

**BOROUGH OF TENAFLY  
PLANNING BOARD  
SUBDIVISION APPLICATION**

Application No. PB# 1- \_\_\_\_\_ Date: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Tax Map Page: \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Phone Numbers: Business: \_\_\_\_\_ Home: \_\_\_\_\_  
 Is Applicant Owner? \_\_\_\_\_ Or Contract Purchaser? \_\_\_\_\_ Other \_\_\_\_\_  
 Name of Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name of Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name of Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

| YES | NO | ** APPLICANT SEEKS APPROVAL OF FOLLOWING** |
|-----|----|--|
|     |    | SITE PLAN – NO VARIANCE                    |
|     |    | SITE PLAN – VARIANCE REQUIRED              |
|     |    | CONDITIONAL USE – NO VARIANCE REQUIRED     |
|     |    | MAJOR SUB-DIVISION                         |
|     |    | MINOR SUB-DIVISION                         |
|     |    | SUB-DIVISION -VARIANCE                     |
|     |    | COMBINE OR MERGE LOTS                      |
|     |    | INFORMAL REVIEW                            |
|     |    | OTHER                                      |

**\*\*\*GENERAL INFORMATION\*\*\***

Present Use \_\_\_\_\_ Non-Conforming? \_\_\_\_\_  
 Proposed Use \_\_\_\_\_ Conforming Use? \_\_\_\_\_  
 Existing Structure? \_\_\_\_\_ To Be Razed? \_\_\_\_\_ To Be Improved? \_\_\_\_\_  
 New Structure Proposed? \_\_\_\_\_  
 Is Fronting Street Improved? \_\_\_\_\_ Corner Lot? \_\_\_\_\_ Other? \_\_\_\_\_  
 Prior Applications/Appeals on this Property? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Explain: \_\_\_\_\_  
 \_\_\_\_\_

| APPLIED | APPROVED | ***OTHER APPROVALS REQUIRED***      |
|---------|----------|-------------------------------------|
|         |          | Bergen County Planning Board        |
|         |          | B.C. Soil Conservation              |
|         |          | N.J. Dept. Environmental Protection |
|         |          | Tenafly Board of Health             |
|         |          | Tenafly Board of Adjustment         |
|         |          | Tenafly Mayor and Council           |
|         |          | Other                               |

Date Application Accepted \_\_\_\_\_ Date of Public Hearing \_\_\_\_\_ Original Decision Date \_\_\_\_\_  
 Extension Date If Any \_\_\_\_\_ Date If Withdrawn \_\_\_\_\_ Approved \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Date Action Taken By Board \_\_\_\_\_

**SUBDIVISION APPLICATION**

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

Name of Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Tax Map Page: \_\_\_\_\_

**Classification:**  
\_\_\_\_\_ **Major Subdivision**  
\_\_\_\_\_ Preliminary Approval  
\_\_\_\_\_ Final Approval  
  
\_\_\_\_\_ **Minor Subdivision**  
\_\_\_\_\_ Merger or Re-Division  
\_\_\_\_\_ Variance(s) Requested

Area of Entire Tract \_\_\_\_\_ SF  
Area of Part to Be Sub-Divided \_\_\_\_\_ SF  
Number of Existing Lots? \_\_\_\_\_ Number of Proposed Lots? \_\_\_\_\_  
Zoning District Classification? \_\_\_\_\_  
Do All Lots Meet Zoning Requirements? \_\_\_\_\_  
Do All Existing Lots Front Or Abut A Public Street? \_\_\_\_\_  
Do All Proposed Lots Front Or Abut A Public Street? \_\_\_\_\_  
Are the Public Street(s) above Improved & Accepted? \_\_\_\_\_  
Are Private Streets Involved Or Proposed? \_\_\_\_\_

**Check The Following Utilities/Services That Are Available To The Subdivision Lots Via Public Streets or Public Right of Ways:**

\_\_\_\_\_ Sanitary Sewer \_\_\_\_\_ Storm Sewers \_\_\_\_\_ Water Service  
\_\_\_\_\_ Electric Service \_\_\_\_\_ Telephone Service  
\_\_\_\_\_ CATV Hookup \_\_\_\_\_ Other

Existing Easements Or Deed Restrictions? \_\_\_\_\_

\_\_\_\_\_ Has Applicant Reviewed This Proposal With The Bergen County Planning Board?

