

**§ 108-16.1. Application checklists.**

**Checklist**

**for Required Submissions to the Planning Board  
or Zoning Board of Adjustment of Monroe Township**

All required submissions are to be made to the Administrative Officer and are due at the time of **submission of the application.**

**I. Requirements for All Applications. C    D    W**

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| 1   | Information sheet.  | — | — | — |
| 2.  | Ten (10) copies of the application form applicable to the type of approval requested, completely filled in. If any item is not applicable to the Applicant, it should be so indicated on the application form(s).   | — | — | — |
| 3.  | a) Applicant's affidavit that taxes are currently paid and up-to-date or<br>b) Application for municipal determination of tax status and affidavit certifying that delinquent taxes shall be paid upon grant of approval by the Board and in conformance with ordinance requirements that the Board's final approval be conditioned upon payment of all subsequent taxes. | — | — | — |
| 4.  | Receipt indicating that all required fees (as set forth in the fee ordinances of Monroe Township) are paid.   | — | — | — |
| 5.  | Fourteen (14) copies of any required plot plan, site plan or subdivision plan completed in conformance with the requirements of all applicable ordinances of Monroe Township and to be a maximum sheet size of twenty-four by thirty-six (24 x 36) inches.  | — | — | — |
| 6.  | If available prior to the hearing, fourteen (14) copies of any other supporting documentation which shall be presented to the Board in its consideration of the application.  | — | — | — |
| 7.  | If Applicant is other than the owner of the subject property, a consent form executed by the owner authorizing the applicant to proceed before the Board.   | — | — | — |
| 8.  | Information as to ownership. If applicant is a corporation or partnership, a list of the names and addresses of all stockholders or individual partners owning at least ten percent (10%) of its stock of any class or at least ten percent (10%) of the interest in the partnership as the case may be, as required by N.J.S.A. 40:55D-48.1 and 40-55D-48.2.             | — | — | — |
| 9.  | Names of proposed witnesses and their expertise, if any, if known at time of submission of application.   | — | — | — |
| 10. | Listing of all approvals including any variances, and/or exceptions being sought, with reference to the specific applicable ordinance provision(s) and an explanation of the reasons why such variance or exception is being requested.   | — | — | — |

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| 11. | If public notice of the hearing on the application is required pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-12, and/or the ordinances of Monroe Township, applicant shall submit a list of property owners within two hundred (200) feet of the subject property. The list shall include the names and addresses as shown on the municipal tax records. Applicant may apply to the administrative officer for a municipally certified list of property owners within two hundred (200) feet of the subject property. | — | — | — |
| 12. | Copies of any prior resolutions or other documentation regarding past decisions involving the property.   | — | — | — |
| 13. | Copies of any easements or deed restrictions or covenants affecting use of the premises.  | — | — | — |
| 14. | If applicant is a corporation, name of attorney who shall be representing the applicant.  | — | — | — |
| 15. | a) Applicant's affidavit that there are no delinquent water or sewer assessments levied against the property or b) Application made to the Monroe Township Municipal Utility Authority for a determination regarding the status of any water or sewer assessments and an affidavit certifying that delinquent assessments shall be paid upon approval by the Board of the application and in conformance with ordinance requirements that payments of such assessments be made a condition of final Board approval.             | — | — | — |
| 16. | A schedule of zoning requirements applicable to the property and a showing of whether or not the application is in conformance with such requirements. The schedule shall be indicated on the site plan. (This shall not be a requirement on applications for final major subdivision or site plan approval.)   | — | — | — |
| 17. | Except for final major subdivision or final site plan applications, flood plains and/or wetlands delineated on the plans or, if none, certification by a licensed engineer that based on a review of the National Inventory Wetlands Map and a physical inspection of the premises, there are no wetlands or flood plains designated.   | — | — | — |
| 18. | Radial distance to nearest first aid and/or fire facilities.  | — | — | — |
| 19. | A list, included in the application, of all other governmental agencies which must review the application and issue an approval thereon.  | — | — | — |
| 20. | Political Contributions Disclosure Forms pursuant to Chapter 24 "Code of Ethical Conduct" for applications that require a variance, exception or waiver. See Appendix A "Forms."* <b>[Added 8-2-10 by Ord. No. 0-8-2010-014]</b>  | — | — | — |

