

LAND USE AND DEVELOPMENT REGULATION

30 Attachment 5

Borough of Fair Haven
Land Development Application Checklist
(Subsection 30-12.2 Requirements)

[2002 Code § 16.48.020; Ord. No. 2014-18; amended 4-17-2023 by Ord. No. 2023-02]

Name of Application: _____ Date: _____

Block: _____ Lot(s): _____ Address: _____

Individual Completing Checklist: _____ Title: _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of a written waiver request from the applicant, a specified requirement is waived by the municipal agency. The waiver request shall be granted or denied within 45 days of receipt of said request. If an item is considered by the applicant to be “Not Applicable”, a waiver request should be made.

Item Number	Minor		Major		Variance		Item Description	Applicant Mark	Status	Borough Mark	Comments
	Site Plan		Prelim	Final	40:55D-70						
	•	•	•	•	(a) & (h)	(d)					
1	•	•	•	•	•	•	Completed Application Form	Complies			
								Waiver			
2	•	•	•	•	•	•	Calculation of the application fee and review escrow	Complies			
								Waiver			
3	•	•	•	•	•	•	Individual checks made out to the Borough of Fair Haven in the amount calculated for the application fee and review escrow	Complies			
								Waiver			
4	•	•	•	•	•	•	A completed Checklist (latest revision) with written explanations for all requested completeness waivers.	Complies			
								Waiver			

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Item Number	Minor		Major				Variance		Item Description	Applicant Mark	Status	Borough Mark	Comments
			Prelim		Final		40:55D-70						
	Site Plan	Site Plan			(a) & (h)	(d)							
5	•	•	•	•	•	•	•	•	Completed Escrow Agreement signed by owner and applicant.	Complies			
										Waiver			
6	•	•	•	•	•	•	•	•	Completed Ownership Disclosure Statement.	Complies			
										Waiver			
7	•	•	•	•	•	•	•	•	Tax Collector Certification from the Borough Tax Collector that all current taxes and assessments on the property are paid to date.	Complies			
										Waiver			
8	•	•	•	•	•	•	•	•	Certified list of property owners within 200' of the property as prepared by the Borough Tax Assessor.	Complies			
										Waiver			
9	•	•	•	•	•	•	•	•	Completed Monmouth County Planning Board application. Copy of a check made payable to "Monmouth County."	Complies			
										Waiver			
10	•	•	•	•	•	•	•	•	Completed Freehold Soil Conservation District (FSCD) application. Copy of a check made payable to "FSCD."	Complies			
										Waiver			

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Item Number	Major						Variance			Item Description	Applicant Mark	Status	Remedy Mark	Comments
	Minor		Prelim		Final		40:55D-70							
	Site Plan	Site Plan	Site Plan	Site Plan	(a) & (h)	(d)								
11	•	•	•	•	•	•	•	•	•	Completed Monmouth County Health Department application. Copy of a check made payable to "Monmouth County."	Complies	Waiver		
12	•	•	•	•	•	•				Public utility "will serve" letters.	Complies	Waiver		
13			•	•	•	•				Environmental Impact Assessment	Complies	Waiver		
14	•	•	•	•	•	•				Freshwater wetlands Letter of Interpretation.	Complies	Waiver		
15	•	•	•	•	•	•				List of all Federal, State, regional, and/or municipal approvals or permits required.	Complies	Waiver		
16	•	•	•	•	•	•	•	•	•	Copies of all easements, covenants and deed restrictions including metes and bounds descriptions, on or affecting the property in question.	Complies	Waiver		

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	Minor		Prelim		Final		40:55D-70						
	Site Plan	Site Plan	Site Plan	Site Plan	(a) & (h)	(d)							
17	•	•	•	•	•	•	•	•	Twenty (20) prints prepared by a New Jersey licensed Professional Engineer or Land Surveyor. Each sheet must be signed and sealed by the appropriate professional. (8 copies 24x36, 12 copies 11x17).	Complies	Waiver		
18	•	•	•	•	•	•	•	•	A digital copy of the plan in .dwg format (ACAD 2007 or later) and .pdf format (Adobe).	Complies	Waiver		
19	•		•		•				Certification from the Borough Tax Assessor approving the block and lot designations.	Complies	Waiver		
20			•						Certification from the Borough approving the road names and subdivision name.	Complies	Waiver		
21		•		•					An affirmative statement in writing indication how all applicable conditional use standards are met.	Complies	Waiver		
22					•	•			An engineer's estimate of all the improvements identified on the approved preliminary plan, which remain to be completed at the time of final plat.	Complies	Waiver		

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Item Number	Minor		Major		Variance		Item Description	Applicant Mark	Status	Revisor Mark	Comments
	Site Plan	Site Plan	Prelim	Final	40:55D-70	40:55D-70					
	(c)	(d)	(c)	(d)	(c)	(d)					
23				•	•		An engineer's estimate of all the improvements identified on the approved preliminary plan, whether completed or remaining to be completed.	Complies			
								Waiver			
24				•	•		Deed descriptions including metes and bounds for all easements and right-of-way dedications, as identified on the approved preliminary plan.	Complies			
								Waiver			
25	•	•	•	•			Six (6) copies of the Stormwater Management Plans and Reports in accordance with N.J.A.C. 7:8, including pre- and post-development calculations and drainage area maps.	Complies			
								Waiver			
26		•			•		As-built drawing/survey depicting all proposed site improvements approved during the preliminary site plan application and any deviations noted in the actual constructed improvements. Include a .dwg format (ACAD 2007 or later) and .pdf format (Adobe).	Complies			
								Waiver			

