

**23-33 CHECKLISTS.**

No application for development shall be deemed complete unless the items, information and documentation listed for each application checklist are submitted to the Land Use Board. If any of the required items is not submitted, the applicant must request a waiver and state the reasons for such request. (Ord. No. 751 § 26-9)

**23-33.1 Minor Site Plan and Minor Subdivision Checklist.**

<b>MINOR SITE PLAN<sup>[1]</sup> AND MINOR SUBDIVISION CHECKLIST</b>	
1.	Name, address and telephone number of owner and applicant.
2.	Title block denoting name of project, type of application, tax map sheet, county, name of municipality, block and lot, and street location, date of plan preparation and a box for recording revision dates, all to appear in the lower right-hand corner of the plat/plan. Name, signature, license number, address and telephone number of engineer, land surveyor, architect, professional planner and/or landscape architect, as applicable, responsible for preparation of plat.
3.	A key map at not more than 1" = 500' showing location of tract with reference to surrounding properties, streets, zone lines and municipal boundaries within 1,000 feet.
4.	A schedule of required and provided zone district(s) requirements.
5.	North arrow and scale of: 1" = 50' for tracts up to 40 acres; 1" = 100' for tracts greater than 40 acres.
6.	Acreage of tract to the nearest tenth of an acre.
7.	Size and location of any existing or proposed structures with setbacks dimensioned.
8.	Location and dimension of any existing or proposed streets.
9.	Location of all proposed lot lines, area of lots in square feet and minimum setback lines.
10.	Location of any existing or proposed easements, existing fences, walls, culverts, bridges, curbs, sidewalks and driveways on the tract.
11.	List of variances required.
12.	Payment of application and escrow fees.
13.	All existing watercourses, flood plains, floodway and flood fringe areas, wetlands, topography, marshes, ponds and land subject to flooding on the site and within 200 feet of the site.
14.	Existing streets, rights-of-way and/or easements on and within 200 feet of tract.
15.	Boundary, limits, nature and extent of wooded areas, specimen trees and other significant physical features.
16.	Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions.
17.	Existing and proposed contours drawn at 2 feet elevation intervals and natural and proposed drainage of the land.
18.	Location, size, type and specifics of all existing and proposed utilities and storm drainage facilities necessary to service the site.

**Minor Site Plan and Minor Subdivision Checklist Cont.**

	19. A copy of any deed restrictions, covenants or exceptions that are intended to cover all or any part of the tract. Certification that the applicant is the agent or owner of the land or that the owner has given consent under an option agreement, or that the applicant is a contract purchaser.
	20. Signature block - signatures of Chairman, Administrative Secretary and Borough Engineer.
	21. All improvements proposed including pavement parking and driveways, signs, lighting and existing and proposed landscaping, including details thereof.
	22. A percolation test for each proposed lot and soil boring of sufficient detail to ascertain permeability characteristics of the site.
	23. Source and date of current property survey.
	24. A recycling plan, if required pursuant to subsection 23-46.13.

(Ord. No. 751 § 26-9.1; Ord. No. 923)

**23-33.2 Preliminary Major Subdivision Checklist.**

<b>PRELIMINARY MAJOR SUBDIVISION CHECKLIST</b>	
	1. Name, address and telephone number of owner and applicant.
	2. Name, signature, license number, seal, address and telephone number of engineer, land surveyor, architect, professional planner and/or landscape architect, as applicable, responsible for preparation of plat.
	3. Title block denoting name of project, type of application, tax map sheet, county, name of municipality, block and lot, street location, date, graphic scale, reference meridian.
	4. A key map at not more than 1" = 500' showing location of tract with reference to surrounding properties, streets, zone lines and municipal boundaries within 1,000 feet.
	5. A schedule of required and provided zone district(s) requirements.
	6. North arrow and scale of: 1" = 50' for tracts up to 40 acres; 1" = 100' for tracts greater than 40 acres.
	7. Signature blocks for Chairman, Administrative Secretary and Borough Engineer.
	8. Appropriate certification blocks as required by the Map Filing Law.
	9. Source and date of current property survey.
	10. Plan scale: Not less than one inch equals 50 ( 1" = 50') feet and not greater than one inch equals twenty (1" =20') feet. A graphic scale shall be included.
	11. Authorized affidavit of ownership.
	12. Acreage of tract to the nearest tenth of an acre.
	13. Revision box showing date of original and all revisions.