<b>II. Minor Subdivision Application.</b>	<b><u>C</u></b>	<b><u>D</u></b>	<b><u>W</u></b>
a) A signed and sealed survey prepared by a licensed surveyor drawn on a scale not less than two hundred (200) feet to the inch to enable the entire tract to be shown on one (1) sheet. This survey shall show or include the following information:	—	—	—
1. The location of that portion of the tract which is to be subdivided in relation to the entire tract.	—	—	—
2. All existing structures and wooded areas within the portion to be subdivided and within two hundred (200) feet thereof.	—	—	—
3. The names of all adjoining property owners.	—	—	—
4. The Tax Map sheet, block and lot numbers.	—	—	—
5. All streets or roads and streams within five hundred (500) feet of the subdivision.	—	—	—
6. Key map showing the entire subdivision and its relation to the surrounding areas using a one thousand (1,000') foot radius.	—	—	—
7. Area in square feet of parcel to be subdivided and area of remainder parcel.	—	—	—
8. Any road(s) to be dedicated.	—	—	—

**III. Preliminary Major Subdivision Application.**

a) The required submission for this type of application shall consist of a plat drawn or reproduced at a scale of not less than one inch equals fifty (1" = 50') feet and designed and drawn by a licensed New Jersey Engineer. The plot shall include the following information:

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| 1. A key map showing the entire subdivision and its relation to surrounding areas using a one thousand (1,000') foot radius.                            | — | — | — |
| 2. The tract name, Tax Map sheet, block and lot numbers, date, reference meridian, graphic scale and the following names and addresses:                 | — | — | — |
| (a) Name and address of record owner or owners.   | — | — | — |
| (b) Name and address of the subdivider.   | — | — | — |
| (c) Name and address of person who prepared the map.  | — | — | — |
| 3. Acreage of the tract to be subdivided.   | — | — | — |
| 4. Contours based on a one foot interval and the high and low points and tentative cross sections and centerline profiles for all proposed new streets. | — | — | — |
| 5. Plans of proposed utility layouts for storm and sanitary sewers and water service.   | — | — | — |
| 5. Plans of proposed utility layouts for storm and sanitary sewers and water service.   | — | — | — |
| 6. Road cross sections and construction details of pavements, curbs and storm drainage improvements, and any proposed road dedications.                 | — | — | — |
| 7. Storm water management design and calculations.  | — | — | — |
| 8. Any driveways within two (200') feet accessing the street on which the subject property is located.  | — | — | — |
| b) Landscaping plan.  | — | — | — |
| c) Lighting plan.   | — | — | — |
| d) Soil erosion and sediment control plan and details.  | — | — | — |

**IV. Final Major Subdivision Application.**

a) A plat shall be submitted for this type of application and shall be drawn at the same scale as the preliminary plans. The final plat shall show the following: — — —

1. The 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, bearing and distances and curve data, land to be reserved or dedicated to public use, all lot lines and other site lines. — — —

3. The purpose and description of any easement or land reserved or dedicated to public use shall be designated. — — —

4. Block and lot numbers as assigned by the Township Engineer if preliminary approval has been previously granted. — — —

5. Minimum building setback line on all lots and other sites. — — —

6. Location and description of all monuments. — — —

7. Names of owners of adjoining land. — — —

8. Certification by engineer or survey- or. — — —

9. Owner's certification as to subdivision. — — —

10. Municipal approval signature spaces. — — —

b) Certification by applicant that all conditions of any preliminary approval have been satisfied or if not, an explanation of what changes have been made along with copies of any governmental approvals required pursuant to any preliminary approvals. — — —

c) Certification by applicant that any required performance bond and inspection fees have been posted with the township. — — —

