

LAND USE APPLICATION CHECKLIST

*LU Attachment 3*

**TOWNSHIP OF LONG HILL  
CHECKLIST FOR LAND USE APPLICATIONS “B”  
LIMITED TO BULK VARIANCES  
Section 167 Exhibit B  
[Ord. No. 394-2017 § 5]**

(Not to be used for Site Plan, Subdivision or Use Variance Applications)

<b>Item No.</b>	<b>Item Description</b>	<b>How To Do It</b>	<b>Comply</b>	<b>N/A</b>
1	Place the following information on any plan or other submission to the Board: Name of Applicant; Property Address, Block and Lot.			
2	For each item that is listed as “N/A”, on a separate sheet of paper, list the items and explain why you believe each item does not apply to your application			
3	Copy of Letter of Denial by the Zoning Officer of intended use, occupancy, or construction.	You will receive this from the Zoning Officer		
4	Certification from the Township Tax Collector that all taxes and assessments are paid to date.	FORM INCLUDED. Complete top portion only. The Planning & Zoning Coordinator will submit the request to the Tax Office at the appropriate time		
5	Color photograph(s) no smaller than 4” X 6” showing the property as it currently exists from the front, back, both sides and the area of proposed development.	You will need to take a minimum of five 4” X 6” color photos. Label each photo (e.g. “Front,” “Left Side,” etc.)		
6	Copy of completed application form to the Morris County Planning Board. Upon Completeness Review, other applications to other agencies may be required.	FORM INCLUDED. Complete Sections I, II, and III. The Planning & Zoning Coordinator will complete the remainder		
7	Copy of completed Soil Erosion and Sediment Control Certification form. Upon Completeness Review, other applications to other agencies may be required.	FORM INCLUDED. Please check off one of the options at the bottom of the form and sign		
8	A plan with the location of all proposed improvements drawn to scale and dimensioned to the front, rear, and side yards.	Generally, your builder or architect will need to complete this requirement		

LONG HILL CODE

Item No.	Item Description	How To Do It	Comply	N/A
9	An aerial view or map showing the entire tract and its relation to the surrounding area, including at least 1 roadway intersection, and including all zone district boundaries within 200 feet of property, at a scale of 1 inch equals not more than 800 feet (such as a Google map).	Go to Google Maps <a href="https://www.google.com/maps">https://www.google.com/maps</a> , zoom into your property		
10	A Boundary and Existing Conditions survey showing the existing structures on the property with North arrow, scale, date of survey and the name, signature and embossed seal of the preparer of the survey.	You should have received a sealed copy when you purchased your home. Your mortgage company might also have a copy		
11	A Zoning Table including zone district with all area and bulk requirements, comparing existing and proposed conditions.	FORM INCLUDED. The Zoning Application you filled out prior to this application will have that information		
12	Obtain Certified Tax List from Tax Assessor listing names of all property owners within 200 feet for notification prior to hearing date. (\$10 fee)	FORM INCLUDED. Complete the top portion. The Planning & Zoning Coordinator will submit the request to the Tax Office at the appropriate time		
13	Completed "Owner's Letter of Consent" form if the Applicant is not the Owner.	FORM INCLUDED		
14	A copy of any protective covenants, deed restrictions, or easements applying to the land being developed.	These can be found in your deed or on a survey		
15	Any information necessary to fully describe the proposed development, such as floor plans, architectural elevation, lighting, construction details, building and lot cover dimensions, product/promotional pamphlets and similar information.	Generally, your builder or architect will need to complete this requirement		
16	All existing and proposed wooded and landscaped areas and proposed buffering and screening to be shown (such as a Google map).	Generally, your builder or engineer will need to complete this requirement		
17	A plan of any proposed landscaping including details as to the size, number, location and type of vegetation and method of planting to be used.	Generally, your builder or engineer will need to complete this requirement		
18	A site grading plan if any changes in grading are proposed.	Generally, your builder or engineer will need to complete this requirement		

## LAND USE APPLICATION CHECKLIST

Item No.	Item Description	How To Do It	Comply	N/A
19	For applications that disturb more than 5% or 1,000 square feet of lot area (whichever is less), or create a net increase of more than 400 square feet of impervious surface, stormwater calculations consistent with Sec. 146 must be provided.	Generally, your builder or engineer will need to complete this requirement		
20	The location and size of all existing and proposed utilities for both undeveloped and developed lots that are part of the application.	Generally, your builder or engineer will need to complete this requirement		
21	For sites with no critical areas, a plan note, signed by the preparer of the plan, indicating the site contains no critical areas. For sites with critical areas, provide a map noting the location of all critical areas, as defined in the Land Use Ordinance (Section 110), with the source of critical area delineation noted. The map shall also note:	Generally, your builder or engineer will need to complete this requirement		
1.	The square footage of critical areas			
2.	The square footage of non critical areas			
3.	The square footage of impervious lot coverage of non critical areas			
4.	Setback dimensions from all principal buildings to any critical area			
22	For properties that contain a special flood hazard area, any information required by Chapter 143, Flood Damage Prevention	Generally, your builder or engineer will need to complete this requirement, if necessary		

### DEFINITIONS

**COMPLETENESS REVIEW** - a review of the application and accompanying checklist documents by the Board Planner, Board Engineer and Planning and Zoning Coordinator to ensure that all the necessary information has been provided for the appropriate board to make a qualified decision.

**FLOOD HAZARD AREA** — the areas of any project as identified by the map referred to in Section 143.3b. of the Land Use Ordinance. The term “flood hazard area” includes the terms “area of special flood hazard” and “floodplain.”

## LONG HILL CODE

**CRITICAL AREA** - The combined area of any portion of a site having an average slope of 15% or greater measured across 10 vertical feet of contour; and/or an area of special flood hazard; and/or any wetlands areas.

**IMPERVIOUS LOT COVERAGE** - anything such as a building, pavement, walkways, patios, pools, gravel (with the exception of decorative gravel), decks, etc. which prevents or limits infiltration of water into the soil. (See Land Use Ordinance Section 110 "Definitions" - Lot Coverage)

Last Rev. 07/714/16 KOB