

LAND USE AND ZONING

245 Attachment 2

**Borough of Mountain Lakes**

**Schedule II  
Checklists**

**Borough of Mountain Lakes  
Zoning Board of Adjustment  
Checklist**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Blk \_\_\_\_\_ Lot \_\_\_\_\_

Application #: \_\_\_\_\_ Date: \_\_\_\_\_

By Ordinance (§ 245-22) the items listed below must be included on your Plot Plan at the Zoning Board of Adjustment for a C or D Variance. The checklist must be submitted along with your application by 9:00 am 21 days prior to the hearing date.

	<b>Required</b>	<b>Yes</b>	<b>Waiver</b>	<b>N/A</b>
1.	Lot lines, with dimensions shown on a current survey prepared by a licensed professional surveyor, engineer, architect or landscape architect in the state of NJ			
2.	Tax Block and Lot Numbers			
3.	Zoning District			
4.	Name of roads on which the property fronts			
5.	Easements, right-of-way and zone boundaries			
6.	Location of streams, lakes and freshwater wetlands			
7.	Topographic Information			
8.	Location of all existing buildings, proposed structures or changes, showing front, rear, and side yard dimensions, and distance from buildings and accessory structures to property lines.			
9.	Architectural elevations and floor plans, including structural height, of proposed addition or new building			
10.	Building area allowed; draw lines showing required front, rear and side yard setbacks (Example of Plot Plan provided in Appendix B)			
11.	Location, arrangement and dimensions of parking area, driveway, patios, etc.			
12.	Names of adjoining property owners with lot and block designation			
13.	Location of all buildings on adjoining properties including setbacks (Example shown in Appendix B)			
14.	Zoning Compliance Chart			
15.	Historic Preservation Checklist for Certification delivered to Historic Preservation Committee.			

Name \_\_\_\_\_ Date \_\_\_\_\_

MOUNTAIN LAKES CODE

Application No.: \_\_\_\_\_  
Name: \_\_\_\_\_

**CHECKLIST OF  
SITE PLAN SUBMISSION REQUIREMENTS**

**Mountain Lakes Planning Board or Zoning Board of Adjustment**

References are to Chapter 245-67 of the Land Use Ordinances.

(X)- Included            (W) – Waiver

- ( ) A1 Name and Address of applicant and owner.
- ( ) A2 Tax Map block and lot numbers.
- ( ) A3 Name, title, professional seal and signature of person preparing the plat.
- ( ) A4 Place for the Chairman, the Administrative Officer of the Planning Board and the Borough Engineer to sign.
- ( ) A5 Scale shall equal 50 feet to the inch except, for one acre or less, the scale shall be 20 feet to the inch.
- ( ) A6 Date and revision dates of drawings.
- ( ) A7 North arrow.
- ( ) A8 Key map showing the entire plan and its relation to surrounding areas. Where required for a public hearing, the key map shall show name and location of all property owners within 200 feet, with block and lot numbers.
- ( ) A9 Name and location of all contiguous property owners, with block and lot numbers.
- ( ) A10 Existing zoning and zone boundaries and contiguous zone classifications.
- ( ) A11 All existing and proposed streets within 200 feet.
- ( ) A12 Area of lot.
- ( ) A13 Lot frontage and lot depth.
- ( ) A14 All existing and proposed bearings and all setback lines.
- ( ) A15 Present and proposed elevations based on New Jersey Geodetic Control Survey Datum, at two-foot contour intervals and delineate slopes of 15% or greater.
- ( ) A16 Location, size and nature of all existing and proposed right-of-way easements and other lands if any to be dedicated to the Borough.
- ( ) A17 Location and type of all existing and proposed storm drainage facilities, watercourses and ditches, water lines and sanitary sewer lines.
- ( ) A18 Location of major trees and tree masses.
- ( ) A19 Location of all existing and proposed buildings.
- ( ) A20 The location of all structures within 200 feet of the property.
- ( ) A21 Location of off street parking areas with dimensions showing parking spaces, loading docks, access drives and a traffic circulation pattern showing all ingress and egress means to site.
- ( ) A22 Location and description of all proposed signs and exterior lighting.
- ( ) A23 Location, type and size of electric, telephone, cable television and gas mains and appurtenances, both above and below ground.
- ( ) A24 All landscaping, fences, walls, hedges or similar facilities.
- ( ) A25 The first floor plan and front elevation of all proposed buildings.
- ( ) A26 Environmental impact statement.