**Preliminary Major Subdivision Checklist—Cont.**

	14. Size and location of any existing or proposed structures with all setbacks dimensioned.
	15. Location and dimension of any existing or proposed streets.
	16. All proposed lot lines and area of lots in square feet.
	17. Building envelopes with front/rear, side yard setback lines dimensioned for newly proposed and existing lots.
	18. Copy and/or delineation of any existing or proposed deed restrictions or covenants.
	19. Location and acreage of any existing or proposed easements.
	20. Development phases or phasing plans, as applicable.
	21. List of variances required or requested.
	22. Payment of application and escrow fees.
	23. Names, block and lot numbers and addresses of property owners and lot lines of all parcels within 200 feet identified on most recent tax map sheet.
	24. The existing and proposed contours at 2 feet elevation intervals and the natural and proposed drainage of the land. Topographic information for a distance of 200 feet in all directions for the tract. The topographic information shall be referenced to two benchmark elevations certified by New Jersey licensed land surveyor.
	25. All existing watercourses, flood plains, floodway and flood fringe areas, wetlands, topography, marshes, ponds and land subject to flooding on the site and within 200 feet of the site.
	26. Existing streets, railroads, bridges, culverts, drain pipes, rights-of-way on and within 200 feet of tract.
	27. Additional road right-of-way as specified in Borough Master Plan.
	28. Boundary, limits, nature and extent of wooded areas, specimen trees and other significant physical features.
	29. Surface water management plan.
	30. Percolation tests and soil log results on each lot in compliance with Individual Sewage Disposal Code of New Jersey.
	31. Proposed utility infrastructure plans, including disposal of sanitary sewerage, water and storm water management, telephone, electric and cable TV.
	32. Road and underground utility cross-sections and profiles.
	33. Environmental Impact Assessment in accordance with Borough standards.
	34. A recycling plan, if required pursuant to subsection 23-46.13.

(Ord. No. 751 § 26-9.2; Ord. No. 923)

**23-33.3 Final Major Subdivision Plat Checklist.**

<b>FINAL MAJOR SUBDIVISION PLAT CHECKLIST</b>	
1.	Date, name and location of the subdivision, name of owner, graphic scale and reference meridian.
2.	Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines and other site lines; with accurate dimensions, bearings or deflection angles, and radii, areas in acres, lengths of curves in feet and central angles of all curves in accordance with the Map Filing Law.
3.	The purpose of any easement or land reserved or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.
4.	Lot and block numbers as assigned by the Tax Assessor.
5.	Minimum building setback line on all lots and other sites.
6.	Location and description of all monuments.
7.	Certification by engineer or surveyor as to accuracy of details of plat.
8.	Certifications that the applicant is an agent or owner of the land, or that the owner has given consent under an option agreement.
9.	When approval of a plat is required by an officer or body of such municipality, County or State, approval shall be certified on the plat.
10.	Certificate from tax collector that all taxes are paid to date.
11.	A recycling plan, if required pursuant to subsection 23-46.13.

(Ord. No. 751 § 26-9.3; Ord. No. 923)

**23-33.4 Preliminary and Final Major Site Plan Checklist.**

<b>PRELIMINARY AND FINAL MAJOR SITE PLAN CHECKLIST</b>	
1.	The sizes of all maps and plans of any proposed land development shall be consistent with the sizes permitted under the New Jersey Map Filing Act as follows: 24 x 36 inches 30 x 42 inches
2.	Plan scale: Not less than one inch equals fifty (1" = 50') feet and not greater than one inch equals twenty (1" = 20') feet. A graphic scale shall be included.
3.	The name and address of the applicant and the owner and the name, address and title of the person who prepared the site plan application and the site plan. Appropriate map titles shall be shown on the site plan and on such other maps as may be submitted.
4.	Signature blocks for Chairman, Administrative Secretary and Borough Engineer, and the date of signature, and, when required, for County site plan review, a signature block for County Planning Board Secretary and the Planning Director.
5.	The municipal tax map, lot and block numbers of the lot or lots and the tax map sheet number.
6.	A key map showing the site and its relationship to surrounding areas within a minimum of one-quarter (1/4) mile.

