

LAND USE

55 Attachment 5

**APPENDIX D
COMPLETENESS CHECK LISTS**

D-1 COMPLETENESS CHECK LISTS—GENERAL INFORMATION.

D-1.1 Pertaining to use of “Completeness Check List” for certain applications to the Planning Board and Zoning Board of Adjustment.

- a. N.J.S.A. 40:55D-10.3 allows for certification by municipal agency of complete applications for development within forty-five (45) days of the date of its submission;
- b. As part of said application process an applicant must supply information as indicated on a Check List adopted by Ordinance of the municipality and provided to the applicant; and
- c. The Township of Barnegat desires to adopt and approve said Check Lists for use by the Township Planning Board and Zoning Board of adjustment; and
- d. The Township of Barnegat desires to adopt Completeness Check Lists for the following types of applications:
 1. Informal
 2. Minor Subdivision
 3. Minor Site Plan
 4. Use Variance
 5. Bulk Variance

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6. Preliminary Major Subdivision
7. Final Major Subdivision
8. Preliminary Major Site Plan
9. Final Major Site Plan
10. Conditional Use
11. Appeal of Decision by Zoning Officer
12. Interpretation of Zoning Ordinance or Map or decision on Special Question
13. Permit to Build on Lot Which Does Not Front on an Improved Street
(Ord. No. 1998-27 § 1)

D-1.2 Planning Board and/or Zoning Board of Adjustment Check List.

- a. In Township Committee hereby approves of and adopts the following Completeness Check Lists for use by the Barnegat Township Planning Board and/or Zoning Board of Adjustment:
 1. Informal
 2. Minor Subdivision
 3. Minor Site Plan
 4. Use Variance
 5. Bulk Variance
 6. Preliminary Major Subdivision
 7. Final Major Subdivision
 8. Preliminary Major Site Plan
 9. Final Major Site Plan
 10. Conditional Use
 11. Appeal of Decision by Zoning Officer

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12. Interpretation of Zoning Ordinance or Map or decision on Special Question
 13. Permit to Build on Lot Which Does Not Front on an Improved Street
- b. Copies of Check List for Completeness are attached to the Ordinance as an Exhibit.*
(Ord. No. 1998-27 § 2)

*Note: See following Appendix D pages check lists.

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APPENDIX D-2

COMPLETENESS CHECK LIST

for
**INFORMAL
APPLICATION**

Notice To Applicants: This form must be completed and returned to the Administrative Officer when an Informal Application is filed with the Planning Board. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

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App. D-2—Cont.

<u>INFORMAL APPLICATION</u>	Provided or Shown	Waiver Requested
I. <u>General Requirements</u>		
Submission of completed Application Form and Check List (22 copies).	—	—
Payment of application fees and escrow deposit (if applicable).	—	—
Submission of written certification from Tax Collector that all taxes and assessments are paid to date.	—	—
Submission of plats, plans or survey of property (22 sets) as necessary to show the use or uses which are proposed for the property in question. All plans submitted by the applicant shall be signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with title block revealed.	—	—
II. <u>Plat Details</u>		
The applicant shall submit to the Board a written statement which describes in detail the type of development that is proposed at the site.	—	—
The applicant shall submit to the Board whatever plans are necessary to show the type of development that is proposed at the site.	—	—
All plans submitted to the Board shall comply with the following minimum requirements:		
Scale of not less than 1" = 100'	—	—
Key map at scale of 1" = 1,000'	—	—

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App. D-2—Cont.

INFORMAL APPLICATION

**Provided
or Shown** **Waiver
Requested**

Title block in accordance with the Rules governing Title Blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40- 1 et seq.), including:

Name, signature, address, and license number of the Professional(s) who prepared the plan(s).

— —

Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.

— —

A schedule indicating the acreage of the tract, the approximate number of lots, the zone, minimum required and proposed lot areas, setbacks, yards and dimensions and percentage of recreation area provided.

— —

Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Tax Map.

— —

Existing lot lines to be eliminated, if any.

— —

Approximate location of wooded areas, streams, lakes, shoreline, flood plains, wetlands and existing and/or proposed buffer areas.

— —

Existing and proposed rights-of-way and easements within and adjoining the tract.

— —

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App. D-2—Cont.

<u>INFORMAL APPLICATION</u>	Provided or Shown	Waiver Requested
For residential development, the proposed street and lot layout, with dimensions, showing that portion proposed for development in relation to the entire tract.	—	—
For commercial or industrial development, the proposed access points, buildings, parking area layout, drives and traffic circulation patterns, showing that portion proposed for development in relation to the entire tract.	—	—

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APPENDIX D-3

COMPLETENESS CHECK LIST
for
MINOR SITE PLAN
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Minor Site Plan Application is filed with either the Planning Board or the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

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App. D-3—Cont.

<u>MINOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
I. <u>General Requirements</u>		
Submission of completed Application Form and Check List (22 copies).	—	—
Payment of application fees and escrow deposit.	—	—
Certification that the Applicant is the owner of the land, or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.	—	—
Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1, et. seq.	—	—
Submission of written certification from Tax Collector that all taxes and assessments are paid to date.	—	—
Submission of plats or plans (22 sets) signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with title block revealed.	—	—
Submission of preliminary architectural plans and elevations (20 sets) signed and sealed by a N.J.R.A. and folded with title block revealed.	—	—
Submission of two (2) signed and sealed copies of a survey of the property upon which the Minor Site Plan is based.	—	—
If freshwater wetlands are present, or are suspected to be present, on or near the subject property, then one of the following must be submitted:	—	—

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App. D-3—Cont.

<u>MINOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, classifying the resource value of the wetlands, and establishing the required transition areas, or,	—	—
A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated thereunder, or,	—	—
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.	—	—
If the property in question is located within the Pinelands Area, then a Certificate of Filing must be obtained from the Pinelands Commission and submitted to the Board prior to the application being deemed complete for consideration by the Board.	—	—
II. Plat Details		
Scale of not less than 1" = 100'.	—	—
Key map at scale of 1" = 1,000'.	—	—
Title block in accordance with the Rules governing Title Blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40- 1 et seq.), including:		

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App. D-3—Cont.

<u>MINOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
Name, signature, address, and license number of the Professional(s) who prepared the plan(s).	—	—
Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.	—	—
Scale (written and graphic).	—	—
Name, address and telephone number of the Owner(s) of Record.	—	—
Name, address and telephone number of Developer.	—	—
Approval signature lines for Chairman, Secretary and Board Engineer.	—	—
Existing block and lot number(s) of the property to be developed as they appear on the Tax Map.	—	—
Existing tract boundary line and existing property lines in area.	—	—
Distance in feet to the nearest intersection.	—	—
North arrow with reference meridian.	—	—
The location of existing 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 wooded areas, both within the tract and within two hundred feet (200') of its boundary.	—	—

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App. D-3—Cont.

MINOR SITE PLAN APPLICATION

	Provided or Shown	Waiver Requested
A schedule indicating the acreage of the tract, the zone, minimum required lot areas, and the required and proposed setbacks, yards and dimensions.	—	—
Existing one (1) foot interval contours based on United States Coast and Geodetic Survey datum (MSL-0) shall be shown extending a minimum of one hundred (100) feet beyond the boundary of the tract, except that where the slopes exceed five percent (5%) a two (2) foot contour interval may be used. The source of the elevation datum base shall be noted on the plans.	—	—
The location and width of all existing and proposed utility easements and rights-of-way, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.	—	—
Proposed buffer and landscaped areas, and the location and identification of existing vegetation with an indication as to whether it is to remain or be removed.	—	—
The name of all property owners and block and lot numbers within 200 ft of the site as they appear on the most recent list prepared by the Tax Assessor.	—	—
Proposals for soil erosion and sediment control, if required.	—	—

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App. D-3—Cont.

MINOR SITE PLAN APPLICATION

Provided or Shown	Waiver Requested
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Delineation of streams, ponds, flood plains, marshes, wetlands and lands subject to flooding within the tract and within two hundred feet (200') thereof, including identification of flood hazard zones and 100 year flood elevation.

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No Minor Site Plan involving any street(s) which do not conform to the right-of-way widths specified in the Master Plan or on the Official Map shall be approved unless the additional half width right-of-way necessary to make the street(s) conforming shall be granted to the Municipality, or other agency having jurisdiction.

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All proposed improvements and utility layouts shall be detailed on the plans.

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Site Plans involving a corner lot shall provide a sight triangle easement.

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All required deed descriptions, including utility easements, restrictive covenants, roadway dedications and sight triangle easements, shall be submitted for approval prior to filing with the County Recording Officer.

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If the property for which Minor Site Plan approval is sought consists of two (2) or more lots, then a Deed of Consolidation must be submitted to the Board. In addition, the proposed lot number and property address for the consolidated lot must be approved in writing by the Tax Assessor.

