

**BOROUGH OF OLD TAPPAN
227 OLD TAPPAN ROAD
OLD TAPPAN, NJ 07675**

MULTIPURPOSE APPLICATION

APPLICATION INSTRUCTIONS

1. Initially, 5 copies of this application shall be submitted to the Planning Board Secretary to be reviewed for completeness. Please note on the attached Schedule A checklist the additional required documentation that has been included. All site plans should be folded.
2. Missing items must be provided to complete the 5 copies of the submitted application. Once the Applicant is notified that the Application is complete, an additional 23 collated sets of the complete application are to be provided to the Planning Board Secretary for distribution to the various Borough Departments.
3. The Applicant will then be notified of a hearing date. Written notice of the public hearing must be served not less than ten (10) days prior to the public hearing upon all property owners within two hundred (200) feet of the property which is the subject of the application and all affected utilities. A sample of a written notice is included in the Application packet. Proof of mailing and an affidavit of publication must be submitted to the Planning Board prior to hearing.
4. If the property that is the subject of the application is within two hundred (200) feet of an adjoining NJ municipality, then the Bergen County Planning Board must be notified, which is located at Court Plaza South, Room 204 W, 21 Main Street, Hackensack, NJ 07601-7000. Frontage of the property on a County Road also requires notification of the Bergen County Planning Board.
5. Procedures for applications to the Old Tappan Planning Board are detailed in the Chapter 45 of the Code of the Borough of Old Tappan, which can be accessed online through the Borough's web site, www.oldtappan.net (see "Ordinances" webpage). Many requirements for variance applications are prescribed by the Municipal Land Use Law, N.J.S.A.40:55D-1, et seq.
6. Any plan, report or supporting documentation to be discussed during the application hearing must be submitted by the Wednesday prior to the meeting in order for the Board to review your submission.
7. The Applicant must submit a mylar of the site plan on the meeting night the resolution is read and voted on.

Plans submitted to the Planning Board shall be accompanied by CAD-generated data files as described below. At a minimum, the initial plan submission and the final plan submission shall meet these requirements. The Board, in its discretion, may also require plan revisions that occur between initial and final submissions to be submitted in CAD format. A summary of CAD requirements is as follows:

- (1) A datum reference of New Jersey North American datum 1993 (1996 adjustment - NAD 83) shall be utilized, unless New Jersey North American datum 1988 (NAVD 88) is available, in which case NAVD 88 shall be utilized.
- (2) The digital CAD files shall have mapped features and associated text stored on unique layers.
- (3) The digital CAD files shall be saved with a display view matching the submitted hardcopy prints.
- (4) The digital CAD files shall be submitted on compact disk (CD-R).
- (5) Acceptable drawing formats include:
 - (a) Autocad (.dwg), Release 14 or later;
 - (b) Data Exchange format (.dxf);
 - (c) Microstation (.dgn); or
 - (d) ESRI (.shp) or later.

BOROUGH OF OLD TAPPAN, BERGEN COUNTY, NJ

Official Use Only:

Date filed _____

Application Fees Paid _____

Date deemed complete _____

Received By Appropriate Boards _____

Initial Escrow Deposits: _____

Decision Due Date: _____

Requested Application(s):		Fee
<input type="checkbox"/>	Appeal Zoning Officer's Decision (N.J.S.A. 40:55D-70a.)	
<input type="checkbox"/>	Bulk Variance(s), Exception(s)/Waiver(s) (N.J.S.A. 40:55-D-70c.1 and c.2)	
<input type="checkbox"/>	Interpretation of Zoning Ordinance (N.J.S.A. 40:55D-70b.)	
<input type="checkbox"/>	Use Variance- Special Reasons, Departure From Conditional Use Criteria, Excess Height and Floor Area Ratio (N.J.S.A.40:55D-70d.)	
<input type="checkbox"/>	Approval of Minor Subdivision	
<input type="checkbox"/>	Preliminary Approval of Major Subdivision	
<input type="checkbox"/>	Final Approval of Major Subdivision	
<input type="checkbox"/>	Preliminary Planned Residential Development	
<input type="checkbox"/>	Final Planned Residential Development	
<input type="checkbox"/>	Preliminary Site Plan Approval	
<input type="checkbox"/>	Final Site Plan Approval	
<input type="checkbox"/>	Final Site Plan Approval	
<input type="checkbox"/>	Revision of _____	
<input type="checkbox"/>	Other _____	
	Total Fee	

