NOTICE

Notice is hereby given that the following Ordinance was submitted in writing at a meeting of the Mayor and Borough Council of the Borough of Morris Plains, in the County of Morris and State of New Jersey held on October 15, 2026, introduced and read by title and passed on first reading and that the said Governing Body will further consider the same for second reading and final passage thereof at a regular meeting beginning at 6:00 P.M., on November 12, 2026, at the Borough Hall, 531 Speedwell Avenue, Morris Plains, New Jersey, in said Borough, at which time and place a public hearing will be held thereon by the Governing Body and all parties in interest and citizens and all person shall have an opportunity to be heard concerning said ordinance.

BY ORDER OF
THE BOROUGH COUNCIL

RoseMarie Leyhan, RMC
Borough Clerk

DATED: October 16, 2026

ORDINANCE NO. 14-2026

AN ORDINANCE OF THE BOROUGH OF MORRIS PLAINS AMENDING CHAPTER 13 (LAND DEVELOPMENT) AND SECTION 13-4.2(G) OF THE BOROUGH CODE TO CONSOLIDATE AND UPDATE LAND USE APPLICATION SUBMISSION CHECKLISTS AND TO REQUIRE ONLINE PUBLICATION OF FILLABLE CHECKLIST FORMS

WHEREAS, the Borough of Morris Plains (the "Borough") has adopted a Land Development Ordinance codified at Chapter 13 of the Borough Code, which includes, at § 13-4.2G, a series of completeness checklists (Checklists A through G, set forth in 13 Attachment 6) used to determine whether applications for subdivision approval, site plan approval, and variance relief are complete and ready for review by the Planning Board or Zoning Board of Adjustment as the case may be; and

WHEREAS, the existing checklists were adopted in their current form under Supplement 3, December 2019, and include seven (7) separate checklists (Checklists A, B, C, D(1), D(2), E, and F), plus Checklist G for General Development Plans, each with distinct submission, marking, and copy requirements; and

WHEREAS, a checklist committee comprised of the Borough Engineer, the Chair of the Planning Board, the Chair of the Zoning Board of Adjustment, and the Council Chair of the Ordinance Committee was convened to review the existing checklists and recommend the updates set forth herein; the committee identified as a central goal the modernization and consolidation of the checklists and the promotion of applicant accessibility through online availability and fillable digital formats; and

WHEREAS, the Zoning Board Attorney has separately reviewed the Variance Application Checklist and associated application materials and recommended additional refinements, including the addition of a checklist item requiring delineation of any existing or proposed easements affecting the subject property, for consistency with the corresponding item already required on the Application for Variance Relief; and

WHEREAS, the Borough finds it to be in the public interest to require that the adopted checklists be made available on the Borough's official website in fillable format, so that applicants may locate, complete, and prepare submissions digitally, reducing barriers to the development application process and promoting consistent, complete submissions; and

WHEREAS, the Borough recognizes that the application for subdivision/site plan review, the application for variance relief, and the accompanying cover sheet guides, process summaries, and waiver request summary forms (collectively, the "Application Materials") are administrative documents maintained by the respective Boards and are **not** codified as part of the Land Development Ordinance; these materials are provided for informational review only and shall continue to be maintained and updated by the Planning Board and Zoning Board of Adjustment independently of this Ordinance, including such administrative refinements as: standardizing plan and professional report copy quantities; clarifying that public comment is not generally taken at completeness hearings, subject to the Board Chair's discretion; making the reading of the memorializing resolution into the record discretionary rather than mandatory; and consolidating waiver requests into a single summary table; and

WHEREAS, the Planning Board reviewed the checklist committee's recommended checklists, including the refinements described above, at its regularly scheduled meeting in July 2026, and voted to approve and recommend the consolidated checklists set forth in Attachments 13-A, 13-B, and 13-C to the Borough Council for adoption by ordinance; and

WHEREAS, the Borough Council finds that adoption of the consolidated checklists set forth herein, as refined, is consistent with the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., and is in the best interests of the Borough and applicants seeking development approvals.

