

TOWNSHIP OF MONTGOMERY  
PLANNING/ZONING APPLICATION  
PROCEDURES FOR FILING APPLICATION

1. You are encouraged to obtain a copy of the Land Development Ordinance and read through the procedures before filling out your application, and retain professional help as necessary (attorney, planner, engineer, etc.)
2. The application forms must be completed and returned to the Planning/Zoning Office in accordance with the attached submission schedule (Page 2). **Applications are to be clearly printed or typewritten.**
  - A. 1 Original and 7 copies of all plans and paperwork are required for DRC submission. **PLANS MUST BE FOLDED 8 ½ x 11.** Additional copies of plans will be required when the application is scheduled for both the Subcommittee meeting and the public hearing.
  - B. Depending on the nature of plans, they must be prepared by a licensed professional of the State of New Jersey:
    1. Licensed Engineer, Architect or Planner.
    2. Landscape plans must be prepared by a certified Landscape Architect or Engineer.
  - C. The required application fee and escrow as noted on the attached fee schedule (Page 35) shall accompany the application (See Section 16-9.1 of the Land Development Ordinance). One check each for application fee and escrow account are to be submitted. Any escrow funds shall be accompanied by applicant's taxpayer identification number and escrow breakdown.
  - D. Certification from Tax Collector that all liens, taxes and assessments due on the property of the application have been paid.
3. Your application will be reviewed by the Development Review Committee in accordance with the attached schedule and you will be notified by mail within 45 days of the required submittal date as to completeness.
4. Once your application is scheduled for a public hearing, all notices (if required) must be served by the applicant in accordance with "Requirements for Public Hearing" (Refer to Page 32). **Proof of notifications are to be submitted to the Planning/Zoning Officer prior to the scheduled hearing.**
5. If it is desired to present additional information, attach additional sheets or documents.
6. All applicant correspondence and plans after submittal of this filing application must show the Block and Lot number(s) and assigned case number.
7. At the hearing, any party may appear for himself or by an attorney. Corporations must be represented by an attorney. All attorneys must be licensed to practice in the State of New Jersey.
8. All names shall be typewritten beneath each signature.
9. Copies of plans may also need to go to: (These are to be forwarded by the applicant with a copy of the transmittal letter to this office)
  - A. Somerset County Planning Board
  - B. Somerset Union Soil Conservation District
  - C. N.J. Department of Transportation
  - D. N.J. Department of Environmental Protection
  - E. Delaware-Raritan Canal Commission
  - F. Federal Aviation Agency
  - G. Other Agencies, Boards, etc. as may be necessary
10. **REVISIONS TO DRAWINGS** - Revised plans shall be submitted to the Planning/Zoning Office at least fourteen (14) calendar days prior to the scheduled hearing. The applicant is to submit a letter detailing all revisions with a cross reference to the specific drawing(s) and/or clearly indicate on the drawing(s) all revisions.
11. **SIGNATURES TO DRAWINGS** - Plans and/or deeds submitted for signature must be accompanied by a copy of the resolution and any write-offs required and/or memos mentioned as a condition of approval as well as a transmittal letter. All plans for signature are to be routed through the Planning Board office.

## ***APPLICATION SUBMISSION SCHEDULE***

All paperwork and plans for applications to the Montgomery Township Planning Board or Zoning Board of Adjustment are to be received by the Planning Board's Office on the Submission Date.

<b><u>SUBMISSION DEADLINE</u></b>	<b><u>REVIEWED BY DRC</u></b>
01/19/16	01/28/16
02/22/16	03/03/16
03/21/16	03/31/16
04/18/16	04/28/16
05/23/16	06/02/16
06/20/16	06/30/16
07/18/16	07/28/16
08/22/16	09/01/16
09/19/16	09/29/16
10/24/16	11/03/16
11/21/16	12/01/16
12/19/16	12/29/16
01/23/17	02/02/17

Only applications deemed complete will be scheduled. Applications deemed incomplete will be reviewed at the next DRC meeting pending receipt of additional information requested.

Once the application is deemed complete additional drawings and documentation must be received at least fourteen (14) calendar days prior to the scheduled meeting or the application will be rescheduled for the next available agenda.

Page No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37		
Type of Application																																							
Minor Site Plan	*	*	*	X	X	X	*	X						X	X	X	X	X	X	X																	*	*	*
Preliminary Major Site Plan	*	*	*	X	X	X	*	X						X	X						X	X	X	X	X	X	X							*	*	*	*	*	*
Final Major Site Plan	*	*	*	X	X	X	*	X						X	X														X	X							*	*	*
Minor Subdivision	*	*	*	X	X	X	*	X						X	X	X	X	X	X	X																	*	*	*
Preliminary Major Subdivision	*	*	*	X	X	X	*	X						X	X						X	X	X	X	X	X	X										*	*	*
Final Major Subdivision	*	*	*	X	X	X	*	X						X	X														X	X							*	*	*
Use Variance	*	*	*	X	X	X	*	X					X	X	X																X	X	*	*	*	*	*	*	
Bulk Variance	*	*	*	X	X	X	*	X			X	X		X	X															X	X	*	*	*	*	*	*	*	
Appeal	*	*	*	X	X	X	*	X	X					X	X																						*	*	*
Interpretation	*	*	*	X	X	X	*	X		X				X	X																						*	*	*
Informal Minor Plan with Review	*	*	*	X	X	X	*	X						X	X																						*	*	*
Informal Major Plan with Review	*	*	*	X	X	X	*	X						X	X																						*	*	*

(\* ) INFORMATIONAL PAGES (X) PAGES TO BE SUBMITTED

Name of Applicant \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone (Daytime) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (Fax) \_\_\_\_\_

Applicant interest in property (owner, lessee, etc.) \_\_\_\_\_

Name of Owner (if not applicant) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

When property was acquired by applicant \_\_\_\_\_

Tax Map Page \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Address of property \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Development Name \_\_\_\_\_

Is the property served with public sewer system? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the property served with public water system? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the applicant willing to dedicate land for the widening of roads in compliance with Township and/or County Master Plan? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the proposed use located on a Municipal \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ road?

Area of property \_\_\_\_\_ acres or \_\_\_\_\_ sq. ft.

