

LAND USE APPLICATION CHECKLIST

LU Attachment 2

**TOWNSHIP OF LONG HILL  
LAND USE APPLICATION CHECKLIST  
Section 167, Exhibit A**

Item Number	Submission Requirements								Applicant Mark	Status	Township Mark	Notes/Land Use Ordinance Reference
	Site Plan Waiver	Planning Board or Board of Adjustment				Board of Adjustment						
		Minor		Major		Variance 40:55D-70						
		Subdivision	Site Plan	Prelim	Final							
Subdivision	Site Plan	Subdivision	Site Plan	(a) & (b)	(c)	(d)						
Item Description												
1	*	*	*	*	*	*	*	*	*	*	5 copies of completed and signed application forms and proof of payment of all required fees	Complies Waiver
2	*	*	*	*	*	*	*	*	*	*	Where waiver(s) from the requirements of the Township Long Hill Land Use Application Checklist are required for an application, a brief statement explaining the justification for each waiver.	Complies Waiver
3	*	*	*	*	*	*	*	*	*	*	Certification from the Township Tax Collector that all taxes and assessments are paid to date.	Complies Waiver
4	*	*	*	*	*	*	*	*	*	*	Verification of denial by the Zoning Officer or Construction Official of the intended use, occupancy and/or construction.	Complies Waiver
5	*	*	*	*	*	*	*	*	*	*	Any protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plan.	Complies Waiver
6	*	*	*	*	*	*	*	*	*	*	Zoning information, including zone classification, and all area and bulk requirements, with a zoning table showing a comparison to the proposed development; and all dimensions and other site data needed to insure conformity with the Long Hill Township Land Use Ordinance. Front, rear, and side yard setback lines shall be depicted graphically on the plan.	Complies Waiver

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		Minor		Major													
		Subdivision	Site Plan	Prelim	Final												
7	*	*	*	*	*	*	*	*	*	*	*	A Boundary and Existing Conditions Survey. Data to include, but not be limited to Block/Lot number(s), the location of existing and proposed property lines, lot areas, lot dimensions, structures, easements, and other features and details as required by the laws governing the preparation of surveys in the State of NJ.	Complies	Waiver			
8	*	*	*	*	*	*	*	*	*	*	*	All existing and proposed wooded and landscaped areas and proposed buffering and screening, identifying all trees over 10 inches in diameter, except that where trees are in mass, only the limits thereof need be shown. A landscaping plan including details as to the size, number, location and type of vegetation and method of planting to be used.	Complies	Waiver			
9		*	*	*	*	*	*	*	*	*	*	5 copies of requisite plans prepared, signed and sealed by N.J. licensed professional in compliance with N.J.A.C. 13:40-7.1 et seq. folded with title block exposed to view. Drawings shall be no larger than 24"x36". Title block in accordance with the rules governing the title blocks for professional engineers and land surveyors (N.J.S.A. 45:8-360), including: Name of applicant, Township of Long Hill and Morris County with each sheet specifically titled with appropriately descriptive words. Name, title, address and license number of the professional or professionals who prepared the plan. Written and graphic scale. Date of original drawing and a list of specific revisions and dates.	Complies	Waiver			

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		Minor		Major		(a) & (b)	(c)	(d)						
		Subdivision	Site Plan	Prelim	Final									
10		*	*	*	*	*	*	*	*	*	The names, lot and block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Township Tax Assessor shown on the plan.	Complies		
												Waiver		
11	*	*	*	*	*	*	*		*	*	For applications involving signs: a sign application; the location of existing and proposed signs; scale drawings of all proposed signage; a summary of the dimensions and area of all existing and proposed signs; and other plan notes indicating sign materials, lighting, landscaping and all other information needed to review the application.	Complies		
												Waiver		
12		*	*	*	*	*	*		*	*	Proof of submission to the Morris County Soil Conservation District as applicable.	Complies		
												Waiver		
13		*	*	*	*	*	*		*	*	A completed Township soil erosion and sediment control certification form as may be required.	Complies		
												Waiver		
14		*	*	*	*	*	*		*	*	Any information required by Ordinance Chapter 143 - Flood Damage Prevention Ordinance, including an application for a Development Permit if applicable.	Complies		
												Waiver		
15		*	*	*	*	*	*		*	*	Plan information for a Tree Removal Permit.	Complies		
												Waiver		
16		*	*	*	*	*	*		*	*	Photograph or photographs showing the property as it currently exists and all structures thereon.	Complies		
												Waiver		
17		*	*	*	*	*	*		*	*	Proof of approval or proof of submission for approval, to Long Hill Board of Health and/or other agency of jurisdiction approval for any application proposing, or potentially requiring modification to a septic system.	Complies		
												Waiver		

