

MORRIS PLAINS CODE  
**BOROUGH OF MORRIS PLAINS**  
**LAND DEVELOPMENT ORDINANCE**

**§ 13-4.2G(5) CHECKLIST E**  
**CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION FOR**  
**APPROVAL OF A PRELIMINARY AND FINAL SITE PLAN**

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 \_\_\_\_\_

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

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| 6. Name, address and license number of person preparing plan.   | [X] | [ ] | [ ]         |
| 7. All maps signed and sealed by licensed New Jersey Professional Engineer, Registered Architect, Land Surveyor or Planner preparing the plans.                         | [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. Plan scale not less than 1" = 30'. (A Key Map is permitted if it is not possible to show entire site on one sheet).   | [ ] | [ ] | [X] Partial |
| 12. Graphic scale.  | [X] | [ ] | [ ]         |
| 13. Reference meridian.   | [X] | [ ] | [ ]         |
| 14. Name and address of record owner.   | [X] | [ ] | [ ]         |
| 15. Name and address of applicant.  | [X] | [ ] | [ ]         |
| 16. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.                                    | [X] | [ ] | [ ]         |
| 17. 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] | [ ] | [ ]         |
| 18. Names of owners and block and lot number of properties located within 200' of the tract boundary.   | [X] | [ ] | [ ]         |
| 19. Ownership disclosure in accordance with C.40:55D-48.1.  | [X] | [ ] | [ ]         |
| 20. Separate application and fee filed for any conditional use or variance involved. Each variance and each waiver must be separately listed.                           | [X] | [ ] | [ ]         |

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| 21. The location, size and nature of the entire property in question, and any contiguous property owned by the applicant or in which the applicant has a direct or indirect interest. | [X] | [ ] | [ ]         |
| 22. Signature blocks for signatures of Chairman and Secretary of the Planning Board, the Borough Engineer and the Fire Sub Code Official.   | [X] | [ ] | [ ]         |
| 23. 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] | [ ] | [ ]         |
| 24. Tract boundary line with bearings and distances.  | [X] | [ ] | [ ]         |
| 25. Existing property lines and other site lines, with bearings and distances.  | [X] | [ ] | [ ]         |
| 26. Zone district(s) and identification of zone boundaries located on and adjoining the property.   | [X] | [ ] | [ ]         |
| 27. Area of the lot in square feet and acres.   | [X] | [ ] | [ ]         |
| 28. Topographic map showing existing and proposed contours, augmented with spot elevations if necessary. Contour interval to be not less than 2'.                                     | [X] | [ ] | [ ]         |
| 29. Front, rear and side building setback lines as required by the zoning regulations.  | [X] | [ ] | [ ]         |
| 30. All structures located within 200' of the tract.  | [X] | [ ] | [ ]         |
| 31. All existing and proposed structures on the tract with setback distances, heights, number of stories and first floor elevations.  | [ ] | [ ] | [X] Partial |
| 32. Right-of-way lines, widths, and names of all existing streets adjoining the property.   | [X] | [ ] | [ ]         |
| 33. 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] | [ ] | [ ]         |

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| 34. Location on the property of existing and proposed:   |                                     |                          |   |
| a. Watercourses and other drainage courses.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| b. Bridges.  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> N/A     |
| c. Culverts and/or storm drains with sizes and gradients.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| d. Wooded areas.   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> N/A     |
| e. Rock outcroppings.  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> N/A     |
| 35. Location within 200' of property of existing:  |                                     |                          |   |
| a. Watercourses and drainage courses.  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> Partial |
| b. Bridges.  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> Partial |
| c. Culverts and/or storm drains with sizes.  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> Partial |
| 36. Map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure along with drainage tabulation sheets showing calculations for each drainage area. Each drainage area shall be marked for identification purposes.                  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/>         |
| 37. All flood hazard areas, lakes, ponds, marshes, bogs, swamps and streams.   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/>         |
| 38. 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.  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>                    |
| b. A Letter of Exemption from D.E.P.   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>                    |
| c. A Letter of Interpretation from D.E.P.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| 39. A listing of all zoning requirements in accordance with Schedule "D", Section 13-5.1D and the relationship of the proposed site plan to those requirements.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| 40. Location of parking and loading spaces, with dimensions.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| 41. Widths of traffic aisles.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |

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| 42. Direction of traffic flow.  | [X] | [ ] | [ ]                  |
| 43. Elevations at corners of all proposed buildings and paved areas and at property corners.  | [X] | [ ] | [ ]                  |
| 44. Tentative building floor plans. Scale: not less than 1/8" = 1'.   | [X] | [ ] | [ ]                  |
| 45. Front, rear and side building elevation drawings showing building materials. Scale: not less than 1/8" = 1'.  | [X] | [ ] | [ ]                  |
| 46. Specifications and construction detail sheet of existing and proposed paving, curbing and sidewalks.  | [X] | [ ] | [ ]                  |
| 47. Location and construction details of existing and proposed utility systems including, but not limited to:   |     |     |                      |
| a. Storm water management, showing size, materials and gradients.   | [ ] | [ ] | [X] N/A              |
| b. Water mains, showing size, material and class.   | [X] | [ ] | [ ]                  |
| c. Sanitary sewers and lateral connections, showing size, material.   | [X] | [ ] | [ ]                  |
| d. Water well(s) showing location and yield, class and gradient.  | [ ] | [ ] | [X] N/A              |
| e. Septic or other waste disposal systems.  | [ ] | [ ] | [X] N/A              |
| 48. Location and description of all solid waste storage facilities.   | [X] | [ ] | [ ]                  |
| 49. In multi-family residential developments containing 25 or more units and in non-residential developments utilizing 1,000 square feet or more of land area the location and description of provisions for the recycling of recyclable materials in accordance with the municipal recycling ordinance. The plan shall be accompanied by a description of the following: |     |     |                      |
| a. The size, shape, materials of construction of the recycling area.  | [X] | [ ] | [ ]                  |
| b. Name and address of the Collector of recycled materials.   | [ ] | [ ] | [X] Temporary Waiver |
| c. If recycled materials will be transferred to the Borough's recycling center or taken to some other location.   | [ ] | [ ] | [X] Temporary Waiver |
| d. Frequency of collection.   | [ ] | [ ] | [X] Temporary Waiver |

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| All recycling areas shall be in a location on site as approved by the Planning Board and shall be adequately screened so that no recycled material is visible from the property line containing said area.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| 50. A listing of all products sold, manufactured and used in connection with any industrial operation including any and all chemicals and fluids used along with a description of the methods of storing and disposing of said chemicals and fluids.   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> N/A     |
| 51. Location of existing and proposed fences, walls and sidewalks.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| 52. Generalized plan of landscaping showing basic treatment of all unpaved areas.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| 53. Present status and contemplated use of all existing and proposed buildings.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| 54. Size, location and details of existing and proposed signs, including parking signs.  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/>         |
| 55. Location, nature of construction, height and area and direction of illumination measured in foot-candles of existing and proposed lighting.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| 56. The location, names and widths of all existing and proposed streets abutting the premises in question, the property lines of all abutting properties together with the names and addresses of the owners.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                    |
| 57. The final site plan shall, in addition to the foregoing, show the following:   |                                     |                          |   |
| a: Final contours of the property and for 100 feet outside the property at 2 foot intervals when new buildings or parking areas or re-surfacing of existing parking area are proposed. If only a portion of the property is being developed, contours need only be shown for said portion and 100 feet beyond. | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> Partial |

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| b. Final building floor plans and front, rear and side building elevations showing building materials.  | [ ] | [ ] | [X] Partial |
| c. Location, size and type of proposed landscaping including shade trees. Furnish details of fences, walls and similar facilities. Landscaping plan must accompany application but may be on separate sheet.  | [X] | [ ] | [ ]         |
| d. Location, size and nature of existing rights-of-way, easements and other encumbrances and location, size and description of lands to be dedicated to the Borough.  | [X] | [ ] | [ ]         |
| 58. 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] | [ ] | [ ]         |
| b. Tree removal permit.   | [ ] | [ ] | [X] N/A     |
| c. Environmental Impact Statement.  | [ ] | [ ] | [X]         |
| 59. Certification of compliance with preliminary plan including a list of any exceptions or deviation from same.  | [X] | [ ] | [ ]         |
| 60. If development in sections is proposed, a map reflecting the various sections for which final approval will be sought shall accompany the preliminary site plan application.  | [ ] | [ ] | [X] N/A     |
| 61. If any public improvements are required as a condition of final approval, a statement specifying the applicant's intentions for installation of improvements and/or posting of performance guarantees in accordance with Section 13-4.9 and a time schedule for completion of each improvement. | [ ] | [ ] | [X] N/A     |
| 62. A stormwater control plan in accordance with Section 13-4.16A-K.  | [ ] | [ ] | [X]         |
| 63. Steep Slopes Map Details in accordance with Section 13-5.9.G.   | [ ] | [ ] | [X]         |

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| 64. Delineation of Riparian Zones in accordance with Section 13-5.10.C.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>                             |
| a. A CAD copy of the final plat, certified by a New Jersey licensed surveyor, prepared in accordance with the New Jersey Map Filing Act, N.J.S.A. 46:23-9.9 et seq., shall be submitted to the Borough Engineer. All required information appearing on the digital version of the final plat shall appear on separate layers of the drawing in accordance with the adopted criteria as found in Appendix G, Digital Mapping Submission Standards, of the County of Morris. All work shall be based upon the New Jersey system of plane coordinates as defined in N.J.S.A. 51:3-7. The drawing shall identify a minimum of three corners distributed around the tract and shall indicate the grid coordinate values geo referenced to within 0.3 feet of the National Geodetic Reference Network, as amended and updated. The monumentation shall be in United States Survey Feet based upon the standard conversions from meters to feet in accordance with adopted standards of the National Oceanic Atmospheric Administration. | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> Temporary Waiver |