

ZONING

**BOROUGH OF MILFORD JOINT LAND USE BOARD  
LAND DEVELOPMENT APPLICATION CHECKLIST**

Applicant \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone # \_\_\_\_\_ E-mail \_\_\_\_\_

Owner \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

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

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Tax Map Sheet \_\_\_\_\_

Checklist Prepared By: \_\_\_\_\_  
Print Name of Applicant or Agent

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

TO BE COMPLETED BY BOROUGH	
Application No. _____	Application Fee Paid _____
Application Revcd. _____	Escrow Fee Paid _____

**CHECK TYPE OF APPLICATION BEING SUBMITTED**

SITE PLAN			SUB-DIVISION			
Minor	Prelim Major	Final Major	Sketch	Minor	Prelim Major	Final Major

Application Fee Submitted: \$ \_\_\_\_\_

Escrow Deposit Submitted: \$ \_\_\_\_\_

All applications must be submitted to the Administrative Officer of the Milford Joint Land Use Board at least <b>THREE WEEKS</b> prior to regularly scheduled Board meeting.								TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY BOROUGH		
Site Plan		Subdivision		Required documents to be submitted with application				PROVIDED	N/A	WAIVER REQUESTED	PROVIDED Y/N	REQUEST WAIVER	WAIVER GRANTED
Minor	Major Prelim	Major Final	Sketch	Minor	Major Prelim	Major Final							
•	•	•	•	•	•	•	A. Application and escrow fee with separate computation calculation.						
•	•	•	•	•	•	•	B1. Eighteen (18) copies of the completed application form. Four copies of completed checklist.						
•	•	•	•	•	•	•	B2. Applicant's Disclosure Statement if filed as a corporation, partnership, or limited liability company						
•	•	•	•	•	•	•	C. Eighteen (18) copies of blue or black line prints.						
•	•	•	•	•	•	•	D1. Certification from Tax Collector that all taxes and assessments on the subject property are paid.						
•	•	•	•	•	•	•	D2. Certification from Water Dept. & Sewer Utility, that sewer and water charges, and / or late fees, interest and other assessments are paid to date.						
•	•	•	•	•	•	•	D3. Certified list of property owners within 200'						
•	•	•	•	•	•	•	D4. Signed escrow agreement.						
•	•	•	•	•	•	•	D5. Certification from the Water Dept. & Sewer Utility that the water and sewer systems possess sufficient, uncommitted capacity to accommodate the proposed development						

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				•								
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•	•		•	•	•							
•	•		•	•	•							

**Required documents to be submitted with application**

E. Four (4) copies of application form and fees for any variances required

F1. Four (4) copies of existing protective covenants or deed restrictions applying to the land being subdivided or developed along with a copy of the deed(s) of record.

F2. Four (4) copies of all deeds with Metes and Bounds description for proposed lots including remaining land parcel.

F3. Four (4) copies of all deeds with Metes and Bounds description for proposed easement dedications including dedication of additional road right-of-way,

G. Certification from Owner that:  
 - the property in question has not been part of a prior Land Use Application **or**  
 - provides list with dates of all prior applications

H. Applications for Development in the Highland's Planning Area;  
 No Application for Development (as defined pursuant to the New Jersey Municipal Land Use Law (N.J.S.A. 40:55D-1, et seq.) involving property wholly located wholly or partially in the Planning Area of the Highlands Region shall be deemed complete or considered for review by the applicable approving authority until and unless the Applicant has obtained and provided a copy of:  
 1) A Consistency Determination from the Highlands Council indicating that the Application is consistent with the Highlands Regional Master Plan; or  
 2) A Consistency Determination from the Highlands Council indicating that the Application is not consistent with the Highlands Regional Master Plan, accompanied by Certification, by the Applicant's professional(s) that the Application has been revised since review by the Highlands Council to achieve consistency with the Highlands Regional Master Plan.

