

LAND USE AND DEVELOPMENT

*145 Attachment 3*

**Borough of High Bridge**

**Checklists**

A. Checklist of Details Required for Variance Applications.

The following items must be submitted with the written application:

- Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
- Certification from the Borough Utilities Collector that all municipal utilities are paid to date.
- Completed application form (15 copies).
- Application and escrow fees per § 145-701.
- Certification of ownership or authorization to file application.
- A list of names of all adjacent property owners within 200 feet of the tract as they appear on the most recent Tax List prepared by the Borough Tax Assessor. Names should also appear on the project plan.
- Copies of certified mail receipts and a copy of the letter showing that notice of the application was sent to all property owners within 200 feet of the tract.
- A copy of the public notice in the official newspaper of the Borough.
- Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications (can be submitted after approval).
- The Board reserves the right to require additional information such as an EIS before granting approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area; provided, however, that no application shall be declared incomplete for lack of such additional information.
- Licenses, Permits and Other Approvals Required by Law. The applicant shall list all known licenses, permits and other forms of approval required by law for the development and operation of the proposed project. The list shall include approvals required by the Borough, as well as agencies of the county, state and federal governments. Where approvals have been granted, copies of said approvals shall be attached. When approvals are pending, a note shall be made to that effect.

## HIGH BRIDGE CODE

Plans shall show or include the following:

- \_\_\_ Plats or plans (15 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E., or Registered Architect, if required by law, in one of the following four standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30" x 42"), and folded into eighths with title block revealed.
- \_\_\_ Scale (written and graphic) of not less than one inch equals 100 feet.
- \_\_\_ Key map based on tax map at no less than one inch equals 1,000 feet.
- \_\_\_ Title block.
- \_\_\_ Name of subdivision or development, High Bridge Borough, Hunterdon County.
- \_\_\_ Existing block and lot number(s) of the lot(s) as they appear on the Borough Tax Map.
- \_\_\_ Name, title, address and telephone number of developer.
- \_\_\_ Name, title, address and license number of the professional or professionals who prepared the plot or plan.
- \_\_\_ Name, title and address of the owner or owners of record.
- \_\_\_ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
- \_\_\_ Acreage to the nearest 0.01 acre (both with and without areas within public rights-of-way) for each lot.
- \_\_\_ Reference meridian (north arrow) using NAD83.
- \_\_\_ Approval signature lines.
- \_\_\_ Subdivision or development boundary line (heavy solid line).
- \_\_\_ The locations of existing and proposed property lines (with bearings and distances); streets; structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed); parking spaces; loading areas; driveways; watercourses; railroads; bridges; culverts; drain pipes; any natural features such as critical areas, rock outcroppings, wooded areas and individual trees greater than eight inches dbh; and any historic features such as family burial grounds and buildings more than 50 years old, both within the tract and within 200 feet of its boundary.
- \_\_\_ The location and width of all existing and proposed easements, the uses(s) for which they are intended, and the manner in which the easements will be controlled and maintained.
- \_\_\_ Zoning districts affecting the tract, including district names and requirements.
- \_\_\_ Proposed buffers and landscaped areas, if applicable.
- \_\_\_ Contours as shown on the Borough's GIS website with areas of steep slopes delineated.

LAND USE AND DEVELOPMENT

- \_\_\_ Wetlands, transition areas, streams, and floodplains, including floodway and flood fringe areas, within the tract and within 100 feet thereof. If wetlands or transition areas are present on the tract, then the applicant must submit a copy of a Letter of Interpretation from the NJDEP.
  
- \_\_\_ Grading Plan and Soil Erosion and Sediment Control Plan in accordance with § 145-813.
  
- \_\_\_ Road right-of-way dedication and improvements, as applicable.
  
- \_\_\_ Existing and proposed sight triangle easements, as applicable.

I certify that I prepared this checklist and have indicated the items for which a waiver is requested.

\_\_\_\_\_  
Signature and Title of person who prepared checklist

\_\_\_\_\_  
Date

## HIGH BRIDGE CODE

### B. Checklist of Details Required for Minor Subdivision Plats and Minor Site Plans.

- \_\_\_ Certificate from the Borough Tax Collector that all taxes and assessments are paid to date.
- \_\_\_ Certificate from the Borough Utilities Collector that all municipal utilities are paid to date.
- \_\_\_ Completed application form (20 copies).
- \_\_\_ Application and escrow fees per § 145-701.
- \_\_\_ Certification of ownership or authorization to file application.
- \_\_\_ Plats or plans (20 copies) signed and sealed by a N.J.P.L.S. or N.J.P.E, as required, in one of the following four standard sheet sizes (8 1/2" x 13"; 15" x 21"; 24" x 36"; or 30 inches by 42 inches), and folded into eighths with title block revealed.
- \_\_\_ Scale (written and graphic) of not less than one inch equals 100 feet and north arrow.
- \_\_\_ Key map based on tax map at no less than one inch equals 1,000 feet.
- \_\_\_ Title block.
- \_\_\_ Name of subdivision or development, High Bridge Borough, Hunterdon County.
- \_\_\_ Name, title, address and telephone number of developer.
- \_\_\_ Name, title, address and license number of the professional or professionals who prepared the plat or plan.
- \_\_\_ Name, title and address of the owner or owners or record.
- \_\_\_ Acreage to the nearest 0.01 acre (both with and without areas within public rights-of-way) for each lot.
- \_\_\_ Reference meridian (north arrow) using NAD83.
- \_\_\_ Date of original preparation and each subsequent revision thereof and a list of specific revisions entered on each sheet.
- \_\_\_ Approval signature lines.
- \_\_\_ Existing block and lot numbers(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map.
- \_\_\_ Subdivision or development boundary line (heavy solid line).

LAND USE AND DEVELOPMENT

\_\_\_ In the case of a Minor Subdivision:

Plats prepared by a New Jersey licensed professional land surveyor based on the New Jersey Plane Coordinate System NAD83 with the following certification:

CERTIFICATION BY SURVEYOR:

I certify that, to the best of my knowledge and belief, this subdivision plat is based on a field survey made on (insert date), under my direct supervision, in accordance with rules and regulations promulgated by the State Board of Professional Engineers and Land Surveyors. The information shown hereon correctly represents the conditions found as of the date of the field survey, except such improvements or easement, if any, below the surface and not visible.

\_\_\_\_\_  
N.J. Licensed Land Surveyor and No.  
(Affix Seal)

\_\_\_\_\_  
Date

\_\_\_ The locations of existing and proposed property lines (with bearings and distances); streets; structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed); parking spaces; loading areas; driveways; watercourses; railroads; bridges; culverts; drain pipes; any natural features such as rock outcroppings, wooded areas and individual trees greater than eight inches dbh; and any historic features such as family burial grounds and buildings more than 50 years old, both within the tract and within 200 feet of its boundary.

\_\_\_ The location and width of all existing and proposed easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled and maintained.

\_\_\_ Zoning districts affecting the tract, including district names and requirements.

\_\_\_ Proposed buffer and landscaped areas in accordance with Article VIII.

\_\_\_ Wetlands, transition areas, streams, and floodplains, including floodway and flood fringe areas, within the tract and within 100 feet thereof. If wetlands or transition areas are present on the tract, then the applicant must submit a copy of a Letter of Interpretation from the NJDEP.

\_\_\_ Contours as shown on the U.S.G.S. topographic sheets with areas of steep slopes delineated.

\_\_\_ The names of all adjacent property owners within 200 feet of the tract as they appear on the most recent Tax List prepared by the Borough Tax Assessor.

\_\_\_ Concerning minor subdivision only, existing and proposed monuments.

HIGH BRIDGE CODE

- \_\_\_ If any proposed lot is not served by a sanitary sewer, date of approval by the Board of Health of site evaluation tests, certified by a licensed professional engineer, indicating that the proposed lot can adequately accommodate a septic system. The location(s) of the test hole(s), location of proposed septic disposal area, test results and compliance with the "Individual Sewage Disposal Code of New Jersey" or applicable Borough Board of Health Ordinances, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.
  
- \_\_\_ Road right-of-way dedication and improvement, as applicable.
  
- \_\_\_ Existing and proposed sight triangle easements, as applicable.
  
- \_\_\_ Deed descriptions, including metes and bounds, easements, covenants, restrictions, and roadway and sight triangle dedications (can be submitted after approval).
  
- \_\_\_ Environmental Impact Statement, unless waived by the Board.
  