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Morris Plains, County of Morris, State of New Jersey they being the Governing Body thereof, as follows:

Section 2: Purpose and Scope

The purpose of this Ordinance is to amend Chapter 13 (Land Development), § 13-4.2G of the Borough Code by replacing Checklists A through F (13 Attachment 6:1 through 6:35) with three consolidated checklists:

(a) Site Plan Application Checklist (new Attachment 13-A);

(b) Subdivision Application Checklist (new Attachment 13-B); and

(c) Variance Application Checklist (new Attachment 13-C), including a new item addressing delineation of easements.

Checklist G (General Development Plan, § 13-4.2G(7), 13 Attachment 6:36–37) is not amended by this Ordinance and remains in full force and effect.

Section 3: Online Publication of Fillable Forms

Legislative Intent. The Borough finds it to be in the public interest to make the checklists set forth in Attachments 13-A, 13-B, and 13-C available on the Borough's official website in fillable digital format, so that applicants may locate, complete, and prepare submissions digitally. This commitment is codified herein to ensure that this accessibility goal survives changes in personnel or administration.

Implementation by Resolution. The Borough Council shall, by subsequent resolution, designate the official or department responsible for publishing and maintaining the fillable checklists, establish an implementation timeline, and confirm that an end-to-end submission-tracking process and any necessary staff training are in place prior to public launch.

Application Materials. The Planning Board and Zoning Board of Adjustment are encouraged to publish fillable digital versions of the current Application Materials, including the Waiver Request Summary form, on the Borough website alongside the checklists. Because the Application Materials are not part of this Ordinance, the respective Boards may update and republish them without further Council action.

Effect of Online Publication. Online availability of the checklists is intended to improve accessibility for applicants. The codified text of the checklists as set forth in this Ordinance shall govern in the event of any discrepancy between the online fillable version and the adopted ordinance text.

Section 4:

Section 13-4.2G of the Borough Code is hereby amended by deleting the existing Checklists A, B, C, D(1), D(2), E, and F in their entirety (13 Attachment 6:1 through 6:35) and replacing them with the following new Attachments 13-A, 13-B, and 13-C. Each item on the checklists set forth in Attachments 13-A, 13-B, and 13-C shall be marked by the applicant as (X) Provided, (W) Waiver Requested, or (N/A) Not Applicable.

ATTACHMENT 13-A

MORRIS PLAINS PLANNING BOARD / ZONING BOARD OF ADJUSTMENT

CHECKLIST OF SUBMISSION REQUIREMENTS FOR SITE PLAN APPLICATIONS

(Replaces former Checklists D(1), D(2), and E — 13 Attachment 6:16–31; unchanged from prior adoption)

Plans and professional reports shall be submitted per the copy-quantity standard maintained in the Application for Subdivision/Site Plan Review (an administrative document maintained by the Board). A PDF of all plans shall be emailed to the Board Secretary.