1. GENERAL DATA

NAME OF APPLICANT _____
ADDRESS _____ CITY _____
STATE _____ ZIP _____ PHONE _____

APPLICANT is a Corporation ☐ Partnership ☐ Individual ☐

DISCLOSURE STATEMENT

Pursuant to N.J.S.A. 40-55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. List names, addresses, and partnership interest here:

Name _____ Interest % _____
Address _____ City _____ State _____

Name _____ Interest % _____
Address _____ City _____ State _____

Name _____ Interest % _____
Address _____ City _____ State _____

Name _____ Interest % _____
Address _____ City _____ State _____

INTEREST OF APPLICANT (owner, lessee, etc.) _____

NAME OF OWNER (If different from Applicant) _____
ADDRESS _____ CITY _____
STATE _____ ZIP _____ PHONE _____

NAME OF APPLICANT'S ATTORNEY _____
ADDRESS _____ CITY _____
STATE _____ ZIP _____ PHONE _____

NAME OF APPLICANT'S ARCHITECT _____
ADDRESS _____ CITY _____
STATE _____ ZIP _____ PHONE _____

NAME OF APPLICANT'S SURVEYOR _____
ADDRESS _____ CITY _____
STATE _____ ZIP _____ PHONE _____

NAME OF APPLICANT'S ENGINEER _____
ADDRESS _____ CITY _____
STATE _____ ZIP _____ PHONE _____

NAME OF APPLICANT'S PLANNING CONSULTANT _____
ADDRESS _____ CITY _____
STATE _____ ZIP _____ PHONE _____

NAME OF APPLICANT'S TRAFFIC ENGINEER _____
ADDRESS _____ CITY _____
STATE _____ ZIP _____ PHONE _____

2. SUBJECT PROPERTY SITE DATA

Location _____
(street address, cross streets, or other identification)

Tax map: Page(s) _____ Block(s) _____ Lot(s) _____

Interior lot _____ Corner lot _____ Through lot _____ Other (explain) _____

Frontage _____ ft. Depth _____ ft. Total area _____ ft./acres

Present zoning district _____ Present use of subject property _____

Is the property located on a municipal ☐ county ☐ or private ☐ road?

Describe in detail the exact nature of the application and the changes to be made to the subject property, including proposed uses of the premises:

Proposed number of buildings _____ Gross floor area of all structures _____ sq.ft

Percent coverage by buildings _____ Percentage of impervious coverage _____

Number of existing lots _____ Proposed no. of lots _____ Proposed no. of dwelling units _____

Proposed area to be disturbed _____ Sq. Ft. Historic site and/or building affected? ☐ Yes ☐ No

Existing building height _____ Proposed building height _____

Anticipated number of employees per shift _____ Hours of operation _____

Restrictions, easements, covenants, association by-laws existing _____ or proposed _____ ?
(Attach legible copies)

3. ZONING DATA

Current zone in which lot(s) is located _____

Schedule	Existing	Required	Provided
Lot area (ft.)			
Lot width (ft.)			
Lot depth (ft.)			
Max. coverage (%)			
Improved lot Coverage (%)			
Max. bldg. coverage (stories/feet)			
Min. front depth (ft.)			
Min. rear depth (ft.)			
Min. side (ft.) Sum-both/Each-min			
Floor area ratio			
Parking stalls			
Handicap stalls			
Loading spaces			
Garage(s)			
Distance of the nearest part of the lot(s) to the nearest residential zone			

4. EXISTING CONDITIONS ON SITE (attach sheets with explanations)

A. Buildings? ☐ Yes ☐ No Proposed to be removed? _____

B. Signs? ☐ Yes ☐ No Proposed to be removed ☐ or replaced? ☐
(describe location, design, dimensions per plans, whether it complies with Borough ordinance)

C. Fences? ☐ Yes ☐ No Proposed to be removed ☐ or installed? ☐
(describe location, and whether it complies with Borough ordinance.)

5. SUBMISSION REQUIREMENT WAIVER REQUESTS

Complete and attach a submission requirement waiver request rider for each waiver.