- \_\_\_ Licenses, Permits and Other Approvals Required by Law: The applicant shall list all known licenses, permits and other forms of approval required by law for the development and operation of the proposed project. The list shall include approvals required by the Borough, as well as agencies of the county, state and federal governments. Where approvals have been granted, copies of said approvals shall be attached. When approvals are pending, a note shall be made to that effect.
  
- \_\_\_ Drainage plans in accordance with § 145-802D.
  
- \_\_\_ Landscaping plans in accordance with § 145-808C.
  
- \_\_\_ Grading Plan and Soil Erosion and Sediment Control Plan in accordance with § 145-813.

I certify that I prepared this checklist and have indicated the items for which a waiver is requested.

\_\_\_\_\_  
Signature and Title of person who prepared checklist

\_\_\_\_\_  
Date

LAND USE AND DEVELOPMENT

C. Checklist of Details required for Preliminary Major Subdivision Plats and Preliminary Major Site Plans.

- \_\_\_ Certificate from the Borough Tax Collector that all taxes and assessments are paid to date.
- \_\_\_ Certificate from the Borough Utilities Collector that all municipal utilities are paid to date.
- \_\_\_ Completed application form (22 copies).
- \_\_\_ Application and escrow fees per § 145-701.
- \_\_\_ Plats or plans (22 copies) signed and sealed by a N.J. Professional Engineer in one of the following four standard sheet sizes (8 1/2" x 13", 15" x 21"; 24" x 36"; 30" x 42") and folded into eighths with title block revealed.
- \_\_\_ Protective covenants or deed restrictions (22 copies).
- \_\_\_ Scale (written and graphic) of not less than one inch equals 100 feet.
- \_\_\_ Key map based on tax map at not less than one inch equals 1,000 feet.
- \_\_\_ Title block.
- \_\_\_ Name of subdivision or development, High Bridge Borough, Hunterdon County.
- \_\_\_ Name, title, address and telephone number of developer.
- \_\_\_ Name, title, address and license number of the professional or professionals who prepared the plat or plan.
- \_\_\_ Name, title and address of the owner or owners of record.
- \_\_\_ Plats prepared by a New Jersey licensed professional land surveyor based on the New Jersey Plane Coordinate System NAD83 with the following certification:

CERTIFICATION BY SURVEYOR:

I certify that, to the best of my knowledge and belief, this subdivision plat is based on a field survey made on (insert date), under my direct supervision, in accordance with rules and regulations promulgated by the State Board of Professional Engineers and Land Surveyors. The information shown hereon correctly represents the conditions found as of the date of the field survey, except such improvements or easement, if any, below the surface and not visible.

\_\_\_\_\_  
N.J. Licensed Land Surveyor and No. \_\_\_\_\_ Date \_\_\_\_\_  
(Affix Seal)

## HIGH BRIDGE CODE

- \_\_\_ Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
- \_\_\_ Certification of ownership or authorization to file application.
- \_\_\_ Approval signature lines.
- \_\_\_ Acreage to the nearest 0.01 acre (both with and without areas within public rights-of-way) for each lot and a computation of the area of the tract to be disturbed.
- \_\_\_ Reference meridian (north arrow) using NAD83.
- \_\_\_ The names and 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 Borough Tax Assessor. Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Borough Tax Map, and proposed block and lot numbers as provided by the Borough Tax Assessor upon written request.
- \_\_\_ Tract boundary line (heavy solid line).
- \_\_\_ Zoning districts, including district names and requirements.
- \_\_\_ The locations and dimensions of existing and proposed bridges and the location of natural features such as wooded areas, and any extensive rock formations, both within the tract and within 200 feet of its boundaries.
- \_\_\_ The locations and species associations of all existing individual trees or groups of trees having a caliper of eight inches or more measured four feet above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development. The proposed location of all proposed plantings shall be indicated and a legend provided listing the botanical and common names, the sizes at time of planting, the total quantity of each plant, and the location of each plant keyed to the plan or plat.
- \_\_\_ Existing and proposed watercourses (including lakes and ponds) with required information.
- \_\_\_ When a stream is proposed for alteration, improvement or relocation or when a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the NJDEP, Division of Water Resources.
- \_\_\_ Cross-sections of watercourses and/or drainage swales at an appropriate scale showing the extent of flood plain, top of bank, normal water levels and bottom elevations at the locations specified in § 145-802.
- \_\_\_ The total acreage of the drainage basin of any watercourse running through or adjacent to the tract.
- \_\_\_ The location and extent of drainage and conservation easements and stream encroachment lines.

## LAND USE AND DEVELOPMENT

- \_\_\_ The location, extent and water level elevation of all existing or proposed lakes or ponds within the tract and within 200 feet of the tract.
- \_\_\_ Existing and proposed contours tied horizontally to the New Jersey State Grid Coordinate System NAD83 and vertically to the U.S. Geodetic Survey System, NAVD88 as required by this chapter.
- \_\_\_ Grading Plan and Soil Erosion and Sediment Control Plan in accordance with § 145-813.
- \_\_\_ Locations of all existing structures as required by this chapter.
- \_\_\_ Size, height and location of all proposed buildings, structures, signs (or sign plan) and lighting facilities in detail.
- \_\_\_ All dimensions necessary to confirm conformity to the requirements of this chapter.
- \_\_\_ The proposed location, direction of illumination, power and type of proposed outdoor lighting including details and luminaries.
- \_\_\_ The proposed screening, buffering and landscaping plan, with the information required by Article VIII of this chapter.
- \_\_\_ The location and design of any off-street parking area, showing size and location of bays, aisles and barriers.
- \_\_\_ All means of vehicular access or egress to and from the site onto public streets, with the information required by Article VIII of this chapter.
- \_\_\_ Stormwater Management Plans and Drainage Report.
- \_\_\_ The location of existing utility structures on the tract and within 200 feet of its boundaries.
- \_\_\_ Plans of proposed improvements and utility layouts as required by this chapter.
- \_\_\_ Plans, typical cross-sections and construction details, horizontal and vertical alignment of the center line of all proposed streets and of existing streets abutting the tract as required by this chapter.
- \_\_\_ A copy of any protective covenants or deed restrictions applying to the land being developed and an indication of them on the submitted plat or plan.
- \_\_\_ The location and width of all existing and proposed easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled and maintained.
- \_\_\_ Proposed permanent monuments.
- \_\_\_ In the case of any subdivision or site plan submission for a planned development, all of the required information for all of the properties comprising the planned development (see § 145-405).

HIGH BRIDGE CODE

\_\_\_ Environmental Impact Statement. See § 145-604.

\_\_\_ The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and the surrounding area. Such information may include, but not be limited to, air quality and traffic analyses, provided, however, that no application shall be declared incomplete for lack of such additional information.

\_\_\_ If any proposed lot is not served by a sanitary sewer, date of approval by the Board of Health of site evaluation tests, certified by a licensed professional engineer, indicating that the proposed lot can adequately accommodate a septic system. The location(s) of the test hole(s), location of proposed septic disposal area, test results and compliance with the "Individual Sewage Disposal Code of New Jersey" or applicable Borough Board of Health Ordinances, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.

\_\_\_ Licenses, Permits and Other Approvals Required by Law:

The applicant shall list all known licenses, permits and other forms of approval required by law for the development and operation of the proposed project. The list shall include approvals required by the Borough, as well as agencies of the county, state and federal governments. Where approvals have been granted, copies of said approvals shall be attached. When approvals are pending, a note shall be made to that effect.

\_\_\_ Drainage plans in accordance with § 145-802D.

\_\_\_ Landscaping plans in accordance with § 145-808C.

I certify that I prepared this checklist and have indicated the items for which a waiver is requested.

\_\_\_\_\_  
Signature and Title of person who prepared checklist

\_\_\_\_\_  
Date

LAND USE AND DEVELOPMENT

D. Checklist of Details Required for Final Major Subdivision Plats and Final Major Site Plans.

- \_\_\_ Completed application form (22 copies).
- \_\_\_ Application and escrow fees per § 145-701.
- \_\_\_ Plats or plans (22 copies) signed and sealed by a N.J. Licensed Professional Land Surveyor or Engineer, as required, and folded into eighths with title block revealed. Following Planning Board approval of the final plat, reproduction must conform to the requirements of the Map Filing Law.
- \_\_\_ Scale (written and graphic) of not less than one inch equals 100 feet.
- \_\_\_ All details required by this chapter for preliminary approval.
- \_\_\_ All additional details required at the time of preliminary approval.
- \_\_\_ Plats prepared by a New Jersey professional land surveyor based on the New Jersey Plane Coordinate System NAD83.
- \_\_\_ In the case of a final plat of a major subdivision, all details and certifications required by the Map Filing Law:

Plat certifications:

- a. I hereby certify that there shall be endorsed thereon a certificate of a land surveyor, as follows:

I hereby certify that to the best of my knowledge and belief this map and land survey dated (insert date) meets the minimum survey detail requirements as promulgated by the State Board of Professional Engineers and Land Surveyors and has been made under my supervision, and complies with the provisions of the "Map Filing Law", and that the outbound monuments as shown have been found or set.

(Include the following if applicable)

I do further certify that the monuments as designated and shown hereon have been set.

\_\_\_\_\_  
Licensed Land Surveyor and No.  
(Affix Seal)

\_\_\_\_\_  
Date

- b. If monuments are to be set at a later date, the following endorsement shall be shown on the map:

I certify that a bond has been given to the municipality guaranteeing the future setting of all monuments shown on this map and so designated.

\_\_\_\_\_  
Municipal Clerk.

\_\_\_\_\_  
Date

HIGH BRIDGE CODE

- c. If the land surveyor who prepares the map is different than the land surveyor who prepared the outbound survey, the following two certificates shall be added in lieu of the certificate above.

I hereby certify to the best of my knowledge, information and belief that this land survey dated (insert date) has been made under my supervision and meets the minimum survey detail requirements, promulgated by the State Board of Professional Engineers and Land Surveyors and that the outbound monuments as shown have been found or set.

\_\_\_\_\_  
Licensed Land Surveyor and No. Date  
(Affix Seal)

I hereby certify that this map has been made under my supervision and complies with the provisions of the "Map Filing Law".

(Including the following if applicable.)

I do further certify that the monuments as designated and shown hereon have been set.

\_\_\_\_\_  
Licensed Land Surveyor and No. Date  
(Affix Seal)

If interior monuments are to be set at a later date, the following requirements and endorsement shall be shown on the map.

The interior monuments shown on this map shall be set within an appropriate time limit as provided for in the "Municipal Land Use Law" P.L. 1975 c.291 (C.40:55D-1 et seq.) or local ordinance.

I certify that a bond has been given to the municipality guaranteeing the future setting of all monuments shown on this map and so designated.

\_\_\_\_\_  
Municipal Clerk Date

- d. I have carefully examined this map and to the best of my knowledge and belief find it conforms with the provisions of the "Map Filing Law," resolution of approval and the municipal ordinances and requirements applicable thereto.

\_\_\_\_\_  
Municipal Clerk Date

- e. This subdivision is made with our authorization and free consent and is in full accordance with our desires.

\_\_\_\_\_  
Owner(s) Date

LAND USE AND DEVELOPMENT

f. I hereby certify that the municipality has approved the streets, avenues, roads, lanes or alleys shown hereon.

\_\_\_\_\_  
Municipal Clerk Date

g. This map complies with the provisions of N.J.S.A. 46:23-9.9 et seq., "The Map Filing Law," and must be filed with the County Clerk on or before (insert date).

\_\_\_\_\_  
Chairman Date

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

- \_\_\_ A section or staging plan, if proposed.
- \_\_\_ Detailed architectural and engineering data as required by this chapter.
- \_\_\_ Certification from the Borough Tax Collector that all taxes and assessments are paid up-to-date.
- \_\_\_ Letters directed to the Chairman of the Board and signed by a responsible official of each utility company providing service to the tract, as required by this chapter.
- \_\_\_ Certification in writing from the applicant to the Board that the applicant has:
  - a. Installed all improvements in accordance with the requirements of this chapter; and/or
  - b. Posted a performance guarantee in accordance with § 145-702D of this chapter.
- \_\_\_ Licenses, Permits and Other Approvals Required by Law:
 

The applicant shall list all known licenses, permits and other forms of approval required by law for the development and operation of the proposed project. The list shall include approvals required by the Borough, as well as agencies of the county, state and federal governments. Where approvals have been granted, copies of said approvals shall be attached. When approvals are pending, a note shall be made to that effect.
- \_\_\_ Drainage plans in accordance with § 145-802D.
- \_\_\_ Landscaping plans in accordance with § 145-808C.
- \_\_\_ Approved Grading Plan and Soil Erosion and Sediment Control Plan in accordance with § 145-813.

I certify that I prepared this checklist and have indicated the items for which a waiver is requested.

\_\_\_\_\_  
Signature and Title of person who prepared checklist Date