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As a condition of any approval granted by the Board, the applicant must obtain the following approvals when applicable to the project:

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App. D-3—Cont.

<u>MINOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
Municipal Water and Sewer Utility,	—	—
Ocean County Planning Board,	—	—
Ocean County Utilities Authority,	—	—
Ocean County Soil Conservation District,	—	—
Ocean County Board of Health approval,	—	—
New Jersey Department of Environmental Protection:	—	—
Wetlands,	—	—
Waterfront Development,	—	—
CAFRA,	—	—
Sanitary Sewer System Extensions,	—	—
Potable Water System Extensions,	—	—
Stream Encroachment,	—	—
New Jersey Department of Transportation,	—	—
The Pinelands Commission, if located within the Pinelands Area;	—	—
All other outside agency approvals as may be required.	—	—

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App. D-3—Cont.

The following section applies to residential site plan applications only.

<u>MINOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
III. <u>Residential Site Improvement Standards</u>	—	—
An Engineering Report must be submitted which sets forth the classification of all residential streets within the proposed subdivision. In addition, the Engineering Report must demonstrate that the project has been designed in accordance with the detailed requirements set forth in Subchapter 4 of the Residential Site Improvement Standards, the appropriate curb and sidewalk requirements have been met, and an adequate number of on-street and off-street parking spaces have been provided.	—	—
A Stormwater Management Report must be submitted which demonstrates that the stormwater management system for the proposed development has been designed in accordance with the detailed requirements set forth in Subchapter 7 of the Residential Site Improvement Standards.	—	—

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App. D-3—Cont.

MINOR SITE PLAN APPLICATION

Provided or Shown	Waiver Requested
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A public water supply system must be provided to serve the proposed development. The water supply system must be designed in conformance with the detailed requirements set forth in Subchapter 5 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site wells if approved in writing by the municipality or utility authority having jurisdiction.

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Sanitary sewer service must be provided to serve the proposed development. The sanitary sewer service must be designed in conformance with the detailed requirements set forth in Subchapter 6 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site septic systems if approved in writing by the municipality or utility authority having jurisdiction.

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If any *de minimis* exceptions from the requirements of the Residential Site Improvement Standards are requested, an application must be filed in writing with the municipal approving authority and shall include the following:

1. A statement of the requirements of the standards from which an exception is sought;
2. A statement of the manner by which strict compliance with said provisions would result in practical difficulties; and

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App. D-3—Cont.

MINOR SITE PLAN APPLICATION

Provided or Shown	Waiver Requested
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| <p>3. A statement of the nature and extent of such practical difficulties.</p> | <p>—</p> | <p>—</p> |
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If any waivers are requested, the waiver request must be submitted in writing to the New Jersey Department of Community Affairs, with a copy to the administrative officer of the Township, and shall include the following information:

- | | | |
|---|--|--|
| <p>1. A copy of the development application as submitted to the municipal approving authority; and</p> | <p>—</p> | <p>—</p> |
| <p>2. A brief memorandum to the Commissioner of the Department of Community Affairs containing sufficient information upon which to base a determination, including:</p> <ul style="list-style-type: none"> • A short description of the project in narrative form; • A citation to the particular site improvement standard from which waiver is requested; • A clear description of the condition(s) giving rise to the request; • A clear description of the anticipated result if the standard were to be followed; | <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> | <p>—</p> <p>—</p> <p>—</p> <p>—</p> <p>—</p> |

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App. D-3—Cont.

MINOR SITE PLAN APPLICATION

Provided or Shown	Waiver Requested
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- The name, address, and telephone number of a contact person for the developer; and
- The name, address, and telephone number of a contact person for the municipal approving authority.

—	—
—	—

The applicant's engineer must provide to the Board a written certification which states that, with the exception of any waivers or *de minimis* exceptions requested, the project has been designed in full compliance with the requirements of the Residential Site Improvement Standards.

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APPENDIX D-4

**COMPLETENESS CHECK LIST
for
MINOR SUBDIVISION
APPLICATION**

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Minor Subdivision Application is filed with either the Planning Board or the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

App. D-4—Cont.

<u>MINOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
I. <u>General Requirements</u>		
Submission of completed Application Form and Check List (22 copies).	—	—
Payment of application fees and escrow deposit.	—	—
Certification that the Applicant is the owner of the land or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.	—	—
Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1, et seq.	—	—
Submission of written certification from Tax Collector that all taxes and assessments are paid to date.	—	—
Submission of plats or plans (22 sets) signed and sealed by a N.J.P.L.S. and folded with title block revealed.	—	—
If freshwater wetlands are present, or are suspected to be present, on or near the subject property, then one of the following must be submitted:		
A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, classifying the resource value of the wetlands, and establishing the required transition areas, or,	—	—

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App. D-4—Cont.

<u>MINOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated thereunder, or, 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.	—	—
If the property in question is located within the Pinelands Area, then a Certificate of Filing must be obtained from the Pinelands Commission and submitted to the Board prior to the application being deemed complete for consideration by the Board.	—	—
II. <u>Plat Details</u>	—	—
Scale of not less than 1" = 50'.	—	—
Key map at scale of 1" = 1,000', showing the location of the tract to be subdivided with reference to surrounding areas, existing streets which intersect or border the tract.	—	—
Title block in accordance with the Rules governing Title Blocks for Professional Engineers & Land Surveyors (N.J.A.C. 13:40- 1 et seq.), including:	—	—
Name of Development;	—	—
Name, signature, address, and license number of the Professional(s) who prepared the plan(s);	—	—

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App. D-4—Cont.

<u>MINOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.		
Scale (written and graphic).		
Name, address and telephone number of the Owner(s) of Record.		
Name, address and telephone number of Developer.	—	—
Acreage of the tract to be subdivided to the nearest tenth of an acre.	—	—
Distance in feet to the nearest intersection.	—	—
North arrow with reference meridian.	—	—
Approval block with signature lines for Chairman, Secretary and Board Engineer.	—	—
Existing block and lot number(s) of the property to be subdivided as they appear on the Tax Map, and proposed block and lot number(s) and street addresses as approved in writing by the Tax Assessor.	—	—
Existing tract boundary line and all proposed lot lines with bearings and distances.	—	—
The location of that portion which is to be subdivided in relation to the entire tract.	—	—
All existing structures within the portion of the tract to be subdivided.	—	—
A schedule indicating the acreage of the tract, the number of lots, the zone, minimum required lot areas, proposed area for each new lot, and the required and proposed setbacks, yards and dimensions.	—	—

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App. D-4—Cont.

<u>MINOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
The location of all existing streets (including names and right-of-way widths), structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking areas, loading areas, driveways, watercourses, floodplains, railroads, bridges, culverts, drain pipes, and any natural features such as wooded areas, wetlands and lands subject to flooding, marshes, swamps, bogs, ponds, flood hazard zones and 100 year flood elevation, both within the tract and within two hundred feet (200') of its boundary.	—	—
The name of all adjoining property owners as well as those across any street or easement, as disclosed by the most recent municipal tax records.	—	—
The Tax Map sheet, block and lot numbers of adjoining property owners as well as those across any street or easement.	—	—
The location and width of all existing and proposed utility easements, the use(s) for which they are intended to be limited, and the manner in which the easements will be controlled.	—	—
The plan shall be based on a current, certified boundary survey. The date of the survey and the name of the person making same shall be shown on the plan.	—	—

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App. D-4—Cont.

<u>MINOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided shall be provided to the Board, or certification that none exists.	—	—
Minor subdivisions involving a corner lot shall provide a sight triangle easement.	—	—
A statement from the applicant noting if the minor subdivision will be perfected by deed or by map.	—	—
If the minor subdivision is to be perfected by the filing of a map, the map must show all existing and proposed monuments, and must conform to all of the requirements set forth in the Map Filing Law.	—	—
If the minor subdivision is to be perfected by deed, then the appropriate deed documents, including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications, shall be submitted to the Board for approval prior to filing with the County Recording Officer.	—	—
No minor subdivision involving any street(s) which do not conform to the right-of-way widths specified in the Master Plan or on the Official Map shall be approved unless the additional half width right-of-way necessary to make the street(s) conforming shall be granted to the Municipality, or other agency having jurisdiction.	—	—

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App. D-4—Cont.

<u>MINOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
As a condition of any approval granted by the Board, the applicant must obtain the following approvals when applicable to the project:		
Municipal Water and Sewer Utility,	—	—
Ocean County Planning Board,	—	—
Ocean County Utilities Authority,	—	—
Ocean County Soil Conservation District,	—	—
Ocean County Board of Health approval,	—	—
New Jersey Department of Environmental Protection:	—	—
Wetlands,	—	—
Waterfront Development,	—	—
CAFRA,	—	—
Sanitary Sewer System Extensions,	—	—
Potable Water System Extensions,	—	—
Stream Encroachment,	—	—
New Jersey Department of Transportation,	—	—
The Pinelands Commission, if located within the Pinelands Area;	—	—
All other outside agency approvals as may be required.	—	—

App. D-4—Cont.