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								I. Completed applications with appropriate fees and required information submitted directly to these Agencies with copies provided to the BOROUGH for verification of these submissions:					
							a. Hunterdon County Planning Board						
							b. Hunterdon County Soil Conservation District						
							c. Hunterdon County Department of Health						
							J. Report prepared and certified by a Professional Engineer documenting (utilizing NJDEP Forms) the result of all attempted soil permeability tests and soil logs conducted on the property in question.						
							K. Written verification of proposed tax lot numbers as obtained from the BOROUGH Tax Assessor.						
							L. Five (5) copies of drainage calculations analyzing existing and proposed conditions required to comply with BOROUGH Stormwater Ordinance.						
							M. Five (5) copies of flood hazard calculations with cross sections of existing stream if applicant is not relying upon published survey of flood plain delineation.						
							N. Supplemental information:						
							1. Environmental Impact Statement/Natural Resource Inventory (Reference Ordinance requirements under Chapter 19)						
							2. Wetlands report prepared by a Professional Wetlands Consultant as required pursuant to the New Jersey Wetlands Protection Act.						
							O. Valid LOI issued by NJDEP for entire project or FOD LOI issued by NJDEP for area of proposed development. (1) Board will consider request for waiver if sufficient evidence is presented to determine that there is no impact on any wetland area.						
							P. Written statement submitted by applicant identifying request for waiver of any checklist requirement (if any).						
							Q. Site walk/inspection authorization.						
							R. Information to be required on plans:						
							1. All documents properly certified and sealed by the appropriate N.J. Licensed professional persons (P.E., P.L.S., P.P., C.L.A., R.A.)						
							2. Name and address of the owner, applicant and preparer of plans						
							3. Names of all current property owners within 200' of the property and identification of source information.						

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•	•	•	•	•	•	•	•	4. Plans must identify:						
•	•	•	•	•	•	•	•	a. Name of Development						
•	•	•	•	•	•	•	•	b. Total area of development property in acres and square feet.						
•	•	•	•	•	•	•	•	c. Date of original preparation and all revisions.						
•	•	•	•	•	•	•	•	d. North arrow and reference meridian.						
•	•	•	•	•	•	•	•	e. Graphic and written scale.						
•	•	•	•	•	•	•	•	f. Number of proposed lots or size of building(s).						
•	•	•	•	•	•	•	•	g. Tract zone and schedule of existing zoning criteria and proposed conditions.						
•	•	•	•	•	•	•	•	h. Tax map sheet, block and lot numbers.						
•	•	•	•	•	•	•	•	i. Reference bench mark identified and shown.						
•	•	•	•	•	•	•	•	j. Name of the individual and firm of person preparing the plans.						
•	•	•	•	•	•	•	•	5. Certification of owner noted on the plans (if other than the applicant) as follows: "I certify that I am the owner of this property and consent to the filing of this application".						
								_____						
								Owner Signature _____ Date _____						
•	•	•	•	•	•	•	•	6. Review block for signatures of Board Engineer, Board Secretary and Chairperson.						
	•				•	•		7. Required Hunterdon County Signature Block per County's regulations						
30'	30'	30'	100'	50'	50'	50'		8. Map drawn at a scale of not less than (1"= as noted) sheet size of 18"x24", 24"x36" or 30"x42". All plans must be folded with title block, date and revision date showing.						
	•	•	•	•	•	•		9. Key map drawn at a scale of not less than 400' showing the development and surrounding properties with 1000' radius including zoning boundaries and traffic circulation elements from Master Plan.						

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	•	•		•	•		17C. Plan and profile drawings of all existing and proposed public water (include letter of service feasibility from public utility), if applicable <b>OR</b> show proposed well location with geologist report verifying a sufficient supply of available potable water.						
	•	•		•	•		17D. Plan and profile drawings of all existing and proposed storm sewer including drainage swales and streams						
	•	•		•	•		17E. Plan and profile drawings of all existing and proposed gas (include letter of service feasibility from public utility).						
	•	•		•	•		17F. Plan and profile drawings of all existing electric service with proposed underground service.						
•	•	•		•	•		18. Locations of <u>all</u> attempted percolation and soil log data certified by a licensed Professional Engineer. Corresponding to submission Item I.						
•	•	•	•	•	•	•	19. Delineation of: any flood hazard areas with delineation and elevation of 100-year flood boundary. Include noted source of flood plain delineation documentation.						

