

BOROUGH OF FORT LEE - APPLICATION CHECKLIST

**One & Two-Family Detached Construction,
Additions and Accessory Structures
(Decks/Sheds)**

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: _____

Zoning: _____
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
<p>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).</p>	[]	
<p>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.</p>	[]	[]
<p>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></p>	[]	[]
<p>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.</p>	[]	[]
<p>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.</p>	[]	[]
<p>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.</p>	[]	[]
<p>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.</p>	[]	[]
<p>a) A Letter of Interpretation (LOI) from the New Jersey Department of Environmental Protection (NJDEP);</p>	[]	
<p>b) A letter of exemption from the NJDEP;</p>	[]	
<p>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;</p>	[]	

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.	[]	
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.	[]	[]
9. 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.	[]	[]
10. 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:	[]	[]
a) The location of the subject site in relation to the surrounding area(s) within at least 200 feet of the site's boundaries.	[]	[]
b) The location and width of any street right-of-ways abutting the property or within 200 feet of the site.	[]	[]
c) Existing tax block and lot numbers of the subject property and adjacent properties within 200 feet of the subject site	[]	[]
d) Existing property lines of the subject property and of adjacent properties within 200 feet of the site, with dimensions of all properties indicated.	[]	[]
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.	[]	[]
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.	[]	[]
g) Name, license number, signature, and seal of the qualified professional who prepared the plans submitted as part of this application.	[]	[]
h) Space for signatures of Borough officials.	[]	[]
i) Scale of map, indicated in both written and graphic form. The scale shall be no more than 100 feet equals one (1) inch.	[]	[]
j) North arrow.	[]	[]
11. Impact Evaluation. A narrative assessment of the effects of the development on the property itself, on adjacent properties, on the surrounding neighborhood, and the Borough as a whole. The assessment will provide an estimate of the number of residents who will occupy or use the property. The assessment shall discuss the effects upon the natural environment, land use patterns, traffic and circulation, visual quality, utility service, and drainage. It must also examine any potential safety hazards, any noise, glare, vibration, heat, odor, or air and water pollution associated with the proposed property use(s).	[]	[]

Items Required	Provided	Waiver Requested
12. Proposed Plot Plan. Confirm that the following information is provided on the Plot Plan:	[]	[]
a) Location of proposed buildings and structures, showing their dimensions, and showing setbacks from all (front, side and rear) property lines.	[]	[]
b) Location of any existing and/or proposed easements or right-of-ways, with all dimensions shown.	[]	[]
c) Location of proposed signs, fences, walls, and similar improvements, if any.	[]	[]
d) Location of proposed and/or existing landscaped areas, with all dimensions indicated.	[]	[]
e) Location of all underground infrastructure on the site, including, but not limited to, storage tanks, wells, septic systems, and connections to public water, sewer, electric and gas lines, with all dimensions and distances shown. Locations of all downspouts, drainage structures, pipes and other appurtenances must 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.	[]	[]
f) <i>For new construction only</i> , locations of proposed sanitary sewer and inverts must be shown. Check here [] if not required.	[]	[]
g) If existing sanitary sewer lateral is to be re-used, a CCTV inspection report must be provided. Check here [] if not required.	[]	[]
h) Locations of all outside HVAC equipment, including but not limited to rooftop, window/wall-mounted air conditioning units.	[]	[]
i) Area in square feet and percentage of <i>existing</i> and <i>proposed</i> impervious surface.	[]	[]
13. Zoning Schedule. A table shall be included in the Plot Plan that provides a <i>comparison</i> 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 and other structure setbacks to lot lines; lot areas, lot widths and depths, compared to the related zoning requirements.	[]	[]
b) Building coverages, lot coverages, building areas, floor area ratios, and residential density.	[]	[]
c) Number of regular and handicapped parking spaces, and gross area of landscaping.	[]	[]

Items Required	Provided	Waiver Requested
14. Floor Plans and Elevations. If new buildings, expansion of existing buildings, or interior renovations are proposed, floor plans prepared to scale for existing and proposed buildings shall be provided. Floor plans shall show the use and layout of internal space. Elevations shall show front, side, and rear building façades. The façade elevation and floor plans shall both be prepared at a scale not exceeding eight (8) feet equals one (1) inch. The scale shall be provided in both written and graphic form. Floor plans and elevations shall be prepared by an architect licensed in the State of New Jersey.	<input type="checkbox"/>	<input type="checkbox"/>
15. Site Design Details. Site design detail(s) of the height, size, materials, and type of construction for all fences, walls, outdoor lighting, disposal containers, recycling containers, and monitoring wells proposed for the property shall be illustrated in a scale drawing(s). All walls greater than three feet in height require signed and sealed design calculations. The design details(s) may be incorporated in the Plot Plan if all required information can be clearly shown.	<input type="checkbox"/>	<input type="checkbox"/>