

BOROUGH OF MADISON

Application Fees

Type	Fee
Subdivisions	
Minor Subdivision	\$ 375.00
Major Subdivision, Sketch plat	\$ 375.00
Preliminary major subdivision	\$ 1,000.00
Final major subdivision	\$ 500.00
Site Plans	
Waiver of site plan details	\$ 300.00
Preliminary major site plan	\$ 300 plus \$50 for each 1,000 SF of gross floor area. For parking lot reconstruction only the fee is \$1,600
Final major site plan	\$ 600.00
Variances	
Appeals (NJSA 40:55D-70a)	\$ 300.00
Interpretations (NJSA 40:55D-70b)	\$ 300.00
Dimensional variances (each)	
Residential	\$ 150.00 × 2 = \$300
Nonresidential	\$ 150.00
Use variances	
Residential	\$ 500.00
Nonresidential	\$ 750.00
Other	
Amended application	\$ 375.00
Extension of approval	\$ 150.00
Request for zone change or recommendation for zone change	\$ 400.00
Request for Master Plan amendment	\$ 400.00
Concept review (fee credited toward future application for same site filed within 1 year)	\$ 400.00

BOROUGH OF MADISON

Technical Review Fees

Type	Fee
Subdivisions	
Minor Subdivision	
Residential	\$500.00 per lot
Non-residential	\$750.00 per lot
Major Subdivision	\$1,000.00
Preliminary Major Subdivision	\$750.00 per lot for the first 3 lots
	\$100.00 per lot for additional lots
Final Major Subdivision	½ the cost of preliminary
Site Plans	
Waiver of Site Plan Details	\$150.00 per residential unit
	\$50.00 per 100 SF of gross floor area
Preliminary Major Site Plan	
Residential	\$150.00 per residential unit
Non-residential	\$50.00 per 100 SF of gross floor area
	\$50.00 per parking space for parking lot reconstruction only
Final Major Site Plan	½ the cost of preliminary
Variances	
Appeals (NJSA 40:50D-70a)	\$750.00
Interpretations (NJSA 40:50D-70b)	\$750.00
Dimensional Variances	
Residential, excluding 1 & 2 family homes	\$500.00
Non-residential	\$1,000.00
Use Variances	
Residential, excluding pre-existing, non-conforming 1 & 2 family homes	\$1,500.00
Non-residential	\$2,500.00
Other	
Amended Application	\$1,000.00
Extension of Approval	\$500.00
Request for zone change or recommendation for zone change	\$2,000.00
Request for Master Plan Amendment	\$2,000.00
Concept Review	\$1,000.00
Unused Technical Review fees will be returned to the applicant upon completion of the project.	

**BOROUGH OF MADISON, NEW JERSEY LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55d-10.3**

**CHECKLIST A: GENERAL REQUIREMENTS
FOR ALL APPLICATIONS FOR DEVELOPMENT**

This Checklist shall **not** be applicable to Requests for Interpretation, Appeals of a Decision of a Borough Official or Request for Waiver of Site Plan Details. Checklists E and F and required for these applications.

<u>CHECKLIST A</u>		Submitted	For Borough Use
FOR ALL ITEMS ON CHECKLIST, SEVENTEEN COPIES (17) OF EACH ITEM MUST BE SUBMITTED UNLESS OTHERWISE SPECIFIED BY A *, WHERE ONLY FOUR COPIES (4) MUST BE SUBMITTED. ALL APPLICATION MATERIALS MUST BE COLLATED.			
1	Completed and signed Application for Development Form, including Owner's Consent to Application and: a) Permission to Enter Applicant's Property b) Technical Review Escrow Agreement c) Payments of Required application and escrow fees	✓	
2	Required Checklists in Addition to this Checklist and: a) Written requests for Waivers of Submission Requirements from Checklists B, C and/or D, along with justifications for each requested waiver		
3	Plans, elevations and architectural details per Checklist B, C, and/or D	✓	
4	Property survey signed and sealed by land surveyor or engineer, which must be dated within six (6) months (or a completed certification in lieu of oath for older surveys) from the date of the application and which must show all current improvements and conditions on the property	✓	
5*	Signed Report from the Borough Tax Collector that taxes for the property have been paid current	✓	
6*	Letter from Borough Water and Sewer Department that all Borough fees and charges are paid current	✓	
7*	Certified list of all property owners within 200 feet of the property from Borough Tax Assessor's office and neighboring municipalities, as relevant	✓	
8	Photographs of the property from the front, back and both sides		
9*	Copies of any prior resolutions of approval for this property from either the Planning Board or the Zoning Board of Adjustment (if not applicable, proof of OPRA filed with Borough response)	NA	
10*	Copies of any letters or notices received from any Borough official, office, Board or agency	✓	