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18		*	*	*	*	*	*	*	*	A listing of approvals required by other governmental agencies, and completed copies of applications made to any other governmental agency with jurisdiction over the application and/or status reports of said applications.	Complies	Waiver		
19		*	*	*	*	*	*	*	*	The following legends on any site plan or subdivision plat: (a) Owner Consent Legend; (b) Site Plan/Subdivision Identification Legend; (c) Plan Preparer Legend; (d) Board Approval Legend; (e) Township Engineer Legend; (f) Township Clerk Legend; and (g) Certificate of Occupancy Legend. Legends can be found at the end of this Ordinance Section.	Complies	Waiver		
20		*	*	*	*	*	*	*	*	Owner/Applicant information on plan, including:[??] name, title, address and telephone number. If Owner/Applicant is a corporation or partnership, the names and addresses of all shareholders owning 10% or more of any class of stock of the corporation must be shown.	Complies	Waiver		
21		*	*	*	*	*	*	*	*	A key map showing the entire tract and its relation to the surrounding area, including at least one roadway intersection, and including all zone district boundaries within 200 feet of the property, at a scale of 1 inch equals not more than 500 feet.	Complies	Waiver		
22		*	*	*	*	*	*	*	*	Acreage figures, including total tract size, individual lot areas, and area of land to be dedicated for public rights-of-way.	Complies	Waiver		

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23		*	*	*	*	*	*	*	*	Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map; proposed block and lot numbers as provided by the Township Tax Assessor upon written request; proposed street numbers as provided by the Township Clerk upon written request.	Complies	Waiver		
24		*	*	*	*	*	*	*	*	North arrow and tract boundary line in heavy line	Complies	Waiver		
25		*	*	*	*	*	*	*	*	The location and use of all existing structures, both within the tract and within 100 feet of its boundary.	Complies	Waiver		
26		*	*	*	*	*	*	*	*	A site grading plan where changes in grading is proposed	Complies	Waiver		
27		*	*	*	*	*	*	*	*	The location of all streets, sidewalks, parking areas and driveways with related dimensions.	Complies	Waiver		
28		*	*	*	*	*	*	*	*	The location of all structures, including their existing and proposed uses, dimensions to verify building setbacks and separations, and notes indicating whether existing structures will be retained or removed	Complies	Waiver		
29		*	*	*	*	*	*	*	*	The location of all watercourses, railroads, bridges, culverts, drain pipes and natural features, such as treed areas, both on site and with 100 feet of its boundaries	Complies	Waiver		

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30		*	*	*	*	*	*	*	*	Information required to assess conformance with the critical area requirements of Section 142 including the following for the site and each proposed lot: (a) The total critical and noncritical land in area and square feet; (b) The impervious lot coverage of non critical lands; (c) Setback dimensions from all principle buildings to any critical area.	Complies	Waiver		
31		*	*	*	*	*	*	*	*	Map noting the location of all critical areas, as defined in the ordinance, with the source of critical area delineation noted. For sites with no critical areas a plan note, signed by the preparer of the plan, indicating the site contains no critical areas.	Complies	Waiver		
32		*	*	*	*	*	*	*	*	For applications that disturb less than 1 acre of surface, or that create less than 0.25 acre of new impervious surface, maps and hydrologic/hydraulic calculations shall be provided to verify that 3 inches of runoff from the equivalent area of new impervious surface is infiltrated into the ground where the subsurface conditions are shown to be suitable for infiltration. In the case where the subsurface condition is shown to be not suitable for infiltration, stormwater control features shall be provided and shown to reduce the post-development runoff rates to the pre-development values (i.e. Zero-Net Increase).	Complies	Waiver		