Frontage on an improved street \_\_\_\_\_ ft. Present Zoning: \_\_\_\_\_

Number of Lots: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Number of buildings: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Proposed principal building height: \_\_\_\_\_ Proposed accessory building height \_\_\_\_\_

Gross square footage of proposed building(s) \_\_\_\_\_

Floor area of all structures: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Percentage of coverage by buildings \_\_\_\_\_ by impervious coverage \_\_\_\_\_

Bulk restrictions provided: Front Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_ Height \_\_\_\_\_

Parking spaces required \_\_\_\_\_ and provided \_\_\_\_\_

Has a subdivision previously been granted? \_\_\_\_\_ Date \_\_\_\_\_

Has a variance previously been granted? \_\_\_\_\_ Date \_\_\_\_\_

If previous applications were applied for please indicate the case number(s) \_\_\_\_\_

Are there any existing or proposed covenants or deed restrictions on the property? \_\_\_\_\_

If yes, explain \_\_\_\_\_

Is a variance requested? Yes ( ) No ( ) No. of variances requested \_\_\_\_\_

**TYPE OF APPLICATION** \_\_\_\_\_

Describe in detail section of Zoning Ordinance from which applicant seeks design waivers: \_\_\_\_\_

\_\_\_\_\_

Describe in detail section of Zoning Ordinance from which applicant seeks submission waivers:

\_\_\_\_\_

\_\_\_\_\_

**PLANS**

Name of Engineer/Surveyor: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name of Architect: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**CERTIFICATION**

I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the signatories of the attached authorization. I further authorize Township Officials to inspect the site noted above.

DATED: \_\_\_\_\_

(Owner's Name Printed and Owner's Signature)

DATED: \_\_\_\_\_

(Applicant's Name Printed and Applicant's Signature)

**SWORN TO AND SUBSCRIBED BEFORE**

THIS \_\_\_\_\_ day of \_\_\_\_\_.

20\_\_\_\_.

\_\_\_\_\_  
(Notary)

Persons to be contacted regarding matters pertaining to this application, if other than applicant.

**APPLICANT'S ATTORNEY:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

I, the developer/applicant, as signed below, acknowledge familiarity with the procedure set forth in the Montgomery Township Land Development Ordinance for submittals and required action and agree to be bound by it.

\_\_\_\_\_

\_\_\_\_\_

Date

Applicant's Name Printed and Applicant's Signature

**AGREEMENT TO PAY FOR PROFESSIONAL REVIEW**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Application: \_\_\_\_\_ Block: \_\_\_\_\_ Lot \_\_\_\_\_

Hereinafter call "Applicant"

and:

The Township of Montgomery, in the County of Somerset, a municipal corporation of the State of New Jersey, hereinafter call "Township"

WITNESSETH

That the Applicant has submitted a development application to the Township's Planning Board/Zoning Board for consideration in accordance with the New Jersey Municipal Land Use Law and the Montgomery Township Land Use Ordinances and Applicant hereby covenants and agrees as follows:

1. Applicant agrees to pay all costs related to the Township's review and administration of the proposed application with said costs including but not limited to:
  - A. Review by the Development Review Committee, which entails professional consultant costs for: Planner, Engineering, Legal and other extraordinary consultant services as may be required by the Township;
  - B. Full application professional review by the Site Plan Committee, Subdivision Committee, Planning Board, and Zoning Board, which entails professional consultant costs for: Planner, Engineering, Legal and other extraordinary consultant services as may be required by the Township;
2. Applicant understands and agrees to pay all costs as set forth above from the date of initial application submission through the Township's signature of approved plans which shall include any costs for extensions and revalidation's.
3. Applicant understands and agrees to deposit with the Township's Planning/Zoning Office an initial application filing fee which is non-refundable and an initial escrow deposit in accordance with Section 16-9.1 of the Land Development Ordinance.
4. Applicant understands and agrees that the Township will withdraw from said escrow deposit to cover costs as set forth in Section 1 above.
5. Applicant understands and agrees to pay within TEN BUSINESS DAYS of receipt of the Township's statement/billing all additional costs as may be incurred and billed to the applicant by the Township relative to the review and administration of the application even if the costs of said review and administration exceed the initial escrow deposit.
6. Applicant understands and agrees that in the event Applicant fails to pay a billed amount the Township may discontinue Planning Board/Zoning Board review and consideration on said application or if Planning Board/Zoning Board approval has been previously given Township may deny issuance of a construction permit and/or certificate of occupancy or if permit has been previously issued Township may initiate a Stop Work Order.
7. Township agrees to refund to applicant any escrow sum deposited with Township for review and administration of the application and neither spent nor needed by Township. A refund will be issued upon request by Applicant by Township following completion of the Township's review and administration of the application.
8. **APPLICANT AGREES AND UNDERSTANDS THAT IT IS INCUMBENT ON APPLICANT TO PERIODICALLY MONITOR THE STATUS OF SAID ESCROW ACCOUNT. APPLICANT AGREES AND UNDERSTANDS THAT RESPONSIBILITY TO PAY ALL ESCROW CHARGES IS THE APPLICANT'S EVEN IF APPLICANT SELLS OR CONVEYS SAID PROPERTY CITED ABOVE TO ANOTHER PARTY.**

\_\_\_\_\_  
**APPLICANT'S NAME (PRINTED)**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

## **ESCROW ACCOUNTING ADMINISTRATIVE PROCEDURE**

The following is a procedure to ensure proper control of payments to professionals reviewing and billing against applications for development within Montgomery Township;

### **A. GENERAL CONSIDERATION**

1. Professionals will be primarily responsible to review applications in light of their own professional expertise.
2. The Community Development Department will be responsible for the administration and processing of professionals bills to the Township Finance Director.
3. All correspondence shall reference a case number, block and lot, and application name and address.
4. Applicants are to receive a copy of professional memoranda or reports at the same time as the Township.
5. Professional's invoices to the Township may include but not be limited to report writing, field inspections, attendance at meetings with Township representatives, attendance at municipal meetings where applications are heard, and meeting with applicants.
6. The Director of Community Development will be the responsible agent of the Township for coordinating meetings among the various professionals employed by the Township to discuss development applications.

### **B. SPECIFIC AREAS OF RESPONSIBILITY OUTLINED**

1. The Engineer is responsible for reviewing the design of projects and reviewing public and semi-public improvements connected with development applications.
2. Planners are responsible for project designs, comments relating to the Master Plan and Ordinances.
3. The Landscape Architect is responsible for landscaping reviews of applications.
4. The Traffic Engineer is responsible for commenting on traffic and transportation aspects of applications.
5. The Planning Board or Board of Adjustment Attorney is responsible for legal representation of the Planning Board or Board of Adjustment at meetings and any legal aspects of development plan review and approval, as well as litigation concerning projects.
6. The Township Attorney is responsible for legal aspects of public improvements and any legal contractual aspects of the application process to which the Township is a party.
7. The Environmental Consultants are responsible for reviewing Environmental Impact Statements submitted with an application.
8. The Application Coordinator is responsible for general administration throughout the application review process and is also responsible for completeness items and issues within applications.
9. The Director of Finance is responsible for establishing escrow accounts, maintaining a ledger of the accounts and payment of professionals' invoices following approval by the Community Development Department.