Number of waivers requested _____ Number of riders attached _____

6. VARIANCE REQUESTS

Complete and attach a variance/exception request rider for each variance or exception

Number of variances requested _____ Number of riders attached _____

7. REVISIONS TO APPROVED PLANS

Please indicate prior Old Tappan File, the original requirements of the approved plan, and the requested change or revision. (Attach separate sheet if necessary)

8. OTHER APPROVALS REQUIRED

Agency	Yes	No	Date Submitted	Current Status
County Planning Board: Site Plan Review/Subdivision	<input type="checkbox"/>	<input type="checkbox"/>		
County Soil Conservation District	<input type="checkbox"/>	<input type="checkbox"/>		
NJDEP: Request for auth. storm water discharge	<input type="checkbox"/>	<input type="checkbox"/>		
NJDEP: Freshwater wetlands letter of interpretation absence/presence	<input type="checkbox"/>	<input type="checkbox"/>		
NJDEP: Freshwater wetlands letter of interpretation line verification	<input type="checkbox"/>	<input type="checkbox"/>		
NJDEP: Statewide general permit(s) numbers	<input type="checkbox"/>	<input type="checkbox"/>		
NJDEP: Stream encroachment permit	<input type="checkbox"/>	<input type="checkbox"/>		
NJDEP: Exemption from stream encroachment permit	<input type="checkbox"/>	<input type="checkbox"/>		
NJDEP: Sanitary sewer extension permit	<input type="checkbox"/>	<input type="checkbox"/>		
NW Regional Health Comm: Septic Design Approval	<input type="checkbox"/>	<input type="checkbox"/>		
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>		

9. CERTIFICATIONS AND VERIFICATIONS REQUIRED TO BE ATTACHED

- ☐ Tax Collector certification that all taxes and assessments due have been paid.
- ☐ Tax Assessor verification if a tax appeal has been made by the applicant.
- ☐ No violations pending from Zoning Official, Fire Official, Health Official, or Building Official.

10. ENVIRONMENTAL STATEMENT (Any subsequent finding by the Approving Authority contrary to the statements made herein by the Applicant shall constitute grounds for rejection of the application. The applicant has a legal responsibility to answer all questions truthfully and completely to the best of the applicant's knowledge and information and will be held accountable for the responses provided.)

Attach Explanations for yes or other responses for the following:	<u>Yes</u>	<u>No</u>	<u>Other</u>
1. Is the site located in an environmentally critical area designated in the Borough's 1992 Natural Resource Inventory and any amendments thereto?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the site in the 100 Year Flood Plain (FEMA or NJDEP Maps)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the site contain any wetlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the site contain any trees of 8 inches or greater in true diameter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the plan propose removal of any trees of 8 inches or greater in true diameter? (Tree removal application must be attached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Will there be any change in the quality and/or quantity of present storm water runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Will surface drainage be required into a watercourse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Will soil need to be imported or removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Will any excavation required penetrate the high water table at the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the site development require special foundation provisions such as piles and/or spread footings to support any structures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will there be any impact on Borough services such as police, fire, ambulance, public works, public schools, sewers, and drainage facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Will the operation of the site increase local vehicular traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Will the operation of the site exceed acceptable ambient noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Will operation of the site cause air pollution exceeding acceptable levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Will the site to be developed impact on any area designed in the Borough of Old Tappan for future municipal facilities or future conservation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the site to be developed capable of being serviced by existing utilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Has the site to be developed ever been used for storage of, disposal of, or presently contain hazardous or toxic waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is the site to be developed proposed for the use, storage, or manufacture of hazardous material, toxic substance, or dangerous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>Yes</u>	<u>No</u>	<u>Other</u>
19. Will the site development increase the present intensity levels of light on surrounding properties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Will the site development require the drilling of new or capping of existing water wells?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Will the site development require the installation of new or removal of existing septic systems or other liquid waste facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Will the site development affect the water table in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Will the site development affect the water table of surrounding areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Does the site contain any natural buffers or berms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Will the site development produce any odors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. PLANS AND SUPPORTING DOCUMENTATION

List all plans and other supporting documentation indicating names of preparers and dates. Attach additional sheets if necessary.

Below is the Schedule A Checklist to be completed by the Applicant for this development.

Below is a copy of the proposed Public Notice to be published in the legal paper of the Borough of Old Tappan and to be served upon property owners within a 200' radius of the subject property and affected utility companies.

Photographs of the subject property and surrounding area should be provided as supporting documentation.

12. CERTIFICATION OF APPLICANT

I certify that the foregoing statements and materials submitted are true. I further certify that I am the individual applicant or that I am an officer of the corporate applicant or that I am authorized to sign the within application for the corporation. If the applicant is a partnership, the within application must be signed by a general partner.

(Name of Applicant)

By: _____
(Authorized signature)

Sworn to and subscribed before me this
_____ day of _____, _____

Notary Public

13. BUILDER'S TRUST ACCOUNT

I understand that the sum of \$ _____ has been deposited in an escrow account. (Builder's Escrow Account) in accordance with the Escrow Ordinance of the Borough of Old Tappan. I further understand that the escrow is established to cover the costs of professional services including engineering, planning, legal and other professional expenses associated with the review of the within application, plans and documentation and costs for the preparation and publication of the decision of the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add the sum to the escrow account prior to the continuation of the public hearing or within fifteen (15) days of notification, whichever date first occurs.

