

REVIEW CHECKLIST

ZONING BOARD OF ADJUSTMENT APPLICATIONS Borough of Bernardsville

Applicant: _____

Block: _____ Lot: _____ Address: _____

Below is a list of required information which must be submitted with an application for a Minor Site Plan and Preliminary Application of a Major Site Plan. For more information, refer to Article 9, entitled "Site Plan Review," in the Land Development Regulations.

The applicant must submit twenty-one (21) sets of applications and drawings to the Borough of Bernardsville which will be forwarded to the: Board of Adjustment, Board Attorney, Board Planner, Board Engineer, Zoning Officer, Environmental Commission, Health Department, Fire Prevention Bureau, Shade Tree Committee, Historic Preservation Committee. The applicant must also submit applications to the Somerset County Planning Board and Soil Conservation District as applicable, and to N.J.D.O.T. if project affects Street R.O.W.

9-9.2 Minor Site Plan and Preliminary Application of a Major Site Plan. The minor site plan and the preliminary application of a major site plan shall be drawn at a scale of not smaller than 50 feet to the inch and not more than 10 feet to the inch. It shall include such details as may be necessary to properly evaluate the minor site plan or the preliminary application of a major site plan and determine compliance with this Ordinance. In the case of a scale other than one inch equals 50 feet is submitted, one copy of a photomechanical reduction to a scale of one inch equals fifty feet shall also be submitted. Any minor site plan or preliminary application of a major site plan involving any new building, or addition thereto, or any site improvements shall be drawn by a licensed New Jersey professional engineer, land surveyor, architect or professional planner. Where applicable to the proposed use or construction, the following information shall be clearly shown:

a. North arrow, scale, graphic scale, date and notes and dated revisions.

b. The Zoning District in which the property is located and the Zone District or districts of the immediately adjoining properties.

c. The following legends shall be on the Site Plan Map:

<p>1. Site Plan of _____ Lot _____ Block _____ Zone _____ Date _____ Scale _____ Applicant _____</p> <p>2. I consent to the filing of this Site Plan with the Planning Board of Bernardsville.</p> <p>_____ (Owner) (Address) (Phone No.) (Date)</p> <p>3. I hereby certify that I have prepared this Site Plan and that all dimensions and information are correct.</p> <p>_____ (Name) (Address) (Title & License No.)</p> <p>4. I have reviewed this Site Plan and certify that it meets all codes and ordinances under my jurisdiction.</p> <p>_____ (Date) (Borough Engineer)</p> <p>5. To be signed before issuance of a building permit: I hereby certify that all the required improvements have been installed or a bond posted in compliance with all applicable codes and ordinances.</p> <p>(If improvements installed) _____ (Borough Engineer)</p> <p>(Date) _____</p> <p>(If bond posted) _____ (Borough Clerk) (Date)</p> <p>Building Permit Issued _____</p> <p>(Date) _____</p> <p>6. Approved by the (Approving Agency) Preliminary _____ Final _____</p> <p>_____ (Chairman) (Date) (Secty.) (Date)</p>	
<p>d. All existing and proposed signs and their size, nature of construction and location, and all existing and proposed exterior lighting, including size, nature of construction, location, height, the area and direction of illumination and the lumen power.</p>	
<p>e. Rights-of-way, easements and all lands to be dedicated to the Borough.</p>	
<p>f. The entire property in question, even though only a portion of said property is involved in the site plan provided, however, where it is physically impossible to show the entire property on the required sheet, a key map is permitted.</p>	

g. All abutting streets and property lines within 500 feet of the affected property.	
h. Indication of sanitary disposal system.	
i. Area of the lot and all lot line dimensions.	
j. Survey Map, and metes and bounds description signed, sealed and certified by a Licensed Land Surveyor of New Jersey, showing boundaries of the properties, lines and all existing streets and roads, easements, rights-of-way. These shall be dimensioned and where applicable, referenced as to direction and purpose. All distances shall be in feet and hundredths of a foot. All angles shall be given to the nearest ten (10) seconds or closer. The error of closure shall not exceed one in ten thousand.	
k. Location of off-street parking areas showing proposed parking, sidewalks and loading spaces, with dimensions, width or proposed access drives and aisles and traffic circulation.	
l. Existing and proposed contours of the property and for 100 feet outside the property at 2-foot intervals when new buildings or parking areas are proposed. If only a portion of the property is being developed, contours need only be shown for said portion and 100 feet beyond.	
m. Elevations at the corners of all proposed buildings and paved areas and at property corners if new buildings or paved areas are proposed.	
n. Tentative building floor plans and front, rear and side building elevation drawings showing building materials. Said plans shall be at a scale of not less than 1/8" = 1'. Said plans shall be drawn by a licensed architect.	
o. Specifications for and location of proposed surface paving and curbing.	
p. Location of all structures on any abutting property within 300 feet of the property in question.	
q. Existing streams, brooks, or other natural or manmade drainage facilities when pertinent to any proposed construction on the lot.	
r. Proposed storm drainage facilities, water mains, sanitary sewer lines, water wells, waste disposal systems and other such proposed construction on the lot, as well as existing facilities of this nature when pertinent to any proposed use or construction.	
s. Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent on the subject property.	
t. All fences, walls, sidewalks or similar features to be provided.	