\_\_\_\_\_ Explain Status \_\_\_\_\_

Maps Submitted: \_\_\_\_\_ Preliminary Plat: \_\_\_\_\_ Final Plat: \_\_\_\_\_

Engineering Details: \_\_\_\_\_ Other, Describe \_\_\_\_\_

Existing Variance? \_\_\_\_\_ Explain: \_\_\_\_\_

New Variances Requested \_\_\_\_\_

Other Information \_\_\_\_\_

**Note: Attach This Form To The General Application Form And Attach The Affidavit As To Ownership Of Property To This Form. If Requesting A Variance, Then Also Attach The Variance Appeal Form.**

Applicant's Signature \_\_\_\_\_

Applicant's Name \_\_\_\_\_

(Please Print)

**BOROUGH OF TENAFLY  
PLANNING BOARD  
VARIANCE APPLICATION**

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

Street Address \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Tax Map Page \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone No. \_\_\_\_\_

Zoning District In Which Tract Is Located:

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Is All of Tract in One Zoning District? \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Will Present Use Continue? \_\_\_\_\_ Is It A Non-Conforming Use? \_\_\_\_\_

Explain: \_\_\_\_\_

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**VARIANCE(S) REQUESTED:**

\_\_\_\_\_ Lot Size & Width    \_\_\_\_\_ Height & Coverage    \_\_\_\_\_ Yards & Setback

\_\_\_\_\_ Accessory Buildings & Structures    \_\_\_\_\_ Off Street Parking

\_\_\_\_\_ Other: Explain \_\_\_\_\_

**NOTE: If a Variance request is related to USE, or the Standards and Conditions of A CONDITIONAL USE, then Application must be made to the BOARD OF ADJUSTMENT.**

Has the Applicant Filed for Site Plan Review? \_\_\_\_\_

Has the Applicant Filed for a Subdivision? \_\_\_\_\_

Existing Easements or Deed Restrictions? \_\_\_\_\_

Proposed Easements or Deed Restrictions? \_\_\_\_\_

Other Information \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_

**AFFIDAVIT AS TO OWNERSHIP OF PROPERTY**

I, \_\_\_\_\_, of full age,  
being duly sworn, upon my oath depose and say:

1. I am the owner of Lot(s) \_\_\_\_\_ in Block(s) \_\_\_\_\_ on the tax assessment map of the Borough of Tenafly, the property affected by my application herein.
  
2. I authorize \_\_\_\_\_, as my agent or as my attorney, to appear on my behalf in connection with my application filed herein.

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

Subscribed and sworn  
before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary

\*\*\*\*\*

**CORPORATE OWNERSHIP**

**If the applicant is a corporation or partnership, the names and addresses of all parties owning 10% or more of the property are as follows:**

**NAME:**

**ADDRESS:**

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

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

**NOTICE OF HEARING**

In Compliance with Chapter XXXV, Article V, Section 35-506 of the Land Development Regulations of the Borough of Tenafly, NJ, notice is hereby served upon you to the effect that (I) (We) do hereby propose to (give detailed information)

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

at location \_\_\_\_\_(Street Address) \_\_\_\_\_(Block) \_\_\_\_\_(Lot) \_\_\_\_\_  
in the Borough of Tenafly, NJ.

The Administrative Officer of the Borough of Tenafly, NJ, has refused this request by reason of its being in violation of Schedule A of the Land Development Regulations, from conditional use \_\_\_\_, bulk variance \_\_\_\_, use variance\_\_\_\_ and/or other \_\_\_\_\_approval.