Signature of Applicant

Date

14. CONTACT PERSON regarding matters pertaining to this application:

Name _____

Address _____

City _____ State _____

Phone _____ Fax _____ Email _____

Notice To Be Published in Official Newspaper

Borough of Old Tappan Planning Board

TAKE NOTICE that on the _____ day of _____ 2_____.

At 7:30 o'clock p.m., a hearing will be held before the Borough of Old Tappan Planning Board at the Municipal Building located at 227 Old Tappan Road, Old Tappan, New Jersey on the appeal or application of the undersigned for a variance or other relief so as to permit

on the premises located at _____
and designated as Block _____ Lot _____ on the Borough of Old Tappan Tax Map.

The following described maps or papers are on file in the office of the Borough Clerk and are available for inspection:

Any interested party may appear at said hearing date and participate therein accordance with the rules of the Old Tappan Planning Board.

(Name of Applicant)

(Publication Date)

Borough of Old Tappan

Developmental Application Checklist

Schedule A

Applicant _____

Block _____ Lot _____

	Complies	Deficient	Waiver Sought	Not Applicable
1. Information sheet (showing name, address, telephone number etc., of owner, lot and block number of property, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 27 total copies of the application in form pertaining to the type of approval requested, completely filled in. Any item not applicable, or requested waived, should be indicated as such on the form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A certificate from the Borough Tax Collector that all municipal real estate taxes are currently paid and up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Receipts showing that all application fees have been paid and all escrow deposits have been posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Affidavit of ownership. If applicant is other than the owner, a consent form executed by the owner authorizing the applicant to proceed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If applicant is a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 and 40:55D-48.2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If applicant is a corporation and/or is represented by an attorney, the name, address and telephone number of the attorney representing said applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.a) Names and addresses of proposed fact witnesses and projected time required for the testimony of each witness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Names, addresses and qualifications of any expert witnesses together with the projected time required for the testimony of each expert witness. Copies of expert's reports are to be furnished in accordance with Board regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. (Except for final major subdivision or site plan approval) a schedule of zoning requirements applicable to the property and a listing of whether or not the application is in compliance with such requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant _____

Block _____ Lot _____

Complies Deficient Waiver Sought Not Applicable

11. Copies of any prior resolutions or other documentation regarding past decisions involving the property.

☐ ☐ ☐ ☐

12. Copies of any easements, deed restrictions or covenants affecting use of the premises.

☐ ☐ ☐ ☐

13. (Except for final major subdivision or final site plan approval) an indication of floodplains and/or wetlands delineated on the plans.

☐ ☐ ☐ ☐

a) If none, a certification must be furnished by a licensed P.E. that, based on a review of the National Inventory Wetlands Map, and a physical inspection of the premises, there are no designated wetlands or floodplains on site or a Letter of Interpretation (LOI) from the NJDEP must be submitted indicating the absence of fresh water wetlands on site;

☐ ☐ ☐ ☐

b) If fresh water wetlands exist on site, an LOI from the NJDEP must be submitted indicating the presence of such fresh water wetlands and verifying the delineation of the boundaries of said fresh water wetlands as shown on the plat;

☐ ☐ ☐ ☐

c) If fresh water wetlands exist, a copy of any application made to the NJDEP for any permit concerning a proposed regulated activity in or around said fresh water wetlands, together with a copy of any permit issued by NJDEP must be submitted.

☐ ☐ ☐ ☐

14. A list of all other governmental agencies which must review the application and issue an approval.

☐ ☐ ☐ ☐

Additional Required Submissions for Specific Types of Applications

Design Review Committee (Art. VII of Ch. 218)

1. Plan (10 copies) on a minimum scale of 1 inch equals 20 feet showing the location of the subject property and all adjacent properties.

☐ ☐ ☐ ☐

2. Building elevations of the subject property and adjacent properties, on a minimum scale of one fourth inch equals one foot.

☐ ☐ ☐ ☐

3. Photographs of subject property and of adjacent properties and buildings. Photographs shall be properly identified and referenced on the site plan.

☐ ☐ ☐ ☐

Applicant _____

Block _____ Lot _____

Complies Deficient Waiver
Sought Not
Applicable

4. Samples of colors, exterior construction materials and designs. Color photographs of existing applications may suffice.

