LAND DEVELOPMENT REVIEW CHECKLIST
BOROUGH OF FLEMINGTON, HUNTERDON COUNTY, NJ

Applicant Name:
Applicant Address:
Applicant Phone No.:
Applicant Email:
Owner Name:
Owner Address:
Project Name:

Block: Lot(s): Tax Map Sheet:

Date of Preparation:
Checklist Prepared by (Name of Applicant or Agent):
Signature of Applicant:

TO BE COMPLETED BY THE BOROUGH OF FLEMINGTON	
Application No.:	Application Fee Paid:
Application Received:	Escrow Fee Paid:

CHECK TYPE OF APPLICATION BEING SUBMITTED										
Informal Review	**CERTIFICATE 40:55D-68**	**VARIANCE 40:55D-70**			**SITE PLAN**			**SUBDIVSION**		
Concept Plan	Non-Conforming Use	(a) (b)	(c)	(d)	Minor	Prelim. Major	Final Major	Minor	Prelim Major	Final Major

Application Fee Submitted: $
Escrow Deposit Submitted: $

Informal Review	Certificate 40:55D-68	Variance 40:55D-70			Site Plan			Subdivision			✓REQUIRED DOCUMENTS (TO BE SUBMITTED WITH APPLICATION)	TO BE COMPLETED BY THE APPLICANT			TO BE COMPLETED BY THE BOROUGH		
✓Concept Plan	Non-Conforming Use	✓(a) (b)	✓(c)	✓(d)	✓Minor	✓Major Prelim	✓Major Final	✓Minor	✓Major Prelim	✓Major Final		PROVIDED	N/A	WAIVER REQUESTED	PROVIDED Y/N	REQUEST WAIVER	WAIVER GRANTED
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A. Application and escrow fee with separate computation calculation.						
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	B. Seven (7) copies of the completed application form. Seven (7) copies of the completed checklist.						
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	C. Applicant's Disclosure Statement if filed as a corporation, as required by N.J.S.A. 40:55D-48.1.						
		✓	✓	✓	✓	✓		✓	✓		D. A list identifying required or requested variances.						
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	E. Certification from the Borough of Flemington Water and Sewer Departments, that sewer and water charges, and/or late fees, interest and other assessments are paid to-date.						
	✓	✓	✓	✓		✓		✓	✓		F. Certified list of property owners within 200'.						
✓	✓	✓	✓	✓	✓	✓		✓	✓		G. Signed escrow agreement.						
				✓	✓	✓		✓	✓		H. Completed Form A from the Borough of Flemington Sewer Utility and Water Department.						
				✓		✓			✓		I. Proof of submission for Public Utility Services (electric and gas).						
✓	✓	✓	✓	✓	✓	✓		✓	✓		J. Five (5) copies of a Title Search identifying any protective covenants or deed restrictions applying to the land being subdivided or developed along with a copy of the deed(s) of record.						
								✓			K. Five (5) copies of all deeds with Metes and Bounds description showing dimensions, bearings, curve data, radii, arcs, chords and central angles for proposed lots including remaining land use parcel.						
					✓	✓	✓	✓	✓	✓	L. Five (5) copies of all deeds with Metes and Bounds description showing dimensions, bearings, curve data, radii, arcs, chords and central angles for existing and proposed centerlines, and easement dedications including dedication of addition road right-of-way.						