### **C. BILLING**

1. Since professionals are appointed by, and work directly for, the Township, bills will be sent to the Community Development Department for checking and routing. Invoices will, at a minimum, indicate individuals who performed work, the time spent, and the billing rate.
2. Bills are checked for the following:
  - A. Correct case numbers;
  - B. Correct block and lot(s) numbers
  - C. Correct application names
3. Bills are checked against ledger balances to avoid overdrafts.
4. When accounts are close to becoming over-extended, further funds will be requested of applicants.

**ESCROW ACCOUNTING ADMINISTRATIVE PROCEDURE  
(CONTINUED)**

5. Failure by applicants to maintain sufficient positive escrow balances may subject applications to delays in review.
6. Professionals billing against escrow accounts must send a duplicate copy, marked or stamped, **“FOR INFORMATIONAL PURPOSES ONLY”** to the applicant at the same time the bills are sent to the Township.

**D. QUESTIONS CONCERNING BILLINGS**

1. Applicant inquiries regarding billing must be made in writing to the Director of Community Development specifying concerns, in detail, within two weeks of date of invoice.
2. Invoices will be scrutinized a second time for possible billing errors.
3. The Director of Community Development will determine the appropriateness of the billing, make a decision on whether or not the bill will be paid, and inform both parties concerned.

**Applicant agrees and understands the “Escrow Accounting Administrative Procedure” and agrees to be bound by same.**

\_\_\_\_\_

***APPLICANT’S NAME (PRINTED)***

\_\_\_\_\_

***APPLICANT’S SIGNATURE***

\_\_\_\_\_

**DATE**





**MONTGOMERY TOWNSHIP PLANNING/ZONING BOARDS**

***Application for Bulk Variance***

(See N.J.S.A. 40:55D-70(c) and Zoning Ordinance)

1. Application is hereby made for a variance from the strict application of the following provisions of the Zoning Ordinance: (Specify sections of Ordinance involved):

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2. Applicant requests a variance to the following extent: (Set forth specific variance requested):

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**ANSWER BOTH NUMBERS 3 AND 4 OR ANSWER NUMBER 5 AS APPLICABLE**

3. The strict application of said provision would result in: (Complete one or both of the following in detail)

**A. *The following peculiar and exceptional practical difficulties:***

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**B. *The following exceptional and undue hardship:***

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4. Said difficulties or hardship are by reason of (complete one of the following in detail):

**A. Exceptional narrowness, shallowness or shape of the property (describe):**

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**B. Exceptional topographic conditions or physical features uniquely affecting the property (describe):**

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**C. Reasons unique and peculiar to the lands or buildings for which the variance is sought and do not apply generally to lands or buildings in the neighborhood, because:**

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***Application for Bulk Variance (Continued)***  
(See N.J.S.A. 40:55D-70(c) and Zoning Ordinance)

5. The following purpose of the Zoning Act would be advanced by a deviation from the Zoning requirements; and,

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6. The requested variance is the minimum reasonably needed, because:

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7. The benefits of the proposed deviation would substantially outweigh any detriment because:

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8. The variance requested will not result in substantial detriment to the public good because:

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9. The variance will not substantially impair the intent and purpose of the Zoning Ordinance and Master Plan because:

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**MONTGOMERY TOWNSHIP PLANNING/ZONING BOARDS**

***Application for a Use Variance***

(See N.J.S.A. 40:55D-70(d) and Zoning Ordinance)

- 1. Application is hereby made for the granting of a variance from the Zoning Ordinance to allow for the following:
  - A. A use or principal structure in a district restricted against such use or principal structure
  - B. An expansion of a nonconforming use
  - C. A deviation from a specification or standard of a conditional use
  - D. An increase in the permitted floor area ratio
  - E. An increase in the permitted density
  - F. The height of a principal structure exceeds the maximum height allowed in the zone by 10 feet or 10%

2. Said structures or uses are proposed to be located in the \_\_\_\_\_ Zoning District, which is restricted against same by the following provisions of the Zoning Ordinance:

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3. This application is based upon the following special reasons:

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4. Said reasons are unique and peculiar to the lands or building for which the variance is sought and do not apply generally to land or buildings in the neighborhood because:

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5. The strict application of the regulations prohibiting said structure or use would deprive applicant of the reasonable use of the lands or buildings involved, because:

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6. The requested variance is the minimum reasonably needed, because:

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7. The variance requested will not result in substantial detriment to the public good because:

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8. The variance will not substantially impair the intent and purpose of the Zoning Ordinance and Master Plan because:

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**MONTGOMERY TOWNSHIP PLANNING/ZONING BOARDS**

Affidavit of Ownership

**STATE OF NEW JERSEY)**

ss

COUNT OF SOMERSET)

\_\_\_\_\_ of full age being duly sworn according to law on oath deposes and says that the deponent resides at \_\_\_\_\_ in the Township of \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_ that \_\_\_\_\_ is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the Township of Montgomery, New Jersey, and known and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_.

DATED \_\_\_\_\_

Owner's Name Printed and Owner's Signature

**SWORN TO AND SUBSCRIBED TO BEFORE ME**

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

**AUTHORIZATION**

(If anyone other than the above owner is making this application, the following authorization must be executed.)

To the Board of Adjustment/Planning Board:

\_\_\_\_\_ is hereby authorized to make the within application.

DATE: \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

Owner's Name Printed and Owner's Signature

} CHECK LIST }

**Details Required For  
Minor Subdivision Plats  
And  
Minor Site Plans**

**Note: See Section 16-8.3 of the Montgomery Township Land Development Ordinance for further details of submission requirements and procedures.**

**Applicant** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

**Address** \_\_\_\_\_

Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
1				Application Form(s) and Checklist(s).
2				Application and Escrow Fees in accordance with Section 16-9.1.
3				Plats or Plans signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with the Title Block revealed in accordance with Subsection 16-8.3 b. of this chapter.
4				Existing Protective Covenants, Easements and/or Deed Restrictions.
5				Scale of 1" equals not more than 100' for minor subdivision plats or 1" equals not more than 50' for minor site plans on one of the following four (4) standard sheet sizes (8½" x 13", 15" x 21", 24" x 36" or 30" x 42"), each with a clear perimeter border at least 1" wide.
6				Key Map at 1" equals not more than 2,000'.
7				Title Block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including:
8				Name of the development, Township of Montgomery, Somerset County, N.J.;
9				Name, title, address and telephone number of applicant;
10				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan;
11				Name, title and address of the owner or owners of record;
12				Scale (written and graphic); and
13				Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
14				North Arrow.
15				Certification that the applicant is the owner of the land or his/her properly authorized agent, or certification from the owner that he or she has given his/her consent under an option agreement.