**MINOR SUBDIVISION
APPLICATION**

**Provided
or Shown** **Waiver
Requested**

**III. Residential Site Improvement
Standards**

An Engineering Report must be submitted which sets forth the classification of all residential streets within the proposed subdivision. In addition, the Engineering Report must demonstrate that the project has been designed in accordance with the detailed requirements set forth in Subchapter 4 of the Residential Site Improvement Standards, the appropriate curb and sidewalk requirements have been met, and an adequate number of on-street and off-street parking spaces have been provided.

A Stormwater Management Report must be submitted which demonstrates that the stormwater management system for the proposed development has been designed in accordance with the detailed requirements set forth in Subchapter 7 of the Residential Site Improvement Standards.

A public water supply system must be provided to serve the proposed development. The water supply system must be designed in conformance with the detailed requirements set forth in Subchapter 5 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site wells if approved in writing by the municipality or utility authority having jurisdiction.

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—	—
—	—

App. D-4—Cont.

<u>MINOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
Sanitary sewer service must be provided to serve the proposed development. The sanitary sewer service must be designed in conformance with the detailed requirements set forth in Subchapter 6 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site septic systems if approved in writing by the municipality or utility authority having jurisdiction.	—	—
If any <i>de minimis</i> exceptions from the requirements of the Residential Site Improvement Standards are requested, an application must be filed in writing with the municipal approving authority and shall include the following:		
1. A statement of the requirements of the standards from which an exception is sought;	—	—
2. A statement of the manner by which strict compliance with said provisions would result in practical difficulties; and	—	—
3. A statement of the nature and extent of such practical difficulties.	—	—
If any waivers are requested, the waiver request must be submitted in writing to the New Jersey Department of Community Affairs, with a copy to the administrative officer of the Township, and shall include the following information:		

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App. D-4—Cont.

<u>MINOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
1. A copy of the development application as submitted to the municipal approving authority; and	—	—
2. A brief memorandum to the Commissioner of the Department of Community Affairs containing sufficient information upon which to base a determination, including:	—	—
• A short description of the project in narrative form;	—	—
• A citation to the particular site improvement standard from which waiver is requested;	—	—
• A clear description of the condition(s) giving rise to the request;	—	—
• A clear description of the anticipated result if the standard were to be followed;	—	—
• The name, address, and telephone number of a contact person for the developer; and	—	—
• The name, address, and telephone number of a contact person for the municipal approving authority.	—	—

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App. D-4—Cont.

<u>MINOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
The applicant's engineer must provide to the Board a written certification which states that, with the exception of any waivers or <i>de minimis</i> exceptions requested, the project has been designed in full compliance with the requirements of the Residential Site Improvement Standards.	—	—

LAND USE

APPENDIX D-5

COMPLETENESS CHECK LIST
for
PRELIMINARY MAJOR SUBDIVISION
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Preliminary Major Subdivision Application is filed with either the Planning Board or the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

App. D-5—Cont.

<u>PRELIMINARY MAJOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
I. <u>General Requirements</u>		
Submission of completed Application Form and Check List (22 copies).	—	—
Payment of application fees and escrow deposit.	—	—
Certification that the Applicant is the owner of the land, or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.	—	—
Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1, et seq.	—	—
Submission of written certification from Tax Collector that all taxes and assessments are paid to date.	—	—
Submission of plats or plans (22 sets) signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with Title Block revealed.	—	—
Submission of Environmental Impact Statement, Composite Environmental Constraints map and test borings, percolation rates, water levels and ground water samples as set forth in Sections 55A-77D and 55B-77D of the Land Use Ordinance.	—	—
Submission of Traffic Impact Analysis.	—	—
If freshwater wetlands are present, or are suspected to be present, on or near the subject property, then one of the following must be submitted:	—	—

LAND USE

App. D-5—Cont.

<u>PRELIMINARY MAJOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, classifying the resource value of the wetlands, and establishing the required transition areas, or,	—	—
A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated thereunder, or,	—	—
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.	—	—
If the property in question is located within the Pinelands Area, then a Certificate of Filing must be obtained from the Pinelands Commission and submitted to the Board prior to the application being deemed complete for consideration by the Board.	—	—
II. <u>Plat Details</u>	—	—
Scale of not less than 1" = 100'.	—	—
Key Map at scale of 1" = 1,000'.	—	—
Title Block in accordance with the Rules governing Title Blocks for Professional Engineers (N.J.A.C. 13:40-1 et seq.), including:	—	—
Name of Development;	—	—

BARNEGAT CODE

App. D-5—Cont.

<u>PRELIMINARY MAJOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
Name, signature, address, and license number of the Professional(s) who prepared the Plan;	—	—
Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.	—	—
Scale (written and graphic).	—	—
Name, address and telephone number of the Owner(s) of Record.	—	—
Name, address and telephone number of the Developer.	—	—
North Arrow with reference meridian.	—	—
Approval block with signature lines for the Chairman, Secretary and Board Engineer.	—	—
Names of all owners of and property lines of parcels within two hundred (200) feet of the land to be subdivided, including properties across the street, as shown on the most recent records of the Township, shall be included on the plan.	—	—
The Tax Map sheet, block and lot number(s) of the tract to be subdivided as shown on the latest Township Tax Map.	—	—
All existing streets, watercourses, floodplains, floodway and flood hazard areas within the proposed subdivision and within two hundred (200) feet of the boundaries thereof shall be shown on the plan.	—	—

LAND USE

App. D-5—Cont.

<u>PRELIMINARY MAJOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
Both the width of the paving and the width of the right-of-way of each street and existing public easements and township borders within two hundred (200) feet of the subdivision shall be shown.	—	—
All existing structures shall be shown along with an indication of those which are to be destroyed or removed and the front, rear and side yard dimensions of those which are to remain.	—	—
The boundaries, nature and extent of wooded areas and the location of any other significant physical features including swamps, bogs and ponds within the proposed subdivision and within two hundred (200) feet thereof shall be shown.	—	—
The detailed layout of the proposed development showing all exist and/or proposed lots, streets, utilities, curbs, sidewalks, traffic and street signs, street lighting and grading and drainage improvements, including plans, profiles, cross-sections and construction details drawn in accordance with the detailed provisions set forth in the Barnegat Township Land Use Ordinance, shall be provided.	—	—
Detailed plans for Soil Erosion and Sediment Control shall be submitted in conformance with the requirements of the Ocean County Soil Conservation District.	—	—
Preliminary utility layouts showing the methods of connection and sources of service shall be provided.	—	—

App. D-5—Cont.

<u>PRELIMINARY MAJOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
If the subdivision is to be developed in sections, then the plan shall include a sectionalization and staging plan showing each such section.	—	—
The proposed location and area, in acres or square feet, of all required or proposed open space shall be shown on the plan.	—	—
The area(s) reserved for recreational purposes shall be shown on the plan. In addition, detailed plans for improvement of these areas for active and passive recreation shall be provided as required by ordinance.	—	—
All proposed public easements or rights-of-way, the purposes thereof and proposed streets within the subdivision shall be shown on the plan. The proposed streets shall show the right-of-way and pavement widths.	—	—
Existing one (1) foot interval contours based on United States Coast and Geodetic Survey datum (MSL + 0) shall be shown extending a minimum of one hundred (100) feet beyond the boundary of the tract in question and shall be certified by a New Jersey Licensed Land Surveyor as to accuracy, except that where the slopes exceed five percent (5%), a two (2) foot interval may be used. The source of the elevation datum base shall be noted on the plan.	—	—

LAND USE

App. D-5—Cont.

<u>PRELIMINARY MAJOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
A schedule should be placed on the plan indicating the acreage of the tract, the number of lots, the zone, minimum required and provided lot areas, setbacks, yards and dimensions and the percentage of recreation acreage provided.	---	---
The plan shall be based on a current, certified boundary survey. The date of the survey and the name of the person making same shall be shown on the plan.	---	---
All proposed lot lines and the areas of all lots, in square feet, shall be shown.	---	---
A copy of any existing or proposed covenants or deed restrictions applying to the land being subdivided shall be provided to the Board, or certification that none exists.	---	---
A Landscape Plan shall be provided showing the proposed location of all proposed plantings, buffer areas and screening strips, a legend listing the botanical and common names of each proposed plant type, the sizes at the time of planting, a planting schedule, method of irrigation, and the total quantity of each plant type.	---	---
The proposed first floor elevation, garage floor elevation and basement floor elevation, if applicable, shall be shown on the plan for each existing and/or proposed dwelling.	---	---

App. D-5—Cont.

