

**BOROUGH OF SUSSEX**  
**LAND USE APPLICATION INSTRUCTIONS**

1. Planning Board and Zoning Board of Adjustment meetings are held once a month according to the attached meeting schedule. Completed applications must be received in the Land Use Office at least 21 days prior to the meeting date for which you wish your application to be scheduled. Whether or not your application will be scheduled to be heard at the meeting immediately preceding the filing of your application will depend on completeness, the number of other applications and issues also scheduled to be heard at that meeting.
2. A completed checklist must be submitted with your application. Each enumerated item on the checklist must be either a) submitted with your application and/or part of your map; or b) an explanation why you feel a waiver should be granted must be included with your submission for each item that you are requesting a waiver.
3. Incomplete checklists or checklists not supported by the appropriate documentation will result in your application being deemed incomplete. Likewise, if items are missing from your submissions and there is no explanation of the waiver request, your application will be deemed administratively incomplete by the Planning Director.
4. If you have requested specific waivers and have given a written explanation as to why you feel the waiver(s) should be granted, a completeness hearing will be scheduled before the Board so that they can consider your waiver requests. This hearing will be scheduled for the next regularly scheduled meeting.
5. It is the Board's discretion whether or not the hearing of the application as to its merits will be held on that evening, should the waiver requests be granted, or whether the Applicant needs to provide additional information in order to proceed with the hearing of their application to be held at a subsequent meeting.
6. Applicants must provide 16 copies of their application documents and maps (as per checklist) **fully collated** in order to be deemed complete. Applicants seeking placement on the agenda within 21 days of the meeting must submit a copy directly to Van Cleef Engineering, 111 Howard Blvd., Ste 110, Mt. Arlington, NJ 07856. The application copy submitted to the engineer must be complete.
7. While the municipal staff can provide you with information relative to the parameters of each Board's authority and land use ordinance requirements, they are not responsible or qualified to direct applications on legal, jurisdictional, or statutory issues. If questions arise related to legal or engineering issues, the Applicant should seek advice of an attorney and/or engineer when preparing their application.

8. Additionally, if you are a corporation, LLC, LLP, etc., legal representation is needed in order to proceed with your application. If as the applicant, you are a corporation, etc., and legal representation is found to be required by our Board attorney, a hearing will not take place unless you are represented appropriately.
9. **Separate** application and escrow fees are required at the time of application submissions. **A written explanation as to how these fees were calculated must be included with the fees.** Fees submitted without a written explanation may cause the application to be deemed incomplete.
10. The application fee represents a general fee that is deposited into the general operating account of the municipality. This fee is charged to help offset the general operating costs of the department, including but not limited to staff time expended to review and process your application and the cost of our Board attorney and engineer to attend the meeting where your application will be heard.
11. The escrow fee is placed in a trust account and is used to pay legal and engineering bills incurred by the municipality in order to cover the cost of engineering and legal review of the application. All legal, engineering and planning expenses will be charged against your escrow account. Charges to be paid through your escrow account will include, but not be limited to time spent by the Board's engineer to visit the site and prepare an engineer's report for the Board's reference, legal research that may be needed to provide the Board with information relative to your application, and the Board attorney's preparation of the legal resolution, which reduces the final decision of the Board relative to your application to a written document. If the fees from the professional exceed the original amount you deposited, you will be notified and required to submit additional funds to cover the deficit. If after the application is closed and all professional fees are paid, a balance remains in your account, the balance will be refunded to you. You must insure there are sufficient funds in the escrow account to permit review by the Board professionals before and after the public hearing.
12. **If your application requires public notice, all public notice requirements as per the State of New Jersey's Municipal Land Use Law apply. Waivers cannot be granted with respect to public notice requirements. No notices should be mailed or published until the Applicant is directed to do so by the Land Use Secretary.** If public notice is required for your application, the following steps must be taken in order to comply with the statute:
  - a. A list of adjacent property owners and/or municipalities who are located within 200 feet of the entire boundary line of the property in question must be obtained from the municipal tax assessor. The Assessor has 7 business days within which to satisfy your request. Therefore, it is imperative to make your request early so that you have the necessary information to out your public notice.

