

## ZONING

### *21A Attachment 5*

#### **Borough of Bogota**

#### **Appendix A-7**

#### **Checklist of Requirements for Applications (Subsection 21A-5.12)**

#### **I. INSTRUCTIONS.**

1. All of the requirements listed on this checklist, except proof of service, must be delivered to the Board Secretary before the application will be certified as complete and before a hearing date is set.
2. If you fail to comply with the requirements on this checklist, your application will be deemed to be incomplete. You may request in writing that the Board waive a checklist requirements, and the Board may grant or deny that request.
3. Even if you provide all of the items required by the checklist, the Board may require the correction of information found to be in error.
4. The Board may also require you to submit additional information not specified in the checklist, if that information is reasonably necessary for the Board to make an informed decision whether the requirements for approval of the application have been satisfied.
5. Before the Board can have jurisdiction to hear an application, you must provide notice of the hearing on the application as required by N.J.S.A. 40:55D-12 and 12.1. You must also provide proof that such notice as given consisting of: (a) An Affidavit of Publication obtained from the newspaper in which the requisite notice of hearing is published, and (b) A copy of all certified mail receipts or an affidavit of personal service as required by subsection 21A-5.5 of the chapter.

You must complete the following steps to ensure that adequate notice is given:

- (a) Request from the Board Secretary a list of all property owners, public utilities, cable television companies, or local utilities, cable television companies, or local utilities who must receive notice of the hearing. Upon payment of the required fee, the list will be supplied to you within seven (7) days.
- (b) Determine if the development requires the submission of notice of the hearing to adjoining municipalities, the County Planning Board, the Commissioner of the State Department of Transportation, the State Planning Commission, the person whose name appears on the registration form filed with the borough by any public utilities, local utilities, or cable television companies as required by N.J.S.A. 40:55D-12.1(a), (Chapter 412 of the Laws of 1991), or any other individual or agency.

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- (c) Obtain the applicable notice forms from the Board Secretary and, at least ten (10) days before the hearing date, serve such notice, either personally or by certified or registered mail, return receipt requested, upon all persons or agencies entitled by law to receive notice.
- (d) Obtain the applicable notice form from the Board Secretary and, at least ten (10) days before the hearing date, publish such notice in the official newspaper of the Borough.
- (e) At least five (5) days before the hearing date you must file with the Board Secretary and original Affidavit of Proof of Service and Proof of Publication as required above.

## II. GENERAL CHECKLIST REQUIREMENTS.

1. For the Planning Board, fifteen (15) copies and for the Board of Adjustment, twelve (12) copies of the appropriate application form(s), completely filled in. If any items do not apply to the applicant, the applicant shall make that statement on the form(s).
2. Certification of proof that no taxes or assessments for local improvements are due or delinquent on the property for which the application is made.
3. A receipt indicating that all applicable fees are paid.
4. For the Planning Board, fifteen (15) copies and for the board of Adjustment, twelve (12) copies of any required plot plan, site plan or subdivision plan according to Chapter XXIA of the Revised General Ordinances of the Borough of Bogota.
5. An affidavit identifying the owner(s) of the premises being developed. If the applicant is not the owner, the affidavit will state the applicant's interest in the premises, and the applicant will submit a form indicating that the owner(s) consent to the application.
6. If the applicant is a corporation or a partnership, an affidavit or certification listing the names and addresses of all stockholders or partners owning at least ten (10%) percent interest in ten (10%) percent stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.
7. One of the following:
  - (a) A letter of interpretation from the N.J.D.E.P.E. indicating the absence of freshwater wetlands, or indicating the presence and verifying delineation of the boundaries of freshwater wetlands, or
  - (b) A letter of exemption from the N.J.D.E.P.E. certifying that the proposed activity is exempt from the Freshwater Wetlands Protections Act, and regulations promulgated thereunder, or

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- (c) A copy of any application made to the N.J.D.E.P.E. for any permit concerning a proposed regulated activity in or around freshwater wetlands. The Board may waive the above requirement if it can be established by the applicant and verified by the board and its professionals that no wetlands exist on site or on contiguous property owned by the applicant.
- 8. Written proof that the applicant has submitted its application to the Bergen County Department of Planning and Economic Development, Administration Building, Court Plaza South, 21 Main Street, Hackensack, New Jersey, 07601-7000, or written proof that the proposal is exempt from the county Planning Board's jurisdiction.
- 9. Written proof of submission of the application to any government. Agency that may have jurisdiction.
- 10. For the Planning Board fifteen (15) copies, for the Board of Adjustment twelve (12) copies of a survey dated within five (5) years of application. The survey is to be of the lot and block number, Borough of Bogota, New Jersey, that is listed on application.
- 11. Proof that the applicant has established an escrow account, if applicable, as required by subsection 21A-6.3 of the Revised General Ordinances of the Borough of Bogota.
- 12. Submission of all forms that the Board of Adjustment or Planning Board deem necessary for a complete application.
- 13. If you request that the Board waive any of the requirements of this checklist, you must identify the provision in writing form which a waiver is sought when you submit your application and state in writing the reasons why you request that the waiver(s) should be granted.

### **III. CHECKLIST PLAT SPECIFICATION FOR ALL APPLICATIONS.**

- 1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 50 feet.
- 2. Sheet size either 15 x 21, 24 x 36, or 30 x 42.
- 3. Plans shall be prepared by an architect, planner, engineer, or land surveyor as allowed by N.J.A.C. 13:40-7.2 and 7.3 for site plans and N.J.A.C. 13:40-7.4 for subdivision plats.
- 4. Plans shall be prepared by an architect, planner or engineer if application involves only the location of drives, parking layout, pedestrian circulation, and means of ingress and egress.
- 5. Plans shall be prepared by an engineer if application involves only drainage facilities for site plans of ten acres or more; or involving stormwater detention facilities; or traversed by a water course.

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6. Plan prepared to scale based on deed description, tax map or similarly reasonably accurate data.
7. Metes and bounds description of the parcel in question based upon the current land survey information, including the reference date of the survey.
8. Property line shown in degrees, minutes and seconds.
9. Key map showing location of tract to be considered in relation to surrounding property owners, existing streets and any bodies of water within 200 feet of the site.
10. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.
11. Each block and lot numbered in conformity with the municipal tax map determined by the municipal tax assessor.
12. Scale of map, both written and graphic.
13. North arrow giving reference meridian.
14. Space for signatures of Chairman and Secretary of the Board.
15. Names of all property owners within 200 feet of subject property.
16. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.
17. Zoning district in which parcel is located, including a zone district schedule stating the required and proposed dimensions of all setbacks, lot coverage, height, floor area ratio, and density.
18. Acreage of affected parcel to the nearest hundredth of an acre.
19. Flood plains, if any.
20. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.
21. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed uses of sites other than residential shall be noted.
22. Location of existing structures and their setbacks from existing and proposed property lines.
23. Location of existing easements or rights of way including power lines.

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24. Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other manmade installations affecting the tract.
25. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.
26. Required road dedication.
27. Road orientation (as it relates to energy conservation).
28. Proposed drainage easements.
29. Location of existing wells and septic systems.
30. When application intends to use a conventional septic disposal system, location of test holes, test results and approximate location of the intended disposal field.
31. Plans and profiles of existing and proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.
32. Location and description of monument, if any, whether set or to be set.
33. Soil Erosion and Sediment Control Plan consistent with the requirements of the Bergen County Soil Conservation District, if required.
34. All areas to be disturbed by grading or construction.
35. Number of lots following subdivision, if applicable, including areas in acres of one acre or over or in square feet if under one acre.
36. Aquifer recharge areas, including sustained ground water yield, if applicable.
37. Wooded areas indicating predominant species and size.
38. Location of trees 6 inches or more in diameter, as measured 1 foot above ground level, outside of wooded area, designating species of each.
39. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.
40. Dimensions of lot, setbacks, front yard, side yards and rear yard; size, kind and location of fences.
41. Location, dimensions and details of all signs and exterior lighting, and landscaping plans.

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42. The outside dimensions of existing and/or proposed principal building(s) and all accessory structures.
43. Storm drainage plan showing location of inlets, pipes, swales, and other storm drainage facilities including roof leaders, indicating existing and proposed runoff calculations.
44. Rights of way, easements and all lands to be dedicated to the municipality or reserved for specific uses.
45. The entire property in question, even though only a portion of said property is involved in the plan; provided, however, where it is physically impossible to show the entire property on the required sheet, a separate map at an appropriate scale may be submitted.
46. All existing and proposed curbs, curb cuts, and sidewalks.
47. Existing and proposed sanitary sewerage disposal systems.
48. Identification of all easements affecting the premises.
49. Exterior lighting plan.

#### **IV. ADDITIONAL CHECKLIST PLAT REQUIREMENTS FOR MAJOR PRELIMINARY SITE PLANS AND MAJOR SUBDIVISIONS.**

1. Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.
2. Natural resource inventory information including:
  - (a) Soil types as shown by the current Soil Conservation Survey Maps.
  - (b) Soil depth to restrictive layers of soil.
  - (c) Soil depth to bedrock.
  - (d) Permeability of the soil by layers.
  - (e) Height of soil water table and type of water table.
  - (f) Flood plain soil (status).
  - (g) Limitation for foundation.
  - (h) Limitation for septic tank absorption field (only where septic tank is proposed to be used).

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- (i) Limitation for local road and streets.
  - (j) Agricultural capacity classifications.
  - (k) Erosion hazard.
3. Landscaping plan, including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.
  4. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run off requirements.
  5. Plans of off-street parking area layout and off-street loading facilities, showing location and dimensions of individual parking spaces, loading areas, aisles, traffic patterns and driveways for ingress and egress.
  6. Typical floor plans and elevations.
  7. Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants and trees and dimensions.
  8. Submittal of all as-built plans for public improvements constructed as part of preliminary major site plan or subdivision approval.