

LAND USE AND DEVELOPMENT REGULATIONS

25 Attachment 1

**APPENDIX A**  
**to**  
**Chapter XXV, Land Use and Development**  
**Borough of Fairview**  
**(Section 25-712)**

APPLICATION CHECKLISTS

GENERAL REQUIREMENTS FOR ALL  
DEVELOPMENT APPLICATIONS

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

Application # \_\_\_\_\_

Items Required:

	Yes	No
1. APPLICATION FORMS: SIXTEEN (16) COPIES	( )	( )
2. Fees and Escrow	( )	( )
3. Certification of Taxes Paid	( )	( )
4. Plot Plan, Site Plan or Subdivision Plan: Sixteen (16) copies	( )	( )
5. Affidavit of Ownership. If applicant is not the owner, applicant's interest in land must be indicated; e.g., tenant, contract/purchaser, lien holder, etc., and permission of property owner to file the application must be submitted.	( )	( )
6. If applicant is a corporation or partnership applying to the Board or the Council for permission to subdivide a parcel of land into six (6) or more lots, or applying for a variance to construct a multiple dwelling of twenty-five (25) or more units or for approval of a site to be used for commercial purposes, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 and 48.2.	( )	( )
7. A statement from the property owner granting permission for the Board and any of its experts to enter the subject premises for purposes of inspection in relation to a development application.	( )	( )
8. Statements as to any requirements for which waiver or variance is sought, together with a statement of reasons why same should be granted.	( )	( )

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	Yes	No
9. For minor subdivisions, site plans and preliminary major subdivisions, a statement of any and all approvals which are required from other governmental or quasi-governmental entities.	( )	( )
10. If approval from the Bergen County Planning Board is required pursuant to P.L. 1968, c.285, a copy of the application submitted to the Bergen County Planning Board must be submitted.	( )	( )
11. For minor subdivisions, site plans and preliminary major subdivisions, one of the following:		
a. A letter of interpretation from the N.J.D.E.P.;	( )	( )
b. A letter of exemption from the N.J.D.E.P.;	( )	( )
c. A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands; or	( )	( )
d. Documentation from a qualified professional demonstrating that no wetlands exist on the subject property, and demonstrating that no wetlands exist on adjacent property that would affect or limit development on the property which is the subject of the development application.	( )	( )
12. For minor subdivisions, site plans, preliminary major subdivisions and variance applications, a copy of any protective covenants or deed restrictions, if any, affecting the property in question; provided that if none exist, an affidavit from the owner certifying that no such covenants or restrictions exist, shall be submitted.	( )	( )
13. Complete checklist provided for one of the following development proposals (Applicant check one or more as required)		
Form 1 - Informal (Concept) Subdivision	_____	
Form 2 - Informal (Concept) Site Plan	_____	
Form 3 - General Development Plan	_____	
Form 4 - Minor Subdivision	_____	
Form 5 - Preliminary Site Plan	_____	
Form 6 - Preliminary Major Subdivision	_____	
Form 7 - Final Site Plan or Final Major Subdivision	_____	
Form 8 - Appeals and/or Interpretation of Ordinance	_____	

LAND USE AND DEVELOPMENT REGULATIONS  
 FORM 1  
 INFORMAL (CONCEPT) SUBDIVISION  
 PLAT DETAILS AND REQUIREMENTS

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

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY SUFFICIENT  
 FOR REVIEW:

Yes ( ) No ( )

YES NO

- |     |     |     |  |
|-----|-----|-----|--|
| ( ) | ( ) | 1.  | A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Borough as a whole, including but not necessarily limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage. |
| ( ) | ( ) | 2.  | A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.  |
| ( ) | ( ) | 3.  | Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.   |
| ( ) | ( ) | 4.  | Scale of map, both written and graphic. The scale shall contain not more than 50 feet to the inch.   |
| ( ) | ( ) | 5.  | North arrow.   |
| ( ) | ( ) | 6.  | Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, and density, both as to required and proposed, for the subject property.   |
| ( ) | ( ) | 7.  | The location and width of any abutting streets, both right-of-way and pavement.  |
| ( ) | ( ) | 8.  | The boundaries of the tract in question, with dimensions of same.  |
| ( ) | ( ) | 9.  | Existing and proposed property lines, with dimensions of same.   |
| ( ) | ( ) | 10. | Location of existing easements or rights-of-way including power lines.   |
| ( ) | ( ) | 11. | Contours to determine the natural drainage of the land. Intervals shall be: up to 10% slope - 2 feet; over 10% slope - 5 feet.   |
| ( ) | ( ) | 12. | Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity.  |
| ( ) | ( ) | 13. | Location of existing buildings and their setbacks from property lines.   |