**Minor Site Plan and Minor Subdivision Checklist (cont.)**

<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
16				If the applicant is a partnership or a corporation, the names and addresses of all partners, or the names and addresses of all stockholders owning ten percent (10%) or more of any class of stock of the corporation in accordance with N.J.S.A. 40:55D-48.1 et seq.
17				Acreage of the existing lot and, in the case of minor subdivisions only, acreage of the proposed lot(s) to the nearest tenth of an acre (both within and without areas within public rights-of-way) and a computation of the area of the tract to be disturbed.
18				Approval signature and date lines for the Chairman, Secretary of the Board and the Township Engineer.
19				Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot number(s).
20				The name(s) and block and lot number(s) of all property owners within two hundred (200) feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Township Tax Assessor.
21				Tract boundary line (heavy solid line), any existing or proposed subdivision or property line(s) within the tract, and any property line(s) to be removed clearly delineated.
22				Zoning districts(s) affecting the tract, including district names and all requirements, with a comparison to the proposed development.
23				The location of existing and proposed property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, natural features such as treed areas, and any historic features such as family burial grounds and buildings more than fifty (50) years old, both within the tract and within two hundred (200) feet of its boundary.
24				The names, location and width of all existing and proposed easements and rights-of-way, the use(s) for which they are intended to be limited, the manner in which the easements will be controlled, to whom they will be granted.
25				All dimensions necessary to confirm conformity to the chapter, such as the size of the tract and any proposed lot(s), the number of lots being created, structure setbacks, structure heights, yards floor area ratios, building and lot coverages, the amount of contiguous net useable acreage, the delineation of all "critical areas", and the inscription of a 205 foot diameter circle, where required for residential uses.

**Minor Site Plan and Minor Subdivision Checklist (cont.)**

<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
26				The location and identification of existing vegetation with an indication as to whether it is to remain or be removed, with the limits of disturbance clearly indicated on the plan, and any proposed buffer and landscaped areas, including a landscaping legend or a note addressing compliance with the landscaping requirements in Section 16-5.6 of this chapter.
27				Delineation of flood plains, including both floodway and flood fringe areas, and Township stream corridors, both within the tract and within one hundred (100) feet of its boundary, and the source and date of the flood plain information.
28				Delineation of ponds, marshes, wetlands, wetland transition areas, hydric soils, and lands subject to flooding within the tract and within one hundred (100) feet thereof. For delineated wetlands, a copy of the applicant's request for a Letter Of Interpretation (LOI) from the New Jersey Department of Environmental Protection (NJDEP) and the accompanying plan, or where an LOI has been received, a copy of the NJDEP LOI and stamped approved plan shall be submitted.
29				Existing and proposed contours with intervals of two (2) feet, except where one (1) foot contours are required in Subsection 16-5.2 m.3. of this chapter to be shown in the area of disturbance, and an indication of steep sloped areas.
30				Plans of proposed improvements and utility layouts, if applicable.
31				Drainage calculations and proposed drainage improvements and details, where required. Stormwater management facility and plan as may be required in Section 16-5.2 and submission requirements set forth in Subsection 16-5.2 m.3., if applicable.
32				Plans for Soil Erosion and Sediment Control as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Somerset County Soil Conservation District, where disturbance is greater than 5,000 square feet.
33				Concerning minor subdivisions only, existing and proposed monuments in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9.
34				Concerning minor site plans only, the location of and details for all exterior lighting, signs, circulation and parking, and the separation and storage of recyclable materials.
35				Additional right-of-way, either along one (1) or both sides of said street(s), as applicable.
36				Sight triangle easements shall be shown and granted as specified in this chapter for corner lots or for intersections of a street with a driveway providing ingress and/or egress to non-residential development.

**Minor Site Plan and Minor Subdivision Checklist (cont.)**

<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
37				Any existing protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plat or plan. Any proposed deed descriptions, easements, covenants, restrictions and roadway and sight triangle dedications, including metes and bounds as applicable, shall be submitted for approval and required signatures prior to filing with the County Recording Officer.
38				If the proposed lot(s) is (are) not served by a sanitary sewer, three (3) copies of the plan approved by the Township Board of Health, with date of approval, of site evaluation tests, certified by a licensed professional engineer, indicating that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the test hole(s) and boring(s), soil logs, proposed location of the septic disposal areas and reserve areas, test results, soil types, percolation rates and compliance with the "Individual Sewage Disposal Code of New Jersey" or applicable Township Board of Health Codes, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.
39				If the application meets the definition of major development by increasing the impervious coverage by more than one quarter acre or 10,890 square feet or by ultimately disturbing one (1) or more acres of land per Section 16-5.2 e. of this chapter, then stormwater design requirements are required to be addressed pursuant to Section 16-5.2, with submission requirements set forth in Subsection 16-5.2 m.3. of this chapter, as follows and as may be required by the Board Engineer:
40				Topographic Base Map per Subsection 16-5.2 m.3.(a);
41				Environmental Site Analysis included in the Stormwater Management Report per Subsection 16-5.2 m.3.(b);
42				Project Description in the Stormwater Management Report and Site Plan per Subsection 16-5.2 m.3.(c);
43				Land Use Plan per Subsection 16-5.2 m.3.(d), including: (1) New Jersey NonStructural Stormwater Measures Strategies point system, Low Impact Checklist, detailed narrative and illustrative maps; (2) Development description to meet erosion control, groundwater recharge, stormwater runoff quantity and quality standards; and (3) LEED project checklist with narrative.
44				Stormwater Mapping per Subsection 16-5.2 m.3.(e), including: (1) Area to be developed at one (1) foot contours; (2) Soil boring locations; (3) Detailed design; (4) Utility Plan; and (5) Grading Plan;
45				Stormwater Calculations and Soils Report per Subsection 16-5.2 m.3.(f); and
46				Operations and Maintenance Plan per Subsection 16-5.2 m.3.(g).

<b>Minor Site Plan and Minor Subdivision Checklist (cont.)</b>				
<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
<b>47</b>				Concerning minor site plans only involving the storage of hazardous substances, a proposal for the means of storage of hazardous substances in accordance with Ordinance No. 81-85.
<b>48</b>				If a survey is referenced, a copy of a signed and sealed survey by a licensed New Jersey land surveyor, showing the tract boundary, topographic information, existing conditions, and all "critical areas", as defined by this chapter.
<b>49</b>				Certification from the Township Tax Collector that all taxes and assessments are paid to date, and certification from the Chief Financial Officer or his/her designee that all prior escrow fees have been posted.
<b>50</b>				A list of all known licenses, permits and other forms of approval required by law for the development and operation of the proposed project, including approvals required by the Township, as well as agencies of the County, State and Federal government, and evidence of the submission of the application(s) for other agency approvals having jurisdiction over the application and/or required by the Township Engineer. Copies of granted approvals or note where approvals are pending shall be submitted.

**NOTE:** The Board reserves the right to require additional information before granting minor approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information may include, but not be limited to, an Environmental Impact Statement and/or Traffic Impact Statement, provided, however, that no application shall be declared incomplete for the lack of such additional information.

