

BOROUGH OF FORT LEE - APPLICATION CHECKLIST

Subdivision

To be Completed by the Borough:

Acceptance/
Completeness: _____
Hearing Date: _____
Application Number: _____
Date/Time Received: _____
Signature/Board _____ (name)
Secretary: _____
_____ (signature)

To be Completed by the Applicant:

Name of Development: _____
Tax Block(s) & Lot(s): _____
Property Address: _____

Name of Applicant: _____
Checklist Prepared By: _____ (name)
_____ (signature)
_____ (date)

Applicants completing this form must also complete the *Application for Development* form.

FOR ALL CHECKLIST ITEMS THE APPLICANT SHALL INDICATE (1) WHETHER ALL INFORMATION IS PROVIDED OR (2) IF A WAIVER IS BEING REQUESTED. WRITTEN EXPLANATIONS MUST BE PROVIDED FOR ALL WAIVER REQUESTS ATTACHED TO THIS CHECKLIST.

Items Required	Provided	Waiver Requested
All applicants shall complete Items 1– 19, as follows.		
1. Waiver Request Explanations. Explanations must be provided for <i>all</i> items for which waivers are being requested, providing the specific reason for the request. The explanations should be attached to this checklist. Check here [] if not applicable (i.e., if no waivers are being requested).	[]	
2. Inspection Permission. If applicant is not the property owner, a statement shall be provided from the property owner granting permission for the reviewing body and any of its experts to enter the subject property for purposes of inspection in relation to this development application. (<i>attach to this form</i>). Check here [] if not applicable.	[]	[]
3. Protective Covenants or Deed Restrictions. A copy of any covenants or restrictions affecting the property shall be provided. If none exist, an affidavit from the property owner(s) certifying that no such covenants or restrictions exist shall be provided. (<i>attach to this form</i>)	[]	[]
4. County Application. If approval from the Bergen County Planning Board is required for any reason and an application to the Bergen County Planning Board for approval has been made, a copy of the application submitted must be attached. Check here [] if County approval not required.	[]	[]
5. Department of Transportation Applications. If the site has access from State roads and approval from the New Jersey Department of Transportation (NJDOT) is required for any reason, a copy of the application for approval submitted to NJDOT <i>and</i> a statement as to the status of the application must be provided. (<i>attach to this form</i>). Check here [] if NJDOT approval not required.	[]	[]
6. Other Required Applications and Approvals. If approval of any other governmental or quasi-governmental entities is required, a copy of the relevant application(s) submitted <i>and</i> a statement as to the status of the application(s); or a copy of any approvals obtained from such entity must be provided. (<i>attach to this form</i>) Check here [] if none required.	[]	[]
7. If Wetlands are present on the property subject of the application, one of the following must be provided. (<i>attach documents to this form</i>) Check here [] if no wetlands on the property.	[]	[]
a) A Letter of Interpretation (LOI) from the New Jersey Department of Environmental Protection (NJDEP);	[]	
b) A letter of exemption from the NJDEP;	[]	
c) A copy of any application made to the NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands <i>and</i> a statement as to the status of the application;	[]	

Items Required	Provided	Waiver Requested
d) Documentation from a qualified professional demonstrating that no wetlands exist on the site and that no wetlands exist on adjacent properties that would affect or limit development on the site.	<input type="checkbox"/>	
8. Borough Environmental Questionnaire. A copy of the questionnaire shall be completed and submitted with this form by all applicants applying for a permit or variance from the Planning Board or the Zoning Board of Adjustment. The Environmental Questionnaire is included as Appendix C of Chapter 261 (Land Use Procedures) of the General Ordinances of the Borough.	<input type="checkbox"/>	<input type="checkbox"/>
9. Previous Subdivision Statement. A statement describing any subdivisions that have affected the property during the five (5) years prior to the date the application was filed, if any. Check here <input type="checkbox"/> if not applicable.	<input type="checkbox"/>	<input type="checkbox"/>
10. Survey. A site boundary and topographic survey prepared within the last 5 years by a surveyor licensed in the State of New Jersey shall be submitted.	<input type="checkbox"/>	<input type="checkbox"/>
11. Key Map. A plan title sheet shall be provided that contains a <i>single</i> map clearly showing the location of the site and all tax lots and zoning boundaries. Confirm that the following information is provided on this map:	<input type="checkbox"/>	<input type="checkbox"/>
a) The location of the subject site in relation to the surrounding area(s) within at least 200 feet of the site's boundaries.	<input type="checkbox"/>	<input type="checkbox"/>
b) The location and width of any street right-of-ways abutting the property or within 200 feet of the site.	<input type="checkbox"/>	<input type="checkbox"/>
c) Existing tax block and lot numbers of the subject property and adjacent properties within 200 feet of the subject site.	<input type="checkbox"/>	<input type="checkbox"/>
d) Existing property lines of the subject property and of adjacent properties within 200 feet of the site, with dimensions of all properties indicated.	<input type="checkbox"/>	<input type="checkbox"/>
e) Existing zoning boundaries of the subject property and adjacent properties within 200 feet of the subject site, with zoning of property and adjoining properties indicated.	<input type="checkbox"/>	<input type="checkbox"/>
f) A <i>title block</i> , containing the names of the applicant(s), owner(s), and preparer(s), property block and lot number(s), property street address, date plan prepared, and date of last amendment.	<input type="checkbox"/>	<input type="checkbox"/>
g) Name, license number, signature, and seal of the qualified professional who prepared the plans submitted as part of this application.	<input type="checkbox"/>	<input type="checkbox"/>
h) Space for signatures of Borough officials.	<input type="checkbox"/>	<input type="checkbox"/>
i) Scale of map, indicated in both written and graphic form. The scale shall be no more than 100 feet equals one (1) inch.	<input type="checkbox"/>	<input type="checkbox"/>
j) North arrow.	<input type="checkbox"/>	<input type="checkbox"/>
12. Existing Features Map. A <i>single</i> existing features map shall be provided. Confirm that the following information is provided on the existing features map:	<input type="checkbox"/>	<input type="checkbox"/>
a) Tax block and lot numbers of all properties shown.	<input type="checkbox"/>	<input type="checkbox"/>
b) Scale of map, indicated in both written and graphic form. The scale shall be no more than 100 feet equals one (1) inch.	<input type="checkbox"/>	<input type="checkbox"/>