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•	•	•		•	•		20. Detailed Landscaping plan indicating: a. Existing trees which will remain or be removed including tree preservation details.						
•	•	•			•		b. Proposed landscaping including location, botanical name, common names, size, quantity, planting and staking/guying details, mulched areas specifying type thickness and edge of mulched area. Specify whether plants are container grown, balled and burlapped (B&B) or bare root (BR).						
•	•	•		•	•		c. Landscaping plan for street shade trees noting location, material type and sizes, planting details and tree preservation details.						
				•			21A. Plan meets requirements of "Map Filing Law" if plan rather than deeds are to be filed with the Hunterdon County Clerk's Office.						
						•	21B. Certifications as indicated in "The Map Filing Law". Plan meets requirement of Map Filing Law with all required certifications included.						
•	•	•			•	•	22. Appropriate details to BOROUGH, County and State Standards including, but not limited to: sidewalk, curbs, paving, street signs, drainage, etc.						

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	•	•		•	•		23A. Soil erosions and sediment control plans. If more than 5000 sf of disturbance is proposed as part of this application, show soil types and boundaries pursuant to Hunterdon County Soil Survey, including analysis for development capability and information concerning fill material for any filled soil area.						
	•	•		•	•		23B. All calculations and documentation required to show compliance with BOROUGH Soil Removal Regulations Chapter 138.						
•	•	•	•	•	•	•	24. Plans indicating location and complete purpose or restrictions of any easement or land reserved for any use.						
•	•	•		•	•		25. Stormwater Management Plans and Watershed Maps. Corresponding to submission Item K.						
•	•	•		•	•	•	26. Plan drawn from actual boundary survey of property and certified as being accurate and a true by a licensed New Jersey Land Surveyor.						
•	•	•		•	•		27. Proposed grading plan including finished floor elevations, elevations at corners of building and paved areas. All proposed grading shown using 2" contour intervals.						
•	•	•			•		28. Locations, size and detail of all existing and proposed signs.						
			•	•	•		29. Lot density computations and open space calculations as required by zoning regulations.						
•	•	•			•		30. Lighting plans, including location, type, wattage, height pattern and foot candles.						

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•	•	•		•	•	•	31. State on plan that the owner shall comply with the requirement of the New Jersey Wetland Protection Act and New Jersey Flood Hazard Regulations.							
•	•	•					32. Architectural Plans should include preliminary floor plans and elevations of each new altered building, façade and height of proposed structure. Also indicate existing/proposed building square footage.							
•	•	•					33. Parking and Loading: a. Specifications for location of proposed surface paving and curbing, including streets.							
•	•	•					b. Location capacity and dimensions of existing and proposed off-street parking and loading areas including handicap stalls.							
•	•	•					c. Calculation of the number of parking spaces required by the Ordinance for standard and handicap stalls.							
•	•	•					d. Aisle widths.							
•	•	•					e. Entrance and exit arrangement.							
•	•	•					f. Details of traffic signals and other traffic control devises direction of traffic flow.							
•	•	•					g. Location of fire lanes and other parking restrictions.							
•	•	•					34. Location of solid waste storage, screening and means of disposal including amount of pick up per week and recycling facilities.							
	•	•				•	35. Calculations location, identification of proposed open spaces, parks and other recreational areas.							
•	•	•					36. Calculations for building coverage, total impervious coverage and floor area ratio.							
•	•	•	•	•	•	•	37. Land reserved or dedicated to public use.							
				•	•	•	38. Indicate total number of lots, area of entire tract, and area of roads.							

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	•	•		•	•	•	39. Identify location and description of proposed monumentation. All physical survey evidence as found in the field, including encroachments, must be noted. Provide legend indicating monuments found & to be set.							
	•			•	•	•	40. Plan to include all documents as required by Hunterdon County Planning Board.							
				•	•	•	41. In Lot Clustering or Lot Averaging, the following will pertain: a. Amount and location and proposed uses of common open space to be provided.							
				•	•	•	b. The location and description of any common facilities to be provided.							
				•	•	•	c. Description of the Organization to be established for the ownership and Maintenance of any common open space and common facilities.							
		•				•	42. As-built plans and profiles of all roads, utilities and stormwater facilities. Four signed and sealed sets of prints along with one set of reproducible mylars.							

Application deemed incomplete for noted deficiencies under items

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

Application Deemed Complete:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Board Engineer