

MINOR 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	()	()	()
5. Name and address of applicant	()	()	()
6. List of stockholders owning 10% of stock or 10% interest in the corporation or partnership	()	()	()

B. Map Requirements

1. 18 copies of site plan sketch plat map prepared by a licensed engineer, land surveyor, architect surveyor or Planner	()	()	()
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2. Name of development, North arrow, graphic scale, block and lot number, and surrounding block and lot numbers () () ()
3. Name and address of the record owner and name and address of the developer () () ()
4. All distances in feet and decimals of a foot and all bearings of boundary lines given to nearest 10 seconds () () ()
5. Location of all existing buildings on the site and other structures as specified under Section 32B-9(A)(3) () () ()
6. Location and first floor elevation of all proposed buildings and other structures and elevation of the finished grade at each corner of all structures () () ()
7. Wooded areas, existing and proposed contours, with a contour interval and 2 feet for slopes of 10% or less and a contour interval of 5 feet for slopes over 10% () () ()
8. Location and design of any on-site parking areas, showing size and location of spaces, bays, aisles and barriers () () ()
9. Location, size, type and height of directional regulating or advisory signs or pavement markings () () ()
10. Location of driveways within 100 feet of the site boundaries () () ()
11. Location map showing all road intersections within 500 feet () () ()
12. All lot lines and owners of lots within 200 feet of the site () () ()
13. Scale not less than 1" = 50' () () ()
14. Side lines and setback of all structures () () ()
15. Dimensions and bearings of all lot lines and lot areas in square feet () () ()
16. Average of the entire parcel to be subdivided () () ()
17. Appropriate zone district of lot in question and all immediate adjacent properties () () ()

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| 18. | Appropriate minimum frontage lines, and indicate frontage of any corner lot | () | () | () |
| 19. | Appropriate front yard, rear yard and side yard dimensions on proposed buildings | () | () | () |
| 20. | Deed restrictions (if any) | () | () | () |
| 21. | Any additional information deemed necessary by Board | () | () | () |

_____ Application Declared Complete Date_____

_____ Application Declared Incomplete Date_____

Authorized Signature/Title