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	✓		✓	✓	✓	✓		✓	✓		M. Submission of Resolutions applicable to the property or submission of a certification that an OPRA request was submitted and yielded no results.						
											N. Completed application with appropriate fees and required information submitted directly to these Agencies with copies provided to the Borough for verification of these submissions.						
						✓	✓	✓	✓	✓	1. Hunterdon County Planning Board, as applicable.						
						✓			✓		2. Hunterdon County Soil Conservation District, as applicable.						
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	O. Certification from the Borough of Flemington Tax Collector that all taxes and assessments on the property are current.						
						✓		✓	✓		P. Soil permeability tests and soil logs conducted on the property in question (if applicable, for Stormwater Management Facilities in accordance with NJDEP BMP Manual Chapter 12).						
								✓	✓		Q. Written verification of proposed tax block and lot numbers and street address as assigned by the local Assessor.						
						✓			✓		R. Three (3) copies and a digital copy of drainage calculations and drainage area maps analyzing existing and proposed conditions as required by the Borough's Stormwater Control Ordinance.						
✓			✓	✓		✓		✓	✓		S. If applicable, seven (7) copies and a digital copy of a published map delineating floodway and flood hazard areas by FEMA, or in the absence of such information, flood hazard area and floodway calculations with cross sections of existing stream utilizing one of the methods listed in NJAC 7:13.						
						✓			✓		T. Seven (7) copies and a digital copy of Environmental Impact Statement (as applicable in accordance with Section 1514).						
						✓		✓	✓		U. Seven (7) copies and a digital copy of Wetlands report and map showing wetlands delineation, prepared by a Professional Wetlands Consultant pursuant to the NJ Wetlands Protection Act 9. Board will consider a request for waiver if sufficient evidence is presented to determine that there is no impact on any wetland area.						
						✓		✓	✓		V. If issued, a copy of a Letter of Interpretation for Wetlands from NJDEP Land Use Regulations, or Letter of Exemption from NJDEP Bureau of Flood Plain Management, and documentation sent to NJDEP.						
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	W. Written statement submitted by applicant identifying request for waiver of checklist requirement (if any), design waivers or exceptions, including justification or explanation why its not applicable.						
	✓	✓	✓	✓	✓	✓			✓		X. Site photographs.						
				✓		✓			✓		Y. Seven (7) copies and a digital copy of Traffic Impact Statement.						
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Z. Electronic Submission of all items.						

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Concept Plan	Non-Conforming Use	(a) (b)	(c)	(d)	Minor	Major Prelim	Major Final	Minor	Major Prelim	Major Final		PROVIDED	N/A	WAIVER REQUESTED	PROVIDED Y/N	REQUEST WAIVER	WAIVER GRANTED
✓			✓	✓	✓	✓	✓	✓	✓	✓	1. Seven (7) hard copies and a digital copy of all plans. One (1) hard copy and digital copy must be sent directly to the Board Engineer and one (1) hard copy and digital copy must be sent directly to the Board Traffic Engineer. Documents properly certified and sealed by the appropriate N.J. Licensed professional persons (P.E., P.L.S., P.P., C.L.A., R.A.). All plans must be collated and folded with the title block, date and revision date showing.						
			✓	✓	✓	✓	✓	✓	✓	✓	2. Name, address, email and telephone number of the owner and applicant.						
			✓	✓		✓		✓	✓		3. Names of all current property owners within 200' of the property and property lines of all parcels within 200' identified on most recent tax map sheet.						
											4. Plans must identify the following:						
✓			✓	✓	✓	✓	✓	✓	✓	✓	a. Name of Development.						
✓			✓	✓	✓	✓	✓	✓	✓	✓	b. Total area of development property in acres and square feet and delineate the tract boundary with a heavy solid line.						
✓			✓	✓	✓	✓	✓	✓	✓	✓	c. Date of original preparation and all revisions of each document submitted with number of sheets.						
✓			✓	✓	✓	✓	✓	✓	✓	✓	d. North arrow and reference meridian.						
✓			✓	✓	✓	✓	✓	✓	✓	✓	e. Graphic and written scale.						
✓								✓	✓	✓	f. Number of proposed lots with area in square feet.						
✓			✓	✓	✓	✓	✓	✓	✓	✓	g. Tract zone and schedule of existing zoning criteria and proposed conditions including bulk requirements such as lot area, width, depth, yard setbacks, building coverage, open space, parking, etc. Existing and proposed impervious coverage calculation and identify if the property is located in a Historic District.						
✓			✓	✓	✓	✓	✓	✓	✓	✓	h. Tax map sheet, block and lot numbers, county, name of municipality and street location.						
✓					✓	✓	✓		✓		i. Reference bench mark identified and shown.						
✓			✓	✓	✓	✓	✓	✓	✓	✓	j. Name, signature, license number, seal, address & telephone of person/firm involved in the preparation of plans.						
✓			✓	✓	✓	✓	✓	✓	✓	✓	5. Affidavit of ownership and certification of owner noted on the plans (if other than the applicant) as follows: "I certify that I am the owner of this property and consent to the filing of this application". _____ Owner Signature Date						
			✓	✓	✓	✓	✓	✓	✓	✓	6. Block for signature of Chairperson, Board Secretary, Clerk and Board Engineer.						
						✓	✓		✓	✓	7. Hunterdon County Signature Block in accordance with their regulations.						
50'			30'	30'	30'	30'	30'	50'	50'	50'	8. Map drawn at scale of not less than (1"=as noted) sheet size of 11"x17", 24"x36" or 30"x42".						
✓			✓	✓	✓	✓	✓	✓	✓	✓	9. Key map drawn at a scale of not less than 1"=200' showing the development and surrounding properties with 500' radius including zoning boundaries.						
											10. Existing and proposed topography shown as follows:						
✓			✓	✓				✓			a. Contours at 5' intervals. Interpolated for U.S.C. and G.S. Map for entire tract.						
					✓	✓					b. Contours at 2' intervals for area of proposed lots or proposed development (verified in field).						
						✓	✓		✓		c. Contours at 2' intervals for entire tract (verified in field).						
✓			✓	✓	✓	✓	✓	✓	✓		d. All elevations based on NAVD 88.						