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SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECK LIST. DATE.

} CHECK LIST }

**Details Required For  
Preliminary Major Subdivision Plats  
And  
Preliminary Major Site Plans**

**Note: See Section 16-8.4 of the Montgomery Township Land Development Ordinance for further details of submission requirements and procedures.**

**Applicant** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

**Address** \_\_\_\_\_

Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
1				Application Form(s) and Checklist(s).
2				Application and Escrow Fees in accordance with Section 16-9.1.
3				Plats or Plans signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with the Title Block revealed in accordance with Subsection 16-8.4 b. of this chapter.
4				Existing Protective Covenants, Easements and/or Deed Restrictions.
5				Scale of 1" equals not more than 100' for major subdivision plats or 1" equals not more than 50' for major site plans on one of the following four (4) standard sheet sizes (8½" x 13", 15" x 21", 24" x 36" or 30" x 42"), each with a clear perimeter border at least 1" wide.
6				Key Map at 1" equals not more than 2,000'.
7				Title Block in accordance with the rules governing "title blocks" for professional engineers (N.J.S.A. 45:8-36), including:
8				Name of the development, Township of Montgomery, Somerset County, N.J;
9				Name, title, address and telephone number of applicant;
10				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan.
11				Name, title and address of the owner or owners of record;
12				Scale (written and graphic); and
13				Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.
14				North Arrow.
15				Certification that the applicant is the owner of the land or his/her properly authorized agent, or certification from the owner that he or she has given his/her consent under an option agreement.

**Preliminary Major Site Plan and Preliminary Major Subdivision Checklist (cont.)**

<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
16				If the applicant is a partnership or a corporation, the names and addresses of all partners, or the names and addresses of all stockholders owning ten percent (10%) or more of any class of stock of the corporation as required by N.J.S.A. 40:55D-48.1 et seq.
17				Acreage figures to the nearest tenth of an acre (both with and without areas within public rights-of-way) and a computation of the area of the tract to be disturbed. For subdivisions, acreage of proposed lots with total acreage calculation.
18				Approval signature and date lines for the Chairman, Secretary of the Board and the Township Engineer.
19				Existing tax sheet number(s) and existing block and lot number(s) of the lot(s) to be subdivided or developed as they appear on the Township Tax Map, and proposed block and lot number(s).
20				The name(s) and block and lot number(s) of all property owners within two hundred (200) feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Township Tax Assessor.
21				Tract boundary line (heavy solid line) and any existing and proposed subdivision or property line(s) within the tract.
22				Zoning districts(s) affecting the tract, including district names and all requirements, with a comparison to the proposed development, and all zoning district(s) within one hundred (100) feet of the tract.
23				The location of natural features, including but not limited to treed areas, high points, marshes, depressions, and any extensive rock formations, both within the tract and within two hundred (200) feet of its boundaries.
24				Delineation of flood plains, including both floodway and flood fringe areas, and Township stream corridors, both within the tract and within two hundred (200) feet of its boundary, and the source and date of the flood plain information.
25				Delineation of ponds, marshes, wetlands, wetland transition areas, hydric soils, and lands subject to flooding, both within the tract and within two hundred (200) feet thereof. A copy of the applicant's request for a Letter Of Interpretation (LOI) from the New Jersey Department of Environmental Protection (NJDEP) and the accompanying plan shall be submitted for all delineated wetlands. Where an LOI has been received, a copy of the NJDEP LOI and stamped approved plan shall be submitted to the Township.
26				All existing and proposed water courses (including lakes and ponds) within the tract and within two hundred (200) feet of the tract shall be shown and be accompanied by the following information:

**Preliminary Major Site Plan and Preliminary Major Subdivision Checklist (cont.)**

<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
27				When a stream is proposed for alteration, improvement or relocation or where a drainage structure or fill is proposed over, under, in or along a running stream, a report on the status of review by the State Department of Environmental Protection, Division of Water Resources, shall accompany the submission.
28				Cross-sections of water courses and/or drainage swales showing the extent of the flood plain, top of bank, normal water levels and bottom elevations at the locations in Subsection 16-8.4 b.15.(b) where appropriate or where required by the Board Engineer or Township Engineer.
29				The total acreage of the drainage basin of any watercourse running through the tract.
30				The location and extent of drainage and conservation easements and stream encroachment lines.
31				The location, extent and water level evaluation of all existing or proposed lakes or ponds within the tract and within two hundred (200) feet of the tract.
32				The size, direction of flow and the type of proposed surface water management provisions to reasonably reduce and minimize exposure to flood damage.
33				Existing and proposed contours as required by Ordinance and an indication of steep sloped areas.
34				Locations of all existing structures and their uses (with their numerical dimensions and an indication as to whether existing structures will be retained or removed), both within the tract and within two hundred (200) feet of its boundary, including but not limited to buildings, paved areas, railroads, bridges, culverts, drain pipes, any historic features such as family burial grounds and buildings more than fifty (50) years old, and the existing and proposed front, rear and side yard setback distances to all buildings.
35				The location and size of existing structures such as water and sewer mains, valves, hydrants, utility structures, gas transmission lines and high tension power lines on the tract and within two hundred (200) feet of its boundaries.
36				The location and identification of existing vegetation with an indication as to whether it is to remain or be removed. The location and species of all existing individual trees or groups of trees having a caliper of six (6) inches or more measured four and one-half (4½) feet (DBH) above the ground level shall be shown within the portion(s) of the tract to be disturbed as a result of the proposed development, indicating which trees are to remain and which are to be removed, with the limits of disturbance clearly indicated on the plan.

**Preliminary Major Site Plan and Preliminary Major Subdivision Checklist (cont.)**

<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
37				A Landscape Plan showing the location of all proposed plantings, screening and buffering, a legend listing the botanical and common names, the sizes at the time of planting, a planting schedule, method of irrigation, the total quantity of each plant, and the location of each plant keyed to the plan or plat.
38				Size, height and location of all proposed buildings (including spot elevations and grades), structures, signs and fences, including details for any signs and sign lighting, fences and trash enclosures and provisions for the separation and storage of recyclable materials.
39				All dimensions and setbacks necessary to confirm conformity to the chapter, such as the size of the tract and any proposed lot(s), the number of lots being created, structure setbacks, structure heights, yards, floor area ratios, building and lot coverages, the amount of contiguous net useable acreage, the delineation of all "critical areas", and the inscription of a 205 foot diameter circle, where required for residential uses.
40				The proposed location, height, size, direction of illumination with isolux curves, power and type of proposed outdoor lighting, including details of lighting poles, luminaries, hours and time of lighting, a point by point plan and the average footcandle level.
41				Existing and proposed street and lot layout, with dimensions correct to scale, showing that portion proposed for development in relation to the entire tract, and existing lot lines to be eliminated.
42				The location and design of any off-street parking or loading area, showing the size and location of bays, aisles and barriers, curbing and paving specifications and any associated signage.
43				All means of vehicular access and egress to and from the site onto public streets, showing the size and the location of driveways, sidewalks, fire lanes and curb cuts, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, sight triangle easements, additional width and other proposed devices necessary.
44				Plans, typical cross sections and construction details, horizontal and vertical alignments of the centerline of all proposed streets and of all existing streets abutting the tract including street names. The vertical alignments shall be based on U.S.G.S. vertical datum or a more specified datum supplied by the Township Engineer, including curbing, sidewalks, street trees and planting strips, storm drains and gutters, drainage structures and cross sections every half and full station of all proposed streets and of all existing streets abutting the tract.
45				Sight triangles, the radius of curblines and street sign locations shall be clearly indicated at the intersections.
46				The width of cartway and right-of-way, location and width of utility lines, type and width of pavement, final design grades, and a profile of the top of curb within the bulb of any cul-de-sac shall be included.