**PRELIMINARY MAJOR
SUBDIVISION APPLICATION**

Provided or Shown	Waiver Requested
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The existing system of drainage of the subdivision and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage, shall be shown on the plan.

—	—
---	---

The acreage of the drainage area (or areas) of each natural or man-made watercourse traversing the subdivision, including the area within the subdivision and the area upstream from the subdivision.

—	—
---	---

Soil borings to a depth of ten (10) feet and percolation tests shall be submitted [one (1) for each five (5) acres] for all subdivisions where on-site sanitary disposal septic systems are proposed. The location of the soil borings and percolation tests shall be indicated on the plan.

—	—
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**III. Residential Site Improvement
Standards**

An Engineering Report must be submitted which sets forth the classification of all residential streets within the proposed subdivision. In addition, the Engineering Report must demonstrate that the project has been designed in accordance with the detailed requirements set forth in Subchapter 4 of the Residential Site Improvement Standards, the appropriate curb and sidewalk requirements have been met, and an adequate number of on-street and off-street parking spaces have been provided.

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LAND USE

App. D-5—Cont.

**PRELIMINARY MAJOR
SUBDIVISION APPLICATION**

Provided or Shown	Waiver Requested
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A Stormwater Management Report must be submitted which demonstrates that the stormwater management system for the proposed development has been designed in accordance with the detailed requirements set forth in Subchapter 7 of the Residential Site Improvement Standards.

—	—
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A public water supply system must be provided to serve the proposed development. The water supply system must be designed in conformance with the detailed requirements set forth in Subchapter 5 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site wells if approved in writing by the municipality or utility authority having jurisdiction.

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Sanitary sewer service must be provided to serve the proposed development. The sanitary sewer service must be designed in conformance with the detailed requirements set forth in Subchapter 6 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site septic systems if approved in writing by the municipality or utility authority having jurisdiction.

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If any *de minimis* exceptions from the requirements of the Residential Site Improvement Standards are requested, an application must be filed in writing with the municipal approving authority and shall include the following:

App. D-5—Cont.

**PRELIMINARY MAJOR
SUBDIVISION APPLICATION**

Provided or Shown	Waiver Requested
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- | | | |
|--|---|---|
| 1. A statement of the requirements of the standards from which an exception is sought; | — | — |
| 2. A statement of the manner by which strict compliance with said provisions would result in practical difficulties; and | — | — |
| 3. A statement of the nature and extent of such practical difficulties. | — | — |

If any waivers are requested, the waiver request must be submitted in writing to the New Jersey Department of Community Affairs, with a copy to the administrative officer of the Township, and shall include the following information:

- | | | |
|---|---|---|
| 1. A copy of the development application as submitted to the municipal approving authority; and | — | — |
| 2. A brief memorandum to the Commissioner of the Department of Community Affairs containing sufficient information upon which to base a determination, including: | — | — |
| <ul style="list-style-type: none"> • A short description of the project in narrative form; • A citation to the particular site improvement standard from which waiver is requested; | — | — |

LAND USE

App. D-5—Cont.

<u>PRELIMINARY MAJOR SUBDIVISION APPLICATION</u>	Provided or Shown	Waiver Requested
<ul style="list-style-type: none"> • A clear description of the condition(s) giving rise to the request; 	—	—
<ul style="list-style-type: none"> • A clear description of the anticipated result if the standard were to be followed; 	—	—
<ul style="list-style-type: none"> • The name, address, and telephone number of a contact person for the developer; and 	—	—
<ul style="list-style-type: none"> • The name, address, and telephone number of a contact person for the municipal approving authority. 	—	—
<p>The applicant's engineer must provide to the Board a written certification which states that, with the exception of any waivers or <i>de minimis</i> exceptions requested, the project has been designed in full compliance with the requirements of the Residential Site Improvement Standards.</p>	—	—

LAND USE

APPENDIX D-6

COMPLETENESS CHECK LIST
for
FINAL MAJOR SUBDIVISION
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when Final Major Subdivision Application is filed with either the Planning Board or the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

BARNEGAT CODE

App. D-6—Cont.

<u>FINAL MAJOR SUBDIVISION APPLICATION</u>	<u>Provided or Shown</u>	<u>Waiver Requested</u>
I. General Requirements		
Submission of completed Application Form and Check List (22 copies).	—	—
Payment of application fees and escrow deposit.	—	—
Certification that the Applicant is the owner of the land, or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.	—	—
Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1, et seq.	—	—
Submission of written certification from Tax Collector that all taxes and assessments are paid to date.	—	—
Submission of Final Major Subdivision plans (22 sets) signed and sealed by a N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with Title Block revealed.	—	—
Submission of Final Major Subdivision plats (22 sets) signed and sealed by a N.J.P.L.S. and folded with Title Block revealed.	—	—
If the property in question is located within the Pinelands Area, then a Certificate of Filing must be obtained from the Pinelands Commission and submitted to the Board prior to the application being deemed complete for consideration by the Board.	—	—
	—	—

LAND USE

App. D-6—Cont.

<u>FINAL MAJOR SUBDIVISION APPLICATION</u>	<u>Provided or Shown</u>	<u>Waiver Requested</u>
II. Plat Details	—	—
Scale of the Final Major Subdivision plats shall be not less than 1" = 50' and shall contain not more than one hundred (100) lots.	—	—
Title Block in accordance with the Rules governing Title Blocks for Professional Engineers (N.J.A.C. 13:40- 1 et seq.), including:	—	—
Name of Development;	—	—
Name, signature, address, and license number of the Professional(s) who prepared the Plan;	—	—
Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.	—	—
The Final Plat shall be one (1) of four (4) standard sizes, namely, thirty by forty-two (30 x 42) inches, twenty-four by thirty-six (24 x 36) inches, fifteen by twenty-one (15 x 21) or eight by thirteen (8 x 13) inches, as measured from the cutting edges. If one (1) sheet is not of sufficient size to contain the entire territory, the map may be divided into sections to be shown on separate sheets of equal size, with references on each sheet to the adjoining sheets.	—	—

App. D-6—Cont.

<u>FINAL MAJOR SUBDIVISION APPLICATION</u>	<u>Provided or Shown</u>	<u>Waiver Requested</u>
The Final Plat shall show the dimensions, bearings and curve data, including lengths of tangents, radii, arcs, chords and central angles for all center-line and right-of-way line curves on streets, sufficient to enable the definite location of all lines and boundaries shown thereon, including drainage easements, public easements and areas dedicated for public use.	—	—
The Final Plat shall show the tangents, chords, arcs, radii and central angles at all street corners.	—	—
All dimensions, both linear and angular, of the exterior boundaries of the subdivision, and all lots and all lands reserved or dedicated for public use shall balance, and their description shall close within a limit of error of not more than one (1) part in ten thousand (10,000).	—	—
Any easement or land reserved for or dedicated to the public use shall be so designated on the Final Plat, and the proposed use of sites other than residential shall be noted on the plat.	—	—
Each block and each lot shall be numbered in accordance with a scheme approved by the Township Tax Assessor. Written proof that the Township Tax Assessor has approved the block and lot numbers shall be submitted to the Board.	—	—
All proposed street names and street addresses must be approved in writing by the Township Tax Assessor.	—	—

LAND USE

App. D-6—Cont.

<u>FINAL MAJOR SUBDIVISION APPLICATION</u>	<u>Provided or Shown</u>	<u>Waiver Requested</u>
All municipal boundary lines crossing or adjacent to the territory intended to be subdivided shall be shown and designated.	—	—
The names of adjoining subdivisions, if any, and the file number of the recording or the names of the owners of adjacent properties shall be shown.	—	—
All natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines existing or dedicated by the filing of the plat shall be shown.	—	—
The Final Plat shall clearly show all monumentation and property markers as required, including monuments found, monuments set and monuments to be set. An indication shall be made where monumentation found has been reset. All monumentation shall be placed in compliance with the requirements of the Map Filing Law.	—	—
The Final Plat must include the required certifications as stipulated in the Map Filing Law.	—	—
The Final Plat shall indicate the zone and tract acreage and show the required minimum lot area, front, side and rear yard setback lines and the lot line dimensions and areas of each lot being created by the proposed subdivision.	—	—
The date of the survey shall be shown on the Final Plat.	—	—
A Point of Beginning (P.O.B.) shall be shown.	—	—
Scale (written and graphic).	—	—

BARNEGAT CODE

App. D-6—Cont.

