

Borough of South Plainfield
Planning Board and Zoning Board of Adjustment
2480 Plainfield Avenue
South Plainfield, NJ 07080
P – 732-215-6383

Board meetings are held at Borough Hall – 2480 Plainfield Avenue at 7 pm.

Zoning Board of Adjustment meets - 1st and 3rd Tuesday of the month.

Planning Board meets – 2nd and 4th Tuesday of the month.

****There are certain months this may not apply due to holidays, scheduling issues, etc.****

INSTRUCTIONS TO APPLICANT

1. All business entities - corporation, companies, limited liability company, etc. - **MUST** be represented by an attorney.
2. ALL APPLICANTS must complete pages 1 through 10.
3. *Certified List of Property Owners Request* (page 11) – is required to be completed and submitted to the Zoning Office along with payment of \$10 per individual Block (cash or check made payable to Borough of South Plainfield). The Certified List of Property Owners list is to be submitted along with the completed application (pages 1-10). The list cannot be older than six (6) months.
4. *Certification of Paid Taxes* (page 13) – is required to be completed and submitted to the Zoning Office along with payment of \$10 per individual Block and Lot (cash or check made payable to Borough of South Plainfield). Please provide a self-addressed stamped envelope with your request. The *Certification of Paid Taxes* showing that taxes are paid to date is to be submitted along with the completed application (pages 1-10).
5. Request for Taxpayer Identification Number and Certification (W-9) – is required to be completed, signed, and submitted along with the completed application (pages 1-10).
6. Depending on the purpose of application, the following Appendices may be required:
 - a. APPENDIX A - Subdivision Checklist.
 - b. APPENDIX B - Site Plan Checklist. (*Required for Use Variance.*)
 - c. APPENDIX C - Variance Checklist. (*Required for Use Variance.*)
7. Once the application is received including items listed (plans, survey, deeds, easements, etc.), within the application and checklist(s), fees and escrow will be calculated. The person(s) indicated on the application to receive all related correspondence will be notified of the amounts. The fees and escrow are established by ordinance which may be viewed on the eCode link on the Borough's website. If the applicant chooses to calculate fees and escrow and the amounts are incorrect, the person(s) indicated on the application will be notified with the correct amount. On the occasion that escrow is depleted, escrow replenishment is due 30 days from the invoice date. Late or nonpayment may result in stop work on professional services.

****Please Note: Fees are NOT refundable. Unused escrow will be returned.**

INSTRUCTIONS TO APPLICANT

8. Once the fees and escrow are received, the entire application will be forwarded to the Borough's seven (7) professionals (Board Engineer, Board Planner, Board Attorney, Traffic Safety Advisory Committee, Bureau of Fire Prevention, Environmental Commission and Middlesex County Health Department) for review.

Upon the Board Engineers' review, the person(s) indicated on the application to receive all related correspondence will receive a 'Letter of Completeness'. This letter will indicate if any modifications or additional information is required by Engineering. Once the Engineer is satisfied, the application is deemed **COMPLETE** **and** all Professional Reviews have been received, the person(s) indicated to receive all related correspondence will receive a copy of the Professional Reviews along with a list of available dates for an upcoming public hearing.

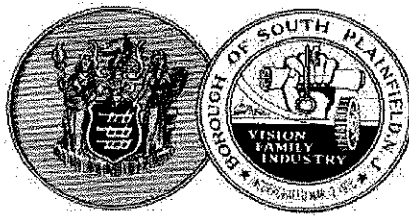
****Please note: There may be items on the Professional Reviews that need to be addressed prior to receiving a hearing date, before the public hearing and/or during the public hearing.**

9. Once a hearing date is established, the applicant is required to place a:
 - a. NOTICE OF HEARING in one (1) of the Borough's official newspapers (South Plainfield Observer, The Star Ledger, The Courier News) at least ten (10) days prior to the scheduled hearing date pursuant to N.J.S.A. 40:55D-12. There will be separate fee established by the newspaper.
 - b. A NOTICE OF HEARING FOR OWNERS WITHIN 200 FEET is required to be mailed at least ten (10) days prior to your scheduled hearing (pursuant to N.J.S.A. 40:55D-12) by Certified Mail (white slips) to all property owners within 200 feet of the subject property that is listed on the signed and dated copy of the *Certified List of Property Owners*. The Certified Mail (white slips) with the recipient's name, address and the Post Office stamp shows proof of mailing.
10. The Affidavit Proof of Publication from the newspaper, Certified Mail (white slips) and the Certified 200 Foot Name List **MUST** be submitted at least 5 days prior to the hearing date **and** sent via email to the Board Secretary.
11. After the hearing(s) a Resolution will be drafted and memorialized (adopted) at the next possible meeting date. If this is a bifurcated application, a Resolution will be drafted after the final hearing regarding that portion of the application (use variance hearing then site plan hearing, etc.). Once the Resolution is memorialized (adopted), the Board Secretary will publish the outcome of the hearing in the South Plainfield Observer. From the date of the publication, there is a forty-five (45) day appeal period. Applicants who proceed or act on the Resolution during the appeal period, do so at their own risk.