**Preliminary Major Site Plan and Preliminary Major Subdivision Checklist (cont.)**

Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
47				The width of additional right-of-way to be dedicated to the Township or other appropriate governmental agency shall be shown as specified in the Master Plan or Official Map and the street requirements of this chapter.
48				Drainage calculations, proposed drainage improvements and details, and stormwater design requirements as may be required in Section 16-5.2, with submission requirements set forth in Subsection 16-5.2 m.3. of this chapter. Drainage plans shall include the following, as may be required by the Board Engineer:
49				Topographic Base Map per Subsection 16-5.2 m.3.(a);
50				Environmental Site Analysis included in the Stormwater Management Report per Subsection 16-5.2 m.3.(b);
51				Project Description in the Stormwater Management Report and Site Plan per Subsection 16-5.2 m.3.(c);
52				Land Use Plan per Subsection 16-5.2 m.3.(d), including: (1) New Jersey NonStructural Stormwater Measures Strategies point system, Low Impact Checklist, detailed narrative and illustrative maps; (2) Development description to meet erosion control, groundwater recharge, stormwater runoff quantity and quality standards; and (3) LEED project checklist with narrative.
53				Stormwater Mapping per Subsection 16-5.2 m.3.(e), including: (1) Area to be developed at one (1) foot contours; (2) Soil boring locations; (3) Detailed design; (4) Utility Plan; and (5) Grading Plan;
54				Stormwater Calculations and Soils Report per Subsection 16-5.2 m.3.(f); and
55				Operations and Maintenance Plan per Subsection 16-5.2 m.3.(g).
56				Plans, profiles and details of proposed improvements and utility layouts including sewers, storm drains and water lines, and feasible connections to gas, telephone and electrical utility systems, including plans, profiles and details of all existing and proposed sanitary sewage facilities and water mains with proposed connections, as required in Subsection 16-8.4 b.29.
57				If the proposed lot(s) is (are) not served by a sanitary sewer, three (3) copies of the plan approved by the Township Board of Health, with date of approval, of site evaluation tests, certified by a licensed professional engineer, indicating that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the test hole(s) and boring(s), soil logs, proposed location of the septic disposal areas and reserve areas, test results, soil types, percolation rates and compliance with the "Individual Sewage Disposal Code of New Jersey" or applicable Township Board of Health Code, whichever may be more restrictive, shall be shown on the plat and certified by a licensed professional engineer.

<b>Preliminary Major Site Plan and Preliminary Major Subdivision Checklist (cont.)</b>				
<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
58				The names, location and width of all existing and proposed easements and rights-of-way, the use(s) for which they are intended to be limited, the manner in which the easements will be controlled, and to whom they are granted.
59				Any existing protective covenants or deed restrictions applying to the land being developed shall be submitted with the application and/or indicated on the submitted plat or plan.
60				Plans for Soil Erosion and Sediment Control as required by N.J.S.A. 4:24-39 et seq. and in accordance with the Somerset County Soil Conservation District.
61				The existing and proposed permanent monuments shall be shown, in accordance with the Map Filing Law, N.J.S.A. 46:23-9.9.
62				An Environmental Impact Statement in accordance with Subsection 16-8.4 c. of this chapter, if required.
63				A Traffic Impact Statement if required in accordance with Subsection 16-8.4 d. of this chapter, if required.
64				If a survey is referenced, a copy of a signed and sealed survey by a licensed New Jersey land surveyor, showing the tract boundary, topographic information, existing conditions, and all "critical areas", as defined by this chapter.
65				Certification from the Township Tax Collector that all taxes and assessments are paid to date, and certification from the Chief Financial Officer or his/her designee that all prior escrow fees have been posted.
66				A list of all known licenses, permits and other forms of approval required by law for the development and operation of the proposed project, including approvals required by the Township, as well as agencies of the County, State and Federal government. Evidence of the submission of the application(s) for other agency approvals having jurisdiction over the application and/or required by the Township Engineer shall be submitted. Where approvals have been granted, copies of said approvals shall be attached. Where approvals are pending, a note shall be made to that effect.
67				Concerning major site plans only, the proposed use and operations of the buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift, and the hours of operation open to public use.
68				Concerning major site plans only involving the storage of hazardous substances, a proposal for the means of storage of hazardous substances in accordance with Ordinance 81-85.
69				Where any clearing and/or construction of public improvements is proposed to commence prior to final approval, a written statement from the applicant indicating this intent and his acknowledgement of the requirements of Section 16-9.2 of this chapter and, if the development is to be phased, the location of areas where such clearing or construction is proposed. The following additional information also is required:

<b>Preliminary Major Site Plan and Preliminary Major Subdivision Checklist (cont.)</b>				
<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
70				A letter from the developer indicating that he/she shall be proceeding with construction based upon a preliminary approval only at his/her own risk and that he/she acknowledges that there are no assurances that the improvements installed will be granted final approval.
71				A separate plan depicting the areas within the site where construction shall be performed prior to final approval, including clearing and grading limits, and a summary of the improvements that are proposed to be constructed prior to final approval.
72				A separate plan depicting soil erosion and sediment control measures which shall be implemented prior to final approval, the location of topsoil and material stockpiles and construction staging areas, and measures to protect existing trees and vegetation along clearing limits.
73				If clearing and grading are proposed beyond the right-of-way line on a proposed lot prior to final approval, a written explanation setting forth the reasons for such clearing prior to final approval and grading plan approval for the subject lot(s).
74				In the case of any subdivision or site plan submission of a planned development, the applicant shall be required to submit all of the required information for all of the properties comprising the planned development, regardless of whether the applicant is seeking approval of the whole or a section of the planned development; specifically, the applicant shall be required to show the inter-relationship of each portion of the project with the whole of the project considering land use, traffic, open space, buffering, drainage and surface water management, sewerage, potable water supply and any other specific planning considerations as may be of particular relevance to a particular planned development.

