

**BOROUGH OF MORRIS PLAINS  
LAND DEVELOPMENT ORDINANCE  
§ 13-4.2G(4) CHECKLIST D(2)**

**CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION  
FOR APPROVAL OF A MINOR SITE PLAN - CHANGE OF USE  
(Limited to Interior Building Modifications Only & Exterior Signage)**

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 Morris Plains Holding UE, LLC Application No. \_\_\_\_\_

Street Address 210 Route 4 East, Paramus, NJ 07652 Date Filed \_\_\_\_\_

Note: This application is to be used only for **Minor Site Plans-Change of Use** which is defined as a development of a relatively minor or immaterial nature limited to a change of use involving no building construction, other than interior modifications, and/or requiring additional off-street parking.

**REQUIRED DATA & INFORMATION**

C - Complete  
I - Incomplete  
WR - Waiver Requested

	<b>C</b>	<b>I</b>	<b>WR</b>
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 plans.	[X]	[ ]	[ ]
5. An original and 19 copies of all other documents.	[X]	[ ]	[ ]

- |  | C   | I   | WR      |
|--|-----|-----|---------|
| 6. Tax map sheet, block and lot numbers.   | [X] | [ ] | [ ]     |
| 7. Name and address of record owner.   | [X] | [ ] | [ ]     |
| 8. Names and address of applicant, if other than owner.  | [X] | [ ] | [ ]     |
| 9. Ownership disclosure in accordance with C.40: 55D-48.1.   | [X] | [ ] | [ ]     |
| 10. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.   | [X] | [ ] | [ ]     |
| 11. 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] | [ ] | [ ]     |
| 12. Narrative description of proposed use including, but not limited to:   |     |     |         |
| (a) Operational nature of business (i.e. type);  | [X] | [ ] | [ ]     |
| (b) Days/Hours of operation;   | [X] | [ ] | [ ]     |
| (c) Total number of employees;   | [X] | [ ] | [ ]     |
| (d) Total number of employees at peak time   | [X] | [ ] | [ ]     |
| 13. A listing of all products sold, manufactured and used in connection with any industrial operation including any and all waste products, chemicals and fluids used along with a description of the methods of storing and disposing of said chemicals and fluids. | [ ] | [ ] | [X] N/A |
| 14. Information pertaining to storage and disposal of garbage and recyclable materials.  | [X] | [ ] | [ ]     |
| 15. Prior use of building (if known) and contemplated use of building.   | [X] | [ ] | [ ]     |
| 16. Date prepared and date(s) of revision(s).  | [X] | [ ] | [ ]     |

- |   | C   | I   | WR      |
|---|-----|-----|---------|
| 17. Name, address and license number of professional preparing plan.  | [X] | [ ] | [ ]     |
| 18. Sketch of proposed changes indicating size, location, coloration and details of existing and proposed signage.  | [X] | [ ] | [ ]     |
| 19. Where changes are proposed to the inside of the building, provide a plan or sketch of interior layout and use, building materials and including all interior dimensions.  | [X] | [ ] | [ ]     |
| 20. Number of available onsite, off-street parking spaces.  | [X] | [ ] | [ ]     |
| 21. Off-Street Parking: For applications involving a change of use within the I, L-1 and L-2 districts; calculations of existing and proposed off-street parking utilization shall be submitted indicating the following: |     |     |         |
| (a) Breakdown of site use by square feet;   | [ ] | [ ] | [X] N/A |
| (b) Existing number of off-street parking spaces;   | [ ] | [ ] | [X] N/A |
| (c) Existing parking space utilization (number of occupied spaces at peak operational time);  | [ ] | [ ] | [X] N/A |
| (d) Comparison of existing parking utilization to that of required off-street parking as indicated within §13-5.7A/Schedule E.  | [ ] | [ ] | [X] N/A |
| 22. Steep Slopes Map Details in accordance with Section 13-5.9.G.   | [ ] | [ ] | [X]     |
| 23. Delineation of Riparian Zones in accordance with Section 13-5.10.C.   | [X] | [ ] | [ ]     |

**NOTE: THE BOARD RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION IN ORDER TO MAKE A FULLY INFORMED DECISION.**