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											11. Plans showing existing and proposed streets and street names including:						
						✓	✓	✓	✓		a. Field cross-sections at 50' intervals drawn at a scale of 1"=5' vertical; 1"-1'-horizontal.						
						✓	✓	✓	✓		b. Centerline plan and profiles drawn at a scale of 1"=50' horizontal; 1"=5" vertical based upon field survey data. Corresponding Plan and Profile information must be shown on the same sheet.						
						✓	✓	✓	✓		c. Centerline curve data including central angle, tangent distance, radius, arc length, chord distance and chord bearing.						
			✓	✓	✓	✓	✓	✓	✓	✓	d. Sight triangles and easements associated with them.						
✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	12. Signed and Sealed Plan drawn from actual and current boundary survey of property and certified as being accurate and true by a licensed New Jersey Land Surveyor. Plan must identify location and description of all physical survey evidence as found in the field, including encroachments. Provide a legend indicating monuments found and to be set as specified by Map Filing Law or Borough Ordinance.						
✓			✓	✓	✓	✓	✓	✓	✓	✓	13. Building envelopes, size and location of any existing or proposed structures, with setback lines shown and dimensioned for all existing and proposed structures from property lines.						
			✓	✓	✓	✓	✓	✓	✓	✓	14. Existing and proposed property lines shown based on NAD 83, showing bearings, distance and radius with indication of source data and approximate dimensions of proposed lot lines. All curves shall show radius, arc length, chord bearings and distance, tangent and center angle. Plan must be prepared by a licensed surveyor.						
✓			✓	✓	✓	✓	✓	✓	✓	✓	15. Plan indicating location and purpose for existing or proposed restrictions of any easement, or land reserved for open space, parks, other recreational areas or any other use.						
✓			✓	✓	✓	✓	✓	✓	✓	✓	16. Net and gross lot areas, area of roads, and area of disturbance, calculated in sq.ft and 1/1000 acre, for each existing and proposed lots.						
			✓	✓	✓	✓	✓	✓	✓		17. Location of existing wells and septic systems on site and within 100' of property.						
✓				✓	✓	✓	✓	✓	✓		18. Location of all man-made and natural features including but not limited to: list historic buildings within 200', dedicated open space, culverts, structures, drain pipes, water courses, railroads, bridges, wooded areas, rock outcrops, underground storage tanks, fences, wetlands (specific source and notation if there are any wetlands present), swamps, buildings, streets, drainage right-of-way and easements.						
						✓	✓		✓		19. Plan and profile drawings of all existing and proposed storm drainage (including drainage swales) and sanitary sewer layouts, drawn at a scale of 1"=50' vertical.						
						✓	✓		✓		20. Plan drawings of all existing and proposed public water if applicable.						
						✓	✓		✓		21. Plan drawings of all existing and proposed gas services.						
						✓	✓		✓		22. Plan drawings of all existing electric service with proposed underground service.						
						✓	✓	✓	✓		23. Locations of all attempted permeability and soil log data certified by a licensed Professional Engineer (for Stormwater Management Facilities in accordance with NJDEP BMP Manual Chapter 12).						