**V. Requirements for Site Plan Application.**

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| a) All site plans submitted shall be drawn at a scale not smaller than one inch equals fifty (1"=50') feet, shall be signed and sealed and shall contain the following information:   | — | — | — |
| 1. Name and title of person preparing map.  | — | — | — |
| 2. Date, scale and north point.   | — | — | — |
| 3. Tax Map Sheet, block and lot number, zoning district and zoning information.   | — | — | — |
| 4. Surrounding property lines and the names of owners of such properties.   | — | — | — |
| 5. Topographical information and survey of existing utilities within two hundred (200') feet (utilities may be indicated by note on the plan.)  | — | — | — |
| 6. The location of all natural and man made facilities on the subject property and adjoining properties within two hundred (200') feet and a showing of easements affecting the site.   | — | — | — |
| 7. The location of existing and proposed structures and uses within two hundred (200') feet showing the ground area covered by said structures, including all set-back dimensions. The type of structure proposed shall be illustrated by accompanying floor plans and by front, rear and side elevation sketches drawn to scale. The location of any outside storage facilities shall also be shown. | — | — | — |
| 8. On-site parking and loading spaces and facilities, including calculations.   | — | — | — |
| 9. Proposed on-site circulation system for both pedestrians and vehicular traffic, including sidewalks.   | — | — | — |
| 10. Any proposed and existing signs and descriptive schedules.  | — | — | — |
| 11. The location and identification of any proposed recreation areas.   | — | — | — |
| 12. Identification of the type and location of public and private utilities and services for water and sewage disposal.   | — | — | — |
| 13. Estimate of proposed use staffing requirements of the operation as they affect parking.   | — | — | — |
| 14. Proposed plans for storm water management and calculations.   | — | — | — |
| 15. Any driveways within two hundred (200') feet accessing the street on which the subject property is located.   | — | — | — |

- b) Certified property survey including owner's name.     \_\_\_   \_\_\_   \_\_\_
  - c) Lighting plan.     \_\_\_   \_\_\_   \_\_\_
  - d) A landscaping plan shall be provided and buffer areas should be shown.     \_\_\_   \_\_\_   \_\_\_
  - e) Soil erosion and sediment control plan.     \_\_\_   \_\_\_   \_\_\_
  - f) Tree removal and replacement plan.     \_\_\_   \_\_\_   \_\_\_
- [Added 7-2-01 by Ord. No. 0-7-2001-027]**

**VI. Planned Development Option Applications.**

a) Application for an overall plan. For an application for approval of an overall plan, applicant shall submit the following: — — —

- 1. A land use plan — — —
- 2. A traffic circulation plan — — —
- 3. A drainage plan — — —
- 4. A green space plan — — —
- 5. An environmental impact statement. — — —

b) Application for PDO sections. For subsequent applications for portions of an already approved overall plan, applicant shall submit the following: — — —

- 1. A certification by the applicant that the plan submitted conforms with:
  - (a) The approved overall development plan; — — —
  - (b) The permitted uses; — — —
  - (c) The permitted densities; — — —
  - (d) The development standards of the Planned Development Option as of the date of the overall approval. — — —
- 2. Landscape plan. — — —



