

LAND DEVELOPMENT

13 Attachment 6

BOROUGH OF MORRIS PLAINS

LAND DEVELOPMENT ORDINANCE

§ 13-4.2G(1) CHECKLIST A

CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION
FOR APPROVAL OF A MINOR SUBDIVISION

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Application No. _____
Street Address _____ Date Filed _____

REQUIRED DATA & INFORMATION

C- Complete
I - Incomplete
WR - Waiver Requested

	C	I	WR
1. An original and 19 copies of this Checklist completed by the applicant.	[]	[]	[]
2. An original and 19 copies of a completed application form.	[]	[]	[]
3. Filing fee and any required escrow deposit. (See Article 8 of Chapter 2).	[]	[]	[]
4. Twenty (20) black or blue on white prints of all maps.	[]	[]	[]
5. An original and 19 copies of all other documents.	[]	[]	[]

MORRIS PLAINS CODE

	C	I	WR
6. Name, address and license number of person preparing plat.	[]	[]	[]
7. All maps signed and sealed by New Jersey licensed land surveyor.	[]	[]	[]
8. Name of tract or development.	[]	[]	[]
9. Tax map block and lot numbers.	[]	[]	[]
10. Date prepared and date(s) of revision(s).	[]	[]	[]
11. Plat scale not less than 1" = 30'.	[]	[]	[]
12. Graphic scale.	[]	[]	[]
13. Reference meridian.	[]	[]	[]
14. Name and address of record owner.	[]	[]	[]
15. Names and address of applicant.	[]	[]	[]
16. Certification that applicant is owner or is authorized agent or that owner has given consent to file under an option agreement.	[]	[]	[]
17. Ownership disclosure in accordance with C.40:55D-48.1.	[]	[]	[]
18. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.	[]	[]	[]
19. Signature block for Board Chairman and Secretary.	[]	[]	[]
20. Key map (scale: not less than 1"=600') showing entire tract and its relation to surrounding area, including locations and names of principal roads.	[]	[]	[]
21. Names of owners and block and lot numbers of adjoining properties.	[]	[]	[]

LAND DEVELOPMENT

	C	I	WR
22. Zone district(s) and identification of zone boundaries located on or adjoining the property.	[]	[]	[]
23. All requirements applicable to the zone in accordance with Schedule "D" (Section 13-5.1D).	[]	[]	[]
24. Existing and proposed property lines and other site lines, with bearings and distances.	[]	[]	[]
25. Total area of each lot in sq.ft. and the area of each lot located within the maximum depth of measurement.	[]	[]	[]
26. All proposed lots numbered.	[]	[]	[]
27. Front, rear and side building setback lines as required by the zoning regulations.	[]	[]	[]
28. All structures located within 100' of the tract.	[]	[]	[]
29. All existing structures on the tract with setback distances.	[]	[]	[]
30. Right-of-way lines and widths and names of all existing streets on and adjoining the property.	[]	[]	[]
31. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easement and the text of any restrictions applicable to same.	[]	[]	[]
32. Copies of any existing or proposed protective or restrictive covenants and deed restrictions.	[]	[]	[]
33. Location on the property of existing and proposed:			
a. watercourses and other drainage courses.	[]	[]	[]
b. bridges.	[]	[]	[]
c. culverts and/or storm drains with sizes and gradients.	[]	[]	[]
d. wooded areas.	[]	[]	[]
e. rock outcroppings.	[]	[]	[]

MORRIS PLAINS CODE

	C	I	WR
34. Location within 200' of the property of existing:			
a. watercourses and other drainage courses:	☐	☐	☐
b. bridges.	☐	☐	☐
c. culverts and/or storm drains with sizes.	☐	☐	☐
35. Topography-Contours at not more than five foot intervals for slopes over 15 percent and not more than two foot intervals for less than 15 percent.	☐	☐	☐
36. Limits of any flood plain.	☐	☐	☐
37. Freshwater wetlands delineation, including any transition area, or an affidavit by a qualified person stating that no wetlands or transition on the property exist. If wetlands or transition area are located on the property, the applicant shall submit one of the following:			
a. A Freshwater Wetlands Permit from D.E.P.	☐	☐	☐
b. A Letter of Exemption from D.E.P.	☐	☐	☐
c. A Letter of Interpretation from D.E.P.	☐	☐	☐
38. There may be other requirements applicable to the proposed development as listed below:			
a. Soil Disturbance Permit application in accordance with Chapter 19 and Ord. #19-2009.	☐	☐	☐
b. Soil Erosion and Sedimentation Control Plan.	☐	☐	☐
c. Tree removal permit.	☐	☐	☐
39. List of requested variances and waivers. Include Checklist F if variances are needed.	☐	☐	☐
40. Separate application and fee filed for any conditional use or variance involved.	☐	☐	☐
41. A stormwater control plan in accordance with Section 13-4.16A-K.	☐	☐	☐
42. Steep Slopes Map Details in accordance with Section 13-5.9.G.	☐	☐	☐
43. Delineation of Riparian Zones in accordance with Section 13-5.10.C.	☐	☐	☐

LAND DEVELOPMENT

**BOROUGH OF MORRIS PLAINS
LAND DEVELOPMENT ORDINANCE**

**§ 13-4.2G(2) CHECKLIST B
CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION FOR
APPROVAL OF A PRELIMINARY MAJOR SUBDIVISION**

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Application No. _____
Street Address _____ Date Filed _____

REQUIRED DATA & INFORMATION

C - Complete
I - Incomplete
WR - Waiver Requested

	C	I	WR
1. An original and 19 copies of this Checklist completed by the applicant.	I I	I I	I I
2. An original and 19 copies of a completed application form.	I I	I I	I I
3. Filing fee and any required escrow deposit. (See Article 8 of Chapter 2).	I I	I I	I I
4. Twenty (20) black or blue on white prints of all maps.	I I	I I	I I
5. An original and 19 copies of all other documents.	I I	I I	I I