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33		*	*	*	*	*	*	*	*	For applications that disturb 1 or more acre of surface, or that creates more than 0.25 acre of new impervious surface, maps and hydrologic/hydraulic calculations to verify compliance with stormwater management designed in accordance with the Residential Site Improvement Standards (RSIS, N.J.A.C. 5:21) and the NJDEP Stormwater Regulations (N.J.A.C. 7:8). The calculations shall address runoff rates, total suspended solids, and groundwater recharge. A draft maintenance manual shall also be provided	Complies	Waiver		
34	*		*	*	*	*	*	*	*	Dimensioned architectural plans for existing and proposed buildings and structures including floor plans for all levels and complete elevation views. Dimensioning shall be sufficient to verify floor area ratio, building height, parking requirements, etc. Plans shall be prepared by an Architect licensed by the State of N.J. Preparation by architect shall be optional for Site Plan Waivers, to be determined by the reviewing authority at time of application.	Complies	Waiver		
35	*		*		*			*	*	Rapid access key boxes (a.k.a. Knox Box) on nonresidential properties, if applicable.	Complies	Waiver		
36		*	*	*	*	*	*			Certification of submittal to the Morris County Planning Board as applicable.	Complies	Waiver		
37		*	*	*	*	*	*			Proposed elevations of each floor level, the top of foundation and roof line of all principal buildings	Complies	Waiver		

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38		*	*	*	*	*	*				Complies			
											Waiver			
39		*	*	*	*	*	*			Topographic Map of the subject tract detailing existing and proposed contours with intervals of 2 feet where slopes are less than 15%; and with intervals of 5 feet where slopes exceed 15%. A reference benchmark shall be as related to the United States Geological Survey and United States Coast and Geodetic Survey. Existing contours shall be shown by a dashed line; proposed contours shall be shown as a solid line.	Complies			
											Waiver			
40		*	*	*	*	*	*			All means of vehicular access and egress to and from the site onto public streets, showing the site and the location of curb cuts, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, site triangles, required right-of-way dedication areas and other proposed devices necessary to promote a safe traffic circulation pattern.	Complies			
											Waiver			
41		*	*	*	*	*	*			Calculations verifying suitable capacity of proposed pipes, swales, and other drainage features.	Complies			
											Waiver			
42			*	*	*	*	*		*	Depiction of the colors, textures, and other related features of all proposed buildings and structures.	Complies			
									*		Waiver			
43			*	*	*	*	*		*	The proposed location, direction of illumination, power and	Complies			

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										type of proposed outdoor lighting, including details of lighting poles, light fixtures and foot candle limits	Waiver			
44				*	*	*	*			A section or staging plan, if proposed, indicating the portion of the tract to be considered for approval as part of the current application and the relationship of the portion of the tract to the remaining land area, including all applicable comparisons such as parking spaces, building coverage, lot coverage, open space areas and number of lots.	Complies			
											Waiver			
45				*	*	*	*			Details and locations of all accessory structures including fences, trash enclosures, recycling areas, etc.	Complies			
											Waiver			
46				*	*	*	*			The location and design of any off-street parking and loading areas, showing size and location of parking stalls, loading area, aisles and barriers, curbing, sidewalks, and paving specifications.	Complies			
											Waiver			
47						*	*	*	*	All additional details required at the time of preliminary approval, including a copy of the resolution of approval by the approving authority.	Complies			
											Waiver			
48								*	*	Statement of facts in support of an application pursuant to N.J.A.C. 40:55D-70.	Complies			
											Waiver			

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49				*	*					Plans, profiles, cross-sections and construction details, horizontal and vertical alignments of the centerline of all proposed streets and of all existing streets abutting the tract, as well as similar details on curbing, sidewalks, storm drains, drainage structures and cross-sections every 50 feet of all proposed streets and of all existing streets abutting the tract. Sight, triangles, the radius of curblines and street sign locations shall be clearly indicated at the intersections.	Complies	Waiver		
50				*	*					A Final Plat prepared in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9. All dimensions, angles and bearings must be tied to at least 2 permanent monuments not less than 300 feet apart and all information shall be indicated on the plat. At least 1 corner of any subdivision shall be tied horizontally to the New Jersey State Plane Coordinate system and vertically to the U.S. Geodetic Survey System, with the data on the plat as to how the bearings were determined	Complies	Waiver		
51					*	*				All additional details required at the time of preliminary approval including a copy of the resolution of approval by the approving authority	Complies	Waiver		
52					*	*				Detailed engineering data including: (a) Final cross sections, plans, profiles and established grades of all streets, aisles, lanes and driveways and construction documents (plans and specifications or reference to) for all public improvements; and (b) Final plans and profiles of all storm and sanitary sewers and water mains.	Complies	Waiver		