LAND USE AND DEVELOPMENT REGULATIONS  
 FORM 2  
 INFORMAL (CONCEPT) SITE PLAN  
 PLAT DETAILS AND REQUIREMENTS

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

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY SUFFICIENT  
 FOR REVIEW:

Yes ( ) No ( )

YES NO

- |     |     |     |  |
|-----|-----|-----|--|
| ( ) | ( ) | 1.  | A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Borough as a whole, including but not necessarily limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage. |
| ( ) | ( ) | 2.  | A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.  |
| ( ) | ( ) | 3.  | Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.   |
| ( ) | ( ) | 4.  | Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.  |
| ( ) | ( ) | 5.  | North arrow.   |
| ( ) | ( ) | 6.  | Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, and density, both as to required and proposed, for the subject property.   |
| ( ) | ( ) | 7.  | The location and width of any abutting streets, both right-of-way and pavement.  |
| ( ) | ( ) | 8.  | The boundaries of the tract in question, with dimensions of same.  |
| ( ) | ( ) | 9.  | Location of existing easements or rights-of-way including power lines.   |
| ( ) | ( ) | 10. | Contours to determine the natural drainage of the land. Intervals shall be: up to 10% slope - 2 feet; over 10% slope - 5 feet.   |
| ( ) | ( ) | 11. | Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity.  |
| ( ) | ( ) | 12. | Location of existing buildings and their setbacks from property lines.   |
| ( ) | ( ) | 13. | Preliminary floor plans and building facade elevations for existing and proposed buildings.  |
| ( ) | ( ) | 14. | Location of existing and proposed parking, loading, access and circulation improvements.   |
| ( ) | ( ) | 15. | Location and description of existing and proposed landscaping.   |



LAND USE AND DEVELOPMENT REGULATIONS  
 FORM 3  
 GENERAL DEVELOPMENT PLAN  
 PLANNED DEVELOPMENTS  
 PLAT DETAILS AND REQUIREMENTS

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

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY SUFFICIENT  
 FOR REVIEW:

Yes ( ) No ( )

YES NO

- |     |     |    |  |
|-----|-----|----|--|
| ( ) | ( ) | 1. | A general land use plan indicating the tract area and general locations of the land uses to be included in the planned development. The total number of dwelling units and amount of non-residential floor area to be provided and proposed land area to be devoted to residential and nonresidential use shall be set forth. In addition, the proposed types of nonresidential uses to be included in the planned development shall be set forth, and the land area to be occupied by each proposed use shall be estimated. The density and intensity of use of the entire planned development shall be set forth, and a residential density and a nonresidential floor area ratio shall be provided. The land use plan shall be at a scale consisting of no more than 200 feet per inch. |
| ( ) | ( ) | 2. | A circulation plan showing the general location and types of transportation facilities, including facilities for pedestrian access within the planned development and any proposed improvements to the existing transportation system outside the planned development.   |
| ( ) | ( ) | 3. | An open space plan showing the proposed land area and general location of parks and any other land areas to be set aside for conservation and recreational purposes and a general description of improvements proposed to be made thereon, including a plan for the operation and maintenance of parks and recreational lands.   |
| ( ) | ( ) | 4. | A utility plan indicating the need for and showing the proposed location of sewage and water lines, any drainage facilities necessitated by the physical characteristics of the site, proposed methods for handling solid waste disposal, and a plan for the operation and maintenance of proposed utilities.  |
| ( ) | ( ) | 5. | A storm water management plan setting forth the proposed method of controlling and managing storm water on the site.   |
| ( ) | ( ) | 6. | An environmental inventory including a general description of the vegetation, soils, topography, geology, surface hydrology, climate and cultural resources of the site, existing man-made structures or features and the probable impact of the development on the environmental attributes of the site.  |

YES NO

- |     |     |    |   |
|-----|-----|----|---|
| ( ) | ( ) | 7. | A community facility plan indicating the scope and type of supporting community facilities, which may include, but not be limited to, |
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educational or cultural facilities, historic site, libraries, hospitals, firehouses and police stations.