- b. A sample notice is enclosed and identified in the application package. The applicant must fill in the blanks including what ordinance they are asking for a variance from.
  - c. The notice must appear in the New Jersey Herald or the Sunday New Jersey Herald at least 10 days prior to the proposed meeting date (if you consider the day it is run as one of the 10 days, then you cannot consider the day of the meeting as one of the 10 days). Publishing deadlines are strictly enforced by the Herald, and the Applicant will need to be sure that he provides the newspaper with the completed notice and applicable fee in adequate time to have it published on a date that will be at least 10 days prior to the meeting date. The contact information for the New Jersey Herald is Attn: Legal Advertising, 2 Spring Street, PO Box 10, Newton, NJ 07860, telephone 973-383-1500, fax 973-383-9284.
  - d. Additionally, a copy of the public notice has to be sent to each adjoining property owner and municipality that appears on the list provided to you by our tax assessor (which you have requested from him/her). The notice must be sent by certified mail, return receipt requested. The postmaster will stamp the white receipts from the mailing with the date that it was sent. To satisfy our requirements under the statute, you must submit to the Land Use Office the original white receipts, which need to be filled out with the address of the person who the document was sent and bearing the date when it was mailed. Similar to the newspaper notice, these notices **MUST** be mailed at least 10 days before the proposed meeting. Notices mailed even one day late will not be acceptable.
  - e. It is not required that you submit the returned green cards to the Land Use Office. Your responsibility is to mail the notices; you will not be responsible or penalized if the addressee does not pick up the document as long as you have sent it to the addresses given to you by the Tax Assessor, mailed them in a timely fashion and provided the white receipts and the certified list of adjacent property owners given to you by the Tax Assessor to the Land Use Office.
  - f. Once appropriate notice is given as per the statutory requirements, the Applicant must complete and submit a completed Affidavit of Publication, all white receipts of the mailing, a copy of the adjacent property owner's list from the Tax Assessor and a copy of the proof of publication that the notice ran in the New Jersey Herald at least 10 days prior to the meeting.
13. The site inspection form must be signed by the Applicant to give permission to our Board members and professionals to visit the site.
14. If you are the owner of the property, you must fill out the Affidavit of Ownership. If you are not the owner of the property, but you have the owner's consent to make the application, the authorization form must be filled out by the owner giving you permission to make the application which relates to his/her property.

15. Once an application is deemed administratively complete (everything but the notice needs to be submitted 21 days prior to the meeting—notice submission can occur after the 21 day cut off, but needs to be submitted before the meeting itself), the Board engineer will visit the site and prepare an engineer's report. Once the report is available, our staff will attempt to provide you and your professionals with a copy prior to the meeting if time allows.
16. If you have further questions regarding these requirements, please call the Land Use Office at 973-875-4831 during the hours of 8:30am - 4:30pm, Monday - Friday.



For Office Use Only  
Date Filed: \_\_\_\_\_ Appl. #: \_\_\_\_\_  
Appl. Fee:\$ \_\_\_\_\_ Escrow Fee:\$ \_\_\_\_\_

## BOROUGH OF SUSSEX Land Use Application

**Sixteen (16) fully collated copies** of the application, documents and maps must be filed with the Secretary of the appropriate Board twenty-one (21) days prior to the regular meeting of the Board. New applications are first reviewed for **completeness only** by the Board's professionals prior to being scheduled for a hearing. All applications must be accompanied by appropriate fees together with a written explanation of fee calculations. Separate application and escrow checks must be provided.

CHECK ONE:

- Zoning Board of Adjustment
- Planning Board

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_  
Property Location \_\_\_\_\_  
Size of Property \_\_\_\_\_

TYPE OF APPROVAL REQUESTED (Check all that apply):

**Site Plan:**

- \_\_\_ Concept Site Plan
- \_\_\_ Minor Site Plan
- \_\_\_ Preliminary Site Plan
- \_\_\_ Amended Preliminary Site Plan
- \_\_\_ Final Site Plan
- \_\_\_ Amended Final Site Plan

**Subdivision:**

- \_\_\_ Concept
- \_\_\_ Minor Subdivision
- \_\_\_ Preliminary Subdivision
- \_\_\_ Amended Preliminary Subdivision
- \_\_\_ Final Subdivision
- \_\_\_ Amended Final Subdivision

**Variances:**

- \_\_\_ Use (D)
- \_\_\_ Bulk (C)
- \_\_\_ Appeal
- \_\_\_ Interpretation
- \_\_\_ Conditional Use
- Other/Explain: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner's:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Engineer:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Attorney:** \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Present Use:**  Residential  Non-Residential **Proposed Use:**  Residential  Non-Residential

**Describe Proposed Development/Request (Continue on separate sheet if necessary):** \_\_\_\_\_

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Is applicant:    Corporation    Partnership    Individual    Other/Explain \_\_\_\_\_

Has there been any previous appeal, request, or application to this or any other Borough Board or the Construction Official, involving these premises?

If yes, state the nature, date and disposition of said matter: \_\_\_\_\_

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Development Plans: Sell Lots only \_\_\_\_\_ Construct New Homes for Sale \_\_\_\_\_

How will water service be supplied? \_\_\_\_\_

Proposed method of sewage disposal: \_\_\_\_\_

Are deed restrictions contemplated? Yes \_\_\_ No \_\_\_ (if yes, describe on separate sheet)

List proposed improvements and utilities and state intention to post performance bond, certified check or to install improvement prior to approval of final plat:

Improvement	Intention
_____	_____
_____	_____
_____	_____
_____	_____

Total area of existing lots(s): \_\_\_\_\_

Total number of new lots created (including the remainder): \_\_\_\_\_

Average new lot size: \_\_\_\_\_

**Variance Only:**

1. Explain the exceptional conditions which would create undue hardship on the applicant if required to comply with the zoning ordinance. State the special reasons which support the granting of the variance. (NOTE: The above questions MUST be answered in detail. Attach statement to this application).

2. Supply a statement of facts showing why relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinances. (NOTE: The above question MUST be answered. Attach statement to this application).

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The undersigned has submitted the accompanied plans, applications (public notice documents can be submitted under separate cover) and other necessary supporting data, and hereby certifies that all information submitted is accurate and complete.

