

APPLICATION FOR PRELIMINARY PLAT MAJOR SUBDIVISION "CHECK LIST"

BOROUGH OF HO-HO-KUS

No application for a preliminary plat of a major subdivision shall be certified as complete for the purpose of commencing the applicable time period for action by the Planning Board or the Zoning Board of Adjustment unless the material required by the following schedule has been submitted:

DATE SUBMITTED: _____

NAME OF APPLICANT: _____

ADDRESS OF PROPERTY: _____

BLOCK(S) and LOT(S): _____

Certification from Tax Collector
that taxes are paid to date: Yes _____ No _____

Variances Required:

1. Types of Variance Required:
Existing Condition _____ Proposed Variance _____
2. Section of Ordinance for Variance: _____
3. Any existing Non-Conforming Uses? Yes _____ No _____
4. 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	()	()	()
5. Name and address of applicant	()	()	()
6. List of stockholders owning 10% of stock or 10% interest in the corporation or partnership	()	()	()
7. Name and address of the engineer	()	()	()

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 subdivision 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. () () ()¹
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 lines 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 subdivided 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. | Such other information or data as may be required by the Planning Board or the County Planning Board. | () | () | () |

_____ Application Declared Complete Date _____

_____ Application Declared Incomplete Date _____

Authorized Signature/Title