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

**Any person or persons affected by this application may have an opportunity to be heard at the meeting to be held \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ or as soon thereafter as the matter may be heard in the Council Chambers of the Municipal Building, 100 Riveredge Road, Tenafly, New Jersey.**

**All documents relating to this application may be inspected by the public between the hours of 9:00A.M. and 4:30 P.M. in the office of the Secretary of the Planning Board in the Municipal Building, 100 Riveredge Road, Tenafly, New Jersey.**

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

**Note: This notice must be personally served or sent by certified or registered mail at least ten (10) days before the day of the hearing, and proof of service given to the secretary of the Board at least ten (10) days prior to the day of the hearing.**

**AFFIDAVIT OF SERVICE**

I, \_\_\_\_\_, of full age, being duly sworn upon my oath, depose and say that:

1. I am the owner of said property or I am the agent of the owner of property known as Lot(s) \_\_\_\_\_ in Block \_\_\_\_\_ on the tax assessment map of the Borough of Tenafly.
2. A copy of the notice of an application for an exception from the provisions of the Zoning Ordinance was:

**Handed** to the following property owners at the address set forth opposite their respective names on the dates hereinafter set forth:

| <b><u>Block</u></b> | <b><u>Lot</u></b> | <b><u>Owner</u></b> | <b><u>Address</u></b> | <b><u>Date</u></b> |
|---------------------|-------------------|---------------------|-----------------------|--------------------|
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |

**Mailed** by certified mail to the following property owners:

| <b><u>Block</u></b> | <b><u>Lot</u></b> | <b><u>Owner</u></b> | <b><u>Address</u></b> | <b><u>Date</u></b> |
|---------------------|-------------------|---------------------|-----------------------|--------------------|
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |
|                     |                   |                     |                       |                    |

Published in the \_\_\_\_\_ Date \_\_\_\_\_, Deponent further says that all property owners within two hundred feet (200') of the property to be affected by said appeal were served with notices of said hearing in the manner above set forth at least ten (10) days prior to the time appointed for said hearing in accordance with the provisions of the Borough of Tenafly's Land Development Regulations, Chapter XXXV, Article V, Section 35-506 and Section 35-507.

Deponent makes this affidavit knowing that the members of the Board of Adjustment/Planning Board of the Borough of Tenafly reply upon the truth of same.

Subscribed and sworn to before me  
this \_\_\_ day of \_\_\_\_\_ 20\_\_

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

Notary \_\_\_\_\_

**BOROUGH OF TENAFLY  
PLANNING BOARD  
FEE SCHEDULE**

| <u>FEE DEPOSIT</u>  | <u>MINIMUM ESCROW</u> |
|---|-----------------------|
| \$200.00 – Site Plan – No Variance                          | \$2,000.00            |
| \$300.00 – Site Plan – Variance Required                    | \$3,000.00            |
| <br>  |                       |
| \$100.00 – Site Plan Waiver                                 | \$ 600.00             |
| <br>  |                       |
| \$250.00 – Conditional Use – No Variance Required           | \$2,500.00            |
| \$450.00 - Conditional Use – “C” Variance                   | \$3,000.00            |
| (CONDITIONAL USE WITH “D” VARIANCE – BOARD OF ADJUSTMENT)   |                       |
| <br>  |                       |
| \$400.00 – Major Subdivision – No Variance                  | \$7,500.00            |
| \$500.00 - Major Subdivision – Variance                     | \$8,000.00            |
| \$150.00 - Additional Per Lot                               | N/A                   |
| \$200.00 - Major Subdivision Final Plat/Map<br>Each Section | \$1000.00             |
| <br>  |                       |
| \$200.00 – Minor Subdivision – No Variance                  | \$2,000.00            |
| \$400.00 - Minor Subdivision – Variance                     | \$2,500.00            |
| \$ 50.00 - Combine or Merge Lots                            | \$ 50.00              |
| <br>  |                       |
| N/C – Informal Review                                       | \$ 300.00             |

\*\*\*\*

Reproduction Cost

- \$30.00 – Per copy of Tenafly Master Plan plus postage
- \$ 2.00 – Per copy of Zoning Map – At Building Office
- \$ 2.00 - Per copy of Street Map – At Building Office
- \$25.00 – Per copy of Land Development Ordinance

\*\*\*\*

A charge of \$5.00 per copy of audio CD discs of Planning Board Meetings/Hearings  
No Court Transcripts of Planning Board Meetings/Hearings will be prepared at Borough  
Office by Borough Staff persons.

Duplicate copies of Planning Board records is in accordance with NJSA 47:1A-2.