<p>u. The present status, location, and contemplated use of all existing buildings on the property.</p>	
<p>v. A Soil Erosion and Sediment Control Plan if required in accordance with P.L. 1975, Chapter 251. Said Plan shall be submitted to the Soil Conservation District in accordance with said statute and approval of the application shall be conditioned upon certification of the Soil Erosion and Sediment Control Plan by the District.</p>	
<p>w. Map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure along with drainage tabulation sheets showing calculations for each drainage area. Each drainage area shall be marked for identification purposes.</p>	
<p>x. Official seals of licensed professional engineer, land surveyor, architect or planner preparing the plans.</p>	
<p>aa. For any use located in a flood plain area, the following information:</p>	
<p>1. The existing and proposed contours on the property in question at a contour interval of one foot.</p>	
<p>2. The proposed elevations of the levels of the lands involved at the corners of the foundation of any structure or structures.</p>	
<p>3. The lowest elevation of the lowest proposed floor level including basement, if any, within any proposed structure after its completion.</p>	
<p>4. The layout of existing and proposed public streets and the nature, extent and location of existing and proposed public utilities servicing and to service the premises in question.</p>	
<p>bb. Photographs of the property where necessary to show any unusual topographic, environmental or physical aspect of the site. This would include but not be limited to rock outcroppings, vegetation, natural drainageways, wetlands and existing structures and improvements.</p>	
<p>cc. The names of the owners of all contiguous land and of property directly across the street and within two hundred (200) feet of the property, as shown by the most recent tax records of the Borough.</p>	
<p>dd. Key map at a scale of one inch equals one hundred feet (1" = 100'), or larger scale.</p>	
<p>ee. Reference to any existing or proposed deed restrictions or exceptions concerning all or any portion of the parcel. A copy of such covenants, deed restrictions or exceptions shall be submitted with the application.</p>	

<p>ff. All areas dedicated or proposed for public use within 200 feet of the property based on the Borough's Official Map.</p>	
<p>gg. Boundaries of any floodways, flood hazard areas or other areas subject to flooding or storm overflows. Said boundaries shall be drawn pursuant to the Floodplain and Watercourse Ordinance, 13-4.</p>	
<p>hh. Location of existing rock outcroppings, high points, depressions, vegetation, wooded areas and other significant existing features.</p>	
<p>ii. Trees of five inches or over in caliper shall be specifically located and identified. Any proposed change of such natural features shall be specifically noted.</p>	
<p>jj. Location of all existing bridges, culverts, storm sewers, septic systems, sanitary sewers, water, fire protection, electric and telephone lines, both above and below ground, and poles, gas and underground heating systems, pipe lines, artesian wells and other manmade features. Dimensions, grades and flow direction for culverts and sewers shall also be provided.</p>	
<p>kk. Location of all existing streets and highways on or adjacent to the property affected, including names, right-of-way width, pavement width, curb-to-curb width.</p>	
<p>ll. Location of all historical or architecturally significant properties within 300 feet of the property.</p>	
<p>mm. Copies of any proposed deed restrictions or covenants.</p>	
<p>nn. Where applicable, the method by which any open space or common open space area or commonly held building or structure is to be owned and maintained.</p>	
<p>oo. If applicable, development stages for the proposal.</p>	
<p>pp. The Approving Authority may require other specific data. This data may include but is not limited to geologic information, water yields, flood data, environmental information, traffic counts, road capacities, market or economic information, and similar material.</p>	
<p>qq. The location, design, and size of any on- or off-site pedestrian parks and bicycle pathways, open space, common open space, plazas and recreation areas, bridle paths or any other public use areas.</p>	
<p>rr. The location and design of the proposed buffer areas, screening, landscaping and planting, including a planting plan and a schedule of plant materials. The plan shall identify existing and</p>	

proposed plantings. Botanical and common names of plants and trees, dimensions, approximate time of planting and maintenance plans shall also be indicated.	
ss. Improvement coverage, number of units, square feet of construction, value of construction, density, coverage, number of employees, number of residents and area of land, etc. Specifically identified on the Site Plan, in tabular form, shall be pertinent zoning data, indicating the bulk area requirements of the zone in which the proposed development is located and how the proposed development corresponds to the zoning requirements.	
tt. All proposed streets and private roads with profiles indicating grading; and cross-sections showing width or roadway, location and width of sidewalk and specifications of the Borough of Bernardsville, as applicable.	
In addition, all variances should be shown:	
1. Building setback lines.	
2. Variances that will be required.	
3. The following should be on the cover sheet:	
a. Zoning requirements.	
b. List of variances	
c. List of property owners within 200 feet of subject property.	
<u>Sidewalks</u> – (Check Master Plan)	
4. Approval from Somerset County Planning Board, by Applicant.	
5. Approval from Somerset-Union Soil Conservation District, by Applicant.	