

SUBDIVISION AND SITE PLAN REVIEW

87 Attachment 1

Borough of Park Ridge

**Appendix A
Checklist for Development Applications
[Added 11-13-1990 by Ord. No. 90-17]**

- A. All applicants before the Planning Board or the Zoning Board of Adjustment shall provide all the information set forth in Paragraphs (1) through (8) below and the required submission details, where applicable, set forth on the attached Submission Details. Failure to complete the general requirements and submission details may result in a determination of incompleteness by the approving authority.
- (1) Six copies of the appropriate application form(s), completely filled in. If any item is not applicable to the applicant, it should so be indicated on the application form(s).
 - (2) Certificate that taxes are paid, submitted at least 10 days before the public hearing on the matter.
 - (3) Receipt indicating that fees are paid.
 - (4) Twenty-four copies of any required plot plan, site plan or subdivision plan.
 - (5) Affidavit of ownership. If the applicant is not the owner, the applicant's interest in the land, e.g., tenant, contract/purchaser, lienholder, etc.
 - (6) If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class, as required by N.J.S.A. 40:55D-48.1 et seq.
 - (7) Statement as to variances and/or waivers which are sought, together with a statement of reasons why the waivers or variances should be granted.
 - (8) A narrative statement shall accompany each revised submittal, identifying the modifications to the revised development application. The narrative shall also address any comments contained in the reports prepared by the Board's professional planning and engineering consultants.
- B. Submission details shall be as follows:

| | Subdivision | | | Site Plan | |
|--|-------------|-------------------|-------------|-------------|-------|
| | Minor | Preliminary Major | Final Major | Preliminary | Final |
| I. Plat Specifications. | | | | | |
| (1) Plat drawn at a scale of not less than 1 inch equals 50 feet | X | X | X | X | X |

PARK RIDGE CODE

| | Subdivision | | | Site Plan | |
|---|-------------|-------------------|-------------|-------------|-------|
| | Minor | Preliminary Major | Final Major | Preliminary | Final |
| (2) Plans shall be prepared in accordance with the Map Filing law and signed and sealed by a: | | | | | |
| (a) Professional engineer. | | X | X | X | X |
| (b) Land surveyor. | X | X | X | X | X |
| II. General Information. | | | | | |
| (3) Name and address of owner and applicant. If the owner is a corporation, the name and address of the president and secretary shall be submitted with the application. | X | X | X | X | X |
| (4) Name, signature, license number, seal and address of engineer, land survey or, architect, professional planner and/or landscape architect, as applicable, involved in preparation of plat. | X | X | X | X | X |
| (5) Title block denoting type of application, title of development, Tax Map sheet, block and lot and street location. | X | X | X | X | X |
| (6) Date block containing the date of preparation. All subsequent revisions shall be noted and dated. | X | X | X | X | X |
| (7) A key map showing the location of the tract with reference to surrounding properties, existing streets and streams within 500 feet of the site. | X | X | X | X | X |
| (8) North arrow and scale. | X | X | X | X | X |
| (9) A schedule of required zone district requirements and compliance and/or noncompliance to the same. | X | X | X | X | X |
| (10) Signature blocks for Chairman, Secretary and Municipal Engineer. | X | X | X | X | X |
| (11) Monumentation as specified by Map Filing law. | | | X | | |
| (12) Date of property survey. | X | X | X | X | X |
| (13) Metes and bounds description showing dimensions, bearings, curve data, length of tangents, raddii, arcs, chords and central angles for all center lines and rights-of-way and center-line curves on streets. | X | | X | | X |
| (14) Acreage of tract and all existing and proposed lot lines and lots, in square feet | X | X | X | X | X |

SUBDIVISION AND SITE PLAN REVIEW

| | Subdivision | | | Site Plan | |
|---|-------------|-------------------|-------------|-------------|-------|
| | Minor | Preliminary Major | Final Major | Preliminary | Final |
| (15) Names of all property owners within 200 feet of site along with their block and lot numbers. | X | X | X | X | X |
| (16) Zone boundaries within 200 feet of the site. | X | X | X | X | X |
| (17) Copy and delineation of any existing or proposed deed restrictions, easements or covenants or lands dedicated to public use. If none, a notation to that effect shall be placed on the map. | X | X | X | X | X |
| (18) List of required regulatory approvals or permits. | X | X | X | X | X |
| (19) List of variances and/or waivers required and/or requested. | X | X | X | X | X |
| (20) Payment of application fees. | X | X | X | X | X |
| (21) Tax Map block and lot number as approved by the Borough Tax Office. | X | | X | | |
| (22) History of previous actions or restrictions to the property. | X | X | X | X | X |
| (23) When approval is required by any other municipal, county, state or federal agency, such approval shall be certified on the plat or evidence shall be certified on the plat or evidence submitted that an application has been made for such approval. | X | X | X | X | X |
| III. Natural Features. | | | | | |
| (24) Existing and proposed contours with a contour interval of 1 foot for slopes of 3% or less, an interval of 2 feet for slopes of more than 3% but less than 15% and an interval of 5 feet for slopes of 15% or more. Existing contours are to be indicated by dashed lines and proposed contours are to be indicated by solid lines. | | X | X | X | X |
| (25) Location of existing rock outcrops, high points, watercourses, depressions, ponds, marshes, wooded areas and other significant existing features, including wetlands, flood elevations of watercourses, ponds and marsh areas as determined by survey. | | X | X | X | X |