NOTE: The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area, provided, however, that no application shall be declared incomplete for the lack of such additional information.

\_\_\_\_\_  
SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECK LIST.

\_\_\_\_\_  
DATE.

} CHECK LIST }

**Details Required For  
Final Major Subdivision Plats  
And  
Final Major Site Plans**

**Note: See Section 16-8.5 of the Montgomery Township Land Development Ordinance for further details of submission requirements and procedures.**

**Applicant** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

**Address** \_\_\_\_\_

Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
1				Application Form(s) and Checklist(s).
2				Application and Escrow Fees in accordance with Section 16-9.1.
3				Plats or Plans signed and sealed by a N.J.P.L.S. or N.J.P.E., as required, and folded into eighths with the Title Block revealed in accordance with Subsection 16-8.4 b. of this chapter.
4				Scale of 1" equals not more than 100' for major subdivision plats or 1" equals not more than 50' for major site plans on one of the following four (4) standard sheet sizes (8½" x 13", 15" x 21", 24" x 36" or 30" x 42"), each with a clear perimeter border at least 1" wide.
5				All details stipulated in Subsection 16-8.4 b. and 16-8.5 c. of this chapter
6				All additional details required at the time of preliminary approval.
7				A section or staging plan, if proposed.
8				Regarding major subdivision plats only, all information and data required by the Map Filing Law.
9				Detailed architectural and engineering data as required by Ordinance including:
10				An architect's design drawing of each building and sign showing front, side and rear elevations;
11				Cross sections, plans, profiles and established grades of all streets, aisles, lanes and driveways, including centerline geometry and horizontal alignments with bearings, radii and tangents;
12				Plans and profiles of all storm and sanitary sewers and water mains; and
13				All dimensions of the exterior boundaries of any subdivision shall be balanced and closed.
14				Final grading plans, as required by Ordinance.
15				Evidence that a duplicate copy(ies) of the application for development has/have been filed with any other agency having jurisdiction over any aspect of the proposed development.
16				Certification from the Township Tax Collector that all taxes and assessments are paid up-to-date and certification from the CFO or his/her designee that all prior escrow fees have been posted.

**Final Major Site Plan and Final Major Subdivision Checklist (cont.)**

<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
17				Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the tract as required by Ordinance.
18				Certification in writing from the applicant to the Board that the applicant has: <ul style="list-style-type: none"> <li>(a) Installed all improvements in accordance with the requirements of the Ordinance and the preliminary approval; and/or</li> <li>(b) Posted a performance guarantee in accordance with Section 16-9.2 of the Ordinance; and</li> <li>(c) In the case of major subdivisions only, posted the moneys required to revise the Township Tax Map Sheets to indicate the approved subdivision.</li> </ul>
19				A statement from the Township Engineer that: <ul style="list-style-type: none"> <li>(a) All installed improvements have been inspected and as-built drawings have been submitted; and</li> <li>(b) Those installed improvements that do not meet or exceed Township standards shall be factored into the required performance guarantee.</li> </ul>
20				Concerning major subdivisions only, a "Sales Map" in accordance with Subsection 16-8.5 b.8. of the Ordinance.
21				Where proposed, the location of temporary construction trailers, temporary sales trailers or centers, models, and/or temporary signs.
22				If the development is subject to the requirements pertaining to the establishment of escrows for underground water storage tank systems and ancillary fire protection wells as set forth in Subsections 16-5.16 d.1. and 16-9.3 c.4.(b), a notation shall appear on the final plan that the escrow deposit for each lot must be posted prior to the issuance of the building permit for the principal structure that will be located on the subject lot.

SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECK LIST.

DATE.

} CHECK LIST }

**Details Required  
For  
Variance Applications**

**Note:** See Subsection 16-8.2 c. of the Montgomery Township Land Development Ordinance for further details of submission requirements and procedures.

**Applicant** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

**Address** \_\_\_\_\_

Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
1				Application Form(s) and Checklist(s) (8 copies).
2				Application and Escrow Fees in accordance with Section 16-9.1.
3				Sketch plats or plans (8 copies) or related material outlining the location, nature and extent of any variance(s) requested, which may be provided on a signed and sealed survey of the property prepared by a licensed land surveyor.
4				Title Block:
5				Name, title, address and telephone number of applicant;
6				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat, plan, and/or survey;
7				Name, title and address of the owner or owners of record;
8				Plan scale; and
9				Date of original preparation and of each subsequent revision thereof.
10				Acreage figures (both with and without areas within public rights-of-way).
11				North Arrow.
12				Certification that applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement, either on the plat or plan or in the application.
13				The location of existing property lines (with bearings and distances), streets, structures (with their numerical dimensions and an indication of whether existing structures will be retained or removed), parking spaces, loading areas, driveways, watercourses, railroads, bridges, culverts, drain pipes, any natural features, and any historic features such as family burial grounds and buildings more than fifty (50) years old, both within the tract and within two hundred (200) feet of its boundary.
14				Approval signature lines, for "d" variance applications only.

<b>Variance Checklist (cont.)</b>				
<b>Item #</b>	<b>Provided</b>	<b>Not Relevant</b>	<b>Waiver Asked For</b>	<b>Item Of Information Required By The Land Development Ordinance</b>
15				Existing block and lot number(s) of the lot(s) as they appear on the Township Tax Map.
16				The location and width of all existing and proposed easements and rights-of-way, the use(s) for which they are intended, and to whom they will be granted.
17				Zoning district(s) applicable to the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
18				Existing and proposed landscaped and wooded areas.
19				Delineation of any flood plains and Township stream corridors.
20				Wetlands and wetland transition areas.
21				Designation of topographic slopes fifteen percent (15%) or greater.
22				Designation of any hydric soils, as noted in Subsection 16-6.4 g.
23				The names and addresses of all property owners within 200 feet the subject property, including block and lot numbers as they appear on the most recent tax list prepared by the Township Tax Assessor.
24				Certification from the Township Tax Collector that all taxes and assessments are paid to date and certification from the CFO or his/her designee that all prior escrow fees have been posted.
25				A sketch of the proposed addition or new construction for which a variance is sought, demonstrating how same is architecturally consistent with the existing structure or an improvement thereof.
26				A written statement describing the exact proposed use requested, for "use" variance applications only. The statement should include hours of operation, number of employees, and other pertinent information to aid the Board in a full understanding of the proposed use.
27				Environmental Impact Statement, for "d" variances only (see Subsection 16-8.4 c.).
28				Stormwater management methods, only for "d" variances and for "c" variances for lot coverage (see Subsection 16-5.2 c.3.)

