

APPLICATION CHECKLIST
EAST HANOVER TOWNSHIP, MORRIS COUNTY
NEW JERSEY

| |
|--|
| Applicant's Name: _____ |
| Applicant's Address: _____ |
| Date: _____ Tax Block: _____ Tax Lot(s): _____ |
| Zone District: _____ |

| COMPLETE | INCOMPLETE | WAIVER | N/A | ADMINISTRATIVE REQUIREMENT | MINOR SUBDIVISION | PRELIMINARY SITE PLAN | PRELIMINARY MAJOR SUBDIVISION | FINAL SITE PLAN | FINAL MAJOR SUBDIV. | VARIANCE REQUEST ("C" & "D") | APPEAL/ ZONING |
|----------|------------|--------|-----|--|----------------------|--------------------------|-------------------------------------|-----------------------|---------------------------|------------------------------------|-------------------|
| | | | | 1. Application Forms (original & 22 Copies) | X | X | X | X | X | X | |
| | | | | 2. Fees & Escrow Deposits | X | X | X | X | X | X | X |
| | | | | 3. Certification of Taxes Paid | X | X | X | X | X | X | |
| | | | | 4. Two (2) Copies of Proposed Plan | | | | | | | X |
| | | | | 5. Affidavit of Ownership/ Authorizaton Form | X | X | X | X | X | X | X |
| | | | | 6. Corporation or Partnership Form | X | X | X | X | X | X | |
| | | | | 7. Listing of all Variances, Design Standard and Checklist waivers requested | X | X | X | X | X | X | |
| | | | | 8. Copies of prior resolutions for property | X | X | X | X | X | X | |
| | | | | 9. Recent photo of property | X | X | X | X | X | X | |
| | | | | 10. Copy of Morris County P.B. Application | X | X | X | X | X | X | |
| | | | | 11. Copy of Morris County SCS Application | X | X | X | X | X | X | |
| | | | | 12. Copy of NJDEP/ NJDOT Applications | X | X | X | X | X | X | |
| | | | | Plans/Reports - Specifications | | | | | | | |
| | | | | 13. Plan clearly and legibly drawn or reproduce at a scale not smaller than 1" = 50' | X | X | X | X | X | X | X |
| | | | | 14. Survey depicting current site conditions | X | X | X | X | X | X | X |
| | | | | 15. Applicants name, address, phone number | X | X | X | X | X | X | X |
| | | | | 16. Title block with name, address, license number of plan preparer, seal & signature | X | X | X | X | X | X | X |
| | | | | 17. Record owner, address & phone number | X | X | X | X | X | X | X |
| | | | | 18. Name of Project | | X | X | X | X | | |
| | | | | 19. Dates of map preparation & revisions | X | X | X | X | X | X | |
| | | | | 20. Certification of accuracy by preparer | X | X | X | X | X | X | |
| | | | | 21. Zone district of parcel & surrounding lands | X | X | X | X | X | X | |
| | | | | 22. Zoning chart listing existing/proposed requirements for area, setbacks, lot coverage height, density, floor area, parking calculations | X | X | X | X | X | X | |
| | | | | 23. Proposed Developer's Agreement | | | | X | X | | |
| | | | | 24. Key Map with existing structures, north arrow & properties including lot & block numbers | X | X | X | X | X | | |
| | | | | 25. Scale of map, written and graphic | X | X | X | X | X | X | X |
| | | | | 26. Area of entire tract | X | X | X | X | X | X | X |
| | | | | 27. Metes and bounds of proposed lots | X | X | X | X | X | | |

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|----------|------------|--------|-----|--|-------------------|-----------------------|-------------------------------|-----------------|---------------------|------------------------------|----------------|
| | | | | 28. Area & frontage of proposed lot(s) | X | X | X | X | X | X | |
| | | | | 29. Property lines to the nearest hundreth | X | X | X | X | X | X | |
| | | | | 30. Bearings to the nearest second | X | X | X | X | X | X | |
| | | | | 31. Lot acreage to the nearest hundreth | X | X | X | X | X | X | |
| | | | | 32. Building envelope(s) w/ setback dimensions | X | X | X | X | X | X | |
| | | | | 33. Location of existing railroads, bridges, drainage pipes and structures, water and sewer, utilities, easements | X | X | X | X | X | X | |
| | | | | 34. Natural Features such as wet areas, trees watercourses, flood plain | X | X | X | X | X | X | |
| | | | | 35. Open space, buffers, lands to be dedicated, existing public lands | | X | X | X | X | | |
| | | | | 36. Plan & profile of road locations, type, size width of right-of-way, paving materials, edge of payment, curbs, sidewalks, catch basins, drainage structures, utilities, easements, profiles shall be at a min. scale of 1" = 5' vert. 1" = 50' horiz. | | X | X | As-builts | | | |
| | | | | 37. Road cross sections every 50' along the centerline at a min. scale of 5' horiz. & vert. | | X | X | As-builts | | | |
| | | | | 38. Existing and Proposed Contours at 2" intervals | X | X | X | | | | |
| | | | | 39. Earthwork calculations, cut & fill limits | | X | X | | | | |
| | | | | 40. Existing & proposed driveways locations with line of sight profiles | | X | X | | | | |
| | | | | 41. Provisions for certifications and approvals | | X | X | X | X | | |
| | | | | 42. Bond Estimates & Performance Bond | | | | X | X | | |
| | | | | 43. Letter certifying Conformance to Preliminary Plat by applicant's engineer | | | | X | X | | |
| | | | | 44. Township Clerk's Certification Final Map Statement on Plat | | | | | X | | |
| | | | | 45. Soil erosion & sediment control plan & details | X | X | X | | | X | |
| | | | | 46. Landscape plan and details, tree removal permit calculations | | X | X | | | X | |
| | | | | 47. Lighting plan with isolux patterns and details | | X | X | | | | |
| | | | | 48. Drainage Plan and details including drainage area map and calculations | | X | X | | | | |
| | | | | 49. Freshwater Wetlands per LOI & GP permits | X | X | X | | | X | |
| | | | | 50. Stream encroachment line per NJDEP permit | X | X | X | | | X | |
| | | | | 51. Building Floor Plan, Elevation views, first floor & garage floor elevations, & building height | X | X | X | | | X | |
| | | | | 52. Environmental impact statement | | X | X | | | X | |