****Please Note: The Resolution(s) are required to be submitted along with the Building Permits.**

12. **SITE PLAN:** Once all modifications on plans are complete - including Professionals reviews and items discussed at the hearing - a minimum of six (6) sets of plans are to be submitted for final review. If the Board Engineer is satisfied with the final revisions of the plans, those plans will be signed by the Board Engineer, Board Chairman and Board Secretary. Please be aware that **ONLY** three (3) sets of plans are returned to the applicant. Therefore, if the applicant requires additional copies, please include them along with the minimum of six (6) sets of plans.

****Please Note: The Building Department will require two (2) signed (by the Board) sets of plans when applying for Building Permits.**



BOROUGH OF SOUTH PLAINFIELD

Planning and Zoning Board of Adjustments

2480 Plainfield Avenue

South Plainfield, NJ 07080

732-215-6383

PLANNING BOARD AND ZONING BOARD OF ADJUSTMENT APPLICATION

	<u>Provided</u>	<u>Not Provided</u>	<u>Not Applicable</u>	<u>Waiver</u>
1. One (1) original and eleven (11) completed copies of this application form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Twelve (12) folded, signed and sealed copies of site and/or subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Three (3) copies of the Property Survey prepared, signed and sealed by a licensed NJ Surveyor. (Not less than five (5) years old.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Detailed letter describing the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Owner's authorization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Disclosure of Stockholders / Partners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Disclosure of Political Contributions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Traffic Impact Statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Environmental Impact Statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Storm Water Management Plan / Drainage calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Recycling Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Waiver of Requirement(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Two (2) copies of any easements, covenants, deed restrictions, court decisions or Board decisions affecting the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Certified list of property owners within 200 feet of the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Certification of paid taxes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. W-9 form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Appendix A - Subdivision Checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Appendix B - Site Plan Checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Appendix C - Variance Checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Application fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Escrow fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



BOROUGH OF SOUTH PLAINFIELD
Planning Board and Board of Adjustment Application

OFFICE USE ONLY		
Application #: _____	Application Fee: _____	Received: _____
Date Received: _____	Escrow Fee: _____	Received: _____
Deemed: <input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	Initials: _____

CHECK AS MANY AS APPLY:

_____ Minor Site Plan	_____ Bulk Variance
_____ Preliminary Site Plan	_____ Use Variance
_____ Final Site Plan	_____ Conditional Use
_____ Sketch Plat	_____ Informal Review
_____ Minor Subdivision	_____ Appeal of Administrative Officer
_____ Preliminary Major Subdivision	_____ Interpretation
_____ Final Major Subdivision	_____ Extension of Time

SUBJECT PROPERTY:

Location: _____

Block: _____ Lot(s): _____

Zone: _____

PRESENT USE OF PROPERTY:

PROPOSED USE OF PROPERTY:

SITE INFORMATION

Subdivisions:**Existing****Proposed**

Number of Lots:

Number of dwelling units:

Lot Line Elimination:

Lot Line Elimination:

☐ Yes☐ No**Easements:**

List any existing or proposed deed restriction or covenants associated with the property.
(Please attach copy.)

Previous approvals and appeals:

List any previous approvals and / or appeals associated with the property.
(Please attach copy.)

Variances:**Existing****Proposed***Bulk Variances*

Lot Area

Lot Width

Lot Depth

Height

Front Yard Setback

Side Yard Setback (one side)

Side Yard Setback (both sides)

Rear Yard Setback

Height (<10% of maximum permitted)

Building Coverage

Parking

Other

Waivers:

List any waivers being requested:

List any design waivers being requested:

List any design waivers or exceptions from Residential Site Improvements Standards being requested:

Reviews and Interpretations

(Please attach documentation.)

- ☐ Review of action or determination by the Zoning Officer.
- ☐ Interpretation of a portion of the Borough of South Plainfield Zoning Ordinance.

Extension of Time

Date of expiration of approval: _____

Length of extension requesting: _____

Has the zoning for the property changed since the original approval was granted?

☐ No ☐ Yes Describe the changes. _____

Reason for requesting extension: _____

APPLICANT'S INFORMATION

Name: _____
Firm Name: _____
Contact Name: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____
Mailing Address: _____
City, State and Zip: _____

Applicant is a: ☐ Corporation (submit Disclosure Statement)
☐ Partnership (submit Disclosure Statement)
☐ Limited Liability Company (submit Disclosure Statement)
☐ Individual

OWNER'S INFORMATION

Name: _____
Firm Name: _____
Contact Name: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____
Mailing Address: _____
City, State and Zip: _____

ATTORNEY'S INFORMATION

Name: _____
Firm Name: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____
Mailing Address: _____
City, State and Zip: _____

ARCHITECT'S INFORMATION

Name: _____
Firm Name: _____
License Number: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____
Mailing Address: _____
City, State and Zip: _____

ENGINEER'S INFORMATION

Name: _____
Firm Name: _____
License Number: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____
Mailing Address: _____
City, State and Zip: _____

PLANNER'S INFORMATION

Name: _____
Firm Name: _____
License Number: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____
Mailing Address: _____
City, State and Zip: _____

SURVEYOR'S INFORMATION

Name: _____
Firm Name: _____
License Number: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____
Mailing Address: _____
City, State and Zip: _____

PERSON(S) TO RECEIVE ALL RELATED CORRESPONDENCE:

- | | |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> Applicant | <input type="checkbox"/> Architect |
| <input type="checkbox"/> Owner | <input type="checkbox"/> Engineer |
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Planner |

List any other expert who will submit a report or who will testify for the applicant.
(Attach additional sheets as may be necessary.)