(Fee & Escrow Deposit – Ordinance #07-29 adopted 12/11/07)

(Escrow Deposit – Ordinance #13-21 adopted 10/22/13)

**(Revised 10/25/13)**

NOTE TO APPLICANT: When turning in your application, two separate checks are required: (1) a check for the Fee made out to the Borough of Tenaflly and (2) a check for the Escrow required made out to the Borough of Tenaflly.

a. *Special Meetings.* If a special meeting is necessary for consideration of an application for development, the applicant shall pay a fee of up to one thousand (\$1,000.00) dollars to defray the additional costs of holding such a special meeting as approved by the Board.

b. *Converting a Work Session to Public Meeting.* An applicant shall pay a fee of five hundred (\$500) dollars as a condition of granting a request to convert a Work Session to a Public Meeting in order for the Planning Board to hear an application for development.

c. *Administration of Technical Review Deposit Fees.* The administration of technical review escrow deposits shall be in accordance with the provisions of N.J.S.A. 40:55D-53.1 and Section 13 of P.L. 1991, c.256 and as provided below.

1. Each technical review escrow deposit shall be held by the Borough in a trust account separate from the general funds of the Borough.

2. The Borough agency shall not process and/or take action on the application unless all fees and deposits required in the manner described herein have been paid by the applicant. Property taxes shall have been paid to date.

3. In the event that the funds in the escrow account shall become depleted prior to the completion of the application procedure and additional funds are necessary to cover the cost of processing the application, the applicant shall deposit additional funds in the amount as requested by the Administrative Officer. In order to expedite the processing of applications by the Borough agency, the Administrative Officer shall notify the applicant in writing when additional funds are necessary. Such additional funds shall be deposited no later than one (1) week prior to the next regularly scheduled meeting of the Board (if payment is made less than one (1) week prior to the next Board meeting, then payment must be made by official bank check, certified or bank cashier's check), and the applicant's failure to comply shall constitute grounds for postponement or dismissal of the application. In the event that such failure to deposit shall continue for more than thirty (30) days after the date of the Administrative Officer's written notification to the applicant, then the Board chairperson shall make a motion to dismiss the application at the next regularly scheduled meeting of the Board.

4. All bills submitted to a Borough agency by the Planning Consultant, Engineer, Attorney or other professionals containing charges to be applied to an escrow account authorized and established pursuant to this section shall specify the services performed in relation to individually identified applications for which the charges have been made.

5. Unit charges (i.e., per diem or hourly fees, inspection or expert testimony charges) levied by an Engineer, Planning Consultant, Attorney or other professionals for services applied to an escrow account authorized and approved pursuant to this section may not exceed those unit charges contracted for an/or approved by the Borough agency for services by these professionals which may not, under this section, be subject to compensation by an escrow account.

6. Whenever an amount of money in excess of five thousand (\$5,000.00) dollars shall be deposited by an applicant with the Borough for technical review deposits Pursuant to this Article, said money shall be deposited in an interest bearing account and, until the interest earned thereon, shall continue to be the property of the applicant and shall be held in trust by the Borough in escrow. All interest earned and paid to the applicant shall be in conformity with Chapter 315 of the laws of 1985.

7. Any of the funds remaining in the escrow account upon completion of the application procedure, as well as any interest he may be entitled to pursuant to Chapter 315 of the Laws of 1985, shall be returned to the applicant, via a resolution adopted by the Governing Body releasing remaining escrows, and the account shall be terminated.

8. All escrow charges which are due and owing shall become a lien upon the property which is the subject of the applications for development and shall remain so until paid. Overdue escrow charges shall accrue the same interest as established for real property taxes in the Borough. The Borough shall have the same remedies for collection of escrow charges with interest, cost and penalties as it has by law for the collection of taxes upon real property.

**BOROUGH OF TENAFLY  
PLANNING BOARD  
PROOF OF PAYMENT OF TAXES  
(To be verified by the Tax Collector)  
Non-payment of taxes may disqualify your application**

APPLICANT: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

\_\_\_\_\_ No taxes are due and owing on this property as of (date) \_\_\_\_\_

\_\_\_\_\_ Taxes are due on this property as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
C. Anne Doyle, Tax Collector

**BOROUGH OF TENAFLY  
PLANNING BOARD  
ESCROW AGREEMENT**

APPLICANT: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

In accordance with the provisions of the Borough of Tenafly's Land Development Regulations, Chapter XXXV, Article VI, Section 35-604, the undersigned hereby agrees to pay for the cost of professional services, including but not limited to engineering, professional planning and legal services, necessary to review the developer's application as captioned above.