<u>FINAL MAJOR SUBDIVISION APPLICATION</u>	<u>Provided or Shown</u>	<u>Waiver Requested</u>
Name, address and telephone number of the Owner(s) of Record.	—	—
Name, address and telephone number of Developer.	—	—
North arrow with reference meridian.	—	—
Approval block with signature lines for the Chairman, Secretary and the Board Engineer.	—	—
The Final Major Subdivision plans submitted for Final Approval must have been revised to address all of the conditions of Preliminary Approval as set forth in the Preliminary Approval Resolution and the prior engineering review letters.	—	—
As a condition of any Final Approval granted by the Board, the applicant shall submit evidence of a comprehensive general liability insurance policy in an amount not less than three hundred thousand dollars (\$300,000.) per occurrence, identifying and saving harmless the Township of Barnegat and its agencies, employees and agents from any liability for any acts of the subdivider or his agents, contractors, or employees in the implementing of the approved subdivision. The insurance policy shall provide for ten (10) days' prior notice to the Township prior to cancellation.	—	—

LAND USE

App. D-6—Cont.

<u>FINAL MAJOR SUBDIVISION APPLICATION</u>	<u>Provided or Shown</u>	<u>Waiver Requested</u>
As a condition of any Final Approval granted by the Board, the applicant must post performance guarantees and inspection fees in amounts to be determined by the Township Engineer to guarantee the installation of the required on-site and off-site improvements.	—	—
As a condition of any Final Approval granted by the Board, the applicant must post performance guarantees and inspection fees in amounts to be determined by the Water & Sewer Utility Engineer to guarantee the installation of the required on-site and off-site water and sewer system improvements.	—	—
As a condition of any Final Approval granted by the Board, the applicant must post sufficient funds with the Township to cover the costs of the following assessments as required by Township ordinances:		
Affordable Housing Development Fee,	—	—
Drainage Assessment;	—	—
Off-site Traffic Assessment,	—	—
Recreation Assessment;	—	—
Tax Map Assessment.	—	—
As a condition of any Final Approval granted by the Board, the following documentation must be submitted:		
Municipal Water and Sewer Utility approval;	—	—
Ocean County Planning Board approval,	—	—
Ocean County Utilities Authority approval;	—	—

BARNEGAT CODE

App. D-6—Cont.

<u>FINAL MAJOR SUBDIVISION APPLICATION</u>	<u>Provided or Shown</u>	<u>Waiver Requested</u>
Ocean County Soil Conservation District;	—	—
Ocean County Board of Health approval, if required;	—	—
New Jersey Department of Environmental Protection;	—	—
Wetlands;	—	—
Waterfront Development;	—	—
CAFRA;	—	—
Sanitary Sewer System Extensions;	—	—
Potable Water System Extensions;	—	—
Stream Encroachment	—	—
New Jersey Department of Transportation, if required;	—	—
The Pinelands Commission, if located within the Pinelands Area;	—	—
All other outside agency approvals as may be required.	—	—

LAND USE

APPENDIX D-7

**COMPLETENESS CHECK LIST
for
PRELIMINARY MAJOR SITE PLAN
APPLICATION**

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Preliminary Major Site Plan Application is filed with either the Planning Board or the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

App. D-7—Cont.

<u>PRELIMINARY MAJOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
I. <u>General Requirements</u>		
Submission of completed Application Form and Check List (22 copies).	—	—
Payment of application fees and escrow deposit.	—	—
Certification that the Applicant is the owner of the land, or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.	—	—
Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1, et. seq.	—	—
Submission of written certification from Tax Collector that all taxes and assessments are paid to date.	—	—
Submission of site plan drawings (22 sets) signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with Title Block revealed.	—	—
Submission of preliminary architectural plans and elevations (20 sets) signed and sealed by a N.J.R.A. and folded with Title Block revealed.	—	—
Submission of two (2) signed and sealed copies of a survey of the property upon which the Major Site Plan is based.	—	—

LAND USE

App. D-7—Cont.

<u>PRELIMINARY MAJOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
Submission of Environmental Impact Statement, Composite Environmental Constraints map and test borings, percolation rates, water levels and ground water samples as set forth in Sections 55A-77D and 55B-77D of the Land Use Ordinance.	—	—
Submission of Traffic Impact Analysis.	—	—
If freshwater wetlands are present, or are suspected to be present, on or near the subject property, then one of the following must be submitted:		
A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying the delineation of the boundaries of freshwater wetlands, classifying the resource value of the wetlands, and establishing the required transition areas, or,	—	—
A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated thereunder, or,	—	—
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.	—	—

BARNEGAT CODE

App. D-7—Cont.

<u>PRELIMINARY MAJOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
If the property in question is located within the Pinelands Area, then a Certificate of Filing must be obtained from the Pinelands Commission and submitted to the Board prior to the application being deemed complete for consideration by the Board.	---	---
II. <u>Plat Details</u>		
Scale of not less than 1" = 50'	---	---
Key Map at scale of not less than 1" = 1,000.'	---	---
Title Block in accordance with the Rules governing Title Blocks for Professional Engineers (N.J.A.C. 13:40-1 et seq.), including:		
Name of Development;	---	---
Name, signature, address, and license number of the Professional(s) who prepared the Plan;	---	---
Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.	---	---
Scale (written and graphic).	---	---
Name, address and telephone number of the Owner(s) of Record.	---	---
Name, address and telephone number of Developer.	---	---
North Arrow with reference meridian.	---	---
Approval block with signature lines for the Chairman, Secretary and the Board Engineer.	---	---

LAND USE

App. D-7—Cont.

**PRELIMINARY MAJOR SITE
PLAN APPLICATION**

	Provided or Shown	Waiver Requested
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A schedule shall be placed on the map indicating the acreage of the tract, the zone and the minimum required and proposed lot areas, setbacks, yards and dimensions, and required and proposed number of parking spaces based on the proposed use.

	—	—
--	---	---

Names of all owners of and property lines of parcels within two hundred (200) feet of the site, including properties across the street, as shown by the most recent records of the Township, shall be included on the plan.

	—	—
--	---	---

The plan shall be based on a current, certified boundary survey. The date of the survey and the name of the person making same shall be shown on the plan.

	—	—
--	---	---

Existing one (1) foot interval contours based on United States Coast and Geodetic Survey datum (MSL-0) shall be shown extending a minimum of one hundred (100) feet beyond the boundary of the tract in question and shall be certified by a New Jersey Licensed Land Surveyor as to accuracy, except where the slopes exceed five percent (5%), a two (2) foot interval may be used. The source of the elevation datum shall be noted on the plan.

	—	—
--	---	---

All existing streets, watercourses, floodplains, floodways and flood areas within the proposed site and within two hundred (200) feet of the boundaries thereof shall be shown on the plan.

	—	—
--	---	---

App. D-7—Cont.

**PRELIMINARY MAJOR SITE
PLAN APPLICATION**

**Provided
or Shown** **Waiver
Requested**

Both the width of the paving and the width of the right-of-way of each street, existing public easements and township borders within two hundred (200) feet of the site shall be shown.

— —

The distances measured along the right-of-way line of existing streets abutting the property, to the nearest intersections with other public streets, shall be shown.

— —

All existing structures shall be shown along with an indication of those which are to be destroyed or removed and the front, rear and side yard dimensions of those to remain. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines.

— —

The boundaries, nature and extent of wooded areas and the location of any other significant physical features including swamps, bogs and ponds within the proposed subdivision and within two hundred (200) feet thereof shall be shown.

— —

All proposed public easements or rights-of-way, the purposes thereof and proposed streets within the proposed site shall be shown on the plan. The proposed streets shall show the right-of-way and proposed pavement width.

— —

LAND USE

App. D-7—Cont.

<u>PRELIMINARY MAJOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
The detailed layout of the proposed development showing all exist and/or proposed lots, streets, utilities, curbs, sidewalks, traffic and street signs, driveways, parking and loading areas, lighting, trash enclosures, grading and drainage improvements, including plans, profiles, cross-sections and construction details drawn in accordance with the detailed provisions set forth in the Barnegat Township Land Use Ordinance, shall be provided.	—	—
The limits of all areas of proposed cuts and fills, exclusive of excavations for basements, shall be clearly designated on the plans.	—	—
The vehicular circulation pattern on site and the means of ingress and egress of the development, showing, in particular, the size and location of driveways and curb cuts, walkways, the proposed traffic channels, acceleration and deceleration lanes, if any, and any other means of controlling vehicular and pedestrian traffic, shall be shown.	—	—
The existing system of drainage of the site and of any larger tract of which it is a part, together with information on how it is proposed to dispose of surface drainage, shall be provided.	—	—
The acreage of the drainage area or areas of each natural or man-made watercourse traversing the site, including the area within the site and the area upstream from the site, shall be provided.	—	—

App. D-7—Cont.