MORRIS PLAINS CODE

	C	I	WR
6. Name, address and license number of person preparing plat.	[]	[]	[]
7. All maps signed and sealed by appropriate New Jersey licensed or registered professional person.	[]	[]	[]
8. Name of tract or development.	[]	[]	[]
9. Tax map block and lot numbers.	[]	[]	[]
10. Date prepared and date(s) of revision(s).	[]	[]	[]
11. Plat scale not less than 1" = 50'.	[]	[]	[]
12. Graphic scale.	[]	[]	[]
13. Reference meridian.	[]	[]	[]
14. Name and address of record owner.	[]	[]	[]
15. Names and address of applicant.	[]	[]	[]
16. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.	[]	[]	[]
17. Ownership disclosure in accordance with C.40:55D-48.1.	[]	[]	[]
18. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.	[]	[]	[]
19. Signature block for Board Chairman, Secretary and Engineer.	[]	[]	[]
20. Key map (scale: not less than 1" = 600') showing entire tract and its relation to surrounding area, including locations and names of principal roads.	[]	[]	[]
21. Names of owners, addresses and block and lot numbers of adjoining properties.	[]	[]	[]

LAND DEVELOPMENT

	C	I	WR
22. Tract boundary line with bearings and distances and certified boundary survey by a licensed land surveyor.	[]	[]	[]
23. Zone district(s) and identification of zone boundaries located on and adjoining the property.	[]	[]	[]
24. Total area of the tract in square feet and to the nearest tenth of an acre.	[]	[]	[]
25. Proposed property lines and other site lines, with dimensions.	[]	[]	[]
26. All proposed lots numbered.	[]	[]	[]
27. Total area of each lot in sq.ft. and the area of each lot located within the maximum depth of requirement.	[]	[]	[]
28. All requirements applicable to the zone in accordance with Schedule "D" (Section 13-5.1D).	[]	[]	[]
29. Front, rear and side building setback lines as required by the zoning regulations.	[]	[]	[]
30. All structures located within 200' of the tract.	[]	[]	[]
31. All existing structures on the tract with setback distances if the structures are to remain.	[]	[]	[]
32. Right-of-way lines and widths and names of all existing streets on and adjoining the property.	[]	[]	[]
33. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easement and the text of any restrictions applicable to same.	[]	[]	[]
34. Copies of any existing or proposed protective or restrictive covenants and deed restrictions.	[]	[]	[]

MORRIS PLAINS CODE

	C	I	WR
35. Location on the property of existing and proposed:			
a. watercourses and other drainage courses.	[]	[]	[]
b. bridges.	[]	[]	[]
c. culverts and/or storm drains with sizes and gradients.	[]	[]	[]
d. wooded areas.	[]	[]	[]
e. rock outcroppings.	[]	[]	[]
36. Location within 200' of the property of existing:			
a. watercourses and other drainage courses.	[]	[]	[]
b. bridges.	[]	[]	[]
c. culverts and/or storm drains with sizes.	[]	[]	[]
37. Contours at not more than five foot intervals for slopes over 15 percent and not more than two foot intervals for less than 15 percent.	[]	[]	[]
38. Flood plain limits.	[]	[]	[]
39. Freshwater wetlands delineation, including any transition area, or an affidavit by a qualified person stating that no wetlands or transition on the property exist. If wetlands or transition area are located on the property, the applicant shall submit one of the following:			
a. A Freshwater Wetlands Permit from D.E.P.	[]	[]	[]
b. A Letter of Exemption from D.E.P.	[]	[]	[]
c. A Letter of Interpretation from D.E.P.	[]	[]	[]
40. Cross sections, centerline profiles and grades of all proposed streets. Minimum scale: 1" = 50' horizontal and 1" = 5' vertical.	[]	[]	[]
41. Site grading plan showing existing and proposed contours, spot elevations, first floor elevations, garage floor elevations, driveway grades, house corner elevations, etc.	[]	[]	[]
42. Plan for storm water management including drainage area map and calculations.	[]	[]	[]

LAND DEVELOPMENT

	C	I	WR
43. Plans and profiles of proposed utility systems, i.e., storm drainage, sanitary sewers, water, gas, electric, etc., showing feasible connections to existing or proposed systems, sizes, grades, types of materials and construction details of all pertinent facilities and improvements.	[]	[]	[]
44. In residential subdivisions containing 50 or more lots, the location and description of provisions for the recycling or recyclable materials in accordance with the municipal recycling ordinance. The plan shall be accompanied by a description of the following:			
a. The size, shape, materials or construction of the recycling area.	[]	[]	[]
b. Name and address of the Collector of recycled materials.	[]	[]	[]
c. If recycled materials will be transferred to the Borough's recycling center or taken to some other location.	[]	[]	[]
d. Frequency of collection.	[]	[]	[]
45. All recycling areas shall be in a location on site as approved by the Planning Board and shall be adequately screened so that no material is visible from the property line containing said area.	[]	[]	[]
46. A Soil Erosion and Sediment Control Plan.	[]	[]	[]
47. Stream crossing structures.	[]	[]	[]
48. Construction details in accordance with Borough standards.	[]	[]	[]
49. Location and purpose of any open space to be dedicated to public use.	[]	[]	[]
50. There may be other requirements applicable to the proposed development as listed below:			
a. Soil Disturbance Permit application in accordance with Chapter 19 and Ord. #19-2009.	[]	[]	[]
b. Tree removal permit.	[]	[]	[]
c. Environmental Impact Statement.	[]	[]	[]

