

ZONING AND LAND DEVELOPMENT

540 Attachment 2

Borough of Hawthorne

Application Checklists

	Minor Subdivision	Minor Site Plan	Preliminary Major Subdivision	Preliminary Site Plan	Final Major Subdivision	Final Site Plan	Check One:	
							Submitted	Waiver Requested
PLAT SPECIFICATIONS								
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than one inch equals 50 feet.	X	X	X	X	X	X		
2. Sheet size either 15 x 21, 24 x 36, or 30 x 42.	X	X	X	X	X	X		
3. Plans shall be prepared by an architect or engineer if application involves only the location of proposed buildings and their relationship to the site and the immediate environs.	X	X	X	X	X	X		
4. Plans shall be prepared by an architect, planner or engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress	X	X	X	X	X	X		
5. Plans shall be prepared by an engineer if application involves only drainage facilities for site plans of 10 acres or more; or involving stormwater detention facilities; or traversed by a watercourse	X	X	X	X	X	X		

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6. Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency. (Concept discussion only)								
GENERAL INFORMATION								
7. Metes and bounds description the entire tract or property based upon a current (within five years) land survey, prepared by a New Jersey licensed surveyor. Development boundaries shall be clearly delineated.	X	X	X	X	X	X		
8. Property line shown, length in feet and hundredths, bearings in degree, minutes and seconds.	X	X	X	X	X	X		
9. Key map showing location of tract to be considered in relation to surrounding area, within 500 feet.	X	X	X	X	X	X		
10. Title block containing name and address of applicant and owner; name of development; name, address, signature and seal of preparer; lot and block numbers; date prepared; date of last amendment and zoning district.	X	X	X	X	X	X		
11. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.	X	X	X	X	X	X		
12. Scale of map, both written and graphic.	X	X	X	X	X	X		
13. North Arrow giving reference meridian.	X	X	X	X	X	X		

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14. Space for signatures of Chairperson, Secretary and Engineer of the Municipal Agency.	X	X	X	X	X	X		
15. List of all property owners within 200 feet of subject property as disclosed by a current (within six months) certified list of the most recent tax records.	X	X	X	X	X	X		
16. Any municipal limits within 200 feet of the development and the names and zoning of the adjoining municipalities.	X	X	X	X	X	X		
17. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	X	X	X	X	X	X		
18. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, density, and other applicable zone requirements, both as to required and proposed. Indicate the above both written and graphically.	X	X	X	X	X	X		
19. Acreage of affected parcel to the nearest hundredth of an acre.	X	X	X	X	X	X		
20. Number of lots following subdivision including areas in acres if 1 acre or over or in square feet if under one acre.	X		X		X			
21. Submission of site photographs of existing conditions, including existing structures, site frontage and adjacent properties.	X	X	X	X	X	X		

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	Minor Subdivision	Minor Site Plan	Preliminary Major Subdivision	Preliminary Site Plan	Final Major Subdivision	Final Site Plan	Check One:	
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22. Aerial photograph of site not smaller than 8 1/2" x 11", in color.	X	X	X	X	X	X		
23. Submission of all applications, checklists, plans, reports and other materials in electronic format on CD.	X	X	X	X	X	X		
NATURAL FEATURES ON SITE AND WITHIN 200 FEET THEREOF								
24. Cliffs and rock outcroppings.	X	X	X	X				
25. Contours to determine the natural drainage of the land. Intervals shall be up to 10% grade: two feet; over 10% grade: five feet.	X	X	X	X	X	X		
26. Floodplains.	X	X	X	X	X	X		
27. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.	X	X	X	X	X	X		
28. Aquifer recharge areas, including safe sustained groundwater yield.	X	X	X	X	X	X		
29. Wooded areas indicating predominant species and size.	X	X	X	X	X	X		
30. Location of trees four inches or more in diameter, as measured four feet above ground level, outside of wooded area, designating species of each.			X	X	X	X		
31. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	X	X	X	X	X	X		
32. All areas to be disturbed by grading or construction.	X	X	X	X	X	X		