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**SITE PLAN CHECKLIST (CONT'D)**

- A27 Soil erosion and sedimentation control plan.
- A28 Surface water management plan.
- A29 Wellhead Protection Area Compliance.
- A30 Landscape Plan.
- A31 Wetlands and transition area delineation or waiver approved by the NJDEP.
- A 32 Historic Preservation Checklist for Certification delivered to Historic Preservation Committee.

Name \_\_\_\_\_ Date \_\_\_\_\_

MOUNTAIN LAKES CODE

Application No.: \_\_\_\_\_

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

**CHECKLIST OF  
SUBDIVISION SUBMISSION REQUIREMENTS**

**Mountain Lakes Planning Board  
Or Zoning Board of Adjustment**

**Check Application Type**

Minor     Preliminary Major     Final Major     Sketch

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References are to Chapter 245-58 of the Land Use & Zoning Ordinance.

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(X) – Included

(W) – Waiver

**Common Requirements for All Applications**

- A1 Name and Address of applicant and owner.
- A2 Tax Map block and lot numbers.
- A3 Name, title, professional seal and signature of person preparing the plat.
- A4 Place for the Chairman, the Administrative Officer of the Planning Board and the Borough Engineer to sign.
- A5 Scale shall equal 50 feet to the inch except, for one acre or less, the scale shall be 20 feet to the inch.
- A6 Date and revision dates of drawings.
- A7 North arrow.
- A8 Key map showing the entire plan and its relation to surrounding areas. Where required for a public hearing, the key map shall show name and location of all property owners within 200 feet, with block and lot numbers.
- A9 Name and location of all contiguous property owners, with block and lot numbers.
- A10 Existing zoning and zone boundaries and contiguous zone classifications.
- A11 All existing and proposed streets within 200 feet.
- A12 Area of entire tract.
- A13 Area of each proposed lot, lot width and lot depths.
- A14 All existing and proposed property line dimensions and bearings, and all setback lines, except that a sketch plat for a cluster development need not show bearings.
- A15 Present and proposed elevations based on New Jersey Geodetic Control Survey Datum, at two-foot contour intervals and delineate slopes or 15% or greater.
- A16 Location, size and nature of all existing and proposed right-of-way easements and other lands if any to be dedicated to the Borough.
- A17 Location and type of all existing and proposed storm drainage facilities, watercourses and ditches, water lines and sanitary sewer lines.
- A18 Location of major trees and tree masses.
- A19 Historic Preservation Checklist for Certification delivered to Historic Preservation Committee.

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**SUBDIVISION CHECKLIST (CONT'D)**

**Additional Requirements for Sketch Plats** (in addition to A)

- B1 Major environmental features such as vegetation, soils, ground and surface waters and land proposed as open space.

**Additional Requirements Minor Plats** (in addition to A & B)

- C All existing structures and all trees over four inches in diameter.

**Additional Requirements Preliminary Plats** (in addition to A, B & C)

- D1 Proposed utility layouts showing feasible connections to existing or any proposed utility systems.
- D2 Copies of any protective covenants, easements or deed restrictions to existing or any proposed utility system.
- D3 When an individual water supply or sewage disposal system is proposed, submit a plan for such a system which has been approved by the appropriate local, county or state health agency. When a public sewage disposal system is not available, the developer shall have percolation tests made and submit the results, approved by the Borough Board of Health, with the preliminary plat.
- D4 Environmental impact statement. (102-6)
- D5 Soil erosion and sedimentation control plan. (102-19)
- D6 Surface water management plan. (102-26)
- D7 Wellhead Protection Area compliance. (102-30)
- D8 Landscaping plan. (208-10 I, h)
- D9 Wetlands and transition area delineation or waiver approved by the NJDEP.

**Additional Requirements Final Plats** (in Addition to A, B, C, & D)

- E The final plat shall be drawn by a licensed New Jersey land surveyor on the basis of, and in accordance with the Map Filing Act, N.J.S.A. 46:23-9.9 et. seq.

Name \_\_\_\_\_ Date \_\_\_\_\_