PROPERTY OWNER'S AUTHORIZATION

Property Location: _____
(Street Address and Tax Map Reference)

I certify that I am the OWNER of the property which is the subject of this application, and I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

Signature of owner or duly authorized representative

Date

(If the owner is a corporation this must be signed by the authorized corporate office. If the owner is a partnership, this must be signed by a general partner.)

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

NOTARY PUBLIC

DISCLOSURE OF POLITICAL CONTRIBUTIONS

Pursuant to Ordinance #1790, all applicants and their professionals appearing before the planning Board or Zoning Board of Adjustment of the Borough of South Plainfield are required to disclose all contributions within the past one (1) year prior to signing this disclosure, to any entity designated and organized as a political organization, as described in the Ordinance. Indicate "NONE" if no contributions are being declared.

****PLEASE submit one (1) form for each professional****
(i.e. Planners, Engineers, Attorneys, etc.)

Name of Political Organization	Date of Contribution	Amount of Contribution	Type of Contribution (i.e. Cash, Check, Loan, In Kind)

This certification is submitted to the Borough of South Plainfield with knowledge that the Borough is relying on the truth of the statements contained herein.

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Sign: _____

Print Name: _____

Date: _____

WAIVER OF REQUIREMENTS

****PLEASE USE ONE (1) FORM FOR EACH REQUEST****

It is hereby requested that: _____
(Name of Applicant)

Be granted a Waiver of Planning Requirements pursuant to NJS 40:55D-10.3.

Applicant respectfully submits that literal enforcement of the following provisions is impractical and will exact undue hardship because of the particular conditions pertaining to the land in question.

Please specify.

Reason for request:

Signature of applicant or duly authorized representative

Date

CERTIFIED LIST OF PROPERTY OWNERS REQUEST

1. Requests must be made in writing.
2. Subject property must be identified by *Block, Lot* and *Street Address*.
3. Cost - \$10.00. Make check payable to the **Borough of South Plainfield**.
4. Each property owner included on the list must be notified at the address indicated, including each Public Utility listed on the accompanying Utilities Addendum.
5. New Jersey State Law allows seven (7) business days for processing these requests.
6. If an adjoining municipality contains property within 200 feet of the subject property, a certified list of property owners must be obtained from the adjoining municipality and those owners notified. **Adjoining Municipality List must be submitted to the Borough of South Plainfield prior to be deemed complete.**

List the block and lot of all properties subject to your development review application.

If your property contains multiple lots, list each lot separately.

If your property has more than five (5) lots, list the additional lots on the next line.

If your property is on multiple blocks, use separate lines for each block.

Applicant: _____

Address: _____

City, State, Zip: _____

Telephone: Home: _____ Cell: _____

Email: _____

Address	Block	Lot	Lot	Lot	Lot	Lot
Example: 123 Main Street	123	12.03	12.05	12.07	12.09	12.11

Utilities Addendum

The following list is being supplied to the applicants as an accommodation and represents those public utility entities and/or companies and cable television companies known to the municipality. It is not being submitted nor should it be interpreted as a complete list of entities required to receive notice pursuant to the Municipal Land Use Law, which may require title searches to uncover. The applicant who relies upon this list to fulfill the notice requirements of the Municipal Land Use Law does so at their own risk.

Comcast Cable
2345 US Highway 22 Center
Union, NJ 07083

Elizabethtown Water Company
1341 North Avenue
Plainfield, NJ 07062

Conrail Corporation
2001 Market Street
Law Department, 16th Floor
Philadelphia, PA 19103

Public Service Electric & Gas Co.
Manager-Corporate Properties
80 Park Plaza T6B
Newark, NJ 07102

County Roads:
Middlesex County Clerks Office
75 Bayard Street, 4th Floor
New Brunswick, NJ 08901

Highway 287:
NJ Department of Transportation
1035 Parkway Avenue
Trenton, NJ 08625

Plainfield Area Regional Sewage Authority
200 Clay Avenue
Middlesex, NJ 08846

Piscataway Township Sewer
455 Hoes Lane
Piscataway, NJ 08854

South Plainfield Sewer Utility
2480 Plainfield Avenue
South Plainfield, NJ 07080

Texas Eastern Gas Pipeline
5400 Westheimer Court
Houston, TX 77056

NJ American Water
One Rolland Drive
Somerville, NJ 08876

Buckeye Partners, LP
Five TEK Park
9999 Hamilton Boulevard
Breinigsville, PA 18031

MCI Worldcom Network Service
Attn: National Support/Investigations
Dept 2855 Loc 642
2250 Lakeside Boulevard
Richardson, TX 76082

Sunoco Pipeline LP
Right of Way Department
Montello Complex
525 Fritztown Road
Sinking Spring, PA 19608



BOROUGH OF SOUTH PLAINFIELD

2480 Plainfield Avenue
South Plainfield, NJ 07080

CERTIFICATION OF PAID TAXES

Applicant	
Address	
City, State, Zip	
Telephone #	

Address	Block	Lot

This will certify that all taxes on the above referenced property have been paid to date and that there are no outstanding assessments for local improvements.