\_\_\_\_\_  
Name (print or type legibly)

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

SECTION 706B (1)

CHECKLIST FOR  
 DETERMINING COMPLETENESS OF APPLICATION FOR DEVELOPMENT  
 LAND DEVELOPMENT REGULATIONS  
 BOROUGH OF TENAFLY, NEW JERSEY

CHECKLIST No. 1 – MINOR SUBDIVISION

**An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.**

-----  
 Name of Applicant \_\_\_\_\_ Application No. \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Date Filed \_\_\_\_\_

REQUIRED DATA AND INFORMATION

C-Complete  
 I-Incomplete  
 NA-Not Applicable  
 WR-Waiver Requested

|   | C                        | I                        | NA                       | WR                       | Comments |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 1. Completed application form twenty-four (24) copies.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 2. Filing fee (See Article VI).   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 3. Twenty four (24) black or blue on white prints of all maps.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 4. Twenty four (24) copies of all other documents   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 5. One (1) copy of this Checklist completed by the applicant.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 6. Completed County Planning Board application form (in duplicate) and County filing fee if the County Planning Board approval is required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 7. All maps signed and sealed by New Jersey licensed Land Surveyor.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 8. Name of tract or development.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 9. Tax map sheet, block and lot numbers.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 10. Date prepared and date(s) of revision(s).   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 11. Plat scale not less than 1" = 20'   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 12. Graphic scale.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 13. Reference meridian.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

(Checklist No. 1 – Minor Subdivision)

(Page 1 of 3)

|   | C                        | I                        | NA                       | WR                       | Comments |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 14. Sheet size: 8 ½" x 13", 15" x 21", 24" x 36", or 30" x 40".   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 15. Name, address, and license number of person preparing plat.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 16. Name and address of record owner.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 17. Names and address of applicant/subdivider, if other than owner.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 18. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 19. Key map (scale: not less than 1" = 400') showing entire tract and its relation to surrounding area, including locations and names of principal roads.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 20. Names of owners of properties located within 200' of the tract.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 21. Tract boundary line with bearing and distances.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 22. Existing and proposed property lines and other site lines, with bearings and distances.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 23. Zone district(s) and identification of zone boundaries located on or adjoining the property.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 24. Total area of the tract in sq. ft. and acres.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 25. Total area of each lot in sq. ft. and the area of each lot located within the maximum depth of measurement.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 26. Table indicating all requirements applicable to the zone in accordance with the Schedule B of Zoning Regulations with proposed dimensions, areas, setback, etc. indicating variances requested. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 27. All proposed lots numbered.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 28. Front, rear, and side building setback lines as required by the zoning regulations.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 29. All structures located on adjacent property.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 30. All existing structures on the tract with setback distances.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 31. Right-of-way lines, widths, and names of all existing streets on and within 100' of the property.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 32. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easements and the text of any restrictions applicable to same.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

(Checklist No. 1 – Minor Subdivision)

- 33. Location on and within 200' of the property of existing and proposed:
  - a. watercourses and other drainage courses.
  - b. water supply and sewage disposal systems.
  - c. culverts and/or storm drains with sizes.
  - d. wooded areas.
  - e. rock outcroppings.
- 34. Existing utilities and road improvements.
- 35. Elevations at property corners and contours at maximum 5' intervals.
- 36. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.
- 37. Copies of any existing or proposed protective or restrictive covenants and deed restrictions.
- 38. Freshwater wetlands including transition areas delineation or an affidavit by a qualified person stating that no wetlands on the property exist.
- 39. If wetlands or transition areas are located on the property, the applicant shall submit one of the following:
  - (1) A Freshwater Wetlands Permit from D.E.P.
  - (2) A Letter of Exemption from D.E.P.
  - (3) A Letter of Interpretation from D.E.P.
- 40. Location and purpose of any open space to be dedicated to public use.
- 41. Identification of any historic site or historic district shown on the Master Plan on in the Zoning Regulations involving the property.
- 42. Signature block for Board Chairperson and Secretary
- 43. Separate application and fee filed for any conditional use or variance involved.
- 44. Ownership disclosure in accordance with C. 40:55D-48.1.

