

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION 46-40 COMPLETENESS OF APPLICATIONS

### SECTION 1 – Section 46-40. Completeness of Applications.

#### B. DEVELOPMENT APPLICATION REVIEW CHECKLISTS.

(1) General requirements. No application for development shall be deemed complete unless the following items, information and documentation, where applicable, are submitted to the Administrative Officer.

**Yes      No**

- ( ) ( ) (a) Application form properly completed [sixteen (16) copies].
- ( ) ( ) (b) Correct filing fee and escrow deposits.
- ( ) ( ) (c) Filing for soil erosion and sediment control.
- ( ) ( ) (d) Required variance or conditional use application.
- ( ) ( ) (e) Certification that property tax payments and assessments are current.
- ( ) ( ) (f) Proof that proper notice and publication of the application pursuant to N.J.S.A. 40:55D-12 has been made.
- ( ) ( ) (g) Ownership disclosure statement, where required by law.
- ( ) ( ) (h) Appropriate number of plat maps submitted.
- ( ) ( ) (i) Flood-fringe application, where required.
- ( ) ( ) (j) Landscaping Plan including the location and description of existing and proposed landscaping. Information on proposed landscaping shall include the numbers and type of any trees or plants existing on the property that are being removed as well as the common and botanical names, number of trees and/or plants, planted size and root specifications of all trees and plants to be added to the property. The plan shall include the method by which existing trees shall be protected during construction.

**B – ALL APPLICATIONS**

**Yes      No**

- (   ) (   )      (k) A statement from the property owner granting permission for the Board and any of its experts to enter the subject premises for purposes of inspection in relation to a development application.
- (   ) (   )      (l) A copy of any protective covenants or deed restrictions, if any, affecting the property in question, provided that if none exist, an affidavit from the owner certifying that no such covenants or restrictions exist shall be submitted.
- (   ) (   )      (m) Details of all proposed retaining walls over two (2) feet in height, signed and sealed by a licensed professional engineer.
- (   ) (   )      (n) Any additional information deemed necessary by the municipal agency.
- (   ) (   )      (o) A grading plan prepared by a professional engineer, which indicates topography, an ingress egress stone pad adjacent to the roadway consisting of, at a minimum of 10 feet wide by 30 feet long six (6) inch deep of two (2) and one half inch crushed stone, silt fenced located adjacent to all areas of new construction or renovation, elevations, draining patterns and all proposed seepage pits and/or dry wells. In addition, the application shall include a written certification from a professional engineer certifying that there will be a zero increase in storm water runoff as a result of the project.
- (   ) (   )      (p) Detailed drawings depicting all existing structures and proposed structures on the site. The drawings must include all portions of existing structures which the applicant proposes to remove.