

LAND USE

*209 Attachment 4*

**Borough of Maywood**

**SCHEDULE C**

**Checklist of Requirements for Applications**

**[Added 4-25-2001 by Ord. No. 14-01; amended 4-4-2017  
by Ord. No. 2-17]**

A. Instructions.

- (1) All of the required listed on this checklist, except proof of service, must be delivered to the Board Secretary before the application will be certified as complete and before a hearing date is set.
- (2) If you fail to comply with the requirements on this checklist, your application will be deemed to be incomplete. You may request, in writing, that the Board waive a checklist requirement, and the Board may grant or deny that request.
- (3) Even if you provide all of the items required by the the checklist, the Board may require the correction of information found to be in error.
- (4) The Board may also require you to submit additional information not specified in the checklist, if that information is reasonably necessary for the Board to make an informed decision whether the requirements for approval of the application have been satisfied.
- (5) Before the Board can have jurisdiction to hear an application, you must provide notice of the hearing on the application as required by N.J.S.A. 40:55D-12 and 40:55D-12.1. You also provide proof that such notice was given consisting of an affidavit of publication obtained from the newspaper in which the requisite notice of hearing is published and a copy of all certified mail receipts or an affidavit of personal service. You must complete the following steps to ensure that adequate notice is given:
  - (a) Request from the Board Secretary a list of all property owners, public utilities, cable television companies or local utilities who must receive notice of the hearing. Upon payment of the required fees the list will be supplied to you within seven days.
  - (b) Determine if the development requires the submission of notice of the hearing to adjoining municipalities, the County Planning Board, the Commissioner of the State Department of Transportation, the State Planning Commission, the person whose name appears on the registration form filed with the borough by any public utilities, local utilities or cable television companies as required by N.J.S.A. 4055D-12.1(a), (Chapter 412 of the Laws of 1991) or any other individual or agency.
  - (c) Obtain the applicable notice forms from the Board Secretary and, at least 10 days before the hearing date, serve such notice, either personally or by

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certified or registered mail, return receipt requested, upon all persons or agencies entitled by law to receive notice.

- (d) Obtain the applicable notice form from the Board Secretary and, at least 10 days before the hearing date, publish such notice in the official newspaper of the borough.
- (e) At least five days before the hearing date you must file with the Board Secretary an original affidavit of proof of service and proof of publication as required above.

### B. General checklist requirements.

- (1) For the Planning/Zoning Board, 20 copies of the appropriate application form(s), completely filled in. If any items do not apply, the applicant shall make that statement on the form(s).
- (2) Certification of proof that no taxes or assessments for local improvement are due or delinquent on the property for which the application is made.
- (3) A receipt indicating that all applicable fees are paid.
- (4) For the Planning/Zoning Board, 20 copies of any required plot plan, site plan or subdivision plan according to Chapter 209 of the Code of the Borough of Maywood.
- (5) An affidavit identifying the owner(s) of the premises being developed. If the applicant is not the owner, the affidavit will state the applicant's interest in the premises, and the applicant will submit a form indicating that the owner(s) consent to the application.
- (6) If the applicant is a corporation or a partnership, an affidavit or certification listing the names and addresses of all stockholders or partners owning at least 10% interest or 10% stock of any class as required by N.J.S.A. 40.55D-48:1 et seq.
- (7) One of the following:
  - (a) A letter of interpretation for the New Jersey Department of Environmental Protection and Energy (NJDEPE) indicating the absence of freshwater wetlands or indicating the presence and verifying delineation of the boundaries of freshwater wetlands; or
  - (b) A letter of exemption from the NJDEPE certifying that the proposed activity is exempt from the Freshwater Wetlands Protections Act, and regulations promulgated thereunder, or
  - (c) A copy of any application made to the NJDEPE for any permit concerning a proposed regulated activity in or around freshwater wetlands. The Board may waive the above requirement if it can be established by the applicant and verified by the Board and its professionals that no wetlands exist on site or on contiguous property owned by the applicant.

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- (8) Written proof that the applicant has submitted its application to the Bergen County Department of Planning and Economic Development or written proof that the proposal is exempt from the County Planning Board's jurisdiction.
  - (9) Written proof of submission of the application to any governmental agency that may have jurisdiction.
  - (10) For the Planning/Zoning Board, 20 copies of a survey, dated within five years of application. The survey is to be of the lot and block number, Borough of Maywood, New Jersey, that is listed on the application.
  - (11) Proof that the applicant has established an escrow account, if applicable.
  - (12) Submission of all forms that the Planning/Zoning Board deem necessary for a complete application.
  - (13) If you request that the Board waive any of the requirements of this checklist, you must identify the provision in writing from which a waiver is sought when you submit your application and state in writing the reasons why you request that the waiver(s) should be granted.
- C. Checklist plat specification for all applications.
- (1) Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 50 feet.
  - (2) Sheet size either 15 inches x 21 inches x 24 inches x 36 inches or 30 inches x 42 inches.
  - (3) Plans shall be prepared by an architect, planner, engineer or land surveyor as allowed by N.J.A.C. 13:40-7.2 and N.J.A.C. 7.3 for site plans and N.J.A.C. 13:40-7.4 for subdivision plats.
  - (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.
  - (5) Plans shall be prepared by an engineer only if application involves drainage facilities for site plans of 10 acres or more or involving stormwater detention facilities or traversed by a watercourse.
  - (6) Plan prepared to scale based on deed description, tax map or similarly reasonable accurate data.
  - (7) Metes and bounds description of the parcel in question based upon the current land survey information, including the reference date of the survey.
  - (8) Property line shown in degrees, minutes and seconds.
  - (9) Key may show location of tract to be considered in relation to surrounding property owners, existing streets and any bodies of water within 200 feet of the site.
  - (10) Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.