- ( ) ( ) 8. A housing plan outlining the number of housing units to be provided and the extent to which any housing obligation assigned to the Borough pursuant to the Fair Housing Act (P.L. 1985, c.222) will be fulfilled by the development.
- ( ) ( ) 9. A local service plan indicating those public services which the applicant proposes to provide and which may include, but not be limited to, water, sewer, cable and solid waste disposal.
- ( ) ( ) 10. A fiscal report describing the anticipated demand on Borough services to be generated by the planned development and any other financial impacts to be faced by the Borough or applicable school districts as a result of the completion of the planned development. The fiscal report shall also include a detailed projection of property tax revenues which will accrue to the County, municipality and school district according to the timing schedule provided under subsection K of this section, and following the completion of the planned development in its entirety.
- ( ) ( ) 11. A proposed timing schedule in the case of a planned development whose construction is contemplated over a period of years, including any terms or conditions which are intended to protect the interests of the public and of the residents who occupy a section of the planned development prior to the completion of the development in its entirety. The timing schedule shall indicate the number of dwelling units and nonresidential floor area proposed to be constructed in each section of the development, the residential density and floor area ratio for each section of the development, and shall detail how the sub-plans and impacts described in subsections 1 through 10 above will be implemented and affected for each section of the development.

LAND USE AND DEVELOPMENT REGULATIONS  
 FORM 4  
 MINOR SUBDIVISION  
 PLAT DETAILS AND REQUIREMENTS

Applicant's Name \_\_\_\_\_  
 Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY SUFFICIENT FOR REVIEW: Yes ( ) No ( )  
 PREPARED BY P.E. OR L.S.: Yes ( ) No ( )

- | YES | NO  |   |
|-----|-----|---|
| ( ) | ( ) | 1. A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Borough as a whole, including but not necessarily limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage. |
| ( ) | ( ) | 2. A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.  |
| ( ) | ( ) | 3. A statement indicating, what, if any, subdivisions have affected the subject property during the five (5) years prior to the date the application was filed.   |
| ( ) | ( ) | 4. Title block containing name of applicant and owner, preparer, lot and block numbers, tax sheet, date prepared and date of last amendment.  |
| ( ) | ( ) | 5. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.  |
| ( ) | ( ) | 6. Space for signatures of Chairman and Clerk of the Board and the Engineer of the approving board.   |
| ( ) | ( ) | 7. North arrow.   |
| ( ) | ( ) | 8. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, and density, both as to required and proposed, for the subject property.   |
| ( ) | ( ) | 9. The location and width of any abutting streets, both right-of-way and pavement.  |
| ( ) | ( ) | 10. The boundaries of the tract in question, with dimensions of same. Also, acreage of the entire parcel to be subdivided.  |
| ( ) | ( ) | 11. Existing and proposed property lines for the lots in question, with bearings and distances of same. The area in square feet of all lots to be created or retained.  |
| ( ) | ( ) | 12. Location of existing easements, deed restrictions, or rights-of-way including power lines.  |

YES	NO	
( )	( )	13. Contours to determine the natural drainage of the land. Intervals shall be:

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up to 10% slope - 2 feet; over 10% slope - 5 feet.

- ( ) ( ) 14. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity.
- ( ) ( ) 15. Location of existing and proposed buildings and other improvements. Setback lines on proposed lots should be indicated.
- ( ) ( ) 16. Location of existing wells and septic systems and/or location of connections to public water and sanitary sewer systems.
- ( ) ( ) 17. Soil moving permit. (NOTE: If greater than eight (8) cubic yards of soil or material is to be moved; a change in any contours of the lot greater than six (6) inches; or an increase or decrease in drainage characteristics of the lot in question or abutting properties or private or public roads.)
- ( ) ( ) 18. Location of any required dedication or reservation for streets or any area shown on the Official Map.
- ( ) ( ) 19. Signature and seal of licensed professional engineer.
- ( ) ( ) 20. Signature and seal of licensed professional land surveyor.
- ( ) ( ) 21. The name of all property owners within two hundred (200) feet of the plot in question as disclosed by the most recent municipal tax records.
- ( ) ( ) 22. Details of all proposed retaining walls.
- ( ) ( ) 23. Any additional information deemed necessary by the approving board.