Quarter(s)

Is subject property tax exempt? ☐ Yes ☐ No

Kimberly Clifford, Tax Collector

Date

**Please submit a separate check payable to the Borough of South Plainfield
in the amount of \$10.00 per property.**

Should you have any questions regarding property taxes, please contact
Kimberly Clifford at 908-226-7613.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

APPENDIX A

SUBDIVISION CHECKLIST

Applicant _____ Date: _____

Owner: _____

Project Location: _____

Block: _____ Lot: _____ Zone: _____

Project Name: _____

Engineer: _____

- ☐ A. Two (2) copies of application form: One (1) Original – One (1) Copy.
- ☐ B. Application fees and taxes paid.
- ☐ C. Twelve (12) copies of site plan.
- ☐ D. Size of map: 8 1/2" X 14" or 15" X 21" or 24" X 36" folded not rolled.

GENERAL INFORMATION TO BE INDICATED ON THE SUBDIVISION PLAN

- ☐ E. Name and license number of Engineer / Architect with documents sealed with raised seal, original date and revision dates of drawings.
- ☐ F. Project identification, name and address of owner and name and address of applicant.
- ☐ G. Owner's certificate of concurrence with the plan "*I hereby certify that I am owner of record of the site herein depicted and that I concur with the plan.*" Must be signed by the proper authority.
- ☐ H. The name and address of the owners of all properties within 200' of the boundaries of the development, as shown by the most recent tax records of all municipalities in which such properties shall lie.
- ☐ I. Site data schedule showing:
 1. A key map of the site not smaller than 1" – 1,000' with reference to surrounding areas, zoning district(s) and existing street locations within 1,000'.
 2. Zoning schedule (required and proposed).
 3. Proposed use.
 4. Total site area to be subdivided in acres (thousands of an acre) and square feet.
 5. Dimensions and area in acres and square feet of each lot to be created.
 6. Proposed building data: height; setbacks; front, side and rear yard distances. Also, show the dimensions on the plan.

THE SUBDIVISION SHOULD BE ACCOMPANIED BY THE FOLLOWING EXHIBITS

- ☐ J. Architectural building elevations, project signs.
- ☐ K. Required legend on subdivision for endorsement by Board and Borough Officials.
- ☐ L. Written description of a request for hardship variance, conditional use or specific permit. The applicant will need to submit a form or waiver.

APPENDIX A

SUBDIVISION CHECKLIST

- ☐ M. Environmental Impact Statement (EIS) or waiver request.
- ☐ N. Written document of request to waive submission of any required subdivision elements. The applicant must document why a waiver of required elements or exhibits is in the public interest, consistent with the Master Plan, the overall intent of the land use ordinance, and good development practice.

***NOTE:** *An application is complete with a waiver request, then review period begins.*

- ☐ O. Additional information and data required by the Planning Board as the result of hearings on the application.

FOR PRELIMINARY SUBDIVISION

- ☐ P. Proof in the form of letters of transmittal that a copy of the application was sent to Middlesex County Planning Board; adjacent municipality if property is within 200 feet; New Jersey Department of Environmental Protection if stream encroachment or wetlands permit is needed or sewer extension required: Plainfield Area Regional Sewage Authority and / or Piscataway Township Sewer and / or South Plainfield Sewer Utility; New Jersey American Water Company or Middlesex Water Company.

FOR FINAL SUBDIVISION

***NOTE:** *Not needed for completeness, but needed for final approval – Letters Q-X.*

- ☐ Q. All conditions of Preliminary Subdivision Approval have been satisfied.
- ☐ R. Borough Tax Assessor for lot numbers.
- ☐ S. Freehold Soil Conservation Service – Soil Erosion Prevention Plan Approval.
- ☐ T. New Jersey Department of Environmental Protection approvals including but not limited to:
 - 1. Sanitary Sewer Extension Permits.
 - 2. Potable Water Works Permits.
 - 3. Freshwater Wetlands Letter of Interpretation.
 - 4. Freshwater Wetlands Transitional Area Waiver.
 - 5. Authorization for Freshwater Wetlands Statewide General Permits.
 - 6. Stream Encroachment Permits.
- ☐ U. All conditions of Middlesex County Planning Board final approval met.
- ☐ V. Special approvals (utilities, etc.).
- ☐ W. All easements, dedications necessary to implement the plan.
- ☐ X. Filed Map as per New Jersey Map Filing Law or deeds.