11*	Name, address, and phone number of any witness or expert who will be presenting testimony or reports regarding this application - attach hereto copies of all such reports	✓	
12*	Copies of any and all approvals received from any other governmental agency and, if any permits have been issued, attach complete copies of any and all such submissions, notices, documents, approvals or permits	NA	
13	Copies of any deed restrictions or easements that affect the property	✓	
14	Draft Public Notice/Publication	✓	
15	Statement of reasons why the application is necessary and facts and information that would support an approval	✓	

Prepared by: Doug Aszal, Reg. Architect
Date: APRIL 8, 2020

**BOROUGH OF MADISON, NEW JERSEY LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55d-10.3**

**CHECKLIST C:
REQUIREMENTS FOR ALL APPLICATIONS FOR DEVELOPMENT FOR
PRELIMINARY SITE PLAN OR SUBDIVISION APPROVAL
AND ALL VARIANCES (NOT COVERED IN CHECKLIST B)**

This Checklist shall not be applicable to:

1. "C" Variance Relief only for Decks and Fences for Single-Family and Two-Family Residences (Use Checklist B)
2. Change of Permitted Use with Request for Waiver of Site Plan (Use Checklist E)
3. Requests for interpretation, Appeals of a Decision of a Borough Official (Use Checklist F)

NOTE: SHADED ITEMS REPRESENT REQUIREMENTS FOR MINOR SUBDIVISIONS WITHOUT VARIANCES

CHECKLIST C		B o r o u g h E n g i n e e r	S u b m i t t e d	B o r o u g h U n i t
FOR ALL ITEMS ON CHECKLIST, SEVENTEEN COPIES (17) OF EACH ITEM MUST BE SUBMITTED UNLESS OTHERWISE SPECIFIED BY A *, WHERE ONLY FOUR COPIES (4) MUST BE SUBMITTED. ALL APPLICATION MATERIALS MUST BE COLLATED.				
---	General Requirements	---	---	---
1	Zoning requirements, including identification of necessary variance and/or waiver relief	✓		
2	Architectural drawings, including: a) Building facades (elevations) for all sides of the building or structure with building height measurements based on Borough Code definitions and spot elevations (at building corners) included b) Floor plans for each floor of the building or structure with clearly displayed dimensions and uses of all rooms			
3	For variances from 40:55D-70(d)(1), a Licensed Professional Planner's Report documenting the rationale addressing the required proofs for granting the requested use variance			
4	Plans drawn & sealed by a P.E., L.S., P.P., or R.A. as permitted by law and based on a current survey, with consecutive numbering and descriptive titles, collated and folded	✓		
---	For Subdivision and Preliminary Site Plan Plan Details Required	---	---	---
5	Proper scale: 1" = 30' or as approved by Borough Engineer	✓		
6	Current survey upon which plat or plan is based	✓		
7	A grading plan showing, at 2' contour intervals, existing & proposed contours & elevations			
8	Standard sheet sizes: 8-1/2" x 13" 15" x 21"	✓		