MORRIS PLAINS CODE

	C	I	WR
51. List of requested variances and waivers. Include Checklist F if variances are needed.	☐	☐	☐
52. Separate application and fee filed for any conditional use or variance involved.	☐	☐	☐
53. If development in sections is proposed, a map reflecting the various sections for which final approval will be sought shall accompany the preliminary application.	☐	☐	☐
54. A statement specifying the applicant's intentions for installation of improvements and/or the posting of performance guarantees in accordance with Section 13-4.9 and a time schedule for completion of each improvement.	☐	☐	☐
55. A stormwater control plan in accordance with Section 13-4.16A-K.	☐	☐	☐
56. Steep Slopes Map Details in accordance with Section 13-5.9.G.	☐	☐	☐
57. Delineation of Riparian Zones in accordance with Section 13-5.10.C.	☐	☐	☐

LAND DEVELOPMENT

**BOROUGH OF MORRIS PLAINS
LAND DEVELOPMENT ORDINANCE**

**§ 13-4.2G(3) CHECKLIST C
CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION FOR
APPROVAL OF A FINAL MAJOR SUBDIVISION**

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Application No. _____
Street Address _____ Date Filed _____

REQUIRED DATA & INFORMATION

C - Complete
I - Incomplete
WR - Waiver Requested

	C	I	WR
1. An original and 19 copies of this Checklist completed by the applicant.	☐	☐	☐
2. An original and 19 copies of a completed application form.	☐	☐	☐
3. Filing fee and any required escrow deposit. (See Article 8 of Chapter 2).	☐	☐	☐
4. Twenty (20) black or blue on white prints of all maps.	☐	☐	☐
5. An original and 19 copies of all other documents.	☐	☐	☐

MORRIS PLAINS CODE

	C	I	WR
6. Name, address and license number of person preparing plat.	[]	[]	[]
7. All maps signed and sealed by New Jersey licensed land surveyor.	[]	[]	[]
8. Name of tract or development.	[]	[]	[]
9. Tax map block and lot numbers as assigned by Tax Assessor.	[]	[]	[]
10. Date prepared and date(s) of revision(s).	[]	[]	[]
11. Plat scale not less than 1" = 50'.	[]	[]	[]
12. Graphic scale.	[]	[]	[]
13. Reference meridian.	[]	[]	[]
14. Name and address of record owner.	[]	[]	[]
15. Names and address of applicant.	[]	[]	[]
16. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.	[]	[]	[]
17. Ownership disclosure in accordance with C.40:55D-48.1.	[]	[]	[]
18. Names of owners of adjoining properties.	[]	[]	[]
19. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.	[]	[]	[]
20. Certification of compliance with preliminary plat including list of any exceptions or deviations from same.	[]	[]	[]
21. Signature block for Board Chairman, Secretary and Engineer.	[]	[]	[]

LAND DEVELOPMENT

	C	I	WR
22. Existing and proposed property lines and other site lines, with bearings and distances.	[]	[]	[]
23. Front, rear and side building setback line(s) as required by the zoning regulations.	[]	[]	[]
24. Total area of the tract.	[]	[]	[]
25. Total area of each lot in sq.ft. and the area of each lot located within the maximum depth of measurement.	[]	[]	[]
26. All existing structures on the tract with setback distances.	[]	[]	[]
27. Right-of-way lines and widths and names of all existing and proposed streets on and adjoining the property.	[]	[]	[]
28. Location and widths of all other existing and proposed rights-of-way and easements including sight triangle easements defined by metes and bounds, the purpose of any easement and the text of any restrictions applicable to same.	[]	[]	[]
29. Location and area described in bearings and distances and purpose of any open space to be dedicated to public use.	[]	[]	[]
30. For all property lines, accurate distances, bearings, radii, arc lengths and central angles of all curves.	[]	[]	[]
31. Location and description of all monuments.	[]	[]	[]
32. Engineer's or surveyor's certification.	[]	[]	[]
33. Owner's certification.	[]	[]	[]
34. Certification as required by Map Filing Law.	[]	[]	[]
35. As-built cross sections and profiles of streets.	[]	[]	[]
36. As-built grading plan.	[]	[]	[]

MORRIS PLAINS CODE

C I WR

37. As-built plans and profile of storm sewers, sanitary sewers and water mains on mylar. Show sanitary laterals, water service lines, pipe sizes and type, manholes, inlets, valves, hydrants, pumping or booster stations, force mains, inverts and top elevations of manholes and inlets, length of pipe.

[] [] []

38. FINAL SUBMISSIONS (to be submitted following approval of the final plat by the Planning Board).

a. The original, one (1) cloth print and one (1) mylar of the final plat for the signatures of appropriate Borough Officials.

[] [] []

b. One (1) cloth print, one (1) mylar and fifteen (15) prints of the final plat after it has been filed with the Morris County Clerk's Office.

[] [] []

c. A CAD copy of the final plat, certified by a New Jersey licensed surveyor, prepared in accordance with the New Jersey Map Filing Act, N.J.S.A. 46:23-9.9 et seq., shall be submitted to the Borough Engineer. All required information appearing on the digital version of the final plat shall appear on separate layers of the drawing in accordance with the adopted criteria as found in Appendix G, Digital Mapping Submission Standards, of the County of Morris. All work shall be based upon the New Jersey system of plane coordinates as defined in N.J.S.A. 51:3-7. The drawing shall identify a minimum of three corners distributed around the tract and shall indicate the grid coordinate values geo referenced to within 0.3 feet of the National Geodetic Reference Network, as amended and updated. The monumentation shall be in United States Survey Feet based upon the standard conversions from meters to feet in accordance with adopted standards of the National Oceanic Atmospheric Administration.

