

ARTICLE XVI
Checklists

§ 108-16.1. Application checklists. [Amended 10-4-2021 by Ord. No. O-8-2021-019; 3-2-2026 by Ord. No. O-2-2026-003]

**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.

C = Complies; D = Deficient; W = Waiver sought.

I. Requirements for All Applications.		C	D	W
1.	Information sheet.	_____	_____	_____
2.	One (1) original and three (3) 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 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.	_____	_____	_____

I. Requirements for All Applications.		C	D	W
5.	Four (4) 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, four (4) 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 10% of its stock of any class or at least 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.	_____	_____	_____

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

I. Requirements for All Applications.		C	D	W
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, floodplains 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 floodplains 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." ¹	_____	_____	_____

1. *Editor's Note: The forms contained in Appendix A and referred to herein may be obtained in the Office of Planning and Zoning.

I. Requirements for All Applications.		C	D	W
21.	An electronic copy of the entire application, including plans, specifications, and all supplemental reports, be submitted to the Township on a thumb drive, labeled for each report.	_____	_____	_____

Additional Required Submissions for Specific Types of Applications Subdivision Applications				
II. Minor Subdivision Application.		C	D	W
a)	A signed and sealed survey prepared by a licensed surveyor drawn on a scale not less than 200 feet to the inch to enable the entire tract to be shown on one 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 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 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.		C	D	W
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:		_____	_____	_____
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 center line profiles for all proposed new streets.	_____	_____	_____
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.	Stormwater management design and calculations.	_____	_____	_____

III. Preliminary Major Subdivision Application.		C	D	W
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.		C	D	W
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.	_____	_____	_____

IV. Final Major Subdivision Application.		C	D	W
7.	Names of owners of adjoining land.	_____	_____	_____
8.	Certification by engineer or surveyor.	_____	_____	_____
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.		C	D	W
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.	_____	_____	_____

V. Requirements for Site Plan Application.		C	D	W
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.	_____	_____	_____

V. Requirements for Site Plan Application.		C	D	W
13.	Estimate of proposed use staffing requirements of the operation as they affect parking.	_____	_____	_____
14.	Proposed plans for stormwater 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.		C	D	W
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:	_____	_____	_____

VI. Planned Development Option Applications.		C	D	W
	(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.	_____	_____	_____

VII. Planned Retirement Community Applications (PRC).		C	D	W
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.	_____	_____	_____

VII. Planned Retirement Community Applications (PRC).		C	D	W
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 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.	_____	_____	_____
	(5) All buildings, structures and uses, other than dwellings, permitted and required in Article VI Section 108-6.14.	_____	_____	_____

VII. Planned Retirement Community Applications (PRC).		C	D	W
	(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		C	D	W
1.	Identification of all sections of zoning ordinance from 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:	_____	_____	_____

VIII. Variance Applications		C	D	W
	(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;	_____	_____	_____

VIII. Variance Applications		C	D	W
	(h) Access location(s);	_____	_____	_____
	(i) Master Plan section(s) relative to site in question and Master Plan section(s) relative to proposed use (if any);	_____	_____	_____
	(j) Area map showing vicinity and location.	_____	_____	_____