Application declared complete. Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Application declared incomplete. Date \_\_\_\_\_

SECTION 706B (2)  
CHECKLIST FOR  
DETERMINING COMPLETENESS OF APPLICATION FOR DEVELOPMENT  
LAND DEVELOPMENT REGULATIONS  
BOROUGH OF TENAFLY, NEW JERSEY

CHECKLIST No. 2 – PRELIMINARY MAJOR SUBDIVISION

**An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.**

-----  
Name of Applicant \_\_\_\_\_ Application No. \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Date Filed \_\_\_\_\_

REQUIRED DATA AND INFORMATION

|   | C  | I   | NA  | WR  | Comments |
|---|--|-----|-----|-----|----------|
|   | C-Complete<br>I-Incomplete<br>NA-Not Applicable<br>WR-Waiver Requested |     |     |     |          |
| 1. Completed application form twenty-four (24) copies.  | [ ]  | [ ] | [ ] | [ ] |          |
| 2. Filing fee (See Article VI).   | [ ]  | [ ] | [ ] | [ ] |          |
| 3. Twenty four (24) black or blue on white prints of all maps.  | [ ]  | [ ] | [ ] | [ ] |          |
| 4. Twenty four (24) copies of all other documents   | [ ]  | [ ] | [ ] | [ ] |          |
| 5. One (1) copy of the Checklist completed by the applicant.  | [ ]  | [ ] | [ ] | [ ] |          |
| 6. Completed County Planning Board application form (in duplicate) and county filing fee if the County Planning Board approval is required. | [ ]  | [ ] | [ ] | [ ] |          |
| 7. All maps signed and sealed by appropriate New Jersey licensed or registered professional person.   | [ ]  | [ ] | [ ] | [ ] |          |
| 8. Name of tract or development.  | [ ]  | [ ] | [ ] | [ ] |          |
| 9. Tax map sheet (w/ date of revision), block and lot numbers.  | [ ]  | [ ] | [ ] | [ ] |          |
| 10. Date prepared and date(s) of revision(s).   | [ ]  | [ ] | [ ] | [ ] |          |
| 11. Plat scale not less than 1" = 40'   | [ ]  | [ ] | [ ] | [ ] |          |
| 12. Graphic scale.  | [ ]  | [ ] | [ ] | [ ] |          |
| 13. Reference meridian.   | [ ]  | [ ] | [ ] | [ ] |          |

(Checklist No. 2 – Preliminary Major Subdivision)

|   | C                        | I                        | NA                       | WR                       | Comments |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 14. Maximum sheet size: 24" x 36"   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 15. Name, address, and license number of person preparing plat.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 16. Name and address of record owner.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 17. Names and address of applicant/subdivider, if other than owner.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 18. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 19. Key map (scale: not less than 1" = 400') showing entire tract and its relation to surrounding area, including locations and names of principal roads.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 20. Certified list of owners of properties within 200' of the tract.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 21. Tract boundary line with bearing and distances.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 22. Proposed property lines and other site lines, with dimensions.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 23. Zone district(s) and identification of zone boundaries located on or adjoining the property.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 24. Total area of the tract in sq. ft. and acres.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 25. Total area of each lot in sq. ft.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 26. Table indicating all requirements applicable to the zone in accordance with the Schedule B of Zoning Regulations with proposed dimensions, areas, setback, etc. indicating variances requested. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 27. All proposed lots numbered.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 28. Front, rear, and side building setback lines as required by the zoning regulations.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 29. All structures located on adjacent property.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 30. All existing structures on the tract with setback distances.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 31. Right-of-way lines, widths, and names of all existing streets on and within 100' of the property.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 32. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easements and the text of any restrictions applicable to same.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