[] [] []

LAND DEVELOPMENT

	C	I	WR
39. A stormwater control plan in accordance with Section 13-4.16A-K.	[]	[]	[]
40. Steep Slopes Map Details in accordance with Section 13-5.9.G.	[]	[]	[]
41. Delineation of Riparian Zones in accordance with Section 13-5.10.C.	[]	[]	[]

MORRIS PLAINS CODE

**BOROUGH OF MORRIS PLAINS
LAND DEVELOPMENT ORDINANCE**

**§ 13-4.2G(4) CHECKLIST D(1)
CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION FOR
APPROVAL OF A MINOR SITE PLAN**

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Application No. _____

Street Address _____ Date Filed _____

Note: This application is to be used only for Minor Site Plans which are defined as follows:

MINOR SITE PLAN means a development of one or more lots which:

- (1) Proposed development of a relatively minor or immaterial nature limited to the following general types of development:
 - (a) A change in use involving interior building construction and exterior building improvements as regulated in b & c below.
 - (b) Minor structural changes in the nature of entry enclosures, porticos, façade changes, display windows, and other structural appurtenances; or
 - (c) Building additions not exceeding ten (10%) of the ground coverage of the existing building structure and not involving any additional off street parking or any land disturbance beyond the immediate area around the structure;
- (2) Does not require any new street or extension of any off tract improvement which is to be pro-rated in accordance with the provisions of the Municipal Land Use Law (MLUL) or this Ordinance; and
- (3) Contains the information reasonably required in order to make an informed determination as to whether the requirements of this Ordinance have been met."

LAND DEVELOPMENT

C - Complete
I - Incomplete
WR - Waiver Requested

	C	I	WR
1. An original and 19 copies of this Checklist completed by the applicant.	[]	[]	[]
2. An original and 19 copies of a completed application form.	[]	[]	[]
3. Filing fee and any required escrow deposit. (See Article 8 of Chapter 2).	[]	[]	[]
4. Twenty (20) black or blue on white prints of all maps.	[]	[]	[]
5. An original and 19 copies of all other documents.	[]	[]	[]
6. Tax map sheet, block and lot numbers.	[]	[]	[]
7. Date prepared and date(s) of revision(s).	[]	[]	[]
8. Name and address of record owner.	[]	[]	[]
9. Names and address of applicant, if other than owner.	[]	[]	[]
10. Ownership disclosure in accordance with C.40: 55D-48.1.	[]	[]	[]
11. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.	[]	[]	[]
12. Copy of Zoning Map marked with location of property to be attached to application form.	[]	[]	[]
13. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.	[]	[]	[]

MORRIS PLAINS CODE

	C	I	WR
14. A listing of all products sold, manufactured and used in connection with any industrial operation including any and all waste products, chemicals and fluids used along with a description of the methods of storing and disposing of said chemicals and fluids together with information on how disposal of household garbage and recyclable materials will be handled.	[]	[]	[]
15. Prior use of building (if known) and contemplated use of building.	[]	[]	[]
16. Sketch of proposed changes:			
a. Size, location and details of existing and proposed signs, including parking signs:	[]	[]	[]
b. Location, nature of construction, height and area direction of illumination measured in foot-candles of existing and proposed lighting.	[]	[]	[]
17. Where changes are proposed to the inside of the building:			
a. Plan or sketch of interior layout and uses, including all interior dimensions.	[]	[]	[]
b. Plan or sketch of proposed changes and building materials, including all interior dimensions.	[]	[]	[]
c. If changes extend beyond existing building, show proposed distance(s) to property lines.	[]	[]	[]
18. Where building additions or other modifications described in Paragraph 1 of definition of Minor Site Plan are proposed, a site plan drawing at a scale of not less than 1" = 30' showing the following data and information as appropriate.	[]	[]	[]
a. Property lines with dimensions.	[]	[]	[]
b. Location of existing building(s) and any proposed addition(s) showing front, rear and side building setback lines.	[]	[]	[]
c. Location of existing parking and loading areas.	[]	[]	[]
d. Proposed changes in landscaping necessitated by the addition(s).	[]	[]	[]

LAND DEVELOPMENT

	C	I	WR
e. Floor plan of the building or portion thereof indicating existing and proposed use and all interior dimensions for which minor site plan approval is sought.	[]	[]	[]
f. Front, rear and side building elevation drawings, showing building materials and all exterior dimensions, if changes or modifications to the building facade are proposed.	[]	[]	[]
g. Elevations at corners of all proposed buildings and paved areas and at property corners.	[]	[]	[]
h. Topographic map showing existing and proposed contours, augmented with spot elevations if necessary. Contour interval to be not less than 2'.	[]	[]	[]
i. All flood hazard areas, lakes, ponds, marshes, bogs, swamps and streams.	[]	[]	[]
j. Freshwater wetlands delineation, including any transition area, or an affidavit by a qualified person stating that no wetlands or transition on the property exist. If wetlands or transition area are located on the property, the applicant shall submit one of the following:			
1. A Freshwater Wetlands Permit from D.E.P.	[]	[]	[]
2. A Letter of Exemption from D.E.P.	[]	[]	[]
3. A Letter of Interpretation from D.E.P.	[]	[]	[]
k. Off-Street Parking: For applications involving change of use as described herein, within the I, L-1 and L-2 districts, calculations of existing and proposed off-street parking utilization shall be submitted indicating the following:			
1. Breakdown of site use by square feet;	[]	[]	[]
2. Existing number of off-street parking spaces;	[]	[]	[]
3. Existing parking space utilization (number of occupied spaces at peak operational time);	[]	[]	[]
4. Comparison of existing parking utilization to that of required off-street parking as indicated within §13-5.7A/Schedule E.	[]	[]	[]

MORRIS PLAINS CODE

	C	I	WR
19. Name, address and license number of professional preparing plan.	[]	[]	[]
20. Names of owners and block and lot numbers of properties located within 200' of the tract.	[]	[]	[]
21. A stormwater control plan in accordance with Section 13-4.16A-K.	[]	[]	[]
22. Steep Slopes Map Details in accordance with Section 13-5.9.G.	[]	[]	[]
23. Delineation of Riparian Zones in accordance with Section 13-5.10.C.	[]	[]	[]

NOTE: THE BOARD RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION IN ORDER TO MAKE A FULLY INFORMED DECISION.

