

**BOROUGH OF MORRIS PLAINS
LAND DEVELOPMENT ORDINANCE
§ 13-4.2G(1) CHECKLIST A**

**CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION
FOR APPROVAL OF A MINOR SUBDIVISION**

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant Howard Kraus Application No. _____
 Street Address 7 Carlyle Avenue, Morris Plains, NJ Date Filed _____

REQUIRED DATA & INFORMATION

C - Complete
 I - Incomplete
 WR - Waiver Requested

- | | C | I | WR |
|---|-----|-----|-----|
| 1. An original and 19 copies of this Checklist completed by the applicant. | [X] | [] | [] |
| 2. An original and 19 copies of a completed application form. | [X] | [] | [] |
| 3. Filing fee and any required escrow deposit.
(See Article 8 of Chapter 2). | [X] | [] | [] |
| 4. Twenty (20) black or blue on white prints of all maps. | [X] | [] | [] |
| 5. An original and 19 copies of all other documents. | [X] | [] | [] |

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|---|-----|-----|---------|
| 6. Name, address and license number of person preparing plat. | [X] | [] | [] |
| 7. All maps signed and sealed by New Jersey licensed land surveyor. | [X] | [] | [] |
| 8. Name of tract or development. | [X] | [] | [] |
| 9. Tax map block and lot numbers. | [X] | [] | [] |
| 10. Date prepared and date(s) of revision(s). | [X] | [] | [] |
| 11. Plat scale not less than 1" = 30'. | [X] | [] | [] |
| 12. Graphic scale. | [X] | [] | [] |
| 13. Reference meridian. | [X] | [] | [] |
| 14. Name and address of record owner. | [X] | [] | [] |
| 15. Names and address of applicant. | [X] | [] | [] |
| 16. Certification that applicant is owner or is authorized agent or that owner has given consent to file under an option agreement. | [X] | [] | [] |
| 17. Ownership disclosure in accordance with C.40: 55D-48.1. | [] | [] | [X] N/A |
| 18. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date. | [X] | [] | [] |
| 19. Signature block for Board Chairman and Secretary. | [X] | [] | [] |
| 20. Key map (scale: not less than 1" = 600') showing entire tract and its relation to surrounding area, including locations and names of principal roads. | [X] | [] | [] |
| 21. Names of owners and block and lot numbers of adjoining properties. | [X] | [] | [] |

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| 22. Zone district(s) and identification of zone boundaries located on or adjoining the property. | [X] | [] | [] |
| 23. All requirements applicable to the zone in accordance with Schedule "D" (Section 13-5.1D). | [X] | [] | [] |
| 24. Existing and proposed property lines and other site lines, with bearings and distances. | [X] | [] | [] |
| 25. Total area of each lot in sq.ft. and the area of each lot located within the maximum depth of measurement. | [X] | [] | [] |
| 26. All proposed lots numbered. | [X] | [] | [] |
| 27. Front, rear and side building setback lines as required by the zoning regulations. | [X] | [] | [] |
| 28. All structures located within 100' of the tract. | [X] | [] | [] |
| 29. All existing structures on the tract with setback distances. | [X] | [] | [] |
| 30. Right-of-way lines and widths and names of all existing streets on and adjoining the property. | [X] | [] | [] |
| 31. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easement and the text of any restrictions applicable to same. | [X] | [] | [] |
| 32. Copies of any existing or proposed protective or restrictive covenants and deed restrictions. | [X] | [] | [] |
| 33. Location on the property of existing and proposed: | | | |
| a. watercourses and other drainage courses. | [X] | [] | [] |
| b. bridges. | [X] | [] | [] |
| c. culverts and/or storm drains with sizes and gradients. | [X] | [] | [] |
| d. wooded areas. | [X] | [] | [] |
| e. rock outcroppings. | [X] | [] | [] |

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|--|-----|-----|-----------------------|
| 34. Location within 200' of the property of existing: | | | |
| a. watercourses and other drainage courses. | [] | [] | [X] N/A |
| b. bridges. | [] | [] | [X] N/A |
| c. culverts and/or storm drains with sizes. | [] | [] | [X] Partial
Waiver |
| 35. Topography-Contours at not more than five foot intervals for slopes over 15 percent and not more than two foot intervals for less than 15 percent. | [X] | [] | [] |
| 36. Limits of any flood plain. | [X] | [] | [] |
| 37. Freshwater wetlands delineation, including any transition area, or an affidavit by a qualified person stating that no wetlands or transition on the property exist. If wetlands or transition area are located on the property, the applicant shall submit one of the following: | | | |
| a. A Freshwater Wetlands Permit from D.E.P. | [] | [] | [X] N/A |
| b. A Letter of Exemption from D.E.P. | [] | [] | [X] N/A |
| c. A Letter of Interpretation from D.E.P. | [] | [] | [X] N/A |
| 38. There may be other requirements applicable to the proposed development as listed below: | | | |
| a. Soil Disturbance Permit application in accordance with Chapter 19 and Ord. #19-2009. | [] | [] | [X] N/A |
| b. Soil Erosion and Sedimentation Control Plan. | [] | [] | [X] N/A |
| c. Tree removal permit. | [] | [] | [X] N/A |
| 39. List of requested variances and waivers. Include Checklist F if variances are needed. | [X] | [] | [] |
| 40. Separate application and fee filed for any conditional use or variance involved. | [X] | [] | [] |
| 41. A stormwater control plan in accordance with Section 13-4.16A-K. | [] | [] | [X] N/A |
| 42. Steep Slopes Map Details in accordance with Section 13-5.9.G. | [] | [] | [X] N/A |
| 43. Delineation of Riparian Zones in accordance with Section 13-5.10.C. | [] | [] | [X] |