	24" x 36"		
9	<p>Title block and basic information:</p> <p>a) Title</p> <p>b) Name, address, & license number of preparer, with dates of preparation & revision</p> <p>c) North arrow and reference meridian (and on each following page)</p> <p>d) Ratio and graphic scale</p> <p>e) Tax map block, lot numbers & zone</p> <p>f) Name and address of owner of record and applicant, if different from the owner</p>	✓	
10	<p>The first sheet of a series of plats or plans submitted for preliminary approval shall contain, in addition to the above, the following:</p> <p>a) Key Map, at a scale of 1" = 500' or less showing zone boundaries</p> <p>b) Certified 200' list of all property owners, including adjoining municipalities, with names, addresses, lot and block numbers from Borough Tax Assessor</p> <p>c) Signature block with necessary signatures for the Board Chairman, Board Secretary and Borough Engineer</p> <p>d) Zoning analysis showing required, existing, and proposed zoning conditions, variances, and design waivers identified</p>	✓	
11	Location of Zoning District and Municipal boundaries within 200 feet of development	✓	
12	All dimensions (width, depth, height) in feet and inches, area values in square feet, and ratios in percent to two decimal places	✓	
13	Bearing and dimensions of boundary lines and angle between intersecting lines, in degrees, minutes, and seconds	✓	
14	Existing and proposed dimensions and values for lot area, lot frontage, lot width, lot depth, front and rear yard setback, second story overhanging setbacks, total lot coverage, lot coverage ratio, total building coverage, building coverage ratio, and floor area	✓	
15	Existing and proposed additional floor area for each floor, basement, attic, porch area and accessory structures	✓	
16	Location, size, materials, method of attachment, method of illumination, colors/details of any signs in accordance with the Master Signage Plan requirements of 195-34		
17	Location, size, and details of all exterior lighting, with illuminance levels, isolux patterns and all requirements in 195-25.6		
18	Location, size and description of all existing and proposed utilities, including provision for storage and disposal of solid wastes		
19	Plans of proposed potable water & sanitary sewer utility systems showing feasible connections to existing or any proposed system. If a public water supply or sanitary sewer system is available, the owner shall show appropriate connections thereto on the plat or plan. When a public sewage disposal system is not available, the developer shall pave percolation tests made & shall submit the results, approved by the Borough Board of Health, with the preliminary plat or plan	✓	
20	Proposed location and size (including heights) and setbacks of all, mechanicals, including rooftop mechanicals		
21	Percentage of lot occupied by buildings and impervious coverage, including locations of any reference corners, location dimensions and kind of each permanent property monument	✓	

22	Location of all existing and proposed buildings, with building setbacks, side and rear yard distances		
23	A circulation plan showing proposed vehicle, bicycle & pedestrian circulation systems including directions of travel. The plan shall include the locations, typical cross-sections, centerline profiles & type of paving for all new streets & paths, including any required bicycle parking (195-20G)		
24	Details and location of any proposed off-street parking areas with dimensions showing parking layout plan and spaces, loading docks & access drives, curbing, and sidewalks		
25	All proposed buffers, landscaping, fences, walls, hedges or similar facilities. The Landscaping plan shall show in detail the location, size and type of all plant material, including ground cover, to be used on the site. Common names of all landscaping materials shall be indicated		
26	The location of existing watercourses, including wetlands, waterbodies and floodplain, soil types and delineations based on the Morris County Soil Conservation District maps, and any other natural features such as wooded areas and rock formations on the site and within 50 feet, including the location and species of all trees or groups of trees having a diameter in excess of six (6) inches (DBH).	NA	
27	A soil erosion & sediment control plan prepared in conjunction with Article VII and a stormwater management plan meeting the requirements of Article VI and showing the location, type & size of any existing and proposed bridges, culverts, drainpipes, catch basins & other storm drainage facilities		
28	A copy of any protective covenants or deed restrictions applying to the land being subdivided or developed & a notation on the plat or plan of any easements required by the Board, such as but not limited to sight triangle easements. Said easements may also include utility lines, public improvements and ingress and egress for emergency vehicles	NA	
29	A copy of such guarantees, covenants, master deed or other documents which shall satisfy the requirements of the Board for the construction & maintenance of any proposed common areas, landscaping, recreational areas, public improvements & buildings		
30	Completed Borough of Madison Preliminary Environmental Checklist	NA	
31	Where appropriate, the plat or plan shall indicate provisions for energy conservation		
32	A list of all licenses, permits or other approvals required by law, including proof of service		
—	Other Requirements	—	—
33*	Written Environmental Impact Assessment including all documentation (195-20F)		
34*	Stormwater management addressed in accordance with Article VI of Chapter 195	✓	
35	Traffic/transportation impact study, including all required documentation (195-20G)		
36	Documentation showing compliance with Wellhead Protection Areas (195-30.7), Steep slopes (195-41.2), Flood control and Riparian Buffer (195-37.10)		
37	Written identification of any items in this Checklist requested to be waived with a written rationale for any waivers	NA	

Prepared by: Doug Asael, Reg. Architect
Date: APRIL 8, 2020