☐ ☐ ☐ ☐

5. Drawings or photographs showing details of design and construction.

☐ ☐ ☐ ☐

6. Any other information or displays as the Design Review Committee deems necessary which will clarify the visual and physical impact of the proposed project.

☐ ☐ ☐ ☐

**Landscaping - Subdivision and Site Plan
(Art. VI of Ch. 218)**

1. Plan drawn to a scale of no less than 1 inch equals 50 feet of all proposed landscaping, buffering, screening and existing trees to remain and be removed in accordance with the tree preservation and removal ordinance of the Borough.

☐ ☐ ☐ ☐

2. Plant listing, including:

☐ ☐ ☐ ☐

a) All plant material to be used shall be keyed to plans and defined by botanical and common name.

☐ ☐ ☐ ☐

b) Quantity to be used.

☐ ☐ ☐ ☐

c) Size of material to be planted.

☐ ☐ ☐ ☐

d) Ultimate sizes of each plant and times to reach maturity

☐ ☐ ☐ ☐

e) Characteristics, i.e. fall color, flowing, ornamental factors.

☐ ☐ ☐ ☐

f) Plant delivery method, i.e. container, bailed and burlapped.

☐ ☐ ☐ ☐

Applicant _____

Block _____ Lot _____

Complies	Deficient	Waiver Sought	Not Applicable
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3. Information required for design shall include:

a) Location, species and height of all existing plan material to remain on site, excluding ground cover, but including all trees. In addition, with respect to such trees, there shall be provided the diameter width of each tree measured at a point on the tree four feet above the ground level.

☐☐☐☐

b) The designation and location of all plant material to be installed in any buffer zone, buffer area or buffer strip.

☐☐☐☐

c) Location and spacing of each plant to be planted, shown to scale.

☐☐☐☐

d) Methods to be used in welling, staking and guying, mulching and wrapping according to any borough standards as may be established by the Borough Code § 234-1 et seq.

☐☐☐☐

e) Ground covers to be used in design, which may be indicated as a mass planting, but spacing must be defined in the plant list.

☐☐☐☐

f) A means of screening utility boxes using evergreen plant material where they appear at ground level.

☐☐☐☐

4. Name, signature, seal and address of person, firm or organization preparing landscape plans.

☐☐☐☐

5. Placement and size of street trees shall be indicated along all thoroughfares in accordance with borough shade tree specifications as provided by Borough Code § 234-4.

☐☐☐☐

6. Existing soil type and condition.

☐☐☐☐

Applicant _____

Block _____ Lot _____

Complies Deficient Waiver
Sought Not
Applicable

Minor Subdivision Application and Plat Details (§ 218-6)

1. Plan of proposed subdivision (27 folded copies) accurately drawn to a scale of not less than 1 inch equals 100 feet, certified by a licensed land surveyor and of the size acceptable to the County Clerk for filing, with said plan to show the following: (File copy must be sealed.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Location of the lots to be created in relation to the entire tract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All existing structures and wooded areas within the subdivision and within 200 feet thereof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The name of the owner and of all adjoining property owners as disclosed by the most recent borough tax records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Tax map sheet, block and lot numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Streets and streams within 500 feet of the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The area in square feet of all lots to be created by the proposed minor subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. A key map showing the entire subdivision and its relation to surrounding areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Easements, streets, buildings, water courses, railroads, bridges, culverts, drainpipes, rights-of-way and drainage easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. A listing of any variance or variances required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Acreage of the entire parcel to be subdivided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant _____

Block _____ Lot _____

Complies Deficient Waiver
Sought Not
Applicable

**Site Plan and Major Subdivision;
Preliminary Approval (§ 218-7)**

1. Preliminary plat of proposed subdivision or site plan (27 folded copies) accurate and to scale as to boundaries showing existing features and proposed features, said plan to be certified by a licensed land surveyor and all design work to be done by a professional engineer.(File copy must be sealed.)

☐ ☐ ☐ ☐

2. Written statement indicating name and address of the owner or agent making application.

☐ ☐ ☐ ☐

3. Written statement indicating the intention of the applicant respecting the proposed character of the development.

☐ ☐ ☐ ☐

4. Written statement indicating deed restrictions, if any, which will govern the development.

☐ ☐ ☐ ☐

5. Written statement indicating the intended date of beginning development.

☐ ☐ ☐ ☐

Plat Details (§ 218-7B)

6.Date of preliminary plat of site plan or subdivision with all revisions to be noted and dated.