Items Required	Provided	Waiver Requested
c) Location of existing easements or rights-of-way (including streets, railroads, and utilities) within 200 feet of the property. Street names shall be shown on the map.	[]	[]
d) Location of natural features within 200 feet of the property, including existing grade and contour information, woodlands, streams and other watercourses, ponds and other water bodies, wetlands, flood hazard areas, and rock outcrops.	[]	[]
e) Location of existing buildings or all other structures on the property and on adjacent properties within 200 feet of the site, and their setbacks from existing property lines. Structures to be shown shall include, but are not limited to, walls, fences, culverts, bridges, roadways, utility towers and free-standing signs.	[]	[]
f) Location of existing parking, loading, driveways, sidewalks and landscaping on the subject property and on adjacent properties within 200 feet of the site.	[]	[]
g) Location of any historic sites, structures, or districts on the property or within 200 feet of the property that are listed on the National or State Registers of Historic Places.	[]	[]
13. Proposed Subdivision Plat. Confirm that the following information is provided on the Subdivision Plat:	[]	[]
a) Location and boundaries of proposed lots, and the dimensions of same.	[]	[]
b) The required front, side, and rear setback lines of each proposed lot, <i>showing the resulting building envelope</i> .	[]	[]
c) Location and boundaries of any property(s) currently or proposed to be owned in common, and/or portions of the subject property to be deeded to a public or non-profit entity.	[]	[]
d) All proposed streets, easements, and right-of-ways, and the dimensions of same, to a distance of 200 feet beyond the tract boundaries.	[]	[]
e) Location of proposed street pavement and sidewalks, and dimensions of same. <i>(To be provided for Preliminary and Final Major Site Plan applications only)</i>	[]	[]
f) Location of proposed street trees, reforestation, and landscaping and location of proposed fences, walls, signs, and similar improvements. <i>(To be provided for Preliminary and Final Major Site Plan applications only)</i>	[]	[]
14. Zoning Schedule. A table shall be included in the Subdivision Plat that provides a comparison of the required information indicated below to the requirements of the Borough Zoning Ordinance. The zoning table shall clearly indicate all variances and waivers required. Confirm that the following information is provided in the zoning table:	[]	[]
a) Building envelope setbacks to lot lines; lot areas, lot widths and lot depths, compared to the related zoning requirements.	[]	[]
b) Building envelope coverages and residential density compared to the related zoning requirements.	[]	[]
15. Grading and Drainage Plan. Site contours to show the grading and the natural drainage of the land shall be provided. Contour intervals shall be two feet for slopes up to 10% slope and five feet for slopes of more than 10% slope.	[]	[]