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MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF								
33. Location and uses of existing and proposed structures and their setbacks from existing and proposed property lines.	X	X	X	X	X	X		
34. Location of existing and proposed sidewalks and driveways.	X		X	X	X	X		
35. Location of existing and proposed parking spaces and loading areas including evidence of compliance with ADA guidelines.		X		X		X		
36. Location of existing and proposed easements or rights-of-way including power lines.	X	X	X	X	X	X		
37. Location of railroads, bridges, culverts, drainpipes, water and sewer mains and other man-made installations affecting the tract.	X	X	X	X	X	X		
38. Location of existing and proposed wells and septic systems.	X	X	X	X	X	X		
39. When applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.	X	X	X	X	X	X		
40. Plans and profiles of existing and proposed utility layouts, such as sewers, stormwater management facilities, water, gas, communications and electric, showing feasible connections to existing or proposed utility systems.			X	X	X	X		

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41. Location and description of monuments, whether set or to be set.	X	X			X	X		
42. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.	X	X	X	X	X	X		
43. Required road dedication.	X	X	X	X	X	X		
44. Road orientation (as it relates to energy conservation).	X	X	X	X	X	X		
45. Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.			X	X				
MISCELLANEOUS								
46. Proposed sight easements where required.	X	X	X	X	X	X		
47. Proposed drainage easements where required.	X	X	X	X	X	X		
48. Dimensioned preliminary architectural elevations and plans of any proposed buildings showing windows and doors, roof treatments, HVAC units, and preliminary floor plans of each floor of the building.		X		X		X		
49. Circulation plan showing:								
a. Location of off-street parking;		X		X		X		
b. Traffic improvements such as signals, signs and channelization;		X	X	X	X	X		
c. Pedestrian circulation;		X	X	X	X	X		
d. Loading and unloading		X		X		X		

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bays;								
e. Proposed vehicular access, including curb cuts;		X	X	X	X	X		
f. Traffic circulation around the site;		X		X		X		
g. Aisle and parking space dimensions;		X		X		X		
h. Handicapped parking in accordance with ADA guidelines.		X		X		X		
50. Landscaping plan including the types, quantity, size and location of all proposed vegetation, including shade trees. The scientific and common names of all vegetation shall be included.		X		X	X	X		
51. Lighting plan showing location and height of existing and proposed site lights, all construction details and catalog cuts, and Isolux diagrams showing the 0.3 fc and 0.5 fc lines.		X	X	X	X	X		
52. Sign plan showing location of existing and proposed traffic control signs, street signs, development signs, and appropriate sign details showing size, height, materials and lighting.			X	X	X	X		
53. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.	X	X	X	X	X	X		
54. Design calculations showing proposed drainage facilities to be in			X	X	X	X		

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accordance with the appropriate drainage runoff requirements.								
55. Environmental Impact Assessment including all of the following:			X	X	X	X		
a. Plan and description of the proposed development.								
b. Inventory of existing natural resources.								
c. Assessment of environmental impacts.								
d. Unavoidable adverse environmental impacts.								
e. Steps to minimize adverse environmental impacts.								
f. Documentation as required by the Borough soil testing ordinance (Chapter 420 of Code).								
g. Details and matter to be evaluated:								
1. Sewage facilities.								
2. Water supply								
3. Stormwater.								
4. Stream encroachments.								
5. Floodplains.								
6. Wetlands.								
7. Solid waste disposal.								
8. Air pollution.								
9. Traffic.								
10. Social/economic.								
11. Aesthetics.								

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12. Licenses, permits, etc.								
56. If an Environmental Impact Assessment is not required, a general description of the proposed development and a brief assessment of its effect on the site and neighborhood. This shall include, where applicable, the number of employees, hours of operation, frequency of deliveries and/or shipments, and the nature of materials and chemicals on site.	X	X	X	X	X	X		
57. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	X	X	X	X	X	X		
58. A copy of all existing and proposed protective covenants or deed restrictions of every nature affecting the subject property, including a statement as to whether such deeds or covenants are of record.	X	X	X	X	X	X		
59. If lots are proposed to be subdivided fronting on or requiring access to a state highway, applicant shall submit any permits issued by NJDOT pursuant to N.J.A.C. 16:47-1 et seq.	X		X		X			
60. Any sections of this checklist for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.	X	X	X	X	X	X		

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61. List of design waivers and variances requested or obtained (with the applicable ordinance sections). List of waivers or de minimis exceptions from RSIS (with applicable reference sections). Justifications shall be provided for each.	X	X	X	X	X	X		
ADDITIONAL DOCUMENTS								
62. Affidavit from applicant with reasonable supporting documentation verifying compliance with all terms and conditions of the preliminary approval.					X	X		
63. Affidavit from applicant indicating that the final plan is identical to the preliminary plan. If not, list specific changes with respect to any deviations.					X	X		
64. Separate written estimates of proposed construction costs for both on- and off-site improvements.					X	X		
65. A performance guarantee estimate by applicant's engineer for all public improvements submitted.					X			
66. If development is in sections, final plat should so indicate. Also, adequate proof that each section stands on its own for access, stormwater, utilities, etc.					X			
67. Organization documents including:								
a. Article of Incorporation for any association or other organization to maintain the					X	X		