**Preliminary and Final Major Site Plan Checklist Cont.**

	7. A date, scale and north arrow on any map.
	8. The zone district in which the lot or lots are located, together with a delineation of all setback lines required in the zone district.
	9. All existing and proposed setback dimensions, landscaped areas, streams, watercourses, trees over six (6") inches in diameter, and fencing within one hundred (100') feet of any right-of-way line, and/or property line.
	10. All existing and proposed signs and light standards, utility poles, sanitary waste disposal systems, water mains and appurtenances, overhead wires, type of construction and location within twenty-five (25') feet of any road right-of-way line, or where appropriate, proposed right-of-way line shall be shown on plan. Details shall include fixture details, sign details, light coverage chart of foot candles, size and construction of existing and proposed utilities.
	11. The existing and proposed building or structures and all accessory buildings or structures, if any, including outside dimensions and finished grade elevations at all corners of the buildings, building elevations (architectural drawings of the outside walls of the proposed building(s)) and floor plans.
	12. Existing topography based upon New Jersey Geodetic Control Survey datum; existing and proposed grading with two (2') foot contour intervals.
	13. The location, invert and grate elevations, type and size of all existing and proposed catch basins, storm drainage facilities, exposed and underground utilities, plus all required design data supporting the adequacy of the existing or proposed facilities to accommodate a minimum of fifteen (15) years storm frequency for future storm flows before and after completion of the proposed statements. The location of flood hazard boundaries when applicable.
	14. The location, type and size of all existing and proposed curbs, sidewalks, driveways, fences, retaining walls, refuse disposal and storage facilities, parking space areas and the layouts thereof and all off-street loading areas, together with the dimensions of all the foregoing on the site in question and within one hundred (100') feet for the site. The parking space areas and layouts shall be prepared in the Peapack and Gladstone Zoning Regulations relating to off-street parking. The design details for all improvements such as road, curbs, bumpers and sidewalks, shall be shown on plan.
	15. An estimate of the average number of the following vehicles which will enter the site each day: 1. Passenger vehicles. 2. Semi-trailer trucks with a wheel base of approximately thirty (30') feet to fifty (50') feet; and 3. Single unit trucks or buses with a wheel base of approximately twenty (20') feet.
	16. The location, size and nature of all existing and proposed rights-of-way, easements and other encumbrances which may affect the lot or lots in question, and the location, size and description of any lands to be dedicated to the Borough or to the County.
	Continued.....

**Preliminary and Final Major Site Plan Checklist Cont.**

	17. The location, size and nature of the entire lot or lots in question, and any contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest, even though only a portion of the entire property is involved in the site plan for which approval is sought; provided, however, that where it is physically impossible to show such entire lot or lots or contiguous lots on one map, a key map thereof shall be submitted.
	18. The location, names and widths of all existing and proposed streets including cross sections and profiles abutting the lot or lots in question and within two hundred (200') feet of the lot or lots.
	19. Any and all other information and data necessary to meet any of the requirements of the County Site Plan Resolution.
	20. A landscaping plan including location, type and size of proposed plantings and screening.
	21. A Soil Erosion and Sediment Control Plan in accordance with the "Standards for Soil Erosion and Sediment Control," adopted June 14, 1972, by the New Jersey State Soil Conservation Committee.
	22. Environmental Impact Assessment in accordance with Borough Ordinance.
	23. A recycling plan, if required pursuant to subsection 23-46.13.

(Ord. No. 751 § 26-9.4; Ord. No. 923)

**23-33.5 Variance Checklist.**

**CHECKLIST  
DETAILS REQUIRED FOR  
VARIANCE APPLICATIONS**

**Note: See Sections 23-25 and 23-31 of the Peapack and Gladstone Borough Land Development ordinance for further details of submission requirements and procedures. The Borough Engineer has the authority to waive submission items of information deemed unnecessary for the review of the substantive merits of a particular application.**

**Applicant** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

**Address** \_\_\_\_\_

<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
1				Application Form(s) and Checklist(s) (22 copies).
2				Application and Escrow Fees in accordance with Section 23-53.
3				Sketch plats or plans (22 copies) or related material outlining the location, nature and extent of any variance(s) requested, provided on a survey of the property prepared by a licensed land surveyor.
4				Title Block:
5				Name, title, address and telephone number of applicant;
6				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan, if applicable;
7				Name, title and address of the owner or owners of record; and
8				Plan scale.
9				North Arrow.
10				Certification that applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement.
11				Names and addresses of partners or stockholders as required by Ordinance, if applicable.
12				Area of the property in acres.

Continued...

**Details Required For Variance Applications Checklist—Con.**

<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
13				Existing block and lot number(s) of the lot(s) as they appear on the Borough Tax Map.
14				The location and width of all existing easements and rights-of-way.
15				Zoning district(s) applicable to the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
16				Existing and proposed landscaped areas.
17				Delineation of any flood plains.
18				Wetlands and wetland transition areas.
19				The names and addresses of all property owners within 200 feet the subject property, including block and lot numbers as they appear on the most recent tax list prepared by the Borough Tax Assessor.
20				Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
21				A sketch of the proposed addition or new construction for which a variance is sought demonstrating how same is architecturally consistent with the existing structure or an improvement thereof.
22				A written statement describing the exact proposed use requested, for use variance applications only. The statement should include hours of operation, number of employees, and other pertinent information to aid the Board in full understanding of the proposed use.
23				A recycling plan, if required, pursuant to subsection 23-46.13.

(Ord. #923)

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SIGNATURE AND TITLE OF PERSON  
WHO PREPARED CHECKLIST

DATE

**23-34 - 23-37 RESERVED.**



REQUEST FOR VARIANCE

OWNER INFORMATION FORM

Date: \_\_\_\_\_

To: Edward L. Kerwin, Tax  
Assessor 1 School Street  
P.O. Box 218  
Peapack, New Jersey 07977

Kindly provide a 200 foot certified list for the following property:

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualifier \_\_\_\_\_

Location \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State & Zip)

\_\_\_\_\_  
(Phone #)

\_\_\_\_\_  
(Fax #)

Enclosed is my check and/or cash in the amount of \$10.00

\*Please make checks payable to "Borough of Peapack and Gladstone"

If the address at which you wish this information mailed is different from the address above please provide it below.

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

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

City/State/Zip Code: \_\_\_\_\_

PROOF OF SERVICE

STATE OF NEW JERSEY            )  
  )  
COUNTY OF                                    )

\_\_\_\_\_, of full age, being duly sworn according to law, deposes and says, that (he) (she) resides at \_\_\_\_\_ in the County of \_\_\_\_\_, State of \_\_\_\_\_; that (he) (she) is the applicant in the proceeding before the Land Use Board of the Borough of Peapack and Gladstone, being an application under the Zoning Ordinance relating to the premises Block \_\_\_\_\_, Lot \_\_\_\_\_ on the tax map of the Borough of Peapack and Gladstone and is more commonly known as \_\_\_\_\_, that (he) (she) gave notice of this proceeding to each and all of the owners of property affected by said application, by certified mail on \_\_\_\_\_, a true copy of which is attached to this affidavit.

(Signature) \_\_\_\_\_

Sworn to and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

PUBLIC NOTICE

PLEASE TAKE NOTICE that \_\_\_\_\_ has applied to the Land Use Board of the Borough of Peapack and Gladstone for

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

located \_\_\_\_\_ at \_\_\_\_\_, otherwise known as Block \_\_\_\_\_, Lot \_\_\_\_\_.

A Public Hearing has been scheduled on this matter for \_\_\_\_\_ at 7:00 p.m. in the Municipal Building, 1 School Street, Peapack, New Jersey at which time all interested parties may be heard.

The application and plans are available for inspection in the Municipal Administrative Clerk's office Monday through Friday between 8:30am and 4:30pm. Please call 908-234-2250.