Item	Required Item
A1	Name and address of applicant and owner.
A2	Tax map block and lot numbers.
A3	Name, title, professional seal, and signature of person preparing the plat.
A4	Place for the Chair, the Secretary, and the Borough Engineer to sign.
A5	Scale shall equal 50 feet to the inch except, for one acre or less, the scale shall be 20 feet to the inch.
A6	Date and revision dates of drawings.
A7	North arrow.
A8	Key map showing the entire plan and its relation to surrounding areas. The key map shall show the name and location of all property owners within 200 feet, with block and lot numbers.
A9	Name and location of all contiguous property owners, with block and lot numbers.
A10	Existing zoning, zone boundaries and contiguous zone classifications.
A11	All existing and proposed streets within 200 feet.
A12	Area of lot.
A13	Lot frontage and lot depth.
A14	Zoning compliance chart for the subject property, along with a summary of bulk zoning data for all properties within 200 feet of the subject property, in cases where a variance(s) is requested. (REQUIRED — must clearly identify compliance or requested variances.)
A15	All existing and proposed bearings and all setback lines.
A16	Present and proposed elevations based on New Jersey Geodetic Control Survey Datum, at two-foot contour intervals and delineation of slopes of 15% or greater.
A17	Location, size and nature of all existing and proposed right-of-way easements and other lands, if any, to be dedicated to the Borough and/or others.
A18	Location and type of all existing and proposed storm drainage facilities, watercourses and ditches, water lines and sanitary sewer lines.
A19	Location of all trees with a 6-inch diameter or greater and tree masses.
A20	Location of all existing and proposed buildings.
A21	The location of all structures within 200 feet of the property.
A22	Location of off-street parking areas with dimensions showing parking spaces, EV charging stations, loading docks, access drives and a traffic circulation pattern showing all ingress and egress means to site. Including a summary of required and proposed parking.
A23	Location and description of all proposed signs and exterior lighting.
A24	Location, type and size of electric, telephone, cable television and gas mains and appurtenances, both above and below ground.
A25	All existing landscaping, fences, walls, hedges or similar items.
A26	Architectural elevations and all floor plans, including building height, of all proposed addition(s) or new structure(s).

Item	Required Item
A27	Environmental Impact Statement (required for major site plans).
A28	Soil erosion and sedimentation control plan.
A29	Stormwater management plan.
A30	Proposed landscape plan.
A31	Wetlands and transition area delineation or waiver approved by the NJDEP.
A32	Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
A33	Draft of Public Notice.
A34	Provide all prior resolutions for the subject property(s).
A35	Provide existing and/or proposed deed restrictions.

ATTACHMENT 13-B

MORRIS PLAINS PLANNING BOARD / ZONING BOARD OF ADJUSTMENT

CHECKLIST OF SUBMISSION REQUIREMENTS FOR SUBDIVISION APPLICATIONS

(Replaces former Checklists A, B, and C — 13 Attachment 6:1–15; unchanged from prior adoption)

Check application type at top of application form: Minor — Preliminary Major — Final Major — Sketch. Plan and professional report copy quantities are maintained in the Application for Subdivision/Site Plan Review (an administrative document maintained by the Board).

Item	Required Item
Common Requirements — All Application Types (A)	
A1	Name and address of applicant and owner.
A2	Tax map block and lot numbers.
A3	Name, title, professional seal, and signature of person preparing the plat.
A4	Place for the Chair, the Secretary, and the Borough Engineer to sign.
A5	Scale shall equal 50 feet to the inch except, for one acre or less, the scale shall be 20 feet to the inch.
A6	Date and revision dates of drawings.
A7	North arrow.
A8	Key map showing the entire plan and its relation to surrounding areas. The key map shall show the name and location of all property owners within 200 feet, with block and lot numbers.
A9	Name and location of all contiguous property owners, with block and lot numbers.
A10	Existing zoning, zone boundaries and contiguous zone classifications.
A11	All existing and proposed streets within 200 feet.
A12	Area of entire tract.
A13	Zoning compliance chart for the existing lot and for all proposed new lots.
A14	All existing and proposed property line dimensions and bearings, and all setback lines.
A15	Present and proposed elevations based on New Jersey Geodetic Control Survey Datum, at two-foot contour intervals and delineation of slopes of 15% or greater.
A16	Location, size and nature of all existing and proposed right-of-way easements and other lands, if any, to be dedicated to the Borough and/or others.
A17	Location and type of all existing and proposed storm drainage facilities, watercourses and ditches, water lines and sanitary sewer lines.
A18	Location of major trees and tree masses.
A19	Summary of bulk zoning data for all properties within 200 feet of the subject property, in cases where a variance(s) is requested.
A20	Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
A21	Draft of Public Notice.
Additional Requirements — Preliminary Plats (B, in addition to A above)	
B1	Proposed utility layouts showing feasible connections to existing or any proposed utility systems.
B2	Copies of any protective covenants, easements or deed restrictions to existing or any proposed utility system.
B3	Where connection to a public water supply or sewage disposal facility is unavailable, the applicant shall submit a detailed plan for any proposed individual facility, bearing prior written approval from the applicable Plumbing Inspector and/or health agency having jurisdiction. If public sewage disposal is unavailable, the developer shall conduct percolation tests at its own expense, with results approved by the Borough of