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common open space or community facilities.								
b. By-laws and membership rules and regulations of any such organization defining its rights.					X	X		
c. A copy of the Master deed detailing the rights and privileges of individual owners of common property.					X	X		
d. A copy of all materials submitted to the Department of Community Affairs as required by the NJ Planned Real Estate Development Full Disclosure Act. Regulations and evidence of acceptance of and/or approval by the Department of Community Affairs.					X	X		
e. Covenants or easements restricting the use of the common open space or elements.					X	X		
f. Covenants or agreements requiring homeowners or residents to pay the organization for the maintenance of the common open space and/or community facilities. This shall include a proposed schedule of membership fees for at least the first three years of					X	X		

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operation.								
68. Maintenance agreements. If there is to be no homeowners' association or similar arrangement for the maintenance of common facilities, the developer shall furnish an agreement under which private roads and other facilities will be maintained, refuse collected and other supplementary services provided.					X	X		
69. A deed, including a legal description by bearings and distances with corresponding area in square feet and/or acres, of all lands to be dedicated for public use; i.e., easements, roads, etc.					X	X		
70. An electronic copy of the approved plans in a form acceptable to the Borough Engineering Department.					X	X		

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	“Conditional” Use	Planning Variance	Check One:	
							Submitted	Waiver Requested
PLAT SPECIFICATIONS								
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than one inch equals 50 feet.			X	X	X	X		
2. Sheet size either 15" x 21", 24" x 36", or 30" x 42".			X	X	X	X		
3. Plans shall be prepared by an architect, planner, engineer, land			X	X	X	X		

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surveyor, or the applicant, where appropriate.								
4. Plat prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the Municipal Agency.			X	X	X	X		
GENERAL INFORMATION								
5. Metes and bounds description of the entire tract or property based upon a current (within five years) land survey, prepared by a New Jersey licensed surveyor. Development boundaries shall be clearly delineated.			X	X	X	X		
6. Property line shown in degree, minutes and seconds.			X	X	X	X		
7. Key map showing location of tract to be considered in relation to surrounding area.			X	X	X	X		
8. Title block containing name and address of applicant and owner; name of development; name, address, signature and seal of preparer; lot and block numbers; date prepared; date of last amendment and zoning district.			X	X	X	X		
9. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.			X	X	X	X		
10. Scale of map, both written			X	X	X	X		

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	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	“Conditional” Use	Planning Variance	Check One:	
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and graphic.								
11. North Arrow giving reference meridian.			X	X	X	X		
12. Space for signatures of Chairperson, Secretary and Engineer of the Municipal Agency.					X	X		
13. List of all property owners within 200 feet of subject property as disclosed by a current (within six months) certified list of the most recent tax records.	X	X	X	X	X	X		
14. Any municipal limits within 200 feet of the development and the names and zoning of the adjoining municipalities.			X	X	X	X		
15. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.			X	X	X	X		
16. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, density, and other applicable zone requirements, both as to required and proposed. Indicate the above both written and graphically.			X	X	X	X		
17. Zone requirements per ordinance and per application.			X	X	X	X		
18. Acreage of affected parcel to the nearest hundredth of an acre.			X	X	X	X		
19. Submission of site			X	X	X	X		

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photographs of existing conditions, including existing structures, site frontage and adjacent properties.								
20. Aerial photograph of site not smaller than 8 1/2" x 11", in color.			X	X	X	X		
21. Submission of all applications, checklists, plans, reports and other materials in electronic format on CD.			X	X	X	X		
NATURAL FEATURES ON SITE AND WITHIN 200 FEET THEREOF								
22. Cliffs and rock outcroppings.					X	X		
23. Contours to determine the natural drainage of the land. Intervals shall be up to 10% grade: two feet; over 10% grade: five feet.					X	X		
24. Floodplains.					X	X		
25. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.					X	X		
26. Aquifer recharge areas, including safe sustained groundwater yield.					X	X		
27. Wooded areas indicating predominant species and size.					X	X		
28. Location of trees four inches or more in diameter, as measured four feet above ground level, outside of					X	X		