Person Preparing Check List: _____ Date: _____

APPENDIX A

SUBDIVISION CHECKLIST

SUBDIVISION PLAN SHOULD CONTAIN THE FOLLOWING BASIC DATA

- ☐ 1. Scale not to exceed 1" = 50'; north arrow with reference; block(s); lot(s); tax map number(s).
- ☐ 2. Survey prepared by a New Jersey Licensed Surveyor – no more than five (5) years old.
- ☐ 3. Property line dimensions showing boundaries of the property existing and proposed, buildings setback lines, easements and area dedicated to public use, existing and proposed easements, covenants or deed restrictions, water courses and rights-of-way in feet and decimals of a foot and bearings in degree, minutes and seconds.
- ☐ 4. Location of all existing buildings and structures (e.g. walls, fences, culverts), streets, driveways, entrances and exits on the site and within 200 feet thereof. Structures to be removed are to be indicated by dashed lines.
- ☐ 5. Right-of-way widths of existing and proposed roads from the centerline. Pavement width measurements. Distances to the nearest intersections with other public streets. Plan and profiles of all existing and proposed streets and utilities.
- ☐ 6. Location and dimensions of all proposed buildings and structures, roads, driveways, parking areas, etc.
- ☐ 7. All existing physical features on the site and within 200 feet thereof, including streams, watercourses, flood plans, existing woodlands, existing trees six inches (6") in diameter as measured three feet (3') above grade and significant soil and hydrological conditions such as wetland, cliff, rock, outcroppings, and water flows.
- ☐ 8. Topography showing spot elevations, high and low points, existing and proposed contours at one foot (1') intervals extending 200 feet off-site based on New Jersey Geodetic Control Survey Datum. First floor elevation of all proposed buildings or other structures, also the elevation of the finished grade at each corner of all structures.
- ☐ 9. Hydrant locations, fire suppression system, public water, size of pipe, flow and pressure data.
- ☐ 10. Location and design of existing and proposed storm water systems, sanitary waste disposal systems, potable water supply.
- ☐ 11. Location and type of utilities present including electric, gas, telephone, cable television, sanitary sewers, storm sewers and water lines. All proposed new utilities installed shall be underground.
- ☐ 12. Improvements, such as roads, driveways, curbs, bumpers, sidewalks, sewers and utilities shall be indicated with profile and plan views, design and construction details and dimensions.
- ☐ 13. Location and design of off-tract improvements necessitated by the proposed development.
- ☐ 14. Landscaping and buffering plan prepared by a CLA identifying existing and proposed trees, shrubs, bushes, ground cover and natural features such as boulders and rock outcroppings. Indicate botanical and common names of plants and trees, dimensions at time of planting. Buffer areas should include location of landscape screening, fencing of berms – provide details.
- ☐ 15. Specify on landscape plan the quantity, size and type of proposed landscaping.
- ☐ 16. Street trees planted at SPECIFIED intervals – usually forty feet (40') on center.
- ☐ 17. Indicate on the landscape plan, existing and proposed fences, their heights, type and other details. All retaining walls and their details.
- ☐ 18. Storm water runoff control plan.
 - a. Percent of impervious coverage.
 - b. Grading plan, including spot elevations. Include adjacent property where drainage may impact.
 - c. Runoff computations for pre-developed and proposed conditions.

APPENDIX A

SUBDIVISION CHECKLIST

- d. Size, slope, direction of flow, top of curb and grate elevation of structures, invert elevations of all existing and proposed storm drains, drainage ditches, watercourses – fifty foot (50') cross-sections for wales, ditches and channels.
 - e. Roof leader size and discharge locations.
 - f. Location, capacity, outlet details, typical section through basin calculations for storage capacity, inflow and outflow hydro graph for storm water detention / retention facilities.
 - g. Drainage map and calculations showing drainage from contributing area prior to and after development. Indicate the determination of L, Tc and I.
 - h. If additional development is proposed on site with existing detention / retention facilities, provide capacity calculations.
- ☐ 19. Sanitary Sewer Plan. Location and design details of all pipe, manholes, etc. in accordance with Borough adopted construction standards. Provide an inspection riser monitoring manhole located one foot (1') into the right-of-way. Provide estimated waste water flows.
 - ☐ 20. If property is in a flood-plain area, it must be noted on the plan.
 - ☐ 21. Additional information and data required by Development Review Ordinance and / or the Planning Board as the result of hearings on the application.

FOR FINAL SUBDIVISION

- ☐ 22. Engineer's estimate of the cost of the proposed public improvements (sanitary sewer, drainage, pavement, curbing etc.).
- ☐ 23. Filed Map as per New Jersey Map Filing Law or deeds, which includes minimum building setback line on all lots and names of owners of adjacent properties.
- ☐ 24. Performance Guarantees and Engineering Inspection fees.
- ☐ 25. As-Built drawings of final construction with all revision and corrections.
- ☐ 26. Filed easement and deeds for dedications of rights-of-way.

Person Preparing Check List: _____ Date: _____

APPENDIX A

SUBDIVISION CHECKLIST

SUBDIVISION REVIEW PROCESS

1. Upon completion of Engineering and Administrative Review, the application is deemed complete and scheduled for meeting.
2. The Application is heard for Preliminary Approval. If the applicant has requested waivers, and / or prior approvals have not been obtained (Freehold Soil, Middlesex County Planning Board, New Jersey Department of Environmental Protection, etc.)
3. Board votes on granting or denial of requested waivers.
4. Board imposes conditions as they feel necessary.
5. Board approves or denies Preliminary Approval.
6. Applicant obtains all necessary prior approvals and corrects plans in compliance with the Preliminary Approval Resolution. Applicant submits revised drawings and all necessary documentation for Engineering and Administrative Review.
7. Upon compliance with the Resolution, the application is scheduled for Final Approval.
8. Board hears case for Final Approval.
9. Board grants or denies Final Approval.
10. Plans are signed by Board Chairman, Board Engineer, Board Secretary and Municipal Engineer.
11. Resolution is memorialized.
12. Plat is filed.