☐ ☐ ☐ ☐

7. Key map showing the location of the tract with reference to surrounding properties and existing street intersections.

☐ ☐ ☐ ☐

8.Title of development, north arrow scale, block and lot number, name and address of record owner, name and address, license number and seal of person preparing plat. If owner of premises is corporation, the name and address of the president and secretary shall be noted in the application.

☐ ☐ ☐ ☐

9. Scale of not less than 1 inch equals 100 feet with all distances to be shown in feet and decimals of a foot and all bearings to be given to the nearest 10 seconds.

☐ ☐ ☐ ☐

10.Names, as shown on the current tax records, of all owners of property within 200 feet of the subdivision, together with block and lot numbers of the property.

☐ ☐ ☐ ☐

11. Zoning district in which the parcel is located, together with zone boundaries included within the boundaries of the parcel or within 200 feet there from.

☐ ☐ ☐ ☐

Applicant _____

Block _____ Lot _____

Complies	Deficient	Waiver Sought	Not Applicable
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12. Survey data showing boundaries of the property, building or setback lines, and lines of existing and proposed streets, corner radii lots, reservations, easements and areas dedicated to public use, including grants, restrictions and rights-of-way.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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13. Reference to any existing or proposed covenants, deed restrictions or exceptions covering all or any part of the parcel (copies of such covenants, deed restrictions or exceptions to be submitted with the application).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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14. Distances, measured along the right-of-way lines of existing streets abutting the property, to the nearest intersections with other public streets.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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15. Location of existing buildings and all other structures, including walls, fences, culverts and bridges, with spot elevations of such buildings and structures. Structures to be removed shall be indicated by dashed lines, structures to remain shall be indicated by solid lines.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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16. Location of all existing and proposed storm drainage structures and utility lines, whether publicly or privately owned, with pipe sizes, grades and direction of flow, location of inlets, manholes or other elevations.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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17. If any existing utility lines are underground, the estimated location of such utility line shall be shown.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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18. Existing and proposed contours, referring to U.S. Coast and Geodetic Datum, with a contour interval of one foot for slopes of less than 10% and an interval of 2 feet for slopes of more than 10%. Existing contours shall be indicated by solid lines.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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19. Location of existing rock outcrops, high points, water courses, depressions, ponds, marshes, wooded areas and other significant existing features, including previous flood elevations of watercourses, ponds and marsh areas as determined by survey.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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20. All proposed streets, with profiles, indicating grading; and cross sections showing width of roadway, location and width of sidewalk and location and size of utility conforming to the standards and specifications of the Borough.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

Applicant _____

Block _____ Lot _____

Complies Deficient Waiver
Sought Not
Applicable

21. Location of all existing and proposed water lines, valves and hydrants and all sewer lines or alternative means of water supply or sewage disposal and treatment.

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22. Existing and proposed storm water drainage system accompanied by a plan sketch showing all existing drainage within 500 feet of any boundary, and all areas such as paved areas, grassed areas, wooded areas and other surface areas contributing to the calculations, and showing methods used in the drainage calculations.

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23. 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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24. Approximate position of existing and proposed monuments.

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25. Open spaces to be dedicated for public use and location and use of all property reserved by covenant in the deed for the common use of all property owners.

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(In addition, preliminary plat of the site plan is to contain the following.)

1. The proposed use or uses of land and buildings, together with the floor space of all buildings and the estimated number of employees. (If precise use of the building is unknown at the time of application, an amended plan showing the proposed use shall be required prior to issuance of a C.O.).

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2. The means of vehicular access or ingress to and egress from the site showing in particular the size and location of driveways and curb cuts, walkways, the proposed traffic channels, if any, additional width, if any, and any other means of controlling vehicular and pedestrian traffic.

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3. Location and design of any off-street parking areas or loading areas showing size and location of bays, aisles and barriers.

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4. Itemization of the proposed uses and the respective off-street parking requirements for each of said uses. (See§ 255-48 of Borough Code.)

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Applicant _____

Block _____ Lot _____

Complies Deficient Waiver
Sought Not
Applicable

5. Location, direction and illumination, power and hours of operation of existing and proposed outdoor lighting.

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6. Location and elevation plan of existing and proposed signs.

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7. Proposed screening, landscaping and planting plan.

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Final Subdivision Approval (§ 218-8B)

Final subdivision plat to be drawn in ink on tracing cloth at a scale of not less than 1 inch equals 100 feet and in compliance with the map filing law and showing the following details:

1. Date, name and location of the subdivision, name of owner, graphic scale and reference meridian.

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2. Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use; all lot lines and other site lines, with accurate dimensions, bearings or deflection angles and radii, arcs and central angles of all curves; area of each lot.