LAND DEVELOPMENT

**BOROUGH OF MORRIS PLAINS
LAND DEVELOPMENT ORDINANCE**

**§ 13-4.2G(4) CHECKLIST D(2)
CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION FOR
APPROVAL OF A MINOR SITE PLAN - CHANGE OF USE
(Limited to Interior Building Modifications Only and Exterior Signage)**

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Application No. _____
Street Address _____ Date Filed _____

Note: This application is to be used only for **Minor Site Plans-Change of Use** which is defined as a development of a relatively minor or immaterial nature limited to a change of use involving no building construction, other than interior modifications, and/or requiring additional off-street parking.

REQUIRED DATA & INFORMATION

C - Complete
I - Incomplete
WR - Waiver Requested

	C	I	WR
1. An original and 19 copies of this Checklist completed by the applicant.	☐	☐	☐
2. An original and 19 copies of a completed application form.	☐	☐	☐
3. Filing fee and any required escrow deposit: (See Article 8 of Chapter 2).	☐	☐	☐
4. Twenty (20) black or blue on white prints of all plans.	☐	☐	☐
5. An original and 19 copies of all other documents.	☐	☐	☐

MORRIS PLAINS CODE

	C	I	WR
6. Tax map sheet, block and lot numbers.	[]	[]	[]
7. Name and address of record owner.	[]	[]	[]
8. Names and address of applicant, if other than owner.	[]	[]	[]
9. Ownership disclosure in accordance with C.40: 55D-48.1.	[]	[]	[]
10. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.	[]	[]	[]
11. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.	[]	[]	[]
12. Narrative description of proposed use including, but not limited to:			
(a) Operational nature of business (i.e. type);	[]	[]	[]
(b) Days/Hours of operation;	[]	[]	[]
(c) Total number of employees;	[]	[]	[]
(d) Total number of employees at peak time	[]	[]	[]
13. A listing of all products sold, manufactured and used in connection with any industrial operation including any and all waste products, chemicals and fluids used along with a description of the methods of storing and disposing of said chemicals and fluids.	[]	[]	[]
14. Information pertaining to storage and disposal of garbage and recyclable materials.	[]	[]	[]
15. Prior use of building (if known) and contemplated use of building.	[]	[]	[]
16. Date prepared and date(s) of revision(s).	[]	[]	[]

LAND DEVELOPMENT

	C	I	WR
17. Name, address and license number of professional preparing plan.	☐	☐	☐
18. Sketch of proposed changes indicating size, location, coloration and details of existing and proposed signage.	☐	☐	☐
19. Where changes are proposed to the inside of the building, provide a plan or sketch of interior layout and use, building materials and including all interior dimensions.	☐	☐	☐
20. Number of available onsite, off-street parking spaces.	☐	☐	☐
21. Off-Street Parking: For applications involving a change of use within the I, L-1 and L-2 districts, calculations of existing and proposed off-street parking utilization shall be submitted indicating the following:			
(a) Breakdown of site use by square feet;	☐	☐	☐
(b) Existing number of off-street parking spaces;	☐	☐	☐
(c) Existing parking space utilization (number of occupied spaces at peak operational time);	☐	☐	☐
(d) Comparison of existing parking utilization to that of required off-street parking as indicated within §13-5.7A/Schedule E.	☐	☐	☐
22. Steep Slopes Map Details in accordance with Section 13-5.9.G.	☐	☐	☐
23. Delineation of Riparian Zones in accordance with Section 13-5.10.C.	☐	☐	☐

NOTE: THE BOARD RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION IN ORDER TO MAKE A FULLY INFORMED DECISION.

MORRIS PLAINS CODE

**BOROUGH OF MORRIS PLAINS
LAND DEVELOPMENT ORDINANCE**

**§ 13-4.2G(5) CHECKLIST E
CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION FOR
APPROVAL OF A PRELIMINARY AND FINAL SITE PLAN**

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Application No. _____
Street Address _____ Date Filed _____

REQUIRED DATA & INFORMATION

C - Complete
I - Incomplete
WR - Waiver Requested

	C	I	WR
1. An original and 19 copies of this Checklist completed by the applicant.	I I	I I	I I
2. An original and 19 copies of a completed application form.	I I	I I	I I
3. Filing fee and any required escrow deposit. (See Article 8 of Chapter 2).	I I	I I	I I
4. Twenty (20) black or blue on white prints of all maps.	I I	I I	I I
5. An original and 19 copies of all other documents.	I I	I I	I I

LAND DEVELOPMENT

	C	I	WR
6. Name, address and license number of person preparing plan.	[]	[]	[]
7. All maps signed and sealed by licensed New Jersey Professional Engineer, Registered Architect, Land Surveyor or Planner preparing the plans.	[]	[]	[]
8. Name of tract or development.	[]	[]	[]
9. Tax map block and lot numbers.	[]	[]	[]
10. Date prepared and date(s) of revision(s).	[]	[]	[]
11. Plan scale not less than 1" = 30'. (A Key Map is permitted if it is not possible to show entire site on one sheet).	[]	[]	[]
12. Graphic scale.	[]	[]	[]
13. Reference meridian.	[]	[]	[]
14. Name and address of record owner.	[]	[]	[]
15. Name and address of applicant.	[]	[]	[]
16. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.	[]	[]	[]
17. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.	[]	[]	[]
18. Names of owners and block and lot number of properties located within 200' of the tract boundary.	[]	[]	[]
19. Ownership disclosure in accordance with C.40:55D-48.1.	[]	[]	[]
20. Separate application and fee filed for any conditional use or variance involved. Each variance and each waiver must be separately listed.	[]	[]	[]