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SIGNATURE AND TITLE OF PERSON WHO PREPARED CHECK LIST

DATE

## APPLICANT'S NOTICE OF PUBLIC HEARING

Pursuant to N.J.S.A. CHP 291, C.40:55D-12 and Montgomery Township Ordinance 85-482, 16-7.6d., public notice of a hearing on an application for development shall be given for:

- (1) Any request for variance;
- (2) Any request for conditional use approval;
- (3) Any request for issuance of a permit to build within the bed of a mapped street or public drainage way or on a lot not abutting a street (see subsection 16-7.2f.1 and 16-7.2f.2 of the Township Ordinance 85-482);
- (4) Any request for site plan and/or subdivision approval involving one (1) or more of the aforesaid elements;
- (5) Any request for preliminary approval of a major subdivision and/or preliminary major site plan; and
- (6) Any request for approval of a planned development.

### Methods of Notice

At least ten (10) days prior to the hearing date, the applicant for any of the above noted applications is responsible for serving notice by:

- (1) Publication in one (1) official newspaper (The Courier News, which is a daily newspaper, and/or the Somerset Spectator which is a weekly newspaper); and
- (2) Serving all property owners within two hundred feet (200') of the site of the application and any other persons or officials required by law by personal service or by certified mail, return receipt required (See Section 16-7.6d. of the Township Ordinance 85-482).

### List of Property Owners

A certified list of all property owners who must be notified (including the property and officials of adjacent municipalities) shall be furnished by the Township Tax Assessor to the applicant within seven (7) days of the date of receipt of the fee for this list. (See Section 16-7.6d.2(b) of Ordinance 85-482). **The applicant must send notice to property owners on list prepared by the Township Tax Assessor which is no more than four months old at the time of mailing.**

### Combined Applications

Where an application is made for more than one approval, such as a use variance and site plan, all requested approvals must be stated in the notice.

### QUESTIONS ?

If you have any questions on filling out the forms or on the notice requirements, please consult with the Community Development Office, (908) 359-8211.



**MONTGOMERY TOWNSHIP PLANNING/ZONING BOARDS**  
**AFFIDAVIT OF PROOF OF SERVICE**  
**(TO BE SUBMITTED AS PART OF NOTICE)**

STATE OF NEW JERSEY)

ss.

COUNTY OF SOMERSET)

\_\_\_\_\_, of full age, being duly sworn, according to law, upon oath, deposes and says that on \_\_\_\_\_, written notice of the hearing on the \_\_\_\_\_ application, a copy of which notice is annexed hereto, by certified mail, return receipt requested, to the property owners and agencies listed on sheets annexed hereto.

DATED: \_\_\_\_\_

Applicant's Name Printed and Applicant's Signature

SWORN TO AND SUBSCRIBED TO BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(NOTARY PUBLIC)

**FEE AND ESCROW DEPOSIT**

(See Section 16-9.1 of the Land Development Ordinance)

Type of Application	Non-refundable Fee	Escrow
Subdivisions:		
Minor Plat	\$350.00	\$2,500.00
Preliminary Plat	\$600.00	\$300.00 per lot plus \$2,250.00
Final Plat	\$400.00	\$75.00 per lot plus \$1,500.00
Informal Presentation of Plan		
(1) Minor Plat	\$200.00	\$0.00 without professional review; \$1,000.00 with professional review
(2) Major Plat	\$400.00	\$0.00 without professional review; \$150.00/acre or part thereof plus \$6.00/dwelling unit and \$0.15/square foot or site area being disturbed, provided a minimum of \$2,000.00 shall be deposited
Site Plans		
Minor Plat	\$200.00	\$2,000.00
Preliminary Plat		
Residential	\$600.00	\$100.00/acre or part thereof plus \$6.00/dwelling unit and \$0.05/square foot of site area being disturbed, provided a minimum of \$500.00 shall be deposited
Non-Residential	\$600.00	\$600.00/acre or part thereof plus \$0.15/square foot of the site area being disturbed, provided a minimum of \$4,000.00 shall be deposited
Final Plat		
Residential	\$400.00	\$50.00/acre or part thereof plus \$6.00/dwelling unit and \$0.05/square foot of site area being disturbed, provided a minimum of \$500.00 shall be deposited
Non-Residential	\$400.00	\$300.00/acre or part thereof plus \$0.15/square foot of site area being disturbed, provided a minimum of \$2,000.00 shall be deposited
Informal Presentation of Plan		
(1) Minor Plat	\$200.00	\$0.00 without professional review; \$1,000.00 with professional review
(2) Major Plat	\$400.00	\$0.00 without professional review; \$150.00/acre or part thereof plus \$6.00/dwelling unit and \$0.03/square foot of site area being disturbed, provided a minimum of \$2,000.00 shall be deposited

Type of Application	Non-refundable Fee	Escrow
<b>Variances</b>		
Appeal (40:55D-70a)	\$200.00	\$1,500.00
Interpretation (40:55D-70b)	\$200.00	\$1,500.00
Bulk (40:55D-70c)	Residential \$100.00 Nonresidential \$250.00	\$1,500.00
Use (40:55D-70d)	Residential \$250.00 Nonresidential \$500.00	\$5,000.00
Permit (40:55D-34 & 35)	\$250.00	\$ 600.00
Appeals to Township Committee	\$250.00	\$ 0.00
Certified List of Property Owner	\$0.25/name or \$10.00 whichever is greater	\$ 0.00
Copy of Minutes, Transcripts or Decisions	One to ten pages 0.75/page; eleven to twenty pages 0.50/page; all pages over twenty 0.25/page; \$10.00 per tape	\$ 0.00
Subdivision Approval Certificate	\$ 50.00 per certificate	\$ 0.00
Conditional Use	\$250.00	\$ 800.00
Request for rezoning/Master Plan Amendment	\$500.00	\$2,000.00
Waivers from Design Standards	\$200.00	\$ 500.00
Modifications to Approved Site Plans, Subdivisions or Resolution Conditions	\$250.00	\$1,000.00
Soil Hauling	\$200.00	\$1,000.00
Waiver of Site Plan Review	\$250.00	\$1,500.00
Extension of vesting period approvals	\$200.00	\$ 800.00
Resubmission of Application Due to Being Incomplete	\$150.00	\$ 0.00
Request for reapproval or extension of time	\$200.00	\$1,000.00
<b>Zoning Permits</b>		
For review of new construction, building addition/alteration, accessory building, deck, pool/spa/hot tub, fence, tower, and sign permit applications	\$50.00	\$ 0.00
For review of application for the expansion of lot coverage	\$50.00	\$ 0.00
For review of Change of Use, change of Tenant (Commercial), and Tenant Fit-Out	\$50.00	\$ 0.00
Review of First Priority Locations for Wireless Communication Facilities by Township Engineer and Township Land Use Planner (see subsection 16-6.1,6)	\$200.00	\$2,500.00

## **ESCROW BREAKDOWN**

The applicant is to show all calculations in determination of required escrow: