3.5	2.5		<3.5	
12.04.F.1	Maximum FAR or total habitable floor area	%	25/30	EXEMPT		EXEMPT	
11.06.E.8	Maximum building height	ft.	32.75	32.75		<32.75	
12.04.F.1	Maximum all improvements coverage	%	30/40/50	31.9		<50	
	Other:						
	Other:						

NOTE: This table must be consistent with the two variance lists, if they are included in the application.

\* Single star all variances which are new variances; i.e. are not pre-existing, non-conforming conditions which will continue.

**TOWN OF WESTFIELD  
UNION COUNTY NEW JERSEY**

**AFFIDAVIT OF OWNERSHIP**

I, Carroll Keating, of full age, being duly sworn  
(Print Name)

according to law, do hereby certify that I am the (check one)  owner or  duly authorized officer of the owner (as listed on the application form), of the following property which is the subject of the within application to the Westfield Planning Board or Zoning Board of Adjustment:

Block & Lot (s) Block 2302; Lot 11

Street Address(es) 605 East Broad Street

Check one:

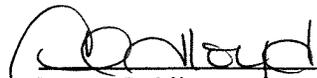
1.  As the owner (or officer of), I am the Applicant in the within application.
2.  As the owner (or officer of), I am not the Applicant. I certify that I have reviewed and consent to the within application and that the information contained herein is true and correct to the best of my knowledge. I authorize the following entity/individual to act as the Applicant in making this application:

a. Authorized Individual/Entity: \_\_\_\_\_

b. Authorized Individual/Entity Interest in Property (i.e., Tenant, Contract Purchaser): \_\_\_\_\_

  
(Signature of Owner/Officer of Owner)

Sworn and subscribed to  
before me on this 11th  
day of November, 2019.

  
Notary Public



**ESCROW AGREEMENT AND REFUND REQUEST**

Board of Adjustment \_\_\_\_\_ Planning Board ✓

NAME: Carroll Keating

ADDRESS: 605 East Broad Street

I understand that escrow fees as established by Section 5.03A of the Land Use Ordinance are necessary to reimburse the Town for the cost of professional services required for the completion of this application. I understand that these fees are deposited into an escrow account to be utilized for the payment of said services, and if necessary additional fees will be provided upon request by the Town, and upon an accounting of the escrow deposit.

After memorialization of this application and after payment has been made for all professional fees associated with this application, please refund the remaining balance, if any, of funds held in escrow for this application. I understand there may be a zero balance.

I understand that any escrow balance will be refunded to the party who put forth the deposit.

  
Signature of Applicant

NOV 7, 2019  
Date

**APPLICANT: MICHAEL KEATING & CARROLL KEATING**  
**PROPERTY: 605 EAST BROAD STREET**  
**BLOCK 2302, LOT 11**  
**RS-12 ZONE**

**STATEMENT OF PRINCIPLE POINTS**

The Applicants, Michael and Carroll Keating, seek a minor subdivision of the property located at 605 East Broad Street, Westfield, New Jersey and designated as Block 2302, Lot 11 on the Tax Map of the Township of Westfield. The property is in the RS-12 zone. The Applicants are the contract sellers and current owners of the Property.

The Applicants are proposing to subdivide the current 33,962 square foot lot, which contains an existing single-family home. The proposed lots would be 21,940 square feet and 12,022 square feet and be fully conforming under the Township of Westfield's Land Use Regulations. The proposed Lot 11.01 would retain its frontage along East Broad Street and be a corner lot, while the proposed Lot 11.02 would have frontage along Stanley Oval.

As stated above, the proposed subdivision would eliminate the need for any variances, whether or not pre-existing, and create two fully conforming lots.

For the reasons discussed above, we respectfully request that the request for a minor subdivision be approved.

**APPLICANT: MICHAEL KEATING & CARROLL KEATING**  
**PROPERTY: 605 EAST BROAD STREET**  
**BLOCK 2302, LOT 11**  
**RS-12 ZONE**

**LIST OF APPLICANTS' PROFESSIONALS**

**Engineer: William G. Hollows, P.L.S., P.E.**  
**Murphy & Hollows Associates, LLC**  
**192 Central Avenue**  
**Sterling, New Jersey 07980**  
**(T) 908-580-1255**  
**murphyhollows@gmail.com**

**Attorney: Stephen F. Hehl, Esq.**  
**Hehl Offices of Javerbaum Wurgaft Hicks Kahn Wikstrom & Sinins, P.C.**  
**370 Chestnut Street**  
**Union, New Jersey 07083**  
**(T) 908-687-7000**  
**(F) 908-687-7028**  
**SHehl@lawjw.com**

COMPLETENESS CHECKLISTS

§ 9.02. GENERAL REQUIREMENTS; SUPPORTING DOCUMENTATION.

In addition to the submission requirements for the individual categories of applications in the following sections, all categories of applications, except for conceptual site plans and conceptual subdivisions, shall be required to submit the following:

- |   |   |
|---|---|
| <p>I NAWC<br/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> | <p>A. For purposes of completeness review only, three (3) copies of the appropriate application form(s). Thereafter, if the review determinations that the application is complete, the applicant shall submit three (3) completed and signed originals and eighteen (18) copies (if submitting to the Planning Board) or one (1) completed and signed original and ten (10) copies (if submitting to the Zoning Board of Adjustment) of the appropriate application form(s). Notwithstanding the above, the Board Secretary may require a greater or lesser number of copies in particular cases as appropriate. <u>If any item on the form is not applicable, is unknown or is otherwise unable to be completed, the item shall not be left blank, but the words "not applicable", "unknown", "none" or other appropriate language shall be used.</u></p> |
| <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>             | <p>B. Written description of the application, including a description of the proposed use and improvements.</p>   |
| <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>             | <p>C. Statement indicating all of the provisions of the Land Use Ordinance from which a waiver or variance is sought, together with a statement of reasons why same should be granted. <u>The statement shall include both existing and proposed violations of the Land Use Ordinance.</u></p>  |
| <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>             | <p>D. Receipt indicating that applicable fees and initial escrow deposits are paid.</p>   |
| <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>             | <p>E. Certificate from the Tax Collector indicating that all taxes and assessments for the subject property are paid up to and including the most recent collection period.</p>   |
| <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>             | <p>F. Certificate from both the Board of Adjustment and the Planning Board indicating the nature and date of prior actions, if any, by the respective boards affecting the subject property, and a copy of the board resolutions of such actions.</p>   |
| <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>             | <p>G. Affidavit of ownership. If applicant is not the owner, applicant's interest in land must be indicated; e.g., tenant, contract/purchaser, lien holder, etc., and permission of property owner to file the application must be submitted.</p>   |
| <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>             | <p>H. If applicant is a corporation or partnership applying to the Board or the Council for permission to subdivide a parcel of land into six (6) or more lots, or applying for a variance to construct a multiple dwelling of twenty-five (25) or more family units or for approval of a site to be used for commercial purposes, list the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by § 8.26.</p>   |

I = Incomplete NA = Not Applicable W = Waiver Request C = Complete

## COMPLETENESS CHECKLISTS

- I. A statement of any and all approvals which are required from other governmental entities.
- J. For minor subdivisions, preliminary major site plans and preliminary major subdivisions, one (1) of the following when in the opinion of the Town Engineer there exists or there is substantial likelihood that there exists on the subject property or on adjacent property freshwater wetlands which could materially affect the proposed development pursuant to rules promulgated under the Freshwater Wetlands Protection Act:
1. A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying the boundaries of freshwater wetlands, and classifying same by resource value;
2. A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated there under;
3. 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; or
4. Documentation demonstrating that no wetlands exist on the subject property, and demonstrating that no wetlands exist on adjacent property that would affect or limit development on the property which is the subject of the development application.
- K. A copy of any protective covenants or deed restrictions, if any, affecting the property in question; or an affidavit from the owner certifying that no such covenants or restrictions exist.
- L. Photographs depicting the subject site, the existing structure from all sides, site improvements, roadway access and yard areas.

### § 9.03. GENERAL REQUIREMENTS; PLAN INFORMATION.

In addition to the submission requirements for the individual categories of applications in the following sections, all categories of applications, except for conceptual site plans and conceptual subdivisions, shall be required to submit three (3) copies of the required plot plan, site plan, or subdivision plan, for purposes of completeness review only. Thereafter, if the review determinations that the application is complete, the applicant shall submit eighteen (18) copies, if submitting to the Planning Board, or eleven (11) copies, if submitting to the Zoning Board of Adjustment, of any required plot plan, site plan or subdivision plan, signed and sealed by the professional who prepared the plot plan, site plan or subdivision plan. If review by the Architectural Review Board is required, five (5) additional copies of the plan shall be submitted. Notwithstanding the above, the Board Secretary may require a greater or lesser number of copies in particular cases as appropriate. Any plan submitted as part of an application to a Town agency shall be prepared by an individual pursuant to the regulations in N.J.A.C.

I = Incomplete    NA = Not Applicable    W = Waiver Request    C = Complete

## COMPLETENESS CHECKLISTS

- I NAW C
- A. Title block containing the type of application, name and address of applicant and owner; name, address, signature, license number and seal of plan preparer; existing lot and block numbers; municipality and county, date prepared and date(s) of all plan amendments.
  - B. Signature block for signatures of Chairman and Secretary of the Board.
  - C. The name of all adjoining property owners as disclosed by current Town tax records.
  - D. A key map showing the location of the tract to be considered in relation to the surrounding area within at least five hundred (500) feet of the subject property.
  - E. Scale of map, both written and graphic. The scale shall consist of no more than fifty (50) feet to the inch.
  - F. North arrow.
  - G. Zoning district in which parcel is located, and the zone district of adjacent property, along with the standardized zoning table provided by the Zoning Officer, placed upon the plan, indicating tract area, lot area(s), lot width(s), all yard setbacks, building and impervious coverage, building height, floor area ratio, density and number of parking spaces, both as to required, existing and proposed, for the subject property. If the application involves a conditional use, compliance with the applicable conditional use standards shall be indicated on the plan.
  - H. Existing and proposed boundaries of the site(s) in question, with bearings and dimensions of same. The number of each existing tax lot in accordance with the tax map shall be shown.
  - I. Municipal boundary line(s), if any, crossing or adjacent to the subject property.
  - J. Location and width of existing easements or rights-of-way on or abutting the subject property, including but not limited to streets, utility and drainage easements, sight easements and access easements.
  - K. Location of existing and proposed buildings, with setbacks from property lines dimensioned on the plan.
  - L. Location of existing and proposed paved areas, including parking and loading areas, driveways, sidewalks, etc., showing the design of such areas.
  - M. Location of natural features, including woodlands, all trees as required by the Tree Preservation Ordinance, Chapter 29A of the Code of the Town of Westfield; streams and other water bodies; wetlands if required pursuant to § 9.02J; flood hazard areas and rock outcrops on the property; and any of the foregoing on adjacent properties if same affect the proposed development.

I = Incomplete NA = Not Applicable W = Waiver Request C = Complete

## COMPLETENESS CHECKLISTS

- N. Location of any required dedication or reservation for streets or any area shown on the Official Map or Master Plan.
- O. Soil erosion and sedimentation control plan, if required pursuant to the Soil Erosion and Sediment Control Act.
- P. Construction details and specifications sufficient to illustrate the nature of site improvements, including but not limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.

### § 9.04. SUBMISSION REQUIREMENTS FOR CONCEPTUAL SITE PLANS AND SUBDIVISIONS.

Applications for informal review of conceptual site plans and/or subdivisions shall be required to submit a plan of the proposed development. The procedures for completeness review of formal applications shall not apply to such plan, except as provided below; however, the board secretary shall refer the plan to the appropriate persons and agencies, who shall provide suggestions as to any additional information that may be helpful to the board in reviewing the plan. The applicant may choose to proceed without providing such additional information, or may provide some or all of the suggested information. Once the applicant has finalized his plan submittal, the application shall be scheduled for the board's agenda; provided that any application for informal review shall provide the following prior to referral or review by the board:

I N A W C

- A. Three (3) completed and signed originals and eighteen (18) copies of the appropriate application form.
- B. Eighteen (18) copies of the concept plan.
- C. Written description of the application, including a description of the proposed use and improvements.
- D. Receipt indicating that applicable fees and initial escrow deposits are paid.
- E. Certificate from the Tax Collector indicating that all taxes and assessments for the subject property are paid up to and including the most recent collection period.

I = Incomplete NA = Not Applicable W = Waiver Request C = Complete

COMPLETENESS CHECKLISTS

§ 9.05. ADDITIONAL REQUIREMENTS FOR MINOR SUBDIVISIONS.

In addition to the requirements indicated in § 9.02 and § 9.03, the information below shall be shown on the plans for all minor subdivision applications. Minor subdivision plans to be filed with the County Recording Officer shall use a sheet size of either 8.5" x 13", 15" x 21", 24" x 36" or 30" x 42".

- |                          |                                     |                          |                                     |  |
|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--|
| I                        | NA                                  | W                        | C                                   |  |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | A. Name of the map.  |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | B. Dimensions, bearings, and curve data for all property lines and easements.  |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | C. Location and description of existing and proposed monuments, including monuments where found, monuments set or reset, and monuments to be set or reset.   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | D. Proposed lot and block numbers for each proposed lot.   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | E. Reference meridian for north arrow shown graphically.   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | F. Date of the survey.   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | G. Required building envelopes drawn for each lot, showing graphically and by dimension the minimum front, side and rear yard setbacks, as well as any easements within which the construction of buildings is prohibited.   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | H. Location, dimensions and nature of existing and proposed improvements in any streets, within or abutting the tract.   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | I. Existing and proposed topographic contours, both for the tract and for adjacent areas affecting the development. Contour intervals shall not exceed the following: up to ten percent (10%) grade, two (2) feet; over ten percent (10%) grade, five (5) feet. <u>Contour elevations shall be referenced to the New Jersey Geodetic Control Survey datum.</u> |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | J. The location of existing buildings on existing lots adjacent to the subject property for a distance of one hundred (100) feet from the perimeter lot lines of the subject property.   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | K. Location of existing and proposed wells and septic systems and location of existing and proposed connections to public water and sanitary sewer systems, as well as connections to other utilities.   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | L. Certification from a licensed surveyor as to the accuracy of the details on the plat and as to compliance with provisions of the Map Filing Law.  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | M. Certification from a licensed surveyor as to the setting of monuments or from the Town Clerk as to the posting of a bond for the future setting of monuments.   |

I = Incomplete NA = Not Applicable W = Waiver Request C = Complete

COMPLETENESS CHECKLISTS

- N. Certification from the Town Engineer as to the plat's compliance with the provisions of the Map Filing Law and all applicable Town ordinances and requirements.
- O. A statement from the Town Engineer that he has received a map showing all utilities in exact location and elevation identifying those portions already installed and those to be installed, and that the developer has installed all improvements in accordance with all Town regulations, and/or a statement by the Town Clerk that proper performance guarantees have been posted with the Town Council for the installation of required improvements.
- P. When approval of a plat is required by an officer or agency of the Town, County or State, such approval shall be referenced and certified on the plat.

**§ 9.06. ADDITIONAL REQUIREMENTS FOR PRELIMINARY MAJOR SUBDIVISIONS.**

In addition to the requirements indicated in § 9.02 and § 9.03, the information below shall be shown on the plans for all preliminary major subdivision applications:

I NAWC

- A. The proposed name of the subdivision.
- B. Curve data for all property lines.
- C. Proposed lot and block numbers for each proposed lot.
- D. Required building envelopes drawn for each lot, showing graphically and by dimension the minimum front, side and rear yard setbacks, as well as any easements within which the construction of buildings is prohibited.
- E. Location and use of open space, if any, to be deeded to the Town or controlled by an open space organization, as well as the use and nature of any other common areas.
- F. Location, dimensions and nature of existing and proposed improvements in any streets, within or abutting the tract for a minimum distance of two hundred (200) feet beyond the tract boundaries, including profiles and cross-sections for all proposed streets, sidewalks, alleys, and planting strips; radii, points of curvature and tangency and central angles of all curves, both centerline and curb.
- G. Existing and proposed water supply, including plans and profiles of proposed water mains, pipe material and sizes, valves, joints, hydrants and location of private wells.
- H. Existing and proposed sanitary sewer service, and existing septic disposal tanks, lines and fields. If connection to public sanitary sewers is contemplated, the applicant shall submit plans and profiles of proposed sanitary sewer lines; pipe length, material and sizes; location of pumping stations, manholes and other structures; and appropriate elevations.

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COMPLETENESS CHECKLISTS

- I. Plans and profiles of existing and proposed storm drainage design and improvements, including a map showing the entire drainage area; the drainage area contributing to each pertinent drainage structure; drainage tabulation sheets showing calculations for each drainage area; length, size and material of drain pipes; direction of flow; location of inverts, manholes, dry wells, groundwater recharge basins, swales, drainage basins and other structures; and elevations of grates, inverts, etc.
- J. Proposed location of easements for gas, electric, telephone and cable television service.
- K. Existing and proposed topographic contours, both for the tract and for adjacent areas affecting the development. Contour intervals shall not exceed the following: up to ten percent (10%) grade, one (1) foot; over ten percent (10%) grade, five (5) feet. Contour elevations shall be referenced to the New Jersey Geodetic Control Survey datum.
- L. If regarding near existing buildings is proposed, proposed spot grades at the corners of all buildings, and finished floor elevations of buildings.
- M. Location and description of existing and proposed street trees, landscaping and natural vegetation to remain. Information for proposed plantings shall include common and scientific names, number of plants, planted size and root specification.
- N. The location and design of fences, walls, sidewalks and similar improvements to be proposed.
- O. If development is proposed in phases or stages, a phasing plan.

§ 9.07. ADDITIONAL REQUIREMENTS FOR FINAL MAJOR SUBDIVISIONS.

In addition to the requirements indicated in § 9.02 and § 9.03, the information below shall be shown on the plans for all minor subdivision applications.

- I NAWC
- A. If final approval is granted after the construction of public improvements, and the design of said improvements after construction is different than shown on the plans for preliminary approval, those items required for preliminary major subdivisions pursuant to § 9.06, shown in final form.
  - B. Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied.
  - C. Name of the map.
  - D. Location and description of existing and proposed monuments, including monuments where found, monuments set or reset, and monuments to be set or reset.

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## COMPLETENESS CHECKLISTS

- E. Reference meridian for north arrow shown graphically.
- F. Date of the survey.
- G. Certification from a licensed surveyor as to the accuracy of the details on the plat and as to compliance with provisions of the Map Filing Law.
- H. Certification from a licensed surveyor as to the setting of monuments or from the Town Clerk as to the posting of a bond for the future setting of monuments.
- I. Certification from the Town Engineer as to the plat's compliance with the provisions of the Map Filing Law and all applicable Town ordinances and requirements.
- J. A statement from the Town Engineer that he has received a map showing all utilities in exact location and elevation identifying those portions already installed and those to be installed, and that the developer has installed all improvements in accordance with all Town regulations, and/or a statement by the Town Clerk that proper performance guarantees have been posted with the Town Council for the installation of required improvements.

### § 9.08. ADDITIONAL REQUIREMENTS FOR MINOR SITE PLANS.

In addition to the requirements indicated in § 9.02 and § 9.03, the following information shall be submitted for all minor site plans:

I N A W C

- A. Location of existing and proposed parking, loading, access and circulation improvements, signs, exterior lighting and landscaping.
- B. If interior renovations or alterations are proposed, floor plans for existing and proposed buildings, showing the use and layout of internal space, at a scale consisting of no more than eight (8) feet per inch.
- C. If alterations to the existing building facade are proposed, elevations showing the extent and nature of the construction.
- D. If revisions to existing topographic contours or spot elevations are proposed, or if the building entrance or finished floor elevation is proposed to be revised, existing and proposed contours and/or spot elevations portraying the change.

I = Incomplete NA = Not Applicable W = Waiver Request C = Complete

## COMPLETENESS CHECKLISTS

### § 9.09. ADDITIONAL REQUIREMENTS FOR PRELIMINARY MAJOR SITE PLANS.

In addition to the requirements indicated in § 9.02 and § 9.03, the following information shall be submitted for all preliminary major site plans:

I N A W C

- |  |  |
|--|--|
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | A. Location of existing and proposed buildings and their setbacks from property lines, plus the location of existing buildings and paved areas on adjacent properties.   |
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | B. Floor plans for existing and proposed buildings, showing the use and layout of internal space, and front, rear and side building facade elevations, both at a scale consisting of no more than eight (8) feet per inch.   |
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | C. Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.   |
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | D. Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than: ten percent (10%) grade or less, 2 feet; over ten percent (10%) grade, 5 feet. <u>Contour elevations shall be referenced to the New Jersey Geodetic Control Survey datum.</u> |
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | E. If new buildings or paved areas are proposed, or if regarding near existing buildings is proposed, proposed spot grades at the corners of all buildings and in appropriate pavement locations, and finished floor elevations.   |
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | F. Existing and proposed utility service, including any existing septic systems, connections to sanitary sewers, wells, connections to water mains, fire hydrants, etc.  |
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | G. Existing and proposed storm drainage design and improvements, including a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure and drainage tabulation sheets showing calculations for each drainage area. Provisions for rooftop drainage shall also be shown.    |
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | H. Existing and proposed site illumination, <u>including height and location of fixture, type of fixture and bulb, pole material, and manufacturer's isocandela diagram or illumination grid superimposed upon the site plan.</u>  |
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | I. Location and description of existing and proposed landscaping. Information for proposed landscaping shall include common and scientific names, number of plants, planted size and root specification.   |
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | J. Existing and proposed signs, including the size, materials, nature of construction, location and any illumination of same.  |
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | K. The location and design of fences, walls, sidewalks and similar improvements to be proposed.  |

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COMPLETENESS CHECKLISTS

- L. The location and design of solid waste disposal containers and recycling containers.
- M. If development is proposed in phases or stages, a phasing plan.

**§ 9.10. ADDITIONAL REQUIREMENTS FOR FINAL MAJOR SITE PLANS.**

In addition to the requirements indicated in § 9.02 and § 9.03, the following information shall be submitted for all final major site plans:

I NA W C

- A. If final approval is granted after the construction of public improvements, and the design of said improvements after construction is different than shown on the plans for preliminary approval, those items required for preliminary major site plans pursuant to § 9.09, shown in final form.
- B. Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied.

**§ 9.11. SUBMISSION REQUIREMENTS FOR VARIANCE APPLICATIONS OR APPEALS.**

All applications or appeals for a "C" variance or "D" variance, when site plan or subdivision approval is not required, or when the variance application has been bifurcated from subsequent site plan or subdivision applications which may be required by this ordinance, shall submit the information required by § 9.02 and § 9.03. The Board reviewing the application shall have the authority to request additional information not required by § 9.02 and § 9.03, if in its opinion, such additional information is necessary to make an informed decision on the application or appeal.

**§ 9.12. SUBMISSION REQUIREMENTS FOR OTHER APPLICATIONS OR APPEALS.**

Applications or appeals for other than variance relief shall be required to submit the information specified in the procedural sections for said appeals, § 7.01E.2, § 7.01F.2, § 7.02B.2 and 3, or § 7.02C.1 through 3, as appropriate.