<b>VII. Planned Retirement Community Applications (PRC).</b>	<b><u>C</u></b>	<b><u>D</u></b>	<b><u>W</u></b>
a) Applications for an overall plan. An application for approval of an overall plan shall require the submission of a comprehensive site development plan for the overall tract which shall meet the following requirements:	—	—	—
1. The outline of the tract proposed for use as a PRC, including the dimensions.	—	—	—
2. Name and title of person preparing map.	—	—	—
3. Date, scale and north arrow.	—	—	—
4. Tax Map Sheet, block number and zone district in which the property is located.	—	—	—
5. The location of all natural and man-made features on the site.	—	—	—
6. The general topography of the tract showing ten (10') foot interval contours.	—	—	—
7. The general location of the proposed collector streets in the PRC and their connections to existing public roadways.	—	—	—
8. The proposed land uses for the entire site including recreational areas.	—	—	—
9. A schedule of land uses by estimated acreage, including the number of dwelling units by type of structure for residential uses and the estimated floor area of the commercial use areas.	—	—	—
b) An environmental impact statement.	—	—	—
c) Applications for PRC sections.	—	—	—
A. Subsequent applications for sections of an already approved overall plan shall require submission of an engineering and improvement plan for each section. Such a plan must include a map for the development of the section setting forth the following:	—	—	—
(1) Topography of existing and proposed contours at one (1') foot intervals.	—	—	—
(2) Location of all dwelling units intended to be contained in one (1) master deed, garages, parking areas, roads and sidewalks.	—	—	—
(3) Locations, profiles and widths of all proposed roads with complete horizontal and vertical controls.	—	—	—
(4) The locations, profiles, sizes of all water mains, sanitary sewers and storm drains, together with drainage calculations.	—	—	—

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| (5) All buildings, structures and uses, other than dwellings, permitted and required in Article VI Section 108-6.14.  | — | — | — |
| (6) Architectural plans indicating typical floor plans; front, side and rear elevations; general design or architectural style; and information on the types of materials to be used.               | — | — | — |
| (7) The location, design, size and type of signs and a description of their lighting mechanisms.  | — | — | — |
| B. Certification by applicant that section plan is in conformance with the overall plan and does not exceed permitted sectional density and/or if any changes have been made, the reasons therefor. | — | — | — |
| C. Certification by applicant that the overall approved plat has been filed in the County Clerk's Office.   | — | — | — |
| D. Landscaping plan.  | — | — | — |

**VIII. Variance Applications**

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| 1. Identification of all sections of zoning ordinance form which relief is sought.  | ___ | ___ | ___ |
| 2. Statement of reasons why variance(s) is needed.  | ___ | ___ | ___ |
| 3. For bulk variances involving single or two-family residences, a sketch plat or survey showing:   | ___ | ___ | ___ |
| (a) Existing and proposed development   | ___ | ___ | ___ |
| (b) Setbacks  | ___ | ___ | ___ |
| (c) Lot and building dimensions   | ___ | ___ | ___ |
| 4. For "d" variance applications, statement of legal basis for grant of variance which must include:  | ___ | ___ | ___ |
| (a) A list and explanation of the specific special reason(s) advanced demonstrating that the proposed variance would not cause detriment to the intent and purpose of the Township Zoning Ordinance.                                | ___ | ___ | ___ |
| (b) Explanation of how requested variance would be consistent with goals and provisions of Master Plan.   | ___ | ___ | ___ |
| (c) Reasons why proposed development would pose no substantial harm to surrounding properties or the township generally.  | ___ | ___ | ___ |
| (d) If proposed use is not "inherently beneficial," list and explain the unique features of site giving rise to variance and indicate particular suitability of site, as compared to other locations in township, for proposed use. | ___ | ___ | ___ |
| 5. For "d" variances and on the variance portion of a bifurcated application, a concept plan showing:   | ___ | ___ | ___ |
| (a) Existing development;   | ___ | ___ | ___ |
| (b) Proposed development;   | ___ | ___ | ___ |
| (c) Existing and proposed building dimensions and locations;  | ___ | ___ | ___ |
| (d) Lot dimensions;   | ___ | ___ | ___ |
| (e) Location of structures on adjoining and surrounding lots;   | ___ | ___ | ___ |
| (f) Lot lines of adjoining and surrounding lots;  | ___ | ___ | ___ |
| (g) Ordinance required setback lines;   | ___ | ___ | ___ |
| (h) Access location(s);   | ___ | ___ | ___ |