LAND USE AND DEVELOPMENT REGULATIONS  
 FORM 5  
 PRELIMINARY SITE PLAN  
 DETAILS AND REQUIREMENTS

Applicant's Name \_\_\_\_\_  
 Application # \_\_\_\_\_ Date Received \_\_\_\_\_

NOTE: All applications for site plan approval shall be prepared, signed and sealed by a professional engineer. They shall bear the signature and the seal of a licensed land surveyor as to topographic and boundary survey data. A signed and sealed copy of the survey on which the site plan is based shall be submitted to the reviewing board with the site plan submission.

PLAN ACCURACY & LEGIBILITY SUFFICIENT

FOR REVIEW: Yes ( ) No ( )

PREPARED BY P.E. OR L.S.: Yes ( ) No ( )

YES NO

- |     |     |  |
|-----|-----|--|
| ( ) | ( ) | 1. A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.   |
| ( ) | ( ) | 2. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.  |
| ( ) | ( ) | 3. Space for signatures of Chairman and Clerk of the Board and the Borough Engineer.   |
| ( ) | ( ) | 4. Scale of map, both written and graphic. The scale shall contain no more than 20 feet to the inch, provided, however, that where the scale would result in an unduly large map, the approving board may permit a smaller scale.  |
| ( ) | ( ) | 5. North arrow.  |
| ( ) | ( ) | 6. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, density, number of parking spaces, and slope disturbance, both as to required and proposed, for the subject property. |
| ( ) | ( ) | 7. The boundaries of the tract in question, with dimensions of same. Where it is physically impossible to show the entire property on the required sheet, a key map is permitted.  |
| ( ) | ( ) | 8. Location of existing easements, deed restrictions, or rights-of-way including power lines.  |
| ( ) | ( ) | 9. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity. If such features are located on adjacent property, but have the potential to affect the site development, they shall be shown.  |

YES NO

- |     |     |   |
|-----|-----|---|
| ( ) | ( ) | 10. Existing and proposed topographic contours of the site and adjacent areas |
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affecting the site. Contour intervals shall be no greater than: 10% slope or less - 2 feet; over 10% slope - 5 feet.

- |     |     |  |
|-----|-----|--|
| ( ) | ( ) | 11. Proposed spot elevations at the corners of all buildings and in appropriate pavement locations if new buildings or paved areas are proposed, or if regrading near existing buildings is proposed.  |
| ( ) | ( ) | 12. Location of existing and proposed buildings and their setbacks from property lines, plus the location of existing buildings and paved areas on adjacent properties.  |
| ( ) | ( ) | 13. Floor plans for existing and proposed buildings, showing the use and layout of internal space, and front, rear and side building facade elevations, both at a scale not exceeding eight (8) feet per inch.   |
| ( ) | ( ) | 14. The number of units, tenants, employees or occupants of each unit. If the precise use of the building is unknown at the time of application, an amended plan showing the proposed use shall be required prior to issuance of a certificate of occupancy.   |
| ( ) | ( ) | 15. Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.  |
| ( ) | ( ) | 16. Existing and proposed signs, including the size, materials, nature of construction, location and illumination of same.   |
| ( ) | ( ) | 17. The location and design of fences, walls, sidewalks and similar improvements to be constructed.  |
| ( ) | ( ) | 18. Existing and proposed utility service, including septic systems with test hole locations and soil log information, connections to sanitary sewers, wells, connections to watermains, fire hydrants, etc.   |
| ( ) | ( ) | 19. Existing and proposed storm drainage design and improvements, including a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure and drainage tabulation sheets showing calculations for each drainage area. Provisions for rooftop drainage shall also be shown. |
| ( ) | ( ) | 20. Existing and proposed site illumination, including height and location of fixture, type of fixture and bulb, pole material, and manufacturer's isocandela diagram superimposed upon the site plan.   |
| ( ) | ( ) | 21. Location and description of existing and proposed landscaping. Information for proposed landscaping shall include common and botanical names, number of plants, planted size and root specifications.  |
| YES | NO  |  |
| ( ) | ( ) | 22. Soil moving permit. (NOTE: If greater than eight (8) cubic yards of soil or material is to be moved; a change in any contours of the lot greater   |

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- than six (6) inches; or an increase or decrease in drainage characteristics of the lot in question or abutting properties or private or public roads.)
- ( ) ( ) 23. Location of any required dedication, or reservation for streets or any area shown on the Official Map.
  - ( ) ( ) 24. The location and design of solid waste disposal containers and recycling containers.
  - ( ) ( ) 25. Construction details and specifications sufficient to illustrate the nature of site improvements, including but not necessarily limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.
  - ( ) ( ) 26. The location, size and nature of the entire plot or tract in questions, and any contiguous plot or tract owned by the applicant or in which the applicant has a direct or indirect interest even though only a portion of the entire properties is involved in the site plan for which approval is sought; provided, however, that where it is physically impossible to show the entire plot or tract or contiguous plot or tract on one (1) map, a key map thereof shall be submitted.
  - ( ) ( ) 27. All dimensions of adjacent roadways, curbs, curb cuts, driveway entrances or exits within one hundred (100) feet of both sides of the lot and across the street.
  - ( ) ( ) 28. An environmental impact statement. (See Section 25-1009 for details)
  - ( ) ( ) 29. Signature and seal of licensed professional engineer.
  - ( ) ( ) 30. Signature and seal of licensed professional land surveyor.
  - ( ) ( ) 31. The name of all property owners within two hundred (200) feet of the plot in question as disclosed by the most recent municipal tax records.
  - ( ) ( ) 32. Details of all proposed retaining walls.
  - ( ) ( ) 33. Any additional information deemed necessary by the approving board.



LAND USE AND DEVELOPMENT REGULATIONS  
 FORM 6  
 PRELIMINARY MAJOR SUBDIVISION  
 DETAILS AND REQUIREMENTS

Applicant's Name \_\_\_\_\_  
 Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY SUFFICIENT FOR REVIEW: Yes ( ) No ( )  
 PREPARED BY P.E. OR L.S.: Yes ( ) No ( )

- | YES | NO  |   |
|-----|-----|---|
| ( ) | ( ) | 1. A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.  |
| ( ) | ( ) | 2. Signature and seal of licensed professional engineer.  |
| ( ) | ( ) | 3. Signature and seal of licensed professional land surveyor.   |
| ( ) | ( ) | 4. The name of all property owners within two hundred (200) feet of the plot in question as disclosed by the most recent municipal tax records.   |
| ( ) | ( ) | 5. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.   |
| ( ) | ( ) | 6. The name of the proposed subdivision.  |
| ( ) | ( ) | 7. Space for signatures of Chairman and Clerk of the Board and the Borough Engineer.  |
| ( ) | ( ) | 8. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.  |
| ( ) | ( ) | 9. North arrow.   |
| ( ) | ( ) | 10. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, density, number of parking spaces, and slope disturbance, both as to required and proposed, for the subject property. |
| ( ) | ( ) | 11. The name of all adjacent property owners, and the names of adjacent subdivisions, if any.   |
| ( ) | ( ) | 12. The boundaries of the tract in question, with dimensions of same. Where it is physically impossible to show the entire property on the required sheet, a key map is permitted.  |
| ( ) | ( ) | 13. Existing and proposed property lines for the lots in question, with dimensions of same, and tentative lot and block numbers.  |
| ( ) | ( ) | 14. Location of existing easements or rights-of-way including power lines, drainage easements, access easements, stream encroachment lines, sight easements, utility easements, and the location of areas to be reserved for public use and other common areas.   |

- | YES | NO  |   |
|-----|-----|---|
| ( ) | ( ) | 15. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as |

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locations of mining activity. If such features are located on adjacent property, but have the potential to affect the site development, they shall be shown.