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3. Names, exact locations and widths of all existing and recorded streets intersecting or paralleling the plot boundaries within a distance of 200ft.

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4. The purpose of any easement or land reserved or dedicated to public use and the proposed use of site, other than residential.

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5. Lot, block and street number as approved by Borough Engineer, including lot and block numbers of abutting property.

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6. Minimum building setback line on all lots and other sites.

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7. Location and description of all monuments.

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8. Names of owners of adjoining unsubdivided lands.

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9. Certification by surveyor as to accuracy of details of plat.

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Applicant _____

Block _____ Lot _____

Complies Deficient Waiver
Sought Not
Applicable

10. Certification that the applicant is agent or owner of the land or that the owner has given consent under an option agreement.

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11. Certification of approval by any other officer or body of a municipality, county or state as required by law or, in lieu thereof, evidence that an application has been made for such approval.

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12. Proposed final grades of all streets shown to a scale of 1 inch equals 5 feet vertical and 1 inch equals 50 feet horizontal on sheets 22 by 36 inches.

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13. Drawings to include both plans and profiles and to show elevations of all monuments referred to U.S.C. and G.S. level bench marks, with such elevations to be shown in feet and hundreds of feet.

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14. Plans and profiles of storm and sanitary sewers and water mains.

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15. Certification from the Tax Collector that all taxes are paid to date.

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16. Written proof that the land set aside or shown for easements, public use or streets are free and clear of all liens and encumbrances.

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17. Written statement that the specifications for the construction of the proposed streets, sidewalks, curbs, storm drains and appurtenances and all other contemplated improvements, meet the requirements of all ordinances of the Borough relating to the acceptance of streets or standard specification of the borough on file with the Borough Engineer.

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18. Written agreement to pay to the borough, engineering and inspection fees by it in connection with proper inspection of the construction of the improvements.

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19. Written estimate of the total cost of constructing, installing and completing all improvements and monuments.

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Applicant _____

Block _____ Lot _____

Complies Deficient Waiver
Sought Not
Applicable

[Conditional Use - Accessory Dwelling]

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Names, addresses and ages of owners. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Names, addresses and ages of all persons who are intended to occupy primary dwelling unit and accessory unit. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Identification by street number and lot and block designation of property involved. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. 27 copies of a current survey of the property prepared by a licensed engineer or land surveyor depicting the boundaries of the lot and all existing structures and improvements on the property. (File copy must be sealed.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. 27 copies of a proposed floor plan drawn by a licensed architect or engineer depicting all proposed interior or exterior changes to the dwelling, including the relation of the accessory dwelling unit to the primary dwelling unit, the location of any proposed exterior doors, any proposed additional parking spaces and any proposed modifications to the existing sanitary disposal system. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Variance Applications

(For both "c" variance and "d" variance except for residential variances)

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Plat clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Sheet size either 15 x 21, 24 x 36 or 30 x 42. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Plans shall be prepared by an architect, planner, engineer, land surveyor, or the applicant, where appropriate. (File copy must be sealed.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Plat prepared to scale based on deed description, Tax Map or similarly reasonably accurate data for the purpose of review and discussion by the municipal agency. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Applicant _____

Block _____ Lot _____

Complies Deficient Waiver
Sought Not
Applicable

General Information

5. Metes and bounds description of parcel in question based upon current land survey information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Property line shown in degrees, minutes and seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Key map showing location of tract to be considered in relation to surrounding area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Each block and lot numbered in conformity with the Municipal Tax Map as determined by the Municipal Tax Assessor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Scale of map, both written and graphic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. North arrow giving reference meridian.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Space for signatures of Chairman and secretary of the municipal agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Names of all property owners within 200 feet of subject property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Zone requirements per ordinance and per application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Acreage of affected parcel to the nearest hundredth of an acre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant _____

Block _____ Lot _____

Complies	Deficient	Waiver Sought	Not Applicable
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For "c" variances the aforementioned plat should additionally show:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Existing and proposed dimensions of all structures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Setbacks. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Lot and building dimensions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

For "d" variance applications, the aforementioned plat should additionally show:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Existing development. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Proposed development. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Existing and proposed building dimensions and locations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Lot dimensions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Location of structures adjoining and surrounding the lots. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Lot lines of adjoining and surrounding lots. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Ordinance required setback lines. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Access location(s). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Master Plan section(s) relative to the site in question and Master Plan section(s) relative to proposed use (if any). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Area map showing vicinity and location. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Applicant _____

Block _____ Lot _____

Complies Deficient Waiver Sought Not Applicable

For "d" variance applications, the application must also contain a statement of the legal basis or grounds for the grant of the variance, which must include:

1. A list and explanation of the specific special reason(s) advanced together with all information demonstrating that the proposed variance would not cause substantial detriment to the intent and purpose of the Borough Zoning Ordinance.