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- (11) Each block and lot numbered in conformity with the Municipal Tax Map determined by the Municipal Tax Assessor.
- (12) Scale of map, both written and graphic.
- (13) North arrow giving reference meridian.
- (14) Space for signatures of Chairman and Secretary of the Board.
- (15) Names of all property owners within 200 feet of subject property.
- (16) Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.
- (17) Zoning district in which parcel is located, including a zone district schedule stating the required and proposed dimensions of all setbacks, lot coverage, height, floor area ratio and density.
- (18) Acreage of affected parcel to the nearest hundredth of an acre.
- (19) Floodplains, if any.
- (20) Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.
- (21) 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.
- (22) Location of existing structures and their setbacks from existing and proposed property lines.
- (23) Location of existing easement or rights-of-way, including power lines.
- (24) Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other manmade installations affecting the tract.
- (25) Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.
- (26) Required road dedication.
- (27) Road orientation (as it relates to energy conservation).
- (28) Proposed drainage easements.
- (29) Location of existing wells and septic systems.
- (30) When application intends to use a conventional septic disposal system, location of test bores, test results and approximate location of the intended disposal field.
- (31) Plans and profiles of existing and proposed utility layouts, such as set, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.
- (32) Location and description of monument, if any, whether set or to be set.
- (33) Soil erosion and sediment control plan consistent with the requirements of the Bergen County Soil Conservation District, if required.

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- (34) All areas to be disturbed by grading or construction.
  - (35) Number of lots following subdivision, if applicable, including areas in acres of one acre or over or in square feet if under one acre.
  - (36) Aquifer recharge areas, including sustained groundwater yield, if applicable.
  - (37) Wooded areas indicating predominant species and size.
  - (38) Location of trees six inches or more in diameter, as measured one foot above ground level, outside of wooded area, designating species of each.
  - (39) Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
  - (40) Dimensions of lot setbacks, front yard, side yards and rear yard; size, kind and location of fences.
  - (41) Location, dimensions and details of all signs and exterior lighting and landscaping plans.
  - (42) The outside dimensions of existing and/or proposed principal building(s) and all accessory structures.
  - (43) Storm drainage plan showing location of inlets, pipes, swales and other storm drainage facilities, including roof leaders, indicating existing and proposed runoff calculations.
  - (44) Rights-of-way, easements and all lands to be dedicated to the municipality or reserved for specific uses.
  - (45) The entire property in question, even though only a portion of said property is involved in the plan; provided, however, where it is physically impossible to show the entire property on the required sheet, a separate map at an appropriate scale may be submitted.
  - (46) All existing and proposed curbs, curb cuts and sidewalks.
  - (47) Existing and proposed sanitary sewerage disposal systems.
  - (48) Identification of all easements affecting the premises.
  - (49) Exterior lighting plan.
- D. Additional checklist plat requirements for major preliminary site plans and major subdivisions.
- (1) Sketch of prospective fixture street system of the entire tract where a preliminary plat covers only a portion thereof.
  - (2) Natural resource inventory information including:
    - (a) Soil types as shown by the current Soil Conservation Survey Maps.
    - (b) Soil depth to restrictive layers of soil.
    - (c) Soil depth to bedrock.
    - (d) Permeability of the soil by layers.

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- (e) Height of soil water table and type of water table.
  - (f) Floodplain soil (status).
  - (g) Limitation for foundation.
  - (h) Limitation for septic tank absorption field (only where septic tank is proposed to be used).
  - (i) Limitation for local roads and streets.
  - (j) Agricultural capacity classifications.
  - (k) Erosion hazard.
- (3) Landscaping plan, including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.
  - (4) Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements.
  - (5) Plans of off-street parking area layout and off-street loading facilities, showing location and dimensions of individual parking spaces, loading areas, aisles, traffic patterns and driveways for ingress and egress.
  - (6) Typical floor plans and elevations.
  - (7) Landscaping and buffering plan showing what will be planted, indicating names of plants and trees and dimensions.
  - (8) Submittal of all as-built plans for public improvements constructed as part of preliminary major site plan or subdivision approval.