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✓				✓	✓	✓	✓	✓	✓		24. All existing streets, water courses, floodways or flood hazard areas, depth to seasonal high water table 0-1', soils, wooded areas with trees measuring 8" or greater caliper (4' above ground), wetlands or other environmentally sensitive areas on and within 200' of site. Location of any flood hazard areas with delineation and elevation of 100-year flood boundary. Include noted source of flood plain delineation documentation.						
											25. Detailed Landscaping plan indicating:						
			✓		✓	✓			✓		a. Existing trees which will remain or be removed including tree preservation details.						
			✓		✓	✓	✓		✓		b. Proposed landscaping overlaid on grading plan including location, botanical name, common names, size, quantity, planting and staking/guying details, mulched areas specifying type thickness and edge of mulched area. Specify whether plants are container grown, balled and burlapped (B&B) or bare root (BR).						
				✓		✓	✓		✓		26. Appropriate details to Borough, County and State Standards including, but not limited to: sidewalks, curbs, paving, street signs, drainage, etc.						
						✓	✓	✓	✓		27. Soil erosion and sediment control plans. If more than 5,000 s.f. of disturbance is proposed as part of this application, show soil types and boundaries pursuant to Hunterdon County Soil Survey, including analysis for development capability and information concerning fill material for any filled soil area.						
						✓	✓	✓	✓		28. Stormwater Management Plans and Watershed Maps in conformance with current regulations.						
✓				✓	✓	✓	✓	✓	✓		29. Proposed grading plan including spot and finished floor elevations, elevations at corners of building and paved areas. All proposed grading shown using 1' contour intervals.						
					✓	✓	✓		✓		30. A schedule of required sign standards, such as sign area, and sign height, setbacks with dimensions, elevations and details of all existing and proposed signs including method of illumination.						
					✓	✓	✓		✓		31. Lighting plan and details for proposed or replacement lighting, including location, type, wattage, height pattern, footcandles, and color temperature.						
											32. Parking and Loading:						
					✓	✓	✓				a. Specifications and location of proposed surface paving and curbing, including streets.						
					✓	✓	✓				b. Location capacity and dimensions of existing and proposed off-street parking and loading areas including documentation of ADA compliance for handicap stalls and accessible route.						
					✓	✓	✓				c. Calculations of the number of parking spaces required by the Ordinance for standard and ADA parking.						
					✓	✓	✓				d. Aisle widths.						
✓					✓	✓	✓				e. Entrance and exit vehicular circulation patterns including truck turning templates.						
					✓	✓	✓				f. Details of traffic control devices with direction of traffic flow.						
					✓	✓	✓				g. Location of fire lanes and other parking restrictions.						

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											33. Architectural Plans:						
✓			✓	✓	✓	✓	✓				a. Floor plans.						
✓			✓	✓	✓	✓	✓				b. Elevations.						
			✓	✓	✓	✓	✓				c. Colored renderings.						
			✓		✓	✓	✓				d. Identification of building materials.						
			✓		✓	✓	✓				e. Identification of building colors.						
			✓		✓	✓	✓				f. Identification of all exterior windows and doors.						
			✓		✓	✓	✓				g. Bedroom breakdown of residential units.						
			✓		✓	✓	✓				h. Average size of market rate residential units by bedroom size.						
			✓		✓	✓	✓				i. Number and location of affordable housing units.						
			✓		✓	✓	✓				j. Average size of affordable house units by bedroom size.						
								✓	✓		34. Plans meets requirements of Map Filing Law. Also applicable to Minor Subdivisions if map rather than deeds are to be filed with the Hunterdon County Clerk's office.						
					✓	✓	✓				35. Solid waste management plan. Including location of solid waste storage, screening and means of disposal including amount of pick up per week and recycling facilities.						
							✓			✓	36. Five (5) signed and sealed sets and a digital copy of as-built plans and profiles of all roads, utilities and Stormwater facilities.						

Application deemed incomplete for noted deficiencies under items

Date: _____ _____

Date: _____ _____

Date: _____ _____

Application Deemed Complete:

By: _____ Date: _____

Site Plan Committee

Completeness Review & Recommendations by _____, Board Engineer on _____.

LEDGEND AND SPECIFIC COMMENTS

NA	Checklist Item - Information NOT APPLICABLE to this Application
NR	Checklist Item NOT REQUIRED for this type of Application
RA-W	RECOMMEND APPROAL of request as Permanent WAIVER
RD-W	RECOMMEND DENIAL of requested WAIVER
RA-TW	RECOMMEND APPROVAL of request as TEMPORARY WAIVER