MORRIS PLAINS CODE

	C	I	WR
21. The location, size and nature of the entire property in question, and any contiguous property owned by the applicant or in which the applicant has a direct or indirect interest.	[]	[]	[]
22. Signature blocks for signatures of Chairman and Secretary of the Planning Board, the Borough Engineer and the Fire Sub Code Official.	[]	[]	[]
23. Key map (scale: not less than 1" = 600') showing entire tract and its relation to surrounding area, including locations and names of principal roads.	[]	[]	[]
24. Tract boundary line with bearings and distances.	[]	[]	[]
25. Existing property lines and other site lines, with bearings and distances.	[]	[]	[]
26. Zone district(s) and identification of zone boundaries located on and adjoining the property.	[]	[]	[]
27. Area of the lot in square feet and acres.	[]	[]	[]
28. Topographic map showing existing and proposed contours, augmented with spot elevations if necessary. Contour interval to be not less than 2'.	[]	[]	[]
29. Front, rear and side building setback lines as required by the zoning regulations.	[]	[]	[]
30. All structures located within 200' of the tract.	[]	[]	[]
31. All existing and proposed structures on the tract with setback distances, heights, number of stories and first floor elevations.	[]	[]	[]
32. Right-of-way lines, widths, and names of all existing streets adjoining the property.	[]	[]	[]
33. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easement and the text of any restrictions applicable to same.	[]	[]	[]

LAND DEVELOPMENT

	C	I	WR
34. Location on the property of existing and proposed:			
a. Watercourses and other drainage courses.	☐	☐	☐
b. Bridges.	☐	☐	☐
c. Culverts and/or storm drains with sizes and gradients.	☐	☐	☐
d. Wooded areas.	☐	☐	☐
e. Rock outcroppings.	☐	☐	☐
35. Location within 200' of property of existing:			
a. Watercourses and drainage courses.	☐	☐	☐
b. Bridges.	☐	☐	☐
c. Culverts and/or storm drains with sizes.	☐	☐	☐
36. Map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure along with drainage tabulation sheets showing calculations for each drainage area. Each drainage area shall be marked for identification purposes.	☐	☐	☐
37. All flood hazard areas, lakes, ponds, marshes, bogs, swamps and streams.	☐	☐	☐
38. Freshwater wetlands delineation, including any transition area, or an affidavit by a qualified person stating that no wetlands or transition on the property exist. If wetlands or transition area are located on the property, the applicant shall submit one of the following:			
a. A Freshwater Wetlands Permit from D.E.P.	☐	☐	☐
b. A Letter of Exemption from D.E.P.	☐	☐	☐
c. A Letter of Interpretation from D.E.P.	☐	☐	☐
39. A listing of all zoning requirements in accordance with Schedule "D", Section 13-5.1D and the relationship of the proposed site plan to those requirements.	☐	☐	☐
40. Location of parking and loading spaces, with dimensions.	☐	☐	☐
41. Widths of traffic aisles.	☐	☐	☐

MORRIS PLAINS CODE

	C	I	WR
42. Direction of traffic flow.	[]	[]	[]
43. Elevations at corners of all proposed buildings and paved areas and at property corners.	[]	[]	[]
44. Tentative building floor plans. Scale: not less than 1/8" = 1'.	[]	[]	[]
45. Front, rear and side building elevation drawings showing building materials. Scale: not less than 1/8" = 1'.	[]	[]	[]
46. Specifications and construction detail sheet of existing and proposed paving, curbing and sidewalks.	[]	[]	[]
47. Location and construction details of existing and proposed utility systems including, but not limited to:			
a. Storm water management, showing size, materials and gradients.	[]	[]	[]
b. Water mains, showing size, material and class.	[]	[]	[]
c. Sanitary sewers and lateral connections, showing size, material.	[]	[]	[]
d. Water well(s) showing location and yield, class and gradient.	[]	[]	[]
e. Septic or other waste disposal systems.	[]	[]	[]
48. Location and description of all solid waste storage facilities.	[]	[]	[]
In multi-family residential developments containing 25 or more units and in			
49. non-residential developments utilizing 1,000 square feet or more of land area the location and description of provisions for the recycling of recyclable materials in accordance with the municipal recycling ordinance: The plan shall be accompanied by a description of the following:			
a. The size, shape, materials of construction of the recycling area.	[]	[]	[]
b. Name and address of the Collector of recycled materials.	[]	[]	[]
c. If recycled materials will be transferred to the Borough's recycling center or taken to some other location.	[]	[]	[]
d. Frequency of collection.	[]	[]	[]