**Applicant's Signature:** \_\_\_\_\_

State of New Jersey, County of \_\_\_\_\_

Sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_.

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A Notary Public of New Jersey

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**STATUS OF TAXES**

Contact the Tax Collector, at least fifteen (15) days prior to the date of submission of application to the Planning and Land Use Office. Submit the certification of taxes paid along with the application.

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**SITE INSPECTION AUTHORIZATION FORM**

I hereby give permission for Sussex Borough Municipal Agencies and their agents to come upon and inspect these premises with respect to this application for \_\_\_\_\_ on Block\_\_\_\_, Lot\_\_\_\_\_.

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**AFFIDAVIT OF OWNERSHIP**

**STATE OF NEW JERSEY**

**COUNTY OF** \_\_\_\_\_

\_\_\_\_\_ of full age, being duly sworn according to law on oath deposes and says, that the deponent resides at \_\_\_\_\_ in the municipality of \_\_\_\_\_, in the County of \_\_\_\_\_ and the State of \_\_\_\_\_, that \_\_\_\_\_ is the owner in fee of all that certain lot, piece or parcel of land situated, lying, and being in the municipality aforesaid, and known and designated as Block \_\_\_\_\_, Lot \_\_\_\_\_.

**Owner’s Signature:** \_\_\_\_\_

Sworn to and subscribed, before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Notary Public of New Jersey

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**AUTHORIZATION**

If anyone other than the above owner is making this application, the following authorization must be executed:

\_\_\_\_\_ is hereby authorized to make the within application.

**Dated:** \_\_\_\_\_ **Owner’s Signature:** \_\_\_\_\_

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**CORPORATION OR PARTNERSHIP FORM**

Applications before the Planning Board/Zoning Board of Adjustment by a Corporation or Partnership for a subdivision of 6 or more lots or 25 or more family units for approval of a site plan or approval of lands for commercial purposes shall list below 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.

Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____

**Please note:** “No Planning Board, Board of Adjustment or Municipal Governing Body shall approve the application of any corporation or partnership which does not comply with the Act” as per N.J.S.A. 40:55D-48.1 et seq. P.L. 1977, Chapter 336, Section 3.

The New Jersey Herald  
2 Spring Street, PO Box 10  
Newton, NJ 07860

**“SAMPLE”  
LEGAL NOTICE**

TAKE NOTICE THAT the undersigned will make application to the Planning Board/Zoning Board of Adjustment of Sussex Borough, New Jersey, so as to be permitted to

\_\_\_\_\_

\_\_\_\_\_

at (Street address) \_\_\_\_\_ with reference to Block \_\_\_\_\_, Lot \_\_\_\_\_ as designated on the Sussex Borough Tax Map. Variance(s) will be requested from the following section(s) of the Sussex Borough Zoning Ordinance: \_\_\_\_\_ and any and all variances or waivers which the Planning Board/Zoning Board may require.

A public hearing will be held on \_\_\_\_\_ at 7:30 PM at the Sussex Borough Municipal Building. All persons interested in said hearing may be heard at the same time and place. All maps and documents for which approval is sought at the hearing shall be on file and available for public inspection at least 10 days before the hearing during the hours of 9:00 AM to 4:00 PM in the Planning and Land Use Office of the Municipal Building located at 2 Main Street, Sussex, NJ.

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

Please forward a copy of the Affidavit of Publication to the Planning and Land Use Office.

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**ZONING BOARD OF ADJUSTMENT/PLANNING BOARD  
PROOF OF PUBLICATION**

**STATE OF NEW JERSEY**  
**COUNTY OF \_\_\_\_\_**

\_\_\_\_\_ of full age, being duly sworn according to law, deposes and says that he/she resides at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, and the State of \_\_\_\_\_, and that he/she is the applicant in a proceeding before the Planning Board/Zoning Board of Adjustment of Sussex Borough, Sussex County, New Jersey, being an application under the Zoning Ordinance, relating to premises located at (Street address) \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_, that notice was given of this proceeding to each and all of the owners of property affected by said application, in the required form, in the manner provided by law on \_\_\_\_\_, 20\_\_\_\_, a true copy of the notice and the names and addresses of those so notified are attached to this affidavit.

**Applicant’s Signature:** \_\_\_\_\_

Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public of the State of \_\_\_\_\_



**SUSSEX BOROUGH, NEW JERSEY**

**SCHEDULE A - GENERAL CHECK LIST**

\_\_\_\_\_ Planning Board      \_\_\_\_\_ Zoning Board of Adjustment

Applicant	File Number
_____ a .	Completed application form: Signed Notarized
_____ b.	Fees paid: Application Review
_____ c.,	Certification of taxes paid to date
_____ d.	Affidavit of ownership. If applicant is not the owner of property, gives ownership approval to making application.
_____ e.	Corporate form. If applicant is a corporation or partnership, 40: 55D-48.1 applies requiring list of owners of at least ten (10) percent.
_____ f.	Affidavit of Service (if notice is required)
_____ 1.	Affidavit of publication
_____ 2.	Copy of notice served to property owners.
_____ 3.	List of property owners within two hundred (200) feet.
_____ 4.	Proof of mailing, submission of dated mailing slips, or affidavit of service.