PARK RIDGE CODE

| | Subdivision | | | Site Plan | |
|---|-------------|-------------------|-------------|-------------|-------|
| | Minor | Preliminary Major | Final Major | Preliminary | Final |
| (26) Location of trees 6 inches or more in diameter, as measured 1 foot above ground level, outside of wooded areas, designating species of each. | | X | X | X | X |
| IV. Man-Made Features. | | | | | |
| (27) Size and location of existing and proposed structures with all setbacks dimensioned. | X | X | X | X | X |
| (28) Required setback lines. | X | X | X | X | X |
| (29) Location and dimensions of existing and proposed streets. | X | X | X | X | X |
| (30) Location of existing buildings and all other structures such as walls, fences, culverts, bridges, roadways, etc., on site and within 200 feet of site, with spot elevations of such onsite structures. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines. | X | X | X | X | X |
| (31) All distances as measured along the right-of-way lines of existing streets abutting the property to the nearest intersection with any other street | X | X | X | X | X |
| (32) Location plans and elevations of all proposed buildings and other structures, including elevation sketches and building height in feet and stories. | | | | X | X |
| (33) Location, height, dimensions and details of all signs, either freestanding or affixed to a building. Where signs are not to be provided, a notation to that effect shall be indicated on the site plan. | | | | X | X |
| (34) Location of all existing and proposed storm drainage structures, soil erosion and sediment control devices and utility lines, whether publicly or privately owned, with pipe sizes, grades and directions of flow, location of inlets, manholes or other appurtenances and appropriate invert and other elevations. The estimated location of existing underground utility lines shall be shown. | X | X* | X | X | X |

SUBDIVISION AND SITE PLAN REVIEW

| | Subdivision | | | Site Plan | |
|--|-------------|-------------------|-------------|-------------|-------|
| | Minor | Preliminary Major | Final Major | Preliminary | Final |
| (35) All proposed streets with profiles indicating grading, and cross sections showing width of roadway, location and width of sidewalks and location and size of utility lines. | | X | X | | |
| (36) The proposed use or uses of land and buildings. Floor space of all buildings and estimated number of employees, housing units, seating capacity or other capacity measurements, as required, shall also be indicated. | | | X | X | |
| (37) All means of vehicular ingress and egress to and from the site onto public or private streets showing the size and location of driveways and curb cuts, including the possible organization of traffic channels, acceleration and deceleration lanes, additional width and other traffic controls which may be required. Improvements such as roads, curbs, sidewalks and other design detail shall be indicated, including dimensions of parking stalls, access aisles, curb radii, direction of traffic flow and other conditions as may be required in the applicable codes. | | | | X | X |
| (38) The location and design of any off-street parking areas or loading areas showing size and location of bays, aisles and barriers. | | | | X | X |
| (39) The location of all existing and proposed water lines, valves and hydrants and all sewer lines or alternative means of water supply or sewage disposal and treatment. Plans and profiles of storm and sanitary sewers and water mains. | | X | X | X | X |
| (40) The proposed location, direction of illumination, power and time of proposed outdoor lighting, including type of standards to be employed, radius of light and intensity in footcandles. | | | X | X | |
| (41) The proposed screening and landscaping and a planting plan indicating natural vegetation to remain and areas to be planted, type of vegetation to be utilized, plant height and mature height | | | X | X | |

PARK RIDGE CODE

| | Subdivision | | | Site Plan | |
|---|-------------|-------------------|-------------|-------------|-------|
| | Minor | Preliminary Major | Final Major | Preliminary | Final |
| (42) The existing and proposed stormwater drainage system as to conform with the following: a drainage basin designed to a 25-year storm; a detention basin designed to a 25-year storm plus 100-year emergency bypass. All plans shall be accompanied by a plan sketch showing all existing drainage within 500 feet of any boundary and all areas such as paved areas, grassed areas, wooded areas and any other surface area contributing to the calculations and methods used in the determination. | | X | X | X | X |
| (43) Proposed final grades of all streets shall be shown to a scale of 1 inch equals 5 feet vertical and 1 inch equals 50 feet horizontal, on sheets 22 inches x 36 inches, and drawings shall include both plans and profiles and shall show elevations of all monuments referred to United States Coast and Geodetic Survey level bench marks, and such elevations shall be shown in feet and hundredths of feet | | | X | | |
| (44) Written proof that the lands set aside or shown for easement, public use or streets are free and clear of all liens and encumbrances. | X | X | X | X | X |

*NOTE: As per Natural Resources Conservation Service regulations.