

Borough of Midland Park Planning Board/Board of Adjustment Review Checklist

No application for site plan review and approval shall be deemed complete unless the following items, information and documentation, where applicable, are submitted to the **Planning Board Secretary**:

Drawing Scale 1" = 10' ; 20' ; 30' ; 40' ; 50'

Plan Legibility: - () Satisfactory
() Unsatisfactory

Property Location - _____ Zone - _____

Lot(s) # - _____ Block # - _____

Checklist Prepared By - _____

Date Received - _____ (office use only)

Date Deemed Complete/Incomplete - _____ (office use only)

Item	Yes	No	N/A	Ord.
<u>General Requirements</u>				
1	()	()	20 copies of plat and application.	32-3.2
2	()	()	Certificate that taxes are paid, (Tax Assessor's Office)	31-3.10 32-5.2(w)
3	()	()	Name, title, address, telephone number of applicant, owner(s).	32-5.2(c) 32-5.2(e)
4	()	()	Completed Checklist	M.L.U.L. 25-2.1

Plat or Plan Specifications

5	()	()	The name, address, telephone number, seal and license number of the preparer of the plan.	32-5.1(c)
6	()	()	Place for signatures of Chairman and Secretary of the Planning Board	32-5.2(a-1)
7	()	()	Place for signature of Borough Planning Board Engineer.	32-5.2
8	()	()	Current tax map lot and block numbers of premises affected.	32-5.2(b)

Item	Yes	No	N/A		Ord.
9	()	()		Map information: scale; North arrow; key map; date and revision notations.	32-5.2(a) 32-5.4(a) 32-5.4(c)
10	()	()		Description of current/proposed use(s) for the site.	32-5.2(f) 32-5.2(g)
11	()	()		Zone district of premises and the zone districts of all immediately adjoining properties. Distance to the nearest residential zoning district.	32-5.2(n) 32-5.2(o)
12	()	()	()	Bulk and Yard Requirements as required per the zoning district. Shown written (Bulk Table) and dimension graphically, setback - building envelope; lot dimensions - lot width, depth, frontage; principal & accessory building height/stories; percent building coverage; percent improved coverage.	32-5.4(b)
13	()	()		Location, names, and widths of all existing and proposed streets within or abutting the property, and any additional road width dedications offered.	32-5.4(d-2)
14	()	()		Total number of square feet of planted areas as well as percentage of site devoted to planted areas (both inclusive and exclusive of buffer areas.)	32-5.2(t)
15	()	()	()	Location, existing and proposed exterior lighting, including size, height, area, direction of illumination, lumen power, including building security plan, isolux drawing, where required, (not to exceed .5 foot candles in Residential zones).	32-5.4(h) 32-6.5
16	()	()		Existing and proposed principal building, accessory structures, with dimensions, present/finished grade elevations, floor plans, area measurements.	32-5.2(i)
17	()	()		Complete exterior building and elevation drawings of proposed structure(s).	32-5.4(i)
18	()	()		The location, type, size of existing/proposed catch basins, manholes, and all utilities (gas, water, electric, telephone, cable, sanitary, storm), above and below ground.	32-5.4(j)

Item	Yes	No	N/A		Ord.
19	()	()		The location, type, size of all existing/proposed curbs, sidewalks, walkways, patios, decks, pools, driveways, driveway aprons, fences, retaining walls, parking areas & aisles, and utilities.	32-5.4(d-1)
20	()	()	()	All off-street parking and loading area dimensions and schedules. Provide calculations of the number of spaces proposed and required per the zoning ordinance.	32-5.2(s) 32-6.2
21	()	()	()	Location, size, type of existing/proposed rights of way, easements, other encumbrances which may affect premises, location, size, description of lands contemplated for dedication to the Borough.	32-5.4(d-3) 32-5.4(d-4)
22	()	()		Location, size, nature of property, and contiguous property owned by the applicant or in which the applicant has direct or indirect interest.	32-5.2(h)
23	()	()		Location, size, widths of all existing streets abutting premises and structures, property lines of all abutting properties with names and addresses of owners per tax map rolls.	32-5.4(d-2)
24	()	()		Existing/proposed topography of site, contour interval not less than 2 feet. Contours to extend 30 feet around the perimeter of the subject property. Elevations referenced to USGS Datum or New Jersey Geodetic Control Survey Datum.	32-5.4(e)
25	()	()		Storm water management plan, consistent with Residential Site Improvement Standards (RSIS) and Borough Stormwater Management requirements.	Ord. #07-05 32-6.10
26	()	()		Soil Erosion & Sediment Control Plan.	32-5.5
27	()	()	()	Soil Removal Application, where applicable.	32-5.2(k) 34-13.7
28	()	()	()	Traffic Signage and Safety Plan, in accordance with borough ordinance.	32-6.1(b)
29	()	()	()	Escrow Agreement and Performance Guarantees, where required.	32-5.6 32-8

Item	Yes	No	N/A		Ord.
30	()	()	()	Any/all other information/data necessary to meet any requirement of this ordinance/zoning/subdivision ordinances not listed above. Additional information may include: Traffic or Environmental Impact Studies, where required by the Board. For Commercial/Business or Industrial Establishments - Provide Knox-Box for Fire Department key access.	32-5.2(x)
31	()	()	()	Name, signature, license number, seal and address of engineer, architect, land surveyor, professional planner and/or landscape architect, as applicable, involved in preparing the plat. Submission of a Property or Boundary survey, with metes and bounds description	32-4.5(f-7) 32-5.2(g-1) M.L.U.L. 15-11 M.L.U.L. 16-9
32	()	()	()	Calculation of planted areas and total buffer area in square feet and percentages as required by ordinance.	32-5.4(b-9) 32-5.4(b-10)
33	()	()	()	Driveway/parking layout showing driveway widths, curb opening lengths, parking areas. Where required show parking aisles, parking stall dimensions, loading areas, non-passenger vehicle parking area dimensions, firelanes and sight distance triangles.	32-6.2
34	()	()	()	Boundary designation of the Flood Hazard Area, as shown on the Flood Hazard Boundary Map or Flood Insurance Rate Map, with the datum adjusted topography/elevations shown on the plan and referenced to USGS Datum or New Jersey Geodetic Control Survey Datum.	32-5.4(f-5)
35	()	()	()	An illustration must be submitted containing cross sections complete with dimensions and specifications of proposed construction of curbs, parking areas, sidewalks, sanitary sewer work, drainage facilities, and retaining walls/fences.	32-5.4(j)

Item	Yes	No	N/A		Ord.
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provisions made for the safe and adequate drainage of surface runoff waters in and from the site in a manner which prevents flooding and erosion, approved by borough engineer.	32-6.10(a) 32-6.10(b)
37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All drainage and sanitary sewer easements, except for brook drainage easements, must be a min. of 15 feet wide and provide in writing, the right for borough officials to repair, inspect, or provide maintenance at the borough's option.	32-6.10(f) 32-6.11(b)
38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certifications, permits or approvals required by other agencies or governing bodies. (Attach or submit approvals or permits.)	
				Bergen County Soil Erosion Permit () No () Yes, if yes, include status or permit number_____.	32-5.5
				Bergen County Planning and Economic Development approval required () No () Yes, if yes, include status or permit number_____.	32-5.2(u)
				NJDEP Permits (LOI-Wetlands, Stream Encroachment, etc.) () No () Yes, if yes, include status or permit number_____.	32-5.2(v)