*SCHEDULE A - General Check List—Con.*

- g. Appropriate number of plats:
  - \_\_\_\_\_ 1. Planning Board - 10
  - \_\_\_\_\_ 2. Zoning Board - 12
- \_\_\_\_\_ h. Plats must be certified, signed and sealed by the appropriate licensed professional. (See specific schedule Check Lists).
- \_\_\_\_\_ i. All plats submitted for approval by either the planning or zoning boards for minor site plan or subdivision, preliminary major site plan or subdivision, final major site plan or subdivision, "a" appeal, "c" variance, "d" variance, "conditional use" and "planning variance", shall include the information required in the specific check list schedule.
- \_\_\_\_\_ j. The Applicant may request a waiver from any of these provisions; however, if a waiver is requested, the Applicant must state in narrative form, the reasons it feels entitled to such waiver.
- \_\_\_\_\_ k. Site inspection form. (Gives permission to inspect property and should be signed by owner).
- l. \*Soil Erosion and Sediment Control:
  - \_\_\_\_\_ 1. Information form for Soil Conservation District.
  - \_\_\_\_\_ 2. Copy of plan and application for approval by Borough.
- \_\_\_\_\_ m. \*Underground utilities notification - proof of submission.
- \_\_\_\_\_ n. \*County and State Agency applications for approval - proof of submission.

*SCHEDULE A - General Check List—Con.*

- \_\_\_\_\_ o. Environmental Impact Statement, if required, for specific application.
- \_\_\_\_\_ p. Names, number of witnesses and their expertise, if any, to appear on behalf of the applicant.

## Notes

- 1 Additional information may be needed such as but not limited to Engineer's reports, Board of Health reports, County approvals, other Departmental reports or various County and State agencies.
2. \*Needed for site plans, minor and major subdivisions and conditional use applications.

**SUSSEX BOROUGH, NEW JERSEY  
SCHEDULE B - MINOR SUBDIVISION CHECK LIST**

<u>Applicant</u>	<u>File Number</u>
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Legible prints of the minor subdivision plat and of the application form shall be submitted to the Secretary of the Sussex Borough Planning Board. Ten (10) copies of the plats and applications, along with the appropriate filing fees and review deposits, shall be submitted in accordance with the approved list of submission dates. All plans so submitted must, according to their content, be prepared and sealed only by a land surveyor licensed by the State of New Jersey. The following are the minimum plat details required for review by the Sussex Borough Planning Board:

- \_\_\_\_\_ a. A key map showing the entire subdivision and its relation to surrounding areas at a scale of one (1) inch equals not more than two thousand (2,000) feet.
- \_\_\_\_\_ b. The plat shall be at a scale of one (1) inch equals not more than two hundred (200) feet to enable the entire tract to be shown on one (1) sheet.
- \_\_\_\_\_ c. Location of that portion which is to be subdivided in relation to the entire tract.
- \_\_\_\_\_ d. The approximate locations of all existing structures within the portion to be subdivided in relation to the entire tract and within two hundred (200) feet thereof.
- \_\_\_\_\_ e. The name and address of the owner of the tract being subdivided, and all adjoining property owners as disclosed by the most recent municipal tax records.

*SCHEDULE B - Minor Subdivision Check List—Con.*

- \_\_\_\_\_ f. Tax map sheet, block and lot numbers.
- \_\_\_\_\_ g. All existing roads abutting the proposed subdivision, with the right-of-way widths and pavement widths indicated.
- \_\_\_\_\_ h. All proposed lot lines, and the existing lot lines to be eliminated.
- \_\_\_\_\_ i. The location and size of all drainage ditches, streams and brooks, and the direction of flow of such streams or brooks in the area to be subdivided or within two hundred (200) feet of the tract being subdivided.
- \_\_\_\_\_ j. The location and width of all existing and proposed driveways in the area to be subdivided.
- \_\_\_\_\_ k. The location and width of all existing utility easements in the area to be subdivided, adjacent to or within two hundred (200) feet thereof.
- \_\_\_\_\_ l. All municipal and County boundaries within five hundred (500) feet of the proposed subdivision.
- \_\_\_\_\_ m. The location of all flood hazard areas as they are delineated on the most current "Flood Hazard Boundary Map", as issued by the Federal Emergency Management Agency, as well as all swamps, intermittent wet lands and standing water bodies.
- \_\_\_\_\_ n. A statement as to whether or not there are areas within the proposed subdivision where the slope exceeds fifteen (15) percent.