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	Site Plan		Site Plan		40:55D-70						
					(c)	(d)					
27	•	•	•	•	•	•	Photograph(s) of the subject property.		Complies		
									Waiver		
28	•	•	•	•	•	•	List of variances required or requested.		Complies		
									Waiver		
29	•	•	•	•	•		List of requested design waivers or exceptions.		Complies		
									Waiver		
Plans shall show or include the following:											
30	•	•	•	•	•	•	Map scale not less than 1" = 100', showing the entire tract on one sheet not exceeding 24"x36."		Complies		
									Waiver		
31	•	•	•	•	•	•	Key map at specified scale showing location to surrounding properties, streets, watercourses, municipal boundaries, etc., within 500' of property.		Complies		
									Waiver		
32	•	•	•	•	•	•	Site or Subdivision name.		Complies		
									Waiver		
33	•	•	•	•	•	•	Name, signature, license number, seal, address, phone number, web address, and email address of professional responsible for preparing the plans.		Complies		
									Waiver		

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	Site Plan		Prelim		Final		40:55D-70						
							(c)	(d)					
34	•	•	•	•	•	•			Title block denoting type of application, tax map sheet, County, name of municipality, block and lot, and street location	Complies			
										Waiver			
35	•	•	•	•	•	•			Name, address, and phone number of property owner and applicant.	Complies			
										Waiver			
36	•	•	•	•	•	•			North arrow and scale	Complies			
										Waiver			
37	•	•	•	•	•	•	•	•	Schedule of required zone district requirements. Include basis for building and lot coverage, building height, FAR, and floor area.	Complies			
										Waiver			
38	•	•	•	•	•	•			Approval signature block for Board Chairman, Secretary, and Borough Engineer.	Complies			
										Waiver			
39	•		•		•				Certification blocks required by map filing law.	Complies			
										Waiver			
40	•		•		•				Monumentation as specified by map filing law.	Complies			
										Waiver			
41	•	•	•	•	•	•	•	•	Date of current property survey.	Complies			
										Waiver			

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Item Number	Minor		Major				Variance		Item Description	Applicant Mark	Status	Removal Mark	Comments
			Prelim		Final		40:55D-70						
	Site Plan	Subdivision					(c)	(d)					
42	•	•	•	•	•	•				Complies			
										Waiver			
43	•	•	•	•	•	•				Complies			
										Waiver			
44	•	•	•	•	•	•				Complies			
										Waiver			
45	•	•	•	•	•	•	•	•	•	Complies			
										Waiver			
46	•	•	•	•	•	•				Complies			
										Waiver			
47	•	•	•	•	•	•				Complies			
										Waiver			
48	•	•	•	•	•	•				Complies			
										Waiver			

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Item Number	Major						Variance		Item Description	Applicant Mark	Status	Removal Mark	Comments
	Minor		Prelim		Final		40:55D-70						
	Subdivision		Subdivision				(c)	(d)					
49	•		•		•				Area of proposed lots in square feet.	Complies			
										Waiver			
50	•	•	•	•	•	•			Any existing or proposed easement or land reserved for or dedicated to public use.	Complies			
										Waiver			
51	•	•	•	•	•	•			Property owners within 200 feet of subject property.	Complies			
										Waiver			
52	•	•	•	•	•	•			Location of streams, floodplains, wetlands or other environmentally sensitive areas on or within 200' of the project site (Note: variance applications need only show these features on site)	Complies			
										Waiver			
53	•	•	•	•	•	•			Preliminary architectural plans and elevations.	Complies			
										Waiver			
54			•	•	•	•			Site identification signs, traffic control signs, and identification signs.	Complies			
										Waiver			
55	•		•		•				Existing and proposed sight triangles.	Complies			
										Waiver			
56			•						Proposed street names when new road is proposed.	Complies			
										Waiver			
57		•		•					Parking plan.	Complies			
										Waiver			

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Item Number	Major						Variance		Item Description	Applicant Mark	Status	Revisor Mark	Comments
	Minor		Prelim		Final		40:55D-70						
	Site Plan	Subdivision					(c)	(d)					
58			•	•	•	•			Phasing plan as applicable.	Complies			
										Waiver			
59					•	•			Solid waste management and recycling plan showing holding location and provisions for waste and recyclables.	Complies			
										Waiver			
60	•	•	•	•	•	•			Site layout showing all roadways, circulation patterns, curb, sidewalk, buffers, structures, open space, recreation, etc., as applicable.	Complies			
										Waiver			
61	•	•	•	•	•	•			Grading and utility plan.	Complies			
										Waiver			
62	•	•	•	•	•	•			Profiles of existing and proposed roadways and including all utilities and stormwater facilities. Roadway cross section at 50' intervals.	Complies			
										Waiver			
63	•	•	•	•	•	•			Landscaping plan.	Complies			
										Waiver			
64	•	•	•	•	•	•			Soil erosion and sediment control plan prepared in accordance with the standards for soil erosion and sediment control standards in New Jersey.	Complies			
										Waiver			
	Minor	Major		Variance		Item Description			Status		Comments		

Item Number			Prelim		Final		40:55D-70			Applicant		Revised	
	Subdivision		Subdivision				(c)	(d)					
65	•	•	•	•	•	•			Lighting plan.	Complies			
										Waiver			
66	•	•	•	•	•	•			Construction details for any on-site and off-site improvement.	Complies			
										Waiver			