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53						*	*				Copies of any organization documents applicable to homeowners or condominium association or open space organization established to maintain common elements, such as articles of incorporation, the Master Deed, any membership rules, regulations and/or by-laws, if same is to be used to guarantee the maintenance of common elements	Complies		
											Waiver			
54						*	*				Upon the completion of the installation of all utilities, the applicant shall provide the Township with 4 copies of “as built” plans showing the installed location of all structures and utilities to be distributed to: Planning and Zoning Coordinator, Township Engineer, Construction Official and Zoning Officer. (Ord. No. 369-2015)	Complies		
											Waiver			
55	*										Any proposed changes to the building facade, parking lot/areas, site lighting, landscaping, dumpster size/location, or other site improvements shall be shown.	Complies		
											Waiver			

Notes:

1. The approving authority may request additional information of any applicant seeking variance approval if said information is deemed necessary by the Board to make an informed opinion on the application, except that the request for such additional information shall not be considered grounds to deem any application incomplete.
2. The approving authority may waive submission of any information required of variance or waiver applications in appropriate cases and for specific applications, after first considering the opinion of the Technical Review Committee on the waiver request made by the applicant.

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LAND USE APPLICATION CHECKLIST

**TOWNSHIP OF LONG HILL  
LAND USE APPLICATION CHECKLIST  
Section 167, Exhibit A - Continued**

Name of Applicant: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location: Block # \_\_\_\_\_ Lot# \_\_\_\_\_ Street Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

(a) To be signed before submission:

I CONSENT TO THE FILING OF THIS SITE PLAN/SUBDIVISION WITH THE PLANNING BOARD/ZONING BOARD OF ADJUSTMENT OF THE TOWNSHIP OF LONG HILL:

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

(b) To be completed before submission:

SITE PLAN/SUBDIVISION OF:

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_

Date \_\_\_\_\_ Scale: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

(c) To be signed before submission:

I HEREBY CERTIFY THAT I HAVE PREPARED THIS SITE PLAN/SUBDIVISION AND THAT ALL DIMENSIONS AND INFORMATION ARE CORRECT.

Name: \_\_\_\_\_

Title \_\_\_\_\_

(d) To be signed before issuance of a building permit:

APPROVED BY THE PLANNING BOARD/ZONING BOARD OF ADJUSTMENT OF THE TOWNSHIP OF LONG HILL:

Date: \_\_\_\_\_ Secretary: \_\_\_\_\_

Date: \_\_\_\_\_ Board Chair: \_\_\_\_\_

I HAVE REVIEWED THIS SITE PLAN/SUBDIVISION AND CERTIFY THAT IT MEETS ALL CODES AND ORDINANCES UNDER MY JURISDICTION:

Date: \_\_\_\_\_ Township Engineer: \_\_\_\_\_

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(e) To be signed before the issuance of a building permit (where applicable):

ON THE RECOMMENDATION OF THE TOWNSHIP ENGINEER, I HEREBY CERTIFY THAT ALL REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED OR THAT A PERFORMANCE GUARANTY HAS BEEN POSTED IN ACCORDANCE WITH APPLICABLE CODES AND ORDINANCES:

Date: \_\_\_\_\_ Township Clerk: \_\_\_\_\_

(f) To be signed prior to the issuance of a certificate of occupancy:

I HEREBY CERTIFY THAT ALL THE REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED AND COMPLETED IN ACCORDANCE WITH THE APPLICABLE CODES AND ORDINANCES:

Date: \_\_\_\_\_ Township Engineer: \_\_\_\_\_

Date: \_\_\_\_\_ Construction Official: \_\_\_\_\_