*SCHEDULE B - Minor Subdivision Check List—Con.*

- \_\_\_\_\_ o. Certification from the municipal tax collector that all taxes and assessments on the property have been paid to date.
  - \_\_\_\_\_ p. Inclusion of zone district boundaries, if any, on or adjacent to the property to be subdivided, and the identification of those zones.
  - \_\_\_\_\_ q. Soil Erosion and Sediment Control Plan for a minor subdivision if required in accordance with P.L. 1975, Chapter 251. Said plan shall be submitted to the Soil Conservation District of Sussex County in accordance with said statute and approval of the application by the municipal Planning Board shall be conditioned upon certification of the soil erosion and sediment control plan by the District.
  - \_\_\_\_\_ r. Scale of the plat, date of the latest revision, and a north arrow.
  - \_\_\_\_\_ s. Acreage of the entire tract and the area being subdivided.
  - \_\_\_\_\_ t. The number of new lots created.
  - \_\_\_\_\_ u. The name and address of the subdivider, if different from the owner of the tract being subdivided.
  - \_\_\_\_\_ v. The name and address of the land surveyor preparing the plat. The licensed land survey shall also sign and place his/her raised seal on each of the copies of the plat submitted to the municipal Planning Board.
- IS APPLICATION COMPLETE (for Review Committee use)
- \_\_\_\_\_ If incomplete, what sections \_\_\_\_\_

*SCHEDULE B - Minor Subdivision Check List—Con.*

\_\_\_\_\_ If there is a recommendation for waivers,  
what sections \_\_\_\_\_

\_\_\_\_\_ If exempt, for what reasons \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Is review necessary by the Engineer

\_\_\_\_\_ Is review necessary by the Planner

Note: Any other requirements or information  
the reviewing board finds reasonable and  
necessary to make a decision, may be  
requested as additional information.

For completeness, all applications for  
development must also comply with the  
requirements of the General Check List  
—Schedule A.

**SUSSEX BOROUGH, NEW JERSEY****SCHEDULE C - MAJOR SUBDIVISION CHECK LIST**

PRELIMINARY PLAT. The preliminary plat shall be clearly and legibly drawn and reproduced at a scale of one (1) inch equals one hundred (100) feet. The preliminary plat shall be designed and drawn in accordance with N.J.S.A. 13: 40-4.4, which provides: (a) the general location of facilities, site improvements, and lot layouts, to be certified by a licensed architect, engineer, land surveyor or planner; and (b) the design and construction details of all public improvements including street pavements, curbs, sidewalks, sanitary sewage, and storm drainage facilities, to be certified by a licensed engineer only. The preliminary plat shall be designed in compliance with the provisions of section 1811 of the Sussex Borough Ordinances, and shall show or be accompanied by the following:

- \_\_\_\_\_ a. A key map, at a scale of one (1) inch equals four hundred (400) feet, showing the entire subdivision and its relation to the surrounding areas.
- \_\_\_\_\_ b. Indicate proposed use or uses of the land and buildings.
- \_\_\_\_\_ c. Site plans should be presented at a scale no smaller than one inch equals fifty (50) feet, nor larger than one (1) inch equals twenty (20) feet, size of sheets should not exceed thirty-six by twenty-four (36 x 24) inches.



*SCHEDULE C - Major Subdivision Check List—Con.*

- \_\_\_\_\_ d. Sufficient elevations or contours to determine the general slope and natural drainage of the land and the high and low points and tentative cross sections and center line profiles for all proposed new streets, drainage structures, and drainage easements.
- \_\_\_\_\_ e. The location of existing and proposed property lines, streets, buildings, water courses, railroads, bridges, culverts, drain pipes and any natural features such as wooded areas and rock formations.
- \_\_\_\_\_ f. Grading plan showing existing and proposed contours where grading, fill or soil removal is to be done other than for building foundations; and plan for retaining walls and related improvements. Grades shall be shown at two (2) foot contours for slopes in excess of ten (10) percent, with all other grades being shown at one (1) foot contours. Datum of all elevations shall be that of the United States Coast and Geodetic Survey.
- \_\_\_\_\_ g. Location and size of all utility and other easements (example: drainage, site triangles, access).

*SCHEDULE C - Major Subdivision Check List—Con.*

\_\_\_\_\_ h. Plans of proposed utility layouts (sewers, storm drains, water, fire hydrants, gas, electricity, telephone and CATV) showing feasible connections to existing or any proposed utility systems, when an individual water supply or sewage disposal system is proposed, the plan for such system shall be approved by the appropriate local, county or state health agency. When a public sewage disposal system is not available, the developer shall have percolation tests made and submit the results with the preliminary plat.

\_\_\_\_\_ i. A copy of any protective covenants or deed restrictions applying to the land being subdivided.

\_\_\_\_\_ j. Ten (10) copies of signed and sealed plats and applications shall be submitted, along with the appropriate filing fees and review deposits.

IS APPLICATION COMPLETE (for Review Committee use)

\_\_\_\_\_ If incomplete, what sections \_\_\_\_\_

\_\_\_\_\_ If there is a recommendation for waivers, what sections \_\_\_\_\_

\_\_\_\_\_ If exempt, for what reasons \_\_\_\_\_

\_\_\_\_\_ Is review necessary by the Engineer

*SCHEDULE C - Major Subdivision Check List—Con.*

- \_\_\_\_\_ Is review necessary by the Planner
- Note
- Any other requirements for information the reviewing board finds reasonable and necessary to make a decision, may be requested as additional information.
- For completeness, all applications for development must also comply with the requirements of the General Check List - Schedule A.
- FINAL PLAT. The final plat shall be drawn in ink or tracing cloth, or a comparable material, at a scale of not less than one (1) inch equals one hundred (100) feet and in compliance with all provisions of R.S. 46: 239.9, et seq. The final plat shall show or be accompanied by the following information:
- \_\_\_\_\_ a. Date, name and location of subdivision, name of owner, graphic scale and reference meridian.
- \_\_\_\_\_ b. Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines and other site lines, all with accurate dimensions, bearing or deflection angles and radii, arcs and central angles of all curves.
- \_\_\_\_\_ c. The purpose of any easement or land reserved or dedicated to public use shall be designated and the proposed use of sites other than residential shall be noted.
- \_\_\_\_\_ d. Each block shall be numbered and the lots within each block shall be numbered consecutively beginning with the number "1".

