

PRELIMINARY MAJOR SITE PLAN APPLICATION "CHECKLIST"

BOROUGH OF HO-HO-KUS

No application for site plan approval shall be certified as complete for the purpose of commencing the applicable time period for action by the Planning Board, unless the material required by the following schedule has been submitted:

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

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

Address of Property: \_\_\_\_\_

Block(s) and Lot(s) No.: \_\_\_\_\_

Certification from Tax Collector  
that taxes are paid to date                      Yes \_\_\_\_\_ No \_\_\_\_\_

Variances Required?                                      Yes \_\_\_\_\_ No \_\_\_\_\_

1. Types of Variance Required:

Existing condition \_\_\_\_\_ Proposed variance \_\_\_\_\_

2. Section of Ordinance for variance \_\_\_\_\_

3. Any existing non conforming uses? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list \_\_\_\_\_

A. General Requirements

	Yes	No	N/A
1. Application fees	( )	( )	( )
2. Escrow fees	( )	( )	( )
3. Four copies of completed application	( )	( )	( )
4. Name and address of owner	( )	( )	( )

B. Map Requirements

1. 18 copies of preliminary plat prepared by a licensed and certified New Jersey engineer, land surveyor, architect or planner. The preliminary plat shall be designed in compliance with Section 32B-10 of the Borough Code.	( )	( )	( )
2. Information contained upon sketch plat pursuant to Section 32B-9(A).	( )	( )	( )
3. All revisions shall be noted and dated.	( )	( )	( )

4. Key map showing location of the tract with reference to surrounding properties and existing street intersections. ( ) ( ) ( )
5. Name of development, North arrow, scale, block and lot number. ( ) ( ) ( )
6. Name and address, license number and seal of persons preparing the plat. ( ) ( ) ( )
7. Scale of not less than 1"= 50'. All distances shall be in feet and decimals of a foot, and all bearings shall be given to the nearest second. ( ) ( ) ( )
8. Names, as shown on current tax records, of all owners of the property within 200 feet of the site plan, together with the block and lot numbers of the property. ( ) ( ) ( )
9. Zoning district in which parcel is located, together with zone boundaries within the boundaries of the parcel or 200 feet therefrom. ( ) ( ) ( )
10. Survey data showing boundaries of the property, building or setback lines, lines of existing and proposed streets, lots, reservations, easements and areas dedicated to public use, including grants, restrictions and rights-of-way. ( ) ( ) ( )
11. Reference to any existing or proposed covenants, deed restrictions or exceptions covering all or any part of the parcel. A copy of such covenants, deed restrictions or exceptions shall be submitted with application. ( ) ( ) ( )
12. Distances, measured along the right-of-way lines of existing streets abutting the property, to the nearest intersection with other public streets. ( ) ( ) ( )
13. Location of existing buildings and all other structures, including walls, fences, culverts and bridges, with spot elevations of such buildings and structures. Structures which are to remain or which are to be removed shall be clearly indicated. ( ) ( ) ( )

14. Location of all existing and proposed storm drainage structures and utility lines, whether publicly or privately owned, with pipe sizes, grades and directions of flow, location of inlets, manholes or other appurtenances and appropriate invert and other elevations. If any existing utility lines are underground, the estimated locations of such lines shall be shown. ( ) ( ) ( )
15. Existing and proposed contours with a contour interval of 2 feet for slopes of less than 10% and at interval of 5 feet for slopes of more than 10%. Existing contours shall be indicated by dash lines and proposed contours shall be indicated by solid lines. ( ) ( ) ( )
16. Location of existing rock outcrops, high points, watercourses, depressions, ponds, marshes, wooded areas, and other significant existing features, including previous flood elevations of watercourses, ponds and marsh areas, as determined by survey. ( ) ( ) ( )
17. All proposed streets, with profiles, indicating grading and cross sections, showing width of the roadway, location and width of the curb, if any, and the location and size of utility lines conforming to the standards and specifications of the borough. ( ) ( ) ( )
18. Location of all existing and proposed waterlines, valves and hydrants, and all sewer line or alternative means of water supply or sewerage disposal and treatment. ( ) ( ) ( )
19. Plan sketch showing all existing drainage within 500 feet of any boundary and all areas, such as paved areas, grassed areas, wooded areas and any other surface area, contributing to the calculations, and showing methods used in the drainage calculations. ( ) ( ) ( )
20. Acreage, to the nearest tenth of an acre, of the tract to be developed and the area, in square feet, of all lots. ( ) ( ) ( )

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|-----|---|-----|-----|-----|
| 21. | Positions of existing and proposed monuments.   | ( ) | ( ) | ( ) |
| 22. | Open spaces, if any, to be dedicated for public parks or playgrounds or other public use and the location and use of all property reserved for the common use of all property owners.   | ( ) | ( ) | ( ) |
| 23. | Soil percolation tests and soil log tests, or both, as required by Board of Health.   | ( ) | ( ) | ( ) |
| 24. | Appropriate minimum frontage lines, and indicate frontage of any corner lot.  | ( ) | ( ) | ( ) |
| 25. | Appropriate front yard, rear yard and side yard dimensions on proposed buildings.   | ( ) | ( ) | ( ) |
| 26. | Proposed use or uses of the land and buildings, together with the floor space of all buildings and the estimated number of employees.   | ( ) | ( ) | ( ) |
| 27. | Means of vehicular access for ingress to and egress from the site showing in particular the size and location of driveways and curb-cuts; walkways; proposed traffic channels; if any, additional width, if any, and any other means of controlling vehicular and pedestrian traffic. | ( ) | ( ) | ( ) |
| 28. | Location and design of any off-street parking areas or loading areas, showing size and location of bays, aisles and barriers.   | ( ) | ( ) | ( ) |
| 29. | Location, direction and type of illumination, and the power and hours of operation of existing and proposed outdoor lighting.   | ( ) | ( ) | ( ) |
| 30. | Location and elevation plan of existing and proposed signs.   | ( ) | ( ) | ( ) |
| 31. | Location and dimensions of proposed buffer areas.   | ( ) | ( ) | ( ) |
| 32. | Proposed screening, landscaping and planting plan.  | ( ) | ( ) | ( ) |
| 33. | Location and type of garbage and refuse disposal facilities and collection points for all recyclables.  | ( ) | ( ) | ( ) |

34. Evidence of compliance with federal, state or county requirements which may be applicable ( ) ( ) ( )
35. Preliminary architectural plans and elevations. ( ) ( ) ( )
36. Locations and types of fire hydrants and sprinkler connections as determined by Fire Prevention Bureau and the Borough Engineer. ( ) ( ) ( )
37. Description of trucking operations on the site; the number and size of trucks used in the applicants operation; the number, size and frequency of trucks making deliveries, and the time of loading and unloading operations. ( ) ( ) ( )
38. Other information or data which may be required by the Board for determining that the details of the site plan are in accordance with the standards established by all pertinent ordinances of the Borough. ( ) ( ) ( )

\_\_\_\_\_ Application Declared Complete Date \_\_\_\_\_

\_\_\_\_\_ Application Declared Incomplete Date \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature/Title