LAND DEVELOPMENT

	C	I	WR
All recycling areas shall be in a location on site as approved by the Planning Board and shall be adequately screened so that no recycled material is visible from the property line containing said area.	[]	[]	[]
50. A listing of all products sold, manufactured and used in connection with any industrial operation including any and all chemicals and fluids used along with a description of the methods of storing and disposing of said chemicals and fluids.	[]	[]	[]
51. Location of existing and proposed fences, walls and sidewalks.	[]	[]	[]
52. Generalized plan of landscaping showing basic treatment of all unpaved areas.	[]	[]	[]
53. Present status and contemplated use of all existing and proposed buildings.	[]	[]	[]
54. Size, location and details of existing and proposed signs, including parking signs.	[]	[]	[]
55. Location, nature of construction, height and area and direction of illumination measured in foot-candles of existing and proposed lighting.	[]	[]	[]
56. The location, names and widths of all existing and proposed streets abutting the premises in question, the property lines of all abutting properties together with the names and addresses of the owners.	[]	[]	[]
57. The final site plan shall, in addition to the foregoing, show the following:			
a. Final contours of the property and for 100 feet outside the property at 2 foot intervals when new buildings or parking areas or re-surfacing of existing parking area are proposed. If only a portion of the property is being developed, contours need only be shown for said portion and 100 feet beyond.	[]	[]	[]

MORRIS PLAINS CODE

	C	I	WR
b. Final building floor plans and front, rear and side building elevations showing building materials.	[]	[]	[]
c. Location, size and type of proposed landscaping including shade trees. Furnish details of fences, walls and similar facilities. Landscaping plan must accompany application but may be on separate sheet.	[]	[]	[]
d. Location, size and nature of existing rights-of-way, easements and other encumbrances and location, size and description of lands to be dedicated to the Borough.	[]	[]	[]
58. There may be other requirements applicable to the proposed development as listed below:			
a. Soil Disturbance Permit application in accordance with Chapter 19 and Ord. #19-2009.	[]	[]	[]
b. Tree removal permit.	[]	[]	[]
c. Environmental Impact Statement.	[]	[]	[]
59. Certification of compliance with preliminary plan including a list of any exceptions or deviation from same.	[]	[]	[]
60. If development in sections is proposed, a map reflecting the various sections for which final approval will be sought shall accompany the preliminary site plan application.	[]	[]	[]
61. If any public improvements are required as a condition of final approval, a statement specifying the applicant's intentions for installation of improvements and/or posting of performance guarantees in accordance with Section 13-4.9 and a time schedule for completion of each improvement.	[]	[]	[]
62. A stormwater control plan in accordance with Section 13-4.16A-K.	[]	[]	[]
63. Steep Slopes Map Details in accordance with Section 13-5.9.G.	[]	[]	[]

LAND DEVELOPMENT

64. Delineation of Riparian Zones in accordance with Section 13-5.10.C.

C	I	WR
[]	[]	[]
[]	[]	[]

- a. A CAD copy of the final plat, certified by a New Jersey licensed surveyor, prepared in accordance with the New Jersey Map Filing Act, N.J.S.A. 46:23-9.9 et seq., shall be submitted to the Borough Engineer. All required information appearing on the digital version of the final plat shall appear on separate layers of the drawing in accordance with the adopted criteria as found in Appendix G, Digital Mapping Submission Standards, of the County of Morris. All work shall be based upon the New Jersey system of plane coordinates as defined in N.J.S.A. 51:3-7. The drawing shall identify a minimum of three corners distributed around the tract and shall indicate the grid coordinate values geo referenced to within 0.3 feet of the National Geodetic Reference Network, as amended and updated. The monumentation shall be in United States Survey Feet based upon the standard conversions from meters to feet in accordance with adopted standards of the National Oceanic Atmospheric Administration.

MORRIS PLAINS CODE

**BOROUGH OF MORRIS PLAINS
LAND DEVELOPMENT ORDINANCE**

**§ 13-4.2G(6) CHECKLIST F
CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION FOR
VARIANCES AND APPEALS PURSUANT TO N.J.S.A. 40:55D-34, -35 and -70.
[Amended 12-19-2019 by Ord. No. 12-2019]**

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Application No. _____
Street Address _____ Date Filed _____

REQUIRED DATA & INFORMATION

C - Complete
I -incomplete
WR - Waiver Requested

	C	I	WR
1. An original and 19 copies of this Checklist completed by the applicant.	[]	[]	[]
2. An original and 19 copies of a completed application form.	[]	[]	[]
3. Filing fee and any required escrow deposit. (See Article 8 of Chapter 2).	[]	[]	[]
4. Twenty (20) black or blue on white prints of all maps.	[]	[]	[]
5. An original and 19 copies of all other documents.	[]	[]	[]

LAND DEVELOPMENT

	C	I	WR
6. Name, address and license number of person preparing map(s).	☐	☐	☐
7. All maps signed and sealed if prepared by a New Jersey licensed professional.	☐	☐	☐
8. Certification from Tax Collector that no taxes or assessments are due or delinquent.	☐	☐	☐
9. Ownership disclosure in accordance with C.40:55 D-48.1.	☐	☐	☐
10. Address of the premises which is the subject of application and zone in which same is located.	☐	☐	☐
11. Tax map block and lot numbers of subject premises.	☐	☐	☐
12. Name, address and telephone number of attorney, if represented by counsel.	☐	☐	☐
13. Copy of Zoning Officer's decision from which appeal is taken, if applicable.	☐	☐	☐
14. Description of what applicant intends to do and a list of variances requested including section(s) of the ordinance from which relief is requested.	☐	☐	☐
15. If there has been a previous application involving the premises in question, the date of filing, the nature of the request, and the disposition made.	☐	☐	☐
16. State whether applicant or owners own, or have under contract purchase, any adjoining lands. Set forth lot(s) and block(s) numbers.	☐	☐	☐
17. Statement as to whether application is, or is not to be accompanied by a separate application for subdivision, site plan, or conditional use approval, or if application is to be bifurcated.	☐	☐	☐
18. List of names, addresses, lot and block numbers as appearing on the official tax records of all owners of property within 200 feet of the subject premises and municipal, county and state agencies upon whom notice must be served in the manner provided by law.	☐	☐	☐