*SCHEDULE C - Major Subdivision Check List—Con.*

- \_\_\_\_\_ e. Minimum building setback lines on all lots (and other sites).
- \_\_\_\_\_ f. Location and description of all monuments.
- \_\_\_\_\_ g. Names of owners of property adjoining parcel being subdivided, and shall include the tax block and tax lot numbers of those adjoining properties.
- \_\_\_\_\_ h. Ten (10) copies of signed and sealed plats and applications shall be submitted, along with the appropriate filing fees and review deposits.
- \_\_\_\_\_ i. Certification by a licensed land surveyor as to the accuracy of details on the plat.
- \_\_\_\_\_ j. Affidavit that the applicant is agent or owner of the land or that the owner had given consent under an option agreement.
- \_\_\_\_\_ k. When approval of a plat is required by an officer or body of the Borough, County or State, approval shall be certified on the plat.
- \_\_\_\_\_ l. A letter from the Borough Planning Board Engineer, indicating approval of roads or streets installed or bonded for, in accordance with the approved preliminary major subdivision plat.
- \_\_\_\_\_ m. Certification, in letter form, from the Borough Tax Collector, that all taxes on the property in question have been paid to date.
- \_\_\_\_\_ n. Applicant shall comply with all of the appropriate and applicable paragraphs of subsection 18-10.3, regarding performance guarantees and maintenance bonds.

IS APPLICATION COMPLETE (for Review Committee use)

*SCHEDULE C - Major Subdivision Check List—Con.*

\_\_\_\_\_ If incomplete, what sections \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ If there is a recommendation for waivers,  
what sections \_\_\_\_\_

\_\_\_\_\_ If exempt, for what reasons \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Is review necessary by the Engineer

\_\_\_\_\_ Is review necessary by the Planner

Note

Any other requirements or information for reviewing board finds reasonable and necessary to make a decision, may be requested as additional informations.

For completeness, all applications for development must also comply with the requirements of the General Check List - Schedule A.

**SUSSEX BOROUGH, NEW JERSEY**

**SCHEDULE D - SITE PLAN CHECK LIST**

\_\_\_\_\_ Planning Board      \_\_\_\_\_ Zoning Board of Adjustment

Applicant	File Number

**PRELIMINARY SITE PLAN DETAIL.** Site plan details are primarily for the use of the municipal agency to establish criteria required to make decisions and recommendations. The following documents shall be provided for a preliminary site plan review. In some circumstances, additional information beyond these may be required of the applicant. If so, these should be carefully indicated by the municipal agency as early in the proceedings as possible for the orderly presentation of the application or approval. Surveys, the general plan, grading and utility plans, landscaping plans, architectural plans and elevations may be indicated on separate drawings and documents.

- \_\_\_\_\_ a. Give title, key map location of development and the name and address of record owner and/or development plan.
- \_\_\_\_\_ b. Indicate proposed use or uses of the land and buildings.
- \_\_\_\_\_ c. Site plans should be presented at a scale no smaller than one (1) inch equals fifty (50) feet, nor larger than one (1) inch equals twenty (20) feet, size of sheets should not exceed thirty-six by twenty-four (36 x 24) inches.
- \_\_\_\_\_ d. Scale and graphic scale.
- \_\_\_\_\_ e. North arrow, in same direction on all sheets.

*SCHEDULE D - Site Plan Check List—Con.*

- \_\_\_\_\_ f. Submit survey of the property prepared by a licensed surveyor of New Jersey, showing boundaries of properties, line of all existing streets and roads, easements, rights-of-way and areas dedicated to public use within two hundred (200) feet of the property.
- \_\_\_\_\_ g. Show existing and proposed buildings with dimensions showing, with first floor elevation, present and finished grade elevations at all corners and entrances. Present buildings and structures to be removed are to be indicated.
- \_\_\_\_\_ h. Submit topographic map to delineate existing contours at two (2) foot intervals, up to ten (10) feet beyond property lines, as well as proposed grading and contours, wooded areas, trees (where six (6) inches or greater in diameter), flood plains, ponds, streams and drainage ditches, etc.
- \_\_\_\_\_ i. Indicate the location of all existing and proposed structures, i.e. walls, fences, culverts, bridges, roadways, etc., with grade elevations for each structure.
- \_\_\_\_\_ j. Indicate existing zones of the development site and of any different zones within two hundred (200) feet of the property.
- \_\_\_\_\_ k. The distance of the property line (measured along the center-line of existing streets abutting the property) to the nearest intersection.
- \_\_\_\_\_ l. Show the boundaries of the property, buildings and setback lines, lines of existing streets, lots, reservations, easements and areas dedicated to public use.