NOTE: *Should the applicant have no waiver requests and / or prior approvals pending, the Board can grant Preliminary and Final Approval at one (1) hearing.*

APPENDIX B

SITE PLAN CHECKLIST

Applicant: _____ Date: _____

Owner: _____

Project Location: _____

Block: _____ Lot: _____ Zone: _____

Project Name: _____

Engineer / Designer: _____

- ☐ A. Two (2) copies of application form: One (1) Original – One (1) Copy.
- ☐ B. Application fees and taxes paid.
- ☐ C. Twelve (12) copies of site plan – original submission.
- ☐ D. Size of map: 8 1/2" X 14" or 15" X 21" or 24" X 36" folded not rolled.

GENERAL INFORMATION TO BE INDICATED ON THE SITE PLAN

- ☐ E. Name and license number of Engineer / Architect with documents sealed with raised seal, original date and revision dates of drawings.
- ☐ F. Project identification, name and address of owner and name and address of applicant.
- ☐ G. Owner's certificate of concurrence with the plan "*I hereby certify that I am owner of record of the site herein depicted and that I concur with the plan*". Must be signed by the proper authority.
- ☐ H. The name and address of the owners of all properties within 200' of the boundaries of the development, as shown by the most recent tax records of all municipalities in which such properties shall lie.
- ☐ I. Site data schedule showing:
 1. A key map of the site not smaller than 1" – 1,000' with reference to surrounding areas, zoning district(s) and existing street locations within 1,000'.
 2. Zoning schedule (required and proposed).
 3. Proposed use.
 4. Total site area in acres (thousands of an acre) and square feet.
 5. Total ground floor building area in square feet and percentage of lot coverage.
 6. Total building area in square feet.
 7. Total open space area in square feet and percentage of lot coverage.
NOTE: Not complete if missing.
 8. Total area of impervious coverage in square feet and percentage of lot coverage.
 9. Number of parking stalls and stall dimensions.
 10. Number of employees, total and maximum in one (1) shift.
 11. Ratio of parking to building size or occupancy or both, depending on use.
 12. Proposed building data: height; setbacks; front, side and rear yard distances. Also, show the dimensions on the plan.

APPENDIX B

SITE PLAN CHECKLIST

- ☐ J. Written description of proposed operations or activities including control of noise, water pollution, glare, air and/or fire and safety hazards.

THE SITE PLAN SHOULD BE ACCOMPANIED BY THE FOLLOWING EXHIBITS:

- ☐ K. Architectural building elevations, including façade signs and entrances.
NOTE: New buildings and additions only.
- ☐ L. Proposed sign plan exhibit for all freestanding and façade signs showing the specific design, letter style, color, construction and materials, location, size, height above grade or below roof line, type of standard, illumination, if applicable.
- ☐ M. Required legend on site plan for endorsement by Board Engineer, Board Chairman and Board Secretary.
- ☐ N. Written description of a request for hardship variance, conditional use or specific permit.
NOTE: The applicant will need to submit a form or waiver.
- ☐ O. Environmental Impact Statement (EIS) or waiver request.
- ☐ P. Written document of request to waive submission of any required site plan elements. The applicant must document why a waiver of required elements or exhibits is in the public interest, consistent with the Master Plan, the overall intent of the land use ordinance, and good development practice.

****NOTE: An application is complete with a waiver request, then the review period begins.***

- ☐ Q. Additional information and data required by the Board as the result of hearings on the application.

FOR PRELIMINARY SITE PLAN

- ☐ R. Proof in the form of letters of transmittal that a copy of the application was sent to County Planning Board; adjacent municipality if property is within 200 feet; New Jersey Department of Environmental Protection if stream encroachment or wetlands permit is needed or sewer extension required: Plainfield Area Regional Sewage Authority and / or Piscataway Township Sewer and / or South Plainfield Sewer Utility; New Jersey American Water Company or Middlesex Water Company.

FOR FINAL SITE PLAN

****NOTE: Not needed for completeness, but needed for final approval – Letters S-Y.***

- ☐ S. All conditions of Preliminary Site Plan Approval have been satisfied.
- ☐ T. Borough Tax Assessor for lot numbers (if applicable).
- ☐ U. Freehold Soil Conservation Service – Soil Erosion Sediment Control Plan Certification.
- ☐ V. New Jersey Department of Environmental Protection approvals, including but not limited to:
 - 1. Sanitary Sewer Extension Permits.
 - 2. Potable Water Works Permits.
 - 3. Freshwater Wetlands Letter of Interpretation.
 - 4. Freshwater Wetlands Transitional Area Waiver.
 - 5. Authorization for Freshwater Wetlands Statewide General Permits.
 - 6. Stream Encroachment Permits.
- ☐ W. All conditions of Middlesex County Planning Board final approval met.

APPENDIX B

SITE PLAN CHECKLIST

- ☐ X. Special approvals (utilities, etc.).
- ☐ Y. All easements, dedications and deed restrictions necessary to implement the plan.