(Checklist No. 2 – Preliminary Major Subdivision)

|   | C                        | I                        | NA                       | WR                       | Comments |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 33. Location on and within 200' of the property of existing and proposed:   |                          |                          |                          |                          |          |
| a. watercourses and other drainage courses.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| b. water supply and sewage disposal systems.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| c. culverts and/or storm drains with sizes.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| d. wooded areas.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| e. rock outcroppings.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 34. Location within 200' of the property of existing  |                          |                          |                          |                          |          |
| a. watercourses and other drainage courses.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| b. bridges  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| c. culverts and/or storm drains with sizes.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 35. Existing wells.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 36. Existing septic systems.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 37. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 38. Copies of any existing or proposed protective or restrictive covenants and deed restrictions.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 39. Topography: Existing and proposed 2' contours including high and low points on the property   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 40. All flood hazard areas, lakes, ponds, marshes, bogs, swamps, and streams.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 41. Environmental Impact Statement pursuant to Section 724, including:  |                          |                          |                          |                          |          |
| (a) Storm Water Management Plan   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| (b) Critical Impact Area Data.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| (c) Soil Erosion and Sediment Control Plan.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 42. Freshwater wetlands including transition areas delineation or an affidavit by a qualified person stating that no wetlands on the property exist.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 43. If wetlands or transition areas are located on the property, the applicant shall submit one of the following:   |                          |                          |                          |                          |          |
| (1) A Freshwater Wetlands Permit from D.E.P.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| (2) A Letter of Exemption from D.E.P.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| (3) A Letter of Interpretation from D.E.P.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

- |   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 44. The following items should be indicated on the preliminary plat:  |                          |                          |                          |                          |
| (a) street signs  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) curbs and cutters   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) sidewalks   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) monuments   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) dry sewer systems   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) storm drains  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (g) street lights and lighting plan   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (h) shade trees   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (i) fire alarm boxes, fire hydrants   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (j) water mains   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. Profile of existing and future continuing street within 200 feet of subdivision   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. Central angles of arcs and curves along street lines  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Percolation test results if individual sewage disposal systems are proposed.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. Plans; Cross sections, centerline profiles and grades of all proposed streets.<br>Minimum scale; 1"=50' horizontal and 1"=5' vertical.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 49. Site grading plan showing existing and proposed contours, spot elevations, first floor elevations, garage floor elevations driveway grades, house corner elevations, etc.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50. Plans and profiles of proposed utility systems, i.e., storm drainage, sanitary sewers, water, gas, electric, subsurface holding tanks or cisterns if applicable, etc., showing feasible connections to existing or proposed systems, sizes, grades, types of materials and construction details of all pertinent facilities and improvements. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- 51. In residential subdivisions containing 50 or more lots, the location and description of provisions for the recycling or recyclable materials in accordance with the municipal recycling ordinance. The plan shall be accompanied by a description of the following:
  - (a) The size, shape, materials or construction of the recycling area. [ ] [ ] [ ] [ ]
  - (b) Name and address of the collector of recycled materials. [ ] [ ] [ ] [ ]
  - (c) If recycled materials will be transferred to the Borough's recycling center or taken to some other location. [ ] [ ] [ ] [ ]
  - (d) Frequency of collection [ ] [ ] [ ] [ ]
- 52. Location and purpose of any open space to be dedicated to public use. [ ] [ ] [ ] [ ]
- 53. Identification of any historic site or historic district shown on the Master Plan on in the Zoning Regulations involving the property. [ ] [ ] [ ] [ ]
- 54. Separate application and fee filed for any conditional use or variance involved. [ ] [ ] [ ] [ ]
- 55. Ownership disclosure in accordance with C. 40:55D-48.1. [ ] [ ] [ ] [ ]

Application declared complete. Date \_\_\_\_\_  
\_\_\_\_\_  
Authorized Signature

Application declared incomplete. Date \_\_\_\_\_  
\_\_\_\_\_  
Authorized Signature

SECTION 706B (3)  
CHECKLIST FOR  
DETERMINING COMPLETENESS OF APPLICATION FOR DEVELOPMENT  
LAND DEVELOPMENT REGULATIONS  
BOROUGH OF TENAFLY, NEW JERSEY