*SCHEDULE D - Site Plan Check List--Con.*

- \_\_\_\_\_ m. Indicate locations of all utility structures and lines, existing and proposed storm water drainage on-site and on-tract and from buildings and structures, as well as telephone, power and light, water, hydrant locations, sewer, gas, etc. , whether privately or publicly owned, with manholes, inlets, pipe sizes, grades, inverts and directions of flow.
- \_\_\_\_\_ n. Show location, size and nature of the entire lot or lots in question; of contiguous lots owned by the applicant or owner of record, or in which the applicant has a direct interest even though only a portion of the entire property is involved in site plan development. Provide on a key map, if necessary.
- \_\_\_\_\_ o. Show all proposed easements and public and community areas.
- \_\_\_\_\_ p. Indicate all means of vehicular ingress and egress to and from the site onto public streets, showing the size and location of driveways, curb cuts and curbing, sign lines and radii.
- \_\_\_\_\_ q. Show location and design of off-street parking areas, showing their size, and the locations of internal circulation, traffic patterns, parking space, aisles, driveways, curbing, barriers and wearing surface finished and construction, all of which shall conform to the requirements of section 21-14.
- \_\_\_\_\_ r. Show location, arrangement and dimensions of truck loading and unloading platforms and docks.



*SCHEDULE D - Site Plan Check List—Con.*

- \_\_\_\_\_ s. Indicate provisions for refuse and garbage disposal. Insure that areas are not exposed to view, are unpolluting, covered from weather and are secure from vandalism.
- \_\_\_\_\_ t. Show provisions for screening storage of equipment, attached or separate from buildings.
- \_\_\_\_\_ u. Indicate all existing or proposed exterior lighting (free-standing and/or on building) for size, nature of constructions, lumens, heights, area and direction of illumination, foot candles produced, as well as time controls proposed for outdoor lighting and display.
- \_\_\_\_\_ v. Note all existing and proposed signs and their sizes; nature of construction and location, height and orientation, including all identification signs, traffic directional signs and arrows, free-standing and facade signs and time control for outdoor lighting and display.
- \_\_\_\_\_ w. Indicate locations, dimensions and construction of off-site sidewalks, on-site exits, walks and sidewalks. Provision should be made for pedestrian safety, access ways and, where necessary, a bicycle system and racking.
- \_\_\_\_\_ x. Show proposed screening, green areas, landscaping and fencing, including a planting plan and schedule (sizes, types, number), prepared by a qualified landscape architect or landscape engineer.

*SCHEDULE D - Site Plan Check List—Con.*

- \_\_\_\_\_ y . Show improvements to adjoining streets and roads, and traffic control devices necessary in streets or highways. Acceleration and deceleration lanes, paving, land dedication or acquisition for roads should be shown.
- \_\_\_\_\_ z. Copies of any covenants and deed restrictions intended to cover any of the development site should be submitted.
- \_\_\_\_\_ aa. Submit elevations, sketches, renderings, or pictures of any new buildings or structures.
- \_\_\_\_\_ bb. Preliminary architectural floor plans and elevations should be submitted, with the name, address, professional number and seal of the architect.
- \_\_\_\_\_ cc. Supply appropriate places for signature and date of approval of the chairman and secretary of the municipal agency and the municipal engineer.
- \_\_\_\_\_ dd. In fire prevention, consideration must be shown for service lines, hydrants, siamese connections, automatic sprinkler systems, fire zones, "no parking" fire zones and pavement and wall signs.
- \_\_\_\_\_ ee. Show dimensions of all of the above on the site plan so that scaling will not be necessary.

*SCHEDULE D - Site Plan Check List—Con.*

- \_\_\_\_\_ ff. Environmental Impact Statement, in accordance with subsection 21-10.1 through subsection 21-10.11.

The following are criteria to be evaluated in an environmental impact statement for a development proposal:

1. Description of development
2. Sewage facilities
3. Water supply
4. Drainage
5. Solid waste disposal
6. Air pollution
7. Critical impact areas: stream corridors, streams, wetlands, estuaries, slopes greater than twenty (20) percent, highly acid or highly erodible soils, areas of high water table, and mature stands of native vegetation, and aquifer recharge and discharge areas.
8. Traffic
9. Social/economic
10. Aesthetics
11. Architecturally, historically or archeologically significant resources.

- \_\_\_\_\_ gg. Ten (10) copies of plats, signed and sealed by a licensed engineer or architect, and ten (10) copies of the completed application forms shall be submitted along with the appropriate filing fees and review deposits.

IS APPLICATION COMPLETE (for Review Committee use)



**SCHEDULE E - APPEALS, INTERPRETATIONS,  
SPECIAL QUESTIONS, VARIANCES AND  
CONDITIONAL USES CHECK LIST**

\_\_\_\_\_ Planning Board      \_\_\_\_\_ Zoning Board of Adjustment

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
File Number

**REQUIREMENTS FOR COMPLETE APPLICATION FOR A  
VARIANCE.**

When applying for a variance, the applicant shall comply with the following requirements:

- \_\_\_\_\_ a. Furnish proof of compliance with the Sussex Borough Land Use Ordinance and N.J.S.A. 40:55D-12 regarding notice and publication of the application.
- \_\_\_\_\_ b. A complete application form for the application as approved by the rules and regulations of the Planning Board or the Zoning Board of Adjustment of the Borough of Sussex. The application form shall be filled out completely, and where necessary, supplemented by additional information in order to make it clear to the appropriate Board what relief is being sought and accompanied by the appropriate filing fees and review deposits.
- \_\_\_\_\_ c. The applicant shall file with the application at least one (1) photograph of the subject premises depicting the area for which a variance is being sought.

