

## **Application for Development Checklist**

No application for development shall be certified as complete, for the purpose of commencing the applicable time period for action by the Planning Board or the Zoning Board of Adjustment, unless the documents required by the following schedule has been submitted and the application deemed complete:

### **Schedule A - General Requirements**

- 1. Application **fees**
- 2. One original of the **application form** completely filled in. Those items not applicable should be indicated as so on the form.
- 3. **Proof that no taxes are due** or delinquent on the property in question.
- 4. Proof of **notice to property owners** as required 10 days prior to the earliest public hearing date.
- 5. Proof of **newspaper published notice** as required 10 days prior to the earliest public hearing date.
- 6. **List of stockholders** owning 10% of stock or 10% interest in the corporation or partnership.
- 7. Written **request for waivers** of checklist items, signed and dated by the applicant/agent (see page 3).
- 8. **Environmental impact statement** (when applicable).
- 9. **Site visitation release form.**

**Schedule B - Application to the Zoning Board of Adjustment for a "C" (Bulk) or "D" (Use Variance) where subdivision or Site Plan approval is not required.**

- 1. **Items listed in Schedule A.**
- 2. Fifteen (15) copies of a **plot plan** taken from a survey prepared and sealed by a licensed engineer, architect or, if a residential application, the homeowner.
  - a. Scale not less than 1" = 20'.
  - b. Showing location of existing and proposed building structures.
  - c. Showing existing and proposed yard setbacks, property lines and other pertinent information.

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- d. A **zoning table** shall be shown on the plot plan listing the required and proposed conditions according to chapter 230 of the Zoning Ordinance. A listing by section numbers of zoning variances requested, stating required and proposed conditions requiring variances, shall be shown on the Plan.
- 3. Fifteen (15) copies of **architectural floor and elevation plans**.
- 4. Fifteen (15) copies of the original survey.

**Schedule C - Application for Minor Subdivision or Minor Site Plan**

- 1. **Items listed in Schedule A.**
- 2. Fifteen (15) copies of the proposed **Minor Subdivision Plan or Site Plan** showing the specific details as specified by Section 192-9(B) of the Land Use Ordinance. A **zoning table** shall be shown on the plan listing the required and proposed conditions of compliance according to Chapter 230 of the Zoning Ordinance.
- 3. Fifteen (15) copies of a **sealed survey**.

**Schedule D - Application for Major Subdivision or Site Plan Preliminary Approval**

- 1. **Items listed in Schedule A.**
- 2. Fifteen (15) copies of the **Preliminary Plat** of the site plan or subdivision plan showing the specific details as specified by Sections 192-10-B1 and B2, 192-13 and 192-14 of the Land Use Ordinance. A **Zoning Table** shall be shown on the plan listing the required and proposed conditions according to Chapter 230 of the Zoning Ordinance. A listing by section number of zoning variances requested, stating required and proposed conditions requiring variances, shall be shown on the Plan. A listing of waivers by section number and description from requirements of Section 192 (et seq) and the General Ordinances of the Borough of Glen Rock, as requested, shall be shown on the plan.
- 3. Fifteen (15) copies of a **sealed survey**.
- 4. Proof that copies of the application, proposed plans and related documents were submitted to:
  - (a) Borough Engineer
  - (b) Board of Health

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- (c) Chief of Police
- (d) Department of Public Works
- (e) Fire Prevention Bureau
- (f) Shade Tree Commission
- (g) Construction Official
- (h) Fire Chief
- (i) Borough Planner
- (j) Borough Zoning Officer
- (k) Environmental Commission

**Schedule E - Application for Major Subdivision or Site Plan Final Approval.**

- 1. Items listed in Schedule A.
- 2. Original cloth tracing and five prints of approved preliminary plat.
- 3. Developer's Agreement.
- 4. Performance Guarantee.
- 5. Maintenance Guarantee.
- 6. Deeds for any easements, rights-of-way, or public lands.
- 7. Escrow funds.
- 8. County Planning Board approval.
- 9. County Soil Erosion and Sediment Control Plan approval.

Waivers - The applicant hereby request waivers from the following checklist items: \_\_\_\_\_

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

\_\_\_\_\_ For Borough Use Only \_\_\_\_\_

Certification by Administrative Officer

- Application complete
- Application incomplete

Fees collected:

- Application fee \$ \_\_\_\_\_
- Escrow fee \$ \_\_\_\_\_

Scheduled hearing date: \_\_\_\_\_

Date: \_\_\_\_\_ 19 \_\_\_\_\_

Administrative Officer \_\_\_\_\_