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2. Explanation of how the requested variance would be consistent with goals and provisions of Master Plan.

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3. Reasons why proposed development would pose no substantial harm to surrounding properties or the Borough generally.

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4. If proposed use is not "inherently beneficial," list and explain the unique features of site giving rise to variance and indicate particular suitability of site, as compared to other locations in Borough, for proposed use.

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Residential Variances (§ 45-25J)

5. Survey indicating the dimension of the property and area, size of present and proposed structure, location of structures in relation to other structures on the property and property lines, including dimensions, all existing and proposed driveways, topography for grade changes (if any), and preliminary front, side, and rear architectural elevations and floor plans (12 copies of each).

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6. Listing of property owners within 200-foot radius.

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Satellite Earth Station Antenna (§ 255-67 et seq.)

1. Zone in which subject property is located.

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2. Antenna surface area, measured in terms of square feet.

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3. Equivalent diameter of cable dish, measured in terms of lineal feet.

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4. Height of the antenna, including its base or mounting structure, measured vertically from the ground to the highest point of the antenna when positioned for operation.

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Applicant _____

Block _____ Lot _____

Complies	Deficient	Waiver Sought	Not Applicable
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5. Description of how antenna is to be mounted on a base affixed to the ground including photo or drawing depicting it.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

6. Survey or plat (10 copies) drawn to scale prepared by a licensed engineer or land surveyor showing:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

a) The boundaries of the lot and all existing structures and improvements on the property;

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

b) The proposed location of the antenna in the rear yard of the property, including distances from side yard and rear yard; and

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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c) Dimensions of the antenna and the proposed plantings or screening.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7. Description of plants and/or trees which will serve to screen the antenna from adjacent streets or properties, including number, species and dimensions of all plantings and trees.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. Description of location of and proposed installation of all power controls and signal cables.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Fences

All fences, including fences in residential zones [§ 255-72 fences more than 500 feet in length in one direction as conditional accessory use/structure [§ 255-74] and fences over 6 feet in height for which a variance is required [§ 255-76].

1. Description of the fence to be erected, including type or style, length and height, materials to be used in the construction of the fence (including description of composition and color) and the area of the lot or property (in lineal dimensions and square footage) which will be enclosed by the fence.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

2. A survey or plot plan (10 copies) of the subject property showing the proposed location of the fence and its height.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

3. If height of fence is not uniform throughout its length, the height of the different sections or segments of the fence marked on the survey or plot plan.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. A photograph, brochure or other pictorial representation of The type of fence to be erected.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Applicant _____

Block _____ Lot _____

Complies Deficient Waiver
Sought Not
Applicable

**Mobile Cellular Communications Antenna Conditional
Use (§ 255-29)**

1. 10 copies of a survey of the property prepared by a licensed engineer or land surveyor depicting the boundaries of the lot and all existing buildings, structures and improvements on the property. There shall be further shown or marked on the survey and drawn to scale the proposed location of the antenna on the property.

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2. 10 copies of a drawing showing the dimensions of the antenna.

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3. As to the reasons why the mobile cellular communications antenna is proposed for its specific location, the evidence and information referred to in of Subsection C of § 255-30.

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**Mobile Cellular Communications Tower Conditional
Use (§ 255-30)**

1. All information and documentation required for a site plan application submitted in accordance with § 218-7B.

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2. All information and documentation required for a conditional use approval for a mobile cellular communications antenna.

☐ ☐ ☐ ☐

3. An environmental impact statement.

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Applicant _____

Block _____ Lot _____

Complies Deficient Waiver
Sought Not
Applicable

4. A report from a professional engineer or other qualified expert witness which shall include:

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(a) A description of the tower and the technical and other reasons for the tower's design and height.

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(b) Information and documentation to establish that the tower has sufficient structural integrity for the proposed uses at the proposed location, and meets or exceeds minimum safety requirements and margins established by the Federal Communications Commission.

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(c) Information and documentation describing the general capacity of the tower in terms of the number and type of antennas it is designed to accommodate, including the extent to which additional equipment could be mounted on the tower and the types of equipment that could be accommodated.

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(d) Information and documentation describing the elevation of the proposed tower and accessory building or structure, if any, and describing and depicting all proposed antennas, platforms, finish materials and all other accessory equipment.

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