**PRELIMINARY MAJOR SITE
PLAN APPLICATION**

Provided or Shown	Waiver Requested
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The plans shall include a grading and drainage plan which shall show the locations of all existing and proposed drainage swales and channels, retention-recharge basins, the scheme of surface drainage and other items pertinent to drainage to demonstrate compliance with the detailed requirements of the Township's drainage ordinance.

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The plans shall show the proposed grading contours at one (1) foot intervals, except that if slopes exceed five percent (5%), a two (2) foot interval may be used.

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The plans shall show the approximate area contributing to each inlet, and all proposed drainage shall be shown with pipe type and sizes, invert elevations, grades and direction of flow. The direction of flow of all surface water and water courses shall be shown on the plans.

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The plans shall include an off-site drainage map which provides details regarding the limits of the drainage basin in which the project is located, including pertinent off-site existing drainage which receives or discharges runoff from or onto the site. The off-site drainage map shall include the existing ground contours, other basins which may impact or be impacted by the site, the invert elevations of all existing pipes, pipe types, sizes, direction of flow and other appropriate physical data for open or nonpipe conduits.

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LAND USE

App. D-7—Cont.

**PRELIMINARY MAJOR SITE
PLAN APPLICATION**

**Provided
or Shown** **Waiver
Requested**

The plans shall be accompanied by a set of drainage calculations which have been prepared in accordance with the detailed requirements set forth in the Township ordinances.

— —

A copy of any existing or proposed covenants or deed restrictions applying to the site, or certification that none exists, shall be provided.

— —

Detailed plans for Soil Erosion and Sediment Control shall be submitted in conformance with the requirements of the Ocean County Soil Conservation District.

— —

The method of sewage and solid waste disposal shall be described, with percolation tests and soil borings to a depth of four (4) feet below the septic facility where septic tanks and leaching fields are proposed.

— —

Detailed utility layouts showing feasible connections to any existing or proposed utility systems shall be provided. The proposed locations of all fire hydrants shall be shown.

— —

The locations and type of the nearest and/or proposed fire hydrants and sprinkler connections shall be shown.

— —

The location and type of garbage and refuse disposal facilities shall be shown on the plans.

— —

The location of driveways within one hundred (100) feet of the site boundaries shall be shown.

— —

The location and use of all existing structures within one hundred (100) feet of the tract boundaries shall be shown.

— —

BARNEGAT CODE

App. D-7—Cont.

**PRELIMINARY MAJOR SITE
PLAN APPLICATION**

Provided or Shown	Waiver Requested
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The location, direction and illumination, height, intensity and hours of operation of the existing or proposed outdoor lighting, to be expressed in average horizontal footcandles, shall be shown.

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The location, size, type and height of directional, regulatory or advisory signs or pavement markings shall be shown.

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The proposed location and area, in acres or square feet, of all required or proposed open space areas shall be shown on the plan.

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If the site is to be developed in sections, then the plan shall include a sectionalization and staging plan showing each such section. The staging of the various sections shall be such that if development were to be discontinued after the completion of any section, the developed portion would be provided with adequate street access, traffic circulation, pedestrian safety, drainage and utility systems.

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The location, size and type of existing natural features including trees and shrubs, both those to be removed as well as those to be preserved, shall be shown on the plans.

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LAND USE

App. D-7—Cont.

**PRELIMINARY MAJOR SITE
PLAN APPLICATION**

**Provided
or Shown** **Waiver
Requested**

A Landscape Plan shall be provided showing the proposed location of all proposed plantings, buffer areas and screening strips, a legend listing the botanical and common names of each proposed plant type, the sizes at the time of planting, a planting schedule, method of irrigation, and the total quantity of each plant type.

— —

A detailed written description of the proposed use and operation of the building(s), the proposed number of shifts to be worked, the maximum number of employees on each shift, and the hours of operation open to public use shall be submitted to the Board.

— —

No Site Plan involving any street(s) which do not conform to the right-of-way widths specified in the Master Plan or on the Official Map shall be approved unless the additional half width right-of-way necessary to make the street(s) conforming shall be granted to the Municipality, or other agency having jurisdiction.

— —

Site Plans involving a corner lot shall provide a sight triangle easement.

— —

Sight triangles shall be provided and shown on the plan as required by the Township ordinances.

— —

All required deed descriptions, including utility easements, restrictive covenants, roadway dedications and sight triangle easements, shall be submitted for approval prior to filing with the County Recording Officer.

— —

App. D-7—Cont.

The following section applies to residential site plan applications only.

<u>PRELIMINARY MAJOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
III. <u>Residential Site Improvement Standards</u>		
An Engineering Report must be submitted which sets forth the classification of all residential streets within the proposed subdivision. In addition, the Engineering Report must demonstrate that the project has been designed in accordance with the detailed requirements set forth in Subchapter 4 of the Residential Site Improvement Standards, the appropriate curb and sidewalk requirements have been met, and an adequate number of on-street and off-street parking spaces have been provided.	---	---
A Stormwater Management Report must be submitted which demonstrates that the stormwater management system for the proposed development has been designed in accordance with the detailed requirements set forth in Subchapter 7 of the Residential Site Improvement Standards	---	---

App. D-7—Cont.

<u>PRELIMINARY MAJOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
A public water supply system must be provided to serve the proposed development. The water supply system must be designed in conformance with the detailed requirements set forth in Subchapter 5 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site wells if approved in writing by the municipality or utility authority having jurisdiction.	—	—
Sanitary sewer service must be provided to serve the proposed development. The sanitary sewer service must be designed in conformance with the detailed requirements set forth in Subchapter 6 of the Residential Site Improvement Standards. In the alternative, the applicant may propose the use of on-site septic systems if approved in writing by the municipality or utility authority having jurisdiction.	—	—
If any <i>de minimis</i> exceptions from the requirements of the Residential Site Improvement Standards are requested, an application must be filed in writing with the municipal approving authority and shall include the following:		
1. A statement of the requirements of the standards from which an exception is sought;	—	—
2. A statement of the manner by which strict compliance with said provisions would result in practical difficulties; and	—	—

App. D-7—Cont.

**PRELIMINARY MAJOR SITE
PLAN APPLICATION**

Provided or Shown	Waiver Requested
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- | | | |
|---|---|---|
| 3. A statement of the nature and extent of such practical difficulties. | — | — |
|---|---|---|

If any waivers are requested, the waiver request must be submitted in writing to the New Jersey Department of Community Affairs, with a copy to the administrative officer of the Township, and shall include the following information:

- | | | |
|---|---|---|
| 1. A copy of the development application as submitted to the municipal approving authority; and | — | — |
| 2. A brief memorandum to the Commissioner of the Department of Community Affairs containing sufficient information upon which to base a determination, including: | | |
| • A short description of the project in narrative form; | — | — |
| • A citation to the particular site improvement standard from which waiver is requested; | — | — |
| • A clear description of the condition(s) giving rise to the request; | — | — |
| • A clear description of the anticipated result if the standard were to be followed; | — | — |

LAND USE

App. D-7—Cont.

<u>PRELIMINARY MAJOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
<ul style="list-style-type: none">• The name, address, and telephone number of a contact person for the developer; and• The name, address, and telephone number of a contact person for the municipal approving authority.	— —	— —
The applicant's engineer must provide to the Board a written certification which states that, with the exception of any waivers or <i>de minimis</i> exceptions requested, the project has been designed in full compliance with the requirements of the Residential Site Improvement Standards.	—	—

LAND USE

APPENDIX D-8

COMPLETENESS CHECK LIST
for
FINAL MAJOR SITE PLAN
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Final Major Site Plan Application is filed with either the Planning Board or the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

App. D-8—Cont.

<u>FINAL MAJOR SITE PLAN</u> <u>APPLICATION</u>	Provided or Shown	Waiver Requested
I. <u>General Requirements</u>		
Submission of completed Application Form and Check List (22 copies).	—	—
Payment of application fees and escrow deposit.	—	—
Certification that the Applicant is the owner of the land, or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.	—	—
Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1, et seq.	—	—
Submission of written certification from Tax Collector that all taxes and assessments are paid to date.	—	—
Submission of plats or plans (22 sets) signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P. or N.J.R.A. as required, and folded with Title Block revealed.	—	—
Submission of two (2) signed and sealed copies of a survey of the property upon which the Site Plan is based.	—	—
If the property in question is located within the Pinelands Area, then a Certificate of Filing must be obtained from the Pinelands Commission and submitted to the Board prior to the application being deemed complete for consideration by the Board.	—	—

LAND USE

App. D-8—Cont.

