

**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)		
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		
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:	<u>Brian Snider</u>
Date:	<u>5/27/20</u>

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**CHECKLIST B:
"C" VARIANCES FOR DECKS AND FENCES ONLY ON SINGLE-FAMILY &
TWO-FAMILY RESIDENCES**

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

<u>CHECKLIST B</u>		Submitted	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	Letter from Zoning Officer denying your permit	✓	
2	Zoning Requirements, including identification of zoning relief required	✓	
3	Existing survey and proposed plans to scale for the deck and/or fence on sheets no larger than two feet by three feet (2' x 3') detailing: a) Location of deck or fence proposed with setbacks from property lines and other structures/improvements b) Height/elevation of deck and/or proposed fence height c) Type of fence (open v. solid) d) Materials and complete construction details	✓	
4	Any brochures or other materials that show the details and materials to be used for the deck or fence		
5	Landscaping plan showing existing landscaping and locations of any proposed plantings and/or buffer areas to be provided	✓	
6	If any lighting is proposed, location, mounting height, fixture type, illuminance, and description of such lighting in detail, including use of cutoff shields		
7	Statement as to any existing structure of improvement that will be removed from the property as part of the installation of the deck and/or fence now being proposed	✓	
8	Statement as to whether the Owner/Applicant own adjoining property		

Prepared by:	<u>Brian Swider</u>
Date:	<u>5/27/20</u>

**BOROUGH OF MADISON, NEW JERSEY LAND DEVELOPMENT CHECKLIST
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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	S u b m i t t e d	B o r o u g h U
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: 8-½" x 13" 15" x 21"			

	24" x 36"		
9	<p>Title block and basic information:</p> <ul style="list-style-type: none"> a) Title b) Name, address, & license number of preparer, with dates of preparation & revision c) North arrow and reference meridian (and on each following page) d) Ratio and graphic scale e) Tax map block, lot numbers & zone f) Name and address of owner of record and applicant, if different from the owner 		
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> <ul style="list-style-type: none"> a) Key Map at a scale of 1" = 500' or less showing zone boundaries b) Certified 200' list of all property owners, including adjoining municipalities, with names, addresses, lot and block numbers from Borough Tax Assessor c) Signature block with necessary signatures for the Board Chairman, Board Secretary and Borough Engineer d) Zoning analysis showing required, existing, and proposed zoning conditions, variances, and design waivers identified 		
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).		
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		
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		
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		

Prepared by: Brian Snyder
Date: 5/27/20