Items Required	Provided	Waiver Requested
16. Water and Sewer Map. Location of existing wells and septic systems and/or location of connections to public water and sanitary sewer systems shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>
17. Soil Erosion and Sedimentation Control Plan. If required, pursuant to P.L. 1975, c. 251, a Soil Erosion and Sedimentation Plan shall be provided. Check here <input type="checkbox"/> if not applicable.	<input type="checkbox"/>	<input type="checkbox"/>
18. Tree Survey and Plan. Pursuant to §156-7 of the Borough's General Ordinances, the applicant shall submit a survey or plot plan of all existing trees on the site and shall identify all trees to be retained or removed, including their species, size, and condition.	<input type="checkbox"/>	<input type="checkbox"/>
19. Impact Evaluation. A narrative assessment of the effects of the subdivision on the property itself, adjacent properties, the neighborhood, and the Borough as a whole. The analysis shall describe the effects upon the natural environment, land use patterns, traffic and circulation, utility service, and drainage.	<input type="checkbox"/>	<input type="checkbox"/>
Applications for Preliminary Major Subdivision ONLY shall complete Items 20 – 25, as follows.		
20. Utility Service Plan. A description of proposed utility infrastructure, connections, and service, including septic systems shall be provided. Connections to sewer, public water, fire hydrants, electricity, cable, natural gas, telephone, etc. shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
21. Stormwater Drainage. If the proposed development meets the definition of a Major Development pursuant to the New Jersey Residential Site Improvement Standards (RSIS), NJDEP Stormwater Regulations and/or Chapter 358 of the Borough Ordinance, the applicant must indicate the applicability of NJDEP Major Stormwater Regulations. A description of the proposed storm drainage design and improvements, and a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure, and drainage calculations for each appurtenance and/or structure proposed shall be provided. Provisions for rooftop drainage shall be provided. Structural and nonstructural Best Management Practices (BMP) shall be shown. If infiltration is to be used for final disposal, preliminary supporting soil logs and percolation test results must be indicated on the plan. Check here <input type="checkbox"/> if not applicable.	<input type="checkbox"/>	<input type="checkbox"/>
22. Soil Erosion and Sedimentation Control Plan. If required, pursuant to P.L. 1975, c. 251, a Soil Erosion and Sedimentation Plan shall be provided. Check here <input type="checkbox"/> if not applicable.	<input type="checkbox"/>	<input type="checkbox"/>
23. Landscaping Plan. The number and description of proposed street trees and description of reforestation and landscaping. Information shall include common and botanical names, planted size, and root specifications. Design of proposed fences, walls, outdoor lighting, signs, and similar improvements shall be included in the Landscaping Plan.	<input type="checkbox"/>	<input type="checkbox"/>
24. Site Construction Details and Specifications. The <i>construction details</i> and <i>specifications</i> shall be shown in sufficient detail to clearly illustrate the site improvements, including but not limited to paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, light standards and fixtures.	<input type="checkbox"/>	<input type="checkbox"/>

Items Required	Provided	Waiver Requested
25. Traffic Study. A traffic study shall be prepared that shall include an analysis of trip generation and estimated increases in traffic volumes for adjacent streets and intersections above current levels as a result of the proposed project. Estimates shall be broken out by average weekday morning peak hour, average weekday evening peak hour, and average Saturday peak hour. The traffic study may be submitted separately or as part of the impact evaluation.	[]	[]
Applications for Final Major Subdivision ONLY shall complete Items 26 – 33, as follows.		
26. Update of Preliminary Major Subdivisions. The items provided for the Preliminary Major Subdivision application phase shall be <i>updated</i> to reflect any modifications in the development plan. Information must be provided sufficient to demonstrate that all of the conditions of Preliminary Major Subdivision approval have been satisfied.	[]	[]
27. Lot Areas. The Proposed Subdivision Plat shall provide lot areas for each proposed lot, to the nearest tenth of a square foot. Lot areas shall also be indicated in terms of acreage, to the nearest tenth of an acre.	[]	[]
28. Block and Lot Numbers. The Proposed Subdivision Plat shall show block and lot numbers assigned by the Tax Assessor and street addresses assigned by the Post Office, for each of the lots.	[]	[]
29. Street or Driveway Map. The radius and central angle of all arcs and curves along all street or driveway lines on the Subdivision Plat shall be provided.	[]	[]
30. Surveyor's Certification. A signed certification from a licensed surveyor as to the accuracy of the details on the Subdivision Plat and as to compliance with provisions of the New Jersey Map Filing Law shall be provided.	[]	[]
31. Temporary Construction Site Plan. Location of all temporary proposed structures, including trailers, storage areas and structures, and contractor's offices shall be shown on a map. These structures and areas shall be carefully located with consideration to their proximity of adjoining landowners or public rights-of-way. A statement shall be provided describing how the contractor will maintain these structures and storage areas in good condition during construction.	[]	[]
32. Construction Work and Phasing Plan. A detailed plan indicating proposed construction sequences, routes to and from the construction site for the transport of equipment and materials, construction methods, hours of operation, construction traffic control plans, temporary construction office locations, and any other construction work shall be provided.	[]	[]
33. Utility Approval. If property is not already connected to utilities, a current letter from each utility company stating that they <i>will</i> provide service to the property shall be provided.	[]	[]
Check here [] if not applicable.		