CHECKLIST No. 3 – FINAL MAJOR SUBDIVISION

**An application for development shall not be considered complete until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.**

-----  
Name of Applicant \_\_\_\_\_ Application No. \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Date Filed \_\_\_\_\_

REQUIRED DATA AND INFORMATION

|   | C                        | I                        | NA                       | WR                       | Comments   |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--|
|   |                          |                          |                          |                          | C-Complete<br>I-Incomplete<br>NA-Not Applicable<br>WR-Waiver Requested |
| 1. Completed application form twenty-four (24) copies.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 2. Filing fee (See Article VI).   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 3. Twenty-four (24) black or blue on white prints of all maps.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4. Twenty-four (24) copies of all other documents   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 5. One (1) copy of the Checklist completed by the applicant.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 6. Completed County Planning Board application form (in duplicate) and county filing fee if the County Planning Board approval is required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 7. All maps signed and sealed by New Jersey licensed Land Surveyor.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 8. Name of tract or development.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 9. Tax map sheet, block and lot numbers as assigned by Tax Assessor.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 10. Date prepared and date(s) of revision(s).   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 11. Plat scale not less than 1" = 50' nor more than 1"=10' .  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 12. Graphic scale.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 13. Reference meridian.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |

(Checklist No. 3 – Final Major Subdivision)

|   | C                        | I                        | NA                       | WR                       | Comments |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 14. Maximum Sheet Size: 24" x 35".  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 15. Name, address, and license number of person preparing plat.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 16. Name and address of record owner.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 17. Names and address of applicant/subdivider, if other than owner.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 18. Certification that applicant is owner or his authorized agent or that owner has given consent to file under an option agreement.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 19. Names of owners of adjoining properties.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 20. Existing and proposed property lines and other site lines, with bearings and distances.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 21. Total Area of the tract.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 22. Total area of each lot in sq. ft. and in acres and area within the maximum depth of measurement.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 23. All existing structures on the tract with setback distances.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 24. Right-of-way lines, widths, and names of all existing and proposed streets on and adjoining the property.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 25. Location and widths of all other existing and proposed rights-of-way and easements including sight triangle easements defined by metes and bounds, the purpose of any easement and the text of any restrictions applicable to same. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 26. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 27. Location and area described in bearings and distances and purpose of any open space to be dedicated to public use.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 28. all property lines, accurate distances, bearings, radii, arc lengths and central angles of all curves.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 29. Location and description of all monuments.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 30. Engineer's or surveyor's certification.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 31. Building setback lines  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 32. Easements, covenants and deed restrictions.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

(Checklist No. 3 – Final Major Subdivision)

|   | C                        | I                        | NA                       | WR                       | Comments |
|---|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 33. Certification as required by Map Filing Law.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 34. As-built plans, cross-section and profiles of all streets, utility systems and appurtenant facilities.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 35. As-built grading plan within 2' contours  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 36. FINAL SUBMISSIONS (to be submitted following approval of the final plat by the Planning Board).   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| a. The original, one (1) cloth print and one (1) Mylar of the final plat for the signatures of appropriate Borough Officials  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| b. One (1) Cloth print, one (1) mylar and twelve (12) prints of the final plat after it has been filed with the County Clerk's office.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 37. Ownership disclosure in accordance with C.40: 55D-48.1.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 38. Performance guarantee posted.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 39. Maintenance guarantee posted.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| 40. Statement by Borough Engineer that:   |                          |                          |                          |                          |          |
| a. He is in receipt of a map showing all utilities and other improvements, both in the development and off-tract improvements, in exact location and elevation.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| b. He has examined the drainage, erosion, storm water control and excavation plans and found that the interests of the Borough and of nearby properties are fully protected and identifying those portions of any improvements already installed.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| c. The subdivider has either installed all improvements in accordance with the requirements of this chapter and the preliminary plat approval with a maintenance guarantee accompanying the final plat; or posted a performance guaranty in accordance with the chapter and the preliminary plat approval for all partially completed improvements or improvements not yet initiated. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

Application declared complete. Date \_\_\_\_\_

\_\_\_\_\_  
Authorized signature

Application declared incomplete. Date \_\_\_\_\_

\_\_\_\_\_  
Authorized signature