<u>FINAL MAJOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
II. <u>Plat Details</u>	—	—
Scale of not less than 1" = 50'	—	—
Key Map at scale of not less than 1" = 1,000.'	—	—
Title Block in accordance with the Rules governing Title Blocks for Professional Engineers (N.J.A.C. 13:40-1 et seq.), including:	—	—
Name of Development;	—	—
Name, signature, address, and license number of the Professional(s) who prepared the Plan;	—	—
Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.	—	—
Scale (written and graphic).	—	—
Name, address and telephone number of the Owner(s) of Record.	—	—
Name, address and telephone number of Developer.	—	—
North Arrow with reference meridian.	—	—
Approval block with signature lines for the Chairman, Secretary and the Board Engineer.	—	—
The plans submitted for Final Approval must have been revised to address all of the conditions of Preliminary Approval as set forth in the Preliminary Approval Resolution and the prior engineering review letters.	—	—

BARNEGAT CODE

App. D-8—Cont.

<u>FINAL MAJOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
If the property for which Major Site Plan approval is sought consists of two (2) or more lots, then a Deed of Consolidation must be submitted to the Board. In addition, the proposed lot number and property address for the consolidated lot must be approved in writing by the Tax Assessor.	—	—
As a condition of any Final Approval granted by the Board, the applicant must post performance guarantees and inspection fees in amounts to be determined by the Township Engineer to guarantee the installation of the required on-site and off-site improvements.	—	—
As a condition of any Final Approval granted by the Board, the applicant must post performance guarantees and inspection fees in amounts to be determined by the Water & Sewer Utility Engineer to guarantee the installation of the required on-site and off-site water and sewer system improvements.	—	—
As a condition of any Final Approval granted by the Board, the applicant must post sufficient funds with the Township to cover the costs of the following assessments as required by Township ordinances:		
Affordable Housing Development Fee,	—	—
Drainage Assessment;	—	—
Off-site Traffic Assessment,	—	—
Recreation Assessment;	—	—
Tax Map Assessment.	—	—

App. D-8—Cont.

**FINAL MAJOR SITE PLAN
APPLICATION**

**Provided
or Shown Waiver
Requested**

As a condition of any Final Approval granted by the Board, the applicant shall submit evidence of a comprehensive general liability insurance policy in an amount not less than three hundred thousand dollars (\$300,000.) per occurrence, identifying and saving harmless the Township of Barnegat and its agencies, employees and agents from any liability for any acts of the subdivider or his agents, contractors, or employees in the implementing of the approved subdivision. The insurance policy shall provide for ten (10) days' prior notice to the Township prior to cancellation.

— —

As a condition of any Final Approval granted by the Board, the following documentation must be submitted:

Municipal Water and Sewer Utility approval;

— —

Ocean County Planning Board approval,

— —

Ocean County Utilities Authority approval;

— —

Ocean County Soil Conservation District;

— —

Ocean County Board of Health approval, if required;

— —

New Jersey Department of Environmental Protection;

— —

Wetlands;

— —

Waterfront Development;

— —

CAFRA;

— —

Sanitary Sewer System Extensions;

— —

Potable Water System Extensions;

— —

BARNEGAT CODE

App. D-8—Cont.

<u>FINAL MAJOR SITE PLAN APPLICATION</u>	Provided or Shown	Waiver Requested
Stream Encroachment	—	—
New Jersey Department of Transportation, if required;	—	—
The Pinelands Commission, if located within the Pinelands Area;	—	—
All other outside agency approvals as may be required.	—	—

LAND USE

APPENDIX D-9

COMPLETENESS CHECK LIST
for
USE VARIANCE
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Use Variance Application is filed with the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

BARNEGAT CODE

App. D-9—Cont.

<u>USE VARIANCE APPLICATION</u>	Provided or Shown	Waiver Requested
<u>I. General Requirements</u>		
Submission of completed Application Form and Check List (22 copies).	—	—
Payment of application fees and escrow deposit.	—	—
Certification that the Applicant is the owner of the land, or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.	—	—
Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1, et seq.	—	—
Submission of written certification from Tax Collector that all taxes and assessments are paid to date.	—	—
Submission of plats, plans or survey of property (22 sets) as necessary to show the use or uses which are proposed for the property in question. All plans submitted to the Board shall be signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with title block revealed.	—	—
<u>II. Plat Details</u>		
The applicant shall submit to the Board a written statement which describes in detail the use or uses which are proposed at the site, and the reasons for which a use variance is requested.	—	—

LAND USE

App. D-9—Cont.

<u>USE VARIANCE APPLICATION</u>	Provided or Shown	Waiver Requested
The applicant shall submit to the Board whatever plans are necessary to show the use or uses which are proposed at the site and to demonstrate that the proposed use is compatible with the existing uses in the surrounding neighborhood.	---	---
All plans submitted to the Board shall comply with the following minimum requirements:		
Scale of not less than 1" = 100'.	---	---
Key Map at scale of 1" = 1,000'.	---	---
Title Block in accordance with the Rules governing Title Blocks for Professional Engineers (N.J.A.C. 13:40- 1 et seq.), including:		
Name, signature, address, and license number of the Professional(s) who prepared the Plan;	---	---
Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.	---	---
Existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Tax Map.	---	---
A schedule indicating the acreage of the tract, the approximate number of lots, the zone(s), minimum required lot areas, and the required and proposed setbacks, yards and dimensions and percentage of recreation area provided.	---	---

BARNEGAT CODE

App. D-9—Cont.

<u>USE VARIANCE APPLICATION</u>	Provided or Shown	Waiver Requested
Approximate location of wooded areas, streams, lakes, shoreline, flood plains, wetlands and existing and/or proposed buffer areas.	—	—
Existing lot lines to be eliminated, if any.	—	—
If the use variance is requested for a residential subdivision, show the proposed street and lot layout, with dimensions, showing that portion proposed for development in relation to the entire tract.	—	—
If the use variance is requested for commercial or industrial development of the property, show the proposed layout of the site including all existing and proposed buildings, driveways, parking areas, loading areas, buffers and landscaped areas.	—	—

LAND USE

APPENDIX D-10

**COMPLETENESS CHECK LIST
for
CONDITIONAL USE
APPLICATION**

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Conditional Use Application is filed with the Planning Board. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

BARNEGAT CODE

App. D-10—Cont.

<u>CONDITIONAL USE APPLICATION</u>	Provided or Shown	Waiver Requested
I. <u>General Requirements</u>		
Submission of completed Application Form and Check List (22 copies).	—	—
Payment of application fees and escrow deposit.	—	—
Certification that the Applicant is the owner of the land, or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.	—	—
Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1, et seq.	—	—
Submission of written certification from Tax Collector that all taxes and assessments are paid to date.	—	—
Submission of plats or plans (22 sets) signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with title block revealed.	—	—
If the conditional use application relates to a site plan application, the applicant must submit two (2) signed and sealed copies of a survey of the property for which the conditional use is requested.	—	—
II. <u>Plat Details</u>		
Scale of not less than 1" = 100'.	—	—
Key Map at scale of 1" = 1,000'.	—	—

LAND USE

App. D-10—Cont.

<u>CONDITIONAL USE APPLICATION</u>	Provided or Shown	Waiver Requested
Title Block in accordance with the Rules governing Title Blocks for Professional Engineers (N.J.A.C. 13:40-1 et seq.), including:		
Name of Development;	—	—
Name, signature, address, and license number of the Professional(s) who prepared the Plan;	—	—
Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.	—	—
Scale (written and graphic).	—	—
Distance in feet to the nearest intersection.	—	—
Name, address and telephone number of the Owner(s) of Record.	—	—
Name, address and telephone number of Developer.	—	—
North arrow with reference meridian.	—	—
A schedule indicating the acreage of the tract, the zone(s), minimum required lot area, and the required and proposed setbacks, yards and dimensions.	—	—
Provide an architectural sketch of the proposed addition or new construction for which the conditional use approval is sought, if any, demonstrating how the proposed addition is architecturally consistent with the existing structure or, in the case of new construction, demonstrating that the proposed structure is consistent with the architectural styles existing in the surrounding neighborhood.	—	—

BARNEGAT CODE

App. D-10—Cont.

CONDITIONAL USE
APPLICATION

**Provided
or Shown**

**Waiver
Requested**

Provide a written statement describing the exact use or uses which are requested for the site, and demonstrating that the proposed use(s) are permitted as conditional uses within the zone. In addition, the applicant must demonstrate that all conditions and/or restrictions associated with the proposed conditional use(s) have been met.

—

—

APPENDIX D-11

COMPLETENESS CHECK LIST
for
APPEAL OF DECISION BY ZONING OFFICER
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when an Appeal of Decision by Zoning Officer Application is filed with the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

BARNEGAT CODE

App. D-11—Cont.