Person Preparing Check List: _____ Date: _____

SITE PLAN SHOULD CONTAIN THE FOLLOWING BASIC DATA

- ☐ 1. Scale not to exceed 1" – 50' (graphic and written); north arrow with reference meridian; block(s); lot(s); tax map number(s).
- ☐ 2. Survey prepared by a New Jersey Licensed Surveyor – no more than five (5) years old.
- ☐ 3. Property line dimensions showing boundaries of the property existing and proposed monuments, building setback lines, easements and area dedicated to public use, including existing and proposed easements, covenants or deed restrictions, water courses and rights-of-way in feet and decimals of a foot, and bearings in degree, minutes and seconds.
- ☐ 4. Location of all existing buildings and structures (e.g. walls, fences, culverts), streets, driveways, entrances and exits on the site and within 200 feet thereof. Structures to be removed are to be indicated by dashed lines.
- ☐ 5. Right-of-way widths of existing and proposed roads from the centerline. Pavement width measurements. Distances to the nearest intersections with other public streets. Plan and profiles of all existing and proposed streets and utilities.
- ☐ 6. Location and dimensions of all proposed buildings, structures, roads, driveways, parking areas, etc.
- ☐ 7. All existing physical features on the site and within 200 feet thereof, including streams, watercourses, flood plans, existing woodlands, existing trees six inches (6") in diameter as measured three feet (3') above grade and significant soil and hydrological conditions such as wetland, cliff, rock, outcroppings, and water flows.
- ☐ 8. Topography showing spot elevations, high and low points, existing and proposed contours at one foot (1') intervals extending 200 feet off-site based on New Jersey Geodetic Control Survey Datum. First floor elevation of all proposed buildings or other structures, also the elevation of the finished grade at each corner of all structures.
- ☐ 9. Parking and loading areas and location of any outside storage facilities shall be indicated with dimensions for bays, aisles, stalls, curb radii, traffic islands and channelization. Indicated direction of traffic flow, traffic control devises (signs and/or pavement markings) and sign easements, tabulation of proposed and required parking spaces. No driveway is permitted within five feet (5') of property lines.
- ☐ 10. Location and size of fires zones, hydrant locations, fire suppression system, public water location, size of pipe, flow and pressure data.
- ☐ 11. Location and design of existing and proposed storm water systems, sanitary waste disposal systems, potable water supply, and methods of solid waste storage and disposal. Detail of screened enclosure for solid waste storage, including provisions for source separation of recyclables.
- ☐ 12. Location and type of utilities present and proposed including electric, gas, telephone, cable television, sanitary sewers, storm sewers and water lines. All proposed new utilities installed shall be underground.
- ☐ 13. Improvements, such as roads, driveways, curbs, bumpers, sidewalks, sewers and utilities shall be indicated with profile and plan views, design and construction details and dimensions.

APPENDIX B

SITE PLAN CHECKLIST

- ☐ 14. Location and design of off-tract improvements necessitated by the proposed development.
- ☐ 15. Landscaping and buffering plan prepared by a CLA identifying existing and proposed trees, shrubs, bushes, ground cover and natural features such as boulders and rock outcroppings. Indicate botanical and common names of plants and trees, dimensions at time of planting. Buffer areas should include location of landscape screening, fencing and berms – provide details.
- ☐ 16. Specify on landscape plan the quantity, size and type of proposed landscaping.
- ☐ 17. Indicate which existing trees and/or vegetation shall be preserved and include notes on methods to preserve them during construction.
- ☐ 18. Street trees planted at SPECIFIED intervals – usually forty feet (40') on center.
- ☐ 19. Indicated on landscape plan existing or proposed utility lines walkways, lighting, etc.
- ☐ 20. Indicate on the landscape plan, existing and proposed fences, their heights, type and other details. All retaining walls and their details.
- ☐ 21. Proposed exterior lighting plan exhibit showing location of all lights, type of light, manufacturer's specification sheet, intensity in foot candle, methods proposed to reduce off-site glare on adjacent property and roads, type and height of light standard or pole. 0.5 foot candles of lighting are required in all parking and driveway areas.
- ☐ 22. Storm water runoff control plan.
 - 1. Percent of impervious coverage.
 - 2. Grading plan, including spot elevations. Include adjacent property where drainage may impact.
 - 3. Runoff computations for pre-developed and proposed conditions.
 - 4. Size, slope, direction of flow, top of curb and grate elevation of structures, invert elevations of all existing and proposed storm drains, drainage ditches, watercourses – fifty foot (50') cross-sections for swales, ditches and channels.
 - 5. Roof leader size and discharge locations.
 - 6. Location, capacity, outlet details, typical section through basin calculations for storage capacity, inflow and outflow hydro graph for storm water detention / retention facilities.
 - 7. Drainage map and calculations showing drainage from contributing area prior to and after development. Indicate the determination of L, Tc and I.
 - 8. If additional development is proposed on site with existing detention / retention facilities, provide capacity calculations.
- ☐ 23. Sanitary Sewer Plan. Location and design details of all pipe, manholes, etc. in accordance with Borough adopted construction standards. Provide a monitoring manhole located one foot (1') into the right-of-way. Provide estimated waste water flows.
- ☐ 24. If property is in a flood plan area, it must be noted on the plan.
- ☐ 25. Additional information and data required by Development Review Ordinance and / or the Planning / Zoning Board as the result of hearings on the application.
- ☐ 26. Engineer's estimate of the cost of the proposed improvements (sanitary sewer, drainage public pavement.
- ☐ 27. Performance Guarantees and Engineering Inspections Fees.
- ☐ 28. As-Built drawings of final construction with all revisions and corrections.