Item	Required Item
	Morris Plains Board of Health and included with the preliminary plat. No application shall be deemed complete or considered for approval until all of the foregoing requirements have been satisfied.
B4	Environmental Impact Statement.
B5	Soil erosion and sedimentation control plan.
B6	Stormwater management plan.
B7	Landscaping plan.
B8	Wetlands and transition area delineation or waiver approved by the NJDEP.
Additional Requirements — Final Plats (C, in addition to A and B above)	
C1	The final plat shall be drawn by a licensed New Jersey land surveyor on the basis of, and in accordance with, the Map Filing Act, N.J.S.A. 46:23-9.9 et seq.

ATTACHMENT 13-C

MORRIS PLAINS ZONING BOARD OF ADJUSTMENT

CHECKLIST OF SUBMISSION REQUIREMENTS FOR VARIANCE APPLICATIONS

(Replaces former Checklist F — 13 Attachment 6:32–35)

Plans and professional reports shall be submitted per the copy-quantity standard maintained in the Application for Variance Relief (an administrative document maintained by the Board). A PDF of all plans shall be emailed to the Board Secretary.

Item	Required Item
A1	Name and address of applicant and owner.
A2	Tax map block and lot numbers.
A3	North arrow.
A4	Plot plan or other documentation depicting the location, nature and extent of the requested variance(s), provided on a current survey of the property prepared by a New Jersey licensed professional land surveyor, professional engineer, registered architect, or licensed landscape architect.
A5	Key map showing the entire plan and its relation to surrounding areas. The key map shall show the name and location of all property owners within 200 feet, with block and lot numbers.
A6	For use variance applications: a written statement describing the exact proposed use requested, including hours of operation, number of employees, and any other pertinent information to aid the Board in full understanding of the proposed use.
A7	Location of all existing and proposed buildings on the subject property showing front, rear, and side yard dimensions and distances to the property lines.
A8	Existing zoning, zone boundaries and contiguous zone classifications.
A9	Location of any streams, lakes and freshwater wetlands.
A10	Area of lot, lot frontage and lot depth.
A11	Topographic information including a delineation of slopes 15% or greater.
A12	Certification that the applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement.
A13	Zoning compliance chart for the subject property, along with a summary of bulk zoning data for all properties within 200 feet of the subject property.
A14	The location of all structures within 200 feet of the subject property.
A15	The names and addresses of all property owners within 200 feet of the subject property, including block and lot numbers as they appear on the most-recent tax list prepared by the Borough Tax Assessor.
A16	Architectural elevations and all floor plans, including building height, of all proposed addition(s) or new structure(s).
A17	Delineation of all required setback lines indicating minimum front, rear and side yard setback dimensions.
A18	Location, arrangement and dimensions of driveways and parking areas including EV charging stations.
A19	Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
A20	Floor Area Ratio (FAR) calculation prepared by a New Jersey registered architect or licensed engineer.
A21	Improved Lot Coverage calculation prepared by a New Jersey registered architect or licensed engineer.
A22	Draft of Public Notice.
A23	Delineation of any existing or proposed easements affecting the property.

Section 5:

All other provisions of the aforesaid Ordinance shall be unaffected and are hereby continued.

Section 6:

All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 7:

If any section or provision of this Ordinance shall be held invalid in any Court of competent jurisdiction, the same shall not affect the other sections or provisions of this Ordinance, except so far as the section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

Section 8:

This Ordinance shall take effect immediately after final passage and publication as provided by law.