<u>APPEAL OF DECISION BY ZONING OFFICER APPLICATION</u>	Provided or Shown	Waiver Requested
<u>I. General Requirements</u>		
Submission of completed Application Form and Check List (15 copies). [Amended 2-22-05 by Ord. No. 2005-09]	—	—
Payment of application fees and escrow deposit.	—	—
Submission of written certification from Tax Collector that all taxes and assessments are paid to date.	—	—
Submit a copy of the decision of the Zoning Officer by which the applicant feels aggrieved and from which the applicant requests relief.	—	—
Submission of plats, plans or survey of property (15 sets) as necessary to show the relief which is requested by the applicant. All plans submitted by the applicant shall be signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with title block revealed. [Amended 2-22-05 by Ord. No. 2005-09]	—	—
<u>II. Plat Details</u>		
The applicant shall submit to the Board whatever plans are necessary to show the proposed construction which is proposed by the applicant and for which the Zoning Officer has issued a decision contrary to that requested by the applicant.	—	—
The applicant shall provide to the Board a written statement which sets forth the facts regarding the matter before the Board, and which details the reasons for which he is requesting relief from the decision of the Zoning Officer.	—	—

LAND USE

APPENDIX D-12

COMPLETENESS CHECK LIST
for
INTERPRETATION OF ZONING ORDINANCE OR MAP
OR DECISION ON SPECIAL QUESTION
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when an Interpretation of Zoning Ordinance or Map or Decision on Special Question Application is filed with the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

App. D-12—Cont.

**INTERPRETATION OF ZONING
ORDINANCE OR MAP
OR DECISION ON SPECIAL
QUESTION APPLICATION**

**Provided
or Shown Waiver
Requested**

I. General Requirements

Submission of completed Application Form and Check List (13 copies).

— —

Payment of application fees and escrow deposit.

— —

Submission of written certification from Tax Collector that all taxes and assessments are paid to date.

— —

Submission of plats, plans or survey of property (13 sets) as necessary to describe the zoning ordinance or the special question for which an interpretation is requested by the applicant. All plans submitted by the applicant shall be signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with title block revealed.

— —

II. Plat Details

The applicant shall submit to the Board whatever plans are necessary to describe the zoning ordinance or special question for which an interpretation is requested by the applicant.

— —

The applicant shall provide to the Board a written statement which sets forth the facts regarding the matter before the Board, and which details the reasons for which he is requesting an interpretation of the zoning ordinance or the special question for which he is requesting a decision from the Zoning Board.

— —

LAND USE

APPENDIX D-13

COMPLETENESS CHECK LIST

for

PERMIT TO BUILD ON A LOT WHICH DOES NOT FRONT ON AN IMPROVED STREET APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Permit to Build on a Lot Which does not Front on an Improved Street Application is filed with the Zoning Board of Adjustment or with the Planning Board when in conjunction with a subdivision, site plan or conditional use application. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. (Please type or print clearly.)

Applicant: _____ Owner: _____

Name of Project: _____

Location of Project:

Block: _____ Lot(s): _____
Street Address: _____ Zoning District: _____

Signature of person who prepared Check List Date

Name and Title of person who prepared Check List (Please Type or Print)

For Planning Board Use Only:

Docket No. _____ Date Received by Board: _____

App. D-13—Cont.

**PERMIT TO BUILD ON A LOT
WHICH DOES NOT
FRONT ON AN IMPROVED
STREET APPLICATION**

**Provided
or Shown** **Waiver
Requested**

I. General Requirements

Submission of completed Application Form and Check List (15 copies if a Zoning Board application or 22 copies if a Planning Board application). [Amended 2-22-05 by Ord. No. 2005-09]

— —

Payment of application fees and escrow deposit.

— —

Submission of written certification from Tax Collector that all taxes and assessments are paid to date.

— —

Submission of plans (15 sets if a Zoning Board application or 22 sets if a Planning Board application) signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., or N.J.R.A. as required, showing the location of the property in question and the construction which is proposed at the site. [Amended 2-22-05 by Ord. No. 2005-09]

— —

— —

II. Plat Details

The applicant shall provide information to the Board to demonstrate the type of development which has occurred surrounding the property in question, if any, and demonstrating that adequate access will be available to support the proposed development.

— —

Before appearing before the Board for a public hearing, the applicant shall obtain letters from the following agencies to demonstrate that adequate access will be available for them to service the property in question:

Barnegat Township Police Department;

— —

LAND USE

App. D-13—Cont.

**PERMIT TO BUILD ON A LOT
WHICH DOES NOT
FRONT ON AN IMPROVED
STREET APPLICATION**

	Provided or Shown	Waiver Requested
Barnegat Township Fire Department;	—	—
Barnegat Township First Aid Squad;	—	—
Barnegat Township Public Works Department;	—	—
Barnegat Township Board of Education,	—	—
Barnegat Township Water & Sewer Utility, if required.	—	—

LAND USE

APPENDIX D-14

COMPLETENESS CHECK LIST
for
BULK VARIANCE
APPLICATION

Notice To Applicants: This form must be completed and returned to the Administrative Officer when a Bulk Variance Application is filed with the Zoning Board of Adjustment. The applicant is required to address all items set forth on this Completeness Check List. Failure to address each item will result in the application being deemed incomplete. *(Please type or print clearly.)*

Applicant: _____ **Owner:** _____

Name of Project: _____

Location of Project:

Block: _____ **Lot(s):** _____

Street Address: _____ **Zoning District:** _____

Signature of person who prepared Check List Date

Name and Title of person who prepared
Check List (Please Type or Print)

For Zoning Board Use Only:

Docket No. _____ **Date Received by Board:** _____

BARNEGAT CODE

<u>BULK VARIANCE APPLICATION</u>	Provided or Shown	Waiver Requested
<u>I. General Requirements</u>		
Submission of completed Application Form and Check List (13 copies).	<input type="checkbox"/>	<input type="checkbox"/>
Payment of application fees and escrow deposit.	<input type="checkbox"/>	<input type="checkbox"/>
Certification that the Applicant is the owner of the land, or his properly-authorized Agent, or that the Owner has consented in writing to the filing of this application.	<input type="checkbox"/>	<input type="checkbox"/>
Concerning Corporations or Partnerships, submission of a list of names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class as required by N.J.S.A. 40:55D-48.1, et seq..	<input type="checkbox"/>	<input type="checkbox"/>
Submission of written certification from Tax Collector that all taxes and assessments are paid to date.	<input type="checkbox"/>	<input type="checkbox"/>
Submission of plats or plans (13 sets) as necessary to show the variance(s) which are requested by the applicant. All plans submitted by the applicant shall be signed and sealed by a N.J.P.L.S., N.J.P.E., N.J.P.P., N.J.R.A. or N.J.C.L.A. as required, and folded with title block revealed.	<input type="checkbox"/>	<input type="checkbox"/>
Submission of one (1) signed and sealed copy of a survey of the property for which the bulk variance is requested.	<input type="checkbox"/>	<input type="checkbox"/>
<u>II. Plat Details</u>		
The applicant shall submit to the Board a written statement which describes in detail the variance(s) which are requested and the reasons for which the requested relief should be granted.	<input type="checkbox"/>	<input type="checkbox"/>

LAND USE

BULK VARIANCE APPLICATION	Provided or Shown	Waiver Requested
The applicant shall submit to the Board a plot plan and/or architectural plan as necessary to show the type, magnitude and extent of the relief which is requested and the impacts on the surrounding neighborhood.	<input type="checkbox"/>	<input type="checkbox"/>
All plans submitted to the Board shall comply with the following minimum requirements:	<input type="checkbox"/>	<input type="checkbox"/>
Scale of not less than 1' = 100'.	<input type="checkbox"/>	<input type="checkbox"/>
Key Map at scale of 1" = 1,000'.	<input type="checkbox"/>	<input type="checkbox"/>
Title Block in accordance with the Rules governing Title Blocks for Professional Engineers (N.J.A.C. 13:40- 1 et seq.), including:	<input type="checkbox"/>	<input type="checkbox"/>
Name, signature, address, and license number of the Professional(s) who prepared the Plan;	<input type="checkbox"/>	<input type="checkbox"/>
Date of original preparation and of each subsequent revision thereof, and a list of the specific revisions entered on each sheet.	<input type="checkbox"/>	<input type="checkbox"/>
Acreage of the tract.	<input type="checkbox"/>	<input type="checkbox"/>
The location and width of all existing easements and rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>
The zoning district(s) affecting the tract and a summary of the required and proposed area, yard and building requirements.	<input type="checkbox"/>	<input type="checkbox"/>

BARNEGAT CODE

BULK VARIANCE APPLICATION	Provided or Shown	Waiver Requested
If a variance is requested for a proposed addition or new construction, then an architectural sketch shall be submitted which demonstrates that the proposed addition is architecturally consistent with the existing structure or, in the case of new construction, demonstrates that the proposed structure is consistent with the architectural styles existing in the surrounding neighborhood.	<input type="checkbox"/>	<input type="checkbox"/>