*SCHEDULE E - Appeals, Interpretations, Special Questions, Variances and Conditional Uses Check List—Con.*

- \_\_\_\_\_ d. The applicant shall file with the application, twelve (12) certified and sealed copies of a plot plan or survey, prepared to scale, on a scale not less than one (1) inch equals fifty (50) feet. The plot plan or survey shall contain the following information:
- \_\_\_\_\_ 1. All structures within two hundred (200) feet of the property which is the subject of the application.
- \_\_\_\_\_ 2. North Point.
- \_\_\_\_\_ 3. Dimensions of lot lines and structures.
- \_\_\_\_\_ 4. Lot area, in total square feet, or acreage to the nearest hundredth (e.g. 13.67).
- \_\_\_\_\_ 5. Title Block containing tax block and lot numbers, revision lines should be in vertical lines along the left of the Title Block.
- \_\_\_\_\_ 6. Zoning district(s).
- \_\_\_\_\_ 7. Names of the road or roads on which the lot fronts.
- \_\_\_\_\_ 8. Easements and rights-of-way, if any.
- \_\_\_\_\_ 9. Location and direction of flow of streams, if any.
- \_\_\_\_\_ 10. Location of all existing structures on subject premises and distances from lot lines.
- \_\_\_\_\_ 11. Location of the proposed structure or change, showing the front and rear and side yard dimensions.

*SCHEDULE E - Appeals, Interpretations, Special Questions, Variances and Conditional Uses Check List—Con.*

- \_\_\_\_\_ 12. Building area allowed - (draw lines showing required front, rear and side yard dimensions).
- \_\_\_\_\_ 13. Location arrangement and dimensions of parking area, driveway or service areas.
- \_\_\_\_\_ 14. Names of adjoining property owners.
- \_\_\_\_\_ 15. Location of all buildings on all adjoining properties (including all setbacks).
- \_\_\_\_\_ 16. Description of the general topography of the land.
- \_\_\_\_\_ 17. Proposed location of wells and septic on lot.
- \_\_\_\_\_ 18. Such other pertinent information as is required in any pertinent section of the Sussex Borough Zoning Ordinance governing the application.
- \_\_\_\_\_ 19. The plot plan for a single-family residence shall be prepared, certified and sealed by a licensed land surveyor. For plans other than single-family, the site plan shall be prepared by a licensed professional engineer, architect or land surveyor as required by law.
- \_\_\_\_\_ 20. A key map showing:
  - \_\_\_\_\_ (a) The entire tract clearly delineated by cross-hatching, shading or other appropriate means, distinguishing it from adjoining lands.
  - \_\_\_\_\_ (b) Adjoining properties.

*SCHEDULE E - Appeals, Interpretations, Special Questions, Variances and Conditional Uses Check List—Con.*

- \_\_\_\_\_ (c) The tax map lot and block designation of the subject premises and of adjoining lands.
- \_\_\_\_\_ (d) The street on which the subject premises is located including state or county route number.
- \_\_\_\_\_ (e) The scale of the key map portion of the plat shall be not less than one (1) inch = four hundred (400) feet.
- \_\_\_\_\_ (f) Reference meridian.
- \_\_\_\_\_ e. The applicant shall file with the application, a statement complying with the provisions of N.J.S.A. 40: 55D-48.1 and/or 48.2 (statement of ownership, interest, interest of corporation or partnership).
- \_\_\_\_\_ f. Affidavit of ownership shall be filed with the application.
- \_\_\_\_\_ g. The applicant shall file with the application, a proposed form of notice to be published in the newspaper and to adjoining land owners in accordance with N.J.S.A. 40: 55D- 12. The notice shall state the lot and block numbers of the property, the specific use or uses proposed, the variances being sought so far as known, together with the numbers of the ordinances from which the variances are sought, stating the time and place of hearing and the date after which the application may be inspected and other approvals sought (e.g. site plan, conditional use, subdivision, appeals, interpretations, etc.)



*SCHEDULE E - Appeals, Interpretations, Special Questions, Variances and Conditional Uses Check List—Con.*

- \_\_\_\_\_ h. In the event an applicant submits a revised application or a revised form of any document for which an approval is sought or a revision to a document is required to be made by the reviewing municipal agency, the applicant shall submit, in writing, with the revision or revised document, a detailed description of the revisions made including their page numbers or other location in the document and an affidavit stating that this is a complete list of the revisions made and that no other revisions have been made since (insert date), date of last revision.
- \_\_\_\_\_ i. Applications for variances and conditional uses shall include four (4) sealed detailed architectural plans sealed by a licensed architect for the proposed building(s).

Notes

For completeness, all applications referred to in this section must also comply with the requirements of the General Check List - Schedule A.

Any other requirements or information the reviewing board finds reasonable and necessary to make a decision, may be requested as additional information.