Person Preparing Check List: _____ Date: _____

APPENDIX B

SITE PLAN CHECKLIST

SITE PLAN REVIEW PROCESS

1. Upon completion of Engineering and Administrative Review, the application is deemed complete and scheduled for meeting.
2. The Application is heard for Preliminary Approval. If the applicant has requested waivers, and / or prior approvals have not been obtained (Freehold Soil, Middlesex County Planning Board, New Jersey Department of Environmental Protection, etc.)
3. Board votes on granting or denial of requested waivers.
4. Board imposes conditions as they feel necessary.
5. Board approves or denies Preliminary Approval.
6. Applicant obtains all necessary prior approvals and corrects plans in compliance with the Preliminary Approval Resolution. Applicant submits revised drawings and all necessary documentation for Engineering and Administrative Review.
7. Upon compliance with the Resolution, the application is scheduled for Final Site Plan Approval.
8. Board hears case for Final Approval.
9. Board grants or denies Final Approval.
10. Plans are signed by Board Engineer, Board Chairman and Board Secretary.
11. Resolution is memorialized.
12. Case is filed.

NOTE: *Should the applicant have no waiver requests and / or prior approvals pending, the Board can grant Preliminary and Final Approvals at one (1) hearing.*

APPENDIX C

VARIANCE CHECK LIST

Type of Application

1 or 2 Family Bulk Variance
(New Construction)

1 or 2 Family Use Variance

Bifurcated Use Variance

Site Plan

APPLICANT _____ DATE _____
BLOCK(S) _____ LOT(S) _____ ZONE _____
ENGINEER / DESIGNER _____

X	X	X	X	()	A.	Two (2) copies of application form: One (1) original – One (1) copy.
X	X	X	X	()	B.	Application fees and taxes paid.
X	X	X	X	()	C.	Twelve (12) copies of site plan – Original submission.
X	X	X	X	()	D.	Survey prepared by a New Jersey Licensed Surveyor. <i>(Not less than five (5) years old.)</i>
X	X	X	X	()	E.	Size of Map: 8½" x 14" or 15" x 21" or 24" x 36" - folded.
GENERAL INFORMATION TO BE INDICATED ON THE SITE PLAN						
X	X	X	X	()	F.	Name and license number of Engineer/Architect with documents sealed with raised seal, original date and revision dates of drawings.
X	X	X	X	()	G.	Project identification, name and address of owner, and name and address of applicant.
X	X	X	X	()	H.	Owner's certification of concurrence with the plan <i>"I hereby certify that I am the owner of record of the site herein depicted and that I concur with the plan."</i> Must be signed by the proper authority.
X	X	X	X	()	I.	The name and address of the owners of all properties within 200' of the boundaries of the development, as shown by the most recent tax records of all municipalities in which such properties shall lie.
X	X	X	X	()	J.	Site data schedule showing: <ol style="list-style-type: none"> 1. A key map of the site not smaller than 1" – 1,000' with reference to surround areas, zoning districts(s) and existing street locations within 1,000'. 2. Zoning schedule (required and proposed). 3. Proposed use. 4. Total site area in acres (thousands of an acre) and square feet. 5. Total ground floor building area in square feet and percent of lot coverage. 6. Total building area in square feet. 7. Total open space area in square feet and percent of lot coverage. 8. Total area of impervious coverage in square feet and percent lot coverage. 9. Number of parking stalls and stall dimensions. 10. Number of employees, total and maximum in one shift. 11. Ratio of parking to building size or occupancy or both, depending on use. 12. Proposed building data: height, setbacks, front, side and rear yard distances, also show dimensions on plan.

APPENDIX C

VARIANCE CHECK LIST

1 or 2 Family Bulk Variance (New Construction)	1 or 2 Family Use Variance	Bifurcated Use Variance	Site Plan			
X	X	X	X	()	K.	Written description of proposed operations or activities, including control of noise, water pollution, glare, air and/or fire and safety hazards.
THE SITE PLAN SHOULD BE ACCOMPANIED BY THE FOLLOWING EXHIBITS:						
X	X		X	()	L.	Architectural building elevations, including façade signs and entrances.
			X	()	M.	Proposed sign plan exhibit for all freestanding and façade signs showing the specific design, letter style, color, construction and materials, location, size, height above grade or below roof line, type of standard, illumination.
X	X	X	X	()	N.	Required legend on site plan for endorsement by Board and Borough Officials.
	X	X	X	()	O.	Written description of a request for hardship variance, conditional use or specific permit.
			X	()	P.	Environmental Impact Statement (EIS).
	X	X	X	()	Q.	Written document of request to waive submission of any required site plan elements. (The applicant must document why a waiver of required elements or exhibits is in the public interest, consistent with the Master Plan, the intent of the land use ordinance, and good development practice.)
X	X	X	X	()	R.	Additional information and data required by the Board as the result of hearings on the application.
X	X	X	X	()	S.	All easements, dedications and deed restrictions necessary to implement the plan.

Person Preparing Check List

Date