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wooded area, designating species of each.								
29. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.					X	X		
30. All areas to be disturbed by grading or construction.					X	X		
MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF								
31. Location and uses of existing and proposed structures and their setbacks from existing and proposed property lines.			X		X	X		
32. Location of existing and proposed sidewalks and driveways.			X		X	X		
33. Location of existing and proposed parking spaces and loading areas including evidence of compliance with ADA guidelines.			X		X	X		
34. Location and type of existing and proposed easements or rights-of-way including power lines.			X		X	X		
35. Location of railroads, bridges, culverts, drainpipes, water and sewer mains and other man-made installations affecting the tract.			X		X	X		
36. Location of existing and proposed wells and septic systems.			X		X	X		
37. When applicant intends to use a conventional septic disposal			X	X	X	X		

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system: location of test holes, test results and approximate location of the intended disposal field.								
38. Plans and profiles of existing and proposed utility layouts, such as sewers, stormwater management facilities, water, gas and electric, showing feasible connections to existing or proposed utility systems.			X		X	X		
39. Location and description of monuments, whether set or to be set.			X		X	X		
STREETS								
40. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.					X	X		
41. Required road dedication.			X		X	X		
42. Road orientation (as it relates to energy conservation).					X	X		
43. Plans, profiles and cross-sections of all proposed new streets and/or access to proposed streets.			X		X	X		
MISCELLANEOUS								
44. Proposed sight easements where required.					X	X		
45. Proposed drainage easements where required.					X	X		
46. Dimensioned preliminary architectural elevations and plans of any proposed buildings showing windows and doors, roof treatments,					X			

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HVAC units, and preliminary floor plans of each floor of the building.								
47. Circulation plan showing:					X			
a. Location of off-street parking;					X			
b. Traffic improvements such as signals, signs and channelization;					X			
c. Pedestrian circulation;					X			
d. Loading and unloading bays;					X			
e. Proposed vehicular access, including curb cuts;					X			
f. Traffic circulation around the site;					X			
g. Aisle and parking space dimensions;					X			
h. Handicapped parking in accordance with ADA guidelines.					X			
48. Landscaping plan including the types, quantity, size and location of all proposed vegetation, including shade trees. The scientific and common names of all vegetation shall be included.					X			
49. Lighting plan showing location and height of existing and proposed site lights, all construction details and catalog cuts, and Isolux diagrams showing the 0.3 fc and 0.5					X			

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fc lines.								
50. Sign plan showing location of existing and proposed traffic control signs, street signs, development signs, and appropriate sign details showing size, height, materials and lighting.					X			
51. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.					X			
52. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements.			X	X	X	X		
53. Environmental Impact Assessment including all of the following*:			X	X	X	X		
a. Plan and description of the proposed development.								
b. Inventory of existing natural resources.								
c. Assessment of environmental impacts.								
d. Unavoidable adverse environmental impacts.								
e. Steps to minimize adverse environmental impacts.								
f. Documentation as required by the Borough soil testing ordinance (Chapter 420 of								

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Code).								
g. Details and matter to be evaluated:								
1. Sewage facilities.								
2. Water supply.								
3. Stormwater.								
4. Stream encroachments.								
5. Floodplains.								
6. Wetlands.								
7. Solid waste disposal.								
8. Air pollution.								
9. Traffic.								
10. Social/economic.								
11. Aesthetics.								
12. Licenses, permits, etc.								
54. If an Environmental Impact Assessment is not required, a general description of the proposed development and a brief assessment of its effect on the site and neighborhood. This shall include, where applicable, the number of employees, hours of operation, frequency of deliveries and/or shipments, and the nature of materials and chemicals on site.			X	X	X	X		
55. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed	X	X	X	X	X	X		

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	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	“Conditional” Use	Planning Variance	Check One:	
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use of sites other than residential shall be noted.								
56. A copy of all existing and proposed protective covenants or deed restrictions of every nature affecting the subject property including a statement as to whether such deeds or covenants are of record.	X	X	X	X	X	X		
57. Any sections of this checklist for which a waiver is specifically being requested and a narrative paragraph explaining why the applicant is entitled to such waiver.	X	X	X	X	X	X		
58. List of design waivers and variances requested or obtained (with the applicable ordinance sections). List of waivers or de minimis exceptions from RSIS (with applicable reference sections). Justifications shall be provided for each.			X	X	X	X		