MORRIS PLAINS CODE

	C	I	WR
19. Location, size, nature, purpose and text of all existing rights-of-way, easements, protective or restrictive covenants, agreements and any other encumbrances or restorations on or effecting the subject property.	☐	☐	☐
20. Description of the proposed structure, or use.	☐	☐	☐
21. Size of lot (square feet).	☐	☐	☐
22. Dimensions of lot.	☐	☐	☐
23. Specific details of subject premises (present and proposed) when pertinent:			
a. Width, depth and height of building(s) (stories and feet).	☐	☐	☐
b. Front yard depth.	☐	☐	☐
c. Rear yard depth.	☐	☐	☐
d. Side yard width (both).	☐	☐	☐
e. Corner lot yard depths.	☐	☐	☐
24. If the application involves a lot size, setback or other bulk variance(s) in connection with residential use, the following additional data shall be provided:			
a. Topographic map showing existing and proposed contours, augmented with spot elevations if necessary. Contour interval to be not less than 2'.	☐	☐	☐
b. Survey sketch indicating existing and proposed building footprint.	☐	☐	☐
c. Tentative building floor plans indicating interior dimensions. Scale: not less than 1/8"=1'.	☐	☐	☐
d. Front, rear and side building elevation drawings showing building materials and exterior dimensions. Scale: not less than 1/8"=1'.	☐	☐	☐
e. Elevations at corners of all proposed buildings and paved areas and at property corners.	☐	☐	☐
f. Colored photographs of each residence located along the same street within 200 feet of the property.	☐	☐	☐
g. The following data for each lot located within 500 feet of the extreme limits of the property.			

LAND DEVELOPMENT

	C	I	WR
(1) Area of lot within maximum depth of lot area measurement.	☐	☐	☐
(2) Approximate dimensions of existing front, rear and side yard setbacks.	☐	☐	☐
(3) Approximate building coverage and approximate total principal building floor area, all floors.	☐	☐	☐
(4) Principal building height, in stories.	☐	☐	☐
25. All flood hazard areas, lakes, ponds, marshes, bogs, swamps and streams.	☐	☐	☐
26. Freshwater wetlands delineation, including any transition area, or an affidavit by a qualified person stating that no wetlands or transition on the property exist. If wetlands or transition area are located on the property, the applicant shall submit one of the following:			
a. A Freshwater Wetlands Permit from D.E.P.	☐	☐	☐
b. A Letter of Exemption from D.E.P.	☐	☐	☐
c. A Letter of Interpretation from D.E.P.	☐	☐	☐
27. The specific facts which show that relief sought can be granted without substantial detriment to the public good, and will not substantially impair the intent and purpose of the zone plan and zoning regulations.	☐	☐	☐
28. Special reasons to justify the grant of any variance pursuant to N.J.S.A. 40:55D-70d.	☐	☐	☐
29. Steep Slopes Map Details in accordance with Section 13-5.9.G.	☐	☐	☐
30. Delineation of Riparian Zones in accordance with Section 13-5.10.C.	☐	☐	☐

MORRIS PLAINS CODE

**BOROUGH OF MORRIS PLAINS
LAND DEVELOPMENT ORDINANCE**

**§ 13-4.2G(7) CHECKLIST G: GENERAL DEVELOPMENT PLAN
[Added 9-20-2018 by Ord. No. 19-2018]**

**CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION FOR
GENERAL DEVELOPMENT PLAN**

An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Application No. _____
Street Address _____ Date Filed _____

REQUIRED DATA & INFORMATION

C- Complete
I - Incomplete
WR - Waiver Requested

	C	I	WR
1. An original and 19 copies of this Checklist completed by the applicant.	[]	[]	[]
2. An original and 19 copies of the application, fully Completed	[]	[]	[]
3. An original and 19 copies of all plans, inventories, reports, Schedules, agreements, information and other materials Required by §13-5.11(U)	[]	[]	[]
4. An original and 19 copies of an illustrative plan showing the location and footprints of all proposed buildings, parking areas, streets, driveways, stormwater management basins and other			

LAND DEVELOPMENT

	C	I	WR
stormwater management basins and other stormwater storage or recharge facilities.	[]	[]	[]
5. An original and 19 copies of a traffic report providing all Information needed to determine the traffic impacts of the proposed development, and required mitigation and improvements. Such information shall include, but shall not be limited to (a) an inventory of relevant existing roadway conditions, (b) counts of existing traffic volumes at all materially impacted intersections, (c) trip generation projections, (d) projected background traffic growth, (e) traffic distribution projections, (f) no-build and build traffic volumes, average vehicle delays, and levels of service at all such intersections, (g) proposed mitigation and improvements, and (h) resulting impacts on vehicle delays and levels of service	[]	[]	[]
6. Proof of submission of request for recommended safety Improvements to NJDOT Commissioner pursuant to §13-5.11(U and 20 copies of any response	[]	[]	[]
7. Certification by Tax Collector that taxes and assessments for local improvements on the property have been paid through the most recent installment date	[]	[]	[]
8. Name and address of record owner	[]	[]	[]
9. Name and address of applicant	[]	[]	[]
10. Certification that applicant is owner or his authorized agent or owner's written consent to application	[]	[]	[]
11. Ownership disclosure in accordance with C. 40:55D-48.1 and 48.2	[]	[]	[]
12. Names, addresses, and block and lot numbers of adjoining properties	[]	[]	[]
13. List of all property owners within 200 feet of the subject property	[]	[]	[]
14. Application fee and any required escrow deposit (See Article 8 of Chapter 2)	[]	[]	[]
15. If applicant seeks to exercise its option to simultaneously file an application for site plan approval, submission of the required checklist(s) and complete application for site plan approval(s)	[]	[]	[]