- ( ) ( ) 16. Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than: 10% slope or less - 2 feet; over 10% slope - 5 feet.
- ( ) ( ) 17. The location and width of any abutting streets, both rights-of-way and pavement, and any railroad rights-of-way.
- ( ) ( ) 18. The locations, dimensions and profiles for all proposed streets and sidewalks to a minimum distance of two hundred (200) feet beyond the tract boundaries.
- ( ) ( ) 19. Location of existing and proposed buildings and their setbacks from property lines.
- ( ) ( ) 20. Existing and proposed utility service, including septic systems with test hole locations and soil log information, sanitary sewer mains and connections to same, wells, water mains and connections to same, fire hydrants, etc.
- ( ) ( ) 21. Existing and proposed storm drainage design and improvements, including a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure and drainage tabulation sheets showing calculations for each drainage area.
- ( ) ( ) 22. Soil moving permit. (NOTE: If greater than eight (8) cubic yards of soil or material is to be moved; a change in any contours of the lot greater than six (6) inches; or an increase or decrease in drainage characteristics of the lot in question or abutting properties or private or public roads.)
- ( ) ( ) 23. Location of any required dedication or reservation for streets or any area shown on the Official Map
- ( ) ( ) 24. The location of fences, walls, sidewalks and similar improvements to be constructed.
- ( ) ( ) 25. Location and description of proposed street trees, reforestation and any landscaping. Information shall include common and botanical names, number of plants, planted size and root specification.
- ( ) ( ) 26. Construction details and specifications sufficient to illustrate the nature of site improvements, including but not necessarily limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.
- YES NO  
( ) ( ) 27. Details of all proposed retaining walls.

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- ( ) ( ) 28. An environmental impact statement. (See Section 25-1009 for details)
- ( ) ( ) 29. All proposed streets, with profiles, indicating the grading and cross-sections showing width of roadway, location and width of sidewalks and location and size of utility lines conforming to the Borough standards and specifications.
- ( ) ( ) 30. Positions of existing and proposed monuments.
- ( ) ( ) 31. Soil percolation tests or soil log tests, or both, as required by the Board of Health, or other applicable governmental agency having jurisdiction. Indicate test location on map.
- ( ) ( ) 32. Indicate limit of grading and/or disturbance.
- ( ) ( ) 33. Any additional information deemed necessary by the approving board.



LAND USE AND DEVELOPMENT REGULATIONS  
FORM 7  
FINAL SITE PLAN OR FINAL MAJOR SUBDIVISION  
PLAT DETAILS AND REQUIREMENTS

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

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY SUFFICIENT  
FOR REVIEW:

Yes ( ) No ( )

PREPARED BY P.E. OR L.S.:

Yes ( ) No ( )

**FINAL MAJOR SITE PLAN**

( ) APPLICABLE ( ) NOT APPLICABLE

YES NO

- ( ) ( ) 1. Those items required for preliminary site plans pursuant to Form 5 shown in final form.
- ( ) ( ) 2. Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied.

**FINAL MAJOR SUBDIVISION**

( ) APPLICABLE ( ) NOT APPLICABLE

YES NO

- ( ) ( ) 1. Those items required for preliminary major site plans pursuant to Form 6 shown in final form. The final plat shall carry a legend that the approved preliminary plat is incorporated in full by specific reference thereto.
- ( ) ( ) 2. The required front, side and rear setback lines pursuant to the zoning regulations, on all lots.
- ( ) ( ) 3. The location and description of all monuments.
- ( ) ( ) 4. All lot lines, showing bearings and distances to the nearest hundredth of a foot.
- ( ) ( ) 5. All lot areas, to the nearest tenth of a square foot.
- ( ) ( ) 6. The radius and central angle of all arcs and curves along all street lines.
- ( ) ( ) 7. Block and lot numbers assigned by the Tax Assessor, and street addresses assigned by the Post Office, for each of the lots.
- ( ) ( ) 8. THE LOCATION OF ALL TELEPHONE, ELECTRIC, GAS AND CABLE TELEVISION LINES AND EASEMENTS.
- ( ) ( ) 9. Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied.
- ( ) ( ) 10. Certification from a licensed surveyor as to the accuracy of the details on the plat and as to compliance with provisions of the Map Filing Law.

YES NO

- ( ) ( ) 11. Certification from the Borough Engineer as to the plat's compliance with

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the provisions of the Map Filing Law and all applicable Borough ordinances and requirements.

- ( ) ( ) 12. A statement from the Borough Engineer that he has received a map showing all utilities in exact location and elevation identifying those portions already installed and those to be installed, and that the developer has installed all improvements in accordance with all Borough regulations, and/or a statement by the Borough Clerk that proper performance guarantees have been posted with the Borough Council for the installation of required improvements. A legend should be provided on the plat stating that no building permit for a building on any lot within a subdivision shall be issued until all of the improvements required to be made in connections therewith by this chapter and the Planning Board have been completed and inspected by the Borough Engineer. Except that the third and final course of one and one-half (1 1/2") inch layer of bituminous concrete type FABC-1 (MX No. 5), as defined by Section 25-903l of Article IX, need to be applied to the roads within the subdivision prior to the issuance of any building permits therein.
- ( ) ( ) 13. When approval of a plat is required by an officer or agency of the Borough, County or State, approval shall be referenced and certified on the plat.
- ( ) ( ) 14. Certification from the Tax Collector that all taxes are paid through the end of the calendar year.

LAND USE AND DEVELOPMENT REGULATIONS  
FORM 8  
APPEALS AND/OR INTERPRETATION OF ORDINANCE  
DETAILS AND REQUIREMENTS

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

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

PLAN ACCURACY & LEGIBILITY SUFFICIENT  
FOR REVIEW:

Yes ( ) No ( )

**INTERPRETATION OF THE ZONING MAP OR  
ZONING REGULATIONS**

( ) APPLICABLE ( ) NOT APPLICABLE

- | YES | NO  |  |
|-----|-----|--|
| ( ) | ( ) | 1. A written request which outlines that part of the zoning map, zoning regulations or Official Map for which an interpretation is sought, or outlines the special question that the Board is asked to consider.   |
| ( ) | ( ) | 2. Sixteen (16) copies of the application form.  |
| ( ) | ( ) | 3. Sixteen (16) copies of all accompanying documentation.  |
| ( ) | ( ) | 4. Fees and proof of payment of taxes and assessment.  |
| ( ) | ( ) | 5. Notice of the hearing shall be published in the official newspaper of the Borough, if there be one, or in a newspaper of general circulation in the Borough. If the request for interpretation or special question concerns a specific property, the appellant shall also give public notice of the hearing in the manner specified for development application in the chapter. If the request is made by a person other than the owner of the specific property which is the concern of the interpretation or special question, notice shall also be sent to the property owner. |
| ( ) | ( ) | 6. Affidavits of proof of service of notice shall be submitted at least two (2) business days prior to the hearing.  |

**APPEAL FOR ISSUANCE OF PERMITS FOR  
AREAS ON OFFICIAL MAP**

( ) APPLICABLE ( ) NOT APPLICABLE

- | YES | NO  |   |
|-----|-----|---|
| ( ) | ( ) | 1. Sixteen (16) copies of the application form.   |
| ( ) | ( ) | 2. Sixteen (16) copies of a map showing the property in question and the location of the proposed building and/or structure in relation to the bed of the mapped street or public drainageway, flood control basin or public area reserved on the Official Map. |
| ( ) | ( ) | 3. Fees and proof of payment of taxes and assessments.  |

YES NO

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4. The appellant shall give public notice of the hearing in the manner specified for development applications in the chapter; provided that the parties entitled to notice shall be as specified in Section 25-406 of the chapter. Affidavits of proof of service of notice shall be submitted at least two (2) business days prior to the hearing.

**APPEAL FOR PERMITS FOR LOT NOT  
ABUTTING A STREET**

APPLICABLE  NOT APPLICABLE

YES NO

1. Sixteen (16) copies of the application form.
2. Sixteen (16) copies of a map showing the property in question and the manner by which access will be provided to the building and/or structure, including the location of the nearest street from which access may be obtained.
3. Fees and proof of payment of taxes and assessments.
4. The appellant shall give public notice of the hearing in the manner specified for development applications in the chapter, provided that the parties entitled to notice shall be as specified in Section 25-406. Affidavits of proof of service of notice shall be submitted at least two (2) business days prior to the hearing.

LAND USE AND DEVELOPMENT REGULATIONS  
 FORM 9  
 "D" VARIANCE APPLICATIONS  
 PLAT DETAILS AND REQUIREMENTS

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

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

In addition to the requirements indicated in forms for site plans and/or subdivisions, the following information shall be submitted for all applications for a "D" variance to the Zoning Board of Adjustment, including those cases when the variance application has been bifurcated from any other applications which may be required.

PLAN ACCURACY & LEGIBILITY SUFFICIENT FOR REVIEW:

Yes ( ) No ( )

- | YES | NO  |   |
|-----|-----|---|
| ( ) | ( ) | 1. A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Borough as a whole, including but not necessarily limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage. |
| ( ) | ( ) | 2. A key map showing location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.  |
| ( ) | ( ) | 3. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.   |
| ( ) | ( ) | 4. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.  |
| ( ) | ( ) | 5. North arrow.   |
| ( ) | ( ) | 6. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, and density, both as to required and proposed, for the subject property.   |
| ( ) | ( ) | 7. The location and width of any abutting streets, both right-of-way and pavement.  |
| ( ) | ( ) | 8. The boundaries of the tract in question, with dimensions of same.  |
| ( ) | ( ) | 9. Location of existing easements or rights-of-way including power lines.   |
| ( ) | ( ) | 10. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% slope - 2 feet; over 10% slope - 5 feet.  |
| ( ) | ( ) | 11. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity.   |
| ( ) | ( ) | 12. Location of existing buildings and their setbacks from property lines.  |
| YES | NO  |   |
| ( ) | ( ) | 13. Preliminary floor plans and building facade elevations for existing and   |

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proposed buildings.

- ( ) ( ) 14. Location of existing and proposed parking, loading, access and circulation improvements.
- ( ) ( ) 15. Location and description of existing and proposed landscaping.
- ( ) ( ) 16. A copy of the certified list of property owners within 200 feet of the subject property prepared by the Tax Assessor. Said certified list shall be no more than 90 days old.

LAND USE AND DEVELOPMENT REGULATIONS  
 FORM 10  
 "C" VARIANCE APPLICATION  
 DETAILS AND REQUIREMENTS

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

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

In addition to the requirements indicated in the forms associated with site plans and/or subdivisions, the following information shall be submitted for all applications for a "C" variance to the Zoning Board of Adjustment, and for all such applications before either the Planning Board or the Zoning Board of Adjustment when the variance application has been bifurcated from any other applications which may be required.

PLAN ACCURACY & LEGIBILITY SUFFICIENT  
 FOR REVIEW:

Yes ( ) No ( )

- | YES | NO  |  |
|-----|-----|--|
| ( ) | ( ) | 1. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.  |
| ( ) | ( ) | 2. Space for signatures of Chairman and Clerk of the Board and the Borough Engineer.   |
| ( ) | ( ) | 3. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.   |
| ( ) | ( ) | 4. North arrow.  |
| ( ) | ( ) | 5. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating all setbacks, lot areas, lot widths, lot coverage, floor area ratios, density, number of parking spaces, and slope disturbance, both as to required and proposed, for the subject property. |
| ( ) | ( ) | 6. A copy of the certified list of property owners within two hundred (200) feet of the subject property prepared by the Tax Assessor must also be submitted. The certified list shall be no more than 90 days old.  |
| ( ) | ( ) | 7. A key map showing location of the tract to be considered in relation to the surrounding area, within at least 200 feet of the subject property.   |
| ( ) | ( ) | 8. The boundaries of the site in question, with dimensions of same. Where it is physically impossible to show the entire property on the required sheet, a key map is permitted.   |
| ( ) | ( ) | 9. Location of existing easements or rights-of-way, including power lines.   |
| ( ) | ( ) | 10. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity. If such features are located on adjacent property, but have the potential to affect the site development, they shall be shown. |

- |     |     |   |
|-----|-----|---|
| YES | NO  |   |
| ( ) | ( ) | 11. Existing and proposed topographic contours of the site and adjacent areas |

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affecting the site. Contour intervals shall be no greater than five (5) feet.

- ( ) ( ) 12. Location of existing and proposed buildings, including accessory buildings, and their setbacks from property lines. Lines indicating the minimum required front, side and rear setbacks for principal buildings shall also be shown. The approximate location of existing buildings and paved areas on adjacent properties shall also be shown.
- ( ) ( ) 13. If new buildings, expansion of existing buildings or interior renovations are proposed, floor plans for existing and proposed buildings shall be submitted, showing the use and layout of internal space, and front, rear and side building facade elevations, both at a scale not exceeding eight (8) feet per inch.
- ( ) ( ) 14. Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.
- ( ) ( ) 15. Existing and proposed signs, including the size, materials, nature of construction, location and illumination of same. If no signs are proposed, a statement indicating same shall be submitted.
- ( ) ( ) 16. The location and design of fences, walls, sidewalks and similar improvements to be constructed.
- ( ) ( ) 17. Existing and proposed utility service, including septic systems with test hole locations and soil log information (